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| Test ScriptSAP S/4HANA - 25-08-20 | public |
| Provisioning of Overdue Receivables (2PD\_DE) |

Table of Contents

[1 Purpose 2](#_Toc51228092)

[2 Prerequisites 3](#_Toc51228093)

[2.1 System Access 3](#_Toc51228094)

[2.2 Roles 3](#_Toc51228095)

[2.3 Master Data, Organizational Data, and Other Data 4](#_Toc51228096)

[2.4 Business Conditions 4](#_Toc51228097)

[2.5 Preliminary Steps 5](#_Toc51228098)

[2.5.1 Complete Customer Master Data 5](#_Toc51228099)

[3 Overview Table 7](#_Toc51228100)

[4 Test Procedures 8](#_Toc51228101)

[4.1 Valuation Run 8](#_Toc51228102)

[4.2 Analyze Doubtful Debts 11](#_Toc51228103)

[4.3 Bad Debt Write-Off 13](#_Toc51228104)

# Purpose

Due to the new impairment model of IFRS 9, Expected Credit Losses (ECL) on Trade Receivables are calculated using a provision matrix, where fixed provision rates apply depending on the number of days that trade receivable is outstanding. For the calculation of the provisioned amounts, you can periodically perform a valuation run to calculate the bad debt expense posting for overdue items. If you agree with the proposal of the valuation run, you can transfer the valuation to the general ledger to generate the postings. The system makes the adjustment posting for the relevant key date and reversal postings for the date after the key date.

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 |  |
| General Ledger Accountant | SAP\_BR\_GL\_ACCOUNTANT | General Ledger | SAP\_BR\_GL\_ACCOUNTANT |  |
| (Optional)Configuration Expert - Business Process Configuration(Only required when modifying SSCUI to add a new valuation adjustment key) | SAP\_BR\_BPC\_EXPERT | Business Process Configuration | SAP\_BR\_BPC\_EXPERT |  |

## 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 or the following sample data to go through the test procedure.

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | Details | Comments |
| Company Code | 1010 |  |  |
| Customer | 1010000110100002 |  |  |
| Value Adjustment | R1 |  |  |

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 |

## Business Conditions

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

|  |  |
| --- | --- |
| Scope Item | Business Condition |
| BD9 - Sell from Stock | Must be run before this test script. Invoices have been created and posted to accounting.Caution Not valid for SAP S/4HANA Professional Services Cloud. |
| BDN - Sales of Non-Stock Item with Order-Specific Procurement | Must be run before this test script. Invoices have been created and posted to accounting. |
| J59 - Accounts Receivable | Must be run before this test script. Invoices have been created and posted to accounting. |
| J58- Accounting and Financial Close | Perform Foreign Currency Valuation procedure is executed. |

## Preliminary Steps

### Complete Customer Master Data

Purpose

In this activity, you execute the allowance for doubtful debt step. You must assign a value adjustment to a customer.

Prerequisites

* The customer master record has been created.
* Value adjustment keys have been defined.

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 Maintain Business Partner (BP).If you are using SAP S/4HANA Enterprise Management, use transaction code BP. | The Maintain Business Partner (BP) view displays. |  |
| 3 | Select Customer | Make the following entry and choose Enter:Business Partner : 10100001 | The Display Organization : 10100001 view displays. |  |
| 4 | Change Role | Make the following entry :Display in BP role : FI Customer | The Display Organization : 10100001, role FI Customer 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 at the top.Choose the Customer: Account Management tab. |  |  |
| 7 | Value Adjustment | In the Account Management section, make the following entry:Value Adjustment: R1 | The value adjustment is assigned to the customer. |  |
| 8 | Save | Choose Save. | Changes are saved. |  |

# Overview Table

The 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 |
| [Valuation Run](#unique_9) [page ] 8 | General Ledger Accountant | Perform Further Valuations (F107) | Valuation run completed. |
| [Analyze Doubtful Debts](#unique_10) [page ] 11 | Accounts Receivable Accountant | Doubtful Accounts Valuation (F3246) | Doubtful acounts display. |
| [Bad Debt Write-Off](#unique_11) [page ] 13 | General Ledger Accountant | Post with Clearing (F-04) | Bad debt written off. |

# Test Procedures

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

## Valuation Run

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 make allowance for doubtful receivables valuation postings.

