|  |  |
| --- | --- |
|  |  |
| Test ScriptSAP S/4HANA - 18-09-20 | public |
| Accounts Payable (J60\_DE) |

Table of Contents

[1 Purpose 5](#_Toc51360282)

[2 Prerequisites 7](#_Toc51360283)

[2.1 System Access 7](#_Toc51360284)

[2.2 Roles 7](#_Toc51360285)

[2.3 Master Data, Organizational Data, and Other Data 8](#_Toc51360286)

[2.4 Business Conditions 10](#_Toc51360287)

[2.5 Preliminary Steps 11](#_Toc51360288)

[2.5.1 Maintain Payment Approver for Bank Accounts 11](#_Toc51360289)

[2.5.2 Define Payment Medium Format Variants 11](#_Toc51360290)

[2.5.3 BRF+ Settings for Item Interest Calculation 13](#_Toc51360291)

[2.5.4 Add Fields to Items (Optional) 18](#_Toc51360292)

[3 Overview Table 20](#_Toc51360293)

[4 Test Procedures 27](#_Toc51360294)

[4.1 Preparation of Payments 27](#_Toc51360295)

[4.1.1 Maintain Business Partner 27](#_Toc51360296)

[4.1.2 Display Supplier List 29](#_Toc51360297)

[4.1.3 Netting of AR/AP Items (Optional) 31](#_Toc51360298)

[4.2 Invoice Entry without Purchase Order 33](#_Toc51360299)

[4.2.1 Invoice Entry without Purchase Order 33](#_Toc51360300)

[4.2.2 Invoice Entry for One-Time Supplier without Purchase Order 35](#_Toc51360301)

[4.2.3 Park and Post Invoice 38](#_Toc51360302)

[4.2.3.1 Park Invoice 38](#_Toc51360303)

[4.2.3.2 Post Invoice 40](#_Toc51360304)

[4.3 Mass Upload 43](#_Toc51360305)

[4.3.1 Mass Import for Supplier Invoices 43](#_Toc51360306)

[4.4 Invoice Payment Preparation 47](#_Toc51360307)

[4.4.1 View Supplier Line Items 47](#_Toc51360308)

[4.4.2 Manage Payment Blocks 49](#_Toc51360309)

[4.4.3 View Supplier Balance 50](#_Toc51360310)

[4.5 Payment Run 51](#_Toc51360311)

[4.5.1 Schedule Payment Proposals 52](#_Toc51360312)

[4.5.2 Revise Payment Proposal 54](#_Toc51360313)

[4.5.3 Release Payment Proposal 56](#_Toc51360314)

[4.5.4 Mass Reverse Payment Run (Optional) 58](#_Toc51360315)

[4.5.5 View Payment List 60](#_Toc51360316)

[4.6 Single Outgoing Payment 61](#_Toc51360317)

[4.6.1 Create Single Outgoing Payment (Indirect) 61](#_Toc51360318)

[4.6.2 Create Single Payment (Direct) 63](#_Toc51360319)

[4.7 Online Payments 65](#_Toc51360320)

[4.7.1 Free Form Payment Request 65](#_Toc51360321)

[4.7.2 Post Free Form Payment Request 68](#_Toc51360322)

[4.8 Manual Payment Online 69](#_Toc51360323)

[4.8.1 Post Outgoing Payment 69](#_Toc51360324)

[4.9 Payment Approval 71](#_Toc51360325)

[4.9.1 Bank Payment Approval (Optional based on Cash Management) 72](#_Toc51360326)

[4.9.1.1 Approval by First Approver 73](#_Toc51360327)

[4.9.1.2 Rejection 75](#_Toc51360328)

[4.9.1.3 Approval by Second Approver 75](#_Toc51360329)

[4.9.2 Create Payment Medium 77](#_Toc51360330)

[4.10 Print or Email Payment Advice 78](#_Toc51360331)

[4.11 Correspondence 80](#_Toc51360332)

[4.12 Incorrect Posting 84](#_Toc51360333)

[4.12.1 Reset Cleared Items 84](#_Toc51360334)

[4.12.2 Reset and Reverse Cleared Items 85](#_Toc51360335)

[4.13 Down Payments 87](#_Toc51360336)

[4.13.1 Create Down Payment Request 87](#_Toc51360337)

[4.13.2 Post Down Payment 89](#_Toc51360338)

[4.13.3 Invoice Entry 91](#_Toc51360339)

[4.13.4 Post Outgoing Payment 92](#_Toc51360340)

[4.13.5 Clear Open Items 94](#_Toc51360341)

[4.14 Optional: Interest Calculation 96](#_Toc51360342)

[4.14.1 Optional: Schedule Interest Calculation Jobs 96](#_Toc51360343)

[4.14.2 Optional: Manage Interest Runs 99](#_Toc51360344)

[4.14.3 Optional: Display Interest Runs 100](#_Toc51360345)

[4.15 Periodic Activities 101](#_Toc51360346)

[4.15.1 Check Open Balances 101](#_Toc51360347)

[4.16 Invoice Management Reporting 102](#_Toc51360348)

[4.16.1 Accounts Payable Overview 102](#_Toc51360349)

[4.16.2 Days Payable Outstanding 103](#_Toc51360350)

[4.16.3 Overdue Payables 105](#_Toc51360351)

[4.16.4 Future Payables 106](#_Toc51360352)

[4.16.5 Cash Discount Forecast 107](#_Toc51360353)

[4.16.6 Cash Discount Utilization 108](#_Toc51360354)

[4.16.7 Invoice Processing Analysis 109](#_Toc51360355)

[4.16.8 Aging Analysis 110](#_Toc51360356)

[4.16.9 Automatic and Manual Payments Analysis 111](#_Toc51360357)

[4.16.10 Supplier Payments Analysis 112](#_Toc51360358)

[4.16.11 Display Item Change Log 113](#_Toc51360359)

[5 Appendix 116](#_Toc51360360)

[5.1 Display Process Flow Accounts Payable 116](#_Toc51360361)

# Purpose

With Accounts Payable, you manage your open payable invoices that are automatically created from purchasing processes.

You manage and control open items with various analytical tools. You plan future payables and analyze the outcome of payments, such as utilization of cash discounts and days payables outstanding.

Process your outstanding payables automatically and monitor payment progress. Optionally, you can also include a two-step approval for all outgoing payments.

Connect to SAP Multi-Bank Connectivity (MBC) to simplify the connectivity to the banks for payments and bank statements. Alternatively, you can also download generated payment files.

For countries/regions where this is relevant, you can also print checks.

The Accounts Payable business process focuses on the following activities:

Complete Supplier Master Data

Invoice Entry without Purchase Order

Invoice Payment Preparation:

* Manage Payment Blocks
* Manage Supplier Line Items

Payment Run:

* Schedule Payment Proposals
* Revise Payment Proposal

Single Outgoing Payment

Manual Payment Online

Payment Approval

Reset Clearing for Invoices and Payments

Correspondence

Invoice Reporting:

* Days Payable Outstanding
* Overdue Payables
* Future Payables
* Cash Discount Forecast
* Cash Discount Utilization
* Invoice Process Time
* Aging Analysis
* Automatic and Manual Payments
* Open Payments Analysis

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 prerequisites to conduct the test in terms of system, user, master data, organizational data, and other test data and business conditions.

* Vendor master data has been created.
* Invoices have been posted to accounting.
* Complete Business Conditions.
* Execute Preliminary Steps.

## 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 |
| Accounts Payable Accountant | SAP\_BR\_AP\_ACCOUNTANT | Accounts Payable | SAP\_BR\_AP\_ACCOUNTANT |  |
| Accounts Payable Accountant - Procurement | SAP\_BR\_AP\_ACCOUNTANT\_PROCUREMT |  |  |  |
| Accounts Payable Manager | SAP\_BR\_AP\_MANAGER | Accounts Payable | SAP\_BR\_AP\_MANAGER |  |
| Administrator | SAP\_BR\_ADMINISTRATOR | Administration | SAP\_BR\_ADMINISTRATOR |  |
| Configuration Expert - Business Process Configuration | SAP\_BR\_BPC\_EXPERT |  |  |  |
| Cash Management Specialist | SAP\_BR\_CASH\_SPECIALIST | Cash Management | SAP\_BR\_CASH\_SPECIALIST |  |
| Cash Manager | SAP\_BR\_CASH\_MANAGER | Cash Management | SAP\_BR\_CASH\_MANAGER |  |
| General Ledger Accountant | SAP\_BR\_GL\_ACCOUNTANT | General Ledger | SAP\_BR\_GL\_ACCOUNTANT |  |
| Master Data Specialist - Business Partner Data | SAP\_BR\_BUPA\_MASTER\_SPECIALIST | Business Partner | SAP\_BR\_BUPA\_MASTER\_SPECIALIST |  |

## Master Data, Organizational Data, and Other Data

Default Values

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

The business process is enabled with organization-specific master data, examples are provided in the following table.

Operational Focus

SAP delivers standard values for more than one operational focus area, such as Services, Manufacturing, or Trade. You may find more than one master data table. Use the master data that matches the operational focus of your company (Services, Manufacturing, or Trade).

Additional Default Values

You can test the scenario with other SAP default values that have the same characteristics.

Use the following master data in the process steps described in this document:

You have entered the master data required to go through the procedures of this scenario. Ensure that the following scenario-specific master data exists before you test this scenario.

Master Data

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | Details | Comments |
| Company Code | 1010 |  |  |
| Controlling Area | A000 |  |  |
| Cost Center | 10101301 |  |  |
| Material Master | \* |  | Material type DIEN, SEMI, HAWA |
| House Bank | DEBK1DEBK2 |  | The DEBK2 value is used for non-MBC payments. Make sure the solution is installed with demo data to be able to test both banks. |
| Account ID | DEAC1 DEAC2USDAC(only for DEBK1) |  | Use Account ID USDAC to pay invoice in USD currency. |
| Bank G/L Account | 11001000 and 1100200011001100 |  |  |
| Supplier | For Company Code 1010, use:* 10300001
* 10300002

10300273 for one-time supplier |  |  |
| Payment Method | See the following table for Payment Methods (PM) and Payment Method Formats (PMF) |  |  |

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 |
| BNE | Create Supplier Master |
| BNF | Create Product Master of Type "Trading Good" |
| BNG | Create G/L Account and Cost Element |
| BNM | Create Cost Center and Cost Center Group |
| BNR | Create Product Master of Type "Raw Material" |
| BNS | Create Product Master of Type "Semi-Finished Good" |
| BNT | Create Product Master of Type "Finished Good" |

Use the following table to for DE payment methods (PM) and payment medium format (PMF):

|  |  |  |  |
| --- | --- | --- | --- |
| PM | Name of Payment Method | PMF for MBC House Bank DEBK1 | PMF for File Download (DEBK2 Demo Data\*) |
| T | SEPA Credit Transfer | DE\_CGI\_XML\_CT | DE\_CGI\_XML\_CT |
| F | Foreign Bank Transfer (DTAZV) | DTAZV | DTAZV |

\* The DEBK2 value is demo data. Ensure the solution is installed with demo data to test this value.

## Business Conditions

Invoices to be paid must be available. You can enter new invoices by executing the purchase process in Material Management.

|  |  |
| --- | --- |
| Test Script/Scenario | Business Condition |
| J45 - Procurement of Direct Materials | Must be run before this test script. Invoices are created and posted to accounting. |
| BFA - Basic Bank Account Management | Bank account master data is processed. |
| J77 - Advanced Bank Account Management | Bank accounts and approvers in banks have been defined. |
| J78 - Advanced Cash Operations | Preliminary steps in Prerequisites are executed.Payment approvers are defined. Outgoing Payment with Bank Communication Management (BCM) process is executed. |
| J58 - Accounting and Financial Close | Posting periods are open. |
| BNZ - Create New Open MM Posting Period | MM posting periods are open. |
| BNX - Consumable Purchasing | Execute the Activate Flexible Workflow for Supplier Invoice preliminary step. |

## Preliminary Steps

### Maintain Payment Approver for Bank Accounts

Context

Maintain the payment signatories for existing bank accounts. Payment signatories work as approvers in optional step Payment Approval.

Note For more information, in the Advanced Cash Operations (J78) test script, see Prerequisites > Preliminary Steps .

Prerequisite

Two sample bank accounts are created in the system.

Procedure

Note Execute all steps in the Preliminary Steps section in the Advanced Cash Operations (J78) test script.

