|  |  |
| --- | --- |
|  |  |
| Test Script  SAP S/4HANA - 11-09-20 | public |
| Sales Commissions - External Sales Representative (2TT\_DE) |

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# Purpose

The Sales Commissions Settlement scope item concerns the subsequent settlement of sales commission conditions agreed upon with an external sales agent. You use condition contracts from Condition Contract Management to enter the sales commission agreements with the external sales agents. In a condition contract, you specify the commission recipient, organizational and process control parameter, the business volume selection criteria, the sales commission conditions and the settlement calendar with settlement dates for delta accrual, partial and final settlement. The delta accruals settlement reflects a procedure in which accruals for commissions are not posted together with the transactional documents but subsequently in a specific settlement run. In the partial and final settlements of a condition contract you perform the sales commission calculation based on business volume and commission conditions and you create the settlement documents reflecting an invoice from the external sales agents for the arrangement of sales deals. This scope item supports two data sources for the business volume determination: SD billing documents already paid and SD billing documents without check for payment.

This scope item is closely related to the business process of Sell from Stock (BD9) scope item. Ideally, the condition contract is created first before you start to enter sales orders in the system. However, you can also create condition contracts subsequently with a validity period starting in the past. Also, sales commissions processing and sales transactions run in parallel in that sense that you process partial settlements for billing documents entered continuously during the condition contract’s validity period.

After describing the general process flow, two special aspects are addressed at the end of the test script. When a defined minimum sales turnover for a commissions eligibility will probably not be reached, you are obliged to reverse existing accruals and prevent creating new accruals. This requirement is fulfilled with the help of an unlikelihood condition maintained in the condition contract. In addition, you can maintain conditions for adjusting the (final) settlement amount in the condition contract. You typically agree upon such adjustments with the external sales agent when there is a dissonance concerning the relevant business volume. You can maintain a condition for adjusting the business volume, for an additional commission amount and for a final fixed commission.

In addition, you can also configure workflows to include the approval process for condition contracts, release of condition contract for settlement and partial and final settlement documents. You can define workflow preconditions for releasing condition contracts and settlement documents. An approver can choose to approve, reject or send the documents for rework to the document initiator. The approval process starts when a workflow with one or more steps is activated and the preconditions you have assigned to it are met.

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 |
| Sales Manager | SAP\_BR\_SALES\_MANAGER | Sales Management | SAP\_BR\_SALES\_MANAGER |  |
| Internal Sales Representative | SAP\_BR\_INTERNAL\_SALES\_REP | Internal Sales | SAP\_BR\_INTERNAL\_SALES\_REP |  |
| Shipping Specialist | SAP\_BR\_SHIPPING\_SPECIALIST | Shipping | SAP\_BR\_SHIPPING\_SPECIALIST |  |
| Warehouse Clerk | SAP\_BR\_WAREHOUSE\_CLERK | Inventory Processing | SAP\_BR\_WAREHOUSE\_CLERK |  |
| Billing Clerk | SAP\_BR\_BILLING\_CLERK | Billing | SAP\_BR\_BILLING\_CLERK |  |
| Credit Controller | SAP\_BR\_CREDIT\_CONTROLLER | Credit Management | SAP\_BR\_CREDIT\_CONTROLLER |  |
| Accounts Receivable Accountant | SAP\_BR\_AR\_ACCOUNTANT | Accounts Receivable | SAP\_BR\_AR\_ACCOUNTANT |  |
| Configuration Expert - Business Process Configuration | SAP\_BR\_BPC\_EXPERT | Business Process Configuration | SAP\_BR\_BPC\_EXPERT |  |
| Purchaser | SAP\_BR\_PURCHASER | Operational Purchasing | SAP\_BR\_PURCHASER |  |
| Business Process Specialist | SAP\_BR\_BUSINESS\_PROCESS\_SPEC | Business Process Management | SAP\_BR\_BUSINESS\_PROCESS\_SPEC |  |

## Master Data, Organizational Data, and Other Data

The organizational structure and master data of your company have 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 or the following sample data to go through the test procedure.

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | Details | Comments |
| Material | TG11 | Trading Good for Reg. Trading (MRP planning)  No batch. |  |
| Material | TG12 | Trading Good for Reg. Trading (reorder point planning)  No batch. |  |
| Material | TG21 | Trad.Good 21,Reorder Point,Batch-FIFO  No serial number, batch-controlled (FIFO strategy). |  |
| Material | TG22 | Trad.Good 22,Reorder Point,Batch-ExpD  No serial number, batch-controlled (Exp. Date). |  |
| Sold-to Party | 10100003  10100008 | Customer domestic 03  Domestic DE Customer 8 | You can test the scope item using another domestic customer.10100005 is for credit management.10100008 is for material listing/exclusion. 10100009 is for customer material record and POD (Proof-of-Delivery). |
| Ship-to party | 10100003  10100008 | Customer domestic 03  Domestic DE Customer 8 |  |
| Payer | 10100003  10100008 | Customer domestic 03  Domestic DE Customer 8 |  |
| Plant | 1010 |  |  |
| Storage Location | 101A |  |  |
| Shipping Point | 1010 |  |  |
| Sales organization | 1010 |  |  |
| Distribution channel | 10 |  |  |
| Division | 00 |  |  |
| Supplier (External Sales Agent) | 10300095 |  |  |
| Purchasing Organization | 1010 |  |  |
| Purchasing Group | 001 |  |  |
| Company Code | 1010 |  |  |

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 |
| BNF | Create Product Master of Type "Trading Good" |
| BND | Create Customer Master |

## Preliminary Steps

Sales orders, deliveries and billing documents need to be created following the Sell from Stock (BD9) scope item.

In these sales orders the partner function ES has to be assigned to a supplier 10300095.

