

Accounts Receivable (J59_US)

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1 Purpose

With Accounts Receivable, you manage open receivables invoices that are automatically created from sales processes. You manage and control open items with various analytical tools to optimize accounts receivables handling. The primary source of incoming payments is incoming bank statements loaded within the Cash Management process. They are automatically reconciled with open invoices. Easy-to-use views make the post processing of open items convenient and efficient.

Alternatively, manually post incoming payments and easily reconcile the payment with an open item. Several analytical tools are available to monitor the receivables, allowing you to react quickly if you discover a declining payment discipline among your customers. You can easily create dunning letters for overdue items and follow the dunning history of your customers.

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.

Values in this test script (decimal notation, date formats, and so on) are presented in U.S. standard notation. If your test system is set up to use a different notation, enter values as appropriate.

2 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.

2.1 System Access

System Access

Type of Data		Details
System	System	Accessible via SAP Fiori Launchpad. Your system administrator provides you with the URL to access the various apps assigned to your role.

2.2 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.

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](#).

Name (Role)	ID (Role)	Name (Space)	ID (Space)	Log On
Accounts Receivable Accountant	SAP_BR_AR_ACCOUNTANT	Accounts Receivable	SAP_BR_AR_ACCOUNTANT	
Accounts Receivable Manager	SAP_BR_AR_MANAGER	Accounts Receivable	SAP_BR_AR_MANAGER	
Billing Clerk	SAP_BR_BILLING_CLERK	Billing	SAP_BR_BILLING_CLERK	
General Ledger Accountant	SAP_BR_GL_ACCOUNTANT	General Ledger	SAP_BR_GL_ACCOUNTANT	
Cash Management Specialist	SAP_BR_CASH_SPECIALIST	Cash Management	SAP_BR_CASH_SPECIALIST	
Administrator	SAP_BR_ADMINISTRATOR	Administration	SAP_BR_ADMINISTRATOR	
Configuration Expert - Business Process Configuration	SAP_BR_BPC_EXPERT	Business Process Configuration	SAP_BR_BPC_EXPERT	
Master Data Specialist - Business Partner Data	SAP_BR_BUPA_MASTER_SPECIALIST	Master Data - Business Partners	SAP_BR_BUPA_MASTER_SPECIALIST	

2.3 Master Data, Organizational Data, and Other Data

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

Use your own master data to go through the test procedure. If you have installed an SAP Best Practices Package, you can use the following package scenario data:

Accounting

Data	Sample Value	Details	Comments
Company Code	1710		
Controlling Area	A000		
Customer	17100001 17100002		
House Bank	USBK1/USAC1 USBK2/USAC2		
Bank GL Account	11001000 11002000		
Cost Center	17101101		
Profit Center	YB700		

For more information on creating master data objects, see the following [Master Data Scripts \(MDS\)](#)

Table 1: Master Data Script Reference

Master Data ID	Description
BND	Create Customer Master
BNG	Create G/L Account and Cost Element
BNM	Create Cost Center and Cost Center Group
BNH	Create Profit Center

2.4 Business Conditions

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

Scope Item	Business Condition
BD9 - Sell from Stock	Execute to create and post invoices to accounting before running this test script. Caution Not valid for SAP S/4HANA Professional Services Cloud.
BDN - Sales of Non-Stock Item with Order-Specific Procurement	Execute to create and post invoices to accounting before running this test script.
BFB - Basic Cash Operations	Execute to upload bank statements.
BDQ - Invoice Correction Process with Debit Memo	Execute to create debit memos that are manually cleared in this test script. Caution Not valid for SAP S/4HANA Professional Services Cloud.
BKL - Invoice Correction Process with Credit Memo	Execute to create credit memos that are manually cleared in this test script. Caution Not valid for SAP S/4HANA Professional Services Cloud.
BKJ - Sales Order Processing with Customer Down Payment	Execute the create down payment request before running this test script. Caution Not valid for SAP S/4HANA Professional Services Cloud.
J58- Accounting and Financial Close	Execute to create open posting periods.

The following technical configurations must be established to test this scope item :

Integration to Other Applications

Integration Scenario	Application Name	Details
Tax Determination	Vertex	
Bank Connectivity	Multi-Bank Connectivity	Connectivity is configured to send payment instructions to the bank and receive bank statements from the bank.
Load Electronic Bank Statements		Bank statements are loaded into financials, automatically, through a standard interface to banks. You don't set up the interface to the banks first. You should be able to adjust the reconciliation rules for the bank statement, but the interface is part of the service available with the private option.

2.5 Preliminary Steps

2.5.1 Define Accounting Clerk

Purpose

In this activity, you add, change, or remove accounting clerks. Add the user testing this script as an accounting clerk, so that the user is able to test the Dunning letter activities.

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 Receivable Manager .		
2	Access the SAP Fiori App	Open Define Accounting Clerks (S_ALR_87003335) .	The Change View "Accounting Clerks": Overview displays.	
3	New Entries	Choose New Entries .	The Overview of Added Entries view displays.	
4	Enter Accounting Clerk Data	Make the following entries and choose Save : Company Code: 1710 Clerk: < Any 2 alphanumeric characters> Name of Accounting Clerk: <Any Description> Office User: <Your user id or user id of Accounts Receivable Accountant> Note Office User is a mandatory field.	You created a new accounting clerk.	

2.5.2 Manage Situation Types (Optional)

Purpose

As an optional activity, you upload a template to define a situation type. Situation types allow you to manage the different circumstances that are critical to your business processes by automatically notifying the right users either as soon as a situation occurs or at a defined time. Situation types create situation instances, send notifications, and display the situation message, including related information, in the corresponding app.

In this activity, you create an invoice skipped situation type for the Manage Payment Advice [page] 67 test procedure under the *Incoming Payments with Electronic Bank Statement* section.

The purpose of this situation is to notify users about accounts receivable payment advices that appear to have skipped a high-value invoice or invoices within the due date range of invoices covered. For example, if ten invoices are payable at the end of a month and only nine are mentioned on the payment advice, it indicates to the relevant Accounting Clerk that they may want to contact the affected customer for the balance. The situation is only initialized if the excluded invoices comprise more than 50% of the total balance due within the given date range (that is, only if the potentially missing amount is significant). Only debit items are considered. The situation can only map payment advice items to accounts receivable open items using the invoice reference numbers, so it may not function properly for manual invoices, debit notes, or similar.

Standard Templates and Ready-to-Use Situation Types

Standard templates are predefined by SAP.

Standard templates can only be copied, although the copy becomes a ready-to-use situation types that you adapt and enable for productive use.

Ready-to-use situation types can be copied, edited, enabled, disabled, and deleted. When you delete a ready-to-use situation type, all related instances and monitored data are also deleted.

Situation types can be translated into various languages. The texts for the standard templates are already translated into a set of languages that can serve as a basis for your translations.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as Configuration Expert - Business Process Configuration.		
2	Access the SAP Fiori App	Open Manage Situation Types - Message-Based (F2947) .		
3	Select Type	Choose the Situation Templates tab. Choose Go .	The Situation Type view displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
4	Select a Template	Select the checkbox for the row of FIN_PAYMENTADVICEINVOICESKIPPED , and then choose Copy .	A New Situation Type view displays.	
5	Maintain Admin Information	Make the following entries: ID: ZFIN_PAYMENTADVICEINVOICESKIPPED Note The Z in the ID, indicates that you have created this copy of the template. Name: An Invoice is skipped in Payment Advice Display Sequence: Medium is default, with setting from Very High to Very Low	The situation type is maintained.	
6	Maintain Situation Display	In the Situation Display area, enter the following: In-App Situation Message section: Short Description: <use default> Details: <use default> Notification Message area: Secure Text: <use default> Public Text: <use default> Resend Notifications: <use default>, Selected.		
7	Save	Choose Create . Confirm the Do you want to enable the situation type? message by choosing Yes .		

3 Overview Table

This scope item consists of several process steps provided in the table 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 [App Finder](#).

Preparation of Payments

Process Step	Business Role	Transaction/App	Expected Results
Maintain Business Partners [page] 16	Accounts Receivable Accountant	Maintain Business Partner (BP)	Customer Master Data is created.
Display Customer List [page] 18	Accounts Receivable Accountant	Display Customer List (F2640)	Customer List is created.

Enter Invoice without Sales Order

Process Step	Business Role	Transaction/App	Expected Results
Enter Invoice Without Sales Order [page] 20	Accounts Receivable Accountant	Create Outgoing Invoices (FB70)	Invoice is created.

Invoice Reporting

Process Step	Business Role	Transaction/App	Expected Results
Create Dunning Notices [page] 22	Accounts Receivable Accountant	Create Dunning Notices (F150)	Dunning history displays.
Manage My Dunning Proposals [page] 25	Accounts Receivable Accountant	My Dunning Proposals (F2435)	Dunning proposal is created, managed.
Display Dunning History [page] 27	Accounts Receivable Accountant	Display Dunning History (F2328)	Dunning history is displayed.

