|  |  |
| --- | --- |
|  |  |
| Test Script  SAP S/4HANA - 17-09-20 | public |
| Delivery Processing without Order Reference (1MI\_DE) |

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# Purpose

If the relevant master data has been previously maintained (for example, Business Partner for Customer), the process starts when a standard delivery is created. Based on this delivery document, picking slips are generated to stage the product for shipment to the customer.

If a delivery includes batch managed materials, a batch number can be entered for each delivery item. If the required quantity is delivered using pieces belonging to different batches, original delivery items can be split to enable proper recording of delivered quantities for each actual batch.

The delivery document can be split into two or more deliveries, for example, to accommodate late changes in transportation planning. In addition, freight costs can be added to the delivery documents to ensure that these costs are taken into account for invoicing.

After picking is complete, the shipping specialist relieves the inventory by posting a goods issue. This inventory relief is the actual recording of the physical quantity that is being shipped to the customer. The cost of goods sold is then recorded in financial accounting.

Once the inventory is relieved, the delivery can be invoiced. If the master data of the customer or ship-to party involved states that a proof-of-delivery is required, the quantity delivered must be confirmed by the customer. Once this confirmation is maintained for each delivery document, invoicing (fully based on the confirmed quantities) can be carried out. The revenue and the cost of goods sold is then also recorded in management accounting.

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 prerequisites needed to conduct the test in terms of system, users, master data, organizational data, and other test data and business conditions.

## System Access

The test should be conducted with the following system:

|  |  |
| --- | --- |
| System | Details |
| Ariba Sourcing | Accessible from Ariba Sourcing. Your system administrator provides you with the URL and logon data to access the Ariba Sourcing. |
| System | Accessible from the 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 |
| Shipping Specialist | SAP\_BR\_SHIPPING\_SPECIALIST | Shipping | SAP\_BR\_SHIPPING\_SPECIALIST |  |
| Warehouse Clerk | SAP\_BR\_WAREHOUSE\_CLERK | Inventory Processing | SAP\_BR\_WAREHOUSE\_CLERK |  |
| Billing Clerk | SAP\_BR\_BILLING\_CLERK | Billing | SAP\_BR\_BILLING\_CLERK |  |
| Master Data Specialist - Business Partner Data | SAP\_BR\_BUPA\_MASTER\_SPECIALIST | Business Partner | SAP\_BR\_BUPA\_MASTER\_SPECIALIST |  |

## 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 or the following sample data to go through the test procedure.

|  |  |  |  |
| --- | --- | --- | --- |
| Master | Value | Details | Comments |
| Material | TG11 | Trading Good for Reg. Trading (MRP planning) | See sections Business Conditions and Preliminary Steps. |
| Material | TG12 | Trading Good for Reg. Trading (reorder point planning) | See sections Business Conditions and Preliminary Steps. |
| Material | TG21 | Trad.Good 21,Reorder Point,Batch-FIFO | Only use if you have activated the building block Batch Management (BLG) (BLH)(BLJ) (BLP).  See sections Business Conditions and Preliminary Steps. |
| Material | TG22 | Trad.Good 22,Reorder Point,Batch-ExpD | Only use if you have activated the building block Batch Management (BLG) (BLH)(BLJ) (BLP)..  See sections Business Conditions and Preliminary Steps. |
| Sold-To Party | 10100003  10100009 | Customer domestic 03  Domestic DE Customer 9 | You can test the scope item using another domestic customer.  10100009 is for customer material record and POD (Proof-of-Delivery) |
| Ship-To Party | 10100003  10100009 | Customer domestic 03  Domestic DE Customer 9 |  |
| Payer | 10100003  10100009 | Customer domestic 03  Domestic DE Customer 9 |  |
| 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 |  |

For more information about 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

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

## Business Conditions

The business process described in this Test Script is part of a bigger chain of integrated business processes or scope items. As a consequence, you must have completed the following processes and fulfilled the following business conditions before you are able to start going through this scope item:

|  |  |
| --- | --- |
| Scope Item | Business Condition |
| J45 – Procurement of Direct Materials | To run through this scope item, the materials must be available in stock. If you use trading goods (HAWA) you can either:   * Run through the Procurement of Direct Materials process * Or create stock using the SAP Fiori Launchpad tile Post Goods Movement (for details see section Preliminary Steps). |
| BNZ – Create New Open MM Posting Period | You have completed the step described in the Create New Open MM Posting Period master data script. Posting Period is up to date. |