### Set Initial Stock for Material

Purpose

To execute this scope item, the materials must be available in stock.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Warehouse Clerk. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Post Goods Movement (MIGO). | The Goods Receipt Other screen displays. |  |
| 3 | Input Movement Type | Make the following entry and choose Enter.   * Trans./Event: Goods Receipt * Reference Document: Other (The system automatically saves this option if you have chosen it last time.) |  |  |
| 4 | Enter Material | On the Goods Receipt Other screen: Material tab, make the following entry and choose Enter:  Material : <Material Number> |  |  |
| 5 | Enter Quantity Data | On the Goods Receipt Other screen: Quantity tab, make the following entry and choose Enter:   * Qty in Unit of Entry: <Qty in UOM> * Unit of Entry: <PC> |  |  |
| 6 | Enter Goods Receipt Data | On the Goods Receipt Other screen: Where tab, make the following entries and choose Enter:   * Movement Type: 561 (Receipt per initial entry of stock balances into unrestricted use.) * Plant: <Enter a Plant> * Storage Location: <Enter a Storage Location> |  |  |
| 7 | Enter Batch Data | On the Goods Receipt Other screen: Batch tab, make the following entry and choose Enter:  Date of manufacture: <Enter the Current Date or a Date in the Past> | Only relevant for batch relevant materials. |  |
| 8 | Save Entries | Choose Post. |  |  |

### Activate Workflow (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 optional process step shows you how to activate workflow for sales commission processing by defining the contract process variants.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | IMG Menu | Logistics - General > Settlement Management -- Condition Contract Management > Condition Contract Maintenance > Define Condition Contract Process Variants . | The Change View Process Varients: Overview screen displays. |  |
| 2 | Create Process Variant | Choose New Entries. |  |  |
| 3 | Enter the Details | On the New Entries: Details of Added Entries screen, make the following entries and save:   * Condition Contract Process Variant: <ZTEC/ Test Sales Commission with Workflow> * Settlement Management Status Group: <0C01 Commissions> * Default Application Status for Settlement Documents: <0C03 Workflow Release Required> * Approval Process: <1 Approval Process Is Active> . | The process variant is created. |  |
| 4 | Assign Contract Type to the Process Variant | Double click on Condation Contract Types on the left of the screen.  Choose New Entries and make the following entries:   * Contract Type: <0CS1>   Choose Save.  Note If you want to have the condition contract type go through workflow approval process, you need to make sure this process variant is maintained in the condition contract. | The relevant condition contract type is assigned to newly created process variant. |  |

### Manage Teams and Responsibilities (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 process step shows you how to maintain the teams and responsibilities for sales commission workflow.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Business Process Specialist. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Manage Teams and Responsibilities (F2412).. | The Manage Teams and Responsibilities screen displays. |  |
| 3 | Create a New Team | Choose Create. | The Team screen displays. |  |
| 4 | Enter General Information | Make the following entries and press Enter:  Name: <CCM\_TEST\_TEAM\_SD\_(country code)>  Description: <Condition Contract Management Team Sales (Country name)>  Status: <Enabled>  Type: <Sales Condition Contract Team Type (SCMTV)>  Condition Contract Category: <0C> | The team is created. |  |
| 5 | Add Team Members | In Team Members, choose Create.  From Items section, select a Business Partner checkbox and choose OK.  Business Partner: <Sales\_Manager> | The Team screen displays. |  |
| 6 | Add Function to Team Members | In the Functions field, choose Select. In the Select: Functions window, choose the following functions, and choose OK.  SCCM\_F1: <Condition Contract Release Approval>  SCCM\_F2: <Condition Contract Settlement Release Approval>  Choose Save to save the team. | Team is saved. |  |
| 7 | Create a New Team | Go back and Choose Create. | The Team screen displays. |  |
| 8 | Enter General Information | Make the following entries and press Enter:  Name: <STLMT\_TEST\_TEAM\_SD\_(country code)>  Description: <Settlement Management Team Sales (country name)>  Status: <Enabled>  Type: <Settlement Management (SMT)>  Choose Enter.  SettlmtDocType: 0C11 | The team is created. |  |
| 9 | Add Team Members | In Team Members, choose Create.  From Items section, select a Business Partner checkbox and choose OK.  Business Partner: <Sales\_Manager> | The Team screen displays. |  |
| 10 | Add Function to Team Members | In the Functions field, choose Select. In the Select: Functions window, choose the following functions, and choose OK.  STLMTAPR: <Settlement Document Approver>  Choose Save. | Team is saved. |  |
| 11 | Check Team Status | Navigate to the Manage Teams and Responsibilities worklist, and verify the status of the team by selecting Go.  The status should be Enabled. | Team status is enabled. |  |

### Assign G/L Account (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 optional process step shows you how to maintain automatic account determination for specific contract process varient.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | IMG Menu | Logistics - General → Settlement Management → Basic Settings → Account Determination → Revenue Account Determination (SD) → Assign G/L Accounts (VKOA) | The Assign G/L Accounts screen displays. |  |
| 2 | Sellect Table | Doubl-click on table 16. |  |  |
| 3 | Add New Entry | Choose New Entries, make the following entries and choose Save:   * Application: <V> * Condtion Type： <KORC(Commission Settlement)> * Chart of Accounts: <YCOA> * Company Code: 1010 * Contract Process Var: <ZTEC> * Account Key: 0C1: <(Commission Settlement)> * G/L Account: 61500000 * Accruals Account: 21772000 | The G/L account assignment is saved. |  |

### Activate Tax Free Goods (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 optional process step shows you how to activate Tax Free Goods in sales rebate processing.

This function can be assigned to the condition contract in certain countries which goods can be settled as tax free. For example: USA and Canada. (Not applicable for goods related contracts).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | IMG Menu | Logistics - General > Settlement Management --- Condition Contract Management > Condition Contract Maintenance > Define Condition Contract Process Variants . | The Change View Process Varients: Overview screen displays. |  |
| 2 | Create Process Variant | Choose New Entries. |  |  |
| 3 | Enter the Details | On the New Entries: Details of Added Entries screen, make the following entries and save:   * Condition Contract Process Variant:<ZTAC/ Test Sales Commissions with Tax Free Goods> * Settlement Management Status Group: <0C01 Commissions> * Default Application Status for Settlement Documents: <0C04 Released> | The process variant is created. |  |
| 4 | Assign Contract Type to the Process Variant | Double click on Condition Contract Types on the left of the screen.  Choose New Entries and make the following entries:   * Contract Type: <0CS1>   Choose Save.  If you want to have the condition contract type include tax free goods function, you need to make sure this process variant is maintained in the condition contract. | The relevant condition contract type is assigned to newly created process variant. |  |
| 5 | Define Company Code Specific Settings | Double click on Company Code Specific Settings on the left of the screen.  Choose New Entries and make the following entries:   * Company Code: 1010 * Tax Indicator for Material: 0   Choose Save.  If you want to have the condition contract type go through workflow approval process, you need to make sure this process variant is maintained in the condition contract. |  |  |

