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| Test Script  SAP S/4HANA - 18-09-20 | public |
| Advanced Cash Operations (J78\_DE) |

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# Purpose

The Advanced Cash Operations scope item provides enhanced functionalities for comprehensive information including bank transfer and cash reports.

You can get a consistent view for actual cash position and short-term cash forecast. Drill-down features are provided for line items and detailed transactions.

This scope item also allows you to make bank transfer and track its status.

Caution All of the procedures are only required if you have adopted Cash Management Full, which requires an additional license for SAP Cash Management powered by SAP HANA. If you use Basic Cash Management, skip all steps in this document. When using SAP S/4HANA, Finance Cloud Edition, skip all steps, as that edition only contains Basic Cash Management.

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 | Suggested sample user CASH\_MANAGER representing the business role Cash Manager. |
| Cash Management Specialist | SAP\_BR\_CASH\_SPECIALIST | Cash Management | SAP\_BR\_CASH\_SPECIALIST | Suggested sample user CASH\_SPECIALIST representing the business role Cash Management Specialist. |
| Accounts Payable Accountant | SAP\_BR\_AP\_ACCOUNTANT | Accounts Payable | SAP\_BR\_AP\_ACCOUNTANT | Suggested sample user AP\_ACCOUNTANT representing the business role Account Payable Accountant. |
| Accounts Payable Manager | SAP\_BR\_AP\_MANAGER | Accounts Payable | SAP\_BR\_AP\_MANAGER | Suggested sample user AP\_MANAGER representing the business role Accounts Payable Manager. |

During testing, Cash Manager and Accounts Payables Manager should be separate user IDs, they are used as different approvers in payment approval, for details see sections Maintain Payment Approver for Bank Accounts and Approval of Bank Transfer.

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.

## Master Data, Organizational Data, and Other Data

Default Values

The organizational structure and master data of your company have been created in your system during activation. The organizational structure reflects the structure of your company. These master data represent 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 deliver 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. 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.

Check 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 on how to create 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 |
| Bank Key | 50070010 ,82080000 |  | Bank key |
| Country | DE |  | Country of bank key |
| Company Code | 1010 |  | Company code |
| G/L Account | 11001000, 11002000, and so on |  | G/L account for bank accounts |
| Chart of Accounts | YCOA |  | Chart of accounts |
| House Bank | DEBK1  DEBK2 |  | House bank |
| House Bank Account | DEAC1  DEAC2 |  | House bank account is integrated in Bank account master data (BAM) |

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 |

## Business Conditions

Before this test script can be tested, the following business conditions must be met.

|  |  |
| --- | --- |
| Scope Item | Business Condition |
| J60 - Accounts Payable | Perform the relevant steps of payment run to vendors in the Accounts Payable (J60) test script. This is the prerequisite for the Outgoing Payment with BCM Approval Process section in current test script. |
| 30K - Predictive Analytics Model Training - Finance | Perform the relevant steps of Train Predictive Model in the Predictive Analytics Model Training - Finance (30K) test script. These steps are the prerequisite for the Adjust Assigned Liquidity Items-Anomaly Detection section for this test script. |

## Preliminary Steps

### Enable Snapshot

Use

In this activity, you enable the snapshot feature. The snapshot feature allows the cash manager to see a past date cash position or forecast when testing the Check Cash Flow Items and Cash Flow Analyzer procedures. The difference between historical view and actual view can be analyzed and cash flow forecast can be improved.

Caution If Basic Scope is adopted, enabling Snapshot produces an error.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to your SAP S/4HANA on-premise system. |  |  |
| 2 | Access the customizing Path | IMG Menu path:  SPRO Financial Supply Chain Management > Cash and Liquidity Management > General Settings > Define Basic Settings | The Change View "General Settings for Cash Management" Details view displays. |  |
| 3 | Enable Snapshot | Select the Enable Snapshot checkbox and choose Save.  The snapshot functional is not supported in the basic scope. In the full scope, this function is not enabled by default. You need to enable it manually.  After you have enabled this function, you cannot deactivate it when transaction data is stored as historical data. After you have deactivated it, be sure to clean up all historical data using the Delete Data from One Exposure transaction (FQM\_DELETE). |  |  |

### Manage Liquidity Items Hierarchies

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 Liquidity Items via Manage Global Hierarchies.

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 Liquidity Item Hierarchies (F4966). | The Manage Global Accounting Hierarchies view displays. |  |
| 3 | Import Legacy Liquidity Item Hierarchy (Option 1) | In the Hierarchy List, choose the Import Hierarchy button.  In the Import Hierarchy dialog box, make the following entries and choose OK:  Source: Liquidity Item Hierarchy  Liquidity Item Hierarchy: For example, LIQ\_HIE  In the Create a Hierarchy Based On dialog box, make the following entries and choose Create:  Hierarchy ID: For example, LQH\_HIE  You can use the same ID or new ID.  Hierarchy Description: For example, Liquidity Item Hierarchy  Valid From: For example, <01/01/1900>  Use the same validity period as the legacy hierarchy.  Valid To: For example, <keep default>  Note: <any value> | A legacy Liquidity item hierarchy is imported to the Global Hierarchy and activate successfully.  If you have legacy liquidity item hierarchies, you can use this step to migrate them one by one. |  |
| 4 | Create a New Hierarchy (Option 2) | Choose + (Create a new hierarchy), make the following entries and choose Create in the Create New Hierarchy dialog box:  Type: Liquidity Item Hierarchy  Hierarchy ID: <your hierarchy ID>  Hierarchy Description: <description for hierarchy>  Valid From: <valid from date>  Valid To: <default value>  Note: <your note> | Create a new liquidity item hierarchy. |  |
| 5 | Navigate to Timeframe pane | Click your hierarchy to navigate to Timeframe pane. |  |  |
| 6 | Add New Subnode | Choose Edit. In the Nodes section of right pane, choose the highest node and choose +(Add) at the right side of the row. Make the following entries in the Add Node dialog box and choose OK.  Subnode: Selected  Node:<select nodes(liquidity items) via search help F4>  You can also choose Fast Entry (beside Add +) to assign liquidity items as subnode. | The liquidity items are assigned as nodes of liquidity item hierarchy. |  |
| 7 | Assign Liquidity Item to a Node | Choose the new subnode created in the previous step and choose +(Add) at the right side of the row. Make the following entries in the Add Node dialog box and choose OK.  Liquidity Item: Selected  Liquidity Item:<select liquidity items via search help F4>  You can also choose More (beside Add +), from dropdown menu, choose Fast Entry to assign liquidity items. | The liquidity items are assigned to a node of liquidity hierarchy. |  |
| 8 | Save | Choose Save. | The liquidity item hierarchy is well structured and maintained. |  |
| 9 | Activate | Choose Activate. | The liquidity item hierarchy newly maintained is successfully activated. Its status has been converted into Active. |  |
| 10 | Export Liquidity Item Hierarchy to Spreadsheet | Choose Export/Import and choose Export to Spreadsheet from dropdown menu. | A new excel spreadsheet containing the liquidity item hierarchy structure and contents is exported and generated in the specified folder path.  Open the spreadsheet to go through the liquidity item hierarchy details. |  |

### Define Clearing Accounts for Receiving Bank for Account Transfer

Purpose

In this step, you define the clearing accounts for your incoming bank transfers when a new bank account is created.

Prerequisites

Bank accounts are created in the system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to your SAP S/4HANA on-premise system. |  |  |
| 2 | Access the customizing Path | IMG Menu path:  SPRO > Financial Accounting > Bank Accounting > Payment Transactions > Payment Request > Define Clearing Accts for Receiving Bank for Acct. Transfer | The Change View "General Settings for Cash Management" Details view displays. |  |
| 3 | New Entries | Choose New Entries. |  |  |
| 4 | Define Clearing Accounts | Make the following entries and choose Save.  CoCode: for example, DE  House Bk: <house bank you created>  Clrg acct: <G/L account (existing or new)> | The clearing accounts for the receiving bank for account transfer is defined. |  |

### Define Clearing Accounts for Outgoing Bank Transfers

Purpose

In this step, you define the clearing accounts for outgoing bank transfers when a new bank account is created.

Prerequisites

Bank accounts have been created in the system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to your SAP S/4HANA on-premise system. |  |  |
| 2 | Access the customizing Path | IMG Menu path:  SPRO > Financial Accounting > Bank Accounting > Payment Transactions > Payment Handling > Bank Clearing Account Determination > Define Account Determination |  |  |
| 3 | Select Paying Company code | Make the following entries and press Enter:  Paying company code: for example, 1010 | The Change View “Account Determination for G/L Account Payments”: Overview displays. |  |
| 4 | New Entries | Choose New Entries. |  |  |
| 5 | Define Account Determination | Enter the following data and choose Save.  House bank: <house bank you created>  Payment method: <payment method>  Currency: for example, EUR  Account ID: <house bank account ID>  Bank subaccount: <G/L account (existing or new)> | The clearing accounts for outgoing bank transfers is defined. |  |

### Maintain Payment Approver for Bank Accounts

Context

This activity describes how to maintain the payment approver for existing bank accounts as a prerequisite. Payment signatories work as approvers in the Approval and Bank Integration section of the scope item [J78 Advanced Cash Operations](https://rapid.sap.com/bp/scopeitems/J78).

Procedure

Finish the Maintain Payment Approver in Multiple Bank Accounts procedure of the scope item [J77 Advanced Bank Account Management](https://rapid.sap.com/bp/scopeitems/J77) for the following two existing bank accounts:

* Bank account 1133698, bank key 50070010, country/region DE
* Bank account 2580061, bank key 82080000, country/region DE
* If the Unlimited Approval field is selected for the payment approvers, it won’t take the amount setting of this approver into consideration during BCM approval process.
* Please make sure you’ve assigned all payment approver groups of the approval pattern that you want to use in payment approval process. If not, the payment approval pattern is invalid, no payment approvers can be found during the BCM approval process, and the payment approval pattern will also fail. After you maintain payment approver in bank accounts, you can check if there are valid payment approval steps. To do so, open the Manage Bank Accounts (F1366A) app, select the Payment Approvers tab, and choose Show Approval Steps.

### Reconcile Cash Flows – Intraday Memo Records

#### Define Tolerance Groups for Cash Flow Reconciliation

Purpose

In this activity, you create tolerance groups for Cash Flow Reconciliation that are necessary for the following Reconcile Cash Flows – Intraday Memo Records test procedure.

