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| --- | --- |
|  |  |
| Test Script  SAP S/4HANA - 17-09-20 | public |
| Basic Credit Management (BD6\_DE) |

Table of Contents

[1 Purpose 3](#_Toc51263717)

[2 Prerequisites 4](#_Toc51263718)

[2.1 System Access 4](#_Toc51263719)

[2.2 Roles 4](#_Toc51263720)

[2.3 Master Data, Organizational Data, and Other Data 4](#_Toc51263721)

[2.4 Business Conditions 5](#_Toc51263722)

[2.5 Preliminary Steps 6](#_Toc51263723)

[2.5.1 Import Credit Analyst 6](#_Toc51263724)

[2.5.2 Assign Credit Analyst 8](#_Toc51263725)

[3 Overview Table 10](#_Toc51263726)

[4 Test Procedures 12](#_Toc51263727)

[4.1 Set a Credit Limit 12](#_Toc51263728)

[4.2 Sales Order Processing: Sale from Stock 14](#_Toc51263729)

[4.3 Sales of Non-stock Item with Order-Specific Procurement (optional) 15](#_Toc51263730)

[4.4 Make-to-Order Production – Finished Goods Sales and Final Assembly 16](#_Toc51263731)

[4.5 Display Credit Accounts 17](#_Toc51263732)

[4.6 Management of Blocked Orders 19](#_Toc51263733)

[4.6.1 Assign Credit Cases 19](#_Toc51263734)

[4.6.2 Review and Release or Reject a Sales Order 21](#_Toc51263735)

[4.6.2.1 Review Sales Order 22](#_Toc51263736)

[4.6.2.2 Release Sales Order 24](#_Toc51263737)

[4.6.2.3 Reject Sales Order 25](#_Toc51263738)

[4.7 Reporting 27](#_Toc51263739)

[4.7.1 Display Credit Account Data 27](#_Toc51263740)

[4.7.2 Display Credit Exposure 28](#_Toc51263741)

[4.7.3 Analyze Credit Exposure 29](#_Toc51263742)

[4.7.4 Display Credit Log 30](#_Toc51263743)

[4.7.5 Credit Limit Utilization 32](#_Toc51263744)

[4.8 Schedule Background Jobs for Credit Check on SD Documents 33](#_Toc51263745)

[4.9 Schedule Background Jobs for Business Partner Update 35](#_Toc51263746)

[4.9.1 Assign Credit Management Role to Business Partner 35](#_Toc51263747)

[4.10 Schedule Background Jobs to Send Delta of Payment Behavior Summary 37](#_Toc51263748)

[4.10.1 Send Delta of Payment Behavior Summary 37](#_Toc51263749)

[4.11 Schedule Background Jobs to Rebuild Credit Management Data 38](#_Toc51263750)

[4.11.1 Rebuild Credit Exposure 39](#_Toc51263751)

[4.11.2 Recreate Payment Behavior Summary 40](#_Toc51263752)

[4.12 Schedule Background Jobs to Delete Credit Management Data 42](#_Toc51263753)

[4.12.1 Delete Credit Exposure 42](#_Toc51263754)

[4.12.2 Delete Payment Behavior Summary 44](#_Toc51263755)

[5 Appendix 46](#_Toc51263756)

[5.1 Succeeding Processes 46](#_Toc51263757)

# Purpose

The credit worthiness and payment behavior of your business partners has an immediate effect on the business results of your company. Efficient receivables and credit management reduces the risk of financial losses and helps you to optimize business relationships with your business partners. Basic Credit Management supports your company in the early determination of the risk of losses on receivables from your business partners and supports you in making credit decisions. Basic Credit Management checks the exposure against the current credit limit for the business partner. In addition, you can also perform other checks, such as oldest open item, maximum dunning level, or last payment. If the new order is blocked, the blocked order can be released or rejected by authorized staff.

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

## System Access

|  |  |  |
| --- | --- | --- |
|  | Type of Data | Details |
| System | 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 |
| Administrator | SAP\_BR\_ADMINISTRATOR | Administration | SAP\_BR\_ADMINISTRATOR |  |
| Credit Controller | SAP\_BR\_CREDIT\_CONTROLLER | Credit Management | SAP\_BR\_CREDIT\_CONTROLLER |  |

## Master Data, Organizational Data, and Other Data

The organizational structure and master data of your company has been created in your system during activation. The organizational structure reflects the structure of your company. The master data represents materials, customers, and vendors, for example, depending on the operational focus of your company.

Use your own master data or the following sample data to go through the test procedure.