Invoice Management Reporting

Process Step	Business Role	Transaction/App	Expected Results
Accounts Receivable Overview [page] 31	Accounts Receivable Manager	Accounts Receivable Overview (F3242)	Figures and statistics display according to available options.
Monitor Overdue Receivables [page] 32	Accounts Receivable Manager	Overdue Receivables - Today	The app returns a graphical overview for the overdue receivables.
Monitor Overdue Receivables by Risk Class [page] 33	Accounts Receivable Manager	Overdue Receivables - by Risk Class (F2539)	A graphical overview for the overdue receivables displays.
Display Reprocessing Rate of Incoming Payments [page] 35	Accounts Receivable Manager	Reprocessing Rate of Incoming Payments (F1619)	A report displays.
Future Receivables [page] 36	Accounts Receivable Manager	Future Receivables - Today	A graphical overview for the future receivables displays.
Total Receivables [page] 37	Accounts Receivable Manager	Total Receivables - Today (F1748)	A graphical overview for the total receivables displays.
Days Sales Outstanding [page] 38	Accounts Receivable Manager	Days Sales Outstanding - Last 12 Months (F1741)	An overview of Days Sales Outstanding report displays.
Dunning Level Distribution [page] 40	Accounts Receivable Manager	Dunning Level Distribution - Today	A graphical overview for the dunning level distribution displays.
Days Beyond Terms [page] 42	Accounts Receivable Manager	Days Beyond Terms - Last 12 Months (F1739)	A graphical overview for the days beyond terms displays
Display Item Change Log [page] 43	Accounts Receivable Manager	Display Item Change Log - Customer (F2681)	Display logged changes for journal entries.
Cash Collection Tracker [page] 44	Accounts Receivable Accountant	Cash Collection Tracker - Accounts Receivable (F2925)	Cash Collection Tracker Accounts Receivable is generated.

Down Payments

Process Step	Business Role	Transaction/App	Expected Results
Create Down Payment Request [page] 46	Accounts Receivable Accountant	Manage Customer Down Payment Requests (F1689)	A journal entry is posted.
Display Down Payment Request [page] 48	Accounts Receivable Accountant	Manage Customer Down Payment Requests (F1689)	A list of down payment requests displays.
Post Down Payment [page] 49	Accounts Receivable Accountant	Post Incoming Payments (F1345)	The payment is posted.
Enter Invoice Without Sales Order [page] 51	Accounts Receivable Accountant	Create Outgoing Invoices (FB70)	Invoice is created.
Post Incoming Payments [page] 53	Accounts Receivable Accountant	Post Incoming Payments (F1345)	The payment is posted.
Clear Open Items Manually [page] 55	Accounts Receivable Accountant	Clear Incoming Payments - Manual Clearing (F0773)	The item is manually cleared.

Incoming Payments

Incoming Payment with Electronic Bank Statement

Process Step	Business Role	Transaction/App	Expected Results
Daily Cash Operations - Bank Statement [page] 58			
Reprocess Bank Statement Items [page] 59	Cash Management Specialist	Reprocess Bank Statement Items (F1520)	The items are processed.
Manage Bank Statement Reprocessing Rules (Optional) [page] 63	Accounts Receivable Accountant	Manage Bank Statement Reprocessing Rules (F3555)	A reprocessing rule is created.
Obtain Payment Advices Manually (Optional) [page] 66	Accounts Receivable Accountant	This operation occurs outside of the system.	Payment advices are received.
Manage Payment Advice [page] 67		Manage Payment Advices (F2550)	Payment advices are created, changed, or deleted.
Clear Open Items Manually [page] 55	Accounts Receivable Accountant	Clear Incoming Payments - Manual Clearing (F0773)	Open items are posted.

Process Step	Business Role	Transaction/App	Expected Results
Clear Credit/Debit Memos Manually [page] 73	Accounts Receivable Accountant	Clear Incoming Payments - Manual Clearing (F0773)	Items are cleared.

Incoming Payment without Electronic Bank Statement

Process Step	Business Role	Transaction/App	Expected Results
Post Incoming Payments [page] 75	Accounts Receivable Accountant	Post Incoming Payments (F1345)	Items are posted.

Incorrect Posting

Process Step	Business Role	Transaction/App	Expected Results
Reset Cleared Items [page] 77	Accounts Receivable Accountant	Reset Cleared Items - FBRA (FBRA)	A cleared document is reset.
Reset and Reverse Cleared Items [page] 78	Accounts Receivable Accountant	Reset Cleared Items - FBRA (FBRA)	A document is reset and reversed.
Reverse Individual Documents [page] 80	General Ledger Accountant	Manage Journal Entries (F0717)	A document is reversed.

Invoice Collection Preparation

Process Step	Business Role	Transaction/App	Expected Results
Display Customer Balances [page] 82	Accounts Receivable Accountant	Display Customer Balances (F0703)	A table of customer balances displays.
Manage Customer Line Items [page] 83	Accounts Receivable Accountant	Manage Customer Line Items (F0711)	Customer line items are edited

Interest Calculation

Process Step	Business Role	Transaction/App	
Schedule Interest Calculation Jobs [page] 85	Accounts Receivable Accountant	Schedule Interest Calculation Jobs (F4176)	You scheduled the interest calculation jobs.
Manage Interest Runs [page] 87	Accounts Receivable Accountant	Manage Interest Runs (F4485)	You managed the interest runs.
Display Interest Runs [page] 89	Accounts Receivable Accountant	Display Interest Runs (F4485)	You displayed the interest runs.

Periodic Activities

Process Step	Business Role	Transaction/App	Expected Results
Check Open Balances [page] 90			Open balances are reviewed.
Bad Debt Write-Off [page] 91	Accounts Receivable Accountant	Post with Clearing (F-04)	Unrecoverable items are written off.

4 Test Procedures

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

4.1 Preparation of Payments

4.1.1 Maintain Business Partners

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 assign a dunning procedure to a customer to be able to execute the Collections Management procedure.

Prerequisites

- The customer master record is created.

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 Receivable Accountant.		
2	Access the SAP Fiori App	Open Maintain Business Partner (BP) . If you are using SAP S/4HANA Enterprise Management, use transaction code BP .		
3	Select Customer	Make the following entries and choose Start : Find: Business Partner By: Number BusinessPartner: 17100001 From the list that displays, double-click the row of the Business Partner result.	The Display Organization : <number> view displays.	
4	Change Role	Make the following entry: Display in BP role : Customer (Fin. Accounting)	The Display Organization : <number> role FI Customer view displays.	
5	Edit Customer	Choose Switch between Display and Change to change the data to update.	The Customer Master Data can now be edited.	
6	Company Code Data	Choose Company Code at the top. Choose the Customer: Account Management tab. Make the following entries: Interest Indicator: 01 Choose the Customer: Correspondence tab.		
7	Define Accounting Clerk	In the Correspondence section, choose the button next to the Accounting Clerk entry to search by accounting clerk abbreviations. A Clerk Abbreviation dialog box displays the available accounting clerks by name and abbreviation code. Select the row with <Tester> (your name), and choose OK .	The accounting clerk is changed.	
7.1	Define Dunning	In the Dunning Data section, make the following entries: Dunning Procedure : 1001	The dunning procedure is assigned.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		<p>Dunning Block: Not blocked</p> <p>Dunning Clerk: <Tester></p> <p>Note The <Tester> name entered as a dunning clerk must be the same name used in the previous step for accounting clerk.</p> <p>Clrk's Internet add.: <Internet address for clerk (recipient of dunning letter)></p>		
8	Save	Choose Save .	Changes are saved.	
9	Navigation	<p>Using the Switch between Display and Change tab, change or display other master data settings, change the BP role, and navigate through the available tabs. Review the following areas:</p> <p>Display in BP role: Business Partner (Gen.) or Customer (FI.Accounting)</p> <p>and apply any changes, as required.</p>	Settings display according to the chosen BP role. Edit setting to your requirements.	
10	Save Customer	Choose Save after completing your changes.	The changes save to Customer Master Data.	

4.1.2 Display Customer List

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you can quickly access customer master data information and for validation purposes (for example, identify fields with missing data by checking for blanks).

Prerequisites

Business partners are created.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as an Accounts Receivable Accountant.		
2	Access the SAP Fiori App	Open Display Customer List (F2640) .	The Display Customer List view displays.	
3	Enter Search Criteria	Make the following entries and choose Go : Company Code : 1710 Customer : 17100001 (optional)	An Items table displays with information of the Business Partner such as: <ul style="list-style-type: none">• Company Code• Customer• City• Phone• E-Mail• Clerk Abbreviation• Financial Payment Terms• Dunning Procedure• Dunning Block	
4	Explore Other Views	Click the blue link for a customer name in the Name of Customer column. The Customer Details dialog box displays information about the customer.	The customer detail information is displayed.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		Click the blue link for a customer in the Customer column. The dialog box displays a list of links for additional process functions, for example, <i>Clear Incoming Payments</i> , <i>Process Receivables</i> , and so on.		

4.2 Enter Invoice Without Sales Order

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, customer invoices are posted in accounting and journal entries are created.

Prerequisites

Customer master record has been entered.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as an Accounts Receivable Accountant.		
2	Access the SAP Fiori App	Open Create Outgoing Invoices (FB70).	The Enter Customer Invoice: Company Code # view displays.	
3	Basic Data	<p>Choose Company Code.</p> <p>On the dialog box that displays, enter or verify your company code (1710) and choose Continue.</p> <p>Make the following entries:</p> <p>Customer: <customer number></p> <p>Invoice date: <Today's date></p> <p>Reference: <any></p> <p>Posting Date: <Today's date></p> <p>Amount: <any> and USD.</p> <p>Currency Key : <co.code currency></p> <p>Calculate Tax : Selected</p>		
4	Payment Tab	<p>Choose the Payment tab and enter the following:</p> <p>Bline Date : Today's date</p> <p>Payt Terms: 0001</p> <p>Payt Meth. : <optional></p>		
5	Line Items	<p>Scroll down and enter the following in the line item table:</p> <p>G/L Acct : 41000400 .</p> <p>D/C : Credit</p> <p>Amount in doc. curr.: <Check amount that was entered in the basic data></p> <p>Tax Code : <Sales Tax Code></p> <p>Tax jurisdictn.code: <Value is automatically taken from BP master data></p>		
6	Profitability Segment	Continue in the Items table and for the Profit.segment column, select the field button and an Assignment to a Profitability Segment dialog box displays.		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		Enter the following: Customer: <customer number> Profit Center: <any> Choose Derivation and then choose Continue to close the dialog box.		
7	Post	Choose Post to save.	Journal Entry is posted.	

