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|  |  |
| Test ScriptSAP S/4HANA - 18-09-20 | public |
| Intercompany Reconciliation Process (40Y) |

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# Purpose

This scope item covers the process of reconciling the accounting documents that describe the accounting transactions within a corporate group in accordance with the predefined matching method. It allows early analysis in the closing process to avoid differences altogether and to reduce the deadline pressure that normally arises during the end of a closing period.

# Prerequisites

## System Access

|  |  |
| --- | --- |
| System | Details |
| System | Accessible via the 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 |
| General Ledger Accountant - Intercompany | SAP\_BR\_RECON\_ACCOUNTANT | Intercompany Reconciliation | SAP\_BR\_RECON\_ACCOUNTANT | Use the generic user below.Generic User: RECON\_ACCOUNTANT |
| General Ledger Accountant | SAP\_BR\_GL\_ACCOUNTANT | General Ledger | SAP\_BR\_GL\_ACCOUNTANT | Ask your system administrator to assign to the testers.Generic User: GL\_ACCOUNTANT |

## Business Conditions

If you don't have any test data and you want to run the test script for testing purpuse, you can logon as General Ledger Accountant and upload the [template](https://support.sap.com/content/dam/SAAP/Sol_Pack/Library/Others/JournalEntry_Template_40Y.xlsx) with app Upload General Journal Entries (F2548).

Please replace "XXXX" and "YYYY" with your assigned company code before uplaoding the template.

If you want the template in your language, you can also go to app Upload General Journal Entries (F2548) and choose Download Template on the lower right of the screen.

## Additional Manual Configuration

Before you can test this scope item, you must have completed the additional configuration steps that are described in the Set-Up Instructions for this scope item. These configuration steps are specific for your implementation and include mandatory settings that are not delivered by SAP and must be created by you. For more information, see the Set-Up Instructions for this scope item on [SAP Best Practices Explorer](https://rapid.sap.com/bp) (https://rapid.sap.com/bp/#/browse/scopeitems/<enter the scope item ID>).

# Overview 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 | App/Transction | Expected Results |
| [Master Data Preparation](#unique_7) [page ] 7 | General Ledger Accountant - Intercompany | Manage Global Hierarchies (F2918) |  |
| [Schedule Matching Run Jobs](#unique_8) [page ] 9 | General Ledger Accountant - Intercompany | Define Matching Methods (F3863) or Schedule Matching Run Jobs (F1240) |  |
| [Check Reconciliation Status Overview](#unique_9) [page ] 10 | General Ledger Accountant - Intercompany | Reconciliation Status Overview (F3865) |  |
| [Check Reconciliation Balances Report](#unique_10) [page ] 11 | General Ledger Accountant - Intercompany | Reconciliation Balances (F3865) |  |
| [Manage Assignments](#unique_11) [page ] 12 | General Ledger Accountant - Intercompany | Manage Assignments - By Reconciliation Case (F3870) |  |
| [Display Matching Items](#unique_12) [page ] 14 | General Ledger Accountant - Intercompany | Display Matching Items - By Matching Method (F3869) |  |
| [Manage Teams and Responsibilities (Optional)](#unique_13) [page ] 15 | General Ledger Accountant - Intercompany | Manage Teams and Responsibilities - Intercompany (F2412) |  |
| [Approve Adjustment Postings by Workflow (Optional)](#unique_14) [page ] 16 | General Ledger Accountant - Intercompany | Manage Assignments - By Matching Method (F3870) |  |
| [Matrix Reconciliation (Optional)](#unique_15) [page ] 17 | General Ledger Accountant - Intercompany | Manage Your Solution (F1241)Define Matching Methods (F3863) |  |

# Test Procedures

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

## Master Data Preparation

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 prepare the master data.

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 - Intercompany. |  |  |
| 2 | Access App | Open Manage Global Hierarchies (F2918). |  |  |
| 3 | Define New Hierarchy | Choose Create.Make the following entries:Type: CompanyHierarchy ID: ZICA\_COMP (IC Company Hierarchy)Hierarchy Description: ZICA\_COMP (IC Company Hierarchy)Valid From: 01/01/2010Choose Create. |  |  |
| 4 | Assign Company to the New Hierarchy | Choose > for the new hierarchy you created.Choose Edit. Then choose + (Add).In the Add Note view, choose Company, add with ID, such as 1010, 1020, 1070. |  |  |
| 5 | Log On | Log on to the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 6 | Maintain Exchange Rate (Optional) | Open tile Currency Exchange Rates and maintain the correct exchange rate for your source currency and target currency.Exchange Rate Type: MIn Currency Pair entry, enter following entries and choose OK:From Currency: <your company code currency>To Currency: <For test purpuse, USD or EUR> |  |  |
| 7 | Assign Posting Rules | Access transaction code ICAAPT.For item Intercompany Matching and Reconciliation, choose >.Choose Configure for step Assign Posting Rules and choose New Entries:Matching Method: SF101 or SF102Reason Code: S15Posting Rule: SA001Choose Save. |  |  |

## Schedule Matching Run Jobs

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. |

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 - Intercompany. |  |  |
| 2 | Run Matching Job | Open Schedule Matching Run Jobs (F1240). |  |  |
| 3 | Enter Details | Choose Create. |  |  |
| 4 | Enter Details | Keep the defalted values in Step 1 and Step 2.Choose Step 3. Make the following entries and choose Schedule:Method: SF101 or SF102Filter String: <leave blank>Show Statistics: <Selected> | Matching logs are displayed. No errors appear. |  |

## Check Reconciliation Status Overview

Test Administration

Customer project: Fill in the project-specific parts.