Caution This step is only needed for customers who adopt Cash Management Full, which needs additional license for SAP Cash Management powered by SAP HANA; otherwise, Basic Cash Management is adopted and this step can be skipped.

### Define Payment Medium Format Variants

Purpose

In this activity, you create, change, and assign selection variants for payment medium formats. You can then use these variants when creating payment media using the Payment Medium Workbench.

The selection variants are required to be able to generate the Payment Medium.

Prerequisite

* Payment Methods are specified and assigned to your country and company code.
* Payment Medium Formats are assigned to your Payment Methods.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP GUI system. |  |  |
| 2 | Enter Transaction | In the Command field, enter transaction OBPM4 and press Enter.You can also access the transaction from the IMG using the following path: Financial Accounting > Accounts Receivable and Accounts Payable > Business Transactions > Outgoing Payments > Automatic Outgoing Payments > Payment Media > Make Settings for Payment Medium Formats from Payment Medium Workbench > Create/Assign Selection Variants . |  |  |
| 3 | Change | Go into Change mode. |  |  |
| 4 | Country Format | Select the relevant format for your country.For Germany, use DE\_CGI\_XML\_CT or DTAZV. |  |  |
| 5 | Create Variant | For your company code, for each bank, to create a new variant, choose the button with an arrow. | A dialog box is displayed. |  |
| 6 | Create Variant | Enter the name of the variant you want to create (for example, DE\_CGI\_CT\_1010).In the following steps, confirm that you want to create the variant. |  |  |
| 7 | Define Variant | Make the following entries:Run Date and Identification: leave emptyPayment Medium Format: <same as variant name from prior step>, for example, DE\_CGI\_CT\_1010Choose Format Parameters.Enter all relevant data (depending on format).Print Parameters: LP01 |  |  |
| 8 | Attributes | Choose Attributes (F6). |  |  |
| 9 | Description | Enter a description and save your variant. |  |  |
| 10 | Repeat | Repeat steps 5 to 9 for the other banks. |  |  |

### BRF+ Settings for Item Interest Calculation

Purpose

In this activity, you define the system determination of output parameters for item interest calculation.

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 Output Parameter Determination. |  |  |
| 3 | Determine Output Type | In the Select Business Rules section, make the following entries:Show Rules for: Item Interest CalculationDetermination Step: Output Type | Details are displayed in the Maintain Business Rules section. |  |
| 4 | Maintain Business Rules | Expand the Maintain Business Rules section.Choose Edit.In Table Contents, choose + (Insert New Row) and enter or verify the following:#: <next higher number>From the Output Type field dropdown, select Direct Value Input.Output type: INTEREST\_LETTERand choose OK.From the Dispatch Time field dropdown, select Direct Value Input.Dispatch Time: 1 (Immediately)or 2 (Scheduled)and choose OK. |  |  |
| 5 | Activate | Choose Activate and confirm the Confirm Activation dialog box by selecting Yes. | The Objects saved and activated notification displays. |  |
| 6 | Determine Output Type | In the Select Business Rules section, make the following entries:Show Rules for: Item Interest CalculationDetermination Step: Receiver |  |  |
| 7 | Maintain Business Rules | If necessary, expand the Maintain Business Rules section.Choose Edit.In Table Contents, choose + (Insert New Row) and make or verify the following entries:#: <next higher number>From the Receiver Account Type field dropdown, select Direct Value Input.AcctTy.Rec.IntCalc: = K (Vendors)and choose OK.From the Role field dropdown, select Direct Value Input.Role: = Kand choose OK.From the Exclusive Indicator field dropdown, select Direct Value Input.Exclusive Indicator: X (true)and choose OK.Choose + (Insert New Row) and make or verify the following entries:#: <next higher number>From the Receiver Acct Type field dropdown, select Direct Value Input.AcctTy.Rec.IntCalc: = D (Customers)and choose OK.From the Role field dropdown, select Direct Value Input.Role: = Dand choose OK.From the Exclusive Indicator field dropdown, select Direct Value Input.Exclusive Indicator: X (true)and choose OK. |  |  |
| 8 | Activate | Choose Activate and confirm the Confirm Activation dialog box by selecting Yes. | The Objects saved and activated notification displays. |  |
| 9 | Determine Output Type | In the Select Business Rules section, make the following entries:Show Rules for: Item Interest CalculationDetermination Step: Channel |  |  |
| 10 | Maintain Business Rules | If necessary, expand Maintain Business Rules section.Choose Edit.In Table Contents, choose + (Insert New Row) and make or verify the following entries:#: <next higher number>From the Channel field dropdown, select Direct Value Input.Channel: PRINTand choose OK.From the Exclusive Indicator field dropdown, select Direct Value Input.Exclusive Indicator: - (false)and choose OK.Choose + (Insert New Row) and enter the following:#: <next higher number>From the Output Type field dropdown, select Direct Value Input.Channel: EMAILand choose OK.From the Exclusive Indicator field dropdown, select Direct Value Input.Exclusive Indicator: - (false)and choose OK. |  |  |
| 11 | Activate | Choose Activate and confirm the Confirm Activation dialog box by selecting Yes. | The Objects saved and activated notification displays. |  |
| 12 | Determine Output Type | In the Select Business Rules section, make the following entries:Show Rules for: Item Interest CalculationDetermination Step: Printer Settings |  |  |
| 13 | Maintain Business Rules | If necessary, expand the Maintain Business Rules section.Choose Edit .In the Table Contents section, choose + (Insert New Row) and make or verify the following entries:#: <next higher number>From the Print Queue field dropdown, select Direct Value Input.Print Queue: DEFAULT or use the one defined in your systemNumber of Copies: 1and choose OK. |  |  |
| 14 | Activate | Choose Activate and confirm the Confirm Activation dialog box by selecting Yes. | The Objects saved and activated notification displays. |  |
| 15 | Determine Output Type | In the Select Business Rules section, make the following entries:Show Rules for: Item Interest CalculationDetermination Step: Email Settings |  |  |
| 16 | Maintain Business Rules | If necessary, expand the Maintain Business Rules section.Choose Edit .In the Table Contents section, choose + (Insert New Row) and make or verify the following entries:#: <next higher number>From the Print Queue field dropdown, select Direct Value Input.Email Template: FFO\_ITEM\_INTEREST\_EMAIL\_TPLand choose OK. |  |  |
| 17 | Activate | Choose Activate and confirm the Confirm Activation dialog box by selecting Yes. | The Objects saved and activated notification displays. |  |
| 18 | Determine Output Type | In the Select Business Rules section, make the following entries:Show Rules for: Item Interest CalculationDetermination Step: Form Template |  |  |
| 19 | Maintain Business Rules | Expand the Maintain Business Rules section.Choose Edit.In the Table Contents section, choose + (Insert New Row).Make or verify the following entries:#: <next higher number>From the Debit/Credit field dropdown, select Direct Value Input.Debit/Credit: = S (Debit)and choose OK.Note The Form Template column is at the far right of the table. Use the scroll bar along the bottom of the table to scroll right to display for the following two entries.From the Form Template field dropdown, select Direct Value Input.Form Template: FFO\_ITEM\_INTEREST\_LETTER\_Dand choose OK.Choose + (Insert New Row) and make or verify the following entries:#: <next higher number>From the Debit/Credit field dropdown, select Direct Value Input.Debit/Credit: = H (Credit)and choose OK.Note The Form Template column is at the far right of the table. Use the scroll bar along the bottom of the table to scroll right to display for the following two entries.From the Form Template field dropdown, select Direct Value Input.Form Template: FFO\_ITEM\_INTEREST\_LETTER\_Cand choose OK. |  |  |
| 20 | Activate | Choose Activate and confirm the Confirm Activation dialog box by selecting Yes. | The Objects saved and activated notification displays. |  |
| 21 | Determine Output Type | In the Select Business Rules section, make the following entries:Show Rules for: Item Interest CalculationDetermination Step: Output Relevance |  |  |
| 22 | Maintain Business Rules | If necessary, expand the Maintain Business Rules section.Choose Edit.On Table Contents choose + (Insert New Row) and enter the following:#: <next higher number>From the Relevance Indicator field dropdown, select Direct Value Input.Relevance Indicator: X (True)and choose OK. |  |  |
| 23 | Activate | Choose Activate and confirm the Confirm Activation dialog box by selecting Yes. | The Objects saved and activated notification displays. |  |

### Add Fields to Items (Optional)

Use

As an option, the administrator adds data source extensions and field names to Manage Supplier Line Items (F0712). This options allows making more user fields available when managing items.

Prerequisite

Extensibility should only be tested in extensibility systems. Contact your system administrator to check if your system is extensibility enabled for the Custom Fields and Logic (F1481) app.

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. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Custom Fields and Logic (F1481). | The Custom Fields and Logic view displays. |  |
| 3 | Create New Extension | Choose the Data Source Extensions tab and choose the + (Create) icon. | A New Data Source Extension dialog box displays. |  |
| 4 | Enter Properties | Enter the following:Data Source: Supplier Line ItemsDescription: <description of the data source>Extension ID: The description is automatically added to the IDand choose Create. | A view displays of the new data source extension. |  |
| 5 | Add Fields | Use the < > (Toggle Field Path) icon to switch the Field Path so Item displays at the top of the table. Under the Field Selection tab, expand the Item node and other nodes in the table and select the items to add.Note Ensure that your choices are under the \_Supplier node. | Selected items display in the Selected Fields column. |  |
| 6 | Save | Choose the Save button. | All the nodes of the Field Path table collapse and your selections display in the Selected Fields table. |  |
| 7 | Publish | Choose the Publish button. | The Data Source Extensions view of Custom Fields and Logic displays with all of the extensions. To verify your new extension, use the Search field. |  |

# Overview Table

The Accounts Payable scenario consists of several process steps provided in the following table.

Preparation of Payments

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Maintain Business Partner](#unique_12) [page ] 27 | Accounts Payable Accountant | Maintain Business Partner (BP) | The Business Partner is maintained. |
| [Display Supplier List](#unique_13) [page ] 29 | Accounts Payable Accountant | Display Supplier List (F1861) | The Supplier is displayed. |
| [Netting of AR/AP Items (Optional)](#unique_14) [page ] 31 | Accounts Payable Accountant | For Cloud: Manage Supplier Master Data (F1053A)For On-Premise: Maintain Business Partner (BP) | The Business Partner is maintained. |

Invoice Entry without Purchase Order

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Invoice Entry without Purchase Order](#unique_15) [page ] 33 | Personalized User based on the SAP\_BR\_AP\_ACCOUNTANT\_PROCUREMTBusiness Role ID | Create Supplier Invoice (F0859) | The invoice is created. |
| [Invoice Entry for One-Time Supplier without Purchase Order](#unique_16) [page ] 35 | Accounts Payable Accountant | Create Supplier Invoice - Advanced (MIRO) | The invoice is created. |
| [Park Invoice](#unique_17) [page ] 38 | Personalized User based on the SAP\_BR\_AP\_ACCOUNTANT\_PROCUREMTBusiness Role ID | Create Supplier Invoice (F0859) | Invoice is parked. |
| [Post Invoice](#unique_18) [page ] 40 | Personalized User based on the SAP\_BR\_AP\_ACCOUNTANT\_PROCUREMTBusiness Role ID | Supplier Invoices List (F1060A) | Invoice is posted. |

Mass Upload

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Mass Import for Supplier Invoices](#unique_19) [page ] 43 | Accounts Payable Accountant | Import Supplier Invoices (F3041) | Invoices are imported and posted. |

Invoice Payment Preparation

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [View Supplier Line Items](#unique_20) [page ] 47 | Accounts Payable Accountant | Manage Supplier Line Items (F0712) | The Manage Supplier Line Items view is displayed. |
| [Manage Payment Blocks](#unique_21) [page ] 49 | Accounts Payable Accountant | Manage Payment Blocks (F0593) | Payment Blocks are managed. |
| [View Supplier Balance](#unique_22) [page ] 50 | Accounts Payable Accountant | Display Supplier Balances (F0701) | Supplier Balance is displayed. |

Payment Run

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Schedule Payment Proposals](#unique_23) [page ] 52 | Accounts Payable Accountant | Manage Automatic Payments (F0770) | Invoices to be paid are proposed. |
| [Revise Payment Proposal](#unique_24) [page ] 54 | Accounts Payable Accountant | Revise Payment Proposals (F0771) | The Revise Payment Proposals view displays. |
| [Release Payment Proposal](#unique_25)  [page ] 56 | Accounts Payable Accountant | Manage Automatic Payments (F0770) | Payments are processed. |
| [Mass Reverse Payment Run (Optional)](#unique_26) [page ] 58 | Accounts Payable Accountant | Schedule Accounts Payable Jobs (F2257) | The payment run is reversed. |
| [View Payment List](#unique_27) [page ] 60 | Accounts Payable Accountant | Display Payment Lists (S\_P99\_41000099) | You viewed the payment list. |