Note Creating an empty tolerance group is used as a default group for the bank account of the same currency. If no tolerance group is available for certain currency, a Difference exceeds the defined limit or no tolerance group defined notification is displayed for reconciliation.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to your SAP S/4HANA on-premise system. |  |  |
| 2 | Access the customizing Path | IMG Menu path:  SPRO > Financial Supply Chain Management > Cash and Liquidity Management > Cash Management > Cash Flow Reconciliation > Define Tolerance Groups for Cash Flow Reconciliation | The Change View “Tolerance Groups for Cash Flow Reconciliation”: Overview view displays. |  |
| 3 | New Entries | Choose New Entries. |  |  |
| 4 | Create Default Tolerance Group | Make the following entries and choose Save:  Currency: For example, EUR  Tolerance Group: For example, <blank> for EUR bank accounts  Note Enter the tolerance group and a tolerance group description.  Amount: For example, 100.00  Percentage: For example, 5.0%  Exchange Rate Type: For example, M  Note You can create other tolerance groups with different tolerance amounts, percentages, or currency per your business needs and then assign it to the relevant bank account. | The empty tolerance group created is the default for the bank account of the same currency. |  |

#### Activate Intraday Reconciliation for Bank Account

Purpose

In this step, you activate Intraday Reconciliation for Bank Accounts. This activation is necessary for the following Reconcile Cash Flows - Intraday Memo Records test 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 Management Specialist. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Bank Accounts (F1366A). |  |  |
| 3 | Enter Selection Criteria | Make the following entries and choose Go:  Account Number: For example,2580061  Bank Key: For example, 82080000  Bank Country: For example, DE |  |  |
| 4 | Select Bank Account | Select the Bank Account for the Intraday Reconciliation activation. | The Bank Account view is displayed. |  |
| 5 | Edit | Choose Edit. |  |  |
| 6 | Activate Intraday Reconciliation | Choose the Bank Relationship tab. |  |  |
| 7 | Activate Intraday Reconciliation | In the Bank Statement Data section, enter the following data and choose Save:  Reconcile Intraday Memo Records: Selected  Tolerance Group for Reconciliation: For example, <blank>  Note If no tolerance group is maintained in the bank account master data, the default (empty) tolerance group for the bank account of the same currency is used. When you have created other tolerance groups, maintain the relevant data.  Caution If no tolerance group is available for certain currency, then a system text format notification appears for reconciliation. | Note When this change is relevant to dual control, the button is Submit for Activation. When this change is relevant to workflow, the button is Submit for Approval. |  |
| 8 | Activate Bank Account Change Request (Optional) | Note If Full Cash Management and Dual Control Revision Activate is applied in the basic settings, follow the Activate Bank Account Change Request procedure in the Advanced Bank Account Management(J77) test script. |  |  |
| 9 | Approve Bank Account Change Request (Optional) | Note If Full Cash Management and Workflow Revision Activate is applied in the basic settings, follow the Approve Bank Account Change Request procedure in the Advanced Bank Account Management (J77) test script. |  |  |

### Cash Trade Request

#### Enable Cash Request Integration

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 is necessary for the following Cash Request test procedure.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to your SAP S/4HANA on-premise system. |  |  |
| 2 | Access the customizing Path | IMG Menu path:  SPRO > Financial Supply Chain Management > Cash and Liquidity Management > General Settings > Define Basic Settings | The Change View "General Settings for Cash Management" Details view displays. |  |
| 3 | Enable Cash Request Integration | Make the following entries and choose Save:  Enable Cash Request Integration: <selected> | The cash request functionality in the full scope of cash management is enabled. |  |

#### Define Planning Level for Cash 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 step, you create the planning levels which are used for cash requests created, submitted and released.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to your SAP S/4HANA on-premise system. |  |  |
| 2 | Access the customizing Path | IMG Menu path:  SPRO > Financial Supply Chain Management > Cash and Liquidity Management > Cash Management > Planning Levels and Planning Groups > Define Planning Levels | The Change View “Planning Levels”: Overview displays. |  |
| 3 | Create Planning Levels for Cash Requests | Choose New Entries and make the following entries and choose Save:  For example:  Planning level for cash request created:  Level: C1  Source: BNK  Short Text: Created CR  Planning Level Long Text: Created Cash Request  Planning level for cash request submitted:  Level: C2  Source: BNK  Short Text: Submit. CR  Planning Level Long Text: Submitted Cash Request  Planning level for cash request Released:  Level: C3  Source: BNK  Short Text: Releas. CR  Planning Level Long Text: Released Cash Request | The planning levels for cash request are defined. |  |

#### Assign Planning Level to Cash 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 step, you assign the planning levels to cash requests with the status of created, submitted and released. You can see cash trade requests in different statuses by planning level.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to your SAP S/4HANA on-premise system. |  |  |
| 2 | Access the SAP Fiori App | IMG Menu path:  SPRO > Financial Supply Chain Management > Cash and Liquidity Management > Cash Management > Memo Records > Assign Planning Levels to Cash Trade Requests |  |  |
| 3 | Assign Planning Levels to Cash Requests | Choose New Entries and make the following entries and choose Save:  For example:  Item 1:  Original: <blank>  Created: C1  Submitted: C2  Released: C3  Item 2:  Original: F0  Created: C1  Submitted:C2  Released: C3 | The planning levels for cash request are defined. |  |

### Manage Reason Codes

#### Create Internal Reason Codes

Purpose

In this activity, you can create internal reason codes and descriptions. You can later use the values to map them to external reason codes you receive from external entities, such as banks.

This step is relevant to the following Monitor Payments for GPI Tracker test procedure.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to your SAP S/4HANA on-premise system. |  |  |
| 2 | Access the customizing Path | IMG Menu path:  SPRO > Financial Supply Chain Management > Bank Communication Management > Payment Status Management > Create Internal Reason Codes |  |  |
| 3 | Create Internal Reason Codes | Choose New Entries and make the following entries and choose Save:  For example:  Reason: SGLT  Reason Description: Has left gpi | The Internal Reason Codes are defined. |  |

#### Map External Reason Codes to Internal Reason Codes

Purpose

In this activity, you can interpret the reason codes you receive from external entities, such as banks. These mappings will be displayed in the batch and payment monitor with external reason code and internal description to interpret the codes for your system.

This step is relevant to the following Monitor Payments for GPI Tracker test procedure.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to your SAP S/4HANA on-premise system. |  |  |
| 2 | Access the customizing Path | IMG Menu path:  SPRO > Financial Supply Chain Management > Bank Communication Management > Payment Status Management > Map External Reason Codes to Internal Reason Codes | The Change View “Maintain mapping of internal to external reason codes”: O displays. |  |
| 3 | Map External Reason Codes to Internal Reason Codes | Choose New Entries and make the following entries and choose Save:  For example:  Status Reason Code: G001  Reason: SGLT | Mapping of internal to external reason codes has been maintained. |  |

# Overview Table

This scope item consists of several procedures provided in the tables below.

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 .

Outgoing Payment With BCM Approval

Table 2: Approval and Bank Integration

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step, Report or Item | Business Role | Transaction/App | Expected Results |
| [BCM Batch Creation](#unique_20) [page ] 27 |  |  | This step is done automatically |
| [Monitor Payments](#unique_21) [page ] 27 | Accounts Payable Accountant | Monitor Payments (F2388) | Check status of payments. |
| [Check Cash Flow Items (Check Details)](#unique_22) [page ] 29 | Cash Manager | Check Cash Flow Items (F0735) | Review detailed information of payment documents. |
| [Approval of Bank Transfer](#unique_23) [page ] 31 | Accounts Payable Manager & Cash Manager | Approve Bank Payments (F0673A) | A Bank Communication Management (BCM) batch is approved, the payment medium is created automatically. |
| [Bank Integration with SAP Multi-Bank Connectivity(16R) (Outgoing)](#unique_24)  [page ] 35 | Role dependent upon procedure | Transaction/App dependent upon procedure | Results dependent upon procedure |
| [Bank Integration with File Interface (1EG) (Outgoing)](#unique_25) [page ] 36 | Role dependent upon procedure | Transaction/App dependent upon procedure | Results dependent upon procedure |
| [Monitor Payments for GPI Tracker](#unique_26) [page ] 36 | Accounts Payable Accountant | Monitor Payments (F2388) |  |
| [Check Cash Flow Items (Check Status)](#unique_27) [page ] 37 | Cash Manager | Check Cash Flow Items (F0735) | Review detailed information of payment documents |
| [Approval of Bank Transfer](#unique_23) [page ] 31 | Accounts Payable Accountant Cash Manager | Approve Bank Payments (F0673A) | Approve payment |
| <#unique_28> | Accounts Payable Accountant | My Inbox - Process Rejected Payments (F4546) | The rejected payment is reversed. |

Bank Transfer Actions

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Option 1: Create, Release and Clear Payment Request in One Single Action](#unique_29) [page ] 41 | Cash Management Specialist | Make Bank Transfers (F0691) | A payment request for bank transfer is created,released and paid in one step. |
| [Option 2: Create, Release, and Clear Payment Request in Separate Steps](#unique_30) [page ] 44 | Cash Management Specialist | Make Bank Transfers (F0691) | A payment request for bank transfer is created,released and paid in individual steps. |
| Option 3: [Define Bank Transfer Templates](#unique_31) [page ] 51 | Cash Management Specialist | Define Bank Transfer Templates (F3759) | Bank transfer templates is created |
| Option 3: [Create Bank Transfers with Templates](#unique_32) [page ] 53 | Cash Management Specialist | Make Bank Transfer Templates – Create with Templates (F3760) | A payment request for bank transfer is created with Templates. |
| [Approve and Bank Integration](#unique_33) [page ] 56 | Role dependent upon procedure | Transaction/App dependent upon procedure | Results dependent upon procedure |
| [Check Cash Position (Smart Business)](#unique_34) [page ] 57 | Cash Manager | Cash Position - Today (F1737) | Check the cash position by country, currency, company code or bank. |

Cash Trade Request

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Create and Submit Cash Trade Request for FX](#unique_35) [page ] 59 | Cash Management Specialist | Reconcile Cash Flows - Intraday Memo Records (F3418) | Cash trade request for FX is created and submitted |
| [Create and Submit Cash Trade Request for Money Market](#unique_36) [page ] 61 | Cash Management Specialist | Reconcile Cash Flows - Intraday Memo Records (F3418) | Cash trade request for MM is created and submitted |
| [Release Cash Trade Request](#unique_37) [page ] 62 | Cash Manager | Manage Memo Records (F2986) | Release Cash Trade Request |
| [Reject Cash Trade Request (Optional)](#unique_38) [page ] 64 | Cash Manager | Manage Memo Records (F2986) | Reject Cash Trade Request |
| [Fulfill Cash Trade Request as Deal Done](#unique_39) [page ] 65 | Cash Manager | Manage Memo Records (F2986) | Cash trade request fulfilled. |
| [Cancel Cash Trade Request as Deal Cancel](#unique_40) [page ] 66 | Cash Manager | Manage Memo Records (F2986) | Cash trade request canceled. |
| [Partial Fulfill or Partial Decline Cash Trade Request](#unique_41) [page ] 67 | Cash Manager | Manage Memo Records (F2986) | Cash trade request is in process or completed. |

Reconcile Cash Flow - Intraday Bank Statement

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Reconcile Cash Flows - Intraday Memo Records](#unique_42) [page ] 69 | Cash Management Specialist | Reconcile Cash Flows - Intraday Memo Records (F3418) | Reconcile Cash Flows and Intraday Memo Records |

Adjust Assigned Liquidity Items - Anomaly Detection

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Adjust Assigned Liquidity Items – Anomaly Detection](#unique_43) [page ] 76 | Cash Manager | Adjust Assigned Liquidity Items (F3627) | Proposals are accepted. The adjustment for cash flow is saved. The Assigned Liquidity Item is replaced by Proposed Liquidity Item. |

Situation Handling

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Create a Team for Situation Monitoring](#unique_44) [page ] 77 | Role dependent upon procedure | Transaction/App dependent upon procedure |  |
| [Create Situation Types](#unique_45) [page ] 78 | Configuration Expert - Business Process Configuration | Manage Situation Types (F2947) | Situation type is created |
| [Monitor Situations](#unique_46) [page ] 80 | Configuration Expert - Business Process Configuration | Monitor Situations (F3264) | Monitor situation |
| [Check Notification by Recipients](#unique_47) [page ] 81 | Cash Manager | n/a | Check notification |

# Test Procedures

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

## Outgoing Payment with BCM Approval Process

### Approval and Bank Integration

Prerequisite

Before testing the steps under Approval and Bank Integration, ensure that at least one of the following procedures has been completed:

1. Maintain Payment Approver for Bank Accounts before Batch creation (refer to Preliminary Steps: Maintain Payment Approver for Bank Accounts)
2. Batch is created successfully. Batch can be automatically generated via one of the following procedures:
   * Bank transfer (refer to the Bank Transfer Actions section).
   * Payment run using the Manage Automatic Payments (F0770), as described in Accounts Payable(J60) test script.
   * • Free form payment via the Quick Create Free Form Payment (F3038) that is described in Accounts Payable (J60) test script.
   * Others.

Context

This section provides procedures for how the outgoing payment of a bank transfer is approved, whether it comes from a payment run for vendor or an initiated bank transfer.

After payment approval, the payment medium file is created. If PMW Format’s Alternative Format Type is marked with 90 SAP Multi-Bank Connectivity, the payment medium files are automatically sent the house bank via SAP Multi-Bank Connectivity for further processing (as described in the Bank Integration with SAP Multi-Bank Connectivity (16R) test script.)

Outgoing payments always updates the cash position, so the cash manager can review detailed cash position information, analyze the payment details or even verify the FI document.

After Approval and Bank Integration is processed, in the Cash Operations -Common Steps section (as described in the Basic Cash Operations (BFB) test script), the Bank Statement, Memo Record, and Cash Reports procedures can be tested.