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | Details | Comments |
| Customer | 10100005 |  |  |
| Company Code | 1010 |  |  |
| Credit Segment | 1000 |  |  |
| Sales organization | 1010 |  |  |
| Distribution channel | 10 |  |  |
| Division | 00 |  |  |

For more information on creating master data objects, see the following [Master Data Scripts (MDS)](https://support.sap.com/content/dam/SAAP/Sol_Pack/BP_OP_ENTPR/BP_OP_ENTPR_S4HANA2020_7_Master_Data_EN_XX.htm)

Table 1: Master Data Script Reference

|  |  |
| --- | --- |
| Master Data ID | Description |
| BND | Create Customer Master |

## Business Conditions

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

|  |  |
| --- | --- |
| Scope Item | Business Condition |
| BD9 - Sell from Stock | To run through this scope item, the materials must be available in stock.  You can create stock using the Manage Stock or Transfer Stock apps. |
| BDN - Sales of Non-Stock Item with Order-Specific Procurement | Execute step Create Sales Order (Optional) |
| BJE - Make-to-Order Production - Finished Goods Sales and Final Assembly | Execute step Create Sales Order  Note This Busines Condition only applies when SAP S/4HANA Cloud for Enterprise Management is active in your system. |

## Preliminary Steps

### Import Credit Analyst

Purpose

In this activity, you create an employee data template and import a credit analyst into the system to be used in the test procedures.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Administrator. |  |  |
| 2 | Access the SAP Fiori App | Open Import Employees (F2323). |  |  |
| 3 | Import the CSV Template | Enter the following data and choose Download Templates:  Import Type : Basic Employee Import | The BasicEmployeeDataTemplate.csv file is downloaded. |  |
| 4 | Save | Choose Save.  The Download Complete dialog box displays the You can find the downloaded Basic Employee Data Template file in the Downloads folder notification.  Choose OK . | The template is saved to your local PC. |  |
| 5 | Modify the Template | Note This step happens outside of the system.  Open the template and modify it to your requirements.  Enter information for the following mandatory fields:  PersonalExternalID  BusinessPartnerRole  Supplier  FirstName  LastName  CompanyCode  StartDate(YYYYMMDD)  EndDate(YYYYMMDD)  and enter other data as required.  Save the changes. | An updated Basic Employee Data Template is available on your local PC. |  |
| 6 | Upload the Template | In the Import Employees view, under Import Data (.csv), go to Employee/Employment Data and choose Browse.  From the dialog box, locate your updated Basic Employee Data Template, select the file and choose Open. | The dialog box closes and the Import Employees view is displayed. The Employee/Employee Data field now displays your imported template file name. |  |
| 7 | Import the Template | Enter the following:  Import Name: <the person's name you created in the template>  Choose the Import button.  The system displays the message Your request has been submitted. Please check the Monitor Employees Import app for monitoring. You can use the Maintain Business Users app to maintain business roles for successfully created employees.  Choose OK to close the dialog box. | The Application Logs view displays. |  |
| 8 | Review the Log | Review the application log. If the file created without error, Information displays in the Severity column. | Information is successfully imported. |  |

### Assign Credit Analyst

Purpose

In this activity, after the Credit Analyst has been imported, you assign the Credit Analyst to a business partner.

Prerequisite

A Credit Analyst has been imported in the previous procedure.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Credit Controller. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Business Partner - Credit Profile (UKM\_BP). |  |  |
| 3 | Select Customer | Enter the desired Customer to process:  Business Partner: 10100005  and choose Enter. | The Display Organization:10100005 role SAP Credit Management view displays. |  |
| 4 | Change Role | Change BP role as follows:  Display in BP role: SAP Credit Management | The Display Organization:10100005, role SAP Credit Management view displays |  |
| 5 | Edit | Choose the Switch Between Display and Change button. | The Change Organization:10100005 role SAP Credit Management view displays. |  |
| 6 | Manage Relationship | Choose the Relationships button. | The Display Organization: 10100005, role SAP Credit Management view displays. |  |
| 7 | Add Relationship | In the Overview section, enter the following information:  Relationship Cat: In Credit Management is managed by  Credit Segment: Credit Segment 1000  Relationship to BP: choose the search button.  In the Business Partner Number (1) dialog box, enter the Last name and First name created in the previous procedure, Import Credit Analyst.  and choose Find  The dialog box displays the search results. Select the employee from the results and Select. | The Organization: 10100005, maintain relationships view displays. |  |
| 8 | Create | Choose the Create button. |  |  |
| 9 | Save | Save your entries. | Changes have been saved. |  |