4.3 Invoice Reporting

Note If you implemented SAP Collections and Dispute Management (an additional license is required), execute the Collections and Dispute Management (BFC) test script. If you have not implemented SAP Collections and Dispute Management, continue with the procedures in this test script.

4.3.1 Create Dunning Notices

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 and schedule a dunning run and print dunning notices to customers. The activity is considered automatic as the system selects the overdue open items, determines the dunning level of the accounts in question, and creates dunning notices.

This activity finds items to dun for all customers assigned to a dunning clerk, accounting clerk, and a dunning procedure.

Two dunning procedures are provided:

- 1001 - Dunning notice every 14 days, 4 dunning levels
- 1002 - Dunning notice, 30 days after the invoice has been created

Prerequisites

- Maintain customer master data, role FLVCU00 Customer Fin Accounting, [Company Code 1710](#), [Customer Correspondence](#) tab:
 - Assign dunning procedure: 1001
 - Assign Accounting Clerk and Dunning Clerk (if different, Dunning Clerk has higher priority): 01
 - Dunning block isn't set for customer
 - There are invoices past due
- Ensure that the Dunning history for the last dunning run is 14 days old or older, otherwise no dunning proposal is created.

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 Receivable Accountant.	.	
2	Access the SAP Fiori App	Open Create Dunning Notices (F150).	The Dunning screen displays.	
3	Create Run	Enter the following required information: Run On : <any date> Identification : <Any identification> and choose Parameter tab to continue.		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
4	Parameters	Make the following entries: Dunning Date: <date> Documents Posted Up To: <date> Company Code: 1710 Customer: 17100001 and choose Additional Log tab to continue.		
5	Additional Log	Make the following entry: Customer: 17100001		
6	Save	Choose the Save button.	The Details have been saved for the run on... notification displays.	
7	Schedule	Choose the < (Back) button and then choose Schedule (Schedule dunning run (F7)) to schedule the proposal run.	The Output Parameters dialog box displays.	
8	Schedule - Output Parameters	In the Output Parameters dialog box, make the following entries: Output device: LP01 and choose Continue.	The Schedule Selection and Print view displays.	
9	Schedule - Selection	In the Schedule Selection and Print screen, make the following entries: Start immediately: X and choose Dispatch.	The Dunning job F150-201XXXXX-Identification-1 was scheduled suc- cessfully notification displays.	
10	Status	On the Status tab, you can now review the rele- vant dunning run status. To update the status, choose Enter.	Status shows: Dun. selection is complete. 1 dunning notices generated. Of which 1 are to be sent.	
11	Proposal List	To display the dunning list, choose Dunning List. In the Dunning List Variant dialog box, choose Continue.	The Dunning Proposal displays.	
12	Back	Choose Back (F3) button.		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
13	Update Run	To schedule the update run, choose Dunning Printout .	The Output Parameters dialog box displays.	
14	Update Run-Output Parameters	In the Output Parameters dialog box, make the following entries: Output device: LP01 and choose Continue .	The Schedule Print view displays.	
15	Update Run-Schedule Print	In the Schedule Print view, make the following entry: Start immediately: X and choose Enter .		
16	Status	On the Status tab, you can now check the relevant dunning run status. To update the status, choose Enter .	Status displays that the Dun. printout is complete. Dunning notices to customers are printed. The dunning data in the customer master record and in the open items is updated with the relevant dunning level and the last dunning date. The highest dunning level of all the open account items is set in the master record.	

4.3.2 Manage My Dunning Proposals

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This section describes creating dunning proposals, and printing and emailing dunning notices to customers.

In this activity, you create dunning proposals for all customers assigned to a dunning clerk, accounting clerk, or to a dunning procedure.

Two dunning procedures are set up:

- **1001 - Dunning notice every 14 days, 4 dunning levels**
- **1002 - Dunning notice, 30 days after the invoice has been created**

Prerequisites

- Maintain customer master data role *Customer Fin Accounting*, [Company Code 1710](#), [Correspondence](#) tab:
 - Assign dunning procedure : **1001**
 - Ensure that a dunning block is not set for the customer
 - Ensure that there are invoices past due
- Verify in the dunning history that the last dunning run is 14 days old or more - otherwise no dunning proposals are created
- Dunning proposals initiated from outside the app should create separate dunning runs for each dunning clerk. Dunning runs for multiple clerks cannot be processed and remain in the app.
If you already created dunning notices and there's nothing to dunn for the customer, this app won't create any dunning proposals.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Logon	Log onto the SAP Fiori launchpad as an Accounts Receivable Accountant.		
2	Access the SAP Fiori App	Open My Dunning Proposals (F2435) .	A dialog box displays a list of all the dunning proposals with information of customer, company code, value, and other fields.	
3	Dunning	Select Create Dunning Proposal and choose Create .	A message displays that the dunning proposal is now being created and the dunning proposals are created.	
4	Notice	To preview the dunning notice, select the checkbox of the row to view the preview notice.	The Dunning Notice displays on the view with options to download, print, zoom, or set a dunning block.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		<p>In the Preview Notice column, select Preview Notice.</p> <p>A PDF icon is displayed in the Preview Notice column.</p> <p>When done checking the notice, choose Close at the bottom of the notice view.</p>		
5	Printing	<p>Choose the Send Dunning Notices option at the bottom of the view.</p> <p>Note Dunning notices are created for all proposals, regardless of individual row selection.</p> <p>A Send Dunning Notices dialog box is displayed, providing two options. Select Send dunning notices to the printer and choose Send.</p> <p>A new field with a unique ID of the queue appears. Select the printer from the dropdown menu and choose Send.</p>	Dunning is printed and customer master is updated in the Company code → Correspondence tab.	
6	Set Dunning Block	<p>Review the line item and select the Set Dunning Block. The following options appear :</p> <ul style="list-style-type: none"> • Disputed • Promise to Pay • To be Clarified with Sales Department • Legal Department • Other Reason <p>Select one of the options and a message appears that the dunning block was set successfully. In the Dunning Block column of the list, a letter that identifies the option of the dunning block is displayed.</p>	Dunning block is set for the line item.	

4.3.3 Display Dunning History

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, the dunning history is displayed.

Prerequisites

At least one dunning letter has been generated.

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 Receivable Accountant.		
2	Access the SAP Fiori App	Open Display Dunning History (F2328).	The Dunning History view displays.	
3	Search Criteria	Select your desired search criteria and choose Go .	A list of dunning notices displays.	
4	Show Details	Select the row of a dunning notice to display and choose Show Details .	The Dunning Notice view with all details is displayed.	

4.3.4 Open Correspondence

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you create open items correspondence.

Prerequisite

Invoices and payments are posted.

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

Procedure A - Create Correspondence

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as an Accounts Receivable Accountant.		
2	Access the SAP Fiori App	Open Create Correspondence (F0744A) .		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	Select	<p>Make the following entries:</p> <p>Company Code: 1710</p> <p>Correspondence: Select any of the following reports:</p> <ul style="list-style-type: none"> • SAP06 (Account Statement) • SAP08 (Open Item List) • SAP09 (Internal Document) • SAP13 (Customer Statement) • SAP19 (Customer Invoice) 	Report is selected.	
4	Data Entry	<p>Make the following entries, as necessary:</p> <p>Select the Customer checkbox.</p> <p>Customer : <Any customer number></p> <p>Open at Key Date: <Current date></p> <p>Postings from : <Any date></p> <p>Posting to: <Any date></p> <p>Last Statement: <Any date></p> <p>Current Statement: <Current date></p> <p>Note Depending on which report is chosen, only some fields display. Entries are only necessary for the visible fields for your chosen report.</p>		
5	Actions	<p>Use the buttons at the bottom of the view to preview, email, and print the correspondence.</p> <p>Note When choosing Send Email or Print, populate the required fields in the dialog box to complete the process.</p>	Correspondence is created according to the selected criteria.	

4.4 Invoice Management Reporting

4.4.1 Accounts Receivable Overview

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This procedure guides you through the accounts receivable overview. In this activity, you review an overview of relevant figures and statistics related to the accounts receivable process. The [Accounts Receivable Overview](#) (F3242) app offers a central point of entry and an overview of the department.

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as an Accounts Receivable Manager.		
2	Access the SAP Fiori App	Open Accounts Receivable Overview (F3242).		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	Edit Criteria	Make the following entries and choose Go : Display Currency: USD Note If needed, change the currency here to your desired currency. Net Due Interval 1: for example 30 Net Due Interval 2: for example, 60 Net Due Interval 3: for example, 90 Company Code: <any>	Relevant figures and statistics display in the lower part of the screen.	
4	Navigate to Options	There are different, available options for reviewing figures and statistics.	Figures and statistics display according to available options.	

4.4.2 Monitor Overdue Receivables

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 monitor the status of overdue items. Different predelivered graphs are available.

Prerequisite

Open invoices are available in the system.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as an Accounts Receivable Manager.		
2	Access the SAP Fiori App	Open Overdue Receivables - Today .	A graphical overview for the overdue receivables displays.	
3	Explore Receivables	Choose the drilldown button next to By Due Period or choose the bar in the graphic, and select an option.	A graph or list is displayed according to the selection.	

4.4.3 Monitor Overdue Receivables by Risk Class

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, monitor the overdue receivables via the report of overdue payments. This report is a list of customers classified by risk. You can search the report by risk class, company code, country, customer, credit segment, G/L account, or currency. The output provides a graph displaying customer risk classification. You can export the graph into a fact sheet for analysis.

Prerequisite

Customer master data is maintained for company codes.

Invoices are posted and past due.

