

SAP Best Practices for formatting payment information integration

Use

Apply formatting best practices while entering data into your UI, to improve data quality coming into S/4HANA Cloud.

In general, this KBA is tested using the payment information settings of USA and Germany. With special extra rules, it can be applied to additional countries like i.e. Colombia, Ecuador, Argentina, Japan, Kenya, Spain, Venezuela, South Africa, UK, Brazil, Italy, Mexico, Czech, Israel, France, Nigeria, Chile and New Zealand.

Limitations

This KBA only supports the following configurations:

- Supported payment methods: bank transfer
- Supported pay types: main payment method
- Bank details like bank name, ID, SWIFT code or sort code need to be maintained separately in S/4HANA Cloud before the integration starts
- Payment methods (06, 09), pay type (payroll, bonus, expense) and customized payment method require manual adjustment of the UI and validation rules and they are out of the scope of this KBA. To implement these cases, refer to the latest version in document [Implementing and Configuring Payment Information in Employee Central](#) on SAP Help Portal.
- It is not possible to replicate employee records with payment information to S/4HANA Cloud which have a bank country assigned different from the country of legal entity if the following holds true: one country (e.g. the legal entity country) is part of the Single Euro Payments Area (SEPA) and the other country (e.g. the bank country) is not.

Benefits

Bank validation: Advantage of using bank validation to avoid bank format issues like Account number, IBAN and SWIFT code format and length problems when replicating payment information to S/4HANA Cloud.

UI validation for payment info: To show or hide payment info fields with respect to each country. Currently the default UI validation supports Colombia, Ecuador, USA, Argentina, Japan, Kenya, Spain, Venezuela, South Africa, UK, Brazil, Italy, Mexico, Czech, Israel, France, Nigeria, Chile and New Zealand.

Business Rules for payment info: Avoid payment information format issues when replicating payment information to S/4HANA Cloud.

UI template: Easy to customize template that can be tailored for any country specific payment information.

Known failed cases

Below is an example of main errors that the validation set-up will try to avoid:

- **Enter account number:** Account number has not been entered.
- **Enter Bank key do not exist:** Bank details like Bank key, Bank name, Bank routing number and Business Identifier Code are not present in S/4HANA Cloud.
- **Payment method 0 is not defined for country xxx:** Because payment method other than "Bank Transfer" is selected.
- **Payment method 1 is not defined for country xxx:** Because payment method other than "Bank Transfer" is selected.

Procedure

Prerequisites



















1. Setting Up Permissions for Payment Information. Before you proceed with step 1, set-up of role-based permissions for Payment Information and related objects is needed. Please check section “*Setting Up Permissions for Payment Information*” in document [Implementing and Configuring Payment Information in Employee Central](#) on SAP Help Portal.
2. Bank details like bank name, ID, SWIFT code or sort code should be entered separately in S/4HANA Cloud. Follow the link to the right topic on [SAP Help Portal](#).





Step 1: Import and activate payment information UI, Rules and messages

1. Go to *Admin Center*. In the *Tool Search* field, type **Import and Export data**.
2. In the action dropdown menu, select *Import Data*.
3. Select the *Success Store* option.
4. In Success Store, select the package name *XX(CurrentRelease)_Payment_Information_Portlet_UI* and click *Import*.
5. In Success Store, select the package name *XX(CurrentRelease)_Payment_Information_Rules* and click *Import*.
6. In Success Store, select the package name *XX(CurrentRelease)_Payment_Information_Messages_for_Rules* and click *Import*.
7. The UI rules will be activated immediately after import.

Optional Task: Check if the UI rules are imported and activated successfully

1. Go to *Admin Center*. In the *Tool Search* field, type **Manage Configuration UI**.
2. Click in the search box and type **XX(CurrentRelease)_Payment_Information_Portlet**.
3. Check if the UI rules are available like i.e. those listed below:

-  Colombia
-  Ecuador
-  USA
-  Argentina
-  Bank
-  Japan
-  Kenya
-  Spain
-  Venezuela
-  MainPayType
-  SouthAfrica
-  UK
-  BankTransfer
-  Brazil
-  Italy
-  Mexico
-  Czech
-  Israel

-  France
-  Nigeria
-  Chile
-  NewZealand

Note

These rules will only be consumed when selecting a specific country so no need to alter them else.

Step 2: Set or check the Payment Information portlet in people profile

1. Go to *Admin Center*. In the Tool Search field, type *Configure People Profile*.
2. Scroll down to the Payment Information portlet, hover over and click on *Live Profile MDF Information* box.
3. In the *MDF Screen ID*, select the portlet you imported in step 1, *XX(CurrentRelease)_Payment_Information_Portlet*.

Optional Task: in case of change of portlet

In case the Payment Information portlet is customized following the guidelines available in article "[Implementing and Configuring Payment Information in Employee Central](#)" in SAP Help portal, to stay compliant with S/4HANA Cloud validation (infotype IT0009), at least these mandatory fields should be populated:

- *Account number*
- *Routing number*
- *Pay type*: should be *Main Payment Method*
- *Main payment method*: should be *Bank Transfer*

Step 3: Enable Payment and Bank validations

1. Go to *Admin Center*. In the *Tools* search field, type **Company System and Logo Settings**.
2. Enable the below flags:
 - Enable Bank Account Validations
 - Enable Payment Information Validations

Step 4: Import country specific validation

Some countries have specific validations with respect to payment info fields, for example account number, IBAN or bank number. Pre-delivered content for all supported countries is available for download on the SAP Help Portal.

Part A): Download country specific validation from SAP Help Portal:

1. Go to the SAP SuccessFactors Employee Central [Help Portal](#). Under the *Configuration* section, choose *View All*.
2. The Bank Validation Configuration for Payment Information files are grouped according to geographic region - Europe, Africa, Asia, North and Central America, South America, the Caribbean and Australasia.
3. Each region zip file contains a set of individual country specific validation configuration zip files which are named like for example *xxx_CountrySpecificConfigurableValidations.zip*. To configure an individual country specific validation, you must download the relevant region zip file and extract the relevant country specific zip file to your file system.

Part B): Import and activate country-specific configuration validation file

1. Go to *Admin Center*. In the *Tool Search* field, type *Import and Export Data*.
2. In the action dropdown menu, select *Import Data*.
3. Select the *ZIP File* option.
4. Click button *Choose File* and navigate to the location where you downloaded the the *xxx_CountrySpecificConfigurableValidations.zip* and press *Import*.

Part C): Validate if the import was successful

1. Go to *Admin Center*. In the *Tools* search field, type *Manage Data*.
2. In the search put "*Country Specific Validation Configuration*", then the country of the imported configuration should be in the list. Click on it.
3. View the validation configuration.

Result

Payment information business rules, UI configuration and validations are set-up as per best practice which result in prevention of errors when replicating payment information from SAP SuccessFactors Employee Central to S/4HANA cloud.