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| Test Script  SAP S/4HANA - 18-09-20 | public |
| Advanced Bank Account Management (J77\_DE) |

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# Purpose

With Advanced Bank Account Management, cash managers and bank accountants can annually review bank accounts, maintain Payment Approver in multiple bank accounts and view foreign bank account and bank related master data with reports and fact sheets.

This document provides a detailed procedure for testing this scope item after solution activation, reflecting the predefined scope of the solution. Each process step, report, or item is covered in its own section, providing the system interactions (test steps) in a table view. Steps that are not in scope of the process but are needed for testing are marked accordingly. Project-specific steps must be added.

# Prerequisites

This section summarizes all the prerequisites for conducting the test in terms of systems, users, master data, organizational data, other test data and business conditions.

## System Access

|  |  |
| --- | --- |
| System | Details |
| System | Accessible via SAP Fiori launchpad. Your system administrator provides you with the URL to access the various apps assigned to your role. |

## Roles

Assign the following business roles to your individual test users. Alternatively, if available, you can create business roles using the following spaces with pages and predefined apps for the SAP Fiori launchpad and assign the business roles to your individual test users.

Note These roles or spaces are examples provided by SAP. You can use them as templates to create your own roles or spaces.

For more information about business roles, refer to Assigning business roles to a user in the [Administration Guide to Implementation of SAP S/4HANA with SAP Best Practices](https://help.sap.com/viewer/S4HANA2020_AdminGuide) .

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name (Role) | ID (Role) | Description (Space) | ID (Space) | Log on |
| Cash Manager | SAP\_BR\_CASH\_MANAGER | Cash Management | SAP\_BR\_CASH\_MANAGER |  |
| Cash Management Specialist | SAP\_BR\_CASH\_SPECIALIST | Cash Management | SAP\_BR\_CASH\_SPECIALIST |  |
| Configuration Expert - Business Process Configuration | SAP\_BR\_BPC\_EXPERT | Business Process Configuration | SAP\_BR\_BPC\_EXPERT |  |
| General Ledger Accountant | SAP\_BR\_GL\_ACCOUNTANT | General Ledger | SAP\_BR\_GL\_ACCOUNTANT |  |
| Administrator | SAP\_BR\_ADMINISTRATOR | Administration | SAP\_BR\_ADMINISTRATOR |  |

Note During testing, cash management specialist and configuration expert can share the same user ID, but cash manager and cash management specialist must be separate user IDs due to segregation of duty: cash management specialist creates the change request, cash manager approves it, the creator could not be the approver.

## Master Data, Organizational Data, and Other Data

Default Values

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

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

The business process is enabled with this organization-specific master data, examples are provided in the next section.

Operational Focus

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

Note Additional Default Values You can test the scope item with other SAP Best Practices default values that have the same characteristics. Review your SAP ECC system to find out which other material master data exists.

Note Using Your Own Master Data You can also use customized values for any material or organizational data for which you have created master data. For more information about creating master data, see the Master Data Procedures documentation.

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

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | Details | Comments |
| Company Code | 1010 |  | Company code |
| Chart of Accounts | YCOA |  | Chart of accounts |
| Bank Account Number | 1133698  2580061  8765432188 |  | Bank account number |
| Bank Key | 50070010  82080000  88888886 |  | Bank key |
| Bank Name | Bank 3 |  | Bank name |
| House Bank | DEBK1/DEAC1  DEBK2/DEAC2 |  | House bank |
| House Bank ID | DEBK3 |  | House bank ID |
| House Bank Account | DEAC3 |  | House bank account |
| G/L Account | 11001000  11003000 |  | G/L account for bank account |
| SWIFT/BIC | DEUTDEFFXX1 |  | SWIFT/BIC |

For more information on creating these 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) Scripts (MDS):

Table 1: Master Data Script Reference

|  |  |
| --- | --- |
| Master Data Script ID | Description |
| BNG | Create G/L Account and Cost Element |

## Preliminary Steps

For Basic Bank Account Management, the following sections should be completed before testing the procedures.

### G/L Account Created for Bank Account

A general ledger (G/L) account is a chronological accounting record used to track financial transaction. The G/L account is a structure that records value movements in a company. As a prerequisite, you must have already created a G/L account 11001000.

Caution Instructions provided assume that you are only implementing one of the four Bank Account Master Data Procedures described in the [Purpose](#unique_1) [page ] 1 section. If you are implementing and testing more than one procedure, especially in a single environment, you cannot use the same Master Data values for more than one procedure type. You must have additional Master Data values created, for example G/L account numbers, bank keys, and so on, and then use these different values in each procedure.

### Define Basic Settings

Purpose

Within the Advanced Bank Account Management scope item, the following three procedures are described:

1. Maintaining Payment Approver in Multiple Bank Accounts with Full Cash Management and Direct Revision Activate
2. Maintaining Payment Approver in Multiple Bank Accounts with Full Cash Management and Dual Control Revision Activate
3. Maintaining Payment Approver in Multiple Bank Accounts with Full Cash Management and Workflow Revision Activate

If you are going to change the mode from "workflow" to others, you need to make sure all workflow process are completed. You can find the uncompleted workflow process in app Manage Bank Account by selecting the filter In Workflow Process as Yes. When you go into the detail for the bank account in uncompleted workflow process, you will find the Edit button is missing. You can complete the workflow process by step Change Bank Account During Workflow (Optional) approve bank account request.

Caution All of the Full Cash Management versions require an additional license for SAP Cash Management powered by SAP HANA.

In this preliminary activity, you choose which one of the following procedures to use for your implementation:

1. To use Maintaining Payment Approver in Multiple Bank Accounts withFull Cash Management and Direct Revision Activate, use the following settings:
   * Cash Management Scope = 02
   * Full Scope & Bank Account Revision = 01 Activate Directly
2. To use Maintaining Payment Approver in Multiple Bank Accounts withFullCash Management andDual ControlRevision Activate, use the following settings:
   * Cash Management Scope = 02
   * Full Scope & Bank Account Revision = 02 Activate via Dual Control
3. To use Maintaining Payment Approver in Multiple Bank Accounts withFullCash Management andWorkflowRevision Activate, use the following settings:
   * Request Grouping = 01

Group into a Single Change Request.

* + Full Scope & Bank Account Revision = 03 Activate via Workflow

Request Grouping is used in activate via workflow mode. You group the change requests by selecting the following:

* + - Group into a Single Change Request

Change requests for each bank account with Payment Approver update are grouped into a single mass change request. Once the workflow is enabled, the single mass change request is sent to all the users who are authorized to process mass change requests. With this setting, we recommend that you define the approvers' responsibilities to include all the company codes and account types.

* + - Group by Company Code

Change requests for each bank account with Payment Approver update are grouped by company code into multiple mass change requests. After the workflow is enabled, they are sent to users who are assigned to a certain company code. With this setting, we recommend that you define the approvers' responsibilities to include all account types but only specific company codes.

* + - Group by Account Type

Change requests for each bank account with Payment Approver update are grouped by account type into multiple mass change requests. Once the workflow is enabled, the multiple mass change requests are sent to users who are assigned to a certain account type. With this setting, we recommend that you define the approvers' responsibilities to include all company codes but only specific account types.

* + - Group by Company Code and Account Type

Change requests for each bank account with Payment Approver update are grouped by company code and account type into multiple mass change requests. Once the workflow is enabled, the multiple mass change requests are sent to users who are assigned to the exact combination of company code and account type.

With this setting, you can define the approvers' responsibilities to include only specific company codes and account types.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the SAP Gui System as a Configuration Expert - Business Process Configuration. | The SAP Gui System displays |  |
| 2 | Enter Transaction Code | Enter Transaction Code SPRO in Command Bar. | The Customizing: Execute Project screen displays. |  |
| 3 | Open SAP Reference IMG | Open SAP Reference IMG |  |  |
| 4 | Define Basic Settings | Choose the following navigation option:  Financial Supply Chain Management > Cash and Liquidity Management > General Settings > Define Basic Settings .  Verify your choices for Cash Management Scope and Bank Account Revision for your implementation based on the previously described procedures. | The Define Basic Settings screen displays. |  |

The check box Enable Snapshot is used for the snapshot of historic cash report. This check box can only be selected and saved when cash value is Full Scope. If the value of cash scope is Basic Scope, it can’t be saved once the check box of Enable Snapshot is selected. Once the check box of Enable Snapshot is selected and saved, the function of snapshot of historic cash report is activated.

Remember Define Basic Settings must be reviewed following any system upgrade or improvement before continuing any business operation in the system. When differences are found from previous activations, you must correct the setting through the following IMG path: IMG > Financial Supply Chain Management > Cash and Liquidity Management > General Settings > Define Basic Settings via the user who has sufficient authorization to do the customizing.

### Notifications for Bank Account Management

Purpose

Notification is used to notify responsible person to process of information or problems that might be encountered in the business processes of your company. In Advanced Bank Account Management, Provider ID BAM\_NOTIFICATION\_PROVIDER and SAP\_BUSINESS\_WORKFLOW are predelivered and being active by default in cloud.

* BAM\_NOTIFICATION\_PROVIDER

This notification provider object is used for bank account creating, changing, closing in dual control mode and bank account reviewing process. In bank account review process, when Cash Manager triggered the bank account review process, a notification will be sent out to notify Cash Specialist to review the bank account. On condition that you have set the Define Basic Settings to Dual Control. When you creating, changing or closing a bank account, a notification will be sent out to notify the responsible person to activate the bank account.

* SAP\_BUSINESS\_WORKFLOW

This notification provider object is used for bank account creating, changing, closing in workflow mode. As long as workflow are triggered, notification will be sent out to Cash Manager to approve the bank account.

For On-premise system, If you want to deactivate the notification, you can go to IMG path: ABAP Platform > Notification Channel > Notification Channel Provider Enablement > Administration > Notification Provider Setting > Manage Notification Provider , and deselect the check box of field Is Active.

To check the notification, you can log on to SAP Fiori as the responsible user, for example, Cash Manager. Choose the Notifications button on the top right of the screen, you will find the notifications. Choose the notification by detail, it will navigate to the process page. For example, by choosing the review bank accounts notification, it will navigate to Review Bank Accounts app to review and process the bank account.

### Manage Workflows

Purpose

This activity describes the approach to begin the bank account management workflow process.

Prerequisite

If you are using an SAP S/4HANA system, ensure that the basic Customizing for workflow is complete. To review your on-premise workflow configuration, access IMG > SAP NetWeaver > Application Server > Business Management > SAP Business Workflow > Maintain Standard Settings or use transaction code SWU3.

If the basic Customizing for workflow is not complete, contact your system administrator to make the necessary modification. For more information, see the SAP Help Portal.

Team needs to be created in the Manage Teams and Responsibilities (F2412) app via the user Business\_Process\_Spec to specify the responsibilities for Review Process. Refer to test script Responsibility Management (1NJ) for a step-by-step description. You may use the following values to create the new Team.

Team Name: Change to Team for BAM

Team Status: Ready to Use Team

Type: SFCLM0

On the Team Owner tab, add:

Business Partner: <user ID>, for example, Configuration Expert - Business Process Configuration

On the Team Member tab, add:

Business Partner: <Enter the User Id as the Approver, for example Cash Manager>

Business Partner: <Enter the User Id as the Approver, for example Cash Specialist>

Note To display the connection between Business Partner, Cash Manager and User ID, please refer to the search help. Generic users are described in the Last Name field.

Function: SFCLM\_APR

Don't use FCLM\_APR, if you selected the team type SFCLM0.

Company Code: <Enter the company code the team is responsible for>

Account Type: <Enter the account type the team is responsible for>

If you leave Company Code and Account Type blank, you need to set the request grouping to 00; If you have set restriction on Company Code, and leave Account Type blank, you need to set the request grouping to 01; If you leave Company Code blank and have set restriction on Account Type, you need to set the request grouping to 02; If you have set both restriction on Company Code and Account Type, you need to set request grouping to 03. You can refer to 2.5.2 Define Basic Settings part for request grouping setting.

After the Team is created, you should follow the below procedures to create one workflow template for bank account management workflow process.

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. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Manage Workflows - For Bank Accounts (F2190). | The Manage Workflows view displays. |  |
| 3 | Create Workflow Template | On the current page, choose Add.  Workflow Name: BAM\_Team  In the Preconditions tab, make the following entries:  Only start the workflow if all of the following preconditions are met: None  This field is used to define preconditions to trigger workflow process.  None: workflow process will be triggered for all situations.  Account Action: workflow process is restricted to the account action you choose. For example, if you choose 01, trigger workflow process can only be triggered by creating a new bank account.  Account Type: workflow process is restricted to the account type you choose. For example, if you choose 01 workflow process can only be triggered for current account.  Company Code: workflow process is restricted to the company code you choose. For example, if you choose 1010 workflow process can only be triggered by the bank accounts that belong to company code 1010.  Change Request Creator: workflow process is restricted to the selected request creator.  Choose the Step Sequence tab and choose Add. | A Process Request of Changing Bank Accounts view displays. |  |
| 4 | Enter Criteria | On the Header section, make the following entries:  Name: Bank Account Manage workflow request Process  Type: Process Request of Changing Bank Accounts  Type Process Request of Changing Bank Accounts is used for normal workflow approval process. If you choose type Automatically approve bank account change request. The system will automatically approve the bank account.  On the Recipients section, make the following entry:  Role: for example, Function for Approving Bank Account Requests  Step to be completed by: <Choose One of the recipients>  You can select this field on condition you have chosen the Type as Process Request of Changing Bank Account  One of the recipients: Bank account can be approved by one of the approvers.  All of the recipients: Bank account have to be approved by all the approvers.  Choose Add.  Choose Save. | Workflow successfully created notification appears and the Workflow Details view displays. |  |
| 5 | Activate the Workflow Template | Choose Activate on the top right of the view. | Workflow is activated successfully and the Manage Workflow view displays. |  |
| 6 | Adjust the Order | On the Workflow template list page, choose Define Order.  On the Define Order dialog box, select the newly created workflow and choose the Moves the selected workflow to the top icon and Save. | Order is saved successfully. |  |

### Configure Sensitive Fields

Purpose

This activity describes the approach to configure the sensitive fields for workflow process. Only the sensitive fields of bank account can trigger workflow process.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Configuration Expert. | The SAP Fiori launchpad is displayed. |  |
| 2 | Enter Transaction Code | Enter Transaction Code SPRO in Command Bar. | The Settings for Payment Approval Processes screen is displayed. |  |
| 3 | Open SAP Reference IMG | Open SAP Reference IMG. |  |  |
| 4 | Access Customizing Path | In your SAP S/4HANA on-premise system, access the IMG activity > Financial Supply Chain Management > Cash and Liquidity Management > Bank Account Management > Basic Settings > Define Settings for Bank Account Master Data . |  |  |
| 5 | Maintain Selection Variant | Choose Define Selection Variants.  Choose New Entries.  Make the following entries and choose Save:  Selection ID: S001  Field Name: Account Type  Sign: Include  Option: Equal: Single Value  Low: 01  High: 03 |  |  |
| 6 | Maintain Sensitive Field | Choose Sensitive Fields for Modification Process.  Choose New Entries.  Make the following entries and choose Save:  Object: <Choose an object>  Field Name: <a field by search help>  Restriction: Selection Vairant  Restriction Value: Choose the selection ID you previously created, for example, S001  Inactive: <Unchecked>  SAP supports the restriction settings of account type and company code. You set the restriction criteria in Maintain Selection Variant step, then you assign the selection variant to the sensitive field. Take the above parameters as an example, selection ID S001 restrict the sensitive field to account type with value 01 to 03. If you choose the Restriction as selection variant and Restriction value as S001, the sensitive field valid for account type 01 to 03. If you leave the Restriction and RestrictionValue fields blank, the sensitive field will be valid for all situation. The Inactive button is used for deactivating the restriction setting, you can deactivate this sensitive restrictions by select the check box of Inactive. |  |  |

### Assign Form Template

Prerequisites

Form template has been predefined by Output Management team.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration. | The SAP Fiori launchpad is displayed. |  |
| 2 | Enter Transaction Code | Enter Transaction Code SPRO in Command Bar. | The Customizing: Execute Project screen displays. |  |
| 3 | Open SAP Reference IMG | Open SAP Reference IMG. |  |  |
| 4 | Access Customizing Path | Choose the following navigation option:  Cross-Application Components > Output Control > Assign Form Templates |  |  |
| 5 | Add Form Template | Choose New Entries.  Make the following entries and choose Save:  Appl.Object Type: Bank\_Account  Output Type: Bank\_Correspondence  Form Type: 1 Output Froms (Gateway interface)  Form Template: FCLM\_BAM\_ACCOUNT\_CLOSE  Repeat these steps for the FCLM\_BAM\_SIGNATORY\_UPDATE form template. |  |  |

### Define Output Parameter Determination

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. |

Prerequites

Relevant output parameters have been configured in background system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as Administrator. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the SAP Fiori app (for cloud system) | Open Output Parameter Determination. | The Output Parameter Determination screen is displayed. |  |
| 3 | Access the Customizing Path ( for On-Premise system) | For SAP S/4HANA On-Premise system, access IMG activity IMG > Cross-Application Components > Output Control > Define Business Rules for Output Determination.  Transaction Code: OPD. | The Output Parameter Determination screen is displayed. |  |
| 4 | Choose Show Rules for | On the Show Rules for Field, click the triangle button and choose Bank Correspondence on the dropdown list. |  |  |
| 5 | Choose the Determination step. | On the Determination step Field, click the triangle button.  Choose Output type, and maintain the following entries in Table Contents.  Output type: Bank\_Correspondence  Dispatch Time: 1 (Immediately)  Choose Receiver in the Determination Step field, and maintain the following entries in Table Contents:  Role: EX  Exclusive Indicator: X (true)  Choose Channel in the Determination Step field, and maintain the following entries in Table Contents  Channel: EMAIL (Email)  Choose Print Settings in the Determination Step field, and maintain the following entries in Table Contents:  Print Queue: DEFAULT  Choose Email Settings in the Determination Step field, and maintain the following entries in Table Contents:  For action = 04 (Change Signatory)  Email Template: FCLM\_BAM\_OM\_SIGN\_UPDATE  Sender Email: noreply@sap.com.  For action = 03 (Close Bank Account)  Email Template: FCLM\_BAM\_OM\_ACCOUNT\_CLOSE  Sender Email: noreply@sap.com.  Choose Form template in the Determination Step field, and maintain the following entries in Table Contents:  Maintain the following entries in Table Contents.  For action = 04 (Change Signatory)  Form Template: FCLM\_BAM\_SIGNATURE\_UPDATE  Form Language: E (English)  For action = 03 (Close Bank Account)  Form Template: FCLM\_BAM\_ACCOUNT\_CLOSE  Form Language: E (English)  Output Relevance in the Determination Step field, and maintain the following entries in Table Contents:  Maintain the following entries in Table Contents.  Relevance Indicator: X (true)  To maintain Table Contents.   1. Choose Edit button on Output Parameter Determination. 2. Click Insert New Row if a new row has to be added. 3. Click the triangle button on the field to be maintained. 4. Choose Direct Value Input on the dropdown list. 5. Input the value. 6. Click Display button, on the popup screen click yes to save. |  |  |

### Payment Approval Customizing

Purpose

Approval patterns and payment approver group have to be defined and assigned to company code if you are going to use bank communication management for the payment approval management. Below steps describes the procedure to define the payment approver groups.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the SAP Gui System as a Configuration Expert - Business Process Configuration. | The SAP Gui System displays |  |
| 2 | Enter Transaction Code | Enter Transaction Code SPRO in Command Bar. | The Customizing: Execute Project screen displays. |  |
| 3 | Open SAP Reference IMG | Open SAP Reference IMG |  |  |
| 4 | Access Customizing Path | Choose the following navigation option:  Financial Supply Chain Management > Cash and Liquidity Management > Bank Account Management > Basic Settings > Define Settings for Bank Account Master Data . |  |  |
| 5 | Define Payment Approver Groups | Choose the Define Payment Approver Groups Tab.  Choose New Entries.  Make the following entries:  Appr.Grp: G001  Account Description: Two Steps Approval - 1st Step  Appr.Grp: G002  Account Description: Two Steps Approval - 2nd Step  Appr.Grp: SG01  Account Description: Non-sequential signatory group 1  Appr.Grp: SG02  Account Description: Non-sequential signatory group 2  Choose Save. |  |  |
| 6 | Define Approver Patterns | Choose the Define Approver Patterns Tab.  Choose New Entries.  Make the following entries:  Pattern: P001  Non Seq.: Leave blank  Appr. Seq.: First step  Appr.Grp: G001  Pattern: P001  Non Seq.: Leave blank  Appr. Seq.: Second step  Appr.Grp: G002  Pattern: S001  Non Seq.: Select the check box  Appr. Seq.: Leave blank  Appr.Grp: SG01  Pattern: S001  Non Seq.: Select the check box  Appr. Seq.: Leave blank  Appr.Grp: SG02  Choose Save. |  |  |
| 7 | Assign Approval Patterns | Choose the Assign Approver Patterns Tab.  Choose New Entries.  Make the following entries:  Company Code: for example, 1010.  Account Type: Leave blank.  Pattern: P001  Priority: 1  Company Code: for example, 1010.  Account Type: Leave blank.  Pattern: S001  Priority: 2  Choose Save. |  |  |

# Overview Table

The Advanced Bank Account Management (J77) scope item consists of several process steps described in the following tables.