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 Receivable Manager.		
2	Access the SAP Fiori App	Open Overdue Receivables - by Risk Class (F2539) .	A graphical overview for the overdue receivables is displayed.	
3	Navigation	To change the graph view, choose the drill-down button or other buttons for the report. At the top of the graph view, there are additional buttons you can use to change the display layout of the graph.	A graph or list is displayed according to the selection. <ul style="list-style-type: none">•Risk Class•Company Code•Country Key•Customer	

4.4.4 Display Reprocessing Rate of Incoming 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.

Purpose

In this activity, you review the average cost of manually reprocessing bank statement items.

Prerequisite

Open items are available.

Payments are received and posted.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as an Accounts Receivable Manager.		
2	Access the SAP Fiori App	Open Reprocessing Rate of Incoming Payments (F1619).		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	Reprocessing Rate KPI	A report displays with default criteria. Choose Toggle Filter to change or adapt the filters. Choose Now to refresh the graph with current data.		
4	Navigation	A dropdown box provides options for additional filtering of the report to display as a table or a graph. Some of those options are: By Reason , By Bank , By Customer , Cost Per Customer , and so on. Additional buttons allow you to change the type of chart, change the dimensions of a chart, export to a spreadsheet, or send the graph in an email.	The report is displayed according to the selected view.	

4.4.5 Future Receivables

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, the analytical app displays the Key Performance Indicator (KPI) for Future Receivables.

Prerequisite

Invoices are posted.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as an Accounts Receivable Manager.		
2	Access the SAP Fiori App	Open Future Receivables - Today .		
3	Navigation	<p>To change the view, use any of the navigation options:</p> <p>Use the dropdown list to view by By Due Period, By Customer (Top 10 Receivables, Chart), By Company Customer (Top 10 Receivables, Table), By Company Code (Chart), or the By Company Code (Table).</p> <p>Use the View By icon to filter by available dimensions, for example Company Code, Region, or Accounting Clerk.</p> <p>Switch between chart or table views.</p> <p>Switch the chart type view, for example Bar Chart, Line Chart, or Heat Map.</p> <p>Your selected view can be exported to a spreadsheet or sent as an email.</p>	Different views display.	

4.4.6 Total Receivables

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you review the Key Performance Indicator (KPI) for Total Receivables.

Prerequisite

Invoices are posted.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as an Accounts Receivable Manager.		
2	Access the SAP Fiori App	Open Total Receivables - Today (F1748).		
3	Navigation	<p>To change the view, use any of the navigation options:</p> <p>Use the dropdown list to view by By Due Period, By Top 10 Customers, By Company Code, or the By Accounting Clerk.</p> <p>Use the View By button to filter by available dimensions (for example Company Code or Account Group).</p> <p>Switch between chart or table views.</p> <p>Switch the chart type view, for example Bar Chart, Line Chart, or Heat Map.</p> <p>Your selected view can be exported to a spreadsheet or sent as an email.</p>		

4.4.7 Days Sales Outstanding

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

The analytical app displays the key performance indicator (KPI) Days Sales Outstanding. This KPI is the average number of days it takes for your company to collect receivables. A high Days Sales Outstanding (DSO) figure can indicate that your company is taking too long to collect money.

Prerequisite

Invoices are posted and unpaid.

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 Receivable Manager.		
2	Access the SAP Fiori App	Open Days Sales Outstanding - Last 12 Months (F1741) .		
3	Navigation	To change the view, choose the View By button or other available buttons in the report. You can view days sales outstanding (DSO) figures in a chart or table according to company code, customer, country, accounting clerk, and month.	Different views are displayed.	
4	Detailed Analysis	Choose Open In > Days Sales Outstanding - Detailed Analysis .		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
5	Selection	To change a view, choose + (Add Analysis Step). Select any of the options displayed; every time you choose an option more options are displayed. Select any of them until you select the Chart type : Time : Company Code : Customer: Country of Customer : Due Period: Note You can choose the + Add Analysis Step button again to display more analysis.	Different views are displayed.	
6	Save	In the Unnamed Analysis Path area, choose the Related Options button, then choose Save As to save your current selection. Enter a name and choose OK .	The view is saved. You can access it later to view the information with this type of analysis.	
7	Open	In the Unnamed Analysis Path area, choose the Related Options button, then choose Open . Select a previously saved analysis and choose OK .	The Unnamed Analysis Path button shows name of selected saved analysis.	

4.4.8 Dunning Level Distribution

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you review the Key Performance Indicator (KPI) Dunning Level Distribution, that is, open dunning amounts per dunning level and customer.

Prerequisite

Dunning has been generated.

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 Receivable Manager.		
2	Access the SAP Fiori App	Open Dunning Level Distribution - Today .		
3	Navigation	<p>To change the view, use any of the navigation options:</p> <p>Use the dropdown list to view By Dunning Level or the By Customer (Top 10 Overdue) .</p> <p>Use the View By icon to filter by available dimensions, for example Company Code, Region, and so on.</p> <p>Switch between chart or table views.</p> <p>Switch the chart type view, for example Column Chart, Doughnut Chart, Heat Map, and so on.</p> <p>Your selected view can be exported to a spreadsheet or sent by email.</p>	Different views display.	

4.4.9 Days Beyond Terms

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you review the key performance indicator (KPI) for Days Beyond Terms. You gain an insight into the payment history of your customers and how effectively your company collects payments. A high Days Beyond Terms (DBT) figure indicates that your company is taking too long to collect payments.

Prerequisite

Invoices have been created.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as an Accounts Receivable Manager.		
2	Access the SAP Fiori App	Open Days Beyond Terms - Last 12 Months (F1739).		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	Navigation	<p>To change the view, use any of the navigation options:</p> <p>Use the dropdown list to view by By Period, Ratio Payments Within Terms/Beyond Terms, or the By Customer (Top 10 Overdue).</p> <p>Use the View By button to filter by available dimensions, for example Company Code, Calendar Month, and so on.</p> <p>Switch between chart or table views.</p> <p>Switch the chart type view, for example Line Chart, Waterfall Chart, Heat Map, and so on.</p> <p>Your selected view can be exported to a spreadsheet.</p>	Different views display.	

4.4.10 Display Item Change Log

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you display, sort, and analyze logged changes for journal entries. This report provides better control and tracks changes performed manually by different users on payable items.

Prerequisites

Invoices are created.

Payments are created.

Prior to report generation, the documents are changed.

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 Receivable Manager.		
2	Access the SAP Fiori App	Open Display Item Change Log - Customer (F2681).		
3	Select	Enter the following data and choose Go : Document Type : For example, Documents Fiscal Year : <any> Changed on : <interval of dates> Company Code : 1710	The Items pane shows all relevant journal entries.	
4	Exit	You can view additional information by clicking on entries under Journal Entry , Customer , and so on. When done, choose Back .		

4.4.11 Cash Collection Tracker

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you monitor the actual cash collection progress against the target performed by the collection specialists.

Prerequisites

Invoices are created.

Some invoices are collected and some remain open.

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 Receivable Manager.		
2	Access the SAP Fiori App	Open Cash Collection Tracker - Accounts Receivable (F2925) .		
3	Enter Criteria	Make the following entries and choose Go : As of Date: <Today' s date> Period Type: <Period Type> Display Currency: <Company Code currency> Exchange Rate Type: M		
4	Available Views	Select any of the available views: By Company Code	The list updates and displays according to the selected view.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		By Accounting Clerk By Customer		

4.5 Down Payments

4.5.1 Create Down Payment Request

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you create a down payment request.

Prerequisite

The Customer master record has been entered.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as an Accounts Receivable Accountant.		
2	Access the SAP Fiori App	Open Manage Customer Down Payment Requests (F1689) .		
3	Create	Choose the Create button.		
4	Header Criteria	Make the following entries: Company Code: 1710 Journal Entry Date : Today's date Posting date: Today's date Journal Entry Type: DZ Transaction Currency: USD		
5	Items Criteria	Enter the following: Customer: 17100001 Amount: For example, 1000 Trg. Spec. G/L Ind: A (Default value, don't change) Choose > to see more details and enter the following data: Due on: Today's date Tax Code: <enter a tax code if required> Choose Enter .		
6	Post	Choose Post .	The Success view is displayed showing the journal entry number posted.	
7	Additional Actions	Select the desired action in the Success view: Display Post Next Go to Worklist		

4.5.2 Display Down Payment Request

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you review the down payment request.

Prerequisite

A down payment request is posted.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as an Accounts Receivable Accountant.		
2	Access the SAP Fiori App	Open Manage Customer Down Payment Requests (F1689).		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	Search	Make the following entries and choose Go : Company Code: 1710 Posted By: <today's date>	A list of Down Payment Requests is displayed according to search criteria.	
4	Select	In the Journal Entry column, select the document number to display. On the dialog box that displays, choose the document number.	The Manage Journal Entries view displays the details of the selected journal entry.	
5	View	Review the details of selected journal entry.		
6	Back	Choose < (Back) to return to previous view.	The Manage Customers Down Payment Requests view displays.	

4.5.3 Post Down Payment

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, a payment for a down payment request is created.

Prerequisite

A down payment request has been posted.