## Preliminary Steps

### Set Initial Stock for Material

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 set initial stock to execute this scope item.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Warehouse Clerk. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Post Goods Movement (MIGO). It only displays this way if it was your last transaction. So, the action for the user should be to select Reference Document for MIGO Transaction > Other. | The Goods Receipt Other screen displays. |  |
| 3 | Enter Movement Type | Make the following entry and choose Enter.   * Executable Action in Transaction MIGO: Goods Receipt * Reference Document for MIGO Transaction: Other |  |  |
| 4 | Edit Material | On the Goods Receipt Other Screen: Material tab, make the following entry, and choose Enter:   * Material : <Material Number> |  |  |
| 5 | Edit Quantity Data | On the Goods Receipt Other Screen: Quantity tab, make the following entry, and choose Enter:   * Qty in Unit of Entry: 1000 * Unit of Entry: <PC> |  |  |
| 6 | Enter the Goods Receipt Other Screen: Where Tab | On the Goods Receipt Other Screen: Where tab, make the following entries and choose Enter:   * Movement Type: 561 (Receipt per initial entry of stock balances into unrestricted use) * Plant: <Enter a Plant> * Storage Location: <Enter a Storage Location> |  |  |
| 7 | Enter the Goods Receipt Other Screen: Batch Tab | On the Goods Receipt Other Screen: Batch tab, make the following entry and choose Enter:   * Date of Manufacture: <Enter the Current Date or a Date in the Past> | Only relevant for batch relevant materials. |  |
| 8 | Save Your Entries | Choose Post. |  |  |

Financial Postings

|  |  |  |
| --- | --- | --- |
| Material | Debited Accounts | Credited Accounts |
| Trading Good (HAWA) | 13600000  Inventory TradingGd | 39912000  Inv Init SF&amp;Fin Bal |

### Set Relevant for Proof of Delivery in BP Master Data

Purpose

In order to run step [Proof of Delivery (Optional)](#unique_9) [page ] 24, customer master data have to maintain POD relevant indicator. From demo data, only customer 10100009 has been set, following procedure can help user to set POD relevant for other customer master data if necessary.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1. | Log onto the SAP Fiori launchpad | Log onto the SAP Fiori launchpad using the Role Master Data Specialist - Business Partner Data. |  |  |
| 2. | Access the App | Open Maintain Business Partner. |  |  |
| 3. | Enter Business Partner | On the entry screen of the Maintain Business Partner app, make the following entry and choose Enter.   * Business Partner : Customer ID |  |  |
| 4. | Switch to change mode | On screen Display Organization : XXXXXXXX, choose button Switch Between Display and Change. |  |  |
| 5. | Goto Sales Area – Shipping Tab | On screen Change Organization : XXXXXXXX, choose Customer (defined) in field Change in BP role.  Choose Sales and Distribution .  Then choose Shipping. |  |  |
| 6. | Set POD- Relevant | Select the checkbox of POD-Relevant. |  |  |
| 7. | Save | Choose Save. |  |  |

# 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, Report, or Item | Business Role | Transaction/App Name | Expected Results |
| [Create Delivery](#unique_11) [page ] 12 | Shipping Specialist | Create Outbound Delivery - Without Order Reference (VL01NO) | An outbound delivery is created. |
| [Create Attachment for Delivery (Optional)](#unique_12) [page ] 14 | Shipping Specialist | Display Outbound Delivery (VL03N) | An attachment is added to the outbound delivery. |
| [Enter Batch Number (Optional)](#unique_13) [page ] 15 | Shipping Specialist | Change Outbound Delivery (VL02N) | Batch numbers are assigned. |
| [Execute Picking](#unique_14) [page ] 16 | Shipping Specialist | Manage Outbound Deliveries - VL06O (VL06O\_CLOUD) | Picking for an outbound delivery is completed. |
| [Execute Packing (Optional)](#unique_15) [page ] 18 | Shipping Specialist | Change Outbound Delivery (VL02N) | Packing results together with the outbound delivery is saved. |
| [Split Outbound Delivery (Optional)](#unique_16) [page ] 20 | Shipping Specialist | Split Outbound Delivery (VLSP) | An additional outbound delivery is created. |
| [Add Freight Costs (Optional)](#unique_17) [page ] 21 | Shipping Specialist | Change Outbound Delivery (VL02N) | Freight costs are added to the outbound delivery and will later be copied to the invoice. |
| [Posting Goods Issue](#unique_18) [page ] 22 | Shipping Specialist | Manage Outbound Deliveries - VL06O (VL06O\_CLOUD) | The goods issue is posted. |
| [Proof of Delivery (Optional)](#unique_9) [page ] 24 | Shipping Specialist | POD - Change Outbound Delivery (VLPOD) | Delivery is confirmed. |
| [Create Billing Document](#unique_19) [page ] 26 | Billing Clerk | Create Billing Documents (F0798) | A billing document is created. |
| [Create Attachment for Billing (Optional)](#unique_20) [page ] 28 | Billing Clerk | Manage Billing Documents (F0797) | An attachment is added to the billing document. |