If your system administrator has enabled spaces and pages on the SAP Fiori launchpad, the homepage will only contain the essential apps for performing the typical tasks of a business role.

You can find all other apps not included on the homepage using the search bar.

If you want to personalize the homepage and include the hidden apps, navigate to your user profile and choose Settings > App Finder .

Bank Account Master Data Processing With Full Cash Management

Using Direct Revision Activate

Table 2: Create Bank Account

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step, Report or Item | Business Role | App/Transaction | Expected Results |
| [Open Bank Account](#unique_16) [page ] 32 | Cash Management Specialist |  | The bank accountant goes to the bank and opens a new bank account in this bank. This step does not occur in the system. |
| [Manage Banks](#unique_17) [page ] 32 | Cash Management Specialist | Manage Banks - Basic (F1574) | A bank key that does not exist in production system is created. If the bank key already exists, skip this step. |
| [Create Bank G/L Account](#unique_18) [page ] 34 | General Ledger Accountant |  | FIN master data key user may create the G/L accounts of newly created bank account. |
| [Manage House Banks](#unique_19) [page ] 34 | Cash Management Specialist | Manage Banks (F1574) | The bank accountant creates the house bank. If a new bank account is opened in an existing house bank in your system, skip this step. |
| [Create Bank Account](#unique_20) [page ] 36 | Cash Management Specialist | Manage Bank Accounts (F1366A) | A new bank account that does not exist in production system is created. |
| [Export Bank Account](#unique_21) [page ] 39 | Cash Management Specialist | Manage Bank Accounts (F1366A) | Bank accounts are exported. |
| [Import Bank Accounts](#unique_22) [page ] 41 | Cash Management Specialist | Manage Bank Accounts (F1366A) | Bank accounts are imported into development system and consolidation system. |

Table 3: Change Bank Account

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step, Report or Item | Business Role | App/Transaction | Expected Results |
| [Notify Bank to Change](#unique_23) [page ] 43 | Cash Management Specialist |  | The bank accountant goes to the bank and asks the bank employee to change the attributes of this bank account. This step does not occur in the system. |
| [Change Bank Account](#unique_24) [page ] 43 | Cash Management Specialist | Manage Bank Accounts (F1366A) | The bank accountant changes the attributes of this bank account in system. |
| [Update Bank G/L Account](#unique_25) [page ] 44 | General Ledger Accountant | Manage G/L Account Master Data (F0731A) | FIN master data key user updates the G/L account of bank only when it is necessary. However, modification of bank account does not result in G/L account modification every time. |

Table 4: Close and Reopen Bank Account

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step, Report or Item | Business Role | App/Transaction | Expected Results |
| [Notify Bank to Close Account](#unique_26) [page ] 46 | Cash Management Specialist |  |  |
| [Close Bank Account and Cancel Closing](#unique_27)  [page ] 46 | Cash Management Specialist | Manage Bank Accounts (F1366A) | The redundant bank account is closed in system. |

Table 5: Maintain Payment Approver in Multiple Bank Accounts (Direct Revision Activation)

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step, Report or Item | Business Role | App/Transaction | Expected Results |
| [Add Payment Approver for Multiple Bank Accounts](#unique_28) [page ] 51 | Cash Management Specialist | Maintain Payment Approver - For Multiple Bank Accounts (WDA\_FCLM\_BAM\_ADAPT\_SIGN) | Payment Approver added. |
| [Change Payment Approver for Multiple Bank Accounts](#unique_29) [page ] 53 | Cash Management Specialist | Manage Bank Accounts - Bank Hierarchy View (WDA\_FCLM\_BAM\_HIERARCHY) | Payment Approver maintained. |

Table 6: Binding Cash Pool with Bank Account using Direct Revision Activate

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step, Report or Item | Business Role | App/Transaction | Expected Results |
| [Binding Cash Pool with Bank Account using Direct Revision Activate](#unique_30) [page ] 55 | Cash Management Specialist | Manage Bank Accounts (F1366A) |  |

Using Dual Control Revision Activate

Table 7: Create Bank Account

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step, Report or Item | Business Role | App/Transaction | Expected Results |
| [Open Bank Account](#unique_31) [page ] 57 | Cash Management Specialist |  | The bank accountant goes to the bank and opens a new bank account in this bank. This step does not occur in the system. |
| [Manage Banks](#unique_32) [page ] 57 | Cash Management Specialist | Manage Banks - Basic (F1574) | A bank key that does not exist in production system is created. If the bank key already exists, skip this step. |
| [Create Bank G/L Account](#unique_33) [page ] 59 | General Ledger Accountant | Manage G/L Account Master Data (F0731A) | FIN master data key user may create the G/L accounts of newly created bank account. |
| [Manage House Banks](#unique_34) [page ] 59 | Cash Management Specialist | Manage Banks (F1574) | The bank accountant creates the house bank. If a new bank account is opened in an existing house bank in your system, skip this step. |
| [Create Bank Account](#unique_35) [page ] 61 | Cash Management Specialist | Manage Bank Accounts (F1366A) | A new bank account that does not exist in production system is created. |
| [Export Bank Account](#unique_36) [page ] 64 | Cash Management Specialist | Manage Bank Accounts (F1366A) | Bank accounts are exported from production system. |
| [Import Bank Accounts](#unique_37) [page ] 66 | Cash Management Specialist | Manage Bank Accounts (F1366A) | Bank accounts are imported into development system and consolidation system. |
| [Activate Bank Account Request](#unique_38) [page ] 68 | Cash Manager | Manage Bank Accounts (F1366A) | A second operator can approve a newly created bank account. |

Table 8: Change Bank Account

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step, Report or Item | Business Role | App/Transaction | Expected Results |
| [Notify Bank to Change](#unique_39) [page ] 69 | Cash Management Specialist |  | The bank accountant goes to the bank and asks the bank employee to change the attributes of this bank account. This step does not occur in the system. |
| [Change Bank Account](#unique_40) [page ] 69 | Cash Management Specialist | Manage Bank Accounts (F1366A) | The bank accountant changes the attributes of this bank account in system. |
| [Activate Bank Account Change Request](#unique_41) [page ] 71 | Cash Manager | Manage Bank Accounts (F1366A) | The second operator approves the newly changed bank account. |
| [Update Bank G/L Account](#unique_42) [page ] 72 | General Ledger Accountant | Manage G/L Account Master Data (F0731A) | FIN master data key user updates the G/L account of bank only when it is necessary. However, modification of bank account does not result in G/L account modification every time. |

Table 9: Close Bank Account and Cancel Closing

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step, Report or Item | Business Role | App/Transaction | Expected Results |
| [Notify Bank to Close Account](#unique_43) [page ] 74 | Cash Management Specialist |  | The bank accountant goes to the bank and asks the bank employee to close this bank account. This step does not occur in the system. |
| [Close Bank Account and Cancel Closing](#unique_44) [page ] 74 | Cash Management Specialist | Manage Bank Accounts (F1366A) | The redundant bank account is closed in system. |
| [Activate Bank Account Closing Request](#unique_45) [page ] 78 | Cash Manager | Manage Bank Accounts (F1366A) | A second operator can approve the bank account close and reopen |

Table 10: Maintain Payment Approver in Multiple Bank Accounts (Dual Control Revision Activation)

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step, Report or Item | Business Role | App/Transaction | Expected Results |
| [Add Payment Approver for Multiple Bank Accounts](#unique_46) [page ] 81 | Cash Management Specialist | Maintain Payment Approver - For Multiple Bank Accounts (WDA\_FCLM\_BAM\_ADAPT\_SIGN) | Payment Approver added. |
| [Change Payment Approver for Multiple Bank Accounts](#unique_47) [page ] 83 | Cash Management Specialist | Manage Bank Accounts - Bank Hierarchy View (WDA\_FCLM\_BAM\_HIERARCHY) | Payment Approver maintained. |
| [Activate the Bank Account after Payment Approver Maintenance](#unique_48) [page ] 85 | Cash Manager | Manage Bank Accounts (F1366A) | Activation approved. |

Table 11: Binding Cash Pool with Bank Account with Dual Control Revision

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step, Report or Item | Business Role | App/Transaction | Expected Results |
| [Create Cash Pool Binding Request](#unique_49) [page ] 87 | Cash Management Specialist | Manage Bank Accounts (F1366A) | Payment Approver added. |
| [Activate Cash Pool Binding Request](#unique_50) [page ] 89 | Cash Manager | Manage Bank Accounts (F1366A) | Payment Approver maintained. |

Using Workflow Revision Activate

Table 12: Create Bank Account

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Open Bank Account](#unique_51) [page ] 92 | Cash Management Specialist | This step does not occur in the system |  |
| [Manage Banks](#unique_52) [page ] 93 | Cash Management Specialist | Manage Banks - Basic (F1574) | The Manage Banks - Basic screen displays Banks are displayed in a list. |
| [Create Bank G/L Accounts](#unique_53) [page ] 94 | General Ledger Accountant | Manage G/L Account Master Data (F0731A) | The Search: G/L Accounts screen displays. |
| [Manage House Banks](#unique_54)  [page ] 95 | Cash Management Specialist | Manage Banks (F1574) |  |
| [Create Bank Account Request](#unique_55) [page ] 96 | Cash Management Specialist | Manage Bank Accounts (F1366A) | The Bank Hierarchy: Active Accounts (X Account) screen displays. |
| [Export Bank Accounts](#unique_56) [page ] 101 | Cash Management Specialist | Manage Bank Accounts (F1366A) | The Import and Export Bank Accounts screen displays. |
| [Import Bank Accounts](#unique_57) [page ] 103 | Cash Management Specialist | Manage Bank Accounts (F1366A) |  |
| [Change Bank Account During Workflow (Optional)](#unique_58) [page ] 105 | Cash Manager | My Inbox for Manage Bank Accounts (F2797) |  |
| [Approve Bank Account Request](#unique_59) [page ] 106 | Cash Manager | My Inbox for Manage Bank Accounts (F2797) | The Worklist displays. |

Table 13: Change Bank Account

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Receive Change Request from Requester](#unique_60) [page ] 108 | Cash Management Specialist |  | The bank accountant receives a change request from other colleagues. |
| [Create Bank Account Change Request](#unique_61) [page ] 108 | Cash Management Specialist | Manage Bank Accounts (F1366A) | The Bank Hierarchy Active Accounts screen displays. |
| [Change Bank Account During Workflow (Optional)](#unique_58) [page ] 105 | Cash Manager | My Inbox for Manage Bank Accounts (F2797) |  |
| [Approve Bank Account Change Request](#unique_62) [page ] 112 | Cash Manager | My Inbox - For Bank Accounts (F2797) | The Worklist displays. |
| [Notify Bank to Change](#unique_63) [page ] 113 | Cash Management Specialist |  | The bank accountant goes to the bank and asks the bank employee to change the attributes of this bank account. This step does not occur in the system. |
| [Update Bank G/L Account](#unique_64) [page ] 114 | General Ledger Accountant | Manage G/L Account Master Data (F0731A) |  |

Table 14: Close Bank Account

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Receive Bank Account Closing Request from Requester](#unique_65) [page ] 116 | Cash Management Specialist |  | The requester receives a request to close an existing bank account from other colleagues. |
| [Notify Bank to Close Account](#unique_66) [page ] 116 | Cash Management Specialist |  | The bank accountant goes to the bank and asks the bank employee to close this bank account. This step does not occur in the system. |
| [Close Bank Account and Cancel Closing](#unique_67) [page ] 116 | Cash Management Specialist | Manage Bank Accounts (F1366A) | The Bank Hierarchy: Active Accounts (X Account) screen displays. |
| [Change Bank Account During Workflow (Optional)](#unique_58) [page ] 105 | Cash Manager | My Inbox for Manage Bank Accounts (F2797) |  |
| [Approve Bank Account Closing Request](#unique_68) [page ] 122 | Cash Manager | My Inbox - For Bank Accounts (F2797) | The Worklist displays |

Table 15: Maintain Payment Approver in Multiple Bank Accounts (Workflow Revision Activate)

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step, Report or Item | Business Role | App/Transaction | Expected Results |
| [Add Payment Approver for Multiple Accounts](#unique_69) [page ] 125 | Cash Management Specialist | Maintain Payment Approver - For Multiple Bank Accounts (WDA\_FCLM\_BAM\_ADAPT\_SIGN) | Payment Approver added. |
| [Change Payment Approver in Multiple Bank Accounts](#unique_70) [page ] 127 | Cash Management Specialist | Manage Bank Accounts - Bank Hierarchy View (WDA\_FCLM\_BAM\_HIERARCHY) | Payment Approver maintained. |
| [Approve Payment Approver Maintenance Change Request](#unique_71) [page ] 129 | Cash Manager | Manage Bank Accounts (F1366A) | Activation approved. |

Table 16: Binding Cash Pool with Bank Account with Workflow Revision Activate

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step, Report or Item | Business Role | App/Transaction | Expected Results |
| [Create Cash Pool Binding Request](#unique_72) [page ] 130 | Cash Management Specialist | Manage Bank Accounts (F1366A) | Payment Approver added. |
| [Approve Cash Pool Binding Request](#unique_73) [page ] 133 | Cash Manager | Manage Bank Accounts (F1366A) | Payment Approver maintained. |

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step, Report or Item | Business Role | App/Transaction | Expected Results |
| [Cancel Bank Accounts Requests](#unique_74) [page ] 135 | Cash Management Specialist | My Sent Requests - For Bank Accounts (F1371A) | Change request canceled. |

Maintain Import Bank Data Card

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step, Report or Item | Business Role | App/Transaction | Expected Results |
| [Import Signatory Card](#unique_75) [page ] 136 | Cash Management Specialist | Import Signatory Cards (F4181) | You imported the signatory card. |
| [Assign Bank Account to Signatory Card](#unique_76) [page ] 141 | Cash Management Specialist | Import Signatory Cards (F4181) | You assigned the bank account to signatory card. |
| [Remove Bank Account to Signatory Card](#unique_77) [page ] 142 | Cash Management Specialist | Import Signatory Cards (F4181) | You imported the bank account to signatory card. |

Situation Handling

Situation Handling for Bank Account Activation

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction / App | Expected Results |
| [Create a Team for Situation Monitoring](#unique_78) [page ] 143 |  |  | Create a team to specify responsibilities for the review process. |
| [Create Situation Types](#unique_79) [page ] 144 | Configuration Expert - Business Process Configuration | Manage Situation Types (F2947) | Create a situation type to receive the notification. |
| [Monitor Situations](#unique_80) [page ] 146 | Configuration Expert - Business Process Configuration | Monitor Situations (F3264) | Create a team to specify responsibilities for the review process. |
| [Check Notification by Recipients](#unique_81) [page ] 147 | Configuration Expert - Business Process Configuration | Manage Situation Types (F2947) | Create a situation type to receive the notification. |

Situation Handling for Closing Bank Account

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction / App | Expected Results |
| [Create a Team for Situation Monitoring](#unique_82) [page ] 149 |  |  | Create a team to specify responsibilities for the review process. |
| [Create Situation Types](#unique_83) [page ] 149 | Configuration Expert - Business Process Configuration | Manage Situation Types (F2947) | Create a situation type to receive the notification. |
| [Monitor Situations](#unique_84) [page ] 151 | Configuration Expert - Business Process Configuration | Monitor Situations (F3264) | Create a team to specify responsibilities for the review process. |
| [Check Notification by Recipients](#unique_85) [page ] 152 | Configuration Expert - Business Process Configuration | Manage Situation Types (F2947) | Create a situation type to receive the notification. |

Manage Global Accounting Hierarchies

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction / App | Expected Results |
| [Create Bank Account Group](#unique_86) [page ] 153 | Cash Management Specialist | Manage Global Hierarchies (F2918) | You created a bank account group. |
| [Import Existing Old Bank Account Group](#unique_87) [page ] 155 | Cash Management Specialist | Manage Global Hierarchies (F2918) | You imported the information from the old bank account group. |
| [Edit Bank Account Group](#unique_88) [page ] 157 | Cash Management Specialist | Manage Global Hierarchies (F2918) | You edited the bank account group. |
| [Delete Bank Account Group](#unique_89) [page ] 158 | Cash Management Specialist | Manage Global Hierarchies (F2918) | You deleted the bank account group. |

Review Bank Account Yearly

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Initiate Review Process](#unique_90) [page ] 159 | Cash Manager | Manage Bank Accounts (F1366A) | The Review Bank Accounts screen displays. |
| [Review Bank Account](#unique_91) [page ] 161 | Cash Management Specialist | Review Bank Accounts (F1370A) | The My Worklist screen displays. |

Bank Account Report and Fact Sheet

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Foreign Bank Account Report](#unique_92) [page ] 163 | Cash Manager | Foreign Bank Account Report (F1575) |  |

# Test Procedures

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

## Bank Account Master Data Processing with Full Cash Management

### Using Direct Revision Activate

#### Create Bank Account

##### Open Bank Account

Purpose

The bank accountant (Cash Management Specialist) goes to the bank and opens a new bank account at that bank. This step does not occur in the system.

##### Manage Banks

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 purpose of this step is to create a bank key that does not exist in production system.

Caution If the bank key already exists, skip this step.

Note The bank key is created in the production system, development system, and consolidation test system.

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 Manage Banks - Basic (F1574). |  |  |
| 3 | Choose Create Bank | Choose Create Bank. | The Create Bank screen displays. |  |
| 4 | Enter Country and Bank Key | Make the following entries:  Bank Country: DE  Bank Key: 88888886(The length of Bank Key is country/region-specific)  Bank Name: Bank 3  SWIFT/BIC: DEUTDEFFXX1  Bank Category : External - Standard  Note Internal - Payment Service Provider and External - Standard can be selected in the Bank Category field. If the bank key created is used for a normal physical bank account please select External - Standard. If the bank key created is used for an internal virtual account, for example PayPal, please select Internal - Payment Service Provider.  City: for example, 60040 Frankfurt, Main | The Create Bank: Detail screen displays. |  |
| 5 | Save your entries | Choose Save. | A new bank key is created. |  |

##### Create Bank G/L Account

Purpose

In this activity, the G/L accountant creates the G/L accounts for a new bank account.

Note In cash management in this package, you can use the same G/L accounts (bank main account and bank subaccount) for different bank accounts if they use the same currency key. The balance of each bank account can be displayed in the Cash Management SAP Fiori app, instead of checking balances of the relevant G/L account. Using this approach keeps the chart of accounts smaller.

Note If you want to create a G/L account for a new bank account, execute the following steps.

* Create G/L accounts in production system, development system, and consolidation test system

Note This procedure is mentioned in the Accounting and Financial Close (J58) test script. For more information, see the Manage G/L Account Master Data step. Copy an existing G/L Account to a new one, for example, copy 11001000 to 11003000.

##### Manage House Banks

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 the house bank.

Note If you opened a new bank account in an existing house bank in your system, skip this step.

Note Perform this step in the development system, consolidation test system, and production system since house banks are master data in the SAP S/4HANA system.

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 Manage Banks (F1574). |  |  |
| 3 | Choose Bank Key | Make the following entries.   * Bank Country: DE * Bank Key: <your Bank Key number created in the step Manage Banks>   If the Bank Key field is not visible, choose Filters to unhide it.  Choose Go. | The Display Bank screen displays. |  |
| 4 | Edit Bank Key | Choose Bank Name to display the bank.  Choose Edit.  In the House Banks area, choose Add. | The Manage Banks screen displays. |  |
| 5 | Create House Bank | On the Manage Banksscreen, make the following entries:   * Company Code: 1010 * House Bank: DEBK3 * Customer Number: 10100003 * Company Number: <designated company number>, for example 1010 |  |  |
| 6 | Save New House Bank | Choose Save. | The new house bank is saved successfully. |  |

##### Create Bank Account

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 step describes how to create a new bank account by a bank accountant (Cash Management Specialist).

The bank account must be created manually in the product system. This kind of master data can not be transported from Q system to P system.

