|  |  |
| --- | --- |
|  |  |
| Test Script  SAP S/4HANA - 17-09-20 | public |
| Debit Memo Processing (1F1\_DE) |

Table of Contents

[1 Purpose 3](#_Toc51218277)

[2 Prerequisites 4](#_Toc51218278)

[2.1 System Access 4](#_Toc51218279)

[2.2 Roles 4](#_Toc51218280)

[2.3 Master Data and Organizational Data 4](#_Toc51218281)

[2.4 Preliminary Steps 6](#_Toc51218282)

[2.4.1 Create Reference Order or Billing (Optional) 6](#_Toc51218283)

[2.4.2 Create Condition Records (Optional) 7](#_Toc51218284)

[3 Overview Table 8](#_Toc51218285)

[4 Test Procedures 9](#_Toc51218286)

[4.1 Create Debit Memo Request 9](#_Toc51218287)

[4.2 Create Attachment for Debit Memo Request (Optional) 12](#_Toc51218288)

[4.3 Remove Billing Block 13](#_Toc51218289)

[4.4 Create Debit Memo 14](#_Toc51218290)

[4.5 Create Attachment for Billing (Optional) 16](#_Toc51218291)

[5 Appendix 18](#_Toc51218292)

[5.1 Process Integration 18](#_Toc51218293)

[5.2 Succeeding Processes 18](#_Toc51218294)

[5.3 Scheduling Job (alternative) 18](#_Toc51218295)

[5.3.1 Job Scheduling for Billing Creation (Alternative) 18](#_Toc51218296)

[5.3.2 Job Scheduling for Billing Release (Alternative) 20](#_Toc51218297)

[5.3.3 Job Scheduling for Billing Output (Alternative) 21](#_Toc51218298)

# Purpose

A debit memo request is created with the amount to be debited, and placed on a billing block for review. It is then released to become billing relevant, and appear on the billing due list. Periodic billing process creates a debit memo to be sent to the customer, and posts a journal entry.

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

# Prerequisites

The standard debit memo request can be created stand alone or with reference to a sales order or billing document.

## System Access

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

## Roles

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

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name (Role) | ID (Role) | Description (Space) | ID (Space) | Log on |
| Internal Sales Representative | SAP\_BR\_INTERNAL\_SALES\_REP | Internal Sales | SAP\_BR\_INTERNAL\_SALES\_REP |  |
| Billing Clerk | SAP\_BR\_BILLING\_CLERK | Billing | SAP\_BR\_BILLING\_CLERK |  |

## Master Data and Organizational Data

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | Details | Comments |
| Material | TG11 | Trading Good for Reg. Trading (MRP planning) No serial number, no batch | For more information, see the Business Conditions section. |
| Material | TG12 | Trading Good for Reg. Trading (reorder point planning) No serial number, no batch | For more information, see the Business Conditions section. |
| Material | TG21 | Trading Good for Reg. Trading (reorder point planning) batch-controlled (FIFO strategy) | Only use if you have activated the building block Batch Management (BLG) (BLH)(BLJ)(2EG)(BLP).  See sections Business Conditions and Preliminary Steps. |
| Material | TG22 | Trading Good for Reg. Trading (reorder point planning) batch-controlled (Exp. Date) | Only use if you have activated the building block Batch Management (BLG) (BLH)(BLJ)(2EG)(BLP).  See sections Business Conditions and Preliminary Steps. |
| Material | SM0001 | Service Material 01 |  |
| Material | CM-FL-VOO | Forklift | Only use if you have activated the　Make-to-Order Production with Variant Configuration (1YT) scope item. |
| Material | NS0002 | Non-Stock Material 02 |  |
| Sold-to party | 10100001 | Customer domestic 01 | You can test the scope item using another domestic customer. |
| Ship-to party | 10100001 | Domestic DE Customer 1 |  |
| Payer | 10100001 | Domestic DE Customer 1 |  |
| plant | 1010 | Plant 1 DE |  |
| Storage Location | 101A | Std. storage 1 |  |
| Shipping Point | 1010 | Shipping Point 1010 |  |
| Sales organization | 1010 | Dom. Sales Org |  |
| Distribution channel | 10 | Direct Sales |  |
| Division | 00 | Product Division 00 |  |

You can find general information on how to create master data objects in the following Master Data Scripts (MDS):

Table 1: Master Data Script Reference

|  |  |
| --- | --- |
| Master Data Script ID | Description |
| BNF | Create Product Master of Type "Trading Good" |
| BND | Create Customer Master |

## Preliminary Steps

### Create Reference Order or Billing (Optional)

Purpose

As an option, you can create Reference or Billing Orders to use when creating debit memo requests.