Choose a down payment request created in a previous procedure.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as an Accounts Receivable Accountant.		
2	Access the SAP Fiori App	Open Post Incoming Payments (F1345).		
3	General Information	Make the following entries in the General Information area: Company Code : 1710 Posting date : <date> Journal Entry Date : <date> Value date : <today's date> Journal Entry Type : DZ		
4	Bank Data	Make the following entries in the Bank Data area: G/L Account : 11001060 House Bank/Account ID : <House Bank> and <Account ID> Amount : <Down payment request amount> Amount/CCode Currency : <amount>USD		
5	Open Item Selection	Make the following entries in the Open item selection area:	The open items list displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		<p>Account Type/Account ID: Select Customer from the dropdown and enter 17100001 for the Account ID.</p> <p>Payment Reference : <Down payment request document number></p> <p>Choose Propose Items .</p>	If you enter the document created in the previous <i>Create Down Payment Request</i> procedure directly in the Payment Reference field, and choose Propose Items , the down payment document is automatically transferred to the Items to be cleared section.	
6	Select More	<p>Choose Select More. Select the checkbox for Special G/L Transactions and choose OK.</p> <p>To choose the items to clear, choose the Clear button from the last column.</p>	The selected item in Payment Reference is transferred to Items to Be Cleared view.	
7	Post Entries	Choose Post .	The Success dialog box displays details of the document number generated.	
8	Other	<p>In the Success dialog box, select the following options:</p> <p>Display</p> <p>Post Next Payment.</p>		

4.5.4 Enter Invoice Without Sales Order

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

Customer invoices are posted in accounting. In this activity, you create journal entries.

Prerequisites

Customer master records have been entered.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as an Accounts Receivable Accountant.		
2	Access the SAP Fiori App	Open Create Outgoing Invoices (FB70).	The Enter Customer Invoice view displays.	
3	Basic Data	Choose Company Code and enter your company code. Make the following entries: Customer : <customer number> Invoice date : <Today's date> Posting date : <Today's date> Reference : <any> Amount : <any> Currency Key : <co.code currency> Calculate Tax : selected		
4	Payment Tab	Bline Date : <Today's date> Payt Terms : 0001 Payt Meth. : <optional>		
5	Line Items	G/L Acct : 41000400		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		D/C : Credit Amount in Document Currency: <Check amount that was entered in the basic data> Tax Code: <Sales Tax Code> Tax jurisdictn.code: <Value is automatically taken from BP master data>		
6	Profitability Segment	In the Profit.segment column, select button and enter: Customer: <customer number> Profit Center: <any> Choose Derivation and then choose Continue.		
7	Post	Choose Post to save.	Journal Entry is posted.	

4.5.5 Post Incoming 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.

Purpose

In this activity, you post the incoming payments from the customer.

For a payment of an invoice where a down payment is applied, the incoming payment amount should be the remainder invoice balance (the remainder invoice balance is the invoice value less the down payment to be applied).

Prerequisites

Invoices are posted.

Down Payments: A down payment has been posted. Select an open invoice (use app Manage Customer Line Items) to apply the posted down payment from step Post Down Payment. The invoice value has to be larger than the down payment posted. The incoming payment value in this step is the invoice value less the down payment posted.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as an Accounts Receivable Accountant.		
2	Access the SAP Fiori App	Open Post Incoming Payments (F1345) .		
3	Enter General Information	Make the following entries in the General Information area: Company Code : 1710 Posting date : <date> Journal Entry date : <date> Value date : <today's date> Journal Entry Type : DZ and choose OK.		
4	Enter Bank Data	Make the following entries in the Bank data area. G/L Account : 11001060 House Bank/Account ID : USBK1/USAC1 or USBK2/USAC2 Amount : <customer invoice amount> Note If the incoming payment is part of a down payment, enter the remainder invoice balance amount, which is the invoice value less the down payment amount to be applied.		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		Currency : USD		
5	Enter Open Item Selection	Make the following entries: Customer Account : 17100001 Choose the Propose Items button.	The open items are displayed in the bottom half of the view.	
6	Clear Items	Choose Items to Clear by choosing the Clear button in last item column.	The selected item is transferred to the Items to be Cleared view.	
6.1	Down Payment	Note Only execute this step if the payment is for an invoice where a down payment will be applied. In the Items to Be Cleared column Allocated Amount enter the remainder invoice balance amount, which is the invoice value less the down payment amount to be applied. Choose Enter .	The balance is zero and the document can be posted.	
7	Post Entries	Choose the Post button.	The Activated dialog box displays details of document number generated.	
8	Post on Account	Repeat steps 1 to 4.		
9	Enter Data	Choose Post on account and enter the following: Account Type: Customer Customer: 17100001 Credit Amount : same amount as in step 4.		
10	Save	Choose Post .	Document is posted.	

4.5.6 Clear Open Items Manually

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, open items in customer accounts are posted.

Prerequisites

- Invoices are posted
- Down payments are posted
- Incoming payments are posted

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as an Accounts Receivable Accountant.		
2	Access the SAP Fiori App	Open Clear Incoming Payments - Manual Clearing (F0773) .		
3	Enter Customer Information	Choose the Clear Open Items button. Make the following entries and choose OK : Customer: 17100001 Company Code: 1710	A list of open payments still to be cleared is displayed.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
4	Select More	To display open Items and special G/L transactions, choose Select More (...) button, and choose: Line Item Type: Normal Open Items and special G/L Transactions	Normal open Items and special G/L transactions are displayed in Open Items section.	
5	Down Payment	Note Only execute this step if you are clearing an open item (invoice) against a down payment. In section Open Items , select the invoice where you applied the incoming payment in step Post Incoming Payment and also choose the down payment posted in step Post Down Payment by clicking the Clear button in the last column of each Journal entry. Skip next test step and continue to test step Simulate (Optional) or Post .	When the invoice is chosen, the assigned incoming payment is also selected. In the Items to Be Cleared section, the balance of the open item (invoice) displays. The down payment is moved to the Items to Be Cleared section. The balance becomes zero. Verify at the top of the view.	
6	Open Item Selection	Note Skip this test step if you executed previous test step Down Payment In the Open Items section, choose items to clear by clicking the Clear button in the last column. Note The sum of the chosen open items to be cleared must be zero, check that the Balance is zero (top right) so the posting can occur.	The item to be cleared is transferred to the Items To be Cleared section on the right of the view.	
7	Simulate (Optional)	Before posting, there is the option of simulating the posting.	A view showing the posting to be created when the document is posted displays.	
8	Post	Choose the Post button at the bottom of the view.	The system displays Success and also displays the document number , company code , and year created with option buttons to Display or go to the Payment List .	

4.6 Incoming Payments

4.6.1 Incoming Payment with Electronic Bank Statement

4.6.1.1 Daily Cash Operations - 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.

Purpose

In this activity, bank statements for the bank accounts are loaded daily in Cash Management. During the loading of the bank statement, a rule-based framework attempts to assign the cash flow on the bank statement to an item on one of the clearing accounts or match it with an open invoice in Accounts Receivables.

Procedure

Follow the steps in the *Bank Statement* test procedure of the Basic Cash Operations (BFB) test script.

4.6.1.2 Cash Application Intelligence 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

Typically, the rule-based assignment of incoming payments cannot match all incoming payment to open Accounts Receivables invoices. With the help of machine learning, you can improve the matching rate.

Procedure

If the interface to Cash Application Intelligence is activated, follow the procedures described in the Cash Application Integration (1MV) test script.

4.6.1.3 Reprocess Bank Statement Items

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

The bank credits the collection, the direct debit, the deposited checks, and a bank transfer from a customer to your account. The primary purpose of this activity is to address bank statement items that are not automatically cleared. Posting of the bank statement in these cases clears the open items for the bank account.

Prerequisite

A bank statement was previously uploaded or entered manually. For more information, see the Basic Cash Operations (BFB) test script.

(Optional) The Cash Application Integration(1MV) scope item is activated (an additional license is required). 1MV acts with machine learning in the system. When the optional Cash Application Integration (1MV) scope item is activated, more choices are available when completing the *Apply Rules* step. You are allowed to select multiple rules from the [Apply Rules](#) list. Without 1MV, you are allowed only one rule selection, at a time, to apply. If you use 1MV, manual posting actions are sent to the Cash Application Integration (1MV) scope item so that it can learn and determine proposals for the new reprocessing rule template.