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 Manage Bank Accounts (F1366A). |  |  |
| 3 | Add Bank Account | Choose Create. | The Bank Account screen displays. |  |
| 4 | Enter Header Data | Make the following entries:  Account Number: 8765432188  Caution If you are testing or implementing more than one options within the same client environment, for example Basic Cash Management and Full Cash Management, different bank account numbers must be used for each option.  Account Description: DEBK3  Bank Country: DE  Bank Key: 88888886  Note To maintain the bank key in this step, the bank key must already exist in the system.  Account Currency: EUR |  |  |
| 5 | Enter General Data | Change the following entries:  Opening Date: for example, <current date>  Company Code: 1010  Account Holder: Company Code1010 (company code name is usually defaulted by system)  Bank Control Key: for example, P  Note Only perform this step if the country is using Bank Control Key; if you do not use Bank Control Key in your process, just skip this step.  Account Type: for example, 01  IBAN: <Generate IBAN>  Note Only perform this step if the country is using IBAN; if you do not use IBAN in your process, just skip this step. |  |  |
| 6 | Maintain Internal Contact Persons | In the Bank Relationship pane, in the Internal Contact Persons area, make the following entries:  Contact Person: ID assigned to the Cash Management Specialist role  Bank Account Supervisor: ID assigned to the Cash Manager role |  |  |
| 7 | Choose Bank Relationship Tab | In the Bank Relationship pane, in the Bank Statement Data area, make the following entries:  Processing Status: <selected>  Interval: for example, 01  Interval Unit: for example, Months  Factory Calendar ID: for example, 01  The Processing Status field indicates whether to monitor this bank account at the end of the day in the Bank Statement Monitor. You can specify the import frequency with the Interval and Interval Unit fields. The Factory Calendar ID field distinguishes between working days and non-working days. |  |  |
| 8 | Choose House Bank Account Connectivity | Choose House Bank Account Connectivity. |  |  |
| 9 | Enter House Bank Account Connectivity | Choose Create. Make the following entries:  ID Category: for example, Central System: House Bank Account  Remote System: <Leave blank>  Company Code: 1010  House Bank: DEBK3  House Bank Acct ID: DEAC3  Use Bank Reconciliation Account: <Leave the check box blank>  G/L Account: 11003000  If you select the check box of Use Bank Reconciliation Account, you need to input a reconciliation G/L account through the search help. The purpose of this function is to reduce the G/L account usage.  Control Key: P  Use in Cash Pooling: Select  Note The Use in Cash Pooling field determines if the house bank account is used for cash pooling. If the checkbox is selected, this house bank account can be used for cash pooling. If there are multiple house bank accounts for one bank account, only one house bank account can be used for cash pooling. |  |  |
| 10 | Save and Activate Bank Account | Ensure all necessary data have been entered and choose Save as Inactive.  Choose Activate. | A new bank account is created. |  |
| 11 | Review History and Revision | Select the new bank account. On the Bank Account screen, the new bank account is active in the display mode. No revision button exists.  Choose Account Histories. A history dialog box displays with the history list of the current bank account: Revision 1, activated. |  |  |

##### Export Bank Account

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 bank account modification in the production system is completed in the previous step. Because some system configuration is based on house bank and house bank account, after a bank account’s attribute is changed, you may need to update the configuration in the development system. If so, export the bank accounts from the production system, and then import them into the development and consolidation test systems.

Prerequisites

Use Microsoft Office 2010 or higher that includes Microsoft Excel.

You must enable the Developer tab in Microsoft Excel.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Cash Management Specialist. |  |  |
| 2 | Access the SAP Fiori app | Open Manage Bank Accounts (F1366A). |  |  |
| 3 | Upload/download Account | Choose Import and Export Bank Accounts. | The Import and Export Bank Accounts screen displays. |  |
| 4 | Export Bank Master Data XML file | In the Bank Accounts Export section, choose Export Bank Accounts to an XML File.  In the File Download dialog box, choose Save As.  In the Save As dialog box, identify a location to save the XML file.  Choose Save.  Download processing steps varies on different browser, above steps apply to IE. If you are using Chrome, the file will be directly saved in C:\Users\[your user ID]\Downloads | The file is saved at the location you indicated. |  |
| 5 | Download XML Spreadsheet template | In the Bank Accounts Export section, choose Download XML Spreadsheet Template.  In the Save As dialog box, identify a location to save the XML spreadsheet template.  Choose Save.  Download processing steps varies on different browser, above steps apply to IE. If you are using Chrome, the file will be directly saved in C:\Users\[your user ID]\Downloads | The XML\_Spreadsheet\_Template.xml file is saved at the location you indicated. |  |
| 6 | Open XML Spreadsheet Template and Import Bank Account Master Data | Using Microsoft Excel to open XML\_Spreadsheet\_Template.xml.  In the Microsoft Excel Developer tab, choose Import.  Choose the Bank\_Accounts.xml file in the Import XML dialog box.  Choose Import. | Bank accounts master data have been imported into the XML spreadsheet template.  If the system displays the message XML import error-Failed schema validation displays, but data have been imported from Bank\_Accounts.xml, ignore this message and choose OK. |  |
| 7 | Export Data to a New XML File | In the Developer tab in Microsoft Excel, choose Export.  Enter the file name Bank\_Accounts\_Export.xml and then choose Export. | Bank accounts master data is saved in Bank\_Accounts\_Export.xml. |  |

##### Import Bank Accounts

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

Import the exported bank accounts into the development system and consolidation test system.

Note You may only have one client for testing. You can test the function Export and Import the bank accounts in the same client.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Cash Management Specialist. |  |  |
| 2 | Access the SAP Fiori app | Open Manage Bank Accounts (F1366A). |  |  |
| 3 | Import and Export Accounts | Choose Import and Export Bank Accounts. | The Import and Export Bank Accounts screen displays. |  |
| 4 | Identify the Import Path | Choose Select File.  In the Open dialog box, identify the XML (Bank\_Accounts\_Export.xml) to be uploaded.  Choose Open. |  |  |
| 5 | Import with Test Run | Choose Import with Test Run and check the validation results.  If the message Bank Account "1XXXXXXXXX" is already in approval process displays, we recommend that you import bank accounts next time, since some bank accounts are still in process workflow.  When the message displays, only execute a test run, or complete the workflow before the production run.  When the status of all validation results is OK, you can import bank accounts into production system. |  |  |
| 6 | Import XML file with Production Run | Choose Select File again.  In the Open dialog box, identify the XML (Bank\_Accounts.xml) to be uploaded.  Choose Open.  Choose Import and check the validation results. | Bank accounts are successfully imported into development system. |  |
| 7 | Import to Test System | Repeat the preceding steps to import bank accounts into consolidation test system. |  |  |

#### Change Bank Account

##### Notify Bank to Change

Purpose

The bank accountant (Cash Management Specialist) goes to the bank and asks the bank employee to change the attributes of this bank account. This step does not occur in the system.

Note Bank account master data modification does not always result in a notification to the bank (for example, the modification of payment signatories).

##### Change Bank Account

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 change a bank account.

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 Manage Bank Accounts (F1366A). |  |  |
| 3 | Choose the Bank Account to Change | Choose the bank account to be changed from the account list view.  For example, account 8765432188 in DEBK3.  Caution If you are testing or implementing more than one option within the same client environment, for example, Basic Cash Management and Full Cash Management, different bank account numbers must be used for each option.  Enter the filter and choose Go. | A new window displays. |  |
| 4 | Start to Edit | Choose Edit. Modify fields to your requirements. |  |  |
| 5 | Save | Choose Save. | The bank account is changed (updated). |  |

Define Basic Settings must be reviewed following any system upgrade or improvement before continuing any business operation in the system. When differences are found from previous activations, you must correct the setting through the following IMG path: IMG > Financial Supply Chain Management > Cash and Liquidity Management > General Settings > Define Basic Settings via the user who has sufficient authorization to do the customizing.

##### Update Bank G/L Account

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 update the G/L account of the bank (for example, if the currency key of the bank account is changed). However, not all bank account modifications result in a G/L account modification.

Note Update the G/L accounts in the production, development, and consolidation test systems.

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 Code | Enter Transaction Code FS00 in Command Bar. |  |  |
| 3 | Choose the G/L Account | Make the following entries and choose Change:  G/L Account: For example, 11003000  Company Code: For example, 1010 |  |  |
| 4 | Maintain the attributes of the G/L account at Company Code Level | Update the attributes of the account.  For example, change Account Currency to a different currency from the one you used when creating a bank account in the previous step Create Bank Account Change Request, and deselect the checkbox of Balances in Local Currency Only. |  |  |
| 5 | Save the G/L Account | Choose Save. | The G/L account is updated successfully. |  |
| 6 | Update Bank Subaccount | Repeat the preceding steps to change bank subaccounts.  For example, from 11003010 to 11003099. | Relevant bank subaccounts are updated. |  |

Note Changing the currency is not possible when there is an existing balance for the G/L account.

You can access and use Manage G/L Account Master Data (F0731A) as a General Ledger Accountant to display master data. However, changes can only be made and saved via SSCUI (log on as Configuration Expert - Business Process Configuration and use the Manage G/L Account Master Data (F0731A) app).

If the SSCUI in the Manage G/L Account Master Data (F0731A) app is only accessible in Display mode, you can still use the Manage G/L Account Master Data (F0731A) app with the General Ledger Accountant role to maintain master data.

#### Close Bank Account and Cancel Closing

##### Notify Bank to Close Account

Purpose

The bank accountant (Cash Management Specialist) goes to the bank and asks the bank employee to close the bank account. This step does not occur in the system.

##### Close Bank Account and Cancel Closing

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 step describes how to close an obsolete bank account by bank accountant (Cash Management Specialist) and the process of cancel the closing if you want to activate it.

Prerequisite

There are five indicators to display the status of a bank account.

|  |  |
| --- | --- |
| Status | Comment |
| Active | This status indicates bank account is successfully created in sap system and can be normally used. |
| Inactive | This status displayed in full cash management, it indicates bank account is initially created without being approved. |
| Closing Request Sent to Bank | This status indicates you have planned and informed the bank to close the bank account in a future date. After initial closing button is triggered and approved, the bank account status will be display as Closing Request Sent to Bank. The function of bank account in status Closing Request Sent to Bank is the same with bank account status active, for example, you can still normally use it as review bank account, make bank transfer, run payment, posting etc. |
| Closed at Bank | This status indicates the bank account has been closed by the bank. You can’t make bank transfer, run payment, review bank account, maintain payment approver, import signatory cards, monitor intraday/end of day bank statement and being displayed in bank relationship overview in this status. But posting is still allowed in Closed at Bank. |
| Closed | This status indicates the bank account is completely closed in sap system, posting is also banned when comparing with status Closed at Bank. |

Caution Do not close sample bank accounts that are connected to house bank DEBK1/DEAC1 and DEBK2/DEAC2 in the Connectivity Path tab for the bank master data (bank account 1133698 of bank key 50070010, and bank account 2580061 of bank key 82080000). The sample bank accounts are used when testing other scope items, for example, Accounts Payable (J60) and Advanced Cash Operations (J78).

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 Manage Bank Accounts (F1366A). |  |  |
| 3 | Choose the Bank Account to Close | Choose the triangle button of the bank account to be closed  For example, account 8765432188 in DEBK3.  If you are testing or implementing more than one option within the same client environment, for example, Basic Cash Management and Full Cash Management, you must use different bank account numbers for each of the four options. |  |  |
| 4 | Bank Account Initial Closing | Choose Send Closing Request to Bank. | The Initiate Closing dialog box is displayed. |  |
| 5 | Start to Initial Closing | Make the following entries in the dialog box and choose Send Closing Request to Bank:  Planned Closing Date: for example, <current date>+2days  Choose OK in the success dialog box. | The bank account’s status is changed to Closing Request Sent to Bank.  If the email address is properly maintained, an e-mail is sent out to the relevant person in charge automatically.  For more information on maintaining the e-mail address, see the Advanced Bank Account Management (J77) test script, Prerequisites > Preliminary Steps > Define Output Parameter Determination .  The e-mail address maintained here takes precedence as the sender if it is valid. If it is not valid, the sender's e-mail address defaults to the company code's email address.  In the Manage Bank Accounts (F1366A) app, find the 8765432188 bank account . Choose the account to access its master data page. A log entry is created in Bank Correspondence tab.  The receiver is the Bank Contact Person. If Bank Contact Person is not maintained, the receiver is Bank Relationship Manager. If Bank Relationship Manager is not maintained, the receiver is the e-mail address maintained in the Bank. |  |
| 6 | Confirm Closing at Bank | Choose Confirm Closing at Bank. | The Confirm Closing at Bank dialog box is displayed. |  |
| 7 | Start to Confirm Closing at Bank | Make the following entries in the dialog box and choose Confirm Closing at Bank:  Closing Date: for example, <current date> | The bank account’s status is changed to Closed at Bank. | You can choose confirm closing at bank without bank account initial closing. If you bypassing the initial closing procedure and choose confirm closing at bank, the bank account status will be changed to Closed at Bank directly. Output correspondence will be triggered, an e-mail is sent out to the relevant person in charge automatically, If the email address is properly maintained. |
| 6 | Complete Closing | Choose Complete Closing. | The Complete Closing dialog box is displayed. |  |
| 7 | Start to Confirm Closing at Bank | Choose Close in the Complete Closing dialog box. | The bank account’s status is changed to Closed. |  |
| 8 | Initiate Reopening | Choose Initiate Reopening | The bank account’s status is changed to Closed at Bank. |  |
| 9 | Reopen at Bank | Choose Reopen at Bank | The bank account’s status is changed to Closing Request Sent to Bank. |  |
| 10 | Revert to Active | Choose Revert to Active | The bank account’s status is changed to Active. | You can choose Revert to Active directly in bank account status Close at Bank, after which bank account status will be changed to Active. |

#### Maintain Payment Approver for Multiple Bank Accounts (Direct Revision Activate)

Prerequisites

Approval patterns and and payment approve group have to be defined and assigned to company code before you start following procedures. Make sure you have finished the prerequisite step of Payment Approval Customizing before you start to maintain payment approver. SAP has predelivered the sequential pattern P001 with payment approver group G001 and G002, and the nonsequential pattern s001 with payment approver group SG01 and SG02 as Demo data in Start system.

Use

This step describes how to maintain the Payment Approver for multiple bank accounts with Full Cash Management and Direct Revision Activate.

SAP supports sequential and nonsequential signatories for payment approval.

* Sequential Payment Approver: The payment approval should obey the approver sequence. For example, if the Accounts Payable Manager is set as the first approver, the Cash Manager is set as the second approver. The Cash Manager cannot approve the payment before the Accounts Payable Manager in sequential Payment Approver case.
* Nonsequential Payment Approver: No sequence exists for the approvers. The Payment Approver Group field decides the Payment Approver case you can choose.

Caution The following procedure assumes that you are only maintaining the Payment Approver for multiple accounts with full cash procedures management using the Direct Revision Activate procedure. If you are implementing and testing additional full cash management options, especially in a single environment, you cannot use the same master data values for more than one procedure type. You must create additional master data values (for example G/L accounts) and use these different values in each procedure type.

##### Add Payment Approver for Multiple Bank Accounts

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

The bank accountant (Cash Management Specialist) triggers the maintenance of the Payment Approver in multiple bank accounts collectively, instead of individually.

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 | Open SAP Fiori App | Open Maintain Payment Approver - For Multiple Bank Accounts (WDA\_FCLM\_BAM\_ADAPT\_SIGN). |  |  |
| 3 | Select Company Code | Make the following entries and choose Go:  Company Code: For example, 1010 | Multiple bank accounts of the company code display in the Results List. |  |
| 4 | Select Bank Accounts | Select the row for your bank accounts and choose Add Payment Approver:  For example, bank account 1133698 of bank key 50070010  and bank account 2580061 of bank key 82080000. | The Add Payment Approver screen displays. |  |
| 5 | Add Payment Approver to Payment Approver Group G001 | Make the following entries and choose OK:  New Payment Approver: For example, <the user ID (CB\*) assigned to the Accounts Payable Manager role>  Valid From: For example, <current date>.  Valid To: For example, 12/31/9999  Payment Approver Group: G001  Note Payment Approver Group G001 is used for sequential Payment Approver. To use nonsequential Payment Approver, use SG01.  Max. Amount for Payment: For example, 100,000.00  Max. Amount for Batch: For example, 1,000,000.00  The check box of Unlimited Approval is used for grant the authorization of approving unlimited amount. When you select this check box, the value of Maximum Amount for Payment and Maximum Amount for Batch will be invalid, the Payment Approver can approve an unlimited amount.  Currency: EUR | The bank account is changed (updated). |  |
| 6 | Add Payment Approver to Payment Approver Group G002 | Make the following entries and choose OK:  New Approver: For example, the user ID (CB\*) of business user Cash Manager has business role Cash Manager assigned  Valid From: For example, <current date>  Valid To: For example, 12/31/9999  Payment Approver Group: For example, G002  Note Payment Approver Group G002 is used for sequential Payment Approver. To use nonsequential Payment Approver, use SG02.  Max. Amount for Payment: For example, 100,000.00  Max. Amount for Batch: For example, 1,000,000.00  Currency: EUR  Title: For example, Add Payment Approver  Note: <Enter a note> | The bank account is changed (updated).  Note When using workflow mode and restricting the approver to a specific company code and account type (company code 1010 and account type 01) in the step [Manage Workflows](#unique_10) [page ] 12, refer to step [Define Basic Settings](#unique_8) [page ] 9 and check if the request grouping has been set as Goup by Company Code and Account Type. |  |

##### Change Payment Approver for Multiple Bank Accounts

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this step, you can make mass maintenance of Payment Approver for multiple bank accounts. An individual approve and confirm process is required for change Payment Approver requests to one Payment Approver group.

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 | Open SAP Fiori App | Open Maintain Payment Approver - For Multiple Bank Accounts (WDA\_FCLM\_BAM\_ADAPT\_SIGN). |  |  |
| 3 | Select Company Code | Make the following entries and choose Go:  Company Code: For example, 1010  Note You may need to add the field to the visible filters. | Multiple bank accounts of the company code are displayed in the Results List. |  |
| 4 | Select Bank Accounts | Select the row for your bank accounts and choose Change Payment Approver:  For example, bank account 1133698 of bank key 50070010 and bank account 2580061 of bank key 82080000. | The Change Payment Approver screen is displayed. |  |
| 5 | Change Approver | Make the following entries and choose OK:  New Payment Approver: For example, the user ID (CB\*) assigned to the Cash Manager Specialist role  Valid From: For example, current date  Valid To: For example, 31.12.9999(New Payment Approver Section)  Note Keep the Valid To date in Old Payment Approver section as current date. | The Payment Approver is changed for the bank account in the Manage Bank Account app. An entry is created in Bank Correspondence tab. An e-mail is sent out to the person in charge.  The sender is the e-mail address maintained in Output Parameter Determination if the e-mail address is valid. For more information, see Preliminary Steps > Define Output Parameter Determination .  The receiver is the Bank Contact Person. If Bank Contact Person is not maintained, the receiver is Bank Relationship Manager. If Bank Relationship Manager is not maintained, the receiver is the e-mail address maintained in the bank that the bank account belongs to.  If the email address is invalid in Output Parameter Determination. Sender's e-mail address is defaulted as the company code’s email address.  As long as the Payment Approver user, Valid From date or Valid To date fields are changed, an entry is created on the Bank Correspondence tab of the bank account and an e-mail is out. |  |

#### Binding Cash Pool with Bank Account using Direct Revision Activate

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

Cash pools are used to concentrate or distribute cash in an organization. When you create a cash pool, you must bind accounts to the specific cash pool. Normally, to use cash pool functions, you would bind a head account and several subaccounts in one cash pool.

Prerequisite

Cash Pool should be created and the check box of Use in Cash Pool should be selected as the prerequisite to bind a cash pool to a specific bank account. In bank account master if cash pooling entries and one or more house bank account connectivity have been maintained, a house bank account connectivity shall be flagged as 'Use in Cash Pooling', Otherwise, the system check fails, and an error message will be prompted while saving the bank account. With the flag, it indicates which house bank and house bank account pair is being used by the system in cash pooling for the bank account. To create cash pools, you can refer to Intercompany Process for Cash Concentration (2U8) test script. To select the check box of Use in Cash Pool, you can refer to the Create Bank Account step of Advanced Bank Account Management (J77) 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 a Cash Management Specialist. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Bank Accounts (F1366A). | The Manage Bank Accounts (F1366A) view displays. |  |
| 3 | Binding Cash Pools as Leading Account | Make the following entries and choose Go:  Account Number: An active account. For example, 1133698 | Note If the basic setting is Direct Revision Activate, the bank account is activated. |  |
| 4 | Bank Account View | In the data table, choose the arrow icon at the right of the row for the account. | The Bank Account view displays. |  |
| 5 | Edit | Choose Edit. |  |  |
| 6 | Binding Cash Pool as Leading Account | Make the following entries:  Cash Pool (Header Account): CP001  Payment Method: T  Choose House Bank Account Connectivity tab.  Choose the triangle button of one house bank account connectivity.  Select the check box of Use in Cash Pooling.  Choose Apply.  Choose Save.  One cash pool has no more than one leading account but more than one subaccount. |  |  |
| 7 | Binding Cash Pools as Subaccount | Repeat steps 3 to 6 for the following data:  Account Number: 2580061  Cash Pool (Subaccount): CP00A  Payment Method: T  Target Balance: 100000  Minimum Transfer Amount: 60000  Choose House Bank Account Connectivity tab.  Choose the triangle button of one house bank account connectivity.  Select the check box of Use in Cash Pooling.  Choose Apply.  Choose Save. |  |  |

### Using Dual Control Revision Activate

#### Create Bank Account

##### Open Bank Account

Purpose

The bank accountant (Cash Management Specialist) goes to the bank and opens a new bank account in this bank. This step does not occur in the system.