# Test Procedures

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

By using a single search request, the enterprise search function provides a central entry point for finding business objects from different sources within your company. You can search for objects such as apps or object pages for business objects. From the data found, you can go directly to the respective apps and object pages to display, edit the data, or find related objects.

How to access and check an object page:

1. Log on to the SAP Fiori Launchpad using the respective user, for example, Shipping Specialist.
2. To access the enterprise search, choose the magnifying glass in the upper right corner.
3. The enterprise search bar is displayed with two filter fields to the left of the search button. Enter your search criteria and choose the business object type, for example, choose Deliveries from the drop-down menu in the first field, enter the delivery number in the second field, and then, choose Search. The delivery you searched for should be listed.
4. Once you choose the delivery number link, the system navigates to the object page screen where delivery related information is displayed and summarized on one Fiori page, You can display more detailed data by choosing the available links.

There are object pages available for the following objects: (Visible depending on the assigned role)

* Outbound Delivery
* Returns Delivery
* Customer
* Material
* Purchase Order
* Purchase Requisition Item
* Sales Order
* Supplier

## Create Delivery

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 the delivery.

Packing is technically supported for outbound delivery described in this test script staring from 2002 release.

For executing packing, Create Product Master of Type "Packaging" (3Y1) master data script is the prerequisite. For more information on creating packing related master data, please check this test scrpit.

For detailed information about handling unit management, you can also refer to:<https://help.sap.com/viewer/p/SAP_S4HANA_CLOUD> to visit Product Assistance. Choose English and navigate by: Supply Chain > Logistics Cross Topics > Handling Unit Management .

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Shipping Specialist . |  |  |
| 2 | Access the App | Open Create Outbound Delivery - Without Order Reference (VL01NO). | The Create Outbound Delivery Without Order Reference screen displays. |  |
| 3 | Enter Key Data for Outbound Delivery Creation | On the Create Outbound Delivery Without Order Reference screen, make the following entries, and choose Enter:   * Shipping Point: 1010 * Delivery Type: LO * Sales Organization: 1010 * Distribution Channel: 10 * Division: 00 |  |  |
| 4 | Enter Delivery Details | On the Delivery without Reference Create: Overview screen, make the following entries:   * Ship-to Party: 10100003 * Planned GI: <Planned goods movement date>, for example, <Today's Date> * Material Number: <Material number> * Deliv. Quantity: Quantity , For example, 1 PC   Note If any warning pop up comes, please ignore it. |  |  |
| 5 | Save Document | Choose Save Document.  Make a note of the delivery number: \_\_\_\_\_\_\_\_\_\_. | An outbound delivery is created. |  |

Depending on the scope item settings, the stock availability is checked at delivery creation using the available inventory and replenishment lead time. Without sufficient stock, the created delivery has no confirmed quantities, and therefore the picking process cannot start. As soon as there is sufficient stock for delivery creation, the system creates a delivery and the picking process can start.

To avoid open deliveries, ensure that there is sufficient inventory quantity at the time of delivery creation. Additionally, you can restrict the creation of deliveries with no confirmed quantities by:

* Increasing the replenishment lead time that is used during the availability check (has to be larger than the selection period used for delivery creation).
* Changing the customization settings for the incompleteness procedure for delivery creation, so that only complete deliveries can be saved.
* Changing the customization settings for the used delivery item category. The Check quantity 0 field must be adapted to B = Situation rejected with an error message.

With the Analyze Outbound Delivery Logs app, you can display, in a log, an overview of all the deliveries that have been created in your system. You can filter by Created By and other additional settings. If you select the arrow on the right of each delivery log entry you can display the exact message type and text.