You must create the BCM batch with the payment method using the Payment Medium Workbench (PMW) format, then approvals are possible for the BCM batch.

When the payment methods for file downloading use the Classic Payment Medium Program in SAP S/4HANA Enterprise Management , use the Schedule Automatic Payments Periodically SAP Fiori app for payment runs. However no BCM batch can be created or approved for the Classic Payment Medium Program.

#### BCM Batch Creation

Context

The creation of the cross-payment run in bank communication management (BCM Batch) is done automatically after the payment is initiated.

If the batch is not created successfully. You can use the App: Manage Automatic Payments (F0770) or Automatic Payment Transactions for Payment Requests (F111) to check application log for your payment run ID.

Note If the approval list in bank master data is empty, all payment will be rejected or approved depending on the value customized in preliminary step Define Automatic Approval/Rejection for Bank Account Master data.

Please make sure the Basic Settings is set as Full Scope, you can check it via SSCUI 101025. If not, the batch can not be created.

Procedure

This step is done automatically.

#### Monitor Payments

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In the Monitor Payments (F2388) app, you can display an overview of your payment batches. You can view the statuses of batches and individual payments at different processing stages.

In different stages of a BCM batch's lifecycle, the app displays different batch/batch item status.

* Payment Batch Created: Batch is created and waits for first approval.
* In Approval: Batch is approved at least once, though not final approval.
* Payment Medium Created: Batch successfully completes approval process and the payment medium is created.
* Accepted by Bank: The payment medium has been sent to the bank and the bank sends responds with a payment status message accepting the payment instruction. This can also be fulfilled through Multi-Bank Connectivity (MBC).
* Stmt. Received: Batch is reconciled by a bank statement.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Accounts Payable Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Monitor Payments (F2388). | The Monitor Payments screen displays. |  |
| 3 | Find the Newly Created Batch | Maintain your filter and choose Go. Then choose New tab. | All newly created batches are displayed on the New tab. You can find the batch you created in the last step. |  |
| 4 | Verify the Batch Status | Verify the batch status in the Status column. The status should be Payment batch created. | If you did not define the payment signatories for the paying bank accounts, the batch's status is Payment Medium Created instead of Payment Batch Created if PMW format is used. You do not need to proceed to the next step Approval of Bank Transfer because the payment approval process is bypassed and the payment medium is created directly after batch is created. |  |
| 5 | Check Details | Select your cash flow item, and choose > (Details) to check details information. | Details information for this batch is displayed. |  |
| 6 | Check Approver | Choose Approvers in header section to check who are the first approvers for the batch. Then choose Close on the dialog box. | All approvers used in the first approver step is shown. For example: Accounts Payable Manager |  |

#### Check Cash Flow Items (Check Details)

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, the Cash Manager or Bank Accountant reviews the detailed information of payment documents.

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 Check Cash Flow Items (F0735). |  |  |
| 3 | Enter Selection Criteria | Choose Adapt Filters if selection fields are hidden.  Make the following entries and choose Go.  Snapshot Time: <default value>  Exchange Rate Type: <M>  Value Date: <Current date>  Company Code: 1010  Certainty Level: <choose all certainty levels>  Recon Status: <Reconciled Intraday Bank Statements, Unreconciled Forecasted Cash Flows> or others per your request  Account Number: 1133698  Currency: EUR | The list is filtered to show fewer entries. |  |
| 4 | Display Additional Payment Information | Select your cash flow item, and choose > (Details) to check details information. | More payment information is displayed on the screen, such as:   * General Information * Journal Entry Information * Bank Information * Bank Communication Management Information   Different source applications display different payment information. |  |

#### Approval of Bank Transfer

Context

In the SAP S/4HANA system, a Bank Communication Management (BCM) batch should be approved by approvers according to the approval pattern in preconfiguration.

After the approval process is done, the payment medium is created automatically.

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

* In the predelivery content, the batching rules that need no approval are marked. No approval process is required for marked rules. For example, for payment method E (Direct Debit).
* The approver for a payment cannot be its creator. Payments created by the approver do not appear in app Approve Bank Payments (F0673A)
* If the payment or batch amount is greater than the Maximum amount maintained in Bank Account Master, No payment approver can be found for the batch. The payments also do not appear in the app Approve Bank Payments (F0673A)

Prerequisites

Payment approver is maintained for bank accounts. BCM batches are created successfully.

##### Approval by First Approver

Test Administration

Customer project: Fill in the project-specific parts.

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

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Accounts Payable Manager.  The user assigned to Signatory Group G001 in the Prerequisites section, Maintain Payment Approver for Bank Accounts. |  |  |
| 2 | Access the SAP Fiori app | Open Approve Bank Payments (F0673A). |  |  |
| 3 | Maintain Filters | Make the following entries and choose Go.  Paying Company Code: 1010 |  |  |
| 4 | Review Payment Batch and Items | Choose the For Review tab, review to ensure that the batches are correct. | All items are correct and the batches can be approved. |  |
| 5 | Select Batch to be Approved | Select the payment batch for approval.  If more than one batch must be approved, select the checkbox for the batches to approve. |  |  |
| 6 | Approve | Choose Approve. Enter the note and choose OK to confirm the dialog box. | The payment is approved and appears on the Reviewed tab. |  |
| 7 | (Optional) Undo Approval | Choose the Reviewed tab and select the payments to be discarded.  Choose Discard Changes from the top right of the view.  To confirm the dialog box, choose Discard Changes.  This optional step is only necessary when you want to undo the approval. | The payment is discarded. it displays on the For Review tab. |  |
| 8 | Submit Reviewed Batch | Choose the Reviewed tab and select the payments to be submitted. Choose Submit. To confirm the dialog box, choose Submit. | The batch is submitted. The payment is sent to the Second Approver.  If SAP365 is not enabled, the payment is sent to the Second Approver and no longer appears on the Re-viewed tab.  If SAP365 is enabled, confirmation notification displays. |  |
| (Optional) | Send SMS Code (Optional) | Choose Send SMS Code.  This step is only required when SAP365 is enabled and user authentication type S Authentication by SAP365 is on. The spro IMG path is Financial Supply Chain Management > Bank Communication Management > Basic Settings > Specify Optional User Authentication . | The mobile phone assigned to the user receives a SMS containing the authentication token. |  |
| (Optional) | Submit Authentication Token (Optional) | Make the following entry:  Token: < token received from SMS>  and choose Submit.  This step is only required when SAP 365 is enabled and user authentication type S Authentication by SAP365 is on. The spro IMG path is Financial Supply Chain Management > Bank Communication Management > Basic Settings > Specify Optional User Authentication . | The payment is sent to the Second Approver and no longer appears on the Reviewed tab. |  |
| 9 | Check Batch Status and Next Approver | Check the batch status and next approvers via App Monitor Payments (F2388), see step Monitor Payments. | The batch status is In Approval. The next approvers is displayed. For example: Cash Manager. |  |

##### Approval by Second Approver

Test Administration

Customer project: Fill in the project-specific parts.

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

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Cash Manager.  Note The user assigned to Signatory Group G002 in the Prerequisites section, Maintain Payment Approver for Bank Accounts. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Approve Bank Payments (F0673A). | The Approve Bank Payments app displays. |  |
| 3 | Maintain Filters | Make the following entries and choose Go.  Paying Company Code: 1010 |  |  |
| 4 | Review Payment Batch and Items | Choose For Review to ensure if the batches are correct. | All items are correct and the batches can be approved. |  |
| 5 | Select Batch to be Approved | Select the payment batch for approval.  If more than one batch must be approved, select the checkbox for the batches to approve. |  |  |
| 6 | Approve | Choose Approve.  Choose OK to confirm the dialog box. | The global payment is approved and appears on the Reviewed tab. |  |
| 7 | Submit Reviewed Batch | Choose the Reviewed tab and select the payments to be submitted, choose Submit.  On the dialog box, choose Submit. | If SAP365 is not enabled, the payment is sent to the Second Approver and no longer appears on the Reviewed tab.  If SAP365 is enabled, confirmation notification displays. |  |
| (Optional) | Send SMS Code (Optional) | Choose Send SMS Code.  Note This step is only required when SAP 365 is enabled and user authentication type S Authentication by SAP365 is on. The spro IMG path is Financial Supply Chain Management > Bank Communication Management > Basic Settings > Specify Optional User Authentication | The mobile phone assigned to the user receives a SMS containing the authentication token. |  |
| (Optional) | Submit Authentication Token (Optional) | Make the following entry:  Token: <token received from SMS>  and choose Submit.  Note This step is only required when SAP 365 is enabled and user authentication type S Authentication by SAP365 is on. The spro IMG path is Financial Supply Chain Management- > Bank Communication Management > Basic Settings > Specify Optional User Authentication | The payment is approved and no longer appears on the Reviewed tab. |  |
| 8 | Check Batch Status | Check the batch status and next approvers via App Monitor Payments (F2388), see step Monitor Payments. | The batch status is Payment Medium Created. The Reference Number is generated. |  |

#### Bank Integration with SAP Multi-Bank Connectivity(16R) (Outgoing)

Context

If PMW Format’s Alternative Format Type is marked with 90 SAP Multi-Bank Connectivity, the payment medium files are automatically sent the house bank via SAP Multi-Bank Connectivity for bank payment processing.

Procedure

Follow the steps in the Outgoing Integration test procedure of the Bank Integration with SAP Multi-Bank Connectivity (16R) test script.

Note As part of the Bank Statement Monitor section in this test script, perform the procedures in the Incoming Integration section of the Bank Integration with SAP Multi-Bank Connectivity (16R) test script.

#### Bank Integration with File Interface (1EG) (Outgoing)

Context

The BCM batch is approved, the payment medium file is created and it can be downloaded manually in the App Manage Payment Media (F1868).

Procedure

Run steps in the Outgoing Integration section of the Bank Integration with File Interface (1EG) test script.

Note As part of the process flow for the Bank Statement Monitor procedure, in this test script, perform the procedures in the Incoming Integration section of the Bank Integration with File Interface (1EG) test script.

#### Monitor Payments for GPI Tracker

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 check the payment status the SWIFT gpi Tracker.

Prerequisite

You can follow the steps in Preliminary Steps section to define your own internal reason codes and map external reason codes to them.

Also make sure Payment Medium Created and pain.002 format payment status with reason code (GPI) has been uploaded.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Accounts Payable Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Monitor Payments (F2388). | The Monitor Payments screen displays. |  |
| 3 | Batch Monitor | Make the following entries and choose Go:  Paying company code: 1010 | All batches are displayed in the All Batches tab. |  |
| 4 | Choose Batch | In Tab Send to Bank, choose the batch with the status Accepted by Bank or other status. |  |  |
| 5 | Check Status Reason Codes | In the header section, choose Status Reason Codes. | If pain.002 format payment status with reason code (GPI) has been uploaded, the popup screen Status Reason Codes is shown with field Reason and Reason Status Reason Code. |  |

#### Check Cash Flow Items (Check Status)

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

Within the Check Cash Flow Items app, the cash manager, bank accountant or AR/AP accountants can check the status of each single outgoing payment that is merged in a BCM batch.

In different stages of a BCM batch's lifecycle, different batch/batch item status is displayed in the Check Cash Flow Items app.

* Payment Batch Created: Batch is created and waits for first approval.
* In Approval: Batch is approved at least once, though not final approval.
* Payment Medium Created: Batch successfully completes approval process and the payment medium is created.
* Accepted by Bank: The payment medium has been sent to the bank and the bank sends responds with a payment status message accepting the payment instruction. This can also be fulfilled through Multi-Bank Connectivity (MBC).
* Stmt. Received: Batch is confirmed by a bank statement.