##### Manage Banks

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 a bank key that does not exist in the production system.

Note If the bank key exists, skip this step.

Note The bank key is created in the production, development, and consolidation test systems.

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 Manage Banks - Basic (F1574). | The Manage Banks screen displays. |  |
| 3 | Choose Create Bank | Choose Create Bank. | The Create Bank screen displays. |  |
| 4 | Enter Country and Bank Key | Make the following entries and choose Save:  Bank Country: DE  Bank Key: 88888886  Bank name: Bank 3  SWIFT/BIC: DEUTDEFFXX1  Bank Category :  Note In the Bank Category field, you can select either Internal - Payment Service ProviderExternal - Standard (if used for an internal virtual account (such as PayPal)) or External - Standard (if used for a physical bank).  City: for example, 60040 Frankfurt, Main | A new bank key is created. |  |

##### Create Bank G/L Account

Purpose

The G/L accountant may create the G/L accounts for a new bank account.

Note In cash management in this package, you can use the same G/L accounts (bank main account and bank subaccount) for different bank accounts if they use the same currency key. The balance of each bank account can be displayed in the Cash management app, instead of checking balances of the relevant G/L account. Using this approach keeps the chart of accounts smaller.

Note If you want to create a G/L account for a new bank account, execute the following steps. Create G/L accounts in production system, development system, and consolidation test system.

Note This procedure is mentioned in the Accounting and Financial Close (J58) test script. Refer to the step Manage G/L Account Master Data and copy an existing G/L Account to a new one, for example, copy 11001000 to 11003000.

##### Manage House Banks

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 a house bank.

Note If you opened a new bank account in an existing house bank in your system, skip this step.

Remember [Define Basic Settings](#unique_8) [page ] 9 must be reviewed following any system upgrade or improvement before continuing any business operation in the system. When differences are found from previous activations, you must correct the setting through the following IMG path: IMG > Financial Supply Chain Management > Cash and Liquidity Management > General Settings > Define Basic Settings via the user who has sufficient authorization to do the customizing.

Note Perform this step in the development system, consolidation test system, and production system since house banks are master data in the S/4HANA system.

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 Manage Banks (F1574). |  |  |
| 3 | Choose Bank Key | Make the following entries and choose Go:   * Bank Country: DE * Bank Key: <your Bank Key number created in the step Manage Banks>   Note If the Bank Key field is not visible, choose Adapt Filters to unhide it. | The Display Bank screen displays. |  |
| 4 | Edit Bank Key | Choose the Bank Name link and choose Edit.  In the House Banks area, choose Add. | The Manage Banks screen displays. |  |
| 5 | Create House Bank | Make the following entries and choose Save:   * Company Code: 1010 * House Bank: DEBK3 * Customer Number: 10100003 * Company Number: <designated company number>, for example, 1010 | The new house bank is saved. |  |

##### Create Bank Account

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 step, you create a bank account.

Note The bank account must be created manually in the production system, because this kind of master data cannot be transported from the Q system to the P system.

Remember The [Define Basic Settings](#unique_8) [page ] 9 topic in the Prerequisites section must be reviewed following any system upgrade or improvement before continuing any business operations in the system. When differences are found from previous activations, you must correct the setting through the following IMG path: IMG > Financial Supply Chain Management > Cash and Liquidity Management > General Settings > Define Basic Settings via the user who has sufficient authorization to do the customizing.

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 Manage Bank Accounts (F1366A). |  |  |
| 3 | Add | To add a bank account, choose Create. | The Bank Account screen displays. |  |
| 4 | Enter Header Data | Make the following entries:  Account Number: 8765432188  Caution If you are testing or implementing more than one option within the same client environment, for example Basic Cash Management and Full Cash Management, different bank account numbers must be used for each of the four options.  Account Description: DEBK3  Bank Country: DE  Bank Key: 88888886  Note To maintain the bank key in this step, the bank key must already exist in the system.  Account Currency:EUR |  |  |
| 5 | Enter General Data | Change the following entries:  Opening Date: for example, <current date>  Company Code: 1010  Account Holder: Company Code1010 (company code name is usually defaulted by system)  Bank Control Key: for example, P  Note Only perform this step if the country is using Bank Control Key; if you do not use Bank Control Key in your process, just skip this step.  Account Type: for example, 01 Current Account  IBAN: <Generate IBAN>  Note Only perform this step if the country is using IBAN; if you do not use IBAN in your process, just skip this step. |  |  |
| 6 | Maintain Internal Contact Persons (Contact Person) | In the Internal Contact Persons area (in the Bank Relationship section), enter a system user ID, for example, the ID assigned with the business role of Cash Management Specialist.  Enter the ID in the Contact Person field. |  |  |
| 7 | Maintain Internal Contact Persons (Bank Account Supervisor) | In the Internal Contact Persons area, enter a system user ID, for example, the ID assigned with the business role of Cash Manager  Enter the user ID in the Bank Account Supervisor field. |  |  |
| 8 | Choose Bank Relationship Tab | In the Bank Statement Data area, make the following entries:  Processing status: Selected  Interval: for example, 01  Interval Unit: for example, Months  Factory Calendar ID: for example, 01  Processing status: Indicates whether to monitor this bank account at the end of the day in Bank Statement Monitor.  Interval: Specifies how often the bank statements for a bank account are imported to your system.  Interval Unit: Specifies the unit of measurement for an interval.  Factory Calendar ID: Distinguishes between working days and non-working days. |  |  |
| 9 | Choose House Bank Account Connectivity | Choose the House Bank Account Connectivity tab. | The House Bank Account Connectivity tab displays. |  |
| 10 | Enter House Bank Account Connectivity | Choose Create.  Make the following entries:  ID Category: for example, Central System: House Bank Account  Remote System: Leave blank  Company Code: 1010  House Bank: DEBK3  House Bank Acct ID: DEAC3  G/L Account: 11003000  Control Key: P  Use in Cash Pooling: Deselected  Note The Use in Cash Pooling field determines if the house bank account is used for cash pooling. If the checkbox is selected, this house bank account can be used for cash pooling. If there are multiple house bank accounts for one bank account, only one house bank account can be used for cash pooling. |  |  |
| 11 | Save as inactive and submit for Activation | Ensure all necessary data have been entered and choose Save as Inactive.  Choose Submit for Activation. | A new bank account is created in an inactive revision. |  |
| 12 | Review History and Revision | Select the new bank account in the Bank Account view. The new bank account is To Be Active in the display mode.  Choose Account Revisions and the Revision Number and Revision Status displays for the current bank account.  Proceed to the next step to activate the account. |  |  |

##### Export Bank Account

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 bank account modification in the production system is completed in the previous step. Because some system configuration is based on house bank and house bank account, after a bank account’s attribute is changed, you may need to update the configuration in the development system. If so, export the bank accounts from the production system, and then import them into the development and consolidation test systems.

Prerequisites

Use Microsoft Office 2010 or higher that includes Microsoft Excel.

You must enable the Developer tab in Microsoft Excel.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Cash Management Specialist. |  |  |
| 2 | Access the SAP Fiori app | Open Manage Bank Accounts (F1366A). |  |  |
| 3 | Upload/download Account | Choose Import and Export Bank Accounts. | The Import and Export Bank Accounts screen displays. |  |
| 4 | Export Bank Master Data XML file | In the Bank Accounts Export section, choose Export Bank Accounts to an XML File.  In the File Download dialog box, choose Save As.  In the Save As dialog box, identify a location to save the XML file.  Choose Save.  Download processing steps varies on different browser, above steps apply to IE. If you are using Chrome, the file will be directly saved in C:\Users\[your user ID]\Downloads | The file is saved at the location you indicated. |  |
| 5 | Download XML Spreadsheet template | In the Bank Accounts Export section, choose Download XML Spreadsheet Template.  In the Save As dialog box, identify a location to save the XML spreadsheet template.  Choose Save.  Download processing steps varies on different browser, above steps apply to IE. If you are using Chrome, the file will be directly saved in C:\Users\[your user ID]\Downloads | The XML\_Spreadsheet\_Template.xml file is saved at the location you indicated. |  |
| 6 | Open XML Spreadsheet Template and Import Bank Account Master Data | Using Microsoft Excel to open XML\_Spreadsheet\_Template.xml.  In the Microsoft Excel Developer tab, choose Import.  Choose the Bank\_Accounts.xml file in the Import XML dialog box.  Choose Import. | Bank accounts master data have been imported into the XML spreadsheet template.  If the system displays the message XML import error-Failed schema validation displays, but data have been imported from Bank\_Accounts.xml, ignore this message and choose OK. |  |
| 7 | Export Data to a New XML File | In the Developer tab in Microsoft Excel, choose Export.  Enter the file name Bank\_Accounts\_Export.xml and then choose Export. | Bank accounts master data is saved in Bank\_Accounts\_Export.xml. |  |

##### Import Bank Accounts

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

Import the exported bank accounts into the development system and consolidation test system.

Note You may only have one client for testing. You can test the function Export and Import the bank accounts in the same client.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Cash Management Specialist. |  |  |
| 2 | Access the SAP Fiori app | Open Manage Bank Accounts (F1366A). |  |  |
| 3 | Import and Export Accounts | Choose Import and Export Bank Accounts. | The Import and Export Bank Accounts screen displays. |  |
| 4 | Identify the Import Path | Choose Select File.  In the Open dialog box, identify the XML (Bank\_Accounts\_Export.xml) to be uploaded.  Choose Open. |  |  |
| 5 | Import with Test Run | Choose Import with Test Run and check the validation results.  If the message Bank Account "1XXXXXXXXX" is already in approval process displays, we recommend that you import bank accounts next time, since some bank accounts are still in process workflow.  When the message displays, only execute a test run, or complete the workflow before the production run.  When the status of all validation results is OK, you can import bank accounts into production system. |  |  |
| 6 | Import XML file with Production Run | Choose Select File again.  In the Open dialog box, identify the XML (Bank\_Accounts.xml) to be uploaded.  Choose Open.  Choose Import and check the validation results. | Bank accounts are successfully imported into development system. |  |
| 7 | Import to Test System | Repeat the preceding steps to import bank accounts into consolidation test system. |  |  |

##### Activate Bank Account 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

A second operator can approve the new bank account.

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. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Manage Bank Accounts (F1366A). |  |  |
| 3 | Select a Bank Account Number | Make the following entries and choose Go:  Account Number: <bank account number from prior procedure> | The bank account is listed. |  |
| 4 | Choose the Bank Account | Select the bank account. | The Bank Account view displays. |  |
| 5 | Activate | Choose Activate Revision. | The Revision List displays. |  |
| 6 | Select Revision 1 and Activate | Select Revision 1.  Choose Details to display bank account master data in revision 1.  Choose Activate. | The Revision Status value changes to Activated. |  |

#### Change Bank Account

##### Notify Bank to Change

Purpose

The bank accountant (Cash Management Specialist) goes to the bank and asks the bank employee to change the attributes of this bank account. This step does not occur in the system.

Note Bank account master data modification does not always result in a notification to the bank (for example, the modification of payment signatories).

##### Change Bank Account

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 step describes how to change a bank account by bank accountant (Cash Management Specialist).

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 Manage Bank Accounts (F1366A). |  |  |
| 3 | Choose the Bank Account to Change | Choose the bank account to be changed from the account list view.  For example, account 8765432188 in DEBK3.  Caution If you are testing or implementing more than one option within the same client environment, for example Basic Cash Management and Full Cash Management, different bank account numbers must be used for each of the four options.  Enter the filter and choose Go. | A new window displays. |  |
| 4 | Start to Edit | Choose Edit. Modify fields to your requirements. |  |  |
| 5 | Save Your Changes | Choose Save to save the changes. | The bank account is changed (Inactive). |  |

Remember [Define Basic Settings](#unique_8) [page ] 9 must be reviewed following any system upgrade or improvement before continuing any business operation in the system. When differences are found from previous activations, you must correct the setting through the following IMG path: IMG > Financial Supply Chain Management > Cash and Liquidity Management > General Settings > Define Basic Settings via the user who has sufficient authorization to do the customizing.

##### Activate Bank Account Change 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

A second operator can approve the newly changed bank account.

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. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Manage Bank Accounts (F1366A). |  |  |
| 3 | Select a Bank Account Number | Make the following entries and choose Go:  Account Number: <bank account number created in prior step> | The bank account is listed. |  |
| 4 | Choose the Bank Account | Select the bank account. | The Bank Account screen displays. |  |
| 5 | Activate | Choose Activate Revision. | The Revision List displays. |  |
| 6 | Select Revision 1 and Activate | Select Revision 1.  Choose Details to display bank account master data in revision 1.  Choose Activate. | Revision Status changes to activated. |  |

##### Update Bank G/L Account

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 key user updates the G/L account of the bank only when required. For example, if the currency key of the bank account is changed, the user updates the currency of G/L account. However, not all bank account modifications result in a G/L account modification.

Note Update the G/L accounts in the production, development, and consolidation test systems.

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 Code | Enter Transaction Code FS00 in Command Bar. |  |  |
| 3 | Choose the G/L Account | Make the following entries and choose Change:  G/L Account: For example, 11003000  Company Code: For example, 1010 |  |  |
| 4 | Maintain the attributes of the G/L account at Company Code Level | Update the attributes of the account.  For example, change Account Currency to a different currency from the one you used when creating a bank account in the previous step Create Bank Account Change Request, and deselect the checkbox of Balances in Local Currency Only. |  |  |
| 5 | Save the G/L Account | Choose Save. | The G/L account is updated successfully. |  |
| 6 | Update Bank Subaccount | Repeat the preceding steps to change bank subaccounts.  For example, from 11003010 to 11003099. | Relevant bank subaccounts are updated. |  |

Note Changing the currency is not possible when there is an existing balance for the G/L account.

#### Close Bank Account and Cancel Closing

##### Notify Bank to Close Account

Purpose

The bank accountant (Cash Management Specialist) goes to the bank and asks the bank employee to close the bank account. This step does not occur in the system.

##### Close Bank Account and Cancel Closing

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 step describes how to close an obsolete bank account by bank accountant (Cash Management Specialist) and the process of cancel the closing if you want to reactivate it.

Prerequisite

There are five indicators to display the status of a bank account.

|  |  |
| --- | --- |
| Status | Comment |
| Active | This status indicates bank account is successfully created in sap system and can be normally used. |
| Inactive | This status displayed in full cash management, it indicates bank account is initially created without being approved. |
| Closing Request Sent to Bank | This status indicates you have planned and informed the bank to close the bank account in a future date. After initial closing button is triggered and approved, the bank account status will be display as To be Closed. The function of bank account in status To be Closed is the same with bank account status active, for example, you can still normally use it as review bank account, make bank transfer, run payment, posting etc. |
| Closed at Bank | This status indicates the bank account has been closed by the bank. You can’t make bank transfer, run payment, review bank account, maintain payment approver, import signatory cards, monitor intraday/end of day bank statement and being displayed in bank relationship overview in this status. But posting is still allowed in Closed at Bank. |
| Closed | This status indicates the bank account is completely closed in sap system, posting is also banned when comparing with status Closed at Bank. |

Caution Do not close sample bank accounts that are connected to house bank DEBK1/DEAC1 and DEBK2/DEAC2 in the Connectivity Path tab for the bank master data (bank account 1133698 of bank key 50070010, and bank account 2580061 of bank key 82080000). The sample bank accounts are used when testing other scope items, for example, Accounts Payable (J60) and Advanced Cash Operations (J78).

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 Manage Bank Accounts (F1366A). |  |  |
| 3 | Choose the Bank Account to Close | Choose the triangle button of the bank account to be closed  For example, account 8765432188 in DEBK3.  If you are testing or implementing more than one option within the same client environment, for example, Basic Cash Management and Full Cash Management, you must use different bank account numbers for each of the four options. |  |  |
| 4 | Bank Account Initial Closing | Choose Send Closing Request to Bank. | The Initiate Closing dialog box is displayed. |  |
| 5 | Start to Initial Closing | Make the following entries in the dialog box and choose Send Closing Request to Bank:  Planned Closing Date: for example, <current date>+2days  Choose OK in the Information dialog box.  Refer to Activate Bank Account Closing Request step to activate the change request. | Bank account change request is created, and you have to refer to Activate Bank Account Closing Request step to activate the change request. After which the bank account’s status is changed to To Be Closed.  If the email address is properly maintained, an e-mail is sent out to the relevant person in charge automatically.  For more information on maintaining the e-mail address, see the Advanced Bank Account Management (J77) test script, Prerequisites > Preliminary Steps > Define Output Parameter Determination .  The e-mail address maintained here takes precedence as the sender if it is valid. If it is not valid, the sender's e-mail address defaults to the company code's email address.  In the Manage Bank Accounts (F1366A) app, find the 8765432188 bank account . Choose the account to access its master data page. A log entry is created in Bank Correspondence tab.  The receiver is the Bank Contact Person. If Bank Contact Person is not maintained, the receiver is Bank Relationship Manager. If Bank Relationship Manager is not maintained, the receiver is the e-mail address maintained in the Bank. |  |
| 6 | Confirm Closing at Bank | Choose Confirm Closing at Bank. | The Confirm Closing at Bank dialog box is displayed. |  |
| 7 | Start to Confirm Closing at Bank | Make the following entries in the dialog box and choose Confirm Closing at Bank:  Closing Date: for example, <current date>  Refer to Activate Bank Account Closing Request step to activate the change request. | Bank account change request is created, and you have to refer to Activate Bank Account Closing Request step to activate the change request. After which the bank account’s status changed to Closed at Bank. | You can choose confirm closing at bank without bank account initial closing. If you bypassing the initial closing procedure and choose confirm closing at bank, the bank account status will be changed to Closed at Bank directly. Output correspondence will be triggered, an e-mail is sent out to the relevant person in charge automatically, If the email address is properly maintained. |
| 6 | Complete Closing | Choose Complete Closing. | The Complete Closing dialog box is displayed. |  |
| 7 | Start to Confirm Closing at Bank | Choose Close in the Complete Closing dialog box.  Refer to Activate Bank Account Closing Request step to activate the change request. | Bank account change request is created, and you have to refer to Activate Bank Account Closing Request step to activate the change request. After which the bank account’s status changed to Closed in System. |  |
| 8 | Initiate Reopening | Choose Initiate Reopening  Refer to Activate Bank Account Closing Request step to activate the change request. | Bank account change request is created, and you have to refer to Activate Bank Account Closing Request step to activate the change request. After which the bank account’s status changed to Closed at Bank. |  |
| 9 | Reopen at Bank | Choose Reopen at Bank  Refer to Activate Bank Account Closing Request step to activate the change request. | Bank account change request is created, and you have to refer to Activate Bank Account Closing Request step to activate the change request. After which the bank account’s status changed to To be Closed. |  |
| 10 | Revert to Active | Choose Revert to Active  Refer to Activate Bank Account Closing Request step to activate the change request. | Bank account change request is created, and you have to refer to Activate Bank Account Closing Request step to activate the change request. After which the bank account’s status changed to Active. | You can choose Revert to Active directly in bank account status Close at Bank, after which bank account status will be changed to Active. |

##### Activate Bank Account Closing 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

A second operator can approve the bank account close and reopen.

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. |  |  |
| 2 | Access the SAP Fiori app | Open Manage Bank Accounts (F1366A). |  |  |
| 3 | Select a Bank Account Number | Make the following entries and choose Go:  Account Number: <bank account number from previous procedure> | The bank account is listed. |  |
| 4 | Choose the Bank Account | Select the bank account. | The Bank Account screen displays. |  |
| 5 | Activate | Choose Activate Revision. | The Revision List displays. |  |
| 6 | Select Revision 1 and Activate | Select Revision 1.  Choose Details to display bank account master data in revision 1.  Choose Activate. | Revision Status is changed to Activated.  An e-mail is sent out to the relevant person in charge automatically if the sender e-mail address is correctly maintained in the Define Output Parameter Determination step (refer to Advanced Bank Account Management (J77) Prerequisites > Preliminary Steps > Define Output Parameter Determination ). Find bank account 8765432188 in the Manage Bank Account app. Choose this account to go to its master data page. An log entry is created in the Bank Correspondence tab.  The Email address maintained in Output Parameter Determination takes the first priority as the sender if it is valid. Refer to Preliminary Steps > Define Output Parameter Determination in test script J77.  If the email address is invalid in Output Parameter Determination, Sender’s email address will be defaulted as company code’s email address.  The receiver is the Bank Contact Person. If Bank Contact Person is not maintained, the receiver is Bank Relationship Manager. If Bank Relationship Manager is not maintained, the receiver is the Email address maintained in the Bank. |  |

#### Maintain Payment Approver for Multiple Bank Accounts (Dual Control Revision Activate)

Prerequisites

Approval patterns and and payment approve group have to be defined and assigned to company code before you start following procedures. Make sure you have finished the prerequisite step of Payment Approval Customizing before you start to maintain payment approver. SAP has predelivered the sequential pattern P001 with payment approver group G001 and G002, and the nonsequential pattern s001 with payment approver group SG01 and SG02 as Demo data in Start system.

