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| Test ScriptSAP S/4HANA - 17-09-20 | public |
| Convergent Billing (1MC\_DE) |

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# Purpose

The aim of Omni Channel Convergent Billing as part of SD Billing is to offer a solution which on the one hand reduces the administrative effort for managing billing document requests from multiple streams, and which on the other hand allows to create clear consolidated billing documents sent out to the end-customers. One legal billing document for all services, subscriptions, projects, products, expenses including external data.

For testing purposes a simulation tile is used to simulate the integration with the Hybris revenue cloud. This can be applied only in Q-systems.

In a productive system, the integration to cloud quote to cash has to be set up as a customer project-based integration scenario.

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

# Prerequisites

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

## System Access

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

## Roles

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

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name (Role) | ID (Role) | Description (Space) | ID (Space) | Log On |
| Billing Clerk | SAP\_BR\_BILLING\_CLERK | Billing | SAP\_BR\_BILLING\_CLERK |  |

## Master Data, Organizational Data, and Other 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 to go through the test procedure. If you have installed an SAP Best Practices baseline package, you can use the following baseline package sample data:

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | Details | Comments |
| Material | TG0011T001 | Trading Good 0011,PD,Regular Proc. Junior Consultant | Material which will be used in order to be provided to the customer |
| Material | CM-FL-V00 | Forklift | Only use if you have activated the Make-to-Order Production with Variant Configuration (1YT) scope item. |
| Customer | 10100001 | Domestic Customer DE 1 |  |
| Customer | 10100012 | Domestic Customer Invoice List |  |
| Payer | 10100014 | PAYER - Central |  |
| Sales organization | 1010 | Dom. Sales Org |  |
| Distribution channel | 10 | Direct Sales |  |
| Division | 00 | Product Division 00 |  |
| Plant | 1010 | Plant 1 DE |  |

For more information on creating master data objects, see the following [Master Data Scripts (MDS)](https://support.sap.com/content/dam/SAAP/Sol_Pack/BP_OP_ENTPR/BP_OP_ENTPR_S4HANA2020_7_Master_Data_EN_XX.htm)

Table 1: Master Data Script Reference

|  |  |
| --- | --- |
| MDS | Description |
| BNF | Create Product Master of Type "Trading Good" |
| BND | Create Customer Master |

## Business Conditions

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

|  |  |
| --- | --- |
| Scope Item | Business Condition |
| BD9 - Sell from Stock or | Activation of these scope items must be run before the test script. |

## Preliminary Steps

### 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 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 Name | Business Role | Transaction/App | Expected Results |
| [Create a Billing Document with External Data](#unique_9) [page ] 7 | Billing Clerk | Test Billing Document Request API (EBDR\_API\_TEST) | The Billing Document Request displays. |
| [Create a Billing Document Combining External Billing Data and Data from Sell from Stock](#unique_10) [page ] 9 | Billing Clerk | Test Billing Document Request API (EBDR\_API\_TEST) | The Billing Document Request displays. |
| [Create a Billing Document with External Data via Excel Upload (Optional)](#unique_11)  [page ] 11 | Billing Clerk | Manage Billing Document Requests (F2960) | The Manage Billing Document Requests displays. |
| [Create Invoice List (Optional)](#unique_12) [page ] 14 | Billing Clerk | Manage Invoice Lists (F2740) | The Invoice List is created. |

# Test Procedures

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

Note Only chapter [Create a Billing Document with External Data](#unique_9) [page ] 7 and <#unique_14> can be tested by professional services standalone customer.

Note For testing purposes a simulation tile is used to simulate the integration with the Hybris revenue cloud. This can be applied only in Q- systems.