Single Outgoing Payment

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Create Single Outgoing Payment (Indirect)](#unique_28) [page ] 61 | Accounts Payable Accountant | Manage Supplier Line Items (F0712) | Single outgoing payment is generated. |
| [Create Single Payment (Direct)](#unique_29) [page ] 63 | Accounts Payable Accountant | Create Single Payment (F0743) | Single payment is generated. |

Online Payments

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Free Form Payment Request](#unique_30) [page ] 65 | Accounts Payable Accountant | My Free Form Payments (F2564) | The request is created. |
| [Post Free Form Payment Request](#unique_31) [page ] 68 | Cash Management Specialist | Process Free Form Payments (F2564) | The request is posted. |
| <#unique_32> | Cash Management Specialist | Process Free Form Payments (F2564) | The request is released. |

Manual Payment Online

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Post Outgoing Payment](#unique_33) [page ] 69 | Accounts Payable Accountant | Post Outgoing Payments (F1612) | Outgoing Payments are posted. |

Payment Approval

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Bank Payment Approval (Optional based on Cash Management)](#unique_34) [page ] 72 | See Basic Cash Operations (BFB) |  | Payment released |
| [Approval by First Approver](#unique_35) [page ] 73 | Accounts Payable Manager | Approve Bank Payments (F0673A) | The Approve Bank Payments app displays. |
| [Rejection](#unique_36) [page ] 75 | See the Advanced Cash Operations (J78) test script | See the Advanced Cash Operations (J78) test script |  |
| [Approval by Second Approver](#unique_37) [page ] 75 | Cash Manager | Approve Bank Payments (F0673A) | The Approve Bank Payments app displays. |
| [Create Payment Medium](#unique_38) [page ] 77 | (See the Advanced Cash Operations (J78) test script for more information). The batch item status should be Payment Medium Created. |  |  |

Print or Email Payment Advice

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Print or Email Payment Advice](#unique_39) [page ] 78 | Accounts Payable Accountant | Manage Automatic Payments (F0770) | Payment advice is generated and an email is sent. |

Incorrect Posting

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Reset Cleared Items](#unique_40) [page ] 84 | Accounts Payable Accountant | Reset Cleared Items (F2223) | The document is reset. |
| [Reset and Reverse Cleared Items](#unique_41) [page ] 85 | Accounts Payable Accountant | Reset Cleared Items (F2223) | The document is reset and reversed. |

Down Payments

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Create Down Payment Request](#unique_42) [page ] 87 | Accounts Payable Accountant | Manage Supplier Down Payment Requests (F1688) | A down payment request is posted. |
| [Invoice Entry](#unique_43) [page ] 91 |  |  | The invoice amount should be larger than the down payment amount posted in previous step. |
| [Post Outgoing Payment](#unique_44) [page ] 92 | Accounts Payable Accountant | Post Outgoing Payments (F1612) | The Post Outgoing Payments view displays. |
| [Clear Open Items](#unique_45) [page ] 94 | Accounts Payable Accountant | Clear Outgoing Payments - Manual Clearing (F1367) | The Clear Outgoing Payments view displays. |

Optional: Interest Calculation

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Optional: Schedule Interest Calculation Jobs](#unique_46) [page ] 96 | Accounts Payable Accountant | Schedule Interest Calculation Jobs (F4176) |  |
| [Optional: Manage Interest Runs](#unique_47) [page ] 99 | Accounts Payable Accountant | Manage Interest Runs (F4485) |  |
| [Optional: Display Interest Runs](#unique_48) [page ] 100 | Accounts Payable Accountant | Display Interest Runs (F4485) |  |

Periodic Activities

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Check Open Balances](#unique_49) [page ] 101 |  | Follow the instructions in the [View Supplier Line Items](#unique_20) [page ] 47 test procedure. |  |
| <#unique_50> | Accounts Payable Accountant | Manage Balance Confirmations - For Suppliers (F2959) | The Supplier Balance confirmation is managed. |
| <#unique_51> | Accounts Payable Accountant | Manage Balance Confirmations - For Suppliers (F2959) | The Balance confirmation is generated. |

Invoice Management Reporting

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Accounts Payable Overview](#unique_52) [page ] 102 | Accounts Payable Manager | Accounts Payable Overview (F2917) | The Accounts Payable Overview is generated. |
| [Days Payable Outstanding](#unique_53) [page ] 103 | Accounts Payable Manager | Days Payble Outstanding - Indirect Method (F2895) | The Days Payable Outstanding analysis view displays. |
| [Overdue Payables](#unique_54) [page ] 105 | Accounts Payable Manager | Overdue Payables - Today | The Overdue Payables analysis view displays. |
| [Future Payables](#unique_55) [page ] 106 | Accounts Payable Manager | Future Payables - Today | The Future Payables view displays. |
| [Cash Discount Forecast](#unique_56) [page ] 107 | Accounts Payable Manager | Cash Discount Forecast - Available Amount | The Cash Discount Forecast analysis is displayed. |
| [Cash Discount Utilization](#unique_57) [page ] 108 | Accounts Payable Manager | Cash Discount Utilization - Today | The Cash Discount Forecast view is displayed. |
| [Invoice Processing Analysis](#unique_58) [page ] 109 | Accounts Payable Manager | Invoice Processing Analysis - Today | The Invoice Processing Analysis report is displayed. |
| [Aging Analysis](#unique_59) [page ] 110 | Accounts Payable Manager | Aging Analysis - Payable Amount | The aging view displayed. |
| [Automatic and Manual Payments Analysis](#unique_60) [page ] 111 | Accounts Payable Manager | Automatic and Manual Payments - Payments for Last Year (F1749) | The automatic and Manual Payments are displayed. |
| [Supplier Payments Analysis](#unique_61) [page ] 112 | Accounts Payable Manager | Supplier Payment Analysis - Open Payments | The Supplier Payment Analysis view displays. |
| [Display Item Change Log](#unique_62) [page ] 113 | Accounts Payable Manager | Display Item Change Log - Customer (F2681) | The logged changes for journal entries are displayed. |

# Test Procedures

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

## Preparation of Payments

### Maintain 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. |

Purpose

Vendor master records are used by both the Accounting component and the Purchasing component.

Prerequisite

The supplier master record has been entered, but some specific information, for example the payment method, is missing.

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 Payable Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Maintain Business Partner (BP). | The Maintain Business Partner view displays. |  |
| 3 | Select Supplier | Make the following entry:Business Partner: 10300001and choose Enter. | The Display Organization:10300001 view displays. |  |
| 4 | Change BP role | Enter the following values:Display in BP role: Supplier (Fin.Accounting) | The Display Organization:10300001, role Supplier (Fin.Accounting) view displays. |  |
| 5 | Edit Supplier | Choose the Switch between Display and Change button to change the data to update. | The Business Partner Master Data can now be edited. |  |
| 6 | Interest Indicator | Choose the Company Code button.Choose the Vendor: Account Management tab.Make the following entries:Interest Indicator: 01Choose the Vendor: Correspondence tab. |  |  |
| 7 | Enter Accounting Clerk | In the Correspondence section, make the following entries:Accounting Clerk: <Choose any available>Clerks Internet add.: <email address> | The accounting clerk is changed. |  |
| 8 | Save | Choose Save. | Changes are saved. |  |
| 9 | Payment Methods | Choose the Vendor: Payment Transactions tab. | You are on the Vendor: Payment Transactions tab. |  |
| 10 | Payment Methods | In the Automatic Payment Transactions section, select one or more of the following Payment Methods:* F

Note For payments in USD, use F. | You have chosen payment methods. |  |
| 11 | Save | Choose Save. | Changes are saved. |  |
| 12 | Navigation | To change or display other master data settings, change the BP role and navigate through the available tabs as follows:Display in BP role: For example, Business Partner (Gen.) or Supplier | Settings for the selected BP role display and can be edited. |  |
| 13 | Save Supplier | Choose the Save button after completing your changes. | The changes to Business Partner Master Data are saved. |  |

### Display Supplier List

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 supplier list provides a list that can be searched by company code, city, country, bank key, posting block and deletion flag. The output provides the suppliers with additional information such as the bank key, bank account, payment methods, posting block or deletion flag. You can choose a supplier from the displayed list and drill down to the fact sheet of the supplier.

Prerequisite

Supplier master data maintained for company code.

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 Payable Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Display Supplier List (F1861). | The Display Supplier List (F1861) opens. |  |
| 3 | Company Code | Make the following entries and choose Go:Company code: 1010Note If the field is not visible, choose Adapt Filters. Select the necessary filters and choose Go. | A drop-down list of suppliers for company code 1010 displays. |  |
| 4 | Supplier Number | In the Name of Supplier column, choose a supplier number. | A dialog box displays. |  |
| 5 | Supplier Number | On the top of the dialog box, choose the supplier number. | The system displays a fact sheet on the supplier with information such as general information, contact numbers, minimum order value for purchasing organizations, materials, purchase order, invoices, purchase contract, activities, and evaluations. |  |

### Netting of AR/AP Items (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 up a Business Partner (BP) for netting of Account Receivable (AR) and Account Payable (AP) items within one company code.

When executing a payment run for a business partner that is setup for netting, the payment amount generated is the net amount of its AR and AP past due open items.

Note This task is optional because the created business partner must have the supplier as a customer. Our solution content does not deliver any BP created as supplier and customer, so to execute this activity, you will manually create the Business Partner master records.

Prerequisite

The supplier master record has been created.

The customer master record has been created.

Supplier and Customer have the same number.

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 Payable Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Maintain Business Partner (BP). | The Maintain Business Partner view displays. |  |
| 3 | Select Supplier | Choose Open BP.Make the following entry:Business Partner: any BP created as supplier and customerand choose Enter. | The Display Organization:Business Partner # view displays. |  |
| 4 | Change BP role Supplier | Enter the following values:Display in BP role: Supplier (Fin.Accounting) | The Display Organization:Business Partner #, role Supplier (Fin.Accounting) view displays. |  |
| 5 | Edit Supplier | Choose the Switch between Display and Change button to change the data to update. | The Business Partner Master Data can now be edited. |  |
| 6 | General Data | Choose the Vendor: General Data tab and in General Data section make the following entry:Customer: <Customer Number> (number is the same as the supplier). |  |  |
| 7 | Company Code Data | Choose the Company Code button. |  |  |
| 8 | Payments Vendor | Choose the Vendor: Payment Transactions tab. | You are on the Vendor: Payment Transactions tab. |  |
| 9 | Clearing Vendor | In the Automatic Payment Transactions section, select:Clearing w. customer: Selected | Clearing is activated. |  |
| 10 | Save | Choose Save and if warning is displayed, ignore it by choosing No. | Changes are saved. |  |
| 11 | Change BP role Customer | Enter the following values:Display in BP role: Customer (Fin.Accounting) |  |  |
| 12 | General Data | Choose the Customer: General Data tab. |  |  |
| 13 | General Data | In the General Data section, make the following entries:Supplier: <supplier number>Note The supplier number is the same as the customer numer. |  |  |
| 14 | Company Code | Choose the Company Code button. |  |  |
| 15 | Payments Customer | Choose the Customer: Payment Transactions tab. | You are on the Customer: Payment Transactions tab. |  |
| 16 | Clearing Customer | In the Automatic Payment Transactions section, select:Clearing w. Vendor: Selected | Clearing has been activated. |  |
| 17 | Save | Choose Save. | Changes are saved. |  |

## Invoice Entry without Purchase Order

### Invoice Entry without Purchase 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

In this activity, you enter a supplier invoice without reference to a purchase order. Payment is made in local currency or you can pay invoices in foreign currency. For example, for a German company, you can pay invoices in USD, and for the US, you can pay invoices in EUR.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the SAP Fiori launchpad using a personalized user.Do not use the generic Accounts Payable Accountant user. Create a personalized user based on the business role IDSAP\_BR\_AP\_ACCOUNTANT\_PROCUREMT. |  |  |
| 2 | Access the SAP Fiori App | Open Create Supplier Invoice (F0859). | The Manage Supplier Invoices (F0859) view displays. |  |
| 3 | Dialog Box | If the Data from Previous Invoice Entry Exist dialog box displays, choose No. |  |  |
| 4 | General Information | In the Basic Data section, enter the following data:Transaction: InvoiceInvoicing Party: 10300001Company Code: 1010Gross Invoice Amount: 119,00Currency: For example, EURInvoice Date: <Today's date>Posting Date: <Today's date>Reference: <any> |  |  |
| 5 | G/L Account Items | In the G/L Account Items section, choose Add.Make the following entries:Debit/Credit: DebitG/L Account: For example, 61400000Amount 100 |  |  |
| 6 | More Details | In the G/L Account Items, choose > (Expand/Collapse) to expand the selection.Make the following entries:Cost Center: <Any cost center>Tax Code: V1If the General Ledger account is tax relevant, in the Tax section, select Propose Tax.Payment section:Baseline Payment Dte: <enter today's date> |  |  |
| 7 | Post | Choose the Post button.Note The supplier invoice number generated is a logistics document number. To find or review the finance document number (Journal Entry), see the Invoice Payment Preparation > View Supplier Line Items task. | The Success dialog box displays, showing the document numbers created. |  |
| 8 | Exit | Choose No. |  |  |

### Invoice Entry for One-Time Supplier without Purchase 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

In this activity, you create an invoice without purchase order for a one time supplier.