Use

This step describes how to maintain Payment Approver for multiple bank accounts with Full Cash Management and Dual Control Revision Activate.

SAP supports sequential and nonsequential payment approval process.

* Sequential Payment Approver: The payment approval should obey the approver sequence. For example, if the Accounts Payable Manager is set as the first approver, the Cash Manager is set as the second approver. The Cash Manager cannot approve the payment before the Accounts Payable Manager in sequential Payment Approver case.
* Nonsequential Payment Approver: No sequence exists for the approvers. The Approver Group field decides the Payment Approver case you can choose.

Caution The following procedure assumes that you are only Maintaining Payment Approver for Multiple Accounts with Full Cash Procedures Management Using Dual Control Revision Activate procedure. If you are implementing and testing additional Full Cash Management options, especially in a single environment, you cannot use the same Master Data values for more than one procedure type. You must create additional Master Data values, for example G/L Accounts, and then use these different values in each procedure type.

##### Add Payment Approver for Multiple Bank Accounts

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this step, you can trigger the mass maintenance of Payment Approver for multiple bank accounts. And one individual approve and confirm process is required for change Payment Approver requests to one Payment Approver group.

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 | Open SAP Fiori App | Open Maintain Payment Approver - For Multiple Bank Accounts (WDA\_FCLM\_BAM\_ADAPT\_SIGN). |  |  |
| 3 | Select Company Code | Select company code in the filter header:  Company Code: For example, 1010 and then choose Go to filter the results list. | Multiple bank accounts of the company code display in the Results List. |  |
| 4 | Select Bank Accounts | Select Bank Accounts rows in Results List:  For example, bank account 1133698 of bank key 50070010  and bank account 2580061 of bank key 82080000.  Choose Add Payment Approver. | The Add Payment Approver screen displays. |  |
| 5 | Add Payment Approver to Payment Approver Group G001 | On the Add Payment Approver screen, make the following entries:  New Approver: For example, <the user ID (CB\*) has business role Accounts Payable Manager assigned>  Valid From: For example, <current date>.  Valid To: For example, 31.12.9999  Payment Approver Group: G001  Note The value above is used for sequential Payment Approver. If you want to use nonsequential Payment Approver, use SG01.  Max. Amount for Payment: For example, 100,000.000  Max. Amount for Batch: For example, 1,000,000.000  The check box of Unlimited Approval is used for grant the authorization of approving unlimited amount. When you select this check box, the value of Maximum Amount for Payment and Maximum Amount for Batch will be invalid, the Payment Approver can approve an unlimited amount.  Currency: EUR  Title: For example, Add Payment Approver  Note: Enter an explanatory note  Choose OK. | Change Payment Approver request to Payment Approver Group G001 has been created. |  |
| 6 | Add Payment Approver to Payment Approver Group G002 | Once Change Payment Approver request to Payment Approver Group G001 has been activated by the Cash Manager as described in the Activate the Bank Account after Payment Approver Maintenance procedure, repeat steps 2-4.  On the Add Payment Approver screen, make the following entries:  New Approver: For example, the user ID (CB\*) of business user Cash Manager has business role Cash Manager assigned  Valid From: For example, <current date>  Valid To: For example, 31.12.9999  Payment Approver Group: For example, G002  Note The value above is used for sequential Payment Approver. If you want to use nonsequential Payment Approver, use SG02.  Max. Amount for Payment: For example, 100,000.000  Max. Amount for Batch: For example, 1,000,000.000  Currency: EUR  Title: For example, Add Payment Approver  Note: <Enter a note>  Choose OK. | The bank account is changed (To be Active). |  |

##### Change Payment Approver for Multiple Bank Accounts

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this step, you can make mass maintenance of Payment Approver in multiple bank accounts.

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. | The SAP Fiori launchpad is displayed. |  |
| 2 | Open SAP Fiori App | Open Maintain Payment Approver - For Multiple Bank Accounts (WDA\_FCLM\_BAM\_ADAPT\_SIGN). | The Maintain Payment Approver - For Multiple Bank Accounts screen is displayed. |  |
| 3 | Select Company Code | Select company code in the filter header:  Company Code: For example, 1010, and then choose Go to filter the results list. | Multiple bank accounts of the company code are displayed in the Results List. |  |
| 4 | Select Bank Accounts | Select Bank Accounts rows in Results List:  For example, bank account 1133698 of bank key 50070010  and bank account 2580061 of bank key 82080000.  Choose Change Payment Approver. | Change Payment Approver screen is displayed. |  |
| 5 | Change Payment Approver | On the Change Payment Approver screen, make the following entries:  New Payment Approver: For example, the user ID (CB\*) has business role Cash Manager Specialist assigned  Valid From: For example, current date.  Valid To: For example, 31.12.9999(New Payment Approver Section)  Note Keep the Valid To date in Old Payment Approver section as current date.  Choose OK. | The Payment Approver is changed for the bank account. |  |

##### Activate the Bank Account after Payment Approver Maintenance

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 step, you as second operator can activate the bank account after Payment Approver maintenance.

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. |  |  |
| 2 | Access the SAP Fiori app | Open Manage Bank Accounts (F1366A). | The Manage Bank Accounts view is displayed. |  |
| 3 | Select a Bank Account Number | Enter the bank account number created in the previous procedure. | The bank account is listed. |  |
| 4 | Choose the Bank Account | Select the bank account. | The Bank Account view is displayed. |  |
| 5 | Activate | Choose the Activate Revision button. | The Revision List is displayed. |  |
| 6 | Select Revision 1 and Activate | Select Revision 1 and choose the Details button to display bank account master data in revision 1 and then choose Activate. | The Revision Status is changed to Activated.  The bank account is changed (updated).  Open the bank account in Manage Bank Accounts (F1366A). An entry is created in Bank Correspondence tab. And an Email is sent out to the relevant person in charge.  The sender is the email address maintained in Output Parameter Determination if the email address is valid. For more information, see Define Output Parameter Determination in Preliminary Steps.  If the email address is invalid, the sender’s email address is defaulted as company code’s email address.  The receiver is the Bank Contact Person. If Bank Contact Person is not maintained, the receiver is Bank Relationship Manager. If Bank Relationship Manager is not maintained, the receiver is the email address maintained in the Bank the bank account belongs to.  As long as Payment Approver user, Valid From date or Valid To date has been changed, an entry will be created in Bank Correspondence tab of the bank account and an email will be sent out. |  |

#### Binding Cash Pool with Bank Account using Dual Control Revision Activate

Purpose

This following procedures describe how to bind cash pool with bank account with Full Cash Management and Dual Control Revision Activate. Cash pools are used to concentrate or distribute cash in an organization. When you create a cash pool, you must bind accounts to the specific cash pool. Normally, to use cash pool functions, you must bind a head account and several subaccounts in one cash pool.

##### Create Cash Pool Binding 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, you trigger the binding process.

Prerequisite

Cash Pool should be created and the check box of Use in Cash Pool should be selected as the prerequisite to bind a cash pool to a specific bank account. In bank account master if cash pooling entries and one or more house bank account connectivity have been maintained, a house bank account connectivity shall be flagged as Use in Cash Pooling. Otherwise, the system check fails, and an error message will be prompted while saving the bank account. With the flag, it indicates which house bank and house bank account pair is being used by the system in cash pooling for the bank account. To create cash pools, you can refer to Intercompany Process for Cash Concentration (2U8) test script. To select the check box of Use in Cash Pool, you can refer to the Create Bank Account step of Advanced Bank Account Management (J77) 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 a Cash Management Specialist. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Bank Accounts (F1366A). | The Manage Bank Accounts (F1366A) view appears. |  |
| 3 | Binding Cash Pools as Leading Account | Search an active Bank Account, for example, enter 1133698 on Account Number field and choose Go.  Choose the triangle button on the right of the active Bank Account,  Choose Edit.  Select a leading account in the Cash Pool tab, for example, CP001 and choose Enter.  Payment Method: For example, T  Choose House Bank Account Connectivity tab.  Choose the triangle button of one house bank account connectivity.  Select the check box of Use in Cash Pooling.  Choose Apply.  Choose Save.  Note One cash pool has no more than one leading account but more than one subaccount. | Note When the basic setting is Dual Control Revision Activate, please refer to the Activate Bank Account Request procedure, in the previous Create Bank Account section, to activate the bank account. |  |
| 4 | Binding Cash Pools as Subaccount | Search an active Bank Account, for example, enter 2580061 on the Account Number field and choose Go.  Choose the triangle button on the right of the active Bank Account,  Choose Edit.  Select a subaccount in the Cash Pool tab, for example, CP001 and choose Enter.  Target Balance: 100000  Minimum Transfer Amount: 60000  Payment Method: For example, T  Choose House Bank Account Connectivity tab.  Choose the triangle button of one house bank account connectivity.  Select the check box of Use in Cash Pooling.  Choose Apply.  Choose Save. |  |  |

##### Activate Cash Pool Binding 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 second operator approves the Cash Pool binding request.

Prerequisite

The previous Create Cash Pool Binding Request procedure is completed.

The Define Output Parameter Determination procedure in the Prerequisites section is completed.

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. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the SAP Fiori App | Open Manage Bank Accounts (F1366A). | The Manage Bank Accounts (F1366A) view displays. |  |
| 3 | Select a Bank Account Number | Enter the following data:  Account Number: <bank account number created in the previous procedure>  and choose Go. | The Bank Accounts table displays the bank account. |  |
| 4 | Choose the Bank Account | Select the bank account. | The bank account details view displays. |  |
| 5 | Activate | Choose Activate Revision. | The Revision List displays. |  |
| 6 | Select Revision 1 and Activate | Select Revision 1.  Choose Details to display bank account master data in revision 1.  Choose Activate.  An email is automatically sent to the relevant person, when the email address parameters are correctly maintained. For more information, see the Define Output Parameter Determination procedure in the Prerequisites section.  To verify that an email was sent, From the Manage Bank Accounts view, select the bank account to open the details view. Review the log entry created in the Bank Correspondence tab.  Remember The sender email address maintained in Output Parameter Determination takes priority when valid. If the sender email address is invalid in Output Parameter Determination, the email address is defaulted to the company code’s email address. The receiver email address is that of the Bank Contact Person. If Bank Contact Person is not maintained, the receiver email is the Bank Relationship Manager. If Bank Relationship Manager is not maintained, the receiver is the email address maintained in the Bank. | Revision Status is changed to Activated. |  |

### Using Workflow Revision Activate

Purpose

The steps in this section describe the workflow process for bank account creation, update and close.

Prerequisites

You have finished step 2.5.2 Define Basic Settings to set the Cash Scope as Full Scope and Bank Acc Revision as Activate Via Workflow. Finish 2.5.3 Manage Workflow to set the workflow preconditions and the workflow type.

Only sensitive data can trigger workflow process. Make sure you have finished the 2.5.4 Configure Sensitive Data step before you start this section.

#### Create Bank Account

Purpose

The steps in this section describe the workflow for bank account creation.

Remember The Define Basic Settings procedure must be reviewed following any system upgrade or improvement before continuing any business operation in the system. When differences are found from previous activations, you must correct the setting through the following IMG path: IMG > Financial Supply Chain Management > Cash and Liquidity Management > General Settings > Define Basic Settings via a user with sufficient authorization to do the customizing.

Prerequisites

Before you execute this process, ensure that the basic Customizing for workflow is completed.

To verify that it is completed, access IMG > SAP NetWeaver > Application Serve > Business Management > SAP Business Workflow > Maintain Standard Settings or use transaction code SWU3. If the basic customizing for workflow is not completed, contact your system administrator to set it up. For more information, see the SAP Help Portal.

Note If you are using an SAP S/4HANA system, ensure that the basic Customizing for workflow is complete. To review your on-premise workflow configuration, access IMG > SAP NetWeaver > Application Server > Business Management > SAP Business Workflow > Maintain Standard Settings or use transaction code SWU3.

If the basic Customizing for workflow is not complete, contact your system administrator to make the necessary modification. For more information, see the SAP Help Portal.

##### Open Bank Account

Purpose

The bank accountant (Cash Management Specialist) goes to the bank and opens a new bank account in this bank. This step does not occur in the system.

##### Manage Banks

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 a bank key that does not exist in the production system.

Note If the bank key already exists, skip this step.

Note The bank key is created in the production system, development system, and consolidation test system.

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 Manage Banks - Basic (F1574). |  |  |
| 3 | Choose Create Bank | Choose Create Bank. | The Create Bank view displays. |  |
| 4 | Enter Country and Bank Key | Make the following entries and choose Save:  Bank Country: DE  Bank Key: 88888886  Bank Name: Bank 3  SWIFT/BIC: DEUTDEFFXX1  Bank Category: External - Standard  Note For the Bank Category field, you have two choices:   * Internal - Payment Service Provider: Used for internal virtual accounts (such as PayPal) * External - Standard: Used for standard physical banks   City: for example, 60040 Frankfurt, Main | A new bank key is created. |  |

##### Create Bank G/L Accounts

Purpose

The General Ledger Accountant may create the G/L accounts for the new bank account.

Note In cash management in this package, you can use the same G/L accounts (bank main account and bank subaccount) for different bank accounts when they use the same currency key. The balance of each bank account can be displayed in the cash management SAP Fiori apps, instead of checking the relevant G/L account balances. Using this approach keeps the chart of accounts smaller.

Note If you want to create a new G/L account for a new bank account, execute the following steps. Create G/L accounts in production system, development system, and consolidation test system.

Note This procedure is mentioned in the Accounting and Financial Close (J58) test script. See the Manage G/L Account Master Data step and copy an existing G/L Account to a new one, for example, copy 11001000 to 11003000.

##### Manage House Banks

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 key user creates the house bank.

Note If you opened a new bank account in an existing house bank in your system, skip this step.

Note Perform this step in the development system, consolidation test system, and production system since house banks are master data in the SAP S/4HANA system.

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 Manage Banks (F1574). |  |  |
| 3 | Choose Bank Key | Make the following entries and choose Go:  Bank Country: DE  Bank Type: My Banks  Bank Key: <your Bank Key number created in the step Manage Banks>  Note If the Bank Key field is not visible, choose Adapt Filters to unhide it. | Your bank is shown in the Banks list. |  |
| 4 | Edit Bank Key | Choose the blue link for the bank. |  |  |
| 5 | Edit Bank | Choose Edit. |  |  |
| 6 | Add House Bank | In the House Banks area, choose +. |  |  |
| 7 | Create House Bank | Make the following entries and choose Save:   * Company Code: 1010 * House Bank: DEBK3 * Customer Number: 10100003 * Company Number: <designated company number>, for example, 1010 | Your new house bank is saved. |  |

##### Create Bank Account 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

This step describes how to create a new bank account request by a bank accountant (Cash Management Specialist). The request is then sent to Cash Manager's inbox (My Inbox).

Note The bank account must be created manually in the production system because this kind of master data cannot be transported from the Q system to the P system.

Remember The Define Basic Settings topic in the Prerequisites section must be reviewed following any system upgrade or improvement before continuing any business operations in the system. When differences are found from previous activations, you must correct the setting through the following IMG path: IMG > Financial Supply Chain Management > Cash and Liquidity Management > General Settings > Define Basic Settings via the user who has sufficient authorization to do the customizing.

Prerequisite

You have completed the steps in Manage Workflows topics.

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 Manage Bank Accounts (F1366A). |  |  |
| 3 | Create A New Bank Account | Choose Create to add a new bank account. | The Bank Account view displays. |  |
| 4 | Maintain Header Data of New Bank Account | Choose the Header tab and enter the following values.  Account Currency: for example, EUR  Account Description: for example, Current Account in BANK3  Bank Country: DE  Bank Key: 88888886  Note To maintain the bank key in this step, the bank key must already exist in the system.  Account Number: 8765432188 |  |  |
| 5 | Enter General Data | Make the following entries:  Company Code: 1010  Account Holder: Company Code1010 (company code name is usually defaulted by system)  Account Type: for example, 01 Current Account  IBAN: <Generate IBAN>  Note Only perform this step if the country is using IBAN; if you do not use IBAN in your process, just skip this step.  Bank Control Key: for example, P  Note Only perform this step if the country is using Bank Control Key; if you do not use Bank Control Key in your process, just skip this step. |  |  |
| 6 | Maintain Internal Contact Persons | Choose the Bank Relationship tab.  In the Internal Contact Persons area, make the following entries:  Contact Person: <ID assigned to the Cash Management Specialist role>  Bank Account Supervisor: <ID assigned to the Cash Managerrole> |  |  |
| 7 | Choose Bank Relationship Tab | In the Bank Statement Data area, make the following entries:  Planning Level: <Select a planning level>  Processing Status: <selected>  Interval: for example, 01  Interval Unit: for example, Months  Factory Calendar ID: for example, 01  Processing Status: Indicates if you should monitor this bank account at the end of the day using the Bank Status Monitor  Interval: Specifies how often the bank statements for a bank account are imported to your system.  Interval Unit: Specifies the unit of measurement for an interval.  Factory Calendar ID: Distinguishes between working days and non-working days. |  |  |
| 8 | Choose House Bank Account Connectivity | Choose the House Bank Account Connectivity tab. | The House Bank Account Connectivity tab appears. |  |
| 9 | Maintain House Bank Account Connectivity | Choose Create and make the following entries:  ID Category: Indicates whether; for example, Central System: House Bank Account  Remote System: <Leave blank>  Company Code: 1010  House Bank: DEBK3  Valid From: for example, <current date>  Valid To: for example, 31.12.9999  House Bank Acct ID: DEAC3  Use in Cash Pooling: Deselected  Note The Use in Cash Pooling field determines if the house bank account is used for cash pooling. If the checkbox is selected, this house bank account can be used for cash pooling. If there are multiple house bank accounts for one bank account, only one house bank account can be used for cash pooling. |  |  |
| 10 | Maintain House Bank Account Data | Maintain the following entries in the House Bank Account Data tab:  G/L Account: 11003000  Choose Apply.  Note If the account does not exist in your system, add the account by following the steps in the Create G/L Account and Cost Element (BNG) master data script. | The house bank account ID maintained here is called by other applications (for example, payment program, and bank statement). |  |
| 11 | Choose Payment Approvers tab | Choose the Payment Approvers tab. |  |  |
| 12 | Maintain Payment Approver for Payment Approver Group G001 | Choose Create and make the following entries:  Make sure you have finished the prerequisite step of Payment Approval Customizing, before you start maintain approver.  Payment Approver Group: for example, G001 (the first step of two-step approval)  Payment Approver: for example, the user ID assigned with the Accounts Payable Manager business role  Currency: EUR  Max. Amount for Payment: for example, 100,000.000  Max. Amount for Batch Payment: for example, 100,000.000  If the Unlimited Approval check box is selected, the payment approver can approve unlimited amount.  Valid From: for example, <current date>.  Valid To: for example, 31.12.9999  Choose Apply. | The Payment Approver Group G001 is maintained. |  |
| 13 | Maintain Payment Approver for Payment Approver Group G002 | Repeat the previous step to create a User ID to Payment Approver group G002 (The second step for two-step approval).  Use the same values in previous step, except that Payment Approver Group is (G002).  For Payment Approver, enter the user ID assigned with the Cash Manager business role. The user ID assigned MUST be different from the user ID assigned to G001.  Choose Apply. | The Payment Approver Group G002 is maintained. |  |
| 14 | Check Approval Information | Choose Show Approval Step.  You can find the detail information about approval sequence, approval amount for each approver. |  |  |
| 15 | Choose Overdraft Limits tab | Choose the Overdraft Limits tab. |  |  |
| 16 | Maintain Overdraft Limits | Note Only maintain information for cards that can be over-drafted.  Choose Create and make the following entries:  Currency: EUR  Overdraft Limits: for example, 100,000.000  Valid From: for example, <current date>.  Valid To: for example, 31.12.9999  Choose Apply. |  |  |
| 17 | Save Your Changes | Ensure all necessary data have been entered and choose Save as Inactive.  Choose Submit for Approval. | The change request is created. |  |

##### Export Bank Accounts

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In the previous step, the new bank account (including house bank account) was created in the production system. Some system configuration is based on the house bank and the house bank account. Because configuration is done in the development system, you must export the bank accounts from that system to the development and consolidation test system.