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. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Check Cash Flow Items (F0735). | The Check Cash Flow Items screen displays. |  |
| 3 | Search Criteria | Choose Adapt Filters if selection fields are hidden.  Make the following entries and choose Go.  Snapshot Time: <default value>  Exchange Rate Type: <M>  Value Date: <Current date>  Company Code: 1010  Certainty Level: <choose all certainty levels>  Recon Status: <Reconciled Intraday Bank Statements, Unreconciled Forecasted Cash Flows> or others per your request | The list is filtered to show fewer entries. |  |
| 4 | Check Batch and Batch Item Status | Choose either the Batch Item Status or the Batch Status columns (scroll right to last columns) and check their status. | For the payment document with MBC payment medium format, after the steps in chapter Outgoing Integration of test script 16R - Bank Integration with SAP Multi-Bank Connectivity are executed successfully, its status should be Accepted by Bank.  For the Payment document with a payment medium format for file download, after the steps in chapter Outgoing Integration of test script 1EG - Bank Integration with File Interface are executed successfully, its status should be Payment Medium Created.  If you cannot find the Batch Item Status and the Batch Status column, please change the layout. |  |
| 5 | Take Action | The cash manager should take action for those batches or batch items with inappropriate status (such as a batch created 10 days ago that has not been approved or rejected). |  |  |

## Bank Transfer Actions

Purpose

This section describes the steps to make bank transfer between two house bank accounts. For example, there is a deficit of a current bank account; the cash manager makes a decision to make a bank transfer from another bank account.

Example Data:

There are two sample bank accounts provided:

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Bank Account | Bank Key | House Bank / Account ID |
| Account 1 | 1133698 | 50070010 | DEBK1/DEAC1 |
| Account 2 | 2580061 | 82080000 | DEBK2/DEAC2 |

You may make a bank transfer from bank account 1133698 to bank account 2580061, or from bank account 2580061 to bank account 1133698.

* Cross-company code bank transfer is not supported in preconfigured content. You need to define clearing account between company codes via transaction code: OBYA.
* Also cross countries with different withholding tax is not supported.

Prerequisite

Make sure the relevant clearing accounts are maintained for your bank account. You can refer to step Define Clearing Accounts for Receiving Bank for Account Transfer & Define Clearing Accounts for Outgoing Bank Transfers in Preliminary Steps section.

### Initiate Bank Transfer

Context

You can make transfers between bank accounts in your company. For each transfer, the system creates a payment request. Depending on your company's process, you can either create and clear the payment request in one single action, or create, release, and clear the payment request in separate steps.

You can also navigate from the Make Bank Transfers (F0691) app to Make Bank Transfers - Create with Templates (F3760), to use repetitive codes to speed up internal work, create payment requests in batches, and proceed with payment program for payment requests. To do this, you must have already created master data and relevant customizing settings for repetitive codes. The app can be used with the Define Bank Transfer Templates (F3759) and Make Bank Transfers - Create with Templates (F3760) apps. As a result, bank-to-bank transfer and payment processes become more transparent, structured and flexible, and cash management related functionalities become more comprehensive.

You are allowed to designate instruction key for the payment requests while using app Make Bank Transfer - Create with Template and Make Bank Transfer. Instruction key for data medium exchange controls which statements are given to the participating banks when carrying out the payment. It is used in countries such as Germany, Austria, the Netherlands, Spain, Norway, Finland, and Japan as well as for the international SWIFT formats.

You have three options for bank transfer:

1. Create, release, and clear the payment request in one single action by selecting the Release and Pay checkbox. See [Option 1: Create, Release and Clear Payment Request in One Single Action](#unique_29) [page ] 41 task.
2. Create, release, and clear the payment request in separate steps by deselecting the Release and Pay checkbox. See [Option 2: Create, Release, and Clear Payment Request in Separate Steps](#unique_30) [page ] 44 task.
3. Create a bank transfer with a template. For more information see the [Option 3: Make Bank Transfer with Templates](#unique_54) [page ] 50 task.

#### Option 1: Create, Release and Clear Payment Request in One Single Action

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, release and clear the payment request in one single action.

Prerequisite

The sample bank accounts exist, with payment signatories assigned to them. For more information, see the [Maintain Payment Approver for Bank Accounts](#unique_11) [page ] 13 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 Management Specialist. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori app | Open Make Bank Transfers (F0691). |  |  |
| 3 | Create, Release and Pay Bank Transfer in one step (Option 1) | To trigger a new bank transfer, choose Create. Make the following entries and choose Save:  Make a note of the payment request number: \_\_\_\_\_\_\_\_\_\_ (when you have done so, choose Close).  Payer Information:  Paying Bank Account: 1133698  Paying Company Code: 1010  Paying House Bank: for example, DEBK1  Paying House Bank Account: for example, DEAC1  Payee Information:  Receiving Bank Account: for example, 2580061  Receiving Company Code: 1010  Receiving House Bank: for example, DEBK2  Receiving House Bank Account: for example, DEAC2  The descriptions for the two bank account fields are populated in display mode after determination.  Transaction Information:  Transfer Date: <current date>  Payment Method: Choose an existing payment method for credit transfer.  Only payment methods that are applicable to the paying bank account are listed.  Amount: for example, 1000 EUR  Release and Pay: Selected  Select Release and Pay checkbox, the system automatically releases the payment re-quest and starts the payment run.  Payment Data: (option)  Single Payment: <select per your request>  If you want to designate instruction key for the payment re quests, enter following instruction key & instruction fields.  Instruction Key: <via Value Help>  Instruction 1: <via Value Help>  Instruction 2: <via Value Help>  Instruction 3: <via Value Help>  Instruction 4: <via Value Help>  The key is used as part of an argument when reading the information stored for an instruction key (incl. instructions, cost allocation key and payment method for DME, for example). Maintenance is done in SSCUI / Customizing.  Instructions can be defined 1) in document; 2) in master data record using an instruction key; 3) in the house bank DME data using an instruction key; The instructions from the document are used with higher priority, provided that one of the four fields has been filled out. | The Make Bank Transfer screen displays.  If the system does not find any configuration or input errors and the payment run is successfully triggered for the payment request, the new bank transfer payment request is successfully created and cleared.  Otherwise, the payment request stays in Released status. |  |
| 4 | Search Bank Transfer | Make the following entries and choose Go:  Payment Request: <payment request number>  Choose Adapt Filters to show the Payment Request field. | The specified bank transfer entry with Cleared status is displayed in the Bank Transfer worklist. |  |
| 5 | Open Bank Transfer | Choose the bank transfer entry. | The bank transfer payment request is presented in the right side of the screen with Cleared status. The Clearing Document No. field displays the clearing document number automatically. |  |
| 6 | Check Application Log | In Application Log section, choose Search. | The payment request info is presented in log details.   * If the payment request is not cleared and stays in Released status or the batch is not created, you can read the message and also use the App: Automatic Payment Transactions for Payment Requests (F111) to check application log for your payment run ID. * You can check your payment status via App: Monitor Payments (F2388). |  |

#### Option 2: Create, Release, and Clear Payment Request in Separate Steps

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, release and clear the payment request in separate steps.

Prerequisite

The sample bank accounts exist, with payment signatories assigned to them. For more information, see the [Maintain Payment Approver for Bank Accounts](#unique_11) [page ] 13 section.

##### Create Bank Transfer

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 payment request via bank transfer.

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 | Access the SAP Fiori app | Open Make Bank Transfers (F0691). |  |  |
| 3 | Create New Bank Transfer | To trigger a new bank transfer, choose Create. Make the following entries and choose Save:  Make a note of the payment request number: \_\_\_\_\_\_\_\_\_\_ (when you have done so, choose Close).  Payer Information:  Paying Bank Account: 1133698  Paying Company Code: 1010  Paying House Bank: for example, DEBK1  Paying House Bank Account: for example, DEAC1  Payee Information:  Receiving Bank Account: for example, 2580061  Receiving Company Code: 1010  Receiving House Bank: for example, DEBK2  Receiving House Bank Account: for example, DEAC2  Transaction Information:  Transfer Date: <current date>  Payment Method: Choose an existing payment method for credit transfer.  Amount: for example, 1000 EUR  Release and Pay: Deselected  Payment Data: (option)  Single Payment: <select per your request>  If you want to designate instruction key for the payment re quests, enter following instruction key & instruction fields.  Instruction Key: <via Value Help>  Instruction 1: <via Value Help>  Instruction 2: <via Value Help>  Instruction 3: <via Value Help>  Instruction 4: <via Value Help> | If the system does not encounter validation errors, the new bank transfer payment request is successfully created. The system displays a message indicating that a payment request is created with the payment request ID. |  |
| 4 | Check Application Log | In Application Log section, choose Search. | The payment request creation info is presented in log details. |  |

##### Release Payment Request

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you release a payment request.

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 | Access the SAP Fiori app | Open Make Bank Transfers (F0691). |  |  |
| 3 | Search Bank Transfer | Make the following entries and choose Go:  Payment Request: <payment request number>  Choose Adapt Filters to show the Payment Request field. | The specified bank transfer entry with Created status is displayed in the Bank Transfer worklist. |  |
| 4 | Release Bank Transfer | At the right of the screen, choose Release.  To confirm, on the dialog box, choose Release. | The payment request is released. |  |
| 5 | Check Application Log | In Application Log section, choose Search. | The payment request release info is presented in log details. |  |
| 6 | Search and Open Bank Transfer | To find your new payment request, run steps 3-4 above. Open the request. | The bank transfer payment request is presented in the right side of the screen with Released status. The Pay and Reverse buttons are shown for you to proceed with the next payment transactions. |  |
| 7 | Reverse Bank Transfer after being released(option) | At the right of the screen, choose Reverse.  To confirm, on the dialog box, choose Reverse. | The bank transfer payment request status change to Reversed.  If you reverse the payment request, go back to the prior step to create a bank transfer. |  |

##### Pay Payment Request

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you pay a payment request.

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 | Access the SAP Fiori app | Open Make Bank Transfers (F0691). |  |  |
| 3 | Search Bank Transfer | Make the following entries and choose Go:  Payment Request: <payment request number>  Choose Adapt Filters to show the Payment Request field. | The specified bank transfer entry with Released status is displayed in the Bank Transfer worklist. |  |
| 4 | Pay Bank Transfer | At the right of the screen, choose Pay.  To confirm, on the dialog box, choose Pay. | The payment request is cleared. |  |
| 5 | Check Application Log | In Application Log section, choose Search. | The payment request cleared info is presented in log details. |  |
| 6 | Search and Open Bank Transfer | To find your new payment request, run steps 3-4 above. Open the request. | The bank transfer payment request is presented in the right side of the screen with Cleared status. The Clearing Document No. field shows the clearing document number.  If the payment request is not cleared and stays in Released status or the batch is not created, you can read the message and also use the App: Automatic Payment Transactions for Payment Requests (F111) to check application log for your payment run ID. |  |

#### Option 3: Make Bank Transfer with Templates

Purpose

This section describes the process to make bank transfer with templates.

Prerequisite

The sample bank accounts exist, with payment signatories assigned to them. For more information, see the [Maintain Payment Approver for Bank Accounts](#unique_11) [page ] 13 section.

##### Define Bank Transfer Templates

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 maintain bank transfer templates.

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 Define Bank Transfer Templates (F3759). |  |  |
| 3 | Create Bank Transfer Templates | To create a template, choose Create. Make the following entries and choose Save:  Payer Information:  Repetitive Code: for example, RC001  Paying Bank Account: for example, 1133698  Paying Company Code: 1010  Paying House Bank: for example, DEBK1  Paying House Bank Account: for example, DEAC1  Payee Information:  Receiving Bank Account: for example, 2580061  Receiving Company Code: 1010  Receiving House Bank: for example, DEBK2  Receiving House Bank Account: for example, DEAC2  Transaction Information:  Payment Method: <existing payment method for credit transfer>  Only payment methods that are applicable to the paying bank account are listed.  Currency: for example, EUR | The Bank Transfer Template is successfully saved. The template is shown in display mode with all information filled.  The system performs checks when saving the template, such as:   * bank account validation in current period * bank account with valid house bank and house bank account ID * payment method properly configured for the paying company code's country * payment method configured for the selected currency   If an error message occurs, read the message and take any required actions. |  |
| 4 | Close Bank Transfer Templates | To close the right panel, choose Close. | The Define Bank Transfer Templates screen displays. |  |
| 5 | Search Bank Transfer Templates | Make the following entries and choose Go:  Repetitive Code: <repetitive code>  Choose Adapt Filters to show the Repetitive Code field. | All the bank transfer template records matching the search criteria are listed then in the templates work list. |  |
| 6 | Open a Bank Transfer Template | Choose the bank transfer template. | The bank transfer template is displayed on the right side of the page. |  |
| 7 | Edit a Bank Transfer Template | Choose Edit on the top right corner. Make some changes and choose Save.  Note:  Some fields cannot be changed, such as  - Repetitive Code  - Paying Bank Account  - Paying Bank Account ID | The Bank Transfer Template is successfully saved.  The system performs checks while saving the template. See step 3 in this procedure for more information. |  |
| 8 | Delete a Bank Transfer Template(option1) | Open the bank transfer template you want to delete. Choose Delete on the top right corner. On the dialog box, choose Delete to confirm the interaction. | The bank transfer template is deleted after the work list refreshes.  If you delete the bank transfer template, go back to the previous step to create a new bank transfer template. |  |
| 9 | Delete Multiple Bank Transfer Templates (option2) | Execute steps 3 - 5 to create multiple bank transfer templates. Search for the templates, select them, and choose Delete. On the dialog box, choose Delete to confirm the interaction. | The selected bank transfer templates are deleted after the work list refreshes.  If you delete the bank transfer template, go back to the previous step to create a new bank transfer template. |  |

##### Create Bank Transfers with Templates

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 make bank transfer with templates.