## Create Attachment for Delivery (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. |

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Logon to the SAP Fiori launchpad as a Shipping Specialist. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Display Outbound Delivery (VL03N). | The Display Outbound Delivery: Initial screen displays. |  |
| 3 | Enter the Outbound Delivery Number | On the Display Outbound Delivery screen, enter the outbound delivery number created in previous step and choose Enter. | The Display Outbound Delivery xxx: Overview screen displays. |  |
| 4 | Create Attachment for Delivery | Choose Services for Object on top right corner of screen, and then choose Create Attachment. | The Import file screen displays . |  |
| 5 | Import File | Choose OK in the File Upload pop-up screen.  In the Open view, choose local path and file, and choose Open. | The attachment was successfully created. |  |
| 6 | Check Attachment | Choose Services for Object on top right corner of screen, and then choose Attachment list. | Attachment brings up the Service: Attachment list screen. |  |

## Enter Batch Number (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 check the batch number assignment to the materials.

Prerequisite

Use this step if batch management is activated.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Shipping Specialist . |  |  |
| 2 | Access the App | Open Change Outbound Delivery (VL02N). | The Change Outbound Delivery screen displays. |  |
| 3 | Enter the Outbound Delivery Number | On the Change Outbound Delivery screen, enter the outbound delivery number and choose Enter. |  |  |
| 4 | Enter the Batch Number | In the Batch field, enter the batch number. | Batch numbers are assigned to the materials. |  |
| 5 | Save Document | Choose Save. |  |  |

## Execute Picking

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 picking process involves taking goods from a storage location and staging the right quantity in a picking area, where these goods are prepared for shipping.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Shipping Specialist. |  |  |
| 2 | Access the App | Open Manage Outbound Deliveries - VL06O (VL06O\_CLOUD). |  |  |
| 3 | Open Outbound Delivery Monitor | On the Manage Outbound Deliveries – VL06O screen, choose For Picking. | The Manage Outbound Deliveries – VL06O screen displays. |  |
| 4 | Enter Shipping Point | On the Outbound Deliveries for Picking screen, make the following entry:  Shipping Point: 1010 |  |  |
| 5 | Select the Only Picking without WM checkbox and choose Execute | Select the Only Picking without WM checkbox and choose Execute. |  |  |
| 6 | Select the Outbound Delivery | On the Day's Workload for Picking screen, select your outbound delivery and choose Change Outbound Deliveries. |  |  |
| 7 | Input Picked Quantity | On the Delivery xxxxxxxx change: Overview screen, choose the Picking tab, and input a quantity in the Picked Qty field.  Picking status is set to complete if the picked quantity and the delivery quantity are equal. Deviations in quantity can be solved by choosing Copy Picked Quantity as Delivery Quantity.  When using the material with batch management, for example: TG21 or TG22, choose Batch Split Exists first, then input the quantity in the second line in the Picked Qty field. |  |  |
| 8 | Save Document | Choose Save. | Picking for the outbound delivery is completed. |  |

## Execute Packing (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

You can execute packing for delivery items right in a outbound delivery.

To proceed with packing, make sure you go through chapters under Preliminary Steps and already have a outbound delivery created. You can also refer to standard processes in Sell from Stock (BD9) or Delivery Processing without Order Reference (1MI) about detailed instructions regarding creation of outbound delivery.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Shipping Specialist. |  |  |
| 2 | Access the App | Open Change Outbound Delivery (VL02N). | The Change Outbound Delivery screen displays. |  |
| 3 | Enter the Outbound Delivery Number | On the Change Outbound Delivery screen, enter the outbound delivery number and choose Enter. |  |  |
| 4 | Choose Packing | In the header section, choose Pack. |  |  |
| 5 | Select Packaging Materials | In the All Existing Hus (Available for Packing) section of the screen, enter a Packaging Material and choose Enter. A Handling Unit No. will be automatically generated. Select both line items of Material and Handling Unit, then choose Pack.  Note There are also alternative options for packing:  New HU If Full: If you want to pack items completely, but do not know in advance how many handling units you require.  New HU per x Hus: If you want to pack a specific constant number of handling units into a higher-level handling unit.  New HU per Partial Quantity of Material: If you are packing a delivery item completely, but want to distribute the quantity in equal amounts over several handling units. |  |  |
| 5 | Maintain Packed Quantities | In Ttl Content tab, you can maintain the Packed Quantity for each Handling Unit. |  |  |
| 6 | Check General Overview | Choose General Overview in the header section to have a visualized hierarchy of all handling units. |  |  |
| 7 | Save Your Outbound Delivery | Choose Save to save Packing results and your outbound delivery. | Packing results together with the outbound delivery is saved. |  |