Prerequisites

* You use Microsoft Office 2010 or higher that contains Microsoft Excel
* The Developer tab in Microsoft Excel is enabled.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Cash Management Specialist. |  |  |
| 2 | Access the SAP Fiori app | Open Manage Bank Accounts (F1366A). |  |  |
| 3 | Upload/download Account | Choose Import and Export Bank Accounts. | The Import and Export Bank Accounts screen displays. |  |
| 4 | Export Bank Master Data XML file | In the Bank Accounts Export section, choose Export Bank Accounts to an XML File.  In the File Download dialog box, choose Save As.  In the Save As dialog box, identify a location to save the XML file.  Choose Save.  Download processing steps varies on different browser, above steps apply to IE. If you are using Chrome, the file will be directly saved in C:\Users\[your user ID]\Downloads | The file is saved at the location you indicated. |  |
| 5 | Download XML Spreadsheet template | In the Bank Accounts Export section, choose Download XML Spreadsheet Template.  In the Save As dialog box, identify a location to save the XML spreadsheet template.  Choose Save.  Download processing steps varies on different browser, above steps apply to IE. If you are using Chrome, the file will be directly saved in C:\Users\[your user ID]\Downloads | The XML\_Spreadsheet\_Template.xml file is saved at the location you indicated. |  |
| 6 | Open XML Spreadsheet Template and Import Bank Account Master Data | Using Microsoft Excel to open XML\_Spreadsheet\_Template.xml.  In the Microsoft Excel Developer tab, choose Import.  Choose the Bank\_Accounts.xml file in the Import XML dialog box.  Choose Import. | Bank accounts master data have been imported into the XML spreadsheet template.  If the system displays the message XML import error-Failed schema validation displays, but data have been imported from Bank\_Accounts.xml, ignore this message and choose OK. |  |
| 7 | Export Data to a New XML File | In the Developer tab in Microsoft Excel, choose Export.  Enter the file name Bank\_Accounts\_Export.xml and then choose Export. | Bank accounts master data is saved in Bank\_Accounts\_Export.xml. |  |

##### Import Bank Accounts

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

Import the exported bank accounts into the development system and consolidation test system.

Note You may only have one client for testing. You can test the function Export and Import the bank accounts in the same client.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Cash Management Specialist. |  |  |
| 2 | Access the SAP Fiori app | Open Manage Bank Accounts (F1366A). |  |  |
| 3 | Import and Export Accounts | Choose Import and Export Bank Accounts. | The Import and Export Bank Accounts screen displays. |  |
| 4 | Identify the Import Path | Choose Select File.  In the Open dialog box, identify the XML (Bank\_Accounts\_Export.xml) to be uploaded.  Choose Open. |  |  |
| 5 | Import with Test Run | Choose Import with Test Run and check the validation results.  If the message Bank Account "1XXXXXXXXX" is already in approval process displays, we recommend that you import bank accounts next time, since some bank accounts are still in process workflow.  When the message displays, only execute a test run, or complete the workflow before the production run.  When the status of all validation results is OK, you can import bank accounts into production system. |  |  |
| 6 | Import XML file with Production Run | Choose Select File again.  In the Open dialog box, identify the XML (Bank\_Accounts.xml) to be uploaded.  Choose Open.  Choose Import and check the validation results. | Bank accounts are successfully imported into development system. |  |
| 7 | Import to Test System | Repeat the preceding steps to import bank accounts into consolidation test system. |  |  |

##### Change Bank Account During Workflow (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Prerequisite

This function only applies to extensive system.

Purpose

The new bank account request is sent to the bank account worklist (inbox) for the Cash Manager. The Cash Manager can change the bank account before finally approve it.

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. |  |  |
| 2 | Access the SAP Fiori app | Open My Inbox for Manage Bank Accounts (F2797). | The Work Items for Bank Accounts displays. |  |
| 3 | Locate the open bank account Request | Choose a request for the change from the left pane. | The detailed information of bank account requests displays. |  |
| 4 | Edit the Request | Choose the link of bank account technical ID. | Navigate to revision detail page.  Edit button is enabled. |  |
| 5 | Start to Edit | Choose Edit.  Modify fields to your requirements.  Choose Submit for Approval | The revision detail page is updated and waiting for approval. |  |

##### Approve Bank Account 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

The new bank account request is sent to the bank account worklist (inbox) for the Cash Manager. The Cash Manager can approve or reject the request. The request creator cannot approve or reject the request.

Prerequisite

Ensure that the Manage Workflows step is finished. Your system administrator only reviews and completes the basic customizing of the workflow in the SAP S/4HANA systems; this customizing is automatically completed in SAP S/4HANA Enterprise Management Cloud systems.

Tip The system administrator uses transaction code SWU3 or by accessing IMG > SAP NetWeaver > Application Server > Business Management > SAP Business Workflow > Maintain Standard Settings . To check and finish the basic customizing for workflow in backend system. For more information, see the SAP Help Portal.

Remember The [Define Basic Settings](#unique_8) [page ] 9 topic in the Prerequisites section must be reviewed following any system upgrade or improvement before continuing any business operations in the system. When differences are found from previous activations, you must correct the setting through the following IMG path: IMG > Financial Supply Chain Management > Cash and Liquidity Management > General Settings > Define Basic Settings via the user who has sufficient authorization to do the customizing.

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. |  |  |
| 2 | Access the SAP Fiori app | Open My Inbox for Manage Bank Accounts (F2797). | The Work Items for Bank Accounts displays. |  |
| 3 | Check Requests for Approval | Choose a request for approval from the left pane. | The detailed information of bank account requests displays. |  |
| 4 | Approve the Request | At the bottom of the screen, choose Approve. | The Submit Decision dialog box displays. |  |
| 5 | Enter note and Approve | In the dialog box, enter a note and choose Submit. | The change request is approved. |  |

#### Change Bank Account

Context

This step describes how to change an existing bank account and workflow of bank account change management.

Caution Do not change sample bank accounts that are connected to house bank DEBK1 and DEBK2 in the Connectivity Path tab for the bank master data (bank account 1133698 of bank key 50070010, and bank account 2580061 of bank key 82080000). The sample accounts are also used for testing other scope items, for example, Accounts Payable (J60) and Advanced Cash Operations (J78).

##### Receive Change Request from Requester

Purpose

The bank accountant (Cash Management Specialist) receives a change request from other colleagues; for example, another colleague request to change the currency key for a bank account.

##### Create Bank Account Change 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

This step describes how to create a bank account change request by bank accountant (Cash Management Specialist). The request is then sent to the Cash Manager's inbox (My Inbox).

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Cash Management Specialist. |  |  |
| 2 | Access the SAP Fiori app | Open Manage Bank Accounts (F1366A). | The Bank Hierarchy: Active Accounts screen displays. |  |
| 3 | Enter Selection Criteria | On the current screen, make the following entries:  Company Code: 1010  Choose Go. |  |  |
| 4 | Choose the Bank Account to Change | Choose the bank account to be changed from the account list view.  For example, account 8765432188 in BANK3 | A new window displays. |  |
| 5 | Start to Edit | Choose Edit.  Modify fields to your requirements. |  |  |
| 6 | Choose Payment Approvers tab | Choose Payment Approvers. |  |  |
| 7 | Edit Payment Approvers | Make the following changes for both lines of group G001 and G002:  Currency: the changed currency value  Max. Amount for Payment: for example, 150,000.00  Max. Amount for Batch: for example, 1,500,000.00  If the Unlimited Approval check box is selected, the payment approver can approve unlimited amount. |  |  |
| 8 | Choose Overdraft Limits tab | Choose the Overdraft Limits tab. |  |  |
| 9 | Edit Overdraft Limits | Make the following changes for each line.  Currency: <the changed currency value> |  |  |
| 10 | Save Your Changes | Choose Submit for Approval. | Change request XXXXXXXXXXXX is created. |  |

Remember The Define Basic Setting procedure must be reviewed following any system upgrade or improvement before continuing any business operation in the system. When differences are found from previous activations, you must correct the setting through the following IMG path: IMG > Financial Supply Chain Management > Cash and Liquidity Management > General Settings > Define Basic Settings via the user who has sufficient authorization to do the customizing.

Note When you change the value of any of the following sensitive fields, the workflow can be triggered. You must complete the workflow process. Otherwise, changing one of the other values of the bank account does not trigger the workflow process, and the bank account must be changed and activated directly.

* IBAN (International Bank Account Number)
* Overdraft Limit Amount
* Overdraft Limit Amount Currency Key
* Maximum Amount for Payment Batch
* Payment Signatory
* Maximum Amount for Payment
* Signatory: Valid To
* Cash Pool (Header Account)
* Cash Pool (Subaccount)
* Cash Pool Minimum Transfer Amount
* Cash Pool Maximum Transfer Amount
* Cash Pool Target Balance
* Cash Pool Payment method
* Reconciliation Intraday Memo Records
* Tolerance Group for Reconciliation
* Rule for Intraday Statements
* Upload of Intraday Statements

##### Change Bank Account During Workflow (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Prerequisite

This function only applies to extensive system.

Purpose

The new bank account request is sent to the bank account worklist (inbox) for the Cash Manager. The Cash Manager can change the bank account before finally approve it.

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. |  |  |
| 2 | Access the SAP Fiori app | Open My Inbox for Manage Bank Accounts (F2797). | The Work Items for Bank Accounts displays. |  |
| 3 | Locate the open bank account Request | Choose a request for the change from the left pane. | The detailed information of bank account requests displays. |  |
| 4 | Edit the Request | Choose the link of bank account technical ID. | Navigate to revision detail page.  Edit button is enabled. |  |
| 5 | Start to Edit | Choose Edit.  Modify fields to your requirements.  Choose Submit for Approval | The revision detail page is updated and waiting for approval. |  |

##### Approve Bank Account Change 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

The bank account change request is sent to Cash Manager's inbox (My Inbox).

The Cash Manager can approve or reject the request. The request creator cannot approve or reject the request.

Prerequisite

Assign the logon user to the correct rule for corresponding actions using the previous Define Responsibilities for Rules used in Workflow Steps section.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Cash Manager.  Note Please logon with the user that was assigned to responsibility of rule 74300006 (cash manager) in the Preliminary Steps.  If you choose the Manage Workflow approach from the preliminary steps - , log on to the SAP Fiori launchpad as a Business Partner you maintained in Responsibility Management (1NJ) test script.  You can only choose one of these two approaches as the prerequisite due to their incompatibility in some way for the bank account management workflow process. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open My Inbox - For Bank Accounts (F2797). | The Work Items for Bank Accounts displays. |  |
| 3 | Check Requests for Approval | Choose Request for Approval. | The detailed information of bank account requests displays. |  |
| 4 | Approve the Request | Choose Approve. | The Submit Decision screen displays. |  |
| 5 | Enter Note and Approve | In the dialog box, enter a note and choose Submit. | Change Request is approved. |  |

##### Notify Bank to Change

Purpose

The bank accountant (Cash Management Specialist) goes to the bank and asks the bank employee to change the attributes of this bank account. This step does not occur in the system.

Note Bank account master data modification does not always result in a notification to the bank (for example, the modification of payment signatories).

##### Update Bank G/L Account

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 key user updates the G/L account of bank only when updating is required. For example, if the currency key of bank account is changed, the user updates the currency of G/L account. However, not all bank account modifications result in a G/L account modification.

Note Update the G/L accounts in the production, development, and consolidation test systems.

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 Code | Enter Transaction Code FS00 in Command Bar. |  |  |
| 3 | Choose the G/L Account | Make the following entries and choose Change:  G/L Account: For example, 11003000  Company Code: For example, 1010 |  |  |
| 4 | Maintain the attributes of the G/L account at Company Code Level | Update the attributes of the account.  For example, change Account Currency to a different currency from the one you used when creating a bank account in the previous step Create Bank Account Change Request, and deselect the checkbox of Balances in Local Currency Only. |  |  |
| 5 | Save the G/L Account | Choose Save. | The G/L account is updated successfully. |  |
| 6 | Update Bank Subaccount | Repeat the preceding steps to change bank subaccounts.  For example, from 11003010 to 11003099. | Relevant bank subaccounts are updated. |  |

Note Changing the currency is not possible when there is an existing balance for the G/L account.

#### Close Bank Account and Cancel Closing

Context

This step describes how to close an obsolete bank account and workflow of bank account closing.

Caution Do not close sample bank accounts that are connected to house bank DEBK1 and DEBK2 in the Connectivity Path tab for the bank master data (bank account 1133698 of bank key 50070010, and bank account 2580061 of bank key 82080000). The sample bank accounts are used when testing other scope items, for example, Accounts Payable (O60) and Advanced Cash Operations (J78).

##### Receive Bank Account Closing Request from Requester

Purpose

The bank accountant (Cash Management Specialist) receives a request to close an existing bank account from other colleagues. For example, the company no longer needs this bank account.

##### Notify Bank to Close Account

Purpose

The bank accountant (Cash Management Specialist) goes to the bank and asks the bank employee to close the bank account. This step does not occur in the system.

##### Close Bank Account and Cancel Closing

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 step describes how to close an obsolete bank account by bank accountant (Cash Management Specialist) and the process of cancel the closing if you want to reactivate it.

Prerequisite

There are five indicators to display the status of a bank account.

|  |  |
| --- | --- |
| Status | Comment |
| Active | This status indicates bank account is successfully created in sap system and can be normally used. |
| Inactive | This status displayed in full cash management, it indicates bank account is initially created without being approved. |
| Closing Request Sent to Bank | This status indicates you have planned and informed the bank to close the bank account in a future date. After initial closing button is triggered and approved, the bank account status will be display as Closing Request Sent to Bank. The function of bank account in status Closing Request Sent to Bank is the same with bank account status active, for example, you can still normally use it as review bank account, make bank transfer, run payment, posting etc. |
| Closed at Bank | This status indicates the bank account has been closed by the bank. You can’t make bank transfer, run payment, review bank account, maintain payment approver, import signatory cards, monitor intraday/end of day bank statement and being displayed in bank relationship overview in this status. But posting is still allowed in Closed at Bank. |
| Closed | This status indicates the bank account is completely closed in sap system, posting is also banned when comparing with status Closed at Bank. |

Caution Do not close sample bank accounts that are connected to house bank DEBK1/DEAC1 and DEBK2/DEAC2 in the Connectivity Path tab for the bank master data (bank account 1133698 of bank key 50070010, and bank account 2580061 of bank key 82080000). The sample bank accounts are used when testing other scope items, for example, Accounts Payable (J60) and Advanced Cash Operations (J78).

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 Manage Bank Accounts (F1366A). |  |  |
| 3 | Choose the Bank Account to Close | Choose the triangle button of the bank account to be closed  For example, account 8765432188 in BANK3.  If you are testing or implementing more than one option within the same client environment, for example, Basic Cash Management and Full Cash Management, you must use different bank account numbers for each of the four options. |  |  |
| 4 | Bank Account Initial Closing | Choose Send Closing Request to Bank. | The Initiate Closing dialog box is displayed. |  |
| 5 | Start to Initial Closing | Make the following entries in the dialog box and choose Send Closing Request to Bank:  Planned Closing Date: for example, <current date> +2days  Choose OK in the success dialog box.  Refer to Approve Bank Account Closing Request step to activate the change request. | Bank account change request is created, and you have to refer to Approve Bank Account Closing Request step to activate the change request. After which the bank account’s status is changed to Closing Request Sent to Bank.  If the email address is properly maintained, an e-mail is sent out to the relevant person in charge automatically.  For more information on maintaining the e-mail address, see the Advanced Bank Account Management (J77) test script, Prerequisites > Preliminary Steps > Define Output Parameter Determination .  The e-mail address maintained here takes precedence as the sender if it is valid. If it is not valid, the sender's e-mail address defaults to the company code's email address.  In the Manage Bank Accounts (F1366A) app, find the 8765432188 bank account . Choose the account to access its master data page. A log entry is created in Bank Correspondence tab.  The receiver is the Bank Contact Person. If Bank Contact Person is not maintained, the receiver is Bank Relationship Manager. If Bank Relationship Manager is not maintained, the receiver is the e-mail address maintained in the Bank. |  |
| 6 | Confirm Closing at Bank | Choose Confirm Closing at Bank. | The Confirm Closing at Bank dialog box is displayed. |  |
| 7 | Start to Confirm Closing at Bank | Make the following entries in the dialog box and choose Confirm Closing at Bank:  Closing Date: for example, <current date>  Refer to Approve Bank Account Closing Request step to activate the change request. | Bank account change request is created, and you have to refer to Approve Bank Account Closing Request step to activate the change request. After which the bank account’s status changed to Closed at Bank. | You can choose confirm closing at bank without bank account initial closing. If you bypassing the initial closing procedure and choose confirm closing at bank, the bank account status will be changed to Closed at Bank directly. Output correspondence will be triggered, an e-mail is sent out to the relevant person in charge automatically, If the email address is properly maintained. |
| 6 | Complete Closing | Choose Complete Closing. | The Complete Closing dialog box is displayed. |  |
| 7 | Start to Confirm Closing at Bank | Choose Close in the Complete Closing dialog box.  Refer to Approve Bank Account Closing Request step to activate the change request. | Bank account change request is created, and you have to refer to Approve Bank Account Closing Request step to activate the change request. After which the bank account’s status changed to Closed in System. |  |
| 8 | Initiate Reopening | Choose Initiate Reopening  Refer to Approve Bank Account Closing Request step to activate the change request. | Bank account change request is created, and you have to refer to Approve Bank Account Closing Request step to activate the change request. After which the bank account’s status changed to Closed at Bank. |  |
| 9 | Reopen at Bank | Choose Reopen at Bank  Refer to Approve Bank Account Closing Request step to activate the change request. | Bank account change request is created, and you have to refer to Approve Bank Account Closing Request step to activate the change request. After which the bank account’s status changed to Closing Request Sent to Bank. |  |
| 10 | Revert to Active | Choose Revert to Active  Refer to Approve Bank Account Closing Request step to activate the change request. | Bank account change request is created, and you have to refer to Approve Bank Account Closing Request step to activate the change request. After which the bank account’s status changed to Active. | You can choose Revert to Active directly in bank account status Close at Bank, after which bank account status will be changed to Active. |

##### Change Bank Account During Workflow (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Prerequisite

This function only applies to extensive system.

Purpose

The new bank account request is sent to the bank account worklist (inbox) for the Cash Manager. The Cash Manager can change the bank account before finally approve it.

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. |  |  |
| 2 | Access the SAP Fiori app | Open My Inbox for Manage Bank Accounts (F2797). | The Work Items for Bank Accounts displays. |  |
| 3 | Locate the open bank account Request | Choose a request for the change from the left pane. | The detailed information of bank account requests displays. |  |
| 4 | Edit the Request | Choose the link of bank account technical ID. | Navigate to revision detail page.  Edit button is enabled. |  |
| 5 | Start to Edit | Choose Edit.  Modify fields to your requirements.  Choose Submit for Approval | The revision detail page is updated and waiting for approval. |  |

##### Approve Bank Account Closing 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

The bank account closing request is sent to Cash Manager's inbox (My Inbox).

The Cash Manager can approve or reject the request. The request creator cannot approve or reject the request.

Prerequisite

Assign the logon user to the correct rule for corresponding actions from the previous Manage Workflows procedure.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Cash Manager .  If you completed the Manage Workflows preliminary steps, log on to the SAP Fiori launchpad as a Business Partner you maintained in Responsibility Management (1NJ) test script.  You can only choose one of these two approaches as the prerequisite, due to their incompatibility in some way for the bank account management workflow process. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open My Inbox - For Bank Accounts (F2797). | The worklist displays. |  |
| 3 | Check Requests for Approval | Choose Requests for Approval. | The list of bank account requests for approval displays. |  |
| 5 | Approve the Request | Choose Approve. | The Submit Decision screen displays. |  |
| 6 | Enter and Approve | In the dialog box, enter a note and choose Submit. | The closing request is approved.  An Email is sent out to the relevant person in charge automatically if the sender’s Email address has been correctly maintained in Define Output Parameter Determination step (please refer to Test Script J77 > Prerequisite > Define Output Parameter Determination ). Find bank account 8765432188 in the Manage Bank Account app. Click this account to it’s master data page. An log entry is created in the Bank Correspondence tab.  The Email address maintained in Output Parameter Determination takes the first priority as the sender if it is valid. Please refer to Preliminary Steps > Define Output Parameter Determination in test script J77.  If the email address is invalid in Output Parameter Determination, Sender’s email address will be defaulted as company code’s email address.  The receiver is the Bank Contact Person. If Bank Contact Person is not maintained, the receiver is Bank Relationship Manager. If Bank Relationship Manager is not maintained, the receiver is the Email address maintained in the Bank. |  |

#### Maintain Payment Approver in Multiple Bank Accounts (Workflow Revision Activate)

Prerequisites

Approval patterns and and payment approve group have to be defined and assigned to company code before you start following procedures. Make sure you have finished the prerequisite step of Payment Approval Customizing before you start to maintain payment approver. SAP has predelivered the sequential pattern P001 with payment approver group G001 and G002, and the nonsequential pattern s001 with payment approver group SG01 and SG02 as Demo data in Start system.