# 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 | Transaction/App | Expected Results |
| [Set a Credit Limit](#unique_9) [page ] 12 | Credit Controller | Maintain Business Partner (BP)  or Manage Business Partner - Credit Profile (UKM\_BP) | Credit limit set |
| [Sales Order Processing: Sale from Stock](#unique_10) [page ] 14 |  | Procedure described in Sell from Stock (BD9) | Sales Order for the Business Partner is created. |
| [Sales of Non-stock Item with Order-Specific Procurement (optional)](#unique_11) [page ] 15 |  | Procedure described in Sales of Non-Stock Item with Order-Specific Procurement (BDN) | Sales Order for the Business Partner is created. |
| [Make-to-Order Production – Finished Goods Sales and Final Assembly](#unique_12)  [page ] 16 |  | Procedure described in Make-to-Order Production - Finished Goods Sales and Final Assembly (BJE) | Sales Orders created. |
| [Display Credit Accounts](#unique_13) [page ] 17 | Credit Controller | Manage Business Partner Master Data (F3163) | You displayed the credit accounts. |
| Management of blocked orders |  |  |  |
| [Assign Credit Cases](#unique_14) [page ] 19 | Credit Controller | Manage Credit Cases (UKM\_CASE) | The Sales order is reviewed and assigned to owner of case. |
| [Review and Release or Reject a Sales Order](#unique_15) [page ] 21 |  |  |  |
| [Review Sales Order](#unique_16) [page ] 22 | Credit Controller | Manage Credit Cases (UKM\_CASE) | The blocked sales order is reviewed. |
| [Release Sales Order](#unique_17) [page ] 24 | Credit Controller | Manage Documented Credit Decisions (UKM\_MY\_DCDS) | The Sales order is released. |
| [Reject Sales Order](#unique_18) [page ] 25 | Credit Controller | Manage Credit Cases (UKM\_CASE) | The Sales order is rejected. |
| Reporting |  |  |  |
| [Display Credit Account Data](#unique_19) [page ] 27 | Credit Controller | Display Credit Account Data (F4825) | Display generated credit data |
| [Display Credit Exposure](#unique_20) [page ] 28 | Credit Controller | Display Credit Exposure (F4826) | Display credit exposure |
| [Analyze Credit Exposure](#unique_21) [page ] 29 | Credit Controller | Analyze Credit Exposure - By Country (F2541) | Displays credit exposure information |
| [Display Credit Log](#unique_22) [page ] 30 | Credit Controller | Display Credit Management Log (F2162) | Display credit application log |
| [Credit Limit Utilization](#unique_23) [page ] 32 | Credit Controller | Credit Accounts who have used more than 80% of their credit limit (F1751) | Credit Limit Utilization data is displayed and filtered. |
| [Schedule Background Jobs for Credit Check on SD Documents](#unique_24) [page ] 33 | Credit Controller | Schedule Credit Management Jobs (F3748) | Credit Checks are scheduled. |
| [Assign Credit Management Role to Business Partner](#unique_25) [page ] 35 | Credit Controller | Schedule Credit Management Jobs (F3748) | Mass assignment of the role to the business partner is scheduled. |
| [Send Delta of Payment Behavior Summary](#unique_26) [page ] 37 | Credit Controller | Schedule Credit Management Jobs (F3748) | You scheduled the background job. |
| [Rebuild Credit Exposure](#unique_27) [page ] 39 | Credit Controller | Rebuild Credit Management Data (F4234) | You scheduled the background job to rebuild credit exposure. |
| [Recreate Payment Behavior Summary](#unique_28) [page ] 40 | Credit Controller | Rebuild Credit Management Data (F4234) | You scheduled the background job to recreated payment behaviour summary. |
| [Delete Credit Exposure](#unique_29) [page ] 42 | Credit Controller | Delete Credit Management Data (F4802) | You scheduled the deletion job. |
| [Delete Payment Behavior Summary](#unique_30) [page ] 44 | Credit Controller | Delete Credit Management Data (F4802) | You scheduled the deletion job. |

# Test Procedures

## Set a Credit Limit

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 a credit limit for the customer. The credit limit currency in all company codes is set to use the group currency, which is defined when the solution is activated.

Note The credit limit currency in all company codes is set to use the group currency which is defined when the solution is activated.

Prerequisite

Business partner master record 10100005 is already created with credit management profile.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Credit Controller. |  |  |
| 2 | Access the SAP Fiori App | Open Maintain Business Partner (BP) when you cannot find Manage Business Partner - Credit Profile (UKM\_BP). |  |  |
| 3 | Select Customer | Enter the desired Customer to process, for example:  Business Partner: 10100005  and choose Start and then double-click the row in the Worklist. | The Display Organization:10100005 role SAP Credit Management view displays. |  |
| 4 | Change Role | Change BP role as follows:  Display in BP role: SAP Credit Management | The Display Organization:10100005, role SAP Credit Management view displays |  |
| 5 | Edit | Choose the Switch Between Display and Change button or use F6. | The Change Organization:10100005role SAP Credit Management view displays. |  |
| 6 | Credit Profile | Select the Credit Profile tab and enter or review the following information in the Scoring section.  Rules: Standard Rule Without Automatic Calculation  Risk Class: Medium Default Risk  Check Rule: 01 Default - All Checks Active |  |  |
| 7 | Credit Segment | At the top of the view, choose the Credit Segment Data button. Review or enter the following values in the Credit Segment field:  Credit Segment: 1000 Credit Segment 1000(Maintained) . |  |  |
| 8 | Credit Limit | In the Credit Limit and Control section, select the Limit Defined checkbox, and enter the following values:  Limit: 5.00  Valid To: <End of Year> | Amount and validity date for credit limit is set. |  |
| 9 | Save | Save your entries. | Changes have been saved. |  |
| 14 | Save | Choose Save. |  |  |

## Sales Order Processing: Sale from Stock

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 test script describes the entire process sequence for a standard sales process (sale from stock) with a customer.