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

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Active Closing Process | Access transaction ICAIMG.Expand Reconciliation Close and choose Activate Reconciliation Close Process.Choose Intercompany Matching and Reconciliation > Activate Reconciliation Close Process , add your reconciliation case and ensure column Active is checked. |  |  |
| 2 | Log On | Log on to the SAP Fiori launchpad as a General Ledger Accountant - Intercompany. |  |  |
| 3 | Access the SAP Fiori App | Open Reconciliation Status Overview (F3865). |  |  |
| 4 | Display Reconciliation Report | Make the following entries and choose Go:Reconciliation Case: <your reconciliation case>Company: <your assigned company code>Fiscal Year Period: <period, for example, 005/2019>If new documents are posted, the New Postings column shows Detected.Choose > to go to the Reconciliation Balances screen. The view shows the detail of how many partner companies are reconciled, reconciled within tolerance or not reconciled. | Initial reconciliation status of selected company is displayed. |  |
| 5 | On the Fly Translation | In the dropdown list, choose the converted measure to see the on the fly translation. |  |  |

## Check Reconciliation Balances Report

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. |

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 - Intercompany. |  |  |
| 2 | Check Reconciliation Balance Report | In the list view, select a Company line (using the parameters below) or you can open a new App Reconciliation Balances (F3865) to see the Reconciliation Balance.Select the parameters as follows:Reconciliation Case: <For example, SF101 or SF102>Display Group: <For example, IC Trading All AR/AP Relevant Accounts>Company: <your assigned company code>,Fiscal Year Period: <For example, 005/2019>Choose Go. | Reconciliation balance for selected company and selected group is displayed. |  |
| 3 | Display Other Group and Switch View | Change to the other Display Group to display the Reconciliation Balance report.Change to the Netting View.Switch to other currencies (for example, choose Amount in Tran.Currency).To download the Excel, choose Export to Spreadsheet.To check the detailed documents list for an amount, right-click the amount and choose Show matching items. | Reconciliation balance for selected company and selected group is displayed. |  |

## Manage Assignments

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. |

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 - Intercompany. |  |  |
| 2 | Manage Assignments | To manage assignments, choose the right arrow button for a reconciliation balance line item or you can open a new APP Manage Assignments - By Reconciliation Case (F3870)The parameters are set as follows :Reconciliation Case: <your reconciliation case ID>Display Group: <For example, All IC Accounts AR/AP>Company: <your assigned company code>Fiscal Year Period: <For example, 005/2019>Amount/Quantity Field: <keep current value, for example, WSL for transaction currency>Choose Go. | Details of reconciliation results are displayed. |  |
| 3 | Manage Assignments – Display Assigned Items | All the assigned items (by rule or by manual) are displayed in the lower part of the screen. From the middle tool bar, very right side, choose Change Layout > Lower Area Only .From the left filter bar, switch the filter to display the different groups of assignments.Select a line to check the assigned documents. The right pane expands to show additional details. To display the included documents, choose Expand.Hover over the reason code to display the description. You can sort or filter by value.Choose the Assignment Number link to display more details. To check the rule detail, choose the Rule number link.Check the matching result; the columns with color are fields used in the matching expression. Choose Back.Optionally, you can remove the assignment by selecting the assignment and choosing Unassign. | Details of assigned items are displayed. |  |
| 4 | Send Email for Query | Choose one assignment row, and then from dropdown list, choose Communicate > Send Email , you can send email to others for query. |  |  |
| 5 | Manage Assignment – Communication | Choose Only upper area to show the unassigned documents.In the left panel, the system displays the leading company unassigned documents.In the right panel, the system displays the partner company unassigned documents.From any panel, to search a document, choose Fuzzy Search and enter a keyword to search the documents.To add notes or send notifications, select one or more documents and choose Communication, then send a notification or add a note.The user can give a due date. If it is due, the documents in the left panel display a red bar to reminder user those documents are due for further action. To clear the due items display, select the items, and in Communication, choose Set to done. | Notification is sent without errors. |  |
| 6 | Manage Assignment – Manual Assign Documents | From the unassigned documents displayed, select documents to manually assign. For test perspective, please assign S15 for the reason code. | Documents are manually assigned. |  |
| 7 | Assignment for auto posting | Choose button Go again and then you can find the generated accounting document appears in the Unassigned panel.Choose button Auto Matching again and you can find the auto posting and previous postings are grouped together in one assignment document. |  |  |
| 8 | Trigger Auto Posting | For the newly assigned document, in column Adjustment Log, you can find log like Success (2) which means adjustment documents are successfully created.Click this hyperlink to see the detailed log description. You can get the generated jounal document number.Choose Back to back to Manage Assignment screen. |  |  |