### Assign G/L Account for Tax Free Goods (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 optional process step shows you how to maintain automatic account determination for specific contract process varient.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | IMG Menu | Logistics - General > Settlement Management --- Basic Settings > Account Determination > Revenue Account Determination (SD) > Assign G/L Accounts (VKOA) . | The Assign G/L Accounts screen displays. |  |
| 2 | Sellect Table | Double-click on table 16. |  |  |
| 3 | Add New Entry | Choose New Entries and make the following entries:   * Application: <V> * Condtion Type： <KORC(Commission Settlement)> * Chart of Accounts: <YCOA> * Company Code: 1010 * Contract Process Var: <ZTAC> * Account Key: <0C1 (Commission Settlement)> * G/L Account: 61500000 * Accruals Account: 21772000 | The G/L account assignment is saved. |  |

### Create Condition Records ( Optional)

Purpose

In case you have finetuned the access sequence of SAP pre-shipped condition types, the relative condition records should be created accordingly.

You can find general information on how to create master data objects in 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 |
| BET | Create Sales Pricing Condition |

### Activate Split Criteria with a Process Variant (optional)

Purpose

This process step shows you how to activate or deactivate split criteria defined in the profiles for business volume determination.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | IMG Menu | Logistics - General > Settlement Management > Condition Contract Management > Condition Contract Maintenance > Define Condition Contract Process Variants. | The Change View “Process Variants”: Overview screen displays. |  |
| 2 | Create Process Variant | Choose New Entries. |  |  |
| 3 | Enter the Details | On the New Entries: Details of Added Entries screen, make the following entries and save:  Condition Contract Process Variant: <ZTEC/ Test Sales Commission with Workflow>  Settlement Management Status Group: <0C01 Commissions>  Default Application Status for Settlement Documents: <0C03 Workflow Release Required>  Choose Save. | The process variant is created. |  |
| 4 | Activate/Deactivate Split Criteria for Settlement | Double-click on Split Criteria for Settlement on the left of the screen.  Choose New Entries and make the following entries:  Profile: settlement document type, for example Commission External: Billing Document  Field Name: criteria from field help list, for example AUFNR  Usage as Split Criterion: Select from the drop down list as activation or deactivation  Click Enter and choose Save.  If you want to have the split criteria activated or deactivated, you need to make sure this split criteria is maintained in the settlement document profile. | The split criteria usage was changed with the process variant |  |

### Change Business Volume Selection Criteria Usage (Optional)

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open  Manage Your Solution (F1241). | The Manage Your Solution screen displays. |  |
| 3 | Open Configure Your Solution | Choose Configure Your Solution.  If country version needs to be added, choose Set Country Version. | The Configure Your Solution screen displays. |  |
| 4 | Open Define Contract Process Variant | Choose Define Contract Process Variant in the following area: Sales > Incentive and Commissions Management > Sales Commission Settlement > Define Condition Contract Process Variants. | The Configure Your Solution - Sales Commission Settlement screen displays. |  |
| 5 | Go to Configuration Details | Choose Configure on the right of Define Condition Contract Process Variants configuration step. | The Change View "Process Variant": Overview screen displays. |  |
| 6 | Create Process Variant | Choose New Entries and make the following entries:   * Condition Contract Process Variant: <ZTEC/ Test Sales Commission with Workflow> * Settlement Management Status Group: Commission * Default Application Status for Settlement Documents: Workflow Released Required   Choose Save. | The Process Variant is created. |  |
| 7 | Change the usage of Selection Criteria for Business Volume Determination | Double-click Business Volume Selection Criteria on the left of the screen.  Choose New Entries and make the following entries:  Set of Field Combinations: Commission Settlement - External  Field Combination: <criteria from field help list>, for example, 0035  Usage of Field Combination: Select from the drop down list as used or not used.  Choose Save.  If you want to have the criteria usage changed, you need to make sure this criteria is maintained in the business volume profile. | The Usage of Field Combination was changed with the process variant. |  |

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | IMG Menu | Logistics - General > Settlement Management > Condition Contract Management > Condition Contract Maintenance > Define Condition Contract Process Variants. | The Change View “Process Variants”: Overview screen displays. |  |
| 2 | Create Process Variant | Choose New Entries. |  |  |
| 3 | Enter the Details | On the New Entries: Details of Added Entries screen, make the following entries and save:  Condition Contract Process Variant: <ZTEC/ Test Sales Commission with Workflow>  Settlement Management Status Group: <0C01 Commissions>  Default Application Status for Settlement Documents: <0C03 Workflow Release Required>  Choose Save. | The process variant is created. |  |
| 4 | Change the usage of Selection Criteria for Business Volume Determination | Double-click Business Volume Selection Criteria on the left of the screen.  Choose New Entries and make the following entries:  Set of Field Combinations: 0C01 Commission Settlement - External  Field Combination: criteria from field help list, for example 0035  Usage of Field Combination: Select from the drop-down list as used or not used  Choose Save.  If you want to have the criteria usage changed, you need to make sure this criteria is maintained in the business volume profile. | The Usage of Field Combination was changed with the process variant. |  |