Prerequisite

Business partner master data for a one-time supplier already exists.

The payment method for a one-time supplier is maintained in business partner 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 an Accounts Payable Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Create Supplier Invoice - Advanced (MIRO). |  |  |
| 3 | Navigation | If the system prompts you, make the following entries and choose Continue:Company Code: 1010 | The Enter Incoming Invoice screen is displayed. |  |
| 4 | Basic Data | On the Basic Data tab, enter the following data:Invoice Date: Today's datePosting Date: Today's dateReference: anyAmount: 1000Currency: EURCalculate Tax: SelectedTax Code: V0If you enter a G/L account that is subject to tax, ensure that you enter an appropriate tax code. |  |  |
| 5 | Payment | In the Payment tab, enter the following data:BaselineDt: Today's datePayt Terms: 0001. |  |  |
| 6 | Details | In the Details tab, enter the following data:Inv. Party: 10300273 |  |  |
| 7 | G/L Account Items | In the G/L Account section, make the following entries and press Enter:G/L Account: 65100000Amount in doc.curr.: 1000Cost Center: 10101201 |  |  |
| 8 | Post | Choose the Post button. | The Address and Bank Data dialog box is displayed. |  |
| 9 | Address and Bank Data | Enter the address and bank information and choose Continue:Street: anyPO Box : <post box number>PO Box Postal Code : <postal code>Note For your country, the field validations for the address data may be different. Keep this in mind when entering address data.Choose the IBAN button, then choose the Switch Input Type button.Make the following entries, then choose Generate Bank Details:IBAN: DE16500700240024010100 | The Information dialog box displays the new document number. |  |
| 10 | Exit | Choose Exit. |  |  |

### Park and Post Invoice

#### Park Invoice

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, an invoice is parked.

Prerequisite

A personalized business user has been created based on the business role ID:

For Cloud use: SAP\_BR\_AP\_ACCOUNTANT

For On-Premise use: SAP\_BR\_AP\_ACCOUNTANT\_PROCUREMT

The following business catalog is assigned to your personalized business user:

|  |  |
| --- | --- |
| Business Catalog | Business Catalog ID |
| Accounts Payable - Supplier Invoice Parking | SAP\_MM\_BC\_INV\_PARK\_PC |

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad using a personalized user. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Create Supplier Invoice (F0859). | The Manage Supplier Invoices (F0859) view displays. |  |
| 3 | Park | Follow the steps described in previous Invoice Entry without Purchase Order procedure, except at test step Post, choose the Park button.Note To use an approval workflow with this procedure, you choose Save as Completed instead of Park, the invoice is sent to the business department for approval (using the My Inbox - Approve Supplier Invoice (F0545A) app). Once approved, the supplier invoice is posted automatically.Tip When using approval workflow with this procedure, the Consumable Purchasing(BNX) test script provides additional information and procedures that you must execute. Follow the preliminary steps described in Activate Flexible Workflow for Supplier Invoice and then use the Create Supplier Invoice procedure for reference. | The document is parked. |  |

Create new business catalog and assign to business user (OPTIONAL)

The following procedure is optional if all prerequisites are met.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 Maintain Business Roles (F1492). | The Maintain Business Roles (F1492) view displays. |  |
| 3 | New | Choose New.In the New Business Role dialog box, make the following entries and choose Create:Business Role Description: Accounts Payable ParkBusiness Role ID: AP\_PARKChoose Assigned Business Catalogs, and choose Add. Select the following entries and choose OK:Business Catalog: Accounts Payable - Supplier Invoice ParkingBusiness Catalog ID: SAP\_MM\_BC\_INV\_PARK\_PCChoose Maintain Restrictions.Choose Write, Read, Value Help.In the dropdown, select Unrestricted.Choose Read, Value Help.In the dropdown, select Unrestricted.Choose Back. |  |  |
| 4 | Save | Choose Save. |  |  |
| 5 | Assign | Choose Edit.Choose Assigned Business Users and choose Add, then select your personalized <User Name> and choose Ok. |  |  |
| 6 | Save | Choose Save. |  |  |

#### Post Invoice

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, an invoice is posted.

Prerequisite

Create a personalized business user based on the business role ID:

For On Premise use: SAP\_BR\_AP\_ACCOUNTANT\_PROCUREMT

The following business catalog is assigned to your personalized business user:

|  |  |
| --- | --- |
| Business Catalog | Business Catalog ID |
| Accounts Payable - Supplier Invoices | SAP\_MM\_BC\_INV\_PROCESS\_PC |

An invoice has been parked.

Procedure: Post Invoice

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad using a personalized user. |  |  |
| 2 | Access the SAP Fiori App | Open Supplier Invoices List (F1060A). | The Supplier Invoices List (Version 2) (F1060A) view displays. |  |
| 3 | Search | Choose Go or enter a selection criteria before executing the search, for example:Invoicing Party: <any>Status: ParkedCompany Code: <any> | List of invoices display. |  |
| 4 | Select | Choose any document with status Parked by selecting the row. | Supplier Invoice view displays. |  |
| 5 | Edit | It is possible to edit by selecting Edit to make changes to any available fields. |  |  |
| 6 | Post | Choose Post. | Document is posted. |  |

Create new business catalog and assign to business user (OPTIONAL)

The following procedure is optional if all prerequisites are met.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 Maintain Business Roles (F1492). | The Maintain Business Roles (F1492) view displays. |  |
| 3 | New | Choose New and make the following entries:Business Role Description: Accounts Payable PostBusiness Role ID: AP\_POSTChoose Assigned Business Catalogs and choose Add . Select the following entries and then choose Ok:Business Catalog: Accounts Payable - Supplier InvoicesBusiness Catalog ID: SAP\_MM\_BC\_INV\_PROCESS\_PCChoose Maintain Restrictions.Choose Write, Read, Value Help.In the dropdown, select Unrestricted.Choose Read, Value Help.In the dropdown, select Unrestricted.Choose Back. |  |  |
| 4 | Activate | Choose Save. |  |  |
| 5 | Assign | Choose Edit.Choose Assigned Business Users, and choose Add, then select your personalized User Name and choose Ok. |  |  |
| 6 | Activate | Choose Save. |  |  |

## Mass Upload

### Mass Import for Supplier Invoices

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 app is used when there are a large number of invoices arriving for the company, such as:

* Recurring invoices
* Posting of regular acquisitions
* Posting of travel expenses

Prerequisite

Create an electronic spreadsheet with the invoice details to be uploaded, a maximum of 500 items in a single file.

Business Partner (BP) master data exists.

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 Payable Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Import Supplier Invoices (F3041) | The Import Supplier Invoices (F3041) view displays. |  |
| 3 | Download | Choose Download (Download Template) to download the spreadsheet template and choose:Template Language: For example, EnglishFormat: For example, \*.xlsx, for MS Excel WorkbookChoose Download to continue. |  |  |
| 4 | Fill in Data | Enter the following content into the template data sections:Header data sectionInvoice ID: For example, 12345001Company Code (4):1010Transaction (1): 1Invoicing Party (10): 10300001Reference (16): <any text with maximum number of 16 characters>Document Date: <Today's date MM/DD/YYYY>Posting Date: <Today's date MM/DD/YYYY>Document Type (2): KRDocument Header Text (25): <any text with maximum number of 25 characters>Currency: EURGross Invoice Amount in Document Currency: 1190Date for Determining Tax Rates: <tax calculation dates> (Optional: Depends on country/region setting)G/L Account Items sectionAccount (10): For example, 63001000Item Text (50): <any text with maximum number of 50 characters>Debit/Credit (1) S=Debit, H=Credit: SAmount in Document Currency: For example, 1000The Gross Invoice Amount in Document Currency field may have a different value, depending on, where applicable, the chosen Tax Code.Tax Code (2): V1Cost Center (10): 10101201 |  |  |
| 5 | Upload | To upload a file, choose Browse and select the file to upload. | File is uploaded and the Worklist section displays Inv. Status Draft for items uploaded. |  |
| 6 | Check | Select the checkbox of the documents to be checked and choose Check. | Any items containing errors are identified in the Invoice Status column with red icons. Otherwise, a green flag icon displays for correct entries. |  |
| 7 | Review the Log | To view log, select the checkbox of the documents and choose Show Log. | Details of logs are displayed |  |
| 8 | Correct any Errors | Select the item to review and correct any errors. | Supplier invoice application is displayed showing details of uploaded item.The Draft Status column changes to a green flag icon after correcting the error and returning to the worklist. |  |
| 9 | Correct any Errors in Supplier Invoice Application | If supplier invoice application reveals any errors, correct those errors and return to the worklist. |  |  |
| 10 | Post | Select the checkboxes for the documents to post and choose Post.Note You can also use an approval workflow with this app. If you choose Save as completed, the selected invoices are sent to the business department for approval (using the My Inbox - Approve Supplier Invoice (F0545A) SAP Fiori app). Once approved, the supplier invoices are posted automatically.Tip To use approval workflow with this app, the Consumable Purchasing (BNX) test script provides additional information and procedures that must be executed. Follow the preliminary step described in Activate Flexible Workflow for Supplier Invoice and then use the Create Supplier Invoice procedure for reference. | Items are posted. |  |

## Invoice Payment Preparation

### View Supplier Line 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. |

Purpose

In this activity, all Accounts Payable (AP) line items are listed and you can modify some fields of a document to be paid.

Prerequisite

AP invoices are available in the system.

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 Payable Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Supplier Line Items (F0712). | The Manage Supplier Line Items (F0712) view displays. |  |
| 3 | Data Entry and Search | Make the following entries:Supplier: <any>Company Code: 1010Status: Open ItemsOpen on Key Date: <Today's date>Item Type: Normal Itemsand choose Go.As an option, choose the Gear (Settings) button to add columns to the Items table when the Administrator has added new fields. For more information, see the [Add Fields to Items (Optional)](#unique_10) [page ] 18 preliminary step.If you add columns to the table, you can save the view as a variant. Additionally, you can use the additional fields as filters in Adapt Filters. | Supplier line items are displayed according to your search criteria. |  |
| 3.1 | Item details | Select a journal entry and choose Manage Journal Entry. | Document details are displayed. |  |
| 4 | Edit | Choose the Edit button. |  |  |
| 5 | Edit | Select the Journal Entry Item to change (for example, 000001) and change one or more of the following, as needed:* Item Text
* Payment Method
* House bank
* House Bank Account
* Baseline Date
* Payment Terms
* And so on
 |  |  |
| 6 | Save | Choose Back.Choose the Save button. | Your changes are saved and maintained.. |  |

### Manage Payment Blocks

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 reviews and releases blocked invoices as the further process to logistics invoice verification.

When an invoice is blocked, Financial Accounting cannot pay the invoice. Invoices can be blocked either automatically or manually depends on the payment block reason and release in the configuration.

Prerequisite

A vendor invoice was blocked for payment either automatically when invoice was created or manually by editing the supplier line items using the Manage Supplier Line Items (F0712) SAP Fiori app.

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 Payable Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Payment Blocks (F0593). | The Manage Payment Blocks (F0593) view displays. |  |
| 3 | Select a Vendor | In the left pane, select a vendor to manage. For example:Supplier Account: any | The open items for the vendor are shown in a list in the right side and items blocked for payment are identified in the status column, shows a red icon and the block reason. |  |
| 4 | Select an Item | Select the checkbox for an open item. | The view displays additional options at the bottom of the screen. |  |
| 5 | Block or Unblock | You use either the Block or Unblock item buttons. | The selected invoices are blocked or unblocked based on your choice. |  |

### View Supplier Balance

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 supplier balances.