Prerequisite

The relevant bank transfer templates have been created.

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 Make Bank Transfers - Create with Templates (F3760).  Alternatively, you can open Make Bank Transfers (F0691), then choose Create with Templates to get into the Make Bank Transfers - Create with Templates (F3760) app. | The Make Bank Transfers – Create with Templates view displays. |  |
| 3 | Search Bank Transfer Templates | All available bank transfer templates are listed. Search for the specific bank transfer template created previously (searching for its repetitive code, paying company code or paying bank account).  To view more than what is shown on screen, choose More to show more templates. | All the bank transfer template records matching the search criteria are listed. |  |
| 4 | Create a Payment Request - New Bank Transfers（Option 1） | Select a bank transfer template .  Make the following entries and choose Save:  choose Settings to open more fields.  Transfer Date: <current date>  Amount: <transfer amount>  Currency: EUR (change if required)  Reference Text: <description>  Single Payment: <select per your request>  If you want to designate instruction key for the payment re quests, enter following instruction key & instruction fields.  Instruction Key: <via Value Help>  Instruction 1: <via Value Help>  Instruction 2: <via Value Help>  Instruction 3: <via Value Help>  Instruction 4: <via Value Help>  Make a note of the payment request number: \_\_\_\_\_\_\_\_\_\_ | The Bank Transfers are created. Also a new payment request with Created status is created for the repetitive code.  You can proceed with the next payment transactions, such as Release, Pay, or Reverse. |  |
| 5 | Create Multiple Payment Requests - New Bank Transfers(Option 2) | Execute step 3-4, but choose several templates to maintain and Save. | If multiple templates are processed plus some of them cannot be processed properly, error message(s) pop up telling that payment request is not created for the repetitive code. Whether successful or failed request creations based on those picked templates, system consolidates the results and prompts them together in a message box. |  |

##### Release Payment Request

Purpose

In this activity, you release a payment request..

Procedure

Please refer to step Release Payment Request in this document.

##### Pay Payment Request

Purpose

In this activity, you pay a payment request.

Procedure

Please refer to step Pay Payment Request in this document.

### Approve and Bank Integration

Purpose

After the bank transfer is executed, a Bank Communication Management (BCM) batch or several BCM batches are created automatically. The BCM batches are approved as described in this procedure.

After approval, if MBC credit transfer payment medium format was used in bank transfer, the payment medium format file can be sent to Multi-Bank Connectivity (MBC) for bank payment processing, as described in Bank Integration with SAP Multi-Bank Connectivity (16R). If in the SAP S/4HANA Enterprise Management system the payment medium format for the file download was used in cash concentration, the payment medium format file can be downloaded manually, as described in Bank Integration with File Interface (1EG).

Procedure

Run the steps in the previous Approve and Bank Integration procedure for payment triggered by using the Make Bank Transfer app.

### Check Cash Position (Smart Business)

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

After bank transfer is made, the positions of paying bank and receiving bank are updated. Head of cash manager can analyze the cash position by country, currency, company code or bank.

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. |  |  |
| 2 | Access the SAP Fiori app | Open Cash Position - Today (F1737). | The Cash Position screen displays. |  |
| 3 | Check the Cash Position Classified by Bank Country | The screen displays a bar chart classified by bank country. The bar for each country represents the cash position in banks for this country. | The total cash position amount is displayed at the top right of screen. The bar chart displays at the bottom of the screen. |  |
| 4 | Display by other Drill Down Option | You can use the drill down list (By Bank Country is chosen by default) to change to another option. For example, if you choose By Company, the bar chart is classified by company code name. |  |  |
| 5 | Drill Down by Clicking on a Bar | If you click the blue bar, you can choose an option from the context menu. For example, if you choose By Bank, the bars are reclassified by bank name. | The positions of these two banks involved in bank transfer in the previous step are updated. |  |
| 6 | Shift to Form Display | Choose the Tabular View button. | The cash position data is shown in a list/form format. |  |

## Cash Trade 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 can create, edit, and delete cash trade requests, which will then be submitted for approval. As a result of your submission, your requests can be released or rejected. The released cash trade requests will then automatically trigger the creation of trade requests in the Treasury and Risk Management (TRM).

Prerequisite

You need manually enable the cash trade request functionality in the full scope of cash management. This functionality is integrated with Treasury and Risk Management (TRM). You also need to define planning levels for cash trade requests. You can follow the steps in Preliminary Steps section.

1. Enable Cash Request Integration
2. Define Planning Level for Cash Request
3. Assign Planning Level to Cash Request

### Create and Submit Cash Trade Request for FX

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 Specialist create and submit Cash Trade Request for FX.

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 Memo Records (F2986). |  |  |
| 3 | Create Cash Trade Request (FX) | Choose Create Memo Record/... and choose Create Cash Trade Request (FX) from dropdown list. | The Memo Record view displays.  The certainty level for the new memo record is Cash Trade Request. |  |
| 4 | Enter Cash Trade Request Data | On the Cash Trade Request Data section, make following mandatory fields and choose Enter:  Instrument Category: FXFW (FX Forward)  Value Date: <current date+3 months>  Buy / Sell: Buy  Company Code: 1010  Requested Amount: for example, 1000,000 EUR  Requested Opposite Amount(Forecasted): <in the second field, enter the opposite currency, for example USD>  Choose Enter, Opposite Amount is activated for input. Enter the Opposite Amount if needed. |  |  |
| 5 | Save Cash Trade Request | Choose Save.  Before submitted, you can edit or delete the cash trade request via choose Edit or Delete. | The cash trade request is created with status Created. |  |
| 6 | Submit Cash Trade Request | Choose Submit.  After Submitted, you can not edit or delete the cash trade request. | The cash trade request is submitted for approval and its status is also updated as Submitted. |  |
| 7 | Save and Submit Cash Trade Request in One Step (Optional) | You can also save and submit cash trade request in one step as following:  Repeat steps 1-5, then choose Save and Submit. | The cash trade request is saved and submitted in one step. |  |

### Create and Submit Cash Trade Request for Money Market

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 Specialist create and submit Cash Trade Request for Money Market.

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 Memo Records (F2986). |  |  |
| 3 | Create Money Market Request (MM) | Choose Create Memo Record/... and choose Create Cash Trade Request (MM) from dropdown list. | The Memo Record view displays.  The certainty level for the new memo record is Cash Trade Request. |  |
| 4 | Enter Cash Trade Request Data | On the Cash Trade Request Data section, make following mandatory fields and choose Enter:  Instrument Category: FT (Money Market: Fixed Term Deposit/Loan)  Invest / Borrow: <Invest or Borrow>  Term Start Date: <current date>  Term End Date: <current date+1 year>  Company Code: 1010  Requested Amount: for example, 1000,000 EUR |  |  |
| 5 | Cash Trade Request | Choose Save.  Before submitted, you can edit or delete the cash trade request via choose Edit or Delete. | The Cash Trade Request is created with status Created. |  |
| 6 | Cash Trade Request | Choose Submit.  After Submitted, you can not edit or delete the cash trade request. | The cash trade request is submitted for approval and its status is also updated as Submitted. |  |
| 7 | Cash Trade Request in One Step (Optional) | You can also save and submit Cash Trade request in one step as following:  Repeat steps 1-5, then choose Save and Submit. | The Cash Trade request is saved and submitted in one step. |  |

### Release Cash Trade 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

Cash Manager release the Cash Trade Request.

The other user is used to approve and release the cash trade 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 Cash Manager. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Memo Records (F2986). |  |  |
| 3 | Search Cash Trade Request | Make the following entries and choose Go.  Company Code: 1010  Certainty Level: Cash Trade Request  Cash Trade Request Status:S(Submitted)  Note Choose Adapt Filters to add the fields as filter if needed. | The chase trade requests are displayed. |  |
| 4 | Release Cash Trade Request | Select a cash trade request and choose Release. | The cash trade request is released, then automatically trigger the creation of trade requests in the Treasury and Risk Management (TRM).  After deal is performed in trading platform, cash trade request gets response from Trade Request and update the status. |  |

### Reject Cash Trade Request (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

Cash Manager reject the Cash Trade Request

The other user is used to reject the cash trade 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 Cash Manager. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Memo Records (F2986). |  |  |
| 3 | Search Cash Trade Request | Make the following entries and choose Go.  Company Code: 1010  Certainty Level: Cash Trade Request  Cash Trade Request Status:S(Submitted)  Note Choose Adapt Filters to add the fields as filter if needed. | The cash trade requests are displayed. |  |
| 4 | Reject Cash Trade Request | Select a cash trade request and choose Reject and choose Close. | The cash trade request is rejected, and its status is updated as Created.  The creator can adjust the cash trade request and submit again. |  |

### Fulfill Cash Trade Request as Deal Done

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

After deal is done in trading platform and TR transaction was created, cash trade request gets response from Trade Request and update the status to 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 Manage Memo Records (F2986). |  |  |
| 3 | Search Cash Trade Request | Make the following entries and choose Go.  Company Code: 1010  Certainty Level: Cash Trade Request  Cash Trade Request Status:F(Completed)  Note Choose Adapt Filters to add the fields as filter if needed. | The cash trade requests are displayed. |  |
| 4 | Check Trade Cash Trade Request | Select a cash request to check. | The cash request status is updated as Completed. |  |
| 4 | Check Trade Request | Click Trade Request number which is highlighted with Blue. | Trade Request detailed information is displayed. |  |

### Cancel Cash Trade Request as Deal Cancel

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 deal is canceled in trading platform, cash trade request status is updated as Canceled.

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 Memo Records (F2986). |  |  |
| 3 | Search Cash Trade Request | Make the following entries and choose Go.  Company Code: 1010  Certainty Level: Cash Trade Request  Cash Trade Request Status:X(Canceled)  Note Choose Adapt Filters to add the fields as filter if needed. | The change requests are displayed. |  |
| 4 | Check Cash Trade Request | Select a cash trade request to check. | The cash trade request status is updated as Canceled. |  |
| 5 | Check Trade Request | Click Trade Request number which is highlighted with Blue. | Trade Request detailed information is displayed. |  |

### Partial Fulfill or Partial Decline Cash Trade 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

If deal is split and partial fulfilled(or partial declined) in trading platform, cash trade request status is updated as In Process. Then the remaining part is partial fulfilled(or partial declined) in trading platform, cash trade request status is finally updated as Completed.

For current release, this step is only for Cash Trade Request for FX.