# Overview Table

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

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction /App Name | Expected Results |
| [Sell from Stock (Optional)](#unique_17) [page ] 22 | | | |
| [Post Incoming Payments (Optional)](#unique_18) [page ] 22 | Accounts Receivable Accountant | Post Incoming Payments (F1345) |  |
| [Manage Workflow for Condition Contracts (Optional)](#unique_19) [page ] 25 | Business Process Specialist | Manage Workflows for Condition Contracts (F3680) |  |
| [Create Condition Contract for an External Sales Agent as Contract Partner](#unique_20) [page ] 26 | Internal Sales Representative | Monitor Sales Commissions - External Agents (F3480) |  |
| [Request Approval to Release Condition Contract (Optional)](#unique_21) [page ] 31 | Internal Sales Representative | Open Monitor Sales Commissions - External Agents (F3480). |  |
| [Set Requested Condition Contract to Rework (Optional)](#unique_22) [page ] 32 | Sales Manager | My Inbox - All Items (F0862) |  |
| [Rework Condition Contract (Optional)](#unique_23) [page ] 33 | Internal Sales Representative | My Inbox - All Items (F0862) |  |
| [Release Requested Condition Contract (Optional)](#unique_24) [page ] 34 | Sales Manager | My Inbox - All Items (F0862) |  |
| [Check Business Volume (Optional)](#unique_25) [page ] 35 | Billing Clerk | Display Business Volume - Condition Contracts (WB2R\_BUSVOL) |  |
| [Post Accruals (Optional)](#unique_26) [page ] 37 | Billing Clerk | Settle Sales Commissions (WB2R\_SV) |  |
| [Manage Workflow for Condition Contracts (Optional)](#unique_27) [page ] 38 | Business Process Specialist | Manage Workflows for Condition Contracts (F3680) |  |
| [Request Release of Condition Contract for Settlement (Optional)](#unique_28) [page ] 39 | Internal Sales Representative | Manage Sales Commissions for External Agents (F3480) |  |
| [Release of Condition Contract for Settlement (Optional)](#unique_29) [page ] 41 | Sales Manager | My Inbox - All Items (F0862) |  |
| [Partial Settlement with Reversal of Accruals (Optional)](#unique_30) [page ] 42 | Billing Clerk | Settle Sales Commissions (WB2R\_SV) |  |
| [Sell from Stock](#unique_31) [page ] 44 | | | |
| [Post Incoming Payments (Optional)](#unique_32) [page ] 45 | Accounts Receivable Accountant | Post Incoming Payments (F1345) |  |
| [Check Business Volume](#unique_33)  [page ] 47 | Billing Clerk | Display Business Volume - Condition Contracts (WB2R\_BUSVOL) |  |
| [Manage Workflow for Settlement Documents (Optional)](#unique_34) [page ] 48 | Business Process Specialist | Manage Workflows for Settlement Documents (F3681) |  |
| [Final Settlement with Reversal of Accruals](#unique_35) [page ] 50 | Billing Clerk | Settle Sales Commissions (WB2R\_SV) |  |
| [Approve Settlement Document for Condition Contract for Accounting (Optional)](#unique_36) [page ] 52 | Sales Manager | My Inbox - All Items (F0862) |  |
| [Check Settlement Document Status (Optional)](#unique_37) [page ] 53 | Billing Clerk | Monitor Sales Commissions - External Agents (F3480) |  |
| [Final Settlement with Adjustments (Optional)](#unique_38) [page ] 54 | Internal Sales Representative | Monitor Sales Commissions - External Agents (F3480) |  |
| [Commission Unlikelihood (Optional)](#unique_39) [page ] 56 | | | |

# Test Procedures

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

## Sell from Stock (Optional)

Purpose

This scope item describes the creation process from a standard sales order to a billing document.

As an additional step you need to assign the partner role ES to a supplier in the sales order. After relevant invoices are created which are based on sales orders with the partner role ES assigned to a supplier, you could check the update of sales volume data in the retroactively condition contract.

Procedure

Complete all the activities described in Sell from Stock (BD9) scope item's test script using the master data from this document.

Note If you want to use the optional link between Sell from Stock (BD9) scope item and Condition Contract Settlement, this reference only works if you use consistent master data (such as business partner and material for the customer sales order and the customer condition contract).

For the sales commission processing using an external sales agent as contract partner, select an external sales agent from the chapter Master Data, Organizational Data, and Other Data and execute Sell from Stock (BD9) scope item. In the sales order, you need to assign the partner role, ES, to a supplier, for example 10300095. Then follow the Chapter Create Condition Contract for an External Sales Agent as Contract Partner.

## Post Incoming Payments (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 process step shows you how to post the incoming payments from the customer.

1. This is an optional step and applies only for 0CS3 – Commission External: Billing Doc Paid condition contract type.
2. If you are testing with 0CS3 – Commission External: Billing Doc Paid, and accounting document is not cleared, you have to follow the steps below. For other options of making incoming posting to clear account receivables, refer to Accounts Receivable (J59) scope item.

Prerequisites

Invoices are 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. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Post Incoming Payments (F1345). | The Post Incoming Payments screen displays. |  |
| 3 | Enter General Information | Make the following entries in the General Information area:   * Company Code : 1010 * Posting date : <date> * Journal Entry date : <date> * Value date : <today’s date> * Journal Entry Type : <DZ (Customer Payment)> |  |  |
| 4 | Enter Bank Data | Make the following entries in the Bank data area.   * G/L Account : 11001060 * House Bank/Account ID : DEBK1/DEAC1 or DEBK2/DEAC2 * Amount : <customer invoice amount>   Note If the incoming payment is part of a down payment, enter the remainder invoice balance amount, which is the invoice value less the down payment amount to be applied.   * Currency : EUR |  |  |
| 5 | Enter Open Items | Make the following entries:  Customer Account : 10100001  Choose Propose Items. | The open items display in the bottom half of the view. |  |
| 6 | Clear Items | Choose Items to Clear by choosing the Clear button in last item column. | The selected item is transferred to view Items to be Cleared. |  |
| 7 | Down Payment | Note Only execute this step if the payment is for an invoice where a down payment will be applied.  In the Items to Be Cleared column,  Allocated Amount: enter the remainder invoice balance amount, which is the invoice value less the down payment amount to be applied  Choose Enter. | The balance is zero and the document can be posted. |  |
| 8 | Post Entries | Choose Post. | The Activated dialog box displays details of document number generated. |  |
| 9 | Post on Account | Repeat steps 1 to 4. |  |  |
| 10 | Enter Data | Choose Post on account and enter the following:   * Account Type: Customer * Customer: 10100001. * Credit Amount : same amount as in step 4. |  |  |
| 11 | Save | Choose Post. | Document is posted. |  |

## Manage Workflow for Condition Contracts (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 process step shows you how to maintain workflow settings for condition contracts.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Manage Workflows for Condition Contracts (F3680). | The Manage Workflows screen displays. |  |
| 3 | Select Relevant Workflow | Select Release condition contract in the top left dropdown list.  Choose Add. | The New Workflow screen displays. |  |
| 4 | Enter General Information | Make the following entries:  Name: <Workflow for Release of Condition Contract - Single Step Level Approval>  Choose Add in the Step Sequence Step. | The New Step screen displays. |  |
| 5 | Input Details | Make the following entries:   * Type: <Release of Condition Contract> * Role: <Condition Contract Release Approval>   In the Exception Handling section, make the following settings for Rework Condition Contract:  Required Action: <Rework of Condition Contract>  Action Result: <Restart Workflow>  Choose Add. | The New Workflow screen displays. |  |
| 6 | Save Workflow | Choose Save. | The Work flow Details screen displays. |  |
| 7 | Activate Workflow | Choose Activate. | The workflow is activated. |  |