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 Payable Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Display Supplier Balances (F0701). | The Display Supplier Balances (F0701) view displays. |  |
| 3 | Data Entry and Search | Make the following entries and Choose Go.Supplier: <Supplier>Company Code: 1010(mandatory)Fiscal Year: <Current Year> | For the supplier you searched for, balances are displayed per period. |  |
| 4 | View Balances | You can choose any of the following tabs to go to different views of the supplier balance:* Balances
* Special G/L
* Compare
 | Different views of supplier balances are displayed. |  |
| 5 | View Period | In any row, select an existing amount in the Debit, Credit, or Balance column. | The Manage Supplier Line Items view is displayed. |  |

## Payment Run

Purpose

This section describes posting payments using the automatic payment program.

If you want to use the China-specific payment management process, skip this section and instead, execute the steps in the section.

Prerequisites

You executed the [Define Payment Medium Format Variants](#unique_8) [page ] 11Define Payment Medium Format Variants procedure in Preliminary Steps.

If necessary, review and execute the <#unique_65>Available Amounts for Payment Program procedure.

Invoices are posted and are open for payment. For more information, see the Manage Supplier Line Items (F0712) app (unblock the item to be paid for payment).

Payment methods are defined in the Maintain Business Partner procedure.

All prerequisites in [Business Conditions](#unique_6) [page ] 10 are met.

All the previous procedures described in the Invoice Payment Preparation section are executed.

### Schedule Payment Proposals

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 selects the invoices to be paid.

Prerequisite

Invoices are posted, past due and are open for payment. For more information, see the Business Conditions section of this document.

Invoices are past due.

Use Invoice Payment Preparation procedures to change the payment terms or due date of an invoice so it can be paid.

All steps for the procedures in the Invoice Payment Preparation section must be executed.

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 Payable Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Automatic Payments (F0770). | The Manage Automatic Payments (F0770) view displays. |  |
| 3 | Create View | Choose Create Parameter. | The New Parameter dialog box is displayed. |  |
| 4 | Data Entry | Make the following entries and choose Create Parameter:Run Date: <today's date>Identification: <any five character description, such as SPAY1> | The Automatic Payment Parameters view is displayed. |  |
| 5 | Data Entry | Make the following entries:Basic section:Posting Date: <today's date>Docs entered up to: <today's date>Additional Log: YESPayment Controls section:Company Code: 1010Next payment date: <today's date + 5 days>Payment method: T,FFor invoices in USD, use F.Open Item Selection section:Vendor: 10300001 or 10300002Note For the Payment Method field, verify that the payment method is valid in the supplier master record.If it is necessary to post a down payment request, add a Free Selection and then enter the following:Special G/L ind. (BSEG-UMSKZ): F |  |  |
| 6 | Single Invoice (Optional) | To execute a payment for a single invoice, make the following entries in the Open Item Selection by populating any of the Free Selection # fields available:Document Number (BKPF-BELNR): <Document Number> |  |  |
| 7 | Save the Parameters | Choose Save. | The system displays the message Parameter has been saved. The status changes to Parameter Created. |  |
| 8 | Schedule Proposal | Choose Schedule > Proposal . | The Schedule Proposal dialog box is displayed. |  |
| 9 | Data Entry | Make the following entries and choose Schedule:Start Date: today's dateStart immediately: Select | The system displays the message Proposal has been scheduled.The status changes to Proposal Created. |  |
| 10 | View the Proposal | Choose the Proposal Processed tab. |  |  |
| 11 | Display | Choose the Go button. | The proposal is displayed in the list. |  |

### Revise Payment Proposal

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 invoices to be paid.

Caution Make sure that there are no other Payment Run Identification Proposals pending to be executed which might be using the same supplier as proposal created in previous step. If payment proposals exist, they must be processed or deleted, otherwise no payment proposal is generated for your proposal.

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 Payable Accountant. |  |  |
| 2 | Access App | Open the Revise Payment Proposals (F0771) app. | The Revise Payment Proposals screen is displayed. |  |
| 3 | Go | Choose Go. | A list of all proposals is displayed. |  |
| 4 | Select Identification | Choose Details  for the proposal you want to edit (for example, SPAY1 ). | The view Schedule Payment Proposal of the selected Identification is displayed. |  |
| 5 | Edit Payment | In the Payments tab, select the rows to edit, and choose Edit Payment. | The Edit Payment dialog box is displayed. |  |
| 6 | Make Entries | Change desired options and choose OK to continue.Payment method: <payment method>House Bank: <house bank>Account ID: <account>Payee Bank: <payee bank>Due Date: <date> |  |  |
| 7 | Payment List | Choose Export to PDF. | A new view displays the payment list. You can download or print the form from here. |  |
| 8 | Exceptions | If some payments are blocked, you can find them on the Exceptions tab. You may unblock or reallocate and pay them by using the buttons in the view. |  |  |

### Release Payment Proposal

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 how to release the payment proposal.

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 Payable Accountant. |  |  |
| 2 | Access App | Open the Manage Automatic Payments (F0770) app. | The Manage Automatic Payments screen is displayed. |  |
| 3 | Go | Choose Go. | A list of all payment runs is displayed. |  |
| 4 | Proposal Processing | Choose the Proposal Processed tab. |  |  |
| 5 | Select Proposal | Select the line of the previously created proposal (for example, SPAY1 ) and choose Schedule Payment. | The Schedule Payment dialog box is displayed. |  |
| 6 | Schedule Payment | Make the following entries:Start Date: <Today's date>Start immediately: Selectand choose Schedule. | The system message Payment has been scheduled is displayed. The status changes to Payment Posted. The log shows how many postings or payments were generated. |  |
| 7 | View the payment | Choose the Payment Processed tab. | The status changes to Payment posted. |  |
| 8 | View Log postings | Select the line of your payment run Identification and in the Log column, choose Log Details.Note If the Log column does not show, choose the Settings button. Select the Log field and choose OK. | The log shows how many postings were generated. |  |
| 9 | Close Dialog | Choose OK. | The Log Details dialog box closes. |  |
| 10 | Payments and Exceptions | Choose Details  . | The view displays a summary of payments and exceptions for the payment run. |  |
| 11 | Navigation | You can sort the information by payment method, country/region, and so on. Select the view to display in the field below Summary. | Amounts are sorted by your selection. |  |
| 12 | Payments | Choose Payments or Exceptions. | Details are displayed for payments or exceptions generated (such as payment document, payment order, included items, and so on). |  |
| 13 | Payment List | On the Payments tab, choose Export to PDF. | A view displays the payment list. From here, you can preview, print, or download the list. |  |
| 14 | Payments Navigation | On the Payments tab, for the desired item, choose Details  .When you are done, choose Back at the top to exit this view. | Payment item details are displayed. |  |

### Mass Reverse Payment Run (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

Under certain circumstances and only in exceptional situations, you may need to reverse a payment run. A mass reversal might be necessary, for example, if you have executed a payment run by mistake or you entered an incorrect posting date for the payment run.

The following section is ONLY relevant if you have selected the scope of SAP Best Practices for SAP S/4HANA Cloud for Enterprise Management.

Prerequisite

You can only reverse payment documents in a payment run if you have not started any follow-on processes. The program prevents any reversal in the following cases:

* You have already created payment media or batch.
* The system has already created entries in the payment register or check management.
* The payments are already undergoing the approval process of SAP Bank Communication Management (BCM).

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 Payable Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Schedule Accounts Payable Jobs (F2257). | The Application Jobs view displays. |  |
| 3 | Create Job | Choose Create. |  |  |
| 4 | Add General Information | In the General Information section, make the following entries and choose Step 2:Job Template: Reverse Payment RunJob Name: Reverse Payment Run |  |  |
| 5 | Scheduling Options | In the Scheduling Options area, make the following entries and choose Step 3:Start Immediately: SelectRecurrence Pattern: Single RunYou can also schedule the program if you are dealing with very large payment runs. |  |  |
| 6 | Parameter Section | In the Parameter section, make the following entries and choose Check:Run Date: <date of payment run to be reversed>Identification: <ID of payment run to be reversed>Test Run: DeselectedReversal Reason: <reason for reversal> | Verify that the entries are complete and correct. |  |
| 7 | Schedule | Choose Schedule. | The job is scheduled. |  |

### View Payment List

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 the payment list is displayed.

Prerequisite

Payment run has been executed.

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 Payable Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Display Payment Lists (S\_P99\_41000099). |  |  |
| 3 | Selection | Enter the following:Program run date: <Date of payment run>Identification feature: <Identification of payment run>Proposal run only: Only select to display data that comes from the payment proposal, not from the paymentAdditional fields are available for selection. Enter or modify fields according to your requirements. |  |  |
| 4 | Execute | Choose Execute.After reviewing the list, choose Exit to return to Payment List view. | Payment list displays. |  |

## Single Outgoing Payment

Purpose

This section describes how a manual outgoing payment of bank transfer is created.

After payment approval, payment medium file is created and sent to Multi-Bank Connectivity (MBC) for further processing.

Note For more information, see the Advanced Cash Operations (J78) test script or Basic Cash Operations (BFB) .

Prerequisites

Invoices are posted and are due with one of the following payment methods:

* F
* T

All steps from Invoice Payment Preparation have been executed.

### Create Single Outgoing Payment (Indirect)

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 manual payment posting process is described below; you can use this process to pay a single invoice exact amount without discounts. Depending on the payment method and payment format (and possibly the bank) that is chosen, output can go to either Multi-Bank Connectivity (MBC), file download, or check print.

Prerequisite

The Define Payment Medium Format Variants procedure in the Preliminary Steps section, under Prerequisites, has been executed.

The vendor master record is created and a payment method is assigned.

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 Payable Accountant. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Manage Supplier Line Items (F0712). | The Manage Supplier Line Items (F0712) view displays. |  |
| 3 | Data Entry and Search | Make the following entries and choose the Go button.Supplier: <any>Company Code: 1010Status: Open ItemsOpen on Key Date: <Today's date>Item Type: Normal ItemsChoose the Go button to display a list of all vendor items . | Supplier line items are displayed according to your search criteria. |  |
| 4 | Select | To select a document number to pay, select the appropriate checkbox in the first column. | The Create Single Payment option activates. |  |
| 5 | Choose Create Manual Payment | Choose Create Single Payment. | The Create Single Payment |  |
| 6 | Data Entry | Make the following entries and choose Create.Payment Details section:Value Date: today's date | The details of the posted document displays. |  |
| 7 | Create | Choose the Create button.Caution A warning is displayed if the house bank is not defined in document to be paid. Payment is done using the master data definition. You can choose Accept to continue. | Payment run Mxxxx of <date> has been scheduled view displays. |  |
| 8 | Payment | To review the payment, see the previous Payment Run procedures. | Payment approval and SAP Multi-Bank Connectivity steps can be executed.Optional: Review the Payment Approval steps. |  |

### Create Single Payment (Direct)

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 posts a down payment request that automatically triggers the payment run, which creates a down payment. Output options are SAP Multi-Bank Connectivity, file download, or check print, dependent upon the payment method and payment format (and possibly the bank) that is chosen.

Prerequisite

The vendor master record has been created and bank data and payment methods updated.

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 Payable Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Create Single Payment (F0743). | The Create Single Payment (F0743) view displays. |  |
| 3 | General Information | In the General Information area, make the following entries:Company Code: 1010Supplier: 10300001Document Date: <Today´s date>Posting Date: <Today´s date> | Supplier details are populated automatically |  |
| 3.1 | Supplier Details | In the Supplier Details area, make the following entries:Tax Code: V1 |  |  |
| 4 | House Bank Details | In the House Bank Details area, make the following entries:House Bank: DEBK1Account ID: DEAC1Payment Method: TBank Subaccount: Leave default value. |  |  |
| 5 | Payment Details | In the Payment Details area, make the following entries:Amount: For example, 100Currency: EURNote When a tax code is entered for Supplier Details, choose the Calculate Tax button. |  |  |
| 6 | Create the payment | Choose Create. | The system displays the Payment run M##### of date has been scheduled mmessage. |  |
| 7 | Review Payment | To review the payment, refer to the previous Payment Run procedure, using the Manage Automatic Payments (F0770) app . | Payment approval and the SAP Multi-Bank Connectivity steps can be executed.Optional: Review the Payment Approval steps. |  |

## Online Payments

### Free Form Payment Request

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

Free-form payments can trigger payments without referencing a business transaction. When you create a free-form payment, the bank information of the business partner master data does not have to be in the system, nor does the amount of the payment transaction must be represented by an open item. This activity creates a payment request.