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 Memo Records (F2986). |  |  |
| 3 | Search Cash Trade Request | Make the following entries and choose Go.  Company Code: 1010  Certainty Level: Cash Trade Request  Cash Trade Request Status: T(In Process)/ F(Completed)  Choose Adapt Filters to add the fields as filter if needed. | The cash trade requests are displayed. |  |
| 4 | Check Cash Trade Request | Select a cash trade request to check. | The cash trade request status is updated as In Process or Completed. |  |
| 5 | Check Trade Request | Click Trade Request number which is highlighted with Blue. | Trade Request detailed information is displayed. |  |

## Reconcile Cash Flows - Intraday Memo Records

Purpose

With the app Reconcile Cash Flows - Intraday Memo Records (F3418), you can manually reconcile intraday memo records that were generated automatically from intraday bank statements with forecasted cash flows. This feature enables you to compare your intraday bank statements with your forecasts before the end of the business. You can easily identify unfinished and unknown payments in time, as well as help you remove duplicated items in forecasts to gain a more accurate account of your cash positions.

The reconciliation result is also reflected in the Cash Flow Analyzer (F2332), where you can filter intraday bank statements and forecasted cash flows according to their reconciliation status. By combining different filter options, you can analyze your cash flows and bank account balances from various dimensions.

The four reconciliations status under Cash Flow Analyzer are as follows:

1. Reconciled Intraday Bank Statements
2. Unreconciled Intraday Bank Statements
3. Reconciled Forecasted Cash Flows
4. Unreconciled Forecasted Cash Flows

Prerequisite

Before testing this step, ensure that the following customizing, master data and procedures have been defined, maintained and completed. Some steps that must be completed as prerequisites are described in other test scripts.

1. Define Tolerance Groups for Cash Flow Reconciliation

You have completed the steps in the Define Tolerance Groups for Cash Flow Reconciliation procedure in the Preliminary Steps section of the Prerequisites.

1. Activate Intraday Reconciliation for Bank Account

You have completed the steps in the Activate Intraday Reconciliation for Bank Account procedure in the Preliminary Steps section of the Prerequisites.

1. Create Forecast Cash Flows (optional)

Open forecast cash flows exist. One Exposure derives cash forecasts for items representing receivables, payables, or cash in transit, and so on.

1. Intraday bank statement with memo record is generated.

The relevant intraday memo records are automatically generated after importing intraday bank statements.

You can follow the Upload Intraday Bank Statement procedure in the Bank Integration with File Interface (1EG) test script.

1. After a new intraday bank statement is imported for a certain bank account, the system generates an intraday memo records. If there are already active intraday memo records that were generated before the current date under this bank account, the system automatically deactivates the old intraday memo record into the inactive status to eliminate duplicate data.
2. When an end of day bank statement is imported for a certain bank account, all active intraday memo record under this bank account before the current date, the system automatically deactivates the old intraday memo record into the inactive status to eliminate duplicate data.

### Check Automatic Reconciliation Result

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 auto reconciliation is triggered during uploading intraday bank statement.

Purpose

You can view automatically reconciled intraday memo records and forecasted cash flows.

Once an intraday bank statement is imported into the system, the system automatically generates an intraday memo record for each bank account. The system then automatically reconciles open intraday memo records with open forecasted cash flows.

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 Reconcile Cash Flows - Intraday Memo Records (F3418). | The Reconcile Cash Flows - Intraday Memo Records view displays. |  |
| 3 | Selection Criteria | Choose Adapt Filters if selection fields are hidden. For example: Reconciliation Status.  Make the following entries and choose Go:  Company code: 1010  Value date: <current date>  Bank Country: For example, DE  Bank Key: For example, 82080000  Bank Account: For example, 2580061  Account Type: For example, <leave blank>  Account Currency: For example, EUR  Reconciliation Status: for example, Open Cash Flows and Memo Records | Bank accounts in reconciliation are listed. |  |
| 4 | Verify Reconciliation | Choose the Reconciled Items tab to verify the reconciled pairs. | If the items are changed after reconciliation, the column Changed After Reconciliation is marked as Yes. You can Undo Reconciliations per your request. |  |

### Perform Manual Reconciliation

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

You can manually reconcile intraday memo records with forecasted cash flows.

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 Reconcile Cash Flows - Intraday Memo Records (F3418). | The Reconcile Cash Flows - Intraday Memo Records view displays. |  |
| 3 | Selection Criteria | Choose Adapt Filters if selection fields are hidden. For example: Reconciliation Status.  Make the following entries and choose Go:  Company code: 1010  Value date: <current date>  Bank Country: For example, DE  Bank Key: For example, 82080000  Bank Account: For example, 2580061  Account Type: For example, <leave blank>  Account Currency: For example, EUR  Reconciliation Status: for example, Open Cash Flows and Memo Records  4 reconciliation status as following:   * Reconciled: The intraday memo records of this bank account are completely reconciled with forecasted cash flows. * Intraday Memo Records: Some intraday memo records of this bank account are not yet reconciled. * Open Cash Flows: Some forecasted cash flows of this bank account are not yet reconciled. * Open Memo Records and Cash Flows: Some intraday memo records and forecasted cash flows of this bank account are not yet reconciled. | Intraday Memo Records, Forecasted Cash Flows, Reconciled Items of the same bank account (with the same currency) display. |  |
| 4 | Select Intraday Memo Records | Select one or more Intraday memo records with same currency under the Intraday Memo Records tab. |  |  |
| 5 | Select Forecasted Cash Flows | In the Forecasted Cash Flows tab, find the relevant forecast cash flows of the same bank account (with the same currency) and select.  Note:  To reconcile with forecasted cash flow of other bank accounts, choose To Company Code View to view all the open cash flows of the same company code, and then select the desired forecasted cash flow items from that list.  To reconcile between different currencies, you select the intraday memo records of the currency and then choose the forecasted cash flows of the other currency.  A tolerance group is available for the bank account where the exchange rate type is configured. If exchange rates or exchange rate types are not properly defined, you cannot reconcile items. |  |  |
| 6 | Perform Reconciliation | Choose either Reconcile with Cash Flow from above the Intraday Memo Record section, or Reconcile with Intraday in the Forecasted Cash Flows section.   * If the difference has exceeds the limit defined in the relevant tolerance group for this bank account, the system notifies you with an alert. * For reconciliation between different currencies, if the difference after currency exchange, is higher than the tolerance, a dialog box notification warning displays. | . |  |
| 7 | Verify Reconciliation | Choose the Reconciled Items tab to verify the reconciled pairs. | The intraday memo records and the forecasted cash flows are reconciled. |  |

### Undo Reconciliation

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

You can undo reconciliations for selected items and reset them to the open status.

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 Reconcile Cash Flows - Intraday Memo Records (F3418). | The Reconcile Cash Flows - Intraday Memo Records view displays. |  |
| 3 | Selection Criteria | Choose Adapt Filters if selection fields are hidden. For example: Reconciliation Status.  Make the following entries and choose Go:  Company code: 1010  Value date: <current date>  Bank Country: For example, DE  Bank Key: For example, 82080000  Bank Account: For example, 2580061  Account Type: For example, <leave blank>  Account Currency: For example, EUR  Reconciliation Status: for example, Reconciled | Bank accounts with status reconciled are listed. |  |
| 4 | Verify Reconciliation | Choose the Reconciled Items tab to verify the reconciled pairs. | If the items are changed after reconciliation, the column Changed After Reconciliation is marked as Yes. You can Undo Reconciliations per your request. |  |
| 4 | Undo Reconciliation Item | Choose the Reconciled Items tab, select any items that are not matched together and choose Undo Reconciliation at up-right corner of the section. Choose OK to confirm the notification that displays. | The reconciliation chains are broken and any of those items of this reconciliation group are reset to open, making them available for further matching. |  |
| 5 | Verify Reconciliation | Choose the Reconciled Items tab to verify the reconciled pairs. | If the items are changed after reconciliation, the column Changed After Reconciliation is marked as Yes. You can Undo Reconciliations per your request. |  |

## Adjust Assigned Liquidity Items – Anomaly Detection

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

You can adjust liquidity items, which indicates the source and use of cash flows in your company, by leveraging machine learning capabilities. You can compare the actual liquidity items that are assigned and the predicted liquidity items that are automatically proposed by the predictive models. By accepting the system proposal, the assigned liquidity items are then adjusted and replaced by the proposed liquidity items.

Prerequisite

In the Predictive Analytics Model Training - Finance (30K) test script, perform the relevant steps in the Train Predictive Model section. Check proposed liquidity item, confidence rate(%), and so on for cash flows and adjust assigned liquidity item - anomaly detection.

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 Adjust Assigned Liquidity Items (F3627). | The Adjust Assigned Liquidity Items view displays. |  |
| 3 | Enter Selection Criteria | Make the following entries and choose Go:  Company Code: 1010  Value Date: <This month>  Different from Assigned: Yes  ProposedLiquidItem with Confide…: for example, <leave blank> .  You can also reset confidence rate as needed. For example, you could choose items with a confidence rate greater than or equal to 90%.  If some fields are not shown, choose Adapt Filters to select them for display. | The cash flows are displayed. You can check Assigned Liquidity Item, Recommend with ConfLabel, ProposedLiquidItem with Confidence Level , and so on for each item.  The ProposedLiquidItem with Confidence Level is calculated for the Recommend with ConfLabel by the trained Machine Learning model. |  |
| 4 | Adjust Assigned Liquidity Items | Select one or more items and choose Accept Proposal. Choose OK to confirm the further dialog boxes. | Proposals are accepted. The adjustment for cash flow is saved. The Assigned Liquidity Item is replaced by Recommend with ConfLabel. |  |
| 5 | Check Adjusted Item | On the filter bar, change Different from Assigned to No, then choose Go. | In the Cash Flows list, you can check the adjusted items. |  |

## Situation Handling

### 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 Information Tab:

Team Name: Team for Cash Management

Global ID: SFCLM1\_A

Description: Situation team for cash and liquidity Management

Team Status: Ready to Use

Type: SFCLM1

Responsibility Definition Tab:

Company Code: 1010

If fields are empty, the team is responsible for all company codes.

Team Members tab:

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

Functions: SFCLM\_TD

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

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 situation type to receive the notification. You can restrict the notification by 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 | Select the checkbox for standard template FIN\_FQM\_FIDATE\_DIFFERENCE and choose Copy. | This standard template is used to inform specific users when the system detects an FI cash flow for which the difference between the posting date and the value date has exceeded the defined tolerance. |  |
| 4 | Define Condition | Make the following entries:  Admin Information tab:  ID: ZFIN\_FQM\_FIDATE\_DIFFERENCE  Conditions tab:  Company Code: 1010  Fiscal Year: <current fiscal year>  Date Difference (Days): greater than or equal to 30 |  |  |
| 5 | Batch Job Scheduling | In Batch Job Scheduling Tab, make the following entries:  Time Zone: for example UTC  Start Batch Job At: for example <your time> |  |  |
| 6 | Add Team Category | In the Recipients tab, choose Add Team Category. On the dialog box, select Cash and Liquidity Management and choose Select. |  |  |
| 7 | Maintain Responsibility by Teams | For team category Cash and Liquidity Management, make the following entries:  Responsibility Definition: Company Code  Member Function: Check Transaction Data in One Exposure |  |  |
| 8 | Situation Monitoring | In Situation Monitoring, select checkbox for Monitor Instances. |  |  |
| 9 | Save | Choose Save. Choose Yes to confirm the message Enable Situation Type. | The situation type is created and enabled. |  |

### 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: ZFIN\_FQM\_FIDATE\_DIFFERENCE  Year: <current year> |  |  |
| 4 | Check Instance Details | In Instance Details section, check detailed information for your situation type. | The batch job is executed per one hour. |  |

### 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 notification is checked by the recipient who is assigned to team members in previous step Create a Team for Situation Monitoring.

Prerequisite

If you want to trigger notification and check it. Please make sure you have posted a FI cash flow for which the difference between the posting date and the value date has exceeded the defined tolerance.

For example, in our testing case, tolerance is greater than or equal to 30 days under company code 1010.

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 Date Difference Warning for FI Flows has been identified, choose Expand Group. |  |  |
| 3 | Check Details | Choose one item with Date difference in FI flow is too large and navigate to App Display Line Item Entry. |  |  |

## Cash Reports

Purpose

This section describes all of the frequently used reports for cash daily operation.

### Check Cash Position (Smart Business)

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

The Cash Manager or bank accountant can use this app to check the forecasted cash positions for the current date by location, company, and currency. Cash position data is calculated based on memo records and various data sources from the One Exposure from Operations hub.