## Create Condition Contract for an External Sales Agent as Contract Partner

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 process step shows you how to create a condition contract for an external sales agent as contract partner.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as Internal Sales Representative. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Monitor Sales Commissions - External Agents (F3480). | The Monitor Condition Contracts screen displays. |  |
| 3 | Select Condition Contract Type | On the Monitor Condition Contracts screen, choose Create Contract.  Select the following Condition Contract Types: Commission External: Billing Document OCS1 |  |  |
| 4 | Enter Contract Details | On the Condition Contract screen, make the following entries and press Enter:   * Supplier: 10300095 * From: for example, <today's date> * To: for example, <end of current year>   You can only calculate the commissions for one external sales agent with one condition contract. |  |  |
| 5 | Enter Process Variant | On the Basic Data screen, make the following entries and press Enter:   * Option A:   Process Variant: <ZTEC (Test Sales Commission with Workflow)>  This step is optional and only relevant when you want to use workflow to approve the condition contract.   * Option B:   Contract Process:<ZTAC (Test Sales Commission with Tax Free Goods)>  This step is optional and only relevant when you want to settle the goods as tax free. |  |  |
| 6 | Enter Purchasing Data | On the Purchasing tab, make and check the following entries:   * Purchasing Organization: 1010 * Purchasing group: 001 * Company Code: 1010 |  |  |
| 7 | Enter Header Text | On the Header Texts tab page, make and check the following entries:   * Text Type: Text for Settlement Document * Language: English   Choose Create Header Text and enter the header text. | The header text will be shown in the corresponding settlement documents.  Choose Germen if communication language of business partner is German. If the language English is mentioned then the text will not appear in the output form as in the German business partners the communication language German is maintained. |  |
| 8 | Enter Business Volume Selection Criteria | On the Business Volume Selection Criteria tab, choose New Line.  Make the following entries and choose Enter.   * Field Combination: 0009 Material * Inclusion Indicator (Incl/Excl): Inclusive * Material: TG11 * Field Combination: 0026 Commission Recipient * Inclusion Indicator (Incl/Excl): Inclusive Commission Recipient: 10300095   In case you processed the steps from the optional chapter Sell from Stock, enter that supplier number (external sales agent) here that you used when you created the sales order. |  |  |
| 9 | Check Settlement Data | On the Settlement Data tab, make the following entries and press Enter.   * Settlement Material: TG11 * Settlement Type Supplier: As Accounts Payable |  |  |
| 10 | Enter Settlement Calendar | On the Settlement Calendar tab, select New Line.  Make the following entries and press Enter.   * Settlement Date: for example, <end of current year> * Settlement Date Type: Final Settlement   Select New Line.  Make the following entries and press Enter.   * Settlement Date: for example, <tomorrow's date> * Settlement Date Type: Partial Settlement   Select New Line.  Make the following entries and press Enter.   * Settlement Date: for example, <today's date> * Settlement Date Type: Delta Accruals   Note The creation of the line with Settlement Date Type: Delta Accruals is optional. The creation of the line with Settlement Date Type: Partial Settlement is optional. |  |  |
| 11 | Enter Condition Data | In the Conditions area, select New Condition:  Make the following entries and press Enter.   * Condition Type: RCS1 Commission * Condition Rate: 2% * Valid From: for example, <today's date> * Valid To: for example, <end of current year> * Scale Base Type: Value scale   Note This condition is used to calculate the base volume for payment.value scale. In case the Valid From date and the Valid To date are already there, you can check and change it. |  |  |
| 12 | Enter Scale Data | Select the condition line.  Choose New Scale Level.  Make the following entries and press Enter.   * Scales: 1000 * Unit: EUR * Condition Rate: 1%   Select the first created condition line.  Choose New Scale Level.  Make the following entries and press Enter.   * Scales: 2000 * Unit: EUR * Condition Rate: 2% |  |  |
| 13 | Enter Condition Data | In the Conditions Area, select New Condition.  Make the following entries and press Enter.   * Condition Type: RCA1 Commission Accruals * Condition Rate: 2% * Valid From: for example, <today's date> * Valid To: for example, <end of current year>   This condition is used to calculate the amount for accruals.  In case the Valid From date and the Valid To date are already there, you can check and change it. |  |  |
| 14 | Release Condition Contract (Optional) | Choose Release.  Note If the workflow is activated, the condition contract cannot be released directly but via approval. |  |  |
| 15 | Save Condition Contract | Choose Save.  Make a note of the condition contract number:  Document xxxxxxxxxx was saved  . |  |  |

## Request Approval to Release Condition Contract (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 process step shows you how to request a commission condition contract for release.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Internal Sales Representative. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Monitor Sales Commissions - External Agents (F3480). | The Monitor Condition Contracts screen displays. |  |
| 3 | Request Release of Condition Contract | Choose condition contract item line that you want to put into approval for release process from the Condition Contract table.  choose Change Condition Contract via More Links when choosing condition contract number.  Choose More Edit Request Approval.  Choose Save. | The Status for Condition Contract now should be:   * New * Approval Requested   Now the request to release condition contract goes to sales manger Inbox. |  |

## Set Requested Condition Contract to Rework (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 process step shows you how to check the status of a rebate condition contract, and send it back to "Rework".

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Sales Manager | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open My Inbox - All Items (F0862). | The My Inbox screen displays. |  |
| 3 | Position the Notification of Condition Contract Release and Check the Status | Find the condition contract that Internal Sales Representative has just requested for release:  Position the notification: Release Condition Contract XXXXXXXXXXX in the inbox.  Choose the blue highlighted Condition Contract number and go to Change Condition Contract. | The Change Commission External: Billing Document screen displays. |  |
| 3 | Send the Condition Contract Back to Rework | Go to Status to see current status  Now the status is:   * New * Approval Requested   As the Internal Sales Representative has not been set the status to be Locked for Settlement, go back to Inbox screen and choose Rework.  On the Submit Decision pop-up window, enter a decision note such as Please set the condition contract to Locked for Settlement.  Choose Submit. | The Condition Contract is sent back to Internal Sales Representative. |  |