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 Reprocess Bank Statement Items (F1520) .	The Reprocess Bank Statement Items (F1520) view displays.	
3	Search	Make the following entries and choose Go : Company Code: 1710 House Bank: USBK1	A list of Bank Statement Items displays. The Processing Status column displays the current processing status. You have two options:	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		<p>House Bank Account: USAC1</p> <p>Posting Status: Select Posting not Started and Not completed</p>	<p>1. Reprocess a single bank statement item</p> <p>2. Reprocess multiple bank statement items</p> <p>Choose the appropriate option from the two options presented below.</p>	
	Option 1	Option 1: Reprocess a single bank statement item		
4	Select Bank Statement Item	To select a bank statement to reprocess, in the Reprocess column, choose Details (>) .	A Bank Statement details view displays.	
5	Details	<p>In the Details area, verify or enter the following data:</p> <p>Account type: <Customer or G/L account></p> <p>Posting Date: <Today's date></p> <p>Payment Amount: <Amount of invoice to clear></p> <p>Journal Entry Type: for example, DZ</p> <p>If necessary, you can adapt the Memo Line field value. Doing so changes the Memo Line Version field value to Revised. You can also change the Procg. Instruction field value to determine how to handle the Memo Line field value. If you want to restore the original value of the Memo Line field, you can choose the Undo button near the Memo Line Version field.</p>	<p>Depending on the statement item that you are processing, you must choose a customer or a vendor to be able to balance the clearing document.</p> <p>A list of invoices displays at the bottom half of the view in the Open Items section.</p> <p>Note If necessary, you can also create a dispute case, for example, if a customer short pays an invoice.</p>	
6	Clear	<p>In the Open Items pane, select the invoice to clear that matches the amount from the Details section. In the Clear column, choose the Clear button.</p> <p>Additional functions are available above the Open Items pane, such as Post on Account, G/L Items, Post to G/L Account, and so on.</p>	<p>The invoice is transferred to the Items to be Cleared section. The balance amount on the header must be zero for the item to be cleared.</p> <p>You can also post on supplier/customer accounts or to G/L accounts. To do so, choose the Post on Account tab or Post to G/L Account tab, enter the account information and amount, then choose Post.</p>	
7	Post	Choose the Post button.	<p>The success view displays the journal entry number posted.</p> <p>The document created can be displayed too.</p>	
	Option 2	Option 2: Reprocess multiple bank state items		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
4	Settings	In the Bank Statement Items table, verify that the Bank Statement Items Memo Line column is visible. If not visible, choose the Settings button and add the column by choosing the checkbox and then choose OK .		
5	Select Bank Statement Items	<p>Select one or more bank statement items.</p> <p>Either:</p> <p>If you are reprocessing multiple company codes or bank accounts, you can filter the items list by choosing the column and selecting Filter from the dropdown list. Enter your filter criteria in the Define Filters dialog box and choose OK.</p> <p>If you canceled the previous step and created a rule, choose the Apply Rule button.</p> <p>Choose the rule from the dialog box and choose Filter by Rule. The item list filters by the selected rule.</p> <p>Note You can only select a single rule for filtering, multiple rule selections are not possible.</p> <p>Caution If the rule condition does not match a selected item, the rule is not applied and the item is not processed.</p> <p>Or:</p> <p>If you are reprocessing items using a single company code and bank account, select the checkboxes for items from the list or make no selection to apply a rule to all items in the list.</p> <p>Choose Apply Rule.</p> <p>Remember Once you select Apply Rule, it automatically selects whether the rule is applied to all bank statement items or only applied to your selected items. Ensure that you select the bank statement items before choosing Apply Rule.</p> <p>Note If you canceled the previous step and created a rule, choose the Apply Rule button.</p> <p>Choose the rule from the dialog box and choose Filter by Rule. The item list filters by the selected rule. If the rule condition does not match a selected item, the rule is not applied, and the item is not processed.</p> <p>Caution If the rule is not available and must be created, choose Cancel and proceed to the next step.</p>	The Apply Rule dialog box displays.	
6	(Optional) Manage Rules	<p>Choose the Manage Rules tab.</p> <p>A Manage Bank Statement Reprocessing Rules view displays.</p>		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		To create a rule, proceed to the next Manage Bank Statement Reprocessing Rules (Optional) [page] 63 procedure and follow the instructions to create a rule. When completed, choose Back to return to the Reprocess Bank Statement Items view. Select one or more bank statement items or make no selection to apply the rule to all items and then choose Apply Rule to continue with these steps.		
7	Apply Rule	Either enter the rule name in the Search field or select rules from the list and choose Apply Rule . Note If you activated the Cash Application Integration (1MV) scope item, more options are available. When you have activated 1MV, you can select multiple rules from the Apply Rules dialog box to apply. Without 1MV, you only select one rule at a time to apply and repeat this step to add more rules. Choose OK for the Success dialog box with a notification about the rule being scheduled that displays.	The Process Status for the bank statement items selected display an Info: This Item is being processed as a scheduled job icon.	
8	Open the Reprocessing Screen	Select a bank statement item and from the Reprocess column, choose the > (Open the Reprocessing Screen) button.	A Bank Statement details view displays.	
9	Review (Optional)	To review, choose the Applied Rules Log and choose the Status Information - Navigate to the Job Log icon for your job to review the log details.		

4.6.1.4 Manage Bank Statement Reprocessing Rules (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this optional activity, you create a bank reprocessing rule.

If you use Cash Application Integration (1MV) scope item, the information passed to it in the Reprocess Bank Statement Items [page] 59 step is available in this step.

Rules can be shared. By default, the sharing is turned off. To share a rule, go into an existing rule and set the [Share Rule](#) slider to **Yes**. Shared rules are visible on the [Shared Rules](#) tab on the [Manage Bank Statement Reprocessing Rules](#) (F3555) view.

Rules can also be automatically applied. To do so, choose [Automate Rule](#), make the necessary selections in the resulting dialog box, and set the [Activate Rule for Automation](#) slider to **Yes**. Automated rules are visible on the [Automated Rules](#) tab on the [Manage Bank Statement Reprocessing Rules](#) (F3555) view.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as an Cash Management Specialist. Note This procedure can also be performed by users with the Accounts Receivable Accountant role.		
2	Access the SAP Fiori App	Open Manage Bank Statement Reprocessing Rules (F3555) .	The Manage Bank Statement Reprocessing Rules (F3555) view is displayed.	
3	Create Rule	To add a new rule, choose Create .	The Reprocessing Rule view displays.	
4	Add Rule Criteria	Enter the following data: Description : <any description of the rule> Rule For : Select either Outgoing Payment or Incoming Payment		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
5	Add Action Type	<p>Select an Action Type for the available list to fit your requirements:</p> <p>G/L Posting</p> <p>AP/AR Posting</p> <p>Clear in Sequence</p> <p>Caution When you select a different action type, a If you change the action type when creating or modifying a reprocessing rule, the data entered previously in the action will be lost when you save your change to this action type warning notification displays. Choose OK to confirm.</p> <p>Each action type selection displays a different set of fields.</p> <p>Note After the next step for defining the Condition, the following steps provide information for each Action Type option.</p>		
6	Add Condition Criteria	<p>In the Condition area, enter the following data:</p> <p>Tip Predefined conditions and value ranges are provided in dropdowns. Here are two examples. First example, select Company Code for the Attribute, the Options are notations of values, select EQ for equals. The From and To fields are a value range and since Company Code equals, add 1710 in the From field. Second example, select Amount for the Attribute, and Select less than or equal to, in Option, and then add the least amount in From and the equals value in To .</p> <p>Attribute: <attribute></p> <p>Option: <option></p> <p>From: <value></p> <p>To: <value></p> <p>For the fields above, define conditions as needed for your particular use case (for example, Memo Line, House Bank, and so on).</p> <p>In the Conditions pane, choose Create to add another condition.</p>		
7	Action Type: G/L Posting	<p>If you selected the G/L Posting for action type, follow this step. Skip this step if you selected a different Action Type.</p> <p>In the Post to G/L Account, enter the following:</p> <p>Note You only enter either a Profit Center or a Cost Center, not both, depending on the type of posting. If the G/L account is a cost element, then cost center is required. If the G/L account is a balance sheet item, then profit center is required.</p> <p>Account: <G/L account></p>		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		Profit Center: For example, Optional Cost Center: For example, <cost center> Proceed to step 10.		
8	Action Type: AP/AR Posting	If you selected the AP/AR Posting for action type, follow this step. Skip this step if you selected a different Action Type . In the Post to AP/AR Account , enter the following: Note You only enter either a Customer or a Supplier , not both, depending on the type of posting. Customer: <customer> Supplier: <supplier> Assignment Reference: Optional Document Item Text: Optional Proceed to step 10.		
9	Action Type: Clear as Sequence	If you selected the Clear in Sequence for action type, follow this step. Skip this step if you selected a different Action Type . In the Clear in Sequence section, enter the following and choose Create : Processing Instruction: <processing instruction> Reason Code: <reason code>	You created the processing instruction.	
10	Save	Choose Create .	The new rule is saved.	

4.6.1.5 Obtain Payment Advices Manually (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you obtain payment advice with information about invoices paid, discounts taken, and the total payment amount that are received by mail, fax, or email from the customers.

Procedure

This activity happens outside of the SAP S/4HANA system, and is used by the Accounts Receivable Accountant to get information about invoices paid with payments found on the bank statement. This information can also be used in the next procedure in this section, *Clear Open Items Manually*.

4.6.1.6 Manage Payment Advice

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

Create, display, change, and delete payment advice. The advice explains the usage of the payment and is used for clearing.

A payment advice note contains the incoming payment details required for allocating and clearing the relevant open item.

Note There are two choices for adding a payment advice. The first choice is if you have an existing payment advice file. The second choice is creating the advice manually.

Prerequisite

A business partner exists.

Open incoming payment document exists. (Document posted on account).

An OPTIONAL prerequisite is completing the *Manage Situation Types* procedure in the *Preliminary Steps* section of the *Prerequisites*, allowing you to complete the *(Optional) Monitor Notification* steps at the end of this procedure.

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 Receivable Accountant.		
2	Access the SAP Fiori App	Open Manage Payment Advices (F2550) .		
3	Choice - Import Payment Advice File	<p>Either follow this step when you have an existing payment advice file or skip to the <i>Add Manually</i> step when no payment advice file is available.</p> <p>Note If you do not have a payment advice file, skip to the <i>Choice - Manually Create Payment Advice</i> step.</p> <p>Caution The Import option is only available if you have licensed and activated Cash Application Integration (1MV). If you have not, skip to the <i>Choice - Manually Create Payment Advice</i> step.</p>		
3.1	Choose Import	When you have an existing payment advice file, choose the Import button.	The Import Payment Advices dialog box displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3.2	Import Existing File	Enter the Company Code value. Either drag and drop the file on to the dialog box or choose the + (Add) button to navigate to the local folder and select the file. Choose Process .	The file is uploaded and appears in the table under the Confirmation Pending tab of the Manage Payment Advices view.	
3.3	Select Payment Advices	Select your new Payment Advices from the table.	A Payment Advice Draft view appears.	
3.4	Review and Confirm	Select the Payment Advice Items tab and review the list of invoices that display. When your review is complete, choose the Confirm and Next button. To continue, skip to step 7.		
4	Choice - Manually Create Payment Advice	When no payment advice file is available, use the following steps.		
4.1	Add Manually	Choose Add Manually (+) to create the manual payment advice.	The Payment Advice view displays.	
4.2	General Information	In the General Information section, enter the following data: Company Code : 1710 Payment Amount : 500 Currency : USD Customer ID : 17100001		
4.3	Payment Advice Items	In the Payment Advice Items section, choose the + (Add) button.		
4.4	More Fields	Select Setting , activate the following fields by selecting the checkbox: <ul style="list-style-type: none"> Alternative Account Alternative Company Code Assignment Number Choose OK to continue.	Fields are displayed.	
4.5	Payment Advice Items	In the Payment Advice Items section, enter the following data: Document : Incoming payment document number		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		Document Date: <Date when the document was posted>. Payment Amount: <Total payment amount> Alternative Account : <customer number> Alternative Company Code : 1710 Assignment number : <document number> If there are more documents, select Add (+) and enter required data.		
6	Save	Choose Save .		
7	Change Payment Advice			
8	Enter Search Criteria	Enter search criteria: Editing Status: All Company Code: 1710		
9	Execute Query	Choose the Go button.	A table shows the information of all payment advices.	
10	Select	Select the payment advice number to open it.	Payment advice details are displayed.	
11	Edit	Choose Edit button and make any changes that are required.		
12	Save	Choose Save .		
13	Delete Payment Advice			
14	Search	Repeat steps 7-10. In the Manage Payment Advices view, select the payment advice to be deleted.		
15	Delete	Choose Delete .	A notification displays, asking to confirm deletion.	
16	Confirm	Choose Delete .	Payment advice is deleted.	
17	(Optional) Monitor Notification	When the <i>Manage Situation Types</i> procedure in the <i>Preliminary Steps</i> section of the <i>Prerequisites</i> has been completed, the following steps are available to you.		
18	Open Notifications	Choose the Notifications icon which is at the top right of the view.		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		Choose the payment advice notification generated by the system.		
19	Review Notification	The payment advices details for the notification display. Choose Back .		