Prerequisites

The Define Payment Medium Format Variants procedure in the Preliminary Steps section, under Prerequisites, has been executed.

Business Partner already exists.

Bank data and payment method are updated in Business Partner (BP) 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 an Accounts Payable Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open My Free Form Payments (F2564). | The Process Free Form Payments (F2564). view displays. |  |
| 3 | Create | Choose Create. | The New Payment Request section displays. |  |
| 4 | Type | Make the following entry:Payment Request Type: For Supplier |  |  |
| 5 | Business Partner | In the Payee area, make the following entry:Supplier: 10300001 |  |  |
| 6 | Payee | In the Payee Bank Details area, make the following entry:Remember When entering values manually, either enter or select using the drilldown button. Ensure that Payee Bank Country, Payee Bank Key, and Payee Account Number. fields have automatically populated.Suplr Bnk Details ID: 0001Note Bank Details are found using the Maintain Business Partner (BP) SAP Fiori app on the Payment Transactions tab. |  |  |
| 7 | Posting Data | In the Posting Data area, make the following entry:Company Code: 1010 |  |  |
| 8 | House Bank | In the House Bank area, make the following entries:Paying Company Code: 1010House Bank: DEBK1Account ID: DEAC1 |  |  |
| 9 | Payment Data | In the Payment Data area, make the following entries:Payt Currency Amount: <any>Currency: EURPayment Methods: T or FValue Date: <Today's date> |  |  |
| 10 | Create the Payment | Choose Save | The Payment Request is created and saved. |  |

### Post Free Form Payment Request

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 free form payment request is posted. A payment request is created (an open item on the supplier), selected, and released. The payment program then generates the payment.

Prerequisite

A free form payment request has 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 Cash Management Specialist. |  |  |
| 2 | Access the SAP Fiori App | Open Process Free Form Payments (F2564) . | The Process Free Form Payments (F2564) view displays. |  |
| 3 | Search | Make the following entry and choose Go:Company Code: 1010 | A list of created requests are displayed according to search criteria. |  |
| 4 | Request | Choose the previously created request (with the Created status). | The details of the chosen request display. |  |
| 5 | Edit (Optional) | Before posting, you can change fields, if required. Choose Edit and after completing any changes, choose Save. | Changes are saved. |  |
| 6 | Post | Note Before posting, ensure that any changes made to fields are saved.Choose Post and confirm by choosing Post. | The request status changes to Posted. |  |

## Manual Payment Online

### Post Outgoing Payment

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

You can post outgoing payments either manually or automatically. The manual posting process is described in the following example. The manual outgoing payment generated in this step does not go through an approval process and does not create a payment medium.

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 Payable Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Post Outgoing Payments (F1612). | The Post Outgoing Payments (F1612) view displays. |  |
| 3 | General Information | Make the following entries:General Information sectionCompany Code: 1010Posting Date: <Today's date>Journal Entry Date: <Today's date>Value Date: <Today's date>Reference (optional): <reference>Journal Entry Type: KZHeader Text: <header text>Bank Data sectionG/L Account: 11001000House Bank / Account: DEBK1/DEAC1Note For invoices in USD, use account USDAC.Amount / Currency: <amount to pay on existing invoice>, for example, 119,00EURFees: OptionalAssignment: OptionalExchange Rate: OptionalAmount / CCode Currency: Optional | A list of open items is displayed in the Open Items | Standard section. |  |
| 4 | Open Item Selection | In the Open Item Selection section, make the following entries:Supplier Account: 10300001and choose the Show Items button. |  |  |
| 5 | Select/Deselect | Select an item to pay, and in the Clear column, choose Clear. | The item to pay transfers to the Items to be Cleared / Standard section. |  |
| 6 | Post | Choose Post.Note The generated payment does not require approval. | The system displays Journal entry xxxxxxxxxx was successfully posted in company code1010 notification. |  |
| 7 | Display | To view the posted document, choose Display. | The posted document is displayed. |  |
| 8 | Back | Choose the Back button. | The system displays Journal entry has already been posted. You can now post a new payment notification. |  |
| 9 | Dismiss notification | Choose OK to dismiss the notification. |  |  |

## Payment Approval

Purpose

This section describes how the outgoing payment of bank transfer is approved. After payment approval, payment medium file is created.

Note Steps in this chapter come from the Advanced Cash Operations (J78) test script.

Note If the customer has bought and implemented Outgoing Payment with BCM Approval Process, the approval process is required.

Prerequisites

Invoices have been posted and are open for payment. For more information, see the Business Conditions section in this document.

All steps in Invoice Payment Preparation are executed.

All steps in Payment Run are executed.

The approvers are maintained for the bank account master data. For more information, see Maintain Payment Approver for Bank Accounts from the Advanced Cash Operations (J78) test script.

### Bank Payment Approval (Optional based on Cash Management)

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 SAP S/4HANA, a bank communication management (BCM) batch should be approved by two approvers. After the approval process is done, the payment medium is created automatically.

No matter the source of BCM batch, payment run of suppliers/customers or payment run of bank transfer, the BCM batch should go through the approval process.

Caution If you have implemented Outgoing Payment with SAP Bank Communication Management Approval Process (an additional license is required for SAP Bank Communication Management), the approval process is required.

Note For more information, see the Advanced Cash Operations (J78) test script.

Prerequisite

BCM batches are created successfully for the payment run of bank transfer.

The approvers are maintained for the bank account master data. For more information, see Maintain Payment Approver for Bank Accounts.

Procedure

Note In the Advanced Cash Operations (J78) test script, execute all steps in the Approval of Bank Transfer section.

#### Approval by First Approver

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 an Accounts Payable Manager.The user assigned to Signatory Group G001 in the Prerequisites section, Maintain Payment Approver for Bank Accounts. |  |  |
| 2 | Access the SAP Fiori app | Open Approve Bank Payments (F0673A). |  |  |
| 3 | Maintain Filters | Make the following entries and choose Go.Paying Company Code: 1010 |  |  |
| 4 | Review Payment Batch and Items | Choose the For Review tab, review to ensure that the batches are correct. | All items are correct and the batches can be approved. |  |
| 5 | Select Batch to be Approved | Select the payment batch for approval.If more than one batch must be approved, select the checkbox for the batches to approve. |  |  |
| 6 | Approve | Choose Approve. Enter the note and choose OK to confirm the dialog box. | The payment is approved and appears on the Reviewed tab. |  |
| 7 | (Optional) Undo Approval | Choose the Reviewed tab and select the payments to be discarded.Choose Discard Changes from the top right of the view.To confirm the dialog box, choose Discard Changes.This optional step is only necessary when you want to undo the approval. | The payment is discarded. it displays on the For Review tab. |  |
| 8 | Submit Reviewed Batch | Choose the Reviewed tab and select the payments to be submitted. Choose Submit. To confirm the dialog box, choose Submit. | The batch is submitted. The payment is sent to the Second Approver.If SAP365 is not enabled, the payment is sent to the Second Approver and no longer appears on the Re-viewed tab.If SAP365 is enabled, confirmation notification displays. |  |
| (Optional) | Send SMS Code (Optional) | Choose Send SMS Code.This step is only required when SAP365 is enabled and user authentication type S Authentication by SAP365 is on. The spro IMG path is Financial Supply Chain Management > Bank Communication Management > Basic Settings > Specify Optional User Authentication . | The mobile phone assigned to the user receives a SMS containing the authentication token. |  |
| (Optional) | Submit Authentication Token (Optional) | Make the following entry:Token: < token received from SMS>and choose Submit.This step is only required when SAP 365 is enabled and user authentication type S Authentication by SAP365 is on. The spro IMG path is Financial Supply Chain Management > Bank Communication Management > Basic Settings > Specify Optional User Authentication . | The payment is sent to the Second Approver and no longer appears on the Reviewed tab. |  |
| 9 | Check Batch Status and Next Approver | Check the batch status and next approvers via App Monitor Payments (F2388), see step Monitor Payments. | The batch status is In Approval. The next approvers is displayed. For example: Cash Manager. |  |

#### Rejection

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. |

Context

During the bank payment approval process, a bank communication management (BCM) batch is rejected.

Procedure

Review or execute the following steps in the Advanced Cash Operations (J78) test script:

* Approval of Bank Transfer
	+ Reject by First Approver (Option)
	+ Process Rejected Payment Document (Option)

#### Approval by Second Approver

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 Cash Manager.Note The user assigned to Signatory Group G002 in the Prerequisites section, Maintain Payment Approver for Bank Accounts. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Approve Bank Payments (F0673A). | The Approve Bank Payments app displays. |  |
| 3 | Maintain Filters | Make the following entries and choose Go.Paying Company Code: 1010 |  |  |
| 4 | Review Payment Batch and Items | Choose For Review to ensure if the batches are correct. | All items are correct and the batches can be approved. |  |
| 5 | Select Batch to be Approved | Select the payment batch for approval.If more than one batch must be approved, select the checkbox for the batches to approve. |  |  |
| 6 | Approve | Choose Approve.Choose OK to confirm the dialog box. | The global payment is approved and appears on the Reviewed tab. |  |
| 7 | Submit Reviewed Batch | Choose the Reviewed tab and select the payments to be submitted, choose Submit.On the dialog box, choose Submit. | If SAP365 is not enabled, the payment is sent to the Second Approver and no longer appears on the Reviewed tab.If SAP365 is enabled, confirmation notification displays. |  |
| (Optional) | Send SMS Code (Optional) | Choose Send SMS Code.Note This step is only required when SAP 365 is enabled and user authentication type S Authentication by SAP365 is on. The spro IMG path is Financial Supply Chain Management > Bank Communication Management > Basic Settings > Specify Optional User Authentication | The mobile phone assigned to the user receives a SMS containing the authentication token. |  |
| (Optional) | Submit Authentication Token (Optional) | Make the following entry:Token: <token received from SMS>and choose Submit.Note This step is only required when SAP 365 is enabled and user authentication type S Authentication by SAP365 is on. The spro IMG path is Financial Supply Chain Management- > Bank Communication Management > Basic Settings > Specify Optional User Authentication | The payment is approved and no longer appears on the Reviewed tab. |  |
| 8 | Check Batch Status | Check the batch status and next approvers via App Monitor Payments (F2388), see step Monitor Payments. | The batch status is Payment Medium Created. The Reference Number is generated. |  |

### Create Payment Medium

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. |

Context

In this activity, you create the payment medium automatically.

Note If payment approvals are required, the payment medium is only generated after approvals are executed.

Prerequisite

The [Define Payment Medium Format Variants](#unique_8) [page ] 11 procedure in the Preliminary Steps section, under Prerequisites, has been executed. This is optional for the Cloud release.

Bank Integration with File Interface (1EG) and/or Bank Integration with SAP Multi-Bank Connectivity (16R) scope items are activated to generate the payment medium.

Payment approvals have been executed.

If you have implemented Outgoing Payment with SAP Bank Communication Management Approval Process (additional license required), the approval process is required.

Procedure

If the Full (Extended) Cash Management is implemented with BCM (Bank Communication Management), after the outgoing payment is executed, and the BCM batch of this outgoing payment is approved (described in the Approval and Bank Integration step in Advanced Cash Operations (J78) test script), the payment medium file is created automatically.

If the Basic (Core) Cash Management is implemented, after the payment run is executed, the payment medium file is created automatically if the payment method is using the payment medium workbench (PMW) format.

For SAP Multi-Bank Connectivity, review the Bank Integration with SAP Multi-Bank Connectivity (16R) test script.

For Manual File Download, review the Bank Integration with File Interface (1EG) test script.

## Print or Email Payment Advice

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. |

Context

In this activity, you review or print a payment advice. An email is sent automatically after the payment has been approved.

Note If you have implemented Extended Cash Management (additional license required), the approval process is required.

Prerequisite

The email address is updated in Business Partner (BP) master data and/or under the BRF Settings procedures, as described in the Preliminary Steps section under Prerequisites.

Payment Run is executed and the approval process is executed.