## Display Matching Items

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. |

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 - Intercompany. | The SAP Fiori launchpad is displayed. |  |
| 2 | Display Matching Items | Choose the Balance button to go to the Display Matching Items - By Matching Method (F3869) app or open a new App Display Matching Items - By Matching Method (F3869).Select the parameters as follows :Reconciliation Case ID: <For example, SF101 or SF102>Display Group: <For example, All IC Accounts AR/AP>Side of Display Group: <For example, 1 (First Side)>Fiscal Period/Year: <For example, 005/2019>Choose Go. | Matching items are displayed properly. |  |

## 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. |

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 - Intercompany. |  |  |
| 2 | Access Fiori App | Open Manage Teams and Responsibilities - Intercompany (F2412). |  |  |
| 3 | Create New Team | Choose Create. Make the following entries and choose Save:Name: <input name>Type: ICAMTDescription: <input description> |  |  |
| 4 | Define Team Memebers | Choose Create in section Team Members, input User ID and choose OK. |  |  |
| 5 | Enter Function | In the section Team Members, for the line of new added team member, choose Functions, and check ICAM\_COMM, ICAM\_SP, ICAM\_SV, and choose OK.Save the entry. |  |  |

## Approve Adjustment Postings by 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. |

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 - Intercompany. | The SAP Fiori launchpad is displayed. |  |
| 2 | Manage Assignments – By Matching Method | Open Manage Assignments - By Matching Method (F3870).From the screen lower part, all the assigned items (by rule or by manual) are displayed. Find one row with Proc. Status 20(Assigned) and choose >.In the matching detail screen, choose Reason Code S13 and then choose Process. | Now the Workflow Status is changed to In process. |  |
| 3 | Switch to approver role and log on to the SAP Fiori launchpad | Open App Verify Intercompany Variance Adjmt - Inbox (F0862).Select the item in the left side and check the details.Choose Approve at the bottom.Write notes if necessary and choose Submit. |  |  |
| 4 | Manage Assignments – By Matching Method | Open Manage Assignments - By Matching Method (F3870).From the lower part of the screen, now Workflow Status has been changed to Completed, and Ad-justment Log has been changed to Success. |  |  |

## Matrix Reconciliation (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you set the global parameters for the integration.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail /Comment |
| 1 | Logon | Log on to the SAP GUI as a General Ledger Accountant - Intercompany. |  |  |
| 2 | Create Matrix Reconciliation Data Source | Access transaction ICADS and then choose Configure.Select Data Source SF\_JOURNAL\_ENTRIES\_01 and choose Copy As…. |  |  |
| 3 | Maintain Data Source Attribute | In the Change View "Data Source": Details of Selected Set view, make the following entries:Data Source: <input name>Description: <input description>Main CDS View: <keep default>Leading Unit Field: <keep default>Leading Unit Superordinate Field: <choose the value, for example, Profit Center>Partner Unit Field: <keep default>Partner Unit Superordinate Field: <corresponding Partner Superordinate Field selected before>Unit Entity CDS View: <from value help choose the correct CDS View>Authorization Object of Unit: <keep default or empty>And choose button Apply and Save. |  |  |
| 4 | Logon | Log on to the SAP Fiori launchpad as a General Ledger Accountant - Intercompany. |  |  |
| 5 | Create Matrix Matching Method | Open Define Matching Method.Choose Create. |  |  |
| 6 | Maintain Matrix Matching Method | In the New Method view, make the following entries:Matching Method ID: <input ID>Description: <input Desc>Stored As: Master DataData Source: <choose the matrix data source>For other attributes, you can refer to SF101 and maintain exactly the same value for your method.Choose Save for your method. |  |  |
| 7 | Create Recon Case | Open Define Reconciliation Cases.Choose > for SF101 or SF102 and then choose button Copy. |  |  |
| 8 | Maintain Reconciliation Case | In the New Reconciliation Case view, make the following entries:Reconciliation Case ID:Description: <input Desc><input ID>Stored As: Master DataMatching Method: <choose the matrix matching method>Other Settings: <<If you have created Leading Unit Hierarchy or superordinate Leading Unit Hierarchy, you can include the hierarchy here or leave empty.>Choose Save for your reconciliation case. |  |  |
| 9 | Run matrix reconciliation process | With the data source, matching method and reconciliation case created, you can follow the previous sections to run matrix reconciliation.Please notice to run matrix reconciliation, you need to specify leading unit / superordinate leading unit combination. |  |  |

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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