4.6.1.7 Clear Open Items Manually

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, open items in customer accounts are posted.

Prerequisites

- Invoices are posted
- Down payments are posted
- Incoming payments are posted

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as an Accounts Receivable Accountant.		
2	Access the SAP Fiori App	Open Clear Incoming Payments - Manual Clearing (F0773) .		
3	Enter Customer Information	Choose the Clear Open Items button. Make the following entries and choose OK : Customer: 17100001 Company Code: 1710	A list of open payments still to be cleared is displayed.	
4	Select More	To display open Items and special G/L transactions, choose Select More (...) button, and choose: Line Item Type: Normal Open Items and special G/L Transactions	Normal open Items and special G/L transactions are displayed in Open Items section.	
5	Down Payment	Note Only execute this step if you are clearing an open item (invoice) against a down payment. In section Open Items , select the invoice where you applied the incoming payment in step Post Incoming Payment and also choose the down payment posted in step Post Down Payment by clicking the Clear button in the last column of each Journal entry. Skip next test step and continue to test step Simulate (Optional) or Post .	When the invoice is chosen, the assigned incoming payment is also selected. In the Items to Be Cleared section, the balance of the open item (invoice) displays. The down payment is moved to the Items to Be Cleared section. The balance becomes zero. Verify at the top of the view.	
6	Open Item Selection	Note Skip this test step if you executed previous test step Down Payment In the Open Items section, choose items to clear by clicking the Clear button in the last column. Note The sum of the chosen open items to be cleared must be zero, check that the Balance is zero (top right) so the posting can occur.	The item to be cleared is transferred to the Items To be Cleared section on the right of the view.	
7	Simulate (Optional)	Before posting, there is the option of simulating the posting.	A view showing the posting to be created when the document is posted displays.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
8	Post	Choose the Post button at the bottom of the view.	The system displays Success and also displays the document number , company code , and year created with option buttons to Display or go to the Payment List .	

4.6.1.8 Clear Credit/Debit Memos Manually

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

Debit Memos and /or Credit Memos in customer accounts are posted. Also, this process can be used to clear debit and credit memos created in test scripts Invoice Correction Process with Debit Memo (BDQ) and Invoice Correction Process with Credit Memo (BKL).

Note Invoice Correction Process with Debit Memo(BDQ) and Invoice Correction Process with Credit Memo (BKL) are not valid for Finance Cloud Edition, skip following steps if using Finance Cloud Edition.

Prerequisites

Open items.

Test scripts Invoice Correction Process with Debit Memo (BDQ) and Invoice Correction Process with Credit Memo (BKL) have been executed, posting were created using customer # XX100001 (where XX are the first two numbers of the company code number).

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as an Accounts Receivable Accountant.		
2	Access the SAP Fiori App	Open Clear Incoming Payments - Manual Clearing (F0773).		
3	Enter Customer Information	Choose the Clear Open Items button. Make the following entries and choose OK : Customer: 17100001 Company Code : 1710	A list of open payments still to be cleared displays.	
4	Open Item Selection	In the Open Items section, select the items to clear and choose the Clear button from the Clear column. Note The sum of the chosen open items to be cleared must be zero, check that the Balance is zero (top right), so the posting can occur.	The item to be cleared is transferred to Items To be Cleared section on the right side of screen.	
5	Simulate (Optional)	Before posting, there is the option of simulating the posting by choosing the Simulate button.	A view displays a simulated posting to be created when the document is posted.	
6	Post	Choose the Post button at the bottom of the screen.	The system displays Success notification. Showing the document number , company code , and year created. Option buttons to Display or go to the Payment List are available.	

4.6.2 Incoming Payment without Electronic Bank Statement

4.6.2.1 Post Incoming 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.

Purpose

In this activity, you post the incoming payments from the customer.

For a payment of an invoice where a down payment is applied, the incoming payment amount should be the remainder invoice balance (the remainder invoice balance is the invoice value less the down payment to be applied).

Prerequisites

Invoices are posted.

Down Payments: A down payment has been posted. Select an open invoice (use the [Manage Customer Line Items](#) (F0711) app) to apply the down payment posted from the previous *Post Down Payment* procedure. The invoice value must be larger than the down payment posted. The incoming payment value in this activity is the invoice value, less the down payment posted.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as an Accounts Receivable Accountant.		
2	Access the SAP Fiori App	Open Post Incoming Payments (F1345). Note For some countries, if withholding tax is to be posted during payment, use the Post Incoming Payments - For Customers (FBZ1) app.	The Post Incoming Payments view displays.	
3	Enter General Information	Make the following entries in the General Information area: Company Code : 1710 Posting date : date Journal Entry date : date Value date : today's date Journal Entry Type : DZ (Customer Payment)		
4	Enter Bank Data	Make the following entries in the Bank data area. G/L Account : 11001060 House Bank/Account ID : USBK1/USAC1 or USBK2/USAC2 Amount : customer invoice amount Note If the incoming payment is part of a down payment, enter the remainder invoice balance amount, which is the invoice value less the down payment amount to be applied. Currency : USD		
5	Enter Open Items	Make the following entries: Customer Account : 17100001 Choose the Propose Items button.	The open items are displayed in the bottom half of the view.	
6	Clear Items	Choose Items to Clear by choosing the Clear button in last item column.	The selected item is transferred to view Items to be Cleared .	
7	Down Payment	Note Only execute this step if the payment is for an invoice where a down payment will be applied. In the Items to Be Cleared column, Allocated Amount , enter the remainder invoice balance amount, which is the invoice value less the down payment amount to be applied.	The balance is zero and the document can be posted.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		Choose Enter .		
8	Post Entries	Choose Post .	The Activated dialog box displays details of document number generated.	
9	Post on Account	Repeat steps 1–4.		
10	Enter Data	Choose Post on account and enter the following: Account Type: Customer Customer: 17100001 Credit Amount : same amount as in step 4.		
11	Save	Choose Post .	Document is posted.	

4.6.3 Incorrect Posting

4.6.3.1 Reset Cleared Items

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you reset a cleared document.

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 Receivable Accountant.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open Reset Cleared Items (F2223) .	The Reset Cleared Items view displays.	
3	Search	Make the following entries: Company Code: 1710 Clearing Fisc. Year: <Current year> and choose Go .	A list displays of filtered data.	
4	Execute	From the Clearing Entry list, choose the arrow icon > at the right of the row to reset.	The Clearing Entry view displays.	
5	Reset	Choose the Reset button.	A Success dialog box displays with a Clearing XXXXXXXX reset notification.	
6	Save	Choose OK .		

4.6.3.2 Reset and Reverse Cleared Items

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you reset and reverse a document that should not have been cleared.

Prerequisite

Invoices and payments are posted.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as an Accounts Receivable Accountant.		
2	Access the SAP Fiori App	Open Reset Cleared Items (F2223) .		
3	Search	Make the following entries and choose Go : Company Code : 1710 Clearing Fisc. Year: <Current year>	The Clearing Entries list shows the filtered criteria.	
4	Open Clearing Entry	Select the row of the clearing entry document and choose the > button at the right of the row.	The Clearing Entry view displays.	
5	Process	Choose Reset and Reverse .	The Reverse Journal Entry dialog box is displayed.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
6	Enter Reversal Data	Make the following entries and choose OK : Reversal Reason : For example, Wrong posting Posting date : <Today's date>	The Success dialog box displays the message Document XXXXXX was posted in company code XXXX.	
7	Continue	Choose OK .		

4.6.3.3 Reverse Individual Documents

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This transaction is used in General Ledger Accounting, in the area of Accounts Payables, and Accounts Receivables. It is used to display, edit, and reverse a document created in the financial modules.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a General Ledger Accountant.		
2	Access the SAP Fiori App	Open Manage Journal Entries (F0717).		
3	Search Document	Make the following entries and choose Go : Company Code : <Any> Journal Entry Type : <Any> Period : <period> Fiscal Year : <year of the posted document> Posting Date : <posting date>	The system displays a list of document numbers.	
4	Select Document	Select the Journal Entry to reverse and choose Reverse .	The Reverse Journal Entries view displays.	
5	Enter Data	Make the following entries and choose OK : Reversal Reason : <Any> Posting Date : <today's date> Tax Reporting Date : <today's date> Period : optional Note Use if reversing a check payment. Check Void Reason : Use if reversing a check payment	The Document is reversed by xxxxxx notification displays.	