Follow procedures described in following process documents to create Reference Orders or Billing Orders:

|  |  |
| --- | --- |
| IDs | Titles |
| BD9 | Sell from Stock |
| BD3 | Sales Processing using Third-Party with Shipping Notification |
| BDK | Sales Processing using Third-Party without Shipping Notification |
| BDN | Sales of Non-Stock Item with Order-Specific Procurement |
| BDH | Sales Order Entry with One-Time Customer |
| BKJ | Sales Order Processing with Customer Down Payment |
| BKA | Free Goods Processing |
| BKZ | Sales Order Processing with Invoice List and Collective Billing |

### Create Condition Records (Optional)

Purpose

In case you have finetuned the access sequence of SAP pre-shipped condition types, the relative condition records should be created accordingly.

You can find general information on how to create master data objects in the following [Master Data Scripts (MDS)](https://support.sap.com/content/dam/SAAP/Sol_Pack/BP_OP_ENTPR/BP_OP_ENTPR_S4HANA2020_7_Master_Data_EN_XX.htm) :

Table 2: Master Data Script Reference

|  |  |
| --- | --- |
| Master Data ID | Description |
| BET | Create Sales Pricing Condition |

# Overview Table

This scope item consists of several process steps that are listed in the following table:

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

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| Process step | Business Role | Transaction/App | Expected Results |
| [Create Debit Memo Request](#unique_9) [page ] 9 | Internal Sales Representative | Manage Debit Memo Requests (F1988) | You have created a debit memo request. |
| [Create Attachment for Debit Memo Request (Optional)](#unique_10) [page ] 12 | Internal Sales Representative | Manage Debit Memo Requests (F1988) |  |
| [Remove Billing Block](#unique_11) [page ] 13 | Internal Sales Representative | Display Sales Orders (VA03) Sales Order Fulfillment - Resolve Billing Block (F0029) | The block is removed. |
| [Create Debit Memo](#unique_12) [page ] 14 | Billing Clerk | Create Billing Documents (F0798) - Billing Due List Items | You have created a debit memo. |
| [Create Attachment for Billing (Optional)](#unique_13) [page ] 16 | Billing Clerk | Display Billing Documents (F2250) |  |

# Test Procedures

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

The Enterprise Search function provides a central entry point for finding business objects in your company from different sources using a single search request. You can search for objects such as: apps, fact sheets for business objects. From the data found, you can go directly to the respective apps and fact sheets to display, edit the data or find related objects.

How to access and check a fact sheet:

1. Log on to the SAP Fiori launchpad as a respective user, for example, Internal Sales Representative.
2. Access the Enterprise Search Bar by choosing the magnifying glass icon in the upper right corner.
3. The Enterprise Search bar displays two filter fields next to the search icon: all dropdown menu and a search field. Enter your Search Criteria and choose the business object type, for example, select Sales orders from the dropdown menu, and enter a sales order number in the search field and choose Search, the sales order lists.
4. Choose the sales order number link. The system navigates to the fact sheet screen and sales order related information is integrated and summarized in one Fiori page. You can get detailed data by choosing the corresponding links.

There are fact sheets available for the following objects (visible depending on the assigned role):

* Sales order
* Quotation
* Billing document
* Credit Memo
* Debit Memo
* Customer 360 Fact sheet

## Create Debit Memo Request

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This process step shows you how to generate a billing document and debit the customer's account.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Internal Sales Representative. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Manage Debit Memo Requests (F1988). | The Manage Debit Memo Requests (F1988) screen displays. |  |
| 3 | Navigate to Create Debit Memo Request | Choose Create Debit Memo Requests. | The Create Sales Document screen displays. |  |
| 4 | Enter Sales Document Type | Make the following entries and choose Continue.  Order Type: DR(Debit Memo Request)  Note Regarding an existing order or billing document: Choose Create with Reference. Enter the billing document number or sales order number and choose Copy. | The Create Debit Memo Requests Overview screen displays. |  |
| 5 | Input Order Quantity | Make the following entries and choose Enter:   * Sold-to Party: 10100001 * Ship-to Party: 10100001 * Customer Reference: <Customer Reference Number> * Material Number : <Material Number> * Target Quantity: For example, 1 PC   Note If you create the debit memo request regarding an existing order or billing document, input the quantity: for example, 1 PC. | The input order quantities are entered. |  |
| 6 | Enter Order Reason | On the Sales tab, enter an order reason, for example, <Damaged in Transit>, | The order reason is recorded. |  |
| 7 | Save | Save your entries. | The order is saved and a billing block is assigned to the debit memo. |  |