To test credit management, execute the Create Sales Order procedure from the Sell from Stock (BD9) test script. Executing other procedures in that test script is optional.

Prerequisites

Sales order with customer 10100005 must be created.

Procedure

Complete all activities in the Sell from Stock (BD9) test script regarding the creation of a sales order using the master data from this test script.

## Sales of Non-stock Item with Order-Specific Procurement (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, a customer orders a material that is currently not in stock. The material is then procured from an external supplier.

To test credit management, execute the Create Sales Order procedure from the Sales of Non-Stock Item with Order-Specific Procurement (BDN) test script. Completing any additional procedures from that test script is optional.

Prerequisites

Sales order with customer 10100005 must be created.

Procedure

Complete all activities in the Sales of Non-Stock Item with Order-Specific Procurement (BDN) test script regarding the creation of a sales order using the master data from this test script.

## Make-to-Order Production – Finished Goods Sales and Final Assembly

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 activity describes the entire process for a standard sales process Make-to-Order (MTO) with a customer.

To test credit management, execute the Quotation Processing MTO and Create Sales Order with Ref. to Follow-On Quotation procedures from the Make-to-Order Production - Finished Goods Sales and Final Assembly (BJE) test script. Executing any additional procedures from that test script is optional.

Prerequisites

Sales order with customer 10100005 must be created.

Procedure

Complete all activities in the Make-to-Order Production - Finished Goods Sales and Final Assembly (BJE) test script regarding the creation of a sales order using the master data from this test script.

## Display Credit Accounts

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you review the credit accounts.

Prerequisite

Business partner master record 10100005 is already created with credit management profile.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Credit Controller. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Business Partner Master Data (F3163). |  |  |
| 3 | Select Business Partner | Make the following entries and choose Go: :  Business Partner: 10100005  Role: SAP Credit Management |  |  |
| 4 | Enter into Business Partner Details Views | In the row for the Business Partner: 10100005, choose the arrow button at the right of the row. | The Business Partner screen view displays. |  |
| 5 | Roles | Choose the Roles tab. |  |  |
| 6 | Drill Down | For the row with the Business Partner Role of SAP Credit Management, choose the arrow button at the right of the row. |  |  |
| 7 | Review Credit Accounts | Select the respective view to review the credit accounts. The views available include:  - Credit Profile  - Credit Segment  - Overdue Grid  - External Rating  - Notes  - Blocked Sales Documents  - Partner Hierarchy  - Credit Insurances  - Collateral  - Negative Credit Events of Customer  - Check Exceptions |  |  |

## Management of Blocked Orders

### Assign Credit Cases

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

The sales order failed the credit check. In this activity, you review blocked sales orders and assign a credit analyst or a person responsible to a credit case.

A credit case ID is automatically created when a sales order is blocked by credit management.

Caution Using an automatic assignment of credit cases to the Credit Controller or Credit Analyst cannot be established for the respective roles using the Manage Business Partner - Collection Profile (UDM\_BP) SAP Fiori app. While the relationship between the Credit Controller or Credit Analyst and the relevant Business Partner is maintained using the Manage Business Partner - Collection Profile (UDM\_BP) SAP Fiori app, the roles must be created and maintained using, for example, SAP SuccessFactors Employee Central and following the procedures in the Core HR with SAP SuccessFactors Employee Central (JB1) test script, or using an API and then using the Import Employee SAP Fiori app.

Prerequisite

Sales orders exceeding the Credit Limit settings are blocked due to credit check block.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Credit Controller. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Credit Cases (UKM\_CASE).  Note If Change to a Different RMS dialog box displays, select UKM\_CREDIT\_CASE and choose Continue. | The SAP Credit Management view displays. |  |
| 3 | Select Documented Credit Decision - Search | In the Role-Based View , expand the SAP Credit Management -- Credit Case folder, and expand the Cases folder. Double-click Documented Credit Decision - Search. | Case Search displays. |  |
| 4 | Execute Search | Choose the Search button. | List of Case IDs displays. |  |
|  | Option 1 Change Field Content | Note Option 1 provides steps for changing individual field content. Option 2 allows editing multiple fields in the Case ID. |  |  |
| 5 | Select Case | Scroll to locate an ID in the list and then select a Case ID row to process.  Note The Case ID must have Open/New as the Descript.. Case IDs with Closed descriptions are read only. |  |  |
| 6 | Assign Credit Analyst | From the Change Field Content dropdown menu, select Credit Analyst. | A Enter New Field Value dialog box displays. |  |
| 7 | Enter Processor | In the Enter New Field Value dialog box, enter the user name:  Processor: <Your User>  Note To find a user name, choose the box next to the Processor field. Another dialog box displays. Enter \* in the User field and choose u. A list of user names displays. Select the row of the user and chose the copy button. The selected user now appears in the Enter New Field Value dialog box.  and choose Continue. | The Enter New Field Value dialog box displays details of changes. |  |
| 8 | Return to Role-Based View | From the Enter New Field Value dialog box, choose Enter or the Continue icon to return to the Role-Based View. |  |  |
| 9 | Enter Person Responsible | Select row of a Case ID to process.  From the Change Field Content dropdown menu, select Person Respons. | The Enter New Field Value dialog box displays. |  |
| 10 | Change | Enter the following:  Person Respons.: <Your User>  and choose Continue. | The Display logs view with details of changes is displayed. |  |
| 11 | Return to Role-Based View | From the Enter New Field Value dialog box, choose Enter or the Continue icon to return to the Role-Based View. |  |  |
|  | Option 2 Edit Case ID Content |  |  |  |
| 5 | Repeat Steps 1 to 4 | Repeat steps 1 to 4. |  |  |
| 6 | Select Case ID | Double-click a Case ID to process.  Note The Case ID must have Open/New as the Descript.. Case IDs with Closed descriptions are read only. | Case Display: Case (3##########) (Documented Credit Decision) displays. |  |
| 7 | Edit | Choose the pencil icon, Display - Change to edit data. |  |  |
| 8 | Change | Update case fields as desired.  Credit Analyst:<Automatically determined>  Person Responsible <Your User>  Status: For example, In Processing | Case data is changed. |  |
| 9 | Save | Choose the Save icon. | Changes are saved. |  |

