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| Test ScriptSAP S/4HANA - 18-09-20 | public |
| SAP Fiori Analytical Apps for Financial Accounting (2JB) |

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# Purpose

This scope item provides overview pages for the Accounts Payable and Accounts Receivable functionality. The scope item focuses on assisting the A/R and A/P managers with high-level information about blocked invoices, cash payment discounts, days payable outstanding, and more.

The Accounts Payables Overview focuses on Parked Invoices, Blocked Invoices, Days Payables Outstanding, Payable Aging, and so on. It also focuses on how they can be visualized to allow for a better decision making by the Accounts Payable Manager (and or Accounts Payable Accountant).

The Accounts Receivables Overview focuses on A/R Aging Analysis, Days Sales Outstanding, Cash Collection Tracker, and so on. It also focuses on how them can be visualized to allow for a better decision making by the Accounts Receivables Manager.

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 Payable Manager | SAP\_BR\_AP\_MANAGER | Accounts Payable | SAP\_BR\_AP\_MANAGER |  |
| Accounts Payable Accountant | SAP\_BR\_AP\_ACCOUNTANT | Accounts Payable | SAP\_BR\_AP\_ACCOUNTANT |  |
| Accounts Receivable Manager | SAP\_BR\_AR\_MANAGER | Accounts Receivable | SAP\_BR\_AR\_MANAGER |  |

# Overview Table

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

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

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Accounts Payable Overview](#unique_6) [page ] 5 | Accounts Payable ManagerAccounts Payable Accountant | Accounts Payable Overview (F2917) | The SAP Fiori overview page running is correctly. |
| [Accounts Receivable Overview](#unique_7) [page ] 7 | Accounts Receivable Manager | Accounts Receivable Overview (F3242) | The SAP Fiori overview page running is correctly. |

# Test Procedures

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

## Accounts Payable Overview

Test Administration

Customer project: Fill in the project-specific parts.

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

Prerequisite

You have already implemented Accounts Payable Overview. Please check if it is running correctly.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as Accounts Payable Manager and Accounts Payable Accountant. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | On the SAP Fiori launchpad, choose User > Settings > Default Values . | The following input fields are available:Display CurrencyCompany CodeSupplierYou can enter and save default values. |  |
| 3 | Access the App | Open Accounts Payable Overview (F2917). Enter the following required information in the filter bar and choose Go:* Display Currency
* Company Code
* Supplier
* Accounting Clerk
* Country
* Recon. Account
* Item Payment Block

If a default value is set in the SAP Fiori launchpad user settings, the filters have already been populated with the default values. | The overview page and the following cards are displayed (the exact names may vary):* Blocked Invoices
* Blocked Invoices - Chart View
* Posted Invoices
* Payables Aging
* Cash Discount Utilization
* Days Payable Outstanding Indirect
* Days Payable Outstanding Direct
* Posted Invoices in Current Period
* Parked Invoices
* Quick Links
* Suppliers with Debit Balances
* Invoices Blocked in Supplier Master Data
* My Inbox
* Due Invoices Free for Payment
* Invoice Processing Statistics
 |  |
| 4 | Set Global Filter | The global filters can be changed in the global filter bar. Set the values in the fields of the global filter, choose Go, and the content on the overview page is refreshed. | The global filter is applied to results of the cards on the overview page. |  |
| 5 | Manage Cards | To customize the cards on the overview page choose the user icon on the screen, choose Manage Cards, make the settings of your choice, and then choose OK. | The cards on the overview page can be rearranged, hidden, and displayed again. |  |
| 6 | Navigate from Card Days Payable Outstanding Indirect | Navigate from Days Payable Outstanding Indirect.Choose the header (or line point) of the card to get further information. | The overview page navigates you to the target apps. The global filter and header (and line point/bar item) information is carried over.The card navigates you to the Days Payable Outstanding Indirect SAP Fiori app. |  |
| 7 | Navigate from Card Days Payable Outstanding Direct | Navigate from Days Payables Outstanding Direct.Choose the header (or line point) of the card to get further information. | The overview page navigates you to the target apps. The global filter and header (and line point) information is carried over.The card navigates to the Days Payable Outstanding SAP Fiori app. |  |
| 8 | Navigate from Card Suppliers with Debit Balances | Navigate from Suppliers with Debit Balances.Choose the header (or line point) of the card to get further information. | The overview page navigates you to the target apps. The global filter and header (and line point) information is carried over.The card navigates to the Manage Supplier Line Items SAP Fiori app. |  |
| 9 | Navigate from Card Quick Links | Navigate from Quick Links.Choose Approve Bank Payments (or My Inbox) of the card to get further information. | The overview page navigates you to the target apps.Choose Approve Bank Payments. The card navigates you to the Approve Bank Payments SAP Fiori app.Choose My Inbox. The card navigates you to the My Inbox SAP Fiori app. |  |
| 10 | Navigate from Card My Inbox | Navigate from My Inbox.Choose each item of the card to get further information. | The overview page navigates you to the target apps.If you choose an item, the card navigates you to the My Inbox SAP Fiori app. |  |