Printing form

Note Only After implement the note “2298826 - Switch for enabling NAST condition based output for on-premise” for activate Output Management function, process the output procedure steps in this section.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Internal Sales Representative. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Manage Debit Memo Requests (F1988). | The Manage Debit Memo Requests (F1988) screen displays. |  |
| 3 | Search for Sales Order | Enter search terms in filter bar and choose Go.  For example, enter Debit Memo Request number in Debit Memo Request (F1848) field. | Debit Memo requests display in result list. |  |
| 4 | Navigate to Sales Order Screen | Choose Debit Memo Request Number and select Display Debit Memo Request. |  |  |
| 5 | Check Output Condition | On the Display Debit Memo Req xxx: Overview screen, choose More Extras Output Header Edit. |  |  |
| 6 | Display Print Preview | On the Display Debit Memo Req xxx: Output screen, select the line already created for the print output and choose Display PDF Document. | Choose your local destination, and press Print. |  |

In the Manage Debit Memo Requests (F1988) app, you can navigate to a fact sheet:

1. On the Manage Debit Memo Requests (F1988) screen, enter search terms in the filter bar and choose Go.
2. In the search results, select your debit memo request number and choose Sales Order Number.

## Create Attachment for Debit Memo Request (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This process step shows you how to create attachment for a sales order.

Procedure

Note In order to perform following steps, user parameter "SD\_SWU\_ACTIVE" has to be to "X".

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Internal Sales Representative. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Manage Debit Memo Requests (F1988). | The Manage Debit Memo Requests screen displays. |  |
| 3 | Navigate to Display Debit Memo Request Screen | On the Manage Debit Memo Requests screen, enter the respective order number created in previous step in the Debit Memo Requests and choose Go.  Choose the debit memo request line that displays. |  |  |
| 4 | Debit Memo Request | Choose Services for Object in the upper right corner of screen, choose Create Attachment. | The Import file Screen dialog box displays. |  |
| 5 | Import File | Choose OK in the File Upload dialog box.  In the Open view, choose local path and file, and choose Open. | The attachment is successfully created. |  |
| 6 | Check Attachment | Choose Services for Object in the upper right corner of screen, choose Attachment list. | Attachment diasplays on the Service: Attachment list screen. |  |

## Remove Billing Block

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 process step shows you how to remove the billing block assigned to the debit memo by the sales order entry procedure.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Internal Sales Representative. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Manage Debit Memo Requests (F1988). | The Manage Debit Memo Request screen displays. |  |
| 3 | Find Document | Make the following entry, and choose Go:  Debit Memo Request: <Debit Memo Request Number> | Debit Memo Request number is accessed. |  |
| 4 | Remove Billing Block | Select the row of your Debit Memo Request, and choose Remove Billing Block. | The billing block is removed. |  |
| 5 | Choose Back | Choose Back. |  |  |

## Create Debit Memo

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 process step shows you how to generate a debit memo and debit the customer's account.

Create Billing Document

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Billing Clerk. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Create Billing Documents (F0798). | The Create Billing Documents screen displays. |  |
| 3 | Define Billing Setting | Choose Billing Settings at the bottom bar, you can make the following settings as below:   1. Set billing date and type before billing: ON 2. Create separate billing document for each item of billing due list: OFF 3. Automatically post billing documents: ON 4. Display billing documents after creation: ON |  |  |
| 4 | Search Billing Due Items | In the search condition, use criteria if necessary. | Sales document(s) displays in the result. |  |
| 5 | Select Billing Item(s) | Select row(s) of a sales document created previously, and choose Create. | The Billing Documentsscreen displays. |  |
| 6 | Maintain Billing Date | Choose billing type Debit Memo (L2) and maintain billing date, for example, <current date>, then choose OK. | The new billing document is created. |  |
| 7 | Save Billing Document | On the Billing Document (F1901) screen, choose Save.  The draft version billing document with ID Sxxxxxxxx turns into a saved billing document with ID xxxxxxxx.  Make a note of the billing document number: \_\_\_\_\_\_\_\_\_\_. | The system generates a billing invoice. |  |

Financial Postings

|  |  |  |  |
| --- | --- | --- | --- |
| Material | Debited Accounts | Credited Accounts | Cost Element / CO Object |
| Trading Good (HAWA) | 41000000 Rev Domestic Prod  12100000 G/L ACC | 41000000 Rev Domestic Prod  22000000 Output tax (MWS) | none |

Manage Billing Documents

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Access the App | Open Manage Billing Documents (F0797). | The Manage Billing Document screen displays. |  |
| 2 | Search Billing Document | Enter the Billing document number recorded in previous step. Choose Enter. | The billing document displays. |  |
| 3 | Display Billing Document | Select the billing document item, and choose Display. | The billing document displays. |  |
| 4 | Check Output Condition | On the Billing Document screen, choose the last assignment block, Output Items. | There is one entry in the item and the output type is BILLING\_DOCUMENT. |  |
| 5 | Display Print Preview | On the Billing Document screen, choose Preview. | Preview for PDF document displays. |  |
| 6 | Update New Attachment (Optional) | In the Edit mode, add, delete, and update the attachments. Choose Save in the footer bar. |  |  |
| 7 | Update New Text (Optional) | In the Edit mode, you can add, delete, and update these texts. Save your changes by choosing Save in the footer bar. |  |  |