### Review and Release or Reject a Sales Order

Context

The sales order failed the credit check. In the following procedures, you review blocked sales orders and resolve any credit issues.

Prerequisites

Sales orders exceeding the credit limit settings are blocked due to credit check block.

Credit case has been assign to a Credit Analyst or Person Responsible.

#### Review Sales Order

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

The sales order failed the credit check. In this activity, you review blocked sales orders.

Prerequisites

Sales orders exceeding the Credit Limit settings are blocked, due to credit check block.

Credit case has been assign to a Credit Analyst or a Person Responsible.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad using as a Credit Controller. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Credit Cases (UKM\_CASE).  If the screen Change to a Different RMS appears, select UKM\_CREDIT\_CASE and press Continue. | The SAP Credit Management screen displays. |  |
| 3 | Select Documented Credit Decision - Search | Open the folder SAP Credit Management -- Credit Case > Cases and double-click Documented Credit Decision - Search.  If the Change to a Different RMS dialog box is displayed, in the RMS ID field select UKM\_CREDIT\_CASE and choose ContinueEnter. | Case Search displays. |  |
| 4 | Execute Search | Choose the Search button. | A list of cases is displayed. |  |
| 5 | Select Case | Double-click a Case ID to process. | The Case Display: Case (3##########) (Documented Credit Decision) screen is displayed. |  |
| 6 | Review Credit Case | Review to ensure that the credit case has:   1. In Processing status 2. The Credit Analyst and the Person Responsible are correctly assigned.   If these require updating, proceed to the following steps. |  |  |
| 7 | Enable Editing | Choose Display <-> Change to be able to update data. |  |  |
| 8 | Update Case Data | Update the case fields.  Status: In Processing  Credit Analyst: <Your User>  Person Responsible: <Your User> | Case data is changed. |  |
| 9 | Save | Save your entries. | Changes are saved. |  |

#### Release Sales Order

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

The sales order failed the credit check. In this activity, you release sales orders.

Prerequisites

Sales orders exceeding the credit limit settings are blocked due to credit check block.

Credit case has been assign to a Credit Analyst or Person Responsible.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Credit Controller. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Documented Credit Decisions (UKM\_MY\_DCDS). | The Documented Credit Decisions view displays. |  |
| 3 | Display Cases | Choose Credit Analyst or Person Responsible to display the cases assigned to your user either as Credit Analyst or Person Responsible. | Cases are displayed.  Note The cases displayed are the ones assigned to the Credit Controller user, if cases were assigned to another user, log on as the other user to display that user's assigned cases. |  |
| 4 | Select Case | Select the row of a Case ID to process. |  |  |
| 5 | Release | Choose Release and choose Yes in the Confirmation Prompt view. | The log is displayed. |  |

#### Reject Sales Order

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

The sales order failed the credit check. In this activity, you reject the sales orders.

Prerequisites

Sales orders exceeding the credit limit settings are blocked due to credit check block.

Credit case has been assign to a Credit Analyst or Person Responsible.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Credit Controller. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Credit Cases (UKM\_CASE). | The SAP Credit Management view displays. |  |
| 3 | Search | Open SAP Credit Management -- Credit Case > Casesand double-click Documented Credit Decision - Search. | The Case Search pane is displayed. |  |
| 4 | Execute Search | Choose Search. | A list of cases is displayed. |  |
| 5 | Select Case | Double-click a Case ID to process. | The Case Display: (3##########) (Documented Credit Decision) view displays. |  |
| 6 | Enable Editing | Choose Display <-> Change to enter change mode. | The Case Change: (3##########) (Documented Credit Decision) view displays. |  |
| 6.1 | Enter Reason for Rejection | In the lower left of the view, choose Notes. From the Description menu, choose Reason for Rejection. In the text area, enter the reason, for example: Item replaced with a new item. and from the top of the view, choose Save. |  |  |
| 7 | Reject | Choose Reject. | The Reason for Rejection dialog box displays. |  |
| 8 | Select Rejection Reason | Make the following entry and choose Continue:  Rejection reason: 61  On the Display logs dialog box that displays, choose Continue (Enter). | The sales order is rejected and the Case Display: Case (3##########) (Documented Credit Decision) view displays. Under the Header Data, the Status changes to Closed Automatically and Document Status changes to Rejected. |  |

## Reporting

### Display Credit Account Data

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 generate credit data by business partner.

