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| Test Script  SAP S/4HANA - 18-09-20 | public |
| Output Management (1LQ) |

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# Purpose

This scope item provides best practice information for SAP S/4HANA output management that can be used to implement business scenarios that include output-related tasks. This focuses on the reuse of SAP S/4HANA output control service that is available for different business applications (such as billing document or purchase order). The reuse service offers different capabilities for output of business documents to business receivers. The features that are available in the context of the application are specific to that business application.

Within SAP S/4HANA output management, Adobe Forms (XFA) are the standard technology for rendering application objects (such as purchase orders, contracts, or invoices) into PDF. Output management provides the necessary framework for form template development and maintenance, data assembly, rendering, and output determination for forms.

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

# Prerequisites

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

You need multiple SAP Fiori apps to complete the steps in this scope item. Retrieve the required metadata from the [SAP Fiori apps library](https://fioriappslibrary.hana.ondemand.com/sap/fix/externalViewer/) and make sure the correct assignments are in place for the business users you are using to see the apps on the SAP Fiori launchpad.

## 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) .

Assign the business roles to your individual test users as described in section Prerequisites. In the following document, it is assumed that all required apps are available for the business users in a business role called ‘Billing Clerk’.

## Additional Manual Configuration

Before you can test this scope item, you must have completed the additional configuration steps that are described in the Set-Up Instructions for this scope item. These configuration steps are specific for your implementation and include mandatory settings that are not delivered by SAP and must be created by you. For more information, refer to the Set-Up Instructions for this scope item on [SAP Best Practices Explorer](https://rapid.sap.com/bp) (https://rapid.sap.com/bp/#/browse/scopeitems/<enter the scope item ID>).

## Business Conditions

You can only print or mail a billing document if a billing document is available. If there aren't any billing documents available, follow the steps described in scope item Sell from Stock (BD9).

|  |  |
| --- | --- |
| Scope Item | Business Condition |
| BD9 - Sell from Stock | Must be run before this test script. |

# 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 Settings > App Finder .

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App Name | Expected Results |
| [Display the Billing Document](#unique_8) [page ] 6 | Billing Clerk | Create Billing Documents (F0798) | The customized forms are displayed. |
| [Print the Billing Document](#unique_9) [page ] 7 | Billing Clerk | Create Billing Documents (F0798) | A new billing document is printed. |
| [Mail the Billing Document](#unique_10) [page ] 9 | Billing Clerk | Create Billing Documents (F0798) | An email that contains billing document information is sent to your email address. |

# Test Procedures

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

## Display the Billing Document

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 test step, you're creating a PDF document that contains adapted forms.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Billing Clerk. |  |  |
| 2 | Access the App | Open the Create Billing Documents (F0798) app. |  |  |
| 3 | Select the Billing Document | From the Billing Due List Items table, select an item. Go to Billing Settings in the lower right corner of the screen and check that only the Display Billing Documents After Creation option is set to ON. Choose Create. In the Create Billing Documents dialog box, select a Billing Type and a Billing Date. Choose OK. | The Billing Document window is displayed, providing you with the details of the billing document that you selected. |  |
| 4 | Access Output Items Tab | Go to the Output Items tab. |  |  |
| 5 | Check the Form Template | Check that in the Form Template column, the template SDBIL\_CI\_STANDARD\_<your country code> is maintained for the output items that are displayed on the screen. | The Form Template column shows the assigned form template. |  |
| 6 | Display the Billing Document | In the Preview column, choose the Display Document icon to display the billing document that is based on the customized form template. | The billing document is displayed in another window as a PDF file. It displays your customized templates. |  |

## Print the Billing Document

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 test step, you're printing the new billing document that you've created.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Billing Clerk. |  |  |
| 2 | Access the App | Open the Create Billing Documents (F0798) app. |  |  |
| 3 | Select a Billing Document | From the Billing Due List Items table, select an item. Go to Billing Settings in the lower right corner of the screen and check that only the Display Billing Documents After Creation option is set to ON. Choose Create. | The Billing Document window is displayed, providing you with the details of the billing document that you selected. |  |
| 4 | Access the Output Items Tab | Go to the Output Items tab. |  |  |
| 5 | Check the Output | Choose Output Details. | A window displays the Number of Copies and the defined Print Queue. |  |
| 6 | Create a Billing Document | Save your changes. | The billing document is saved. |  |
| 7 | Check the Printer | Logon to your SAP S/4HANA system using SAP GUI. Check the transaction SP01 for the selected output device. | Find your spool request in the Output Controller: List of Spool Requests. |  |

## Mail the Billing Document

Test Administration

Customer project: Fill in the project-specific parts.

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

Prerequisite

Before you start with this section, make sure that the Channel determination step of the Billing Document business rule is set to Email.

Purpose

In this test step, an email that has been created automatically and that includes information on the billing document, is sent to your email inbox.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Billing Clerk. |  |  |
| 2 | Access the App | Open the Create Billing Documents (F0798) app. |  |  |
| 3 | Select a Billing Document | From the Billing Due List Items table, select an item. Go to Billing Settings in the lower right corner of the screen and check that only the Display Billing Documents After Creation option is set to ON. Choose Create. In the Create Billing Documents dialog box, select a Billing Type and a Billing Date. Choose OK. | The Billing Document window is displayed, providing you with the details of the billing document that you selected. |  |
| 4 | Check the Output | Go to the Output Items tab and choose Output Details. | A window displays the Email Address, CC Email Address, BCC Email Address, and the defined Email Template. |  |
| 5 | Create a Billing Document | Save your changes. |  |  |
| 6 | Check your Inbox | Check your inbox. | An email with the billing document information has been sent to your email address. |  |

Typographic Conventions

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

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