## Create a Billing Document with External Data

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 a billing document of the type CBD1 with external billing data received in the external billing document request.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Billing Clerk. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Test Billing Document Request API (EBDR\_API\_TEST).Try to find the test App by searching for Apps on the home screen. Navigate to the App Finder and select the test app. Then you can pin it to a group such as your home group in the Fiori launchpad. | The Billing Document Request screendisplays. |  |
| 3 | Data for Creation EBDR via Business API | Make the following entries as sample:* Preceding Document Type: EO01
* Preceding Doc. Item Category: ED01
* EBDR Type:BDR1
* Sales Organization: 1010
* Distribution Channel:10
* Division: 00
* Sold-To Party: 10100001
* Document Currency:EUR
* Material: TG0011
* Quantity: 10
* Sales Unit:
* Plant: 1010
* Departure Country:DE
 |  |  |
| 4 | Create EBDR Document | Choose Execute. | The EBDR is created. |  |
| 5 | Go back to Home Screen | Choose the Back arrow. | The Home screen displays. |  |
| 6 | Access the App | Open Create Billing Documents (F0798)(Billing Due List Items). | The Billing Due List screen displays. |  |
| 7 | Define Billing Setting | Choose Billing Settings in the bottom bar, you can make the following settings as below:1. Set billing date and enter before billing - OFF
2. Create separate billing document for each item of billing due list - OFF
3. Automatically Post Billing Documents - OFF
4. Display Billing Document after creation - ON
 |  |  |
| 8 | Select the EBDR to be Invoiced | Select the External Billing Document Request you’ve created before and choose Create. | The draft billing document with ID Sxxxxxxxx will display. |  |
| 9 | Save Billing Document | On the Billing Document 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 an invoice for EBDR. |  |

## Create a Billing Document Combining External Billing Data and Data from Sell from Stock

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 combine external billing data received in an external billing document request from the Sell from Stock process and billing data from the Sell from Stock process into one billing document of type F2.

Procedure

First you need to run the respective steps to prepare a delivery, for example, in BD9: Create Sales, Create Delivery, Execute Picking, Post Goods Issue. Furthermore, you need to create an external billing document request receiving external billing data from the Sell from Stock process as described below.

Then the two types of billing data are combined in one billing document.

Make sure that the header data of all preceding documents you want to combine later are in synch, for example, sold-to-party and sales organization.

.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 Test Billing Document Request API (EBDR\_API\_TEST).Try to find the test App by searching for Apps on the home screen. Navigate to the App Finder and select the test app. Then you can pin it to a group such as your home group in the Fiori launchpad. | The Billing Document Request screen displays. |  |
| 3 | Data for Creation EBDR via Business API | Make the following entries as sample:* Preceding Document Type: OR
* Preceding Doc. Item Category: TAN
* EBDR Type:BDR1
* Sales Organization: 1010
* Distribution Channel:10
* Division: 00
* Sold-To Party: 10100001
* Document Currency:EUR
* Material: TG0011
* Quantity: 10
* Sales Unit:
* Plant: 1010
* Departure Country: DE
 |  |  |
| 4 | Create EBDR Document | Choose Execute. | The EBDR is created. |  |
| 5 | Go back to Home Screen | Choose the Back arrow. | The Home screen displays. |  |
| 6 | Access the App | Open Create Billing Documents (F0798)(Billing Due List Items). | The Billing Due List screen displays. |  |
| 7 | Define Billing Setting | Choose Billing Settings in the bottom bar, you can make the following settings as below:1. Set billing date and enter before billing - ON
2. Create separate billing document for each item of billing due list - OFF
3. Automatically Post Billing Documents - OFF
4. Display Billing Document after creation - ON
 |  |  |
| 8 | Select the EBDR & Standard Order to be Invoiced | Select the External Billing Document Request you’ve created before combined with the Standard Order (Delivery) created from BD9 and choose Create. | The Create Billing Documents screen displays. |  |
| 9 | Maintain Billing Type and Date | Choose billing type Invoice (F2) and maintain billing date, for example, <current date>, then choose OK. | The draft billing document with ID Sxxxxxxxx will display. |  |
| 10 | Save Billing Document | On the Billing Document 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 an invoice. |  |