## Rework Condition Contract (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 process step shows you how to rework on a rebate condition contract to set it lock for settlement.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Internal Sales Representative. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open My Inbox - All Items (F0862). | The My Inbox screen displays. |  |
| 3 | Check the Notification and Go to Change Mode | Receive the notification: Rework Condition Contract XXXXXXXXXXX.  Check the Comments tab: Please set the condition contract to Locked for Settlement.  Then go back to Information tab.  Choose the blue highlighted Condition Contract number and go to Change Condition Contract. | The Change Commission External: Billing Document screen displays. |  |
| 4 | Set Condition Contract to Lock for Settlement Status | Choose More > Edit > Lock Settlement .  Choose Save.  Choose Continue in the dialog box. | The Status for Condition Contract now should be:   * New * Approval Requested * Lock for Settlement   The My Inbox screen displays. |  |
| 5 | Complete Rework for the Condition Contract | Choose Rework Completed in the notification: Rework Condition Contract XXXXXXXXXXX.  Choose Submit in the dialog box. | The condition contract is sent to Sales Manager for release approval again. |  |

## Release Requested Condition Contract (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 process step shows you how to release a commission condition contract.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Sales Manager. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open My Inbox - All Items (F0862). | The My Inbox screen displays. |  |
| 3 | Release Condition Contract | Find the condition contract that Internal Sales Representative has just requested for release.  Position the notification: Release Condition Contract XXXXXXXXXXX in the inbox.  Choose Release.  Choose Submit in the dialog box. | The Condition Contract for Sales Commission is released now. |  |

## Check Business Volume (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 process step shows you how to check the business volume of the condition contract.

Prerequisites

Use this step if you have executed the Sell from Stock scenario for the condition contract for an external sales agent.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Billing Clerk. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Display Business Volume - Condition Contracts (WB2R\_BUSVOL). | The Business Volume for Condition Contracts screen displays |  |
| 3 | Select Condition Contract | On the Business Volume for Condition Contracts screen, check the business volume for  Condition Contract: < number of condition contract created in the previous step>. |  |  |
| 4 | Check Business Volume for Condition Contracts | Choose Execute. | Business volume is determined based on the existing billing documents. |  |

## Post Accruals (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 process step shows you how to post accruals for the condition contract.

Prerequisites

Use this step if you have executed the Sell from Stock scenario for the condition contract for external sales agents.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Billing Clerk. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Settle Sales Commissions (WB2R\_SV). | The Settle Sales Commission screen displays. |  |
| 3 | Select Condition Contract | On the Settle Sales Commission screen, make the following entries and choose Execute:   * Settlement Date: <today's date > * Settlement Date Type: 3 Delta Accruals * Condition Contract: <number of condition contract created in the previous step * Posting Date: for example, <today's date * Document Date: <today's date> * Run Type: Live Run * List Range: Message Log * Save Application Log: Only in Productive Run * Message Log Filter: No Filter | Accrual document is saved. |  |

## Manage Workflow for Condition Contracts (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 process step shows you how to maintain workflow settings for condition contracts.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Manage Workflows for Condition Contracts (F3680). | The Manage Workflos screen displays. |  |
| 3 | Select Relevant Workflow | Select Settlement Release of Condition Contract in the top left dropdown list.  Choose Add. | The New Workflow screen displays. |  |
| 4 | Enter General Information | Make the following entries:  Name: <Workflow for Settlement Release of Cond. Contract - Single Step>  Choose Add in the Step Sequence area. | The New Step screen displays. |  |
| 5 | Input Workflow Details | Make the following entries:   * Type: Release of Condition Contract for Settlement * Role: Condition Contract Settlement Release Approval * Required Action for Rework Condition Contract: Rework of Condition Contract for Settlement Release * Action Result: Restart Workflow   Choose Add. | The New Workflow screen displays. |  |
| 6 | Save Workflow Settings | Choose Save. | The Work flow Details screen displays. |  |
| 7 | Activate Workflow | Choose Activate. | The workflow is activated. |  |

## Request Release of Condition Contract for Settlement (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 process step shows you how to release a rebate condition contract for settlement.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Internal Sales Representative. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Monitor Sales Commissions - External Agents (F3480). | The Monitor Condition Contrtacts screen displays. |  |
| 3 | Send Condition Contract for Release of Settlement | Find the condition contract that you want to put into request approval to release condition contract for settlement, and go to change mode.  Choose More > Edit > Request Settlement Approval .  Choose Save.  Choose Submit in the dialog box. | The Status for Condition Contract now should be:   * Released * Locked for Settlement * Settlement Approval Requested   Now the request to release condition contract goes to sales manger Inbox. |  |

## Release of Condition Contract for Settlement (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 process step shows you how to release a rebate condition contract for settlement.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Sales Manager. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open My Inbox - All Items (F0862). | The My Inbox screen displays. |  |
| 3 | Release Condition Contract for Settlement | Find the condition contract for that Billing Clerk has just requested for release for settlement:  Position the notification: Release Condition Contract for settle-ment XXXXXXXXXXX in the inbox.  Choose Release.  Choose Submit in the dialog box. | The Condition Contract is released now for settlement. |  |

## Partial Settlement with Reversal of Accruals (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 process step shows you how to create a partial settlement for the condition contract.

Prerequisite

Use this step if you have executed the Sell from Stock (BD9) scenario for the customer condition contract.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Billing Clerk. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Settle Sales Commissions (WB2R\_SV). | The Settle Sales Commission screen displays. |  |
| 3 | Select Condition Contract Type | On the Settle Sales Commission screen, make the following entries and choose Execute.   * Settlement Date: for example, <tomorrow's date> * Settlement Date Type: 1 Partial Settlement * Condition Contract: <number of condition contract created in the previous step> * Posting Date: for example, <tomorrow's date> * Document Date: for example, <tomorrow's date> * Run Type: Live Run * List Range: Message Log * Save Application Log: Only in Productive Run * Message Log Filter: No Filter   Take a note of the number of the credit memo created. | The Log for Condition Contract settlement screen displays. A settlement document is created. Accruals are reversed. |  |
| 4 | Optional: Access Collect Settlement Documents | Open Collect Settlement Documents (WZRC)Collect Settlement Documents.  On the Create Collective Documents from Settlement Documents screen, make the following entries and choose Execute.   * Document Numbers: <numbers of settlement documents for partial settlements created before> * Check Run Only: <do not select> | The Create Collective Documents from Settlement Documents screen displays. |  |