4.7 Invoice Collection Preparation

4.7.1 Display Customer Balances

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, an overview of the payments and customer account balances is provided.

Prerequisite

Invoices are available in the system.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as an Accounts Receivable Accountant.		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
2	Access the SAP Fiori App	Open Display Customer Balances (F0703).		
3	Enter Search Criteria	Enter the following search criteria: Customer: 17100001 Company Code: 1710 Fiscal Year: <Current Year>		
4	Execute Query	Choose the Go button.	A table displays with the open balances per month for the year selected. The balances are displayed for the selected fiscal year.	
5	Explore Balance Views	To navigate in the different views of the customer balance, select Balances , Special GL , or Compare . Choose Go after selecting the different view.	The different views of customer balances display.	

4.7.2 Manage Customer Line Items

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you display and change line items in a customer account.

Prerequisite

Invoices are available in the system.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as an Accounts Receivable Accountant.	The SAP Fiori launchpad displays.	
2	Access the SAP Fiori App	Open Manage Customer Line Items (F0711).	The Manage Customer Line Items view displays.	
3	Enter Search Criteria	Make the following entries: Customer: 17100001 Company Code: 1710 and choose Go .	A table of Items displays.	
4	(Optional) Add Columns	As an option, choose the Gear (Settings) button to add columns to the Items table when the Administrator has added new fields.	More columns display.	
5	Status	Select the Status in the filters and choose Go . If you choose All Items , the system displays all the account items. You can also choose to display only Open Items or Cleared Items .	The Items table displays the results of your criteria.	
6	Date and Item Type	Make the following entries in the filters area: Clearing Date: <Today's date> Item Type: Normal Items		
7	Execute Search	Choose the Go button.	The customer line items display according to your search criteria.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
8	Change Document	Select a line item by choosing the checkbox of first column.	Buttons are enabled.	
9	Change Document	Choose Edit Line Items .	The Edit Line Items dialog box displays.	
10	Make Changes	Make required changes or additions to the line item from these available sections: Payment data Dunning Data Additional data		
11	Confirm Change	Choose the OK button.	The system displays the message Items Changed .	

4.8 Interest Calculation

4.8.1 Schedule Interest Calculation Jobs

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you schedule the interest calculation jobs.

Prerequisites

Open receivables exist in the system that satisfy the interest calculation requirements. The interest indicator must be assigned to the business partner and is explained in the Maintain Business Partners step.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as an Accounts Receivable Accountant.		
2	Access the SAP Fiori App	Open Schedule Interest Calculation Jobs (F4176).	The Application Jobs view displays.	
3	Create Job	Choose + (Create).	The New Job view displays.	
4	Enter Details	In the General Information section, make the following entries: Job Template: Calculate Item Interest for Accounts Receivable Job Name: Calculate Item Interest for Accounts Receivable		
5	Enter Details	In the Parameters section, make the following entries and choose Schedule : Customer Account : for example, 17100001 Company Code : 1710 Interest Indicator : for example, 01	The Application Jobs view is displayed.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		<p>Interest Calculation To: <for example, last day of current month></p> <p>Test Run: Selected if you want to do a test run; Deselected if you want to do an actual run</p>		
6	View Report	<p>To refresh the review, choose the Go button. When the report status is Finished, choose the document button in the Results column for the job you scheduled.</p> <p>You can also choose the Log button in the scheduled job row. When you do so, the job log is displayed, showing the output items. You can click on the output item link to display additional details.</p>	The Document (ID xxxxxx) view is displayed. The report shows the status of the journal entry document, and shows information such as the journal entry number, the amounts, and the interest.	
7	View Report	Review the document, then choose Back .		
8	Run Actual Report	If you performed a test run in step 5, repeat steps 5-7 with Test Run deselected to perform an actual run.		

4.8.2 Manage Interest Runs

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as an Accounts Receivable Accountant.		
2	Access the SAP Fiori App	Open Manage Interest Runs (F4485) .		
3	Enter Criteria	Make the following entries and choose Go : Company Code: 1710 Customer Account : for example, 17100001	A list of documents display in the Interest Documents pane.	
4	View Interest Document	For the row for your interest document, choose the arrow button at the right of the row.	The Interest Run view is displayed for that document. The Items Subject to Interest pane shows related journal entry items, while the Output Items pane shows any outputs (for example, print or email) and their status.	
5	Reverse Calculated Interests (Optional)	If needed, you can select the checkbox for an item and choose Reverse Calculated Interests . In the Enter Reverse Parameters dialog box, make the following entries and choose Confirm : Reversal Reason : <reversal reason>	The Messages dialog box displays the document posting.	
6	Resend Interest Letter (Optional)	If needed, you can select the checkbox for an item and choose Send Interest Letters . On the Send Interest Letters dialog box, choose Yes to send the interest letter.	The Sent Interest Letters dialog box displays messages about the output channels from which the interest letters are sent.	

4.8.3 Display Interest Runs

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you display the interest runs.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as an Accounts Receivable Accountant.		
2	Access the SAP Fiori App	Open Display Interest Runs (F4485).		
3	Enter Criteria	Make the following entries and choose Go : Company Code: 1710	A list of documents display in the Interest Documents pane.	
4	View Interest Document	For the row for your interest document, choose the arrow button at the right of the row.	The Interest Run view is displayed for that document. The Items Subject to Interest pane shows related journal entry items, while the Output Items pane shows any outputs (for example, print or email) and their status.	

4.9 Periodic Activities

4.9.1 Check Open Balances

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 lists all Accounts Receivable line items.

Prerequisite

Invoices have been created and not collected.

Procedure

To check open balances, follow the instructions from the previous procedure [Invoice Collection Preparation > Manage Customer Line Items](#) .

4.9.2 Bad Debt Write-Off

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

Bad debt is a loss that a company incurs when credit that has been extended to customers becomes worthless, either because the debtor is bankrupt, has financial problems, or because it cannot be collected. It is expensed on the income statement. Recognizing bad debt leads to an offsetting reduction to accounts receivable on the balance sheet – though businesses retain the right to collect funds should the circumstances change.

In this activity, you select customer invoices that are unrecoverable and post financial entries.

Prerequisites

Invoices have been created but are not recoverable.

Customers in financial trouble with debit balances that have to be zeroed out on the balance sheet.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as a Accounts Receivable Accountant.		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
2	Access the SAP Fiori App	Open Post with Clearing (F-04) .	The Post with Clearing: Header Data view displays.	
3	Selection Criteria	<p>Enter the following data:</p> <p>Document Date: <date></p> <p>Type: For example, DA</p> <p>Company Code: 1710</p> <p>Posting Date: <date></p> <p>Currency/Rate: USD and <exchange rate></p> <p>Reference: <any> for example, BadDebt writeoff</p> <p>Transaction to be Processed section:</p> <p>Transfer posting with clearing: selected</p> <p>First Line Item section</p> <p>PstKy: 40</p> <p>Account: For example, 62000000</p> <p>Note The 620000000 account number is a dedicated Bad Debt account. When money is no longer recoverable, for example, the customer declares bankruptcy, you use this account to write off from Accounts Receivable and book as an expense.</p> <p>and choose Enter.</p>	The Post with Clearing Add G/L account item view displays.	
4	Enter Data	<p>Enter the following data:</p> <p>Amount: For example, 1000</p> <p>Tax Code: <tax code>, if applicable</p> <p>Cost Center: <default value></p> <p>Note The Cost Center value default is based on the account determination set for the account number you entered in the previous step. If you have a different cost center, enter that number.</p>		
5	Choose Open Items	Choose the Choose open items tab at the top of the view.	The Post with Clearing Select open items view displays.	
6	Enter Data	<p>Enter the following data:</p> <p>Company Code: <default value></p>		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		<p>Account: For example, 17100001</p> <p>Account type: D</p> <p>And on the Additional selections area, select None.</p> <p>Note The default of None results with all items being displayed. If you know the document numbers to be cleared, select the Document Number radio button.</p>		
7	Process Open Items	<p>Choose the Process Open Items tab at the top of the view.</p> <p>Note If a Withholding Tax information ignored displays, choose Continue.</p>	Post with Clearing Process open items displays with a list of all documents.	
8	Deactivate	Choose the Select All icon below the list and then choose the Deactivate Items icon.	All account items have been deactivated.	
9	Activate Selected Item	<p>From the list of the Account Items, select the Document Number row for the item to be cleared and choose the Activate Items button.</p> <p>Note The amount entered in the previous step must be the same amount as the Assigned value that appears in the Processing Status</p>	The Processing Status area at the bottom of the view displays the amount.	
10	Post	Choose Post from the bottom of the view.	A Document XXXXXXXXXX was posted in company code XXXX notification displays.	

5 Appendix

5.1 Display Process Flow Accounts Receivable

Context

This app lets you graphically display the relationship between individual business objects of the Accounts Receivable work area (for example, Sales Orders, Delivery, Clearing, Accounting and Quotation).

Prerequisite

Documents that generate the Accounts Receivable process must be created, for example:

- Outgoing invoice
- Sales order
- Clearing
- Payment

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	Log On	Log on to the SAP Fiori launchpad as an Accounts Receivable Accountant.		
2	Access the SAP Fiori App	Open Display Process Flow - Accounts Receivable (F2692).		
3	Data Entry	Make the following entries and choose Go: Document Type: <document type>	The Process Flow pane shows the selected document and its relationships to other documents in the process flow.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
		<p>Note Select a document type according to the origin of the document.</p> <p>Document Number : <any document number according to document type selected></p> <p>Note If you select either Journal Entry or Clearing Entry in the Document Type field, additional fields appear:</p> <p>Fiscal year : <Current year></p> <p>Company Code: 1710</p>		
4	Exit	Choose Back .		

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, up-grade 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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