Prerequisite

A business partner is created and credit management profile is maintained.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Credit Controller. |  |  |
| 2 | Access the SAP Fiori App | Open Display Credit Account Data (F4825). |  |  |
| 3 | Execute Search | Make the following entries and choose Go:  Business Partner: 10100005 |  |  |
| 3.1 | Display Master Record | For the business partner, choose Details (>). |  |  |
| 3.2 | Select Credit Segment | Select the credit segment to review the credit data. |  |  |
| 4 | Display Credit Data | The information available includes:   * Block Reason * Exposure * Utilization % |  |  |

### Display Credit Exposure

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 generate the credit exposure by business partner.

Prerequisite

A business partner is created and credit management profile is maintained.

Sales orders are created.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Credit Controller. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Display Credit Exposure (F4826). | Credit Exposure view displays. |  |
| 3 | Execute Search | Make the following entries and choose Go:  Business Partner: 10100005 | A list of credit exposure by business partner displays. |  |
| 4 | Display Credit Exposure | For the business partner, choose the arrow button at the right of the row. |  |  |
| 4 | Review Credit Exposure Items | Review the credit exposure items. TO see more details, choose the arrow button at the right of an item row. |  |  |

### Analyze Credit Exposure

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 analyze credit exposure.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Credit Controller. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Analyze Credit Exposure - By Country (F2541). |  |  |
| 3 | Navigation | Use the dropdown menu to review and analyze credit exposure:  By Country  By Risk Class  By Business Partner  By Credit Segment.  For example, drill down By Risk Class Partner (Table) and by the top business partners with the highest credit exposure display. | Different views display according to your criteria. |  |

### Display Credit Log

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 display the credit application logs.

Prerequisite

A business partner is created and credit management profile is maintained.

Sales orders are created.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Credit Controller. |  |  |
| 2 | Access the SAP Fiori App | Open Display Credit Management Log (F2162). | Application Logs view displays. |  |
| 3 | Search Criteria | Enter the following:  Severity: <select all available options>  \*Date From To: <enter date range> |  |  |
| 4 | Execute Search | Choose Go. | A list of Application Logs are displayed. |  |
| 5 | Select Log | Choose any log to display details. | Log details are displayed with results of credit checks. |  |

### Credit Limit Utilization

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 display the Key Performance Indicator (KPI) Credit Limit Utilization, that is, the utilization of the credit limit for a business partner.

Prerequisite

Sales orders have been created, credit check has been executed and cases have been created.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Credit Controller. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Credit Accounts who have used more than 80% of their credit limit (F1751). | The Credit Limit Utilization (S/4HANA) (F1751) view displays. |  |
| 3 | Navigation | To change the view, choose the dropdown list By Business Partner (Top 10 Credit Limit Exceeded) or By Business Partner (Top 10 Credit Exposure) and then use the different icon buttons to filter or change visualized results.  For example, you can change the chart type in which the data displays or change from chart to table. | Different views display, based on your actions. |  |

## Schedule Background Jobs for Credit Check on SD Documents

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 schedule background jobs for new credit checks for sales and distribution (SD) documents.

In the following procedure mentioned, the job is executed as a single run. You may choose to schedule the job on a regular basis, typically once a day, in order to facilitate a credit recheck of open sales orders (credit-blocked or non credit-blocked).

For the credit-blocked sales orders, the intention is to verify if the credit situation of the customer has improved since the initial credit check, which led to the credit block. For example, because the customer made a payment since the initial credit check. The sales order would pass the credit check successfully and no manual interaction is required.

For the non credit-blocked sales orders the intention is to verify if the credit situation has worsened since the initial credit check, which was passed successfully. For example, because the customer has overdue invoices now outstanding. Typically, you review sales orders that are approaching their delivery date for this purpose.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Credit Controller. |  |  |
| 2 | Access the SAP Fiori App | Open Schedule Credit Management Jobs (F3748). | The Schedule Credit Management Jobs view displays. |  |
| 3 | Create Job | Choose Create. | The New Job view displays. |  |
| 4 | Add General Information | In Template Selection section, make the following entries and choose Step 2:  Job Template: Check Credit on SD Documents  Job Name: Check Credit on SD Documents |  |  |
| 5 | Scheduling Options | In Scheduling Options, make the following entries and choose Step 3  Start Immediately: Selected  Recurrence Pattern: Single Run  Note To schedule a recurrence pattern, choose the Define Recurrence Pattern button and in the Scheduling Information dialog box, enter your parameters and choose OK. |  |  |
| 6 | Parameter Section | In the Parameter Section, enter:  Credit Segment: 1000  Credit Account: leave blank  Risk Class: leave blank  SD document: leave blank  Overall document status: use default value  Overall credit status: use default value  Next shipping date: leave blank  Date of next credit check: leave blank  Sales documents: selected  Deliveries: selected |  |  |
| 8 | Schedule | Choose Schedule. | The job is scheduled. |  |

## Schedule Background Jobs for Business Partner Update

Purpose

In this activity, you schedule background jobs for business partner update.