Financial Postings

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Material | Customer | Cost Accounts | Accrual Accounts | Tax Accounts |
| Trading Good (HAWA) | 10300095 | 61500000 | 21772000 | 22000000 Output tax (MWS) |

Printing Form

Note For OP system, follow the note [2248229](https://launchpad.support.sap.com/#/notes/2248229) to enable the BRFplus function.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Billing Clerk. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Display Settlement Documents - Condition Contracts (WB2R\_AB\_DOCS). | The Display Settlement Documents - Condition Contracts screen displays. |  |
| 3 | Open Condition Contract | On the Display Settlement Documents - Condition Contracts screen, select the number of condition contracts created and choose Execute. | The condition contract opens in display mode. Follow-up documents display in the overview area of the screen. |  |
| 4 | Select Partial Settlement Credit Memo | Double-click the line with the partial settlement Credit Memo Number. | The settlement document displays. |  |
| 5 | Print Preview | From the menu path, choose More > Extra > Messages > Edit . | Print preview is issued. |  |

## Sell from Stock

Purpose

This process step shows you the process for a standard sales order.

Procedure

Complete all the activities described in Sell from Stock (BD9) scope item's test script using the master data from this document.

Note If you want to use the optional link between Sell from Stock (BD9) scope item and Condition Contract Settlement, this reference only works if you use consistent master data (such as business partner and material for the customer sales order and the customer condition contract).

For the sales commission processing using an external sales agent as contract partner, select an external sales agent from the chapter Master Data, Organizational Data, and Other Data and execute Sell from Stock (BD9) scope item. In the sales order, you need to assign the partner role, ES, to a supplier example like 10300095. Then follow the chapter Create Condition Contract for an External Sales Agent as Contract Partner.

## Post Incoming Payments (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 process step shows you how to post the incoming payments from the customer.

1. This is an optional step and applies only for 0CS3 – Commission External: Billing Doc Paid condition contract type.
2. If you are testing with 0CS3 – Commission External: Billing Doc Paid, and accounting document is not cleared, you have to follow the steps below. For other options of making incoming posting to clear account receivables, refer to Accounts Receivable (J59) scope item.

Prerequisites

Invoices are 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. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Post Incoming Payments (F1345). | The Post Incoming Payments screen displays. |  |
| 3 | Enter General Information | Make the following entries in the General Information area:   * Company Code: 1010 * Posting date: <date> * Journal Entry date: <date> * Value date: <today’s date> * Journal Entry Type: <DZ (Customer Payment)> |  |  |
| 4 | Enter Bank Data | Make the following entries in the Bank data area.   * G/L Account : 11001060 * House Bank/Account ID : DEBK1/DEAC1 or DEBK2/DEAC2 * Amount : <customer invoice amount>   Note If the incoming payment is part of a down payment, enter the remainder invoice balance amount, which is the invoice value less the down payment amount to be applied.   * Currency : EUR |  |  |
| 5 | Enter Open Items | Make the following entries:  Customer Account : 10100001  Choose Propose Items. | The open items display in the bottom half of the view. |  |
| 6 | Clear Items | Choose Items to Clear from the Clear in last item column. | The selected item is transferred to view Items to be Cleared. |  |
| 7 | Down Payment | Note Only execute this step if the payment is for an invoice where a down payment will be applied.  In the Items to Be Cleared column,  Allocated Amount: enter the remainder invoice balance amount, which is the invoice value less the down payment amount to be applied  Choose Enter. | The balance is zero and the document can be posted. |  |
| 8 | Post Entries | Choose Post. | The Activated dialog box displays details of document number generated. |  |
| 9 | Post on Account | Repeat steps 1 to 4. |  |  |
| 10 | Enter Data | Choose Post on account and enter the following:   * Account Type: Customer * Customer: 10100001. * Credit Amount: <same amount as in step 4>. |  |  |
| 11 | Save | Choose Post. | Document is posted. |  |

## Check Business Volume

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 process step shows you how to check the business volume of the condition contract.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Billing Clerk. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Display Business Volume - Condition Contracts (WB2R\_BUSVOL). | The Business Volume for Condition Contracts screen displays. |  |
| 3 | Release Condition Contract for Settlement | On the Business Volume for Condition Contracts screen, make the following entries and choose Execute.  Output Level Business Volume:<Settlement Date> | Business volume value RCBV is determined from the previously created billing documents. |  |

## Manage Workflow for Settlement Documents (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 process step shows you how to maintain workflow settings for condition contracts settlement.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Manage Workflows for Settlement Documents (F3681). | The Manage Workflows screen displays. |  |
| 3 | Create New Workflow | Choose Add. | The New Workflow screen displays. |  |
| 4 | Enter General Information | Make the following entries:  Name: <Workflow for the Approval of Settlement Document (To Accounting)>  Choose Add in the Step Sequence area. | The New Step screen displays. |  |
| 5 | Input Details | Make the following entries:   * Type: <Release of Settlement Document> * Role: <Settlement Document Approval>   Choose Add. | The New Workflow screen displays. |  |
| 6 | Add New Step | Choose Add in the Step Sequence area. | The New Step screen displays. |  |
| 7 | Input Details | Make the following entries:  Type: Automatic Change of Settlement Document Status  Choose Add. | The New Workflow screen displays. |  |
| 8 | Save the Workflow Settings | Choose Save. | The Workflow Details screen displays. |  |
| 9 | Activate Workflow | Choose Activate. | The workflow is activated. |  |

## Final Settlement with Reversal of Accruals

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 process step shows you how to create a final settlement for the condition contract.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Billing Clerk. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Settle Sales Commissions (WB2R\_SV). | The Settle Sales Commission screen displays. |  |
| 3 | Select Condition Contract Type | On the Settle Sales Commission screen, make the following entries and choose Execute.   * Settlement Date: for example, <end of current year date> * Settlement Date Type: Final settlement * Condition Contract: <Number of condition contract created in the previous step> * Posting Date: for example, <today's date> * Document Date: for example, <today's date> * Run Type: Live Run * List Range: Message Log * Save Application Log: Only in productive run * Message Log Filter: No Filter   Take a note of the number of the credit memo created. | The Log for Condition Contract Settlement screen displays. A settlement document representing a supplier invoice is created. Accruals are reversed. |  |
| 4 | Optional: Access Collect Settlement Documents | Open Collect Settlement Documents (WZRC).  On the Create Collective Documents from Settlement Documents screen, make the following entries and choose Execute.   * Document Numbers: <numbers of settlement documents for partial settlements created before> * Check Run Only: <do not select> | The Create Collective Documents from Settlement Documents screen displays. |  |