If Advanced Foreign Currency Valuation is activated, the Perform Further Valuations (F107) app and process does not work. For more information about Advanced Foreign Currency Valuation, see the Accounting and Financial Close (J58) test script.

Prerequisites

* Execute the Perform Foreign Currency Valuation test procedure from the Accounting and Financial Close (J58) scope item. Posting Date and Reversal Posting Date used for the Perform Further Valuations (F107) app must be the same values used in Perform Foreign Currency Valuation.
* Open receivables exist in the system that satisfy the valuation adjustment key requirements, based on number of days overdue. The creation of the valuation adjustment key is maintained in the <#unique_13> step (in Prerequisites > Preliminary Steps ).

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Perform Further Valuations (F107). | The Valuation Run: Initial Screen view displays. |  |
| 3 | Initial Data Entry | Make the following entries and choose Maintain:Run Date: <today's date>Identification: For example, any five character description, such as SAPY1 | The Valuation: Parameters view displays. |  |
| 4 | Parameters Data Entry | Make the following entries and choose Execute:Key Date:Val. Method: 3Currency Type: 10Valuation Area: For example, DEPostings: selectedPosting Date: <today's date><today's date>JE Type: SARev.Post.Date: <today's date + 1>JE Type: SAValuation for Each Line Item<: selectedSelection options tab:Customers: Select the checkbox and enter 10100001 | Note When Selection Options is selected, FI Valuation Program (Individual Value Adjustment Discounting) view displays. |  |
| 5 | Save | Choose Save. | The Valuation Run: Initial Screen view displays with Status as Parameters entered. |  |
| 6 | (Optional) Delete Parameters | Caution Once postings are made, parameters cannot be deleted.Before posting, if the Parameters must be deleted, choose More > Edit > Parameters > Delete . The system displays a dialog box with the notification Do you want to delete all the parameters?.Choose YesAfter parameters are deleted, return to the previous Initial Data Entry step to create a new valuation run. | Parameters are deleted for the valuation run and a confirmation notification displays.The Status changes to No parameters entered as yet. |  |
| 7 | Dispatch Valuation Run | Choose Dispatch. | The Valuation selection has been scheduled notification displays at the bottom of the view and the Status changes to:Val.run scheduled for <Run date and Time>Val.running |  |
| 8 | Complete Valuation Run | To change Status to Val.run Finished and complete the valuation run, choose Enter. | Status changes to Val.run Finished. |  |
| 9 | Display Valuation Run | Choose Display to review the valuation run. When your review is complete, choose the Exit button to return to the Valuation Run: Initial Screen. | The FI Valuation Lists view displays with details of the invoice documents selected in the run. |  |
| 10 | (Optional) View Sample Posting | Select More > Edit > Valuation Transfer > Sample Posting to view a simulation of the posting. | Posting Documents (Simulations) view displays. |  |
| 11 | (Optional) Delete Valuation Run | Caution Once postings are made, the valuation run cannot be deleted.Before posting, if any changes are required for the valuation run, you must delete the executed run and start over.From the Valuation Run: Initial Screen, choose Delete Run.A Do you want to delete selection valuation balance? dialog box appears.Choose Yes.The valuation run you created is deleted.Return to the previous Valuations Data Entry step to begin a new valuation run. | The valuation run data is deleted for Run Data and an identification notification displays.The Status changes to Parameters entered. |  |
| 12 | Post Valuation Run | Caution This step posts the accounting entries. After you execute this step, no changes can be made to the parameters nor can the valuation run be deleted.To post the valuation run, choose Forward and a dialog box appears. Check the box for Start Immediately and choose the Dispatch button. | The Valuation transfer has been scheduled notification displays.The Status changes to:Transfer scheduled for Run data at TimeTransfer running |  |
| 13 | Complete Posting | To complete the posting, choose Enter. | The Status changes to Transfer finished. |  |
| 14 | (Optional) View the Log | To review the Valuation Transfer Log, choose More > Edit > Valuation Transfer > Display Log | The job log entries for the valuation run display. |  |

## Analyze Doubtful Debts

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 the overdue receivables and their associated allowances, and you can drill down for details of individual customer accounts at journal entry level.