### Assign Credit Management Role to Business 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. |

Use

In this activity, you schedule the assignment of the credit management role to the business partner.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Credit Controller. |  |  |
| 2 | Access the SAP Fiori App | Open Schedule Credit Management Jobs (F3748). |  |  |
| 3 | Create Job | Choose Create. | The New Job view displays. |  |
| 4 | Create Job | Make the following entries and choose Step 2:  Template Selection section:  Job Template: Assign Credit Management Role to Business Partners  Job Name: Assign Credit Management Role to Business Partners  Make the following entries and choose Step 3:  Scheduling Options section:  Start Immediately: Selected  Recurrence Pattern: Single Run  Note To schedule a recurrence pattern, choose the Define Recurrence Pattern button and in the Scheduling Information dialog box, enter your parameters and choose OK.  Make the following entries and choose Schedule:  Parameters section:  Business Partner: enter the Business Partner needed for the change  Note To make the change on multiple Business Partners, choose the Drop Down button and in the Select: Business Partner (List displays max. 500 hits. If available, use the filter to see all values.)dialog box, enter your parameters and choose OK.  Test Run: Deselected  Update Run: Selected | The job is scheduled. |  |

## Schedule Background Jobs to Send Delta of Payment Behavior Summary

In this activity, you schedule background jobs to send delta of payment behavior summary.

### Send Delta of Payment Behavior Summary

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 schedule background jobs to send delta of payment behavior summary.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Credit Controller. |  |  |
| 2 | Access the SAP Fiori App | Open Schedule Credit Management Jobs (F3748). | The Schedule Credit Management Jobs view displays. |  |
| 3 | Create Job | Choose Create. | The New Job view displays. |  |
| 4 | Add General Information | In Template Selection section, make the following entries and choose Step 2:  Job Template: Send Delta of Payment Behavior Summary  Job Name: Send Delta of Payment Behavior Summary |  |  |
| 5 | Scheduling Options | In Scheduling Options, make the following entries and choose Step 3:  Start Immediately: Selected  Recurrence Pattern: Single Run  To schedule a recurrence pattern, choose the Define Recurrence Pattern button and in the Scheduling Information dialog box, enter your parameters and choose OK. |  |  |
| 6 | Parameter Section | In the Parameterssection, make the following entries:  Company Code: <enter the Company Code needed for the change>  Customer: <enter the Customer needed for the change>  To make the change on multiple Customers, choose the Drop Down button and in the Select: Customer (List displays max. 500 hits. If available, use the filter to see all values.)dialog box, enter your parameters and choose OK.  Test Run: <leave blank>  Update Run: selected |  |  |
| 8 | Schedule | Choose Schedule. | The job is scheduled. |  |

## Schedule Background Jobs to Rebuild Credit Management Data

In this activity, you schedule background jobs to rebuild credit management data.

### Rebuild Credit Exposure

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 schedule background jobs to rebuild credit exposure.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Credit Controller. |  |  |
| 2 | Access the SAP Fiori App | Open Rebuild Credit Management Data (F4234). |  |  |
| 3 | Create Job | Choose Create. | The New Job view displays. |  |
| 4 | Add General Information | In the Template Selection section, make the following entries and choose Step 2:  Job Template: Rebuild Credit Exposure  Job Name: Rebuild Credit Exposure |  |  |
| 5 | Scheduling Options | In Scheduling Options, make the following entries and choose Step 3:  Start Immediately: Selected  Recurrence Pattern: Single Run  To schedule a recurrence pattern, choose the Define Recurrence Pattern button and in the Scheduling Information dialog box, enter your parameters and choose OK. |  |  |
| 6 | Parameter Section | In the Parameters Section, make the following entries:  Credit Segment: <enter the Credit Segment needed for the change>  Business Partner: <enter the Business Partner needed for the change>  To make the change on multiple Business Partners, choose the Drop Down button and in the Select: Business Partner (List displays max. 500 hits. If available, use the filter to see all values.)dialog box, enter your parameters and choose OK.  Test Run: leave blank  Update Run: selected |  |  |
| 8 | Schedule | Choose Schedule. | The job is scheduled. |  |