Purpose

This step describes how to maintain Payment Approver in multiple bank accounts with Full Cash Management and Workflow Revision Activate.

SAP supports sequential and nonsequential signatories for payment approval.

This step describes how to maintain Payment Approver in multiple bank accounts with Full Cash Management and Workflow Revision Activate.

SAP supports sequential and nonsequential signatories for payment approval.

* Sequential Payment Approver: The payment approval should obey the approver sequence. For example, if the Accounts Payable Manager is set as the first approver, the Cash Manager is set as the second approver. The Cash Manager cannot approve the payment before the Accounts Payable Manager in sequential Payment Approver case.
* Nonsequential Payment Approver: No sequence exists for the approvers. The Payment Approver Group field decides the Payment Approver case you can choose.

Caution The following procedure assumes that you are only maintaining Payment Approver for multiple accounts with Full Cash Procedures Management Using Workflow Revision Activate procedure. If you are implementing and testing additional Full Cash Management options, especially in a single environment, you cannot use the same Master Data values for more than one procedure type. You must create additional Master Data values, for example G/L Accounts, and then use these different values in each procedure type.

Note If you maintained the Payment Approver for multiple bank accounts, corresponding requests are grouped to sent to the approval user. To set the requests grouping rule:

1. Log onto the backend system.
2. In the IMG, access Financial Supply Chain Management > Cash and Liquidity Management > Define Basic Settings .
3. Review the Request Grouping field value per the following table:

|  |  |
| --- | --- |
| Request Grouping Field Value | Explanation |
| Group into a Single Change Request | All bank account change requests you did in one multiple change are grouped together to be sent to the corresponding approval user. |
| Group by Company Code | The bank account change requests you did in one multiple change are grouped by the company code and sent to the corresponding approval user. |
| Group by Account Type | The bank account change requests you did in one multiple change are grouped by the Account Type and sent to the corresponding approval user |
| Group by Company Code and Account Type | The bank account change requests you did in one multiple change are grouped by the Company Code and Account Type and sent to the corresponding approval user. |

##### Add Payment Approver for Multiple Accounts

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

The Bank Accountant (Cash Management Specialist) triggers to maintain Payment Approver for multiple bank accounts collectively, instead of individually. And one individual approve and confirm process is required for change Payment Approver requests to one Payment Approver group.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Cash Management Specialist. | The SAP Fiori launchpad displays. |  |
| 2 | Open SAP Fiori App | Open Maintain Payment Approver - For Multiple Bank Accounts (WDA\_FCLM\_BAM\_ADAPT\_SIGN). | The Maintain Payment Approver- For Multiple Bank Accounts screen displays. |  |
| 3 | Select Company Code | Select company code in the filter header.  Company Code: For example, 1010 and then choose Go to filter the results list. | Results List. |  |
| 4 | Select Bank Accounts | Select Bank Accounts rows in Results List. Multiple bank accounts of the company code display.  For example, bank account 1133698 Multiple bank accounts of the company code display in the of bank key 50070010  and bank account 2580061 of bank key 82080000.  Choose Add Payment Approver.  Caution Only the entry of bank accounts in which the field Editable Account is ticked can be maintained. | Add Payment Approver screen displays. |  |
| 5 | Add Payment Approver to Payment Approver Group G001 | On the Add Payment Approver screen, make the following entries:  New Payment Approver: For example, <the user ID (CB\*)has business role Accounts Payable Manager assigned>  Valid From: For example, <current date>.  Valid To: For example, 31.12.9999  Payment Approver Group: G001  Note Payment Approver group G001 is used for sequential Payment Approver. To use nonsequential Payment Approver, use SG01.  Max. Amount for Payment: For example, 100,000.000  Max. Amount for Batch: For example, 1,000,000.000  The check box of Unlimited Approval is used for grant the authorization of approving unlimited amount. When you select this check box, the value of Maximum Amount for Payment and Maximum Amount for Batch will be invalid, the Payment Approver can approve an unlimited amount.  Currency: EUR  Choose OK. | Change Payment Approver request to Payment Approver Group G001 has been created. |  |
| 6 | Add Payment Approver to Payment Approver Group G002 | Once Change Payment Approver request to Payment Approver Group G001 has been approved by the Accounts Payable Manager as described in the Approve Payment Approver Maintenance Change Request procedure and confirmed by the Cash Manager in the Approve Payment Approver Maintenance Change procedure, repeat steps 2-4.  On the Add Payment Approver screen, make the following entries:  New Approver: For example, <the user ID (CB\*) of business user Cash Manager has business role Cash Manager assigned>  Valid From: For example, <current date>  Valid To: For example, 31.12.9999  Payment Approver Group: For example, G002  Note Payment Approver group G002 is used for sequential Payment Approver. To use nonsequential Payment Approver, use SG02.  Max. Amount for Payment: For example, 100,000.000  Max. Amount for Batch: For example, 1,000,000.000  Currency: EUR  Choose OK. | Change Payment Approver request to Payment Approver Group G002 has been created. |  |

##### Change Payment Approver in Multiple Bank Accounts

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this step, you as Bank Accountant (Cash Management Specialist) can make mass maintenance of Payment Approver for multiple bank accounts.

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 | Open SAP Fiori App | Open Maintain Payment Approver - For Multiple Bank Accounts (WDA\_FCLM\_BAM\_ADAPT\_SIGN). | The Maintain Payment Approver - For Multiple Bank Accounts screen is displayed. |  |
| 3 | Select Company Code | Select company code in the filter header:  Company Code: For example, 1010, and then choose Go to filter the results list. | Multiple bank accounts of the company code are displayed in the Results List. |  |
| 4 | Select Bank Accounts | Select Bank Accounts rows in Results List:  For example, bank account 1133698 of bank key 50070010  and bank account 2580061 of bank key 82080000.  Choose Change Payment Approver. | Change Payment Approver screen is displayed. |  |
| 5 | Change Payment Approver | On the Change Payment Approver screen, make the following entries:  New Payment Approver: For example, <the user ID (CB\*) has business role Cash Manager Specialist assigned>  Valid From: For example, current date.  Valid To: For example, 31.12.9999(New Payment Approver Section)  Note Keep the Valid To date in Old Payment Approver section as current date.  Choose OK. | The Payment Approver is changed for the bank account. |  |

##### Approve Payment Approver Maintenance Change Request

Context

The Cash Manager approves the change Payment Approver request raised by the Bank Accountant (Cash Management Specialist). The step is used when a change Payment Approver request to Payment Approver Group G001 has been created. This step is repeated for the change Payment Approver request to Payment Approver Group G002, when created.

If you didn't find the workflow request after Payment Approver mass maintenance, check the request grouping settings described in [Define Basic Settings](#unique_8) [page ] 9.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Cash Manager. |  |  |
| 2 | Open the SAP Fiori App | Open My Inbox - For Bank Accounts (F2797). | The Work Items for Bank Accounts view displays. |  |
| 3 | Check Requests for Approval | Select Request for Approval. | The detailed information of bank account requests is displayed. |  |
| 4 | Approve Change Request | Choose Approve. | The Submit Decision dialog box is displayed. |  |
| 5 | Enter Note and Approve | Enter a note and choose Submit. | The change request is approved.  If approving a changed Payment Approver (Change Payment Approver in Multiple Bank Accounts part), open bank account 1133698 in the Manage Bank Accounts (F1366A) app. An entry is created in the Bank Correspondence tab. An email is sent to the relevant person in charge.  The sender is the Email address maintained in Output Parameter Determination if the email address is valid. For more information, see [Define Output Parameter Determination](#unique_13)  [page ] 17.  If the email address is invalid in Output Parameter Determination, the sender’s email address is defaulted as the company code’s email address.  The receiver is the Bank Contact Person. If the Bank Contact Person is not maintained, the receiver is the Bank Relationship Manager. If the Bank Relationship Manager is not maintained, the receiver is the email address maintained in the Bank the bank account belongs to.  As long as the Payment Approver user, Valid From date or Valid To date are changed, an entry is created in the Bank Correspondence tab of the bank account and an email is sent out. |  |

#### Binding Cash Pool With Bank Account with Workflow Revision Activate

Purpose

This following procedures describe how to bind cash pool with bank account with Full Cash Management and Workflow Revision Activate. Cash pools are used to concentrate or distribute cash in an organization. When you create a cash pool, you must bind accounts to the specific cash pool. Normally, to use cash pool functions, you must bind a head account and several subaccounts in one cash pool.

##### Create Cash Pool Binding 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. |

Prerequisite

Cash Pool should be created and the check box of Use in Cash Pool should be selected as the prerequisite to bind a cash pool to a specific bank account. In bank account master if cash pooling entries and one or more house bank account connectivity have been maintained, a house bank account connectivity shall be flagged as 'Use in Cash Pooling', Otherwise, the system check fails, and an error message will be prompted while saving the bank account. With the flag, it indicates which house bank and house bank account pair is being used by the system in cash pooling for the bank account. To create cash pools, you can refer to Intercompany Process for Cash Concentration (2U8) test script. To select the check box of Use in Cash Pool, you can refer to the Create Bank Account step of Advanced Bank Account Management (J77) 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 a Cash Management Specialist. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Bank Accounts (F1366A). | The Manage Bank Accounts (F1366A) view displays. |  |
| 3 | Binding Cash Pools as Leading Account | Search an active Bank Account, for example, enter 1133698 on Account Number field and choose Go.  Choose the triangle button on the right of the active Bank Account,  Choose Edit.  Select a leading account in the Cash Pool tab, for example, CP001 and choose Enter.  Payment Method: For example, T  Choose House Bank Account Connectivity tab.  Choose the triangle button of one house bank account connectivity.  Select the check box of Use in Cash Pooling.  Choose Apply.  Choose Save.  Note One cash pool has no more than one leading account but more than one subaccount. | Note If the basic setting is Direct Revision Activate or Workflow Revision Activate, the bank account is activated. If the basic setting is Dual Control Revision Activate, please refer to the Activate Bank Account Request procedure, in the previous Create Bank Account section, to activate the bank account. |  |
| 4 | Binding Cash Pools as Subaccount | Search an active Bank Account, for example, enter 2580061 on the Account Number field and choose Go.  Choose the triangle button on the right of the active Bank Account,  Choose Edit.  Select a subaccount in the Cash Pool tab, for example, CP001 and choose Enter.  Target Balance: 100000  Minimum Transfer Amount: 60000  Payment Method: For example, T  Choose House Bank Account Connectivity tab.  Choose the triangle button of one house bank account connectivity.  Select the check box of Use in Cash Pooling.  Choose Apply.  Choose Save. |  |  |

##### Approve Cash Pool Binding 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, you approve a cash pool binding request.

The Cash Manager approves or rejects the request. The cash pool binding request creator cannot approve or reject the request.

Prerequisite

A cash pool binding request is created.

Roles and responsibilities are assigned to the account.

The Define Output Parameter Determination procedure in the Prerequisites section is completed.

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. |  |  |
| 2 | Access the SAP Fiori app | Open My Inbox - For Bank Accounts (F2797). | The worklist displays. |  |
| 3 | Check Requests for Approval | Choose Requests for Approval. | The list of bank account requests for approval displays. |  |
| 5 | Approve the Request | Choose Approve. | The Submit Decision dialog box displays. |  |
| 6 | Enter Note and Approve | Enter a note and choose Submit.  An email is automatically sent to the relevant person, when the email address parameters are correctly maintained. For more information, see the Define Output Parameter Determination procedure in the Prerequisites section.  To verify that an email was sent, return to SAP Fiori launchpad and open the Manage Bank Accounts (F1366A) app. From the Manage Bank Accounts view, select the bank account to open the details view. Review the log entry created in the Bank Correspondence tab.  Remember The sender email address maintained in Output Parameter Determination takes priority when valid. If the sender email address is invalid in Output Parameter Determination, the email address is defaulted to the company code’s email address. The receiver email address is that of the Bank Contact Person. If Bank Contact Person is not maintained, the receiver email is the Bank Relationship Manager. If Bank Relationship Manager is not maintained, the receiver is the email address maintained in the Bank. | The closing request is approved. |  |

#### Cancel Bank Accounts Requests

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

If the signatory of accounts have been created, edited or changed, in this activity, the requests creator can cancel the requests before approval.

Prerequisite

Ensure the basic setting is the Activate Via Workflow mode before using this functionality.

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 My Sent Requests - For Bank Accounts (F1371A). | The My Sent Requests (F1371A) view displays. |  |
| 3 | Select Request | Select the check box of the request to cancel. |  |  |
| 4 | Cancel Request | Choose Cancel Requests  and them choose Close. | Change request was canceled. |  |

### Maintain Signatory Card

This chapter describes how to maintain signatory card and link signatory card with bank account. Signatory card displays the roles that associated with the bank account, you can easily find the bank accounts’ stakeholder information with the signatory card assignment.

#### Import Signatory Card

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 step, you can import signatory card. Signatory card displays the payment approvers with the Max payment amount and Max batch amount.

Procedure

Create a new xml file with the name: Sample\_signatory.xml.

Open the file in a text editor and enter the following code into it, then save it locally on your PC:

<?xml version="1.0" encoding="ISO-8859-1"?>

<Mndt><Id>Signatory01</Id>

<AplblChanl><Cd>ONLI</Cd></AplblChanl><AplblChanl><Cd>EMAL</Cd></AplblChanl>

<ReqrdSgntrNb>2</ReqrdSgntrNb>

<SgntrOrdrInd>Yes</SgntrOrdrInd>

<MndtHldr>

<PtyOrGrp>

<Pty><Pty>

<Nm>Tester01</Nm>

<PstlAdr>

<AdrTp/>

<Dept/>

<SubDept/>

<StrtNm/>

<BldgNb/>

<PstCd/>

<TwnNm/>

<CtrySubDvsn/>

<Ctry/>

<AdrLine/>

</PstlAdr><Id>

<PrvtId>

<DtAndPlcOfBirth>

<BirthDt>1980-01-01</BirthDt>

<PrvcOfBirth/>

<CityOfBirth>New York</CityOfBirth>

<CtryOfBirth>US</CtryOfBirth>

</DtAndPlcOfBirth><Othr>

<Id>888-88-8888</Id>

<Issr/>

</Othr></PrvtId></Id><CtryOfRes/>

<CtctDtls>

<NmPrfx/>

<Nm/>

<PhneNb/>

<MobNb/>

<FaxNb/>

<EmailAdr/>

<Othr/>

</CtctDtls></Pty><Cert/>

</Pty></PtyOrGrp><SgntrOrdr>1</SgntrOrdr>

<Authstn>

<MaxAmtByTx>

<Amt Ccy="JPY">10000</Amt>

</MaxAmtByTx><MaxAmtByPrd>

<MaxAmt Ccy="CNY">30000</MaxAmt>

<NbOfDays>30</NbOfDays>

</MaxAmtByPrd>

<MaxAmtByBlkSubmissn>

<Amt Ccy="JPY">20000</Amt>

</MaxAmtByBlkSubmissn></Authstn></MndtHldr><MndtHldr>

<PtyOrGrp>

<Pty><Pty>

<Nm>Tester02</Nm>

<PstlAdr>

<AdrTp/>

<Dept/>

<SubDept/>

<StrtNm/>

<BldgNb/>

<PstCd/>

<TwnNm/>

<CtrySubDvsn/>

<Ctry/>

<AdrLine/>

</PstlAdr><Id>

<PrvtId>

<DtAndPlcOfBirth>

<BirthDt>1980-01-01</BirthDt>

<PrvcOfBirth/>

<CityOfBirth>New York</CityOfBirth>

<CtryOfBirth>US</CtryOfBirth>

</DtAndPlcOfBirth><Othr>

<Id>999-99-9999</Id>

<Issr/>

</Othr></PrvtId></Id><CtryOfRes/>

<CtctDtls>

<NmPrfx/>

<Nm/>

<PhneNb/>

<MobNb/>

<FaxNb/>

<EmailAdr/>

<Othr/>

</CtctDtls></Pty><Cert/>

</Pty></PtyOrGrp><SgntrOrdr>2</SgntrOrdr>

<Authstn>

<MaxAmtByTx>

<NotLtd>UNLIMITED</NotLtd>

</MaxAmtByTx><MaxAmtByPrd>

<MaxAmt Ccy="EUR">30000</MaxAmt>

<NbOfDays>30</NbOfDays>

</MaxAmtByPrd>

<MaxAmtByBlkSubmissn>

<NotLtd>UNLIMITED</NotLtd>

</MaxAmtByBlkSubmissn></Authstn></MndtHldr><BkOpr>

<Domn>

<Cd>PMNT</Cd>

<Fmly>

<Cd>CCRD</Cd>

<SubFmlyCd>CWDL</SubFmlyCd>

</Fmly></Domn></BkOpr><StartDt>2019-01-01</StartDt>

<EndDt>2099-01-01</EndDt>

</Mndt>

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 | Open SAP Fiori App | Open Import Signatory Cards (F4181). |  |  |
| 4 | Open XML File | Use a text editor to open the XML file you created in the prerequisites. |  |  |
| 5 | Edit XML File | Modify the values in the XML file as described below.  Edit these values in Sample\_signatory file:  <Id>Signatory01</Id>: Signatory01 is the signatory ID  <ReqrdSgntrNb>2</ReqrdSgntrNb>: The signatories numbers  <SgntrOrdrInd>Yes</SgntrOrdrInd>: Indicator whether a certain order of signatures has to be respected or not.  <Nm>Tester01</Nm> Signatory Name |  |  |
| 6 | Save | Save the modified XML file with the name Sample\_signatory.xml to your local PC. |  |  |
| 7 | Import Signatory Cards | Choose Import.  Choose Browse.  Select the Sample\_signatory.xml file.  Choose Import. |  |  |

#### Assign Bank Account to Signatory Card

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 step, you assign the bank account to the signatory card.

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 | Open SAP Fiori App | Open Import Signatory Cards (F4181). |  |  |
| 4 | Select Signatory Card | Input the signatory ID in the Signatory Card ID filter and choose go.  Choose the triangle button on the right of the selected signatory ID. |  |  |
| 5 | Assign Bank Account to Signatory Card | Choose Assign.  Select the bank accounts and choose OK. |  |  |

#### Remove Bank Account to Signatory Card

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 step, you remove the bank account to the signatory card.

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 | Open SAP Fiori App | Open Import Signatory Cards (F4181). |  |  |
| 4 | Select Signatory Card | Input the signatory ID in the Signatory Card ID filter and choose go.  Choose the triangle button on the right of the selected signatory ID. |  |  |
| 5 | Remove Bank Account to Signatory Card | Select the bank accounts that you want to remove.  Choose Unassign. |  |  |

## Situation Handling

Situation handling for bank account activation is used for bank account that is in the status of to be activated and exceed the time limit under full cash dual control mode. It is only valid for dual control mode, this mode follows the four eye principle, one user create the bank account activation request and another user has to activate the request. If the bank account request is created, however this bank account hasn’t been processed by the other user and the time is exceed the limit you set, then the notification will be triggered to notify the other user to take further actions.

Situation handling for closing bank account is used for the scenario that the user need to know the bank account’s status timely. If the bank account is closed by one user, another user will be notified when he log on to the fiori. This function works for full cash activate directly, dual control and workflow mode.

### Situation Handling for Bank Account Activation

Purpose

Situation Handling for Bank Account Activation is only valid for full cash management with dual control mode.

This section describes the configuration steps to monitor the bank account with the status of to be activated. A notification will be sent to the user who is configured in the Team Member tab to remind the user to take further actions for the bank account. You can find the notification by choosing the Notification button on the upper-right part of the screen that the user has logged on.

#### Create a Team for Situation Monitoring

Purpose

In this activity, you create a team to specify responsibilities for the review process.

Procedure

Execute the Manage Teams and Responsibilities steps in the Responsibility Management (1NJ) test script with the following information:

Team Name: Monitor Situation Team

Team Status: Ready to Use

Type: SFCLM0

Company Code: 1010

Account Type: <account type the team is responsible for>

Note If the last two fields are left blank, the team is responsible for all company codes and account types.

Team Owners tab:

Business Partner: <user ID>, for example, Business Process Specialist

Team Members tab:

Business Partner: <user ID>, for example, Cash Manager

Functions: SFCLM\_DC

Note To display the connection between the business partner, cash manager, and user ID, see the search help. Generic users are described in the Last Name field.