The BRF + Settings procedures, described in the Preliminary Steps topic, under Prerequisites are executed.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP GUI System. |  |  |
| 2 | Enter Transaction | In the Command field, enter transaction code F110 and press Enter. |  |  |
| 3 | Payment ID | Select your payment identification. |  |  |
| 4 | Printout/Data Medium | Choose the Printout/Data Medium tab. |  |  |
| 5 | Maintain Variant | Make the following entries and choose Maintain Variant:Program: RFFOAVIS\_PAYMVariant: <variant name> |  |  |
| 6 | Maintain Variant | Create and save the variant. |  |  |
| 7 | Schedule Printout | To schedule the printout, chose the Status tab. Choose Printout.If the payments are posted, you can only schedule the printout. |  |  |
| 8 | Printout | To display or print the printouts, you can use transaction code SP01. |  |  |

## Correspondence

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, open items correspondence is created.

Prerequisite

Invoices and payments have been posted.

Business Partner (BP) master data (such as email address, and so on) are updated.

If correspondence SAP09 Internal Document is chosen, a journal entry number is necessary before executing the report. It is recommended to use Procedure B, or use the Manage Journal Entries (F0717) SAP Fiori app to find a journal entry number.

Procedure A

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Accounts Payable Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Create Correspondence (F0744A). | The Create Correspondence (Version 2) (F0744A) view displays. |  |
| 3 | Data Entry | In the Parameters area, make the following entries:Company Code: 1010Correspondence: <report>Select any of the following reports:* SAP06 - Account Statement
* SAP08 - Open Item List
* SAP09 - Internal Document when using this output, we recommend using Procedure B
 |  |  |
| 4 | Supplier Information | In the Parameters area, make the following entries:Supplier: SelectedSupplier: <Any supplier number>Open at key date: <Any date>Postings from: <Any date>Posting to: <Any date>Depending upon the chosen report, only certain fields display. Populate only the relevant displayed fields.and choose Enter. | Supplier details are entered. |  |
| 5 | Actions | Use the buttons to:PreviewSend EmailPrint. | Correspondence is created according to the selected criteria.If the Reference field is populated in the FI document, the reference text is displayed in the form Document number column. Otherwise, the document number is displayed.The correspondence form language depends on the Business Partner (BP) language settings in the BP master data. |  |

Procedure B

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Accounts Payable Accountant or a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Journal Entries (F0717) | The Manage Journal Entries view displays. |  |
| 3 | Select Journal Entry | Make the following entries and choose Go.Company Code: 1010Ledger Group: emptyJournal Entry Type: (optional) For example, SAJournal Entry: <empty>Journal Entry Date: (optional) <date>Period: (optional) <period>Fiscal Year: <year of posting document>Posting Date (optional): <date> | Selected journal entries are displayed in the Journal Entries list. |  |
| 4 | Manage Journal Entry | Select a journal entry number and choose Manage Journal Entries. | The Journal Entry - Entry View view displays with the document details. |  |
| 5 | Correspondence | Choose Create Correspondence. | The Create Correspondence view displays. |  |
| 6 | Entry View | In the Parameters area, enter:Company Code: 1010Correspondence: SAP09 (Internal Document - Entry View)Two fields may appear (Journal Entry, Fiscal Year). If so, enter appropriate values. | Available fields display and are populated automatically. |  |
| 7 | Actions | Use the buttons to:PreviewSend EmailPrint. | Correspondence is created according to the selected criteria. |  |
| 8 | Exit | Choose Home to exit. | SAP Fiori launchpad displays. |  |
| 9 | Ledger View | Repeat steps 1–5 and select:Company Code: 1010Correspondence: SAP09 (Internal Document - Ledger View) | Available fields display and are populated automatically. |  |
| 10 | Parameters | Choose Advanced Parameters and make the following entry:Ledger: <Any ledger, for example 0L> |  |  |
| 11 | Actions | Use the buttons to:PreviewSend EmailPrint. | Correspondence is created according to the selected criteria. |  |

## Incorrect Posting

### Reset Cleared 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. |

Purpose

In this activity, you reset cleared items.

Prerequisite

Invoices and payments 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 a Accounts Payable Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Reset Cleared Items (F2223). | The Reset Cleared Items (F2223) view displays. |  |
| 3 | Search | Make the following entries:Company Code 1010 | The Reversal of Clearing Document view displays. |  |
| 4 | Execute | Choose the Go button. | A table shows the clearing document information. |  |
| 5 | Process | Select a document by choosing any column, except the Clearing Entry column, to process. | The Clearing Entry view displays. |  |
| 6 | Reset | Choose the Reset button. | The system displays the Clearing XXXXXXX reset notification. |  |
| 7 | Continue | Choose OK to continue. |  |  |

### Reset and Reverse Cleared 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. |

Purpose

Reset and reversal steps are explained in the following process. A reversal might be necessary because a payment was not approved or because the bank could not execute the payment.

Prerequisite

Invoices and payments 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 Payable Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Reset Cleared Items (F2223). | The Reset Cleared Items (F2223) view displays. |  |
| 3 | Search | Make the following entries:Company Code: 1010 | The Reversal of Clearing Document view displays. |  |
| 4 | Execute | Choose the Go Button. | A table shows the information of the clearing document. |  |
| 5 | Process | To select a document, click any column of a document to process except Clearing Entry column and choose Reset and Reverse. | The Reverse Journal Entry view displays. |  |
| 6 | Make Entries | Make the following entries and choose OK:Reversal reason: Wrong postingPosting date: Today's date | The system displays the message Document posted XXXXXX in company code XXXX. |  |
| 7 | Continue | Choose the OK button. | The Reset Cleared Items view is displayed. |  |

## Down Payments

### Create Down Payment Request

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 down payment request is created.

Prerequisite

The Supplier master record has been entered.

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 Payable Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Supplier Down Payment Requests (F1688). | The Manage Supplier Down Payment Requests (F1688) view displays. |  |
| 3 | Create | Choose Create. |  |  |
| 4 | Enter Header Data | In the Header area, make the following entries:Company Code: 1010Journal Entry date: <Today’s date>Posting date: <Today’s date>Journal Entry Type: KZTransaction Currency: EURHeader Text: <header text> |  |  |
| 5 | Enter Items Data | In the Items area, enter the following:Supplier: 10300001Amount: 100.00Trg. Spec. G/L Ind: A (Default value, do not change)To view more details, choose > (Add Line Item). Enter the following data:Tax Code: V1Tax Amount: <tax amount> (choose Propose Tax Amount)Baseline Date: <Today’s date>and choose Enter. |  |  |
| 6 | Post | Choose Post. | The Success view displays the journal entry number posted. |  |
| 7 | Other | Select your next action on the Success view:DisplayPost NextGo to Worklist |  |  |

### Post Down Payment

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 payment for a down payment request is generated.

Depending on your normal payment process for payments, this procedure can also be executed by running automatic payments.

In a test environment where you primarily want to test the process for down payments, it is easier to use the Post Outgoing Payment SAP Fiori app to generate the same postings.

You cannot use both the Post Outgoing Payments (F1612) and the Manage Automatic Payments (F0770) SAP Fiori apps for the same down payment. Therefore, if you want to generate a payment medium (for example, a check), use the Manage Automatic Payments (F0770) app in the second step instead of the Post Outgoing Payments (F1612) app.

Prerequisite

A down payment request has been posted.

Choose a down payment request from the previous step.

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 Payable Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Post Outgoing Payments (F1612). | The Post Outgoing Payments (F1612) view displays. |  |
| 3 | Enter Payment Data | Make the following entries:General Information sectionCompany Code: 1010Posting Date: <today's date>Journal Entry Date: <today's date>Value Date: <today's date>Reference (optional): < your reference>Journal Entry Type: KZHeader Text: <header text>Bank Data sectionG/L Account: 11001000House Bank / Account: DEBK1/DEAC1Amount / Currency: 100 EURFees: OptionalAssignment: OptionalExchange Rate: OptionalAmount / CCode Currency:OptionalOpen Item Selection Account area:Account Type / Account ID: SupplierSupplier Account: 10300001and choose Show Items. | A list of open items is displayed in the Open Items section. |  |
| 4 | Select More | To display only the special G/L transactions, select any header and choose Filter. In the Define Filters dialog box, select the dropdown menu to include:Line Item Type: Special G/L | Document with special G/L transactions is displayed. |  |
| 5 | Select/Deselect | Select a down payment to pay. On the Clear column, choose Clear. | The down payment to pay is transferred to the Items to be Cleared section. |  |
| 6 | Post | Choose Post. | The system displays Success and the Journal entry xxxxxxxxxx was successfully posted in company code #### notification. |  |

### Invoice Entry

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. |

Context

In this activity, an invoice is entered and cleared against a down payment.

Prerequisite

A down payment has been posted.

Choose a down payment request from previous step.

Procedure

Execute the Invoice Entry without Purchase Order test procedure in this document. The invoice amount must be larger than the down payment amount posted in previous procedure.

### Post Outgoing Payment

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

Use this process to make a payment to an invoice where a down payment will be applied. The payment should be equal to the invoice amount, less down payment amount.

Prerequisite

An invoice was posted (as completed in the previous procedure). A down payment is posted (as described in the Post Down Payment procedure). A payment amount should be equal to the invoice amount, less the down payment amount. The open balance of the invoice is equal to the down payment posted.

To generate a payment medium (such as a check), do the following:

1. Execute the Clear Open Items test procedure. This activity clears the down payment against the invoice to be paid. The down payment amount appears in the Allocated Amount column with a different sign for each document. In the Allocated Amount column of the invoice journal entry, enter the amount that reduces the balance to zero.
2. Access the Manage Outgoing Payments SAP Fiori app to pay the invoice and clearing document. As a result, a payment is generated for the difference.

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 Payable Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Post Outgoing Payments (F1612). | The Post Outgoing Payments (F1612) view displays. |  |
| 3 | Enter Payment Data | Make the following entries and choose Show Items.General Information sectionCompany Code: 1010Posting Date: <Today's date>Journal Entry Date: <Today's date>Value Date: <Today's date>Reference (optional): < your reference>Journal Entry Type: KZBank Data sectionG/L Account: 11001000House Bank / Account ID: DEBK1/DEAC1Amount / Currency: Invoice amount less downpayment amount EURFees: OptionalAssignment: OptionalExchange Rate: OptionalAmount / CCode Currency:OptionalOpen Item Selection Account area:Account Type / Account ID: SupplierSupplier Account: 10300001Choose Show Items. | A list of open items is displayed in the Open Items section. |  |
| 4 | Select/Deselect | From the Open Items section, select the invoice to pay, and in the Clear column, choose Clear. | The invoice where the payment will be applied is transferred to the Items to be Cleared section. |  |
| 5 | Allocate | In the Items to be Cleared section, enter the following:Allocated Amount: Invoice amount less the down payment amountand choose Enter | The balance is zero. |  |
| 6 | Post | Choose Post. | The system displays the Success view with Journal entry xxxxxxxxxx successfully posted notification. |  |

### Clear Open 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. |

Purpose

In this activity, you manually clear open items.

Prerequisite

The invoices are posted. Down payments are posted (as described in the previous procedure, Post Down Payment). Payments are applied to an invoice, as described in the previous procedure, Post Outgoing Payment.

Note When the payment medium must be generated, execute this procedure before the previous step, Post Outgoing Payment. For more information, see the Prerequisites of Post Outgoing Payment

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 Payable Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Clear Outgoing Payments - Manual Clearing (F1367) | The Clear Outgoing Payments (F1367) view displays. |  |
| 3 | Clear Open Items | Choose the Clear Open Items button. | The Clear Open Items dialog box is displayed. |  |
| 4 | Enter Supplier Information | Make the following entries and choose OK:Company Code: 1010Supplier: 10300001 |  |  |
| 5 | Filter | Select the Journal Entry Type column header. Choose Filter. | The Define Filters dialog box is displayed. |  |
| 6 | Journal Entry Type | Make the following entries and press Enter:Journal Entry Type: KA | A list of open items to be cleared is displayed. |  |
| 7 | Select More | To display open items and special G/L transactions, choose Select More and choose:Line Item Type: Normal Open Items and Special G/L Transactions | Normal open items and special G/L transactions are displayed in Open Items section. |  |
| 8 | Open Item Selection | In the Open Items section, select the invoice where you applied the payment in the Post Outgoing Payment procedure. Choose the down payment posted in the Post Down Payment procedure by choosing the Clear button in the Clear column of each Journal entry. | When the invoice is chosen, the assigned payment is also selected. In the Items to Be Cleared section, the balance of the open item (invoice) is displayed.Down payment is moved to the Items to Be Cleared section. The balance is zero. |  |
| 9 | Simulate (Optional) | Before posting, there is the option of simulating the posting. | A view showing the posting to be created, when the document is posted, displays. |  |
| 10 | Post | Choose the Post button. | The system displays Success. The document number, company code, and year created display and option buttons to Display or go to the Payment List are available. |  |

## Optional: Interest Calculation

### Optional: Schedule Interest Calculation 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. |

Purpose

In this activity, you schedule the interest calculation jobs.