### Recreate Payment Behavior Summary

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 schedule background jobs to recreate payment behavior summary.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Credit Controller. |  |  |
| 2 | Access the SAP Fiori App | Open Rebuild Credit Management Data (F4234). |  |  |
| 3 | Create Job | Choose Create. | The New Job view displays. |  |
| 4 | Add General Information | In the Template Selection section, Make the following entries and choose Step 2: :  Job Template: Recreate Payment Behavior Summary  Job Name: Recreate Payment Behavior Summary |  |  |
| 5 | Scheduling Options | In Scheduling Options, Make the following entries and choose Step 3:  Start Immediately: Selected  Recurrence Pattern: Single Run  To schedule a recurrence pattern, choose the Define Recurrence Pattern button and in the Scheduling Information dialog box, enter your parameters and choose OK. |  |  |
| 6 | Parameter Section | In the Parameters Section, make the following entries:  Company Code: <enter the Company Code needed for the change>  Customer: <enter the Customer needed for the change>  To make the change on multiple Customers, choose the Drop Down button and in the Select: Customer (List displays max. 500 hits. If available, use the filter to see all values.)dialog box, enter your parameters and choose OK.  Credit Segment: enter the Credit Segment needed for the change  Customers w/o OIs: select  Test Run: <leave blank> |  |  |
| 8 | Schedule | Choose Schedule. | The job is scheduled. |  |

## Schedule Background Jobs to Delete Credit Management Data

### Delete Credit Exposure

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 schedule background jobs to delete credit exposure.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Credit Controller. |  |  |
| 2 | Access the SAP Fiori App | Open Delete Credit Management Data (F4802). |  |  |
| 3 | Create Job | Choose Create. | The New Job view displays. |  |
| 4 | Add General Information | In the Template Selection section, make the following entries and choose Step 2:  Job Template: Delete Credit Exposure  Job Name: Delete Credit Exposure |  |  |
| 5 | Scheduling Options | In the Scheduling Options section, make the following entries and choose Step 3:  Start Immediately: Selected  To schedule a recurrence pattern, choose the Define Recurrence Pattern button. In the Scheduling Information dialog box, enter Recurrence Pattern: Single Run and choose OK. |  |  |
| 6 | Steps Optional | In the Steps Optional section, make the following entries and choose Step 4:  Review the default step: Delete Credit Exposure. |  |  |
| 7 | Parameter Section | In the Parameters section, make the following entries and choose Schedule:  Business Partner: <enter the Business Partner needed for the deletion>  To make the change on multiple Business Partners, choose the Drop Down button and in the Select: Business Partner (List displays max. 500 hits. If available, use the filter to see all values.)dialog box, enter your parameters and choose OK.  Credit Segment: <enter the Credit Segment needed for the deletion>  Credit Exposure Category: <enter the Credit Exposure Category needed for the deletion>  Key Date: leave blank  Settings: select the additional Settings according to your requirement | The job is scheduled. |  |

### Delete Payment Behavior Summary

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 schedule background jobs to delete the payment behavior summary.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Credit Controller. |  |  |
| 2 | Access the SAP Fiori App | Open Delete Credit Management Data (F4802). |  |  |
| 3 | Create Job | Choose Create. | The New Job view displays. |  |
| 4 | Add General Information | In the Template Selection section, make the following entries and choose Step 2:  Job Template: Delete Payment Behavior Summary  Job Name: Delete Payment Behavior Summary |  |  |
| 5 | Scheduling Options | In the Scheduling Options section, make the following entries and choose Step 3:  Start Immediately: Selected  To schedule a recurrence pattern, choose the Define Recurrence Pattern button. In the Scheduling Information dialog box, enter Recurrence Pattern: Single Run and choose OK. |  |  |
| 6 | Steps Optional | In the Steps Optional section, make the following entries and choose Step 4:  Review the default step: Delete Payment Behavior Summary. |  |  |
| 7 | Parameter Section | In the Parameters section, make the following entries and choose Schedule:  Business Partner: <enter the Business Partner needed for the deletion>  To make the change on multiple Business Partners, choose the Drop Down button and in the Select: Business Partner (List displays max. 500 hits. If available, use the filter to see all values.)dialog box, enter your parameters and choose OK.  Credit Segment: <enter the Credit Segment needed for the deletion>  Test Run: leave blank  Display Details: Selected | The job is scheduled. |  |

# Appendix

## Succeeding Processes

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

|  |  |
| --- | --- |
| Process | Business Condition |
| Sell from Stock (BD9) (optional) | Entire process sequence for a standard sales process (sale from stock) with a customer.  Using the master data from this document, complete the following activities described in the test script:   * Process Sales Order |
| Sales of Non-Stock Item with Order-Specific Procurement (BDN) (optional) | Customer orders a material that is currently not in stock. The material is procured from an external supplier.  Using the master data from this document, complete all of the following activities described in the test script. |
| Sales Order Fulfillment Monitoring (BKK) (optional) | Collection of periodic activities such as day ending activities or legal requirements, for example Intrastat and Extrastat reporting.  Using the master data from this document, complete the following activities described in the test script:   * Review Blocked Sales Orders section. |

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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