## Create a Billing Document with External Data via Excel Upload (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

It’s possible to transfer external billing document requests from a source to a target system via excel upload. This process step shows you how to download an empty excel template and then fill in your data in S/4HANA system. After you upload the excel sheet then the external billing document requests 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 a Billing Clerk. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Manage Billing Document Requests (F2960). | The Manage Billing Document Requests screen displays. |  |
| 3 | Create Billing Document Requests | Choose Create. | The Create Billing Document Requests screen displays. |  |
| 4 | Download Excel Template | Choose Download Excel Template. | The excel template has been downloaded. |  |
| 5 | Fill in Data for EBDRs Creation via Uploaded Excel Template | Manually enter billing data that you want to bill in your SAP S/4HANA Cloud based on the downloaded excel template in previous step.For test purposes, the following fields in the template are always mandatory. You won't be able to create an EBDR unless they’re all filled correctly.In the downloaded excel template, make the following entries in each sheet as sample:In worksheet IS\_EBDR\_ADMIN which holds basic administrative information.* SENDERLOGICALSYSTEM: REV\_SYSTEM

In worksheet IT\_EBDR\_REQUEST which holds the core EBDR data.* BILLINGDATE: 20180101
* DEPARTURECOUNTRY: DE
* DISTRIBUTIONCHANNEL: 10
* DIVISION: 00
* EXTBILLINGDOCREQUESTTYPE: BDR1
* MATERIAL: TG0011
* PLANT: 1010
* PRECEDINGDOCUMENT: 1708310901
* PRECEDINGDOCUMENTITEM: 10
* PRECEDINGDOCUMENTITEMCATEGORY: ED01
* PRECEDINGDOCUMENTTYPE:: EO01
* QUANTITY: 10
* SALESORGANIZATION: 1010
* SOLDTOPARTY: 10100001
* TRANSACTIONCURRENCY: EUR
 |  |  |
| 6 | Upload External Billing Document Requests into S/4HANA Cloud | Choose Upload from Excel.In the Choose a file to Open dialog box, choose Import from native file system and select the file to upload.In the Choose a file to open dialog box, select the file and confirm with Choose. |  |  |
| 7 | Create EBDR Document | Choose Create. | The EBDR is created. |  |
| 8 | Go back to Home Screen | Choose the Back arrow. | The Home screen displays. |  |
| 9 | Access the App | Open Create Billing Documents (F0798)(Billing Due List Items). | The Billing Due List Items screen displays. |  |
| 10 | Define Billing Setting | Choose Billing Settings at the bottom bar, you can make the following settings as below:1. Set billing date and enter before billing - OFF
2. Create separate billing document for each item of billing due list - OFF
3. Automatically post billing documents - OFF
4. Display billing documents after creation - ON
 |  |  |
| 11 | Select the EBDR to be Invoiced | Select the External Billing Document Request you’ve created before and choose Create. | The draft billing document with ID Sxxxxxxxx will displays. |  |
| 12 | Save Billing Document | On the Billing Document 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 an invoice for EBDR. |  |

## Create Invoice List (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

It’s possible to create invoice list to convergent billing type CBD1, CBD2 and CBC1 (cancellation type). This process step shows you how to create invoice list.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Open the Fiori Launchpad tile | Open the Fiori launchpad as an Billing Clerk. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Open Manage Invoice Lists (F2740). | The Manage Invoice Lists screen is displayed. |  |
| 3 | Navigate to Edit Worklist for Invoice Lists Screen | Choose Create. | The Edit Worklist for Invoice Lists screen displays. |  |
| 4 | Search Billing Documents | Make the following data in section Customer Data and choose Display Worklist for Invoice Lists:Payer: 10100014 | Billing documents displays in the result. |  |
| 5 | Select item(s) for Invoice List | Select the rows of Billing documents created previously and choose Collective Billing Document. | The system generates an invoice list for billing. |  |
| 6 | Check Invoice List Document | On the Edit Worklist for Invoice Lists screen, choose Log Display. And then choose Documents. Make a note of the invoice list document number in Document column: \_\_\_\_\_\_\_\_\_\_. | Invoice list document number displays. |  |

Note To create invoice list, “Automatically post billing documents – ON” needs to be set by choosing Billing Settings at the bottom bar when creating billing document in previous steps. Please refer to test script BKZ Sales Order Processing with Invoice List and Collective Billing (BKZ\_DE) for more details on creating invoice list. CBC1 cancellation type will have invoice list created when corresponding billing document is cancelled after invoice list created.

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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