#### Create Situation Types

Purpose

In this activity, you create a situation type to receive the notification. You can restrict the notification by bank account type and 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 a Configuration Expert - Business Process Configuration. |  |  |
| 2 | Access the SAP Fiori app | Open Manage Situation Types (F2947). |  |  |
| 3 | Copy Situation Types template | Search for the standard template FIN\_BANKACCOUNTREVTOBEPROCESSED.  Select the FIN\_BANKACCOUNTREVTOBEPROCESSED checkbox and choose Copy. | The Situation Type screen displays. |  |
| 4 | Input Situation Type Parameters | Make the following entries:  General Information tab:  ID: Z\_Situation\_DualControl  Conditions tab:  Not Processed For (Days): 01  The value of Not Processed For (Days) indicates the number of days that situation handling message will be sent to. For example, Not Processed For (Days) is set to 01, and cash specialist created a bank account request, if the cash manager haven't activate the bank account for 1 day, then situation handling message will be triggered 1 day later.  Revision Status: 02 |  |  |
| 5 | Notification Recipients | Choose the Notification Recipients tab. |  |  |
| 6 | Add Team Category | Choose Add Team Category. |  |  |
| 7 | Bank Account Management | Select the Bank Account Management checkbox and choose OK. |  |  |
| 8 | Responsibility Definition | In the Responsibility Definition field, select the search help button at the right of the entry field. | The Select: Responsibility Definitions dialog box displays. |  |
| 9 | Responsibility Definition | Select the BankAccountType and CompanyCode checkboxes and choose OK. |  |  |
| 10 | Add Rule | Make the following entries:  Member Function: Check house bank account in payment configuration  In the Responsibility Rules area, choose Add Rule. |  |  |
| 11 | Add Rules | Select Authorized user for activating revision and choose OK. |  |  |
| 12 | Save | Choose Save. | The situation type is created and saved. |  |

#### Monitor Situations

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 step, you can monitor situations and check instance details.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration. |  |  |
| 2 | Access the SAP Fiori app | Open Monitor Situations (F3264). |  |  |
| 3 | Maintain Filter | Make the following entries:  Situation Type ID: Z\_Situation\_DualControl  Year: <current year> |  |  |
| 4 | Check Instance Details | In Instance Details section, check detailed information for your situation type. |  |  |

#### Check Notification by Recipients

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 step, the recipient who is assigned to team members with category SFCLM0 in previous step Create a Team for Situation Monitoring.

Prerequisite

If you want to trigger notification and check it. Please make sure you have created a bank account request.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a recipient (for example: Cash Manager) |  |  |
| 2 | Check Notification | On home page, choose Notifications on the upper right corner.  Choose By Type, under type Situation Bank Account Revision to Be Activated has been identified, choose Expand Group. |  |  |
| 3 | Check Details | Choose one item and navigate to App Manage Bank Accounts. | You can check details for the specific document and make correction. |  |

### Situation Handling for Closing Bank Account

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 section describes the configuration steps to monitor the bank account with the status of Closed. A notification will be sent to the user who is configured in Team Member tab to remind the user that the house bank of the closed bank account is still exist in the customizing of Bank Determination, you need to remove the corresponding configurations. You can find the notification by choosing the Notification button on the upper-right part of the screen that the user has logged on. You can logon as Configuration Expert - Business Process Configuration, open app Manage Your Solution > Configure Your Solution , search SSCUI Set Up Bank Determination for Payment Transactions (SSCUI ID 101045) to do the customizing. For detail information, you can refer to test script 2U8 Set Up Bank Determination for Payment Transactions step.

#### Create a Team for Situation Monitoring

Purpose

In this activity, you create a team to specify responsibilities for the review process.

Procedure

Execute the Manage Teams and Responsibilities steps in the Responsibility Management (1NJ) test script with the following information:

Team Name: Monitor Situation Team

Team Status: Ready to Use

Type: SFCLM0

Company Code: 1010

Account Type: <account type the team is responsible for>

Note If the last two fields are left blank, the team is responsible for all company codes and account types.

Team Owners tab:

Business Partner: <user ID>, for example, Business Process Specialist

Team Members tab:

Business Partner: <user ID>, for example, Cash Manager

Functions: SFCLM\_CPC

Note To display the connection between the business partner, cash manager, and user ID, see the search help. Generic users are described in the Last Name field.

#### Create Situation Types

Purpose

In this activity, you create a situation type to receive the notification. You can restrict the notification by bank account type and company code.

If inconsistency exist between bank determination and bank master data, situation handling notification will be triggered.

Prerequisite

Only if inconsistency exist between bank determination and house bank account master data, situation handling notification can be triggered.

You can check the bank determination configuration by SSCUI 101045 for cloud or use transaction code FBZP for OP. You can check house bank and house bank account data in table T012K.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration. |  |  |
| 2 | Access the SAP Fiori app | Open Manage Situation Types (F2947). |  |  |
| 3 | Copy Situation Types template | Search for the standard template FIN\_CLOSEDACCOUNTINPAYCONFIG.  Select the FIN\_CLOSEDACCOUNTINPAYCONFIG checkbox and choose Copy. | The Situation Type screen displays. |  |
| 4 | Input Situation Type Parameters | Make the following entries:  General Information tab:  ID: Z\_Situation\_CloseBankAccount |  |  |
| 5 | Notification Recipients | Choose the Notification Recipients tab. |  |  |
| 6 | Add Team Category | Choose Add Team Category. |  |  |
| 7 | Bank Account Management | Select the Bank Account Management checkbox and choose OK. |  |  |
| 8 | Responsibility Definition | In the Responsibility Definition field, select the search help button at the right of the entry field. | The Select: Responsibility Definitions dialog box displays. |  |
| 9 | Responsibility Definition | Select the BankAccountType and CompanyCode checkboxes and choose OK. |  |  |
| 10 | Member Function | Choose Check house bank account in payment configuration. |  |  |
| 11 | Batch Job Scheduling | Make the following entries:  Time Zone: <time zone>  Start Batch Job At: <time> |  |  |
| 12 | Enable Monitor Instances Flag | Select the check box of Monitor Instances.  If the check box of monitor instances is not selected, situation won't be displayed in Monitor Situations app. |  |  |
| 13 | Save | Choose Save. | The situation type is created and saved. |  |

#### Monitor Situations

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 step, you can monitor situations and check instance details.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration. |  |  |
| 2 | Access the SAP Fiori app | Open Monitor Situations (F3264). |  |  |
| 3 | Maintain Filter | Make the following entries:  Situation Type ID: Z\_Situation\_CloseBankAccount  Year: <current year> |  |  |
| 4 | Check Instance Details | In Instance Details section, check detailed information for your situation type. |  |  |

#### Check Notification by Recipients

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 step, the recipient who is assigned to team members with category FCLM0 in previous step Create a Team for Situation Monitoring.

Prerequisite

If you want to trigger notification and check it. Please make sure you have created a bank account request.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a recipient (for example: Cash Manager) |  |  |
| 2 | Check Notification | On home page, choose Notifications on the upper right corner.  Choose By Type, under type Situation House Bank Account to Be Checked has been identified, choose Expand Group. |  |  |
| 3 | Check Details | Choose one item and navigate to App Manage Bank Accounts. | You can check details for the specific document and make correction. |  |

## Manage Bank Account Hierarchies

Purpose

The Manage Bank Account Hierarchies app is used to rebuild previous bank account hierarchy. Use this app to create many kinds of groups according your chosen group type. This section guides you through bank account group creation.

### Create Bank Account Group

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 step, you can create a bank account group which contains the candidate bank accounts.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Cash Management Specialist. |  |  |
| 2 | Access the SAP Fiori app | Open Manage Bank Account Hierarchies (F2918). |  |  |
| 3 | Create New Hierarchy | Choose Create a new hierarchy. | The Create New Hierarchy dialog box displays. |  |
| 4 | Enter Hierarchy Data | Make the following entries and choose Create:  Type: Bank Account Group  Hierarchy ID: GROUP\_01  Hierarchy Description: Test Group 01  Valid From: Current Date. | The maintenance UI displays your new nodes. |  |
| 5 | Add Bank Account to the hierarchy | Choose the arrow icon at the right of the row for the hierarchy you created.  In the right pane, expand the node where you want to add a bank account. |  |  |
| 6 | Edit | Choose Edit. |  |  |
| 7 | Add | In the row of the node you chose above, at the right side of the row, choose + (Add). |  |  |
| 8 | Add Subnode Details | Make the following entries and choose OK:  Subnode: Selected  ID: SUBNODE\_01  Description: Subnode 01 for group testing |  |  |
| 9 | Add Account to Node | On the subnode, choose + (Add).  Make the following entries and choose OK:  Bank Account: Selected  ID: <select an ID> | The bank account is added to the group.  Note You can drag and drop nodes and accounts in the hierarchy to change their order. |  |
| 9 | Save | Choose Save. |  |  |
| 10 | Activate | Choose Activate. |  |  |

### Import Existing Old Bank Account Group

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 step, you can import the bank account groups that are created in the Manage Bank Accounts - Bank Hierarchy View (WDA\_FCLM\_BAM\_HIERARCHY) app.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Cash Management Specialist. |  |  |
| 2 | Access the SAP Fiori app | Open Manage Bank Account Hierarchies (F2918). |  |  |
| 3 | Import Whole Old Bank Account Group | Choose Import Hierarchy. |  |  |
| 4 | Import Hierarchy | Make the following entries and choose OK:  Source: Bank Account Group  Bank Account Group ID: <bank account group ID> |  |  |
| 5 | Enter Data | Make the following entries and choose Create:  Hierarchy ID: H001  Hierarchy Description: Hierarchy H001  Valid From: <current date> |  |  |
| 6 | Import Subnode of Old Bank Account Group | In the row for the bank account group, choose the arrow icon to the right of the row. |  |  |
| 7 | Edit | Choose Edit. |  |  |
| 8 | Select Subnode | Select the subnode's checkbox, then choose the More button. |  |  |
| 9 | Import Subnode | Choose Import Nodes. |  |  |
| 10 | Import Subnode | Make the following entries and choose OK:  Source: Bank Account Group Node  Bank Account Group ID: <bank account group node> |  |  |
| 11 | Save | Choose Save. |  |  |
| 12 | Activate | Choose Activate. | Your nodes are activated. |  |

### Edit Bank Account Group

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 step, you can create a bank account group that contains the candidate bank accounts.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Cash Management Specialist. |  |  |
| 2 | Access the SAP Fiori app | Open Manage Bank Account Hierarchies (F2918). |  |  |
| 3 | Deactivate Bank Account Group | In the row for the bank account hierarchy, choose the arrow icon to the right side of the row. |  |  |
| 4 | Deactivate | Choose Deactivate. |  |  |
| 5 | Edit Bank Account Group | Choose Edit. |  |  |
| 6 | Enter Data | Make the following entries and choose Save:  Hierarchy Description: Change for testing |  |  |
| 7 | Activate | Choose Activate. | You have activated the change. |  |

### Delete Bank Account Group

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 step, you can delete a bank account group.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Cash Management Specialist. |  |  |
| 2 | Access the SAP Fiori app | Open Manage Bank Account Hierarchies (F2918). |  |  |
| 3 | Deactivate Bank Account Group | In the row for the bank account hierarchy, choose the arrow icon to the right side of the row. |  |  |
| 4 | Deactivate | Choose Deactivate.  Note If the bank account group's status is already inactive, you can skip this step. |  |  |
| 5 | Delete Bank Account Group | Choose Delete. |  |  |

## Review Bank Account Yearly

Use

The following sections describe how to perform the yearly review of the bank accounts. The Cash Manager designates a person to help review the bank accounts. As an account owner may miss errors due to oversight, it can be helpful to designate another person to assist in the review.

### Initiate Review Process

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 Cash Manager triggers the start of bank account yearly review work.

Prerequisite

Maintain the Contact Person for the bank accounts to be reviewed.

1. Open the Manage Bank Accounts (F1366A) app.
2. Choose the 1133698 bank account for the 50070010 bank key.
3. On the next view, choose Edit.
4. In the Internal Contact Persons area, in the Contact Person field, enter a user ID who is assigned to the Cash Management Specialist business role.
5. Choose Save.

Note If an approval process is needed, see the Basic Bank Account Management(BFA) test script.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as Cash Manager. |  |  |
| 2 | Access the SAP Fiori app | Open Manage Bank Accounts (F1366A). | The list of bank accounts displays. |  |
| 3 | Enter Search Criteria | Make the following entries and choose Go:  Company Code: 1010  Account Status: 02 (Active)  Only the bank accounts whose status is active can be available for review. | The Results List displays. |  |
| 4 | Choose Bank Account for Review | Select the checkbox for the bank account you want to review and choose Initiate Review Process:  For example, Account number: 1133698 of bank 50070010 | The Define Review Details dialog box displays. |  |
| 5 | Enter Review Information | Make the following entries and choose OK:  Title: REVIEW  Due Date: For example, <today + 10 days>  Note The Confirm authorization should be granted to the Cash Management Specialist and Cash Manager. Otherwise, the system displays an error No reviewer determined for all selected bank accounts. | The system displays the message Review xxxxxxxxxxxx (review) was initiated. |  |

### Review Bank Account

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 bank accountant (Cash Management Specialist) reviews the bank accounts.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Logon to the SAP Fiori launchpad as a Cash Management Specialist. |  |  |
| 2 | Access the SAP Fiori app | Open Review Bank Accounts (F1370A).  Note You can also choose Notifications in the top right corner of the launchpad. If the system displays a notification about reviewing bank accounts, you can click the notification to go into the app. |  |  |
| 3 | Enter Search Criteria | Make the following entries and choose Go:  Initiated On: <today's date> | The Result List of Review Request screen displays. |  |
| 4 | Review Request | Choose the arrow at the right side of the row for the review request you initiated in the previous step. | The Review Bank Accounts screen displays. |  |
| 4 | Review the Request | Select the checkbox for the review request and choose Complete Review.  If the Complete Review button is unavailable, it may be because the current log user is not the reviewer and this user can’t handle this review request. Log on to the launchpad as the reviewer. | The detailed screen of review request screen displays.  The message Completed displays. The review status changes to Completed. |  |
| 5 | Check Review Log | Choose Review Request on the current screen. | The bank account detail page displays. |  |
| 6 | View History | Choose the View History and Account Review Log tabs. | The review log should show the Completed status on the current day. |  |

## Bank Account Report and Fact Sheet

### Foreign Bank Account Report

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This report displays the bank accounts that are opened in foreign countries.

Prerequisite

Foreign bank accounts exist 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 a Cash Manager. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Foreign Bank Account Report (F1575). |  |  |
| 3 | Enter Selection Criteria | Make the following entries and choose Go:  Home Country: <country code of bank>  Time Range: For example, 01/01/2017 – 12/31/2017  Note If a selection field is not shown, choose Adapt Filters to select and display the missing criteria. | The foreign bank accounts are displayed in the table view. |  |
| 4 | Review Result List | Choose Form. | The foreign bank accounts are displayed in a form view in the Result List area. |  |
| 5 | Review Employee | Choose Employee. | The system displays a list of signatories for the foreign bank accounts. These signatories are maintained on the Payment Signatories tab of foreign bank accounts master data. |  |

# Appendix

## Succeeding Processes

After completing the activities in this test case, you can continue testing the following business processes:

|  |  |
| --- | --- |
| Process | Business Condition |
| J78 | The bank accounts created in Advanced Cash Operations (J78) can be used for further processing. For example, importing bank statement, making bank transfer, and so on. This processing is optional. |

## Configuration

After the bank account is created, changed, or closed, the following configuration must be completed.

* Bank Determination

When a new bank account (including house bank and house bank account ID) is created, maintain the corresponding bank subaccount (clearing account) for payment program for vendors (or customers). Afterward, the payment program for vendors (or customers) can find the bank subaccount for financial posting purposes. When a bank account is changed or closed, the bank subaccount (clearing account) determination of the payment program may also require update.

Because this is a configuration step, in the SAP S/4HANA Enterprise Management Cloud system, use the Bank Determination self-service configuration UI to complete the configuration. In SAP S/4HANA system, use IMG activity Financial Accounting (New) > Accounts Receivable and Accounts Payable > Business Transactions > Outgoing Payments > Automatic Outgoing Payments > Payment Method/Bank Selection for Payment Program > Set Up Bank Determination for Payment Transactions . For more information, see the External Financial Basics (J16) guide. Perform this step in the development system; contact your system administrator to transport it to the production system.

* Clearing Account for Paying & Receiving Bank Accounts

If a new bank account is used as a paying/receiving bank account in bank transfer (from one bank account to another bank account), you must configure the bank subaccount (clearing account) determination for paying and receiving bank accounts in bank transfer. Once done, you can create the financial posting of bank transfer. When a bank account is changed or closed, the bank subaccount determination for bank transfer may also require update.

Because this is a configuration step, in SAP S/4HANA Enterprise Management Cloud system, use the Clearing Accounts for Paying Bank Accounts and Clearing Accounts for Receiving Bank Accounts self-service configuration UIs to complete the configuration. In the SAP S/4HANA system, use IMG activity Financial Accounting (New) > Bank Accounting > Business Transactions > Payment Transactions > Payment Request > Define Clearing Accts for Receiving Bank for Acct. Transfer and IMG activity Financial Accounting (New) > Bank Accounting > Business Transactions > Payment Handling > Bank Clearing Account Determination > Define Account Determination . For more information, see the Cash Daily Operation – Delta for Extended Version (BFP and 2N5) configuration guides. Perform this step in the development system; contact your system administrator to transport it to the production system.

* Define Default Liquidity Items for G/L Accounts

If you created G/L accounts of bank subaccounts (for example, 11003010–11003080), define a default liquidity item for each G/L account. When a bank account is changed or closed, and bank subaccounts are possibly updated or deleted consequently, you must also update the Define Liquidity Items for G/L Accounts configuration.

Because this is a configuration step, in the SAP S/4HANA Enterprise Management Cloud system, use the SAP Fiori app Define Default Liquidity Items - For G/L Accounts (FLQINFACC)to complete the configuration. In the SAP S/4HANA system, use IMG activity Financial Supply Chain Management > Cash and Liquidity Management > Cash Management > Liquidity Items > Derivation Rules for Liquidity Items > Define Default Liquidity Items for G/L Accounts . The configuration in this customizing activity cannot be transported to other clients. You must perform this configuration in the production, development system, and consolidation test systems. With SAP S/4HANA, aside from G/L Accounts, Cloud customers can define liquidity item derivation rules based on more information, via Define Derivation Rules in SAP Fiori app Liquidity Item Hierarchy (F1088). To get more information and guide, please further check SAP note [2530814](https://launchpad.support.sap.com/#/notes/
      2530814) - Enable Liquidity Item Derivation via BRF+.

You may refer to the following rule for new bank subaccounts:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Account from | Account to | Incl/excl | Default Value (of Liquidity Item) | Name (of Liquidity Item) |
| 11003010 | 11003010 | Inclusive of defined values/range | BNK\_0002 | Cash Payment |
| 11003020 | 11003020 | Inclusive of defined values/range | BNK\_0003 | Bank Transfer |
| 11003030 | 11003030 | Inclusive of defined values/range | BNK\_0009 | Other Interim Transfers |
| 11003040 | 11003040 | Inclusive of defined values/range | BNK\_0005 | Direct Debit Out |
| 11003050 | 11002050 | Inclusive of defined values/range | BNK\_0007 | Checks Out |
| 11003060 | 11003060 | Inclusive of defined values/range | BNK\_0006 | Checks In |
| 11003070 | 11003070 | Inclusive of defined values/range | BNK\_0006 | Checks In |
| 11003080 | 11003080 | Inclusive of defined values/range | BNK\_0001 | Cash Receipt |

* Other Configurations

Besides the configurations mentioned above, there are additional configurations required for bank-related G/L accounts: Classify G/L Accounts for Document Splitting in Financial Accounting – General Ledger Accounting. Add these new G/L accounts in to the Financial Statement Version.

Typographic Conventions

|  |  |
| --- | --- |
| Type Style | Description |
| Example | Words or characters quoted from the screen. These include field names, screen titles, pushbuttons labels, menu names, menu paths, and menu options.  Textual cross-references to other documents. |
| Example | Emphasized words or expressions. |
| EXAMPLE | Technical names of system objects. These include report names, program names, transaction codes, table names, and key concepts of a programming language when they are surrounded by body text, for example, SELECT and INCLUDE. |
| Example | Output on the screen. This includes file and directory names and their paths, messages, names of variables and parameters, source text, and names of installation, upgrade and database tools. |
| Example | Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation. |
| <Example> | Variable user entry. Angle brackets indicate that you replace these words and characters with appropriate entries to make entries in the system. |
| EXAMPLE | Keys on the keyboard, for example, F2 or ENTER. |

|  |
| --- |
|  |
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