Prerequisites

Master data for interest calculation (interest indicator) is maintained in the Maintain Business Partner topic.

Past due invoices exist (at least a month or more overdue).

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 Payable Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Schedule Interest Calculation Jobs (F4176). | The Application Jobs view displays. |  |
| 3 | Create Job | Choose Create. | The New Job view displays. |  |
| 4 | Enter Details | In the General Information section, make the following entries and choose Step 2:Job Template: Calculate Item Interest for Accounts PayableJob Name: Calculate Item Interest for Accounts Payable |  |  |
| 5 | Schedule | Make the following entries and choose Step 3:Start Immediately: SelectedRecurrence Pattern: Single Run |  |  |
| 6 | Enter Details | In the Parameters section, make the following entries and choose Schedule:Supplier Account: for example, 10300001Company Code: 1010Interest Indicator: for example, 01Interest Calculation To: <for example, last day of current month>Test Run: Selected if you want to do a test run; Deselected if you want to do an actual run | The Application Jobs view is displayed. |  |
| 7 | View Report | To refresh the review, choose the Go button. When the report status is Finished, choose the document button in the Results column for the job you scheduled.You can also choose the Log button in the scheduled job row. When you do so, the job log is displayed, showing the output items. You can click on the output item link to display additional details. | The Document (ID xxxxxxx) view is displayed. The report shows the status of the journal entry document, and shows information such as the journal entry number, the amounts, and the interest. |  |
| 8 | View Report | Review the document, then choose Back. |  |  |
| 9 | Run Actual Report | If you performed a test run in step 5, repeat steps 6-8 with Test Run deselected to perform an actual run. |  |  |

### Optional: Manage Interest Runs

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 manage the interest runs. If needed, you can reverse an interest run or resend an interest letter.

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 Payable Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Interest Runs (F4485). |  |  |
| 3 | Enter Criteria | Make the following entries and choose Go:Company Code: 1010Supplier Account: for example, 10300001 | A list of documents display in the Interest Documents pane. |  |
| 4 | View Interest Document | For the row for your interest document, choose the arrow button at the right of the row. | The Interest Run view is displayed for that document. The Items Subject to Interest pane shows related journal entry items, while the Output Items pane shows any outputs (for example, print or email) and their status. |  |
| 5 | Reverse Interest Runs (Optional) | If needed, you can select the checkbox for an item and choose Reverse Interest Runs.In the Enter Reverse Parameters dialog box, make the following entries and choose Confirm:Reversal Reason: <reversal reason> | The Messages dialog box displays the document posting. |  |
| 6 | Resend Interest Letter (Optional) | If needed, you can select the checkbox for an item and choose Send Interest Letters.On the Send Interest Letters dialog box, choose Yes to send the interest letter. | The Sent Interest Letters dialog box displays messages about the output channels from which the interest letters are sent. |  |

### Optional: Display Interest Runs

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 interest runs.

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 Payable Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Display Interest Runs (F4485). |  |  |
| 3 | Enter Criteria | Make the following entries and choose Go:Company Code: 1010 | A list of documents display in the Interest Documents pane. |  |
| 4 | View Interest Document | For the row for your interest document, choose the arrow button at the right of the row. | The Interest Run view is displayed for that document. The Items Subject to Interest pane shows related journal entry items, while the Output Items pane shows any outputs (for example, print or email) and their status. |  |

## Periodic Activities

### Check Open Balances

Purpose

This activity lists all Accounts Payable line items.

Prerequisites

Invoices are created but not paid.

Procedure

Follow the instructions in the [View Supplier Line Items](#unique_20) [page ] 47 test procedure.

## Invoice Management Reporting

### Accounts Payable Overview

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This procedure guides you through the Account Payable Overview. In this activity, you review an overview of relevant figures and statistics related to the accounts payable process. The Accounts Payable Overview (F2917) SAP Fiori app offers a central point of entry and an overview of the department.

Note For more information, see the SAP Fiori Analytical Apps for Financial Accounting (2JB) test script.

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 Payable Manager. |  |  |
| 2 | Access the SAP Fiori App | Open Accounts Payable Overview (F2917). | The Accounts Payable Overview (F2917) view displays. |  |
| 3 | Edit Criteria | Make the following entries and choose Go:Display Currency: <Your Company Code currency>Company Code: <any> | Relevant figures and statistics display. |  |
| 4 | Navigate to Options | There are different, available options for reviewing figures and statistics. | Figures and statistics display according to available options you select. |  |

### Days Payable Outstanding

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 view a report showing days payable outstanding.

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 Payable Manager. |  |  |
| 2 | Access the SAP Fiori App | Open Days Payable Outstanding - Last 12 Months. | The Days Payable Outstanding view displays. |  |
| 3 | Navigation | To change the view, choose the drill-down button or buttons in the first row of the report. | Different views can be displayed. |  |
| 4 | Detailed Analysis | Choose the Open In button.Choose Days Payable Outstanding - Detailed Analysis. | The Days Payble Outstanding view displays. |  |
| 5 | Selection | To change a view, choose +Add Analysis Step.Select any of the displayed options. As you choose more options, more options are displayed. Select your preference and then select the chart type:* Time
* Company Code
* Customer
* Country of Supplier
* Due Period

Note You can choose the +Add Analysis Step button again to display more analyses. | Different views are displayed. |  |
| 6 | Save | Under the Unnamed Analysis Path button, choose Save As. Enter a name to save your current selection. | The view is saved and can be accessed later to view the information with this type of analysis. |  |
| 7 | Open | Under the Unnamed Analysis Path button, choose Open.Select a previously saved analysis and choose OK. | The button displays the name of the selected analysis. |  |

### Overdue Payables

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 view any payables that are overdue.

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 Payable Manager. |  |  |
| 2 | Access the SAP Fiori App | Open Overdue Payables - Today. | The Overdue Payables view displays. |  |
| 3 | Navigation | To change the view, choose the drill-down button or buttons in the first row of the report. | Different views can be displayed. |  |

### Future Payables

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 view the analysis of Future Payables.

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 Payable Manager. |  |  |
| 2 | Access the SAP Fiori App | Open Future Payables - Today. | The Future Payables view displays. |  |
| 3 | Navigation | To change the view, choose the drill-down button or buttons in the first row of the report. | Different views can be displayed. |  |

### Cash Discount Forecast

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 view the analysis of Cash Discount Forecast.

Prerequisites

You must have at least one invoice in open status using payment terms that give a discount (for example, payment term 0006 (Before End of the month 4% cash discount)).

The app only reports key figures if there are invoices in the system with discounts. If no key figures are shown, create a supplier invoice with a payment term that includes a discount if you pay early (such as payment term 0006). The discounts only appear after the payment run.

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 Payable Manager. |  |  |
| 2 | Access the SAP Fiori App | Open Cash Discount Forecast - Available Amount. | The Cash Discount Forecast view displays. |  |
| 3 | Navigation | To change the view, choose the drill-down button or buttons in the first row of the report. | Different views can be displayed. |  |

### Cash Discount 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 view the analysis of Cash Discount Utilization.

Prerequisites

You must have at least one invoice in open status using payment terms that give a discount (for example, payment term 0006 (Before End of the month 4% cash discount)).

The app only reports key figures if there are payments executed where it was possible to utilize the offered discount. If no key figures are shown, create a supplier invoice with a payment term that includes a discount if you pay early (for example payment term 0006) and then pay this invoice. The discounts only appear after the payment run.

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 Payable Manager. |  |  |
| 2 | Access the SAP Fiori App | Open Cash Discount Utilization - Today. | The Cash Discount Utilization view displays. |  |
| 3 | Navigation | To change the view, choose the drill-down button or buttons in the first row of the report. | Different views can be displayed. |  |

### Invoice Processing Analysis

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 view the analysis of Invoice Processing.

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 Payable Manager. |  |  |
| 2 | Access the SAP Fiori App | Open Invoice Processing Analysis - Today. | The Invoice Processing Analysis view displays. |  |
| 3 | Navigation | To change the view, choose the Toggle Filter icon at the right of the view to modify the filters.Required filters are:* Start Date
* Display Currency
* Exchange Rate Type

Note Additional filters are available.Above the graph, a drilldown menu provides additional filtering options:* By Timeline
* By Supplier
* By Process Status
* By User

Additional buttons, above the graph are used to change the display layout or view results as a table. | Views display according to your selection. |  |

### Aging Analysis

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 view the Aging Analysis.

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 Payable Manager. |  |  |
| 2 | Access the SAP Fiori App | Open Aging Analysis - Payable Amount. | The Aging Analysis view displays. |  |
| 3 | Navigation | To change the view, choose the drilldown button available at the top of the graph or select the text in the first column of the report.Above the graph are additional buttons you use to change the display layout of the graph. | Views displays according to your selection. |  |

### Automatic and Manual Payments Analysis

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 view payments done automatically and manually.

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 Payable Manager. |  |  |
| 2 | Access the SAP Fiori App | Open Automatic and Manual Payments - Payments for Last Year (F1749). | The Automatic and Manual Payments view displays. |  |
| 3 | Navigation | To change the view, choose the drilldown button available at the top of the graph or select the text in the first column of the report.Above the graph are more buttons you use to change the display layout of the graph. | Different views can be displayed:* By Company
* By Currency
* By Supplier
* By User
 |  |

### Supplier Payments Analysis

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 view the supplier payments analysis. The report displays payments that are not applied to supplier invoices.

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 Payable Manager. |  |  |
| 2 | Access the SAP Fiori App | Open Supplier Payment Analysis - Open Payments. | The Supplier Payment Analysis view displays. |  |
| 3 | Navigation | To change the view, choose the drilldown button available at the top of the graph or select the text in the first column of the report.Above the graph are additional buttons you use to change the display layout of the graph. | Different views can be displayed:* By Company
* By Currency
* By Supplier
* By User
 |  |

### Display Item Change 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 can display, sort, and analyze logged changes for journal entries. The report provides better control and tracks changes performed manually by different users on payable items.

Prerequisite

Invoices are created.

Payment is created.

Changes in documents are made before generating this report.

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 Payable Manager. |  |  |
| 2 | Access the SAP Fiori App | Open Display Item Change Log - Supplier (F2681). | The Display Item Change Log (F2681) view is displayed. |  |
| 3 | Select | Make the following entries and choose Go:Document Type: <select any type>Company Code: 1010Changed On: <interval of dates>Fiscal Year: <current year> |  |  |
| 4 | Results | The information of all journal entries is shown per the selection and the changes in each of the changed journal entries can be viewed. |  |  |
| 5 | Exit | Choose Back to exit. |  |  |

# Appendix

## Display Process Flow Accounts Payable

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. |

Context

This app graphically displays the relationship between individual business objects of the Accounts Payable work area. This shows as a process flow, displaying information about the business object for each stage of the process (such as purchase orders, goods movements, incoming invoices, journal entries and clearing entries). Additionally, it provides the ability to view missing business objects.

Prerequisite

Documents that generate the accounts payable (AP) process are created. For example:

* Purchase Order
* Invoice
* Payment
* Clearing

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 Payable Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Display Process Flow - Accounts Payable (F2691). |  |  |
| 3 | Data Entry | Make the following entries and choose Go:Document Type: Select document type, from the dropdown list, according to the origin of the document:* All document types
* Purchase order
* Goods movement
* Incoming invoice
* Journal entry
* Clearing entry

Different entry fields are required, depending on which document type you select. For example:Document Number: <document number per document type selected>Note Entering a document number automatically applies values for other fields.Company Code: 1010Fiscal year: Current year | A Process Flow displays the stage of the process of the selected document and additional details. |  |
| 4 | Review | Choose to display the information about the document in a process flow or a tabular view. | The view displays according to your selection. |  |
| 5 | Exit | Choose Back to exit. |  |  |

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. |

|  |
| --- |
|  |
| www.sap.com/contactsap |
| © 2020 SAP SE or an SAP affiliate company. All rights reserved.No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company. The information contained herein may be changed without prior notice. Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors. National product specifications may vary.These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty. SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. All other product and service names mentioned are the trademarks of their respective companies. See [www.sap.com/copyright](http://www.sap.com/copyright) for additional trademark information and notices. |