## Accounts Receivable Overview

Test Administration

Customer project: Fill in the project-specific parts.

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

Prerequisite

You have already implemented Accounts Receivable Overview. Please check if it is running correctly.

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 Manager. | The SAP Fiori launchpad is displayed. |  |
| 2 | Set Default Value for SAP Fiori Launchpad User Setting (Optional) | On the SAP Fiori launchpad, choose User > Settings > Default Values . | The following input fields are available:Display CurrencyYou can enter and save default values. |  |
| 3 | Access the App | Open Accounts Receivable Overview (F3242). Enter the following required information in the filter bar and choose Go:* Display Currency
* Key Date
* Net Due Interval 1
* Net Due Interval 2
* Net Due Interval 3

If a default value is set in the SAP Fiori launchpad user settings, the filters have already been populated with the default values. | The overview page and the following cards are displayed:* Quick Links
* AR Aging Analysis
* My Inbox
* Days Sales Outstanding
* Cash Collection Tracker
* AR Breakdown
* Top 10 Debtors
 |  |
| 4 | Set Global Filter | The global filters can be changed in the global filter bar. Set the values in the fields of the global filter, choose Go, and the content on the overview page is refreshed. | The global filter is applied to results of the cards on the overview page. |  |
| 5 | Manage Cards | To customize the cards on the overview page choose the user icon on the screen, choose Manage Cards, make the settings of your choice, and then choose OK. | The cards on the overview page can be rearranged, hidden, and displayed again. |  |
| 6 | Navigate from Card Quick Links | Navigate from Quick Links.Choose Supervise Collections Worklist of the card to get further information. | The overview page navigates you to the target apps.If you choose Supervise Collections Worklist, the card navigates you to the Supervise Collections Worklist SAP Fiori app. |  |
| 7 | Navigate from Card A/R Aging Analysis | Navigate from AR Aging Analysis.Choose the header (or each item) of the card to get further information. | The overview page navigates you to the target apps. The global filter and header (and each item) information is carried over. The card navigates you to the Total Receivables SAP Fiori app. |  |
| 8 | Navigate from Card Days Sales Outstanding | Navigate from Days Sales Outstanding.Choose the header (or each item) of the card to get further information. | The overview page navigates you to the target apps. The global filter and header (and each item) information is carried over. The card navigates you to the Days Sales Outstanding SAP Fiori app. |  |
| 9 | Navigate from Card Cash Collection Tracker | Navigate from Cash Collection Tracker.Choose the header (or each item) of the card to get further information. | The overview page navigates you to the target apps. The global filter and header (and each item) information is carried over. The card navigates you to the Cash Collection Tracker SAP Fiori app. |  |
| 10 | Navigate from Card Top 10 Debtors | Navigate from Top 10 Debtors.Choose the header (or each item) of the card to get further information. | The overview page navigates you to the target apps. The global filter and header (and each item) information is carried over. The card navigates you to the Total Receivables SAP Fiori app. |  |

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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