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 Cash Position - Today (F1737). |  |  |
| 3 | Review Cash Position | A bar chart displays the cash position information classified by bank country. | For each country, the blue bar represents the cash position in the banks of this country. The cash position amount is displayed in the top left of the view. |  |
| 4 | Display by other Options | From the drilldown list, By Bank Country is chosen by default, select another option, for example, By Company. | The bar charts are classified by the company code names. |  |
| 5 | Drill Down Using Bar | Choose the blue bar, choose an option from the list (for example, By Bank). | The bar charts are reclassified by bank names. |  |
| 6 | Shift to Form Display | Choose the Tabular View button. | The cash position data is displayed in a form format. |  |

### Check Cash Flow Items

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

The Cash Manager, Bank Accountant, Accounts Receivable Accountant, or Accounts Payable Accountant can use this app to track and trace all the cash flow items from different source applications that are integrated with cash management. You can also see line item details of the original documents, such as journal entries, banks, and account assignments. This provides a comprehensive overview of the cash flow and liquidity status in your company.

Note After completing the reconciliation described in the Reconciliation Cash Flows – Intraday Memo Records procedure, use the Check Cash Flow Items (F0735) SAP Fiori app and filter by Reconciliation Status to view the detail line item information from each intraday bank statement and all forecast cash flows.

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 Check Cash Flow Items (F0735). | The Check Cash Flow Items (F0735) view displays. |  |
| 3 | Enter Selection Criteria | Choose Adapt Filters if selection fields are hidden.  Make the following entries and choose Go:  Snapshot Time: <default value>  Exchange Rate Type: <M>  Value Date: <today's date>  Company Code: 1010  Certainty Level: <choose all certainty levels>  Recon Status: <Reconciled Intraday Bank Statements, Unreconciled Forecasted Cash Flows> or others per your request  Account Number: 1133698  Currency: EUR | The Payment Documents list is displayed.  If Snapshot is enabled and the period of (Valid From to Valid To) includes cash flow time stamp, the data flow should be detected under the current selected timeslot. You can change default Time Stamp.  If Snapshot is not enabled and the period of (Valid From to Valid To) excludes cash flow time stamp, the data flow should not be detected under the current selected timeslot. |  |
| 4 | Check Batch Status | Go to Batch Item Status and Batch Status (scroll right to the last columns) and check their status. | If you cannot find the Batch Item Status and Batch Status columns, choose Settings to change the layout. |  |
| 5 | Display Additional Payment Information | Select your cash flow item, and choose > (Details) to check details information. | More payment information is displayed on the screen, such as:   * General Information * Journal Entry Information * Bank Information * Bank Communication Management Information   Note Different source applications display different payment information. |  |
| 6 | Display FI Document | Choose the blue link for a journal entry number.  Note Choose a line with Source Application such as Accounts Receivable, Accounts Payable, or Payment. | The Manage Journal Entries screen displays. |  |
| 7 | Go Back | Choose Back. | The Check Cash Flow Items view displays. |  |
| 8 | Make Manual Adjustment of the Cash Flow Items (Optional) | Choose Edit. In Account Assignments section, manually adjust the account assignments (such as liquidity item, transaction amount, cost center, and so on).   * This function only works for cash flows from accounting documents (journal entries). * You can also choose Add to add one or more new items to split the Transaction Amount of the original item into different dimensions (such as liquidity item, transaction amount, cost center, and so on). * The Transaction Amount of all items must equal the Transaction Amount of the original item. | The original item has been split to the several new items with new dimensions. |  |

### Bank Statement Monitor - End of Day

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

The Bank Accountant or Cash Manager can use this app to monitor the import status of end-of-day bank statements for all the bank accounts selected for monitoring. This app provides them with an overall status of the monitored bank accounts and also allows them to identify bank accounts with statement import errors.

There are three processing status categories:

* Success: the bank statement was posted correctly
* Warning: the bank statement is available but some of the items could not be posted, reprocessing bank statement items are needed
* Error: the bank statement is not available, but should be available based on the bank account settings

Prerequisite

Ensure that fields related to the bank statement monitor are fully populated under the Bank Relationship tab in bank account master data (for example, Processing status, Interval, Interval Unit, Factory Calendar ID). For more information, see the Advanced Bank Account Management (J77) test script.

Fields related to the bank statement monitor:

Processing Status: <Selected>

Interval: for example, 1

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. Note: Do not set Interval as “0” which means daily frequency.

Interval Unit: Specifies the unit of measurement for an interval.

Factory Calendar ID: Distinguishes between working days and non-working days.

According to the example data, one bank statement should be available per month. If not, the error status should be appeared.

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. |  |  |
| 2 | Access the SAP Fiori app | Open Bank Statement Monitor - End of Day. |  |  |
| 3 | Edit Header Data | Choose v(Expand Header).  Choose Adapt Filters if selection fields are hidden.  Make the following entries and choose Go:  Key Date: <Current Date>  Is Warning as Error: <keep default value - >  If you want to display Warning as Error, change the value to “+” |  |  |
| 4 | Check Processing Status Classified by Country | A bar chart displays information classified by country. | The import success rate is displayed on the top-left section of the screen. The bar chart displays at the bottom of the screen.  For each country, the data bar displays the status of the last-imported bank statement for each bank account. For example, if you see three data bars for a country, the app is monitoring three house bank accounts for that country. Each bar reflects the processing status of one of those accounts. The status categories that are shown can be Success, Warning, or Error. |  |
| 5 | Display by other Drill Down Option | Choose the drilldown list (By Country is chosen by default). Select another option (for example, By Company). | The bar chart is classified by the company codes’ name. |  |
| 6 | Drill Down by Clicking on a Bar | Click one of the data bars. Choose an option from the list (for example, By Company and Bank). | The bars are reclassified by company codes’ name joint with banks’ name. |  |
| 7 | Shift to Form Display | Choose the Tabular view button. | The bank statement processing status is displayed in form format. |  |

### Intraday Bank Statement Monitor

Purpose

The Cash Management Specialist or Cash Manager can monitor the import status of intraday bank statements for the bank accounts selected for monitoring. They can compare the expected number of imports with the actual number, and view the import schedule and status for bank accounts in a timeline that can be zoomed in or out.

#### Define Monitoring Rules for Intraday Bank Statement Monitor

Test Administration

Customer project: Fill in the project-specific parts.

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

Use

In this activity, you define the monitoring rules with frequency for the intraday bank statement.

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 Define Monitoring Rules - Intraday Statements (FCLM\_BRM\_RULE). | The Define Monitoring Rules for Intraday Bank Statements screen displays. |  |
| 3 | Edit Rule | Choose Display in the upper right corner of the screen. | Create New Rule, Generate Rule with Frequency, Delete Rule button are displayed. |  |
| 4 | Generate Rule with Frequency | Choose Generate Rule with Frequency. | The Generate Rule with Frequency screen displays. |  |
| 5 | Enter Rule Data | Make the following entries and choose Generate Rule and Save:  Rule ID: for example, R01  Description: Rule for intraday bank statement monitor  Time Zone: <your time zone>  Import Frequency(In Minutes): 60 |  |  |
| 6 | Continue | Choose Generate Rule and Save. Then choose Continue to confirm the dialog box. | Rule generated and saved. |  |

#### Assign Monitoring Rule to Bank (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. |

Use

At the bank level, you can use this process to assign a monitoring rule that applies to all the bank accounts in this bank, if there are no other rules specified for individual 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 | Access the SAP Fiori app | Open Manage Banks (F1574). |  |  |
| 3 | Set Up Bank for Intraday Bank Statement | Make the following entry and choose Go:  Bank Number: for example, 50070010 |  |  |
| 4 | Choose Bank | Choose the blue link for Bank Number50070010. | The Display Bank view displays. |  |
| 5 | Edit Bank | Choose Edit. |  |  |
| 6 | Enter Data | Make the following entries and choose Save:  Rule for Intraday Statements: for example, R01 | The bank is updated with the rule. |  |

#### Define Bank Account to Monitor

Test Administration

Customer project: Fill in the project-specific parts.

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

Use

In this section, you define the bank accounts to be monitored. Only bank accounts that are set to be monitored appear in this App Bank Statement Monitor - Intraday (F3671) app.

Bank accounts can be linked to multiple house bank accounts by using the House Bank Account Connectivity setting. However, only bank accounts that are linked to one house bank account can currently be monitored by the Bank Statement Monitor - Intraday (F3671) app.

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 screen displays. |  |
| 3 | Set Up Bank Account for Intraday Bank Statement | Make the following entry and choose Go:  Account Number: for example, 1133698 |  |  |
| 4 | Account Detail | Choose the arrow icon at the right of the row for Account Number 1133698. | The Bank Account view displays. |  |
| 5 | Set Up Bank Account for Intraday Bank Statement | Choose Edit. |  |  |
| 6 | Enter Data | Choose the Bank Relationship tab.  Make the following entries and choose Save:  Upload of Intraday Statements: Selected  Rule for Intraday Statements: for example, R01  Note If you maintained the rule at bank level in the prior step, you can keep the Intraday Statements Rule (Account Level) field blank. To use a specific rule, maintain it at the bank account level.  Ensure that the house bank account exists in the selected bank account. |  |  |
| 7 | Save | If the general setting for cash management is Activate Directly, the button displays as Save. For Activate via Dual Control, the button displays as Submit for Activation. For Activate via Workflow, the button displays as Submit for Approval.  Note The changes for the bank account have to be approved if the general setting for cash management is Activate via Dual Control or Activate via Workflow. For bank account approval process, see the Advanced Bank Account Management (J77) test script. |  |  |
| 8 | Generate Appointment of Importing Intraday Bank Statement, Log on the SAP GUI back-end system | In the Command field, enter transaction code SE38 and press Enter. Make the following entries and choose Execute:  Program: FCLM\_BRM\_GENERATE\_APPT | You manually generated appointments from the monitoring rule that is assigned at bank level or bank account level before you use the app Bank Statement Monitor - Intraday (F3671). |  |

#### Monitor Intraday Bank Statement

Test Administration

Customer project: Fill in the project-specific parts.

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

Use

In this activity, you monitor the intraday bank statement.

Prerequisite

The bank account is added into the intraday bank statement monitoring hierarchy. Intraday bank statements for this specific bank account are uploaded.

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 Bank Statement Monitor - Intraday (F3671). | The Intraday Bank Statement Monitor screen displays. |  |
| 3 | Enter User Settings | Choose your user on the up right corner, then select User Settings. Make the following entries on the Alert Setting dialog box and choose OK.  Number of Warnings: for example 4  this number is uSed to show alert for consecutive warnings in this App. |  |  |
| 4 | Enter Criteria | Make the following entry and choose Go:  Key Date: <today>  Bank Country Key: for example, DE  Bank Key: for example, 50070010  Import Status of Bank Account: for example, <blank> | For the bank accounts added into the intraday bank statement monitor hierarchy, the status shows as Error/Warning/Success in the hierarchy according to the imported number of the intraday bank statement. |  |
| 5 | Check Status | Choose > (Expend Node) to check Status, Expected, Imported for the Bank Account. | For the bank accounts added into the intraday bank statement monitor hierarchy, the status shows as Alert/Warning/Success in the hierarchy according to the imported number of the intraday bank statement. |  |

### Cash Flow Analyzer

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

With this app, the cash manager or bank accountant can view the aggregated amounts and line item details of cash position, medium-and-long term liquidity forecast, and actual cash flows. You can analyze cashflows over days, weeks, months, quarters, or years for all bank accounts and liquidity items. The data presented in the app can be used to give a high-level overview and detailed insight into the cash flow status to the management.

After completing the reconciliation described in the Reconciliation Cash Flows – Intraday Memo Records procedure, use this app and filter by Reconciliation Status to view the detail line item information from each intraday bank statement and all forecast cash flows. The cash position report is more accurate.