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 Doubtful Accounts Valuation (F3246). | The Doubtful Accounts Valuation (F3246) view is displayed. |  |
| 3 | Enter Search Criteria | Enter or verify the following data:Key Date: For example, <Current date>Net Due Interval 1: For example, 30Net Due Interval 2: For example, 60Net Due Interval 3: For example, 90Display Currency: EURValuation Area: IFCompany Code: 1010and choose Go. | A chart and table for Coverage displays with your search criteria. |  |
| 4 | Explore Doubtful Accounts | To explore your options, use the dropdown menu and select one of the following for viewing a graph:* By Customer
* By Country
* By Credit Risk Class
* By Dunning Block

Other buttons allow different options around how the data is visualized in charts or tables. | A graph or list is displayed according to your selections. |  |
| 5 | Drill Down | The Customers table provides a list of customers. By selecting a customer from the Customer column, a dialog box appears with customer details. Links are provided to drill down and either review or execute further activities for this customer, for example:* Clear Incoming Payments
* Display Customer Balances
* Manage Customer Line Items
* Post Incoming Payments
* Process Receivables

by selecting one of those links, a new view displays allowing additional activities. Choose the < (Back) button to return to the list.Note By choosing the More Links, you can customize the Link List to add or remove activities that display in the dialog box. | Additional review or activities are completed. |  |

## Bad Debt Write-Off

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

Bad debt is a loss that a company incurs when credit that has been extended to customers becomes worthless, either because the debtor is bankrupt, has financial problems, or because it cannot be collected. It is expensed on the income statement. Recognizing bad debt leads to an offsetting reduction to accounts receivable on the balance sheet – though businesses retain the right to collect funds should the circumstances change.

In this activity, you select customer invoices that are unrecoverable and post financial entries.

Prerequisites

Invoices have been created but are not recoverable.

Customers in financial trouble with debit balances that have to be zeroed out on the balance sheet.

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 with Clearing (F-04). | The Post with Clearing: Header Data view displays. |  |
| 3 | Selection Criteria | Enter the following data:Document Date: <date>Type: For example, DACompany Code: 1010Posting Date: <date>Currency/Rate: EUR and <exchange rate>Reference: <any> for example, BadDebt writeoffTransaction to be Processed section:Transfer posting with clearing: selectedFirst Line Item sectionPstKy: 40Account: For example, 62000000Note The 620000000 account number is a dedicated Bad Debt account. When money in no longer recoverable, for example, the customer declares bankruptcy, you use this account to write off from Accounts Receivable and book as an expense.and choose Enter. | The Post with Clearing Add G/L account item view displays. |  |
| 4 | Enter Data | Enter the following data:Amount: For example, 1000Tax Code: <tax code>, if applicableCost Center: <default value>, for example CAONNote The Cost Center value default is based on the account determination set for the account number you entered in the previous step. If you have a different cost center, enter that number. |  |  |
| 5 | Choose Open Items | Select the Choose open items tab at the top of the view. | The Post with Clearing Select open items view displays. |  |
| 6 | Enter Data | Enter the following data:Company Code: <default value>Account: For example, 10100001Account type: DAnd on the Additional selections area, select NoneNote The default of None results with all items being displayed. If you know the document numbers to be cleared, select the Document Number radio button. |  |  |
| 7 | Process Open Items | Choose the Process Open Items tab at the top of the view.Note If a Withholding Tax information ignored displays, choose Continue. | Post with Clearing Process open items displays with a list of all documents. |  |
| 8 | Deactivate | Choose the Select All icon below the list and then choose the Deactivate Items icon. | All account items have been deactivated. |  |
| 9 | Activate Selected Item | From the list of the Account Items, select the Document Number row for the item to be cleared and choose the Activate Items button.Note The amount entered in the previous step must be the same amount as the Assigned value that appears in the Processing Status | The Processing Status area at the bottom of the view displays the amount. |  |
| 10 | Post | Choose Post from the bottom of the view. | A Document XXXXXXXXXX was posted in company code XXXX notification displays. |  |

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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