Financial postings

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Material | Customer | Cost Accounts | Accrual Accounts | Tax Accounts |
| Trading Good (HAWA) | 10300095 or any other Supplier used for the revenue posting and with the partner role ES assigned | 61500000 | 21772000 | 22000000 Output tax (MWS) |

Printing form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Billing Clerk. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Display Settlement Documents - Condition Contracts (WB2R\_AB\_DOCS). | The Settlement Management Documents for Condition Contracts screen displays. |  |
| 3 | Open Condition Contract | On the Display Settlement Documents for Condition Contracts screen, select the <number of condition contract created> and choose Display Document. | The condition contract opens in display mode. Follow up documents are displayed in the overview area of the screen. |  |
| 4 | Select Final Settlement Credit Memo | Double-click the line with the final credit memo number. | Settlement document displays. |  |
| 5 | Print Preview | Choose More > Extra > Messages > Edit in the menu. | Print Preview is issued. |  |

## Approve Settlement Document for Condition Contract for Accounting (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 process step shows you how to approve the creation of accounting document for a condition contract settlement.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Sales Manager. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open My Inbox - All Items (F0862). | The My Inbox screen displays. |  |
| 3 | Approve Settlement for Condition Contract for Accounting | Find the settlement document which has to be approved for accounting. This is triggered automatically after the settlement is done by the Billing Clerk.  Position the notification: Approve Settlement XXXXXXXXXXX in the inbox.  Choose Approve.  Choose Submit in the dialog box. | The Settlment Document for Condition Contract is approved now for accounting. |  |

## Check Settlement Document Status (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 process step shows you how to check settlement document and accounting document for a condition contract settlement.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Billing Clerk. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Monitor Sales Commissions - External Agents (F3480). | The Monitor Condition Contracts screen displays. |  |
| 3 | Go to Display Condition Contract | Find the condition contract that you have sent for approve of creation of settlement document to accounting, and choose More Details to Display Condition Contract. | The Display Commission External: Billing Doc screen displays. |  |
| 4 | Check Settlement Details | Check the Complete Document Flow on the left:  The Credit Memo XXXXXXXXXX has been created.  Double-click the Credit Memo. | The Display Sales XXXXXXXX: Settlement Document Overview screen displays. |  |
| 5 | Check Accounting Posting | Choose Accounting on the top, you may see the relevant posting information. |  |  |

## Final Settlement with Adjustments (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 process step shows you how to enter conditions in the condition contract to adjust the final commission amount before you process the final settlement.

Procesure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad as Internal Sales Representative. | The SAP Fiori launchpad displays. |  |
| 2. | Access Monitor Supplier Condition Contracts | Open Monitor Sales Commissions - External Agents (F3480). | The Monitor Condition Contracts screen displays. |  |
| 3 | Change New Condition Contract | On the Monitor Condition Contract screen, select the relevant condition contract and choose More Details.  Choose from More -> Condition Contract -> Change |  |  |
| 4 | Enter Condition Data for Rebate Condition | In the Conditions area, select the following entry:   * Condition Table: Condition Contract   Select New Condition.  Make one of the following entries and choose Enter.  Adjustment of business volume   * Cond. Type: RCBD Commission BusV Delta * Valid From: for example, <today's date> * Valid to: for example,<end of current year> * Condition Rate: for example, 100EUR   Adjustment of commission volume   * Cond. Type: RCJ1 Commission Adjustment * Valid From: for example, <today's date > * Valid to: for example, <end of current year * Condition Rate: for example, 20EUR   Entry of a fixed settlement amount   * Cond. Type: RCV1 Commission Verified * Valid From: for example, <today's date * Valid to: for example, <end of current year * Condition Rate: for example, 1000EUR   The conditions entered here are used to adjust the rebate amount. You can also choose Condition Contract / Material as condition level. You then also specify the material for a condition record. In case the Valid From and Valid To date are copied from the condition contract validity according to user settings, you can check and change these dates if necessary . |  |  |
| 5 | Save Condition Contract | Choose Save. |  |  |
| 6 | Perform Final Settlement | Perform procedure as described in the chapter Final Settlement with Reversal of Accruals. |  |  |

## Commission Unlikelihood (Optional)

Purpose

During the creation of the condition contract (Chapter Create Condition Contract for an External Sales Agent as Contract Partner) when entering the conditions, you have the option to use the condition: commission unlikelihood. You use condition type commission unlikelihood in case the minimum sales turnover will not be reached and therefore no accruals should be created or existing accruals should be reversed.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Enter Condition Data (Optional) | In the Conditions area, select New Condition.  Make the following entries and press Enter.   * Condition Type: RCU1 Commission Unlikelihood * Condition Rate: 100 % * Valid From: for example, <today's date> * Valid To: for example, <end of current year> |  |  |

# Follow-Up Processes

You have finished all the activities that are part of the business process described in this document.

To accomplish the subsequent activities of this business process, use the master data from this document and carry out the process steps described in one or more of the following scope items.

## Accounts Payable (Optional)

Purpose

This process step shows you how to open payables invoices that are automatically created from purchasing processes with Accounts Payables.

Procedure

Complete the activities described in the Test Script of the scope item Accounts Payable (J60) using the open supplier invoices created running the Sales Commissions - External Sales Representative (2TT) scope item.

## Sales: Period End Closing Operations (Optional)

Purpose

This process step shows you how to collect the periodic activities, such as day ending activities or legal requirements.

Procedure

Using the master data from this document, complete the activities described in chapters Review Sales Documents Blocked for Billing, Review Billing Due List, Review Log of Collective Invoice Creation and Review List of Blocked Billing Documents (for Accounting) in the Sales Order Fulfillment Monitoring (BKK) scope item.

## General Ledger Reporting and CO-PA Reporting (Optional)

Purpose

After completing the activities in this test script, it is possible to run General Ledger Reporting and CO-PA Reporting connected with the accounts which were used in this sales commission process. Log on as General Ledger Accountant or Sales Accountant and run the reports which apply to your needs and check the postings on your accounts. Please refer to Accounting and Financial Close (J58) scope item to Manage G/L Account Master Data and Manage Financial Statement Versions.

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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| --- |
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