For example:

* Reconciled Intraday Bank Statements
* Unreconciled Intraday Bank Statements
* Unreconciled Forecasted Cash Flows

Prerequisites

Before checking the report on Hierarchy level, you need to define the relevant hierarchies. You can define or check the hierarchies via following Apps:

* Bank Account Group Hierarchy: Execute the Manage Global Hierarchies (F2918) procedure in Advanced Bank Account Management (J77) to define/check bank account hierarchy.
* Bank Hierarchy: Use the Manage Bank Accounts - Bank Hierarchy View (WDA\_FCLM\_BAM\_HIERARCHY) app to check the bank hierarchy.
* Cash Pool Hierarchy: Execute the Manage Cash Pools (F3266) procedure in Intercompany Process for Cash Concentration (2U8) test script to define/check a cash pool hierarchy by assigning a header account and subaccounts to the cash pool.
* Liquidity Item Hierarchy: Execute the Manage Global Hierarchies (F2918) procedure in Preliminary Steps to create your liquidity item hierarchies.

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 Cash Flow Analyzer (F2332). | The Cash Flow Analyzer (F2332) view displays. |  |
| 3 | Selection Criteria | Choose Adapt Filters if the filter selection fields are hidden.  Maintain selection criteria and choose Go.  Company Code: 1010  Currency: <leave blank>  Time Period: D7  Date: <current date>  Reconciliation Status: <Reconciled Intraday Bank Statements,Unreconciled Intraday Bank Statements,Unreconciled Forecasted Cash Flows>  Note You can choose Filters to display and save additional filter criteria. You can choose the user account at the up right corner of the current view, then choose User Settings to designate defaults settings as needed, such as:   * Derive Currency * Calendar   + No Shift: The day is not taken into account if it is a working day or non-working day.   + Shift to Working Days: The working days must be considered. The non-working day flow is automatically accumulated to the next working day or previous working day. If you select this option, choose one calendar to be mandatory, and choose Shift to Next Day or Shift to Previous Day as needed. * Scaling | The list is filtered and shows all related entries within the time period.  Note The time period settings are by Unit: D (Day), W (Week), or M (Month).  Note If Snapshot is enabled and the period of (Valid From to Valid To) includes cash flow time stamp, the data flow should be detected under the current selected timeslot.  Note If Snapshot is not enabled and the period of (Valid From to Valid To) excludes cash flow time stamp, the data flow should not be detected under the current selected timeslot. |  |
| 4 | Expand Hierarchy | Expand the hierarchy Currency > Company Code > Bank Account . | Rows for opening balance, inflow, outflow and closing balance display for a specific bank account when they exist. The amount of bank transfer is reflected in outflow/inflow. |  |
| 5 | Navigate to Display Cash Flow Items | Select a Inflows or Outflows Item, select an amount highlighted in blue, choose Display Cash Flow Items to Cash Flow Items view. Then you can also navigate to Check Cash Flow Items by choosing > (Details).  In Balance View, only In/Out Flows can do Display Cash Flow Items navigation; Balance flows can’t navigate. | The Cash Flow Items view displays. |  |
| 6 | Switch Views | Choose Switch Views and select either Balance View or Delta View and choose OK. | Balance View displays opening balance, outflows/inflows, and closing balance.  Delta View displays outflows/inflows. |  |
| 7 | Adjust Layout | Select Settings to change the layout and include more fields, such as Liquidity Item. |  |  |
| 8 | Export to Spreadsheet | Choose the Export to Spreadsheet button. |  |  |
| 9 | Display Bank Account Hierarchy View | Choose Display Hierarchy and on the Select Hierarchy dialog box, select Bank Account Hierarchy.  Enter a Bank Account Hierarchy ID and choose OK.  Note If there is no Bank Account Hierarchy display here, you have not yet created the Bank Account Hierarchy. Cash pools can be selected from the bank account groups list.  Note If large amounts of data and the multilevel hierarchy cause slow performance, use the Expand Level for Hierarchy in the Users Settings to limit the hierarchy to your current situation. For example, if you input 1 in the Expand Level for Hierarchy, the result is only the first level of hierarchy is expanded. | The Bank Account Group view displays.  Note You can display the report in the bank accounts hierarchy. You can also display the report in cash pools. |  |
| 10 | Display Liquidity Item Hierarchy View | Choose the < (Back) icon and then choose Display Hierarchy again. On the Select Hierarchy dialog box, select Liquidity Item Hierarchy and enter the following data and choose OK:  Liquidity Item Hierarchy ID: For example, LIQ\_HIE  Display Currency for Liquidity Item Hierarchy: For example, EUR  Note You can choose Display Currency for Liquidity Item Hierarchy in User Settings. | The Liquidity Item Hierarchy view displays. |  |
| 11 | Display Cash Concentration Simulation View | Choose the < (Back) button and choose Display Hierarchy. In the Select Hierarchy dialog box, choose Cash Concentration Simulation and make the following entries and choose OK:  Cash Pool Name: CP00A  Display Currency for Cash Pool: EUR  When you display cash concentration simulation view, please ensure you have performed the relevant steps in the Intercompany Process for Cash Concentration (2U8) test script.  Choose the bank account number found in Manage Bank Accounts (F1366A). | The Cash Concentration Simulation view displays. |  |

### Cash Flow Comparison – By Date Range

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

You can compare actual cash flows with your forecasts in the past as well as compare different forecast records that were made on different snapshot dates. It helps you understand the accuracy of your past forecast records and assists you in improving your cash flow forecasts continuously.

To view the forecast values in the past, make sure that you executed the [Enable Snapshot](#unique_7) [page ] 8 step in Preliminary Steps.

We provide Web Dynpro and Design Studio Apps. If the Web Dynpro application type is set as a default for your app on the SAP Fiori launchpad, you can add the Design Studio version of this app to your launchpad. To do this, go to the App Finder in your user area and search for the name of your app.

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 Cash Flow Comparison - By Date Range (F3274). | The Cash Flow Comparison – Actual/Forecast view is displayed. |  |
| 3 | Selection Criteria | Choose Adapt Filter Bar, if the filter selection fields are hidden.  Maintain the following selection criteria and choose Go:  Value Date From: For example, <the first date of current month>  Value Date To: For example, <the last date of current month>  Snapshot Date From: For example, <the first date of current month>  Snapshot Date To: For example, <the last date of current month>  Snapshot time: For example, 23:59:59  Value Date (Hierarchy): <select via Value Help>  Display Currency: for example, EUR  Exchange Rate Type: for example, M  Note You can use various dimensions and filters to personalize the report. For example, you can display cash flow figures in date hierarchies such as Week/Day, Year/Month/Day, or Year/Quarter/Month/Day using the Value Date (Hierarchy) filter. This way, cashflow figures are aggregated according to the defined hierarchy. You can then choose to expand the hierarchy for details. | Acutal-to-forecast and forecast-to-forecast comparison for cash flows of the specified time range is displayed.  Note The Actual Flows line displays the actual cash flow. The line with a specific date, displays the forecast cash flow data. Choosing the + button on the date allows you to drill down to see detail transaction information. |  |

### Cash Flow Comparison – By Timestamp

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

You can select any two snapshot timestamps in the past and compare the forecasted cash flows as well as compare the forecasted flows with the actual flows. It helps you understand the accuracy of your past forecast records and assists you in improving your cash flow forecasts continuously.

* To view the forecast values in the past, make sure that you executed the [Enable Snapshot](#unique_7) [page ] 8 step in Preliminary Steps.
* We provide Web Dynpro and Design Studio Apps. If the Web Dynpro application type is set as a default for your app on the SAP Fiori launchpad, you can add the Design Studio version of this app to your launchpad. To do this, go to the App Finder in your user area and search for the name of your app.

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 Cash Flow Comparison - By Timestamp. | The Cash Flow Comparison - Actual/Forecast view is displayed. |  |
| 3 | Selection Criteria | Choose Adapt Filters, if the filter selection fields are hidden.  Maintain the following selection criteria and choose Go:  Value Date From: For example, <the first date of current month)  Value Date To: For example, <the last date of current month)  Snapshot Date A: For example, <the first date of current month)  Snapshot Date B: For example, <the last date of current month)  Snapshot time A: For example, 23:59:59  Snapshot time A: For example, 23:59:59  Display Currency: for example, EUR  Exchange Rate Type: for example, M | Forecast records that were made on different snapshot timestamps is compared. The forecast records is compared with the actual cash flows. |  |

### Liquidity Forecast – Trend by Date

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

You can forecast the liquidity trend for the following days. You can filter and drill down by various dimensions.

The amount is the forecasted amount in bank account currency. The liquidity forecast is calculated based on the transaction data from memo records and the One Exposure from Operations hub.

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 Liquidity Forecast – Trend by Date . | The Liquidity Forecast view is displayed. |  |
| 3 | Selection Criteria | Choose Adapt Filters, if the filter selection fields are hidden.  Maintain the following selection criteria and choose Go:  Display Currency: for example, EUR  INTERVAL DAY: For example, 90  You can also filter the data with various dimensions, such as calendar day, planning group, and so on.  Select one Drilldown to display Liquidity Forecast.   * Forecast Cash Flow and Balance * Cash Flow by Liquidity Item * Cash Flow by Company Code | The liquidity forecast cash flow displays for the following 90 days.   * You can navigate to the Check Cash Flow Items application to display the line item details for each cash flow. * You can switch the display mode between charts and tables. |  |

### Actual Cash Flow – Trend by Date

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

You can gain an overview of the daily cash flows for the past days. This KPI helps you identify unusual inflows and outflows and take action accordingly. You can filter and drill down by various dimensions.

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 Actual Cash Flow (F0513A). | The Actual Cash Flow view is displayed. |  |
| 3 | Selection Criteria | Choose Adapt Filters, if the filter selection fields are hidden.  Maintain the following selection criteria and choose Go:  Display Currency: for example, EUR  INTERVAL DAY: For example, 90  You can also filter the data with various dimensions, such as calendar day, planning group, and so on.  Select one Drilldown to display Liquidity Forecast.   * Aggregated Cash Flow * Cash Flow by Liquidity Item * Cash Flow by Company Code | The daily actual cash flows for the past 90 days displays.   * You can navigate to the Check Cash Flow Items application to display the line item details for each cash flow. * You can switch the display mode between charts and tables. |  |

### Liquidity Forecast Details – Overview

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

You can display the overview of forecast amounts of each liquidity item by different dimensions.

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 Liquidity Forecast Details - Overview. | The Liquidity Forecast Details – Overview is displayed. |  |
| 3 | Selection Criteria | Choose Adapt Filters, if the filter selection fields are hidden.  Maintain the following selection criteria and choose Go:  Start Date: <Start Date>  End Date: <End Date>  Calendar Day (Hierarchy): <choose via value help>  Company Code: for example, 1010  Display Currency: for example, EUR | The amounts of opening balance, net cash flows and closing balance is displayed |  |

### Liquidity Forecast Details – Details

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

You can display the details of forecasted amounts of each liquidity item by different dimensions

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 Liquidity Forecast Details – Details. | The Liquidity Forecast Details – Details is displayed. |  |
| 3 | Selection Criteria | Choose Adapt Filters, if the filter selection fields are hidden.  Maintain the following selection criteria and choose Go:  Start Date: <Start Date>  End Date: <End Date>  Display Currency: for example, EUR  Calendar Day (Hierarchy): <choose via value help>  Liquidity Item (Hierarchy): <choose via value help>  Company Code: for example, 1010 | The amounts of opening balance, net cash flows and closing balance is displayed |  |

### Cash Flow – Detailed Analysis

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

You can get an overview of the daily cash inflows and outflows, and analyze them for the last weeks or months for all subsidiaries and liquidity items. You can then identify the extraordinary and abnormal cash flows, ensure that they were accurate and compliant, and that they have taken the liquidity planning into account. The data presented in the app can be used to give an overview of the cash flow status to the management.

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 Cash Flow - Detailed Analysis. | The Cash Flow Detailed Analysis is displayed. |  |
| 3 | Selection Criteria | Choose Adapt Filters, if the filter selection fields are hidden.  Maintain the following selection criteria and choose Go:  Conversion Date: <current date>  Display Currency: for example, EUR  Conversion type: <M>  Calendar Day: <keep default>  Company Code: for example, 1010  Time Hierarchy: <choose via value help> | An overview of the daily cash inflows and outflows is displayed. |  |

# Appendix

## Process Chains

The process to be tested in this test case is part of a chain of integrated processes.

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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