## Create Attachment for Billing (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

This process step shows you how to create attachments for billing.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Billing Clerk. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Display Billing Documents (F2250). | The Display Billing Documents screen displays. |  |
| 3 | Enter Billing Number | On the Display Billing Documents screen, enter <the respective invoice number created in previous step>, and choose Continue. | The Debit Memo xxx Display: Overview of Billing Items screen displays. |  |
| 4 | Create Attachment | Choose Services for Object in the top right corner of the screen, choose Create Attachment. | The Import File Screen displays. |  |
| 5 | Import File | Choose OK in the File Upload dialog box.  On the Open screen, choose local path and file, select Open. | The attachment is successfully created. |  |
| 6 | Check Attachment | Choose Services for Object in the top right corner of screen, choose Attachment list. | Attachment displays on the Service: Attachment list screen. |  |

# Appendix

## Process Integration

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

## Succeeding Processes

|  |  |
| --- | --- |
| Process | Business Condition |
| Accounts Receivable(J59) (optional) | Post a Customer Invoice in Accounting, etc.  Using the master data from this document, complete the following activities described in the test script:   * Posting a Customer Invoice in Accounting * Overdue Receivables, Display Customer Balances * Manage Customer Line Items |
| Sales Order Fulfillment Monitoring(BKK) | This test script describes the collection of periodic activities, such as day’s ending activities.  Using the master data from this document, complete the following activities described in the test script:  Sales Order Fulfillment Monitoring (BKK) (the Review Sales Documents Blocked for Billing, Review Billing Due List, and Review Log of Collective Invoice Creation and Review List of Blocked (for accounting) Billing Documents sections) |

## Scheduling Job (alternative)

### Job Scheduling for Billing Creation (Alternative)

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 process step shows you how to schedule a background job for creation billing documents.

This app can be used as an alternative instead of the manual creation of billing documents.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a . | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Schedule Billing Creation (F1519). | The Application Jobs screen displays. The app automatically shows the history of application jobs. |  |
| 3 | Create Billing Creation Schedule | Choose New to define a new job for billing creation. | The New Job screen displays. Job Template should default as Schedule Billing Creation. |  |
| 4 | Job Parameters | Define scheduling options and parameters for the batch job if necessary.  Choose Check. | The system displays the message Go ahead and schedule the job. |  |
| 5 | Schedule | Choose Schedule. | A billing creation job is scheduled. Screen goes back to Application Jobs. |  |
| 6 | Check Billing Creation Job Log | On the Application Jobs screen, after job item’s status turned to Finish, choose Job Log.  Note Choose the Magnifier, and the job list will refresh. | The log details display. |  |

### Job Scheduling for Billing Release (Alternative)

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 process step shows you how to schedule a background job for release billing documents to accounting.

This app can be used as an alternative instead of the manual release to accounting for billing documents.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Billing Clerk. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Schedule Billing Release (F1518). | The Application Jobs screen displays. The app automatically shows the history of application jobs. |  |
| 3 | Create Billing Release Schedule | Choose New to define a new job for billing creation. | The New Job screen displays. Job Template defaultly should be Schedule Billing Release. |  |
| 4 | Job Parameters | Define scheduling options and parameters for the batch job if necessary.  Choose Check. | The system displays the message Go ahead and schedule the job. |  |
| 5 | Schedule | Choose Schedule. | A billing release job is scheduled. Return to Application Jobs. |  |
| 6 | Check Billing Release Job Log | On the Application Jobs screen, after job item’s status turned to Finish, choose Job Log.  Note Choose Magnifier, and the job list will refresh. | The log details displays. |  |

### Job Scheduling for Billing Output (Alternative)

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 process step shows you how to schedule a background job for when and how billing documents are sent to customer.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Billing Clerk. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Schedule Billing Output (F1510). | The Application Jobs screen displays. The app automatically shows the history of application jobs. |  |
| 3 | Create Billing Output Schedule | Choose New to define a new job for billing creation. | The New Job screen displays. Job Template should default as Schedule Billing Output. |  |
| 4 | Job Parameters | Define scheduling options and parameters for the batch job if necessary.  Choose Check. | The system displays the message Go ahead and schedule the job. |  |
| 5 | Schedule | Choose Schedule. | A billing release job is scheduled. Return to Application Jobs. |  |
| 6 | Check Billing Output Job Log | On the Application Jobs screen, after job item’s status turned to Finish, choose Job Log.  Note Choose Magnifier, and the job list will refresh. | The log details display. |  |

Typographic Conventions

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

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