## Split Outbound Delivery (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 process step, the user can split up single or multiple items from an existing, completely picked outbound delivery and move them to a new delivery document before posting goods issue.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Shipping Specialist. |  |  |
| 2 | Access the App | Open Split Outbound Delivery (VLSP). | The Split Outbound Delivery screen displays. |  |
| 3 | Enter Shipping Point | On the entry screen of the Split Outbound Delivery app, make the following entry:   * Shipping Point: 1010 |  |  |
| 4 | Enter Outbound Delivery | To speed up selection, make the following entry on the same screen:   * Outbound Delivery: [your Outbound Delivery Document Number] |  |  |
| 5 | Choose Split Profile | In the Split Profile field, make the following entry or select the following value from the list:   * Split Profile: 0003 (Delivery Split - LE Components) |  |  |
| 6 | Start Selection | Choose Execute. | A list of outbound delivery items for the selected shipping point and outbound delivery is displayed. |  |
| 7 | Select Items for Split | Select the items that should become part of a new delivery / that should be split from the current delivery.  Enter the <Split Quantity> and choose Save Split | The selected items are displayed with a new delivery document number. The items not selected for the split still appear with the former document number. |  |

## Add Freight Costs (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

After picking, you might want to add the actual freight costs to the outbound delivery if you know the exact weights and freight charges.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Shipping Specialist. |  |  |
| 2 | Access the App | Open Change Outbound Delivery (VL02N). | The Change Outbound Delivery screen displays. |  |
| 3 | Enter the Outbound Delivery Number | On the Change Outbound Delivery screen, enter the outbound delivery number and choose Enter. |  |  |
| 4 | Open Conditions | From the menu, choose More > Goto > Header > Conditions. |  |  |
| 5 | In the Condition Type Column, Enter YBHD | In the Condition Type column, enter YBHD. |  |  |
| 6 | Enter the Freight Costs | In the Amount column, enter the freight costs (such as 100).  The system distributes the entered amount across the delivery items.  The distribution is executed based on the net weight of each item. |  |  |
| 7 | Save Your Outbound Delivery | Save your outbound delivery. | Freight costs are added to the outbound delivery and will later be copied to the invoice. |  |

## Posting Goods Issue

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 goods issue.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Shipping Specialist. |  |  |
| 2 | Access the App | Open Manage Outbound Deliveries - VL06O (VL06O\_CLOUD). | The Manage Outbound Deliveries – VL06O screen displays. |  |
| 3 | Open Outbound Delivery Monitor | Choose For Goods Issue. Make the following entry and choose Execute.  Shipping Point: 1010 |  |  |
| 4 | Post Good Issue | Mark the relevant delivery and choose Post Goods Issue. Select today’s date from the dialog box. | The goods issue is posted. |  |

Table 2: Financial Postings

|  |  |  |  |
| --- | --- | --- | --- |
| Material | Debited Accounts | Credited Accounts | Cost Element / CO Object |
| Trading Good (HAWA) | 51600000  Consptn Trde Gds | 13600000  Inventory Trading Gd | none |

Printing Form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Shipping Specialist. |  |  |
| 2 | Access the App | Open Display Outbound Delivery (VL03N). | The Display Outbound Delivery screen displays. |  |
| 3 | Issue Delivery Output | In the Outbound Delivery field, enter<Outbound Delivery Number>. On the same screen, go to menu on the  top, choose More > Outbound Delivery > Issue Delivery Output . |  |  |
| 4 | Print | * Print Preview: choose the line with the LD00 message type, and choose Print Preview. * Print Delivery Order: select the line with with the LD00 message type, and choose Print. In the dialog box, maintain output device, and choose Print. | The preview document displays.  The document is printed. |  |

## Proof of Delivery (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 test procedure, the user can record the quantity of goods that was actually delivered, as confirmed by the customer. This information ensures that the user bills the customer for the correct amount of goods. This is only possible for outbound deliveries where the customer master data has been maintained so that it is "POD-relevant" (on sales area level).

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori Launchpad as a Shipping Specialist. |  |  |
| 2 | Access the App | Open POD - Change Outbound Delivery (VLPOD). | The POD - Change Outbound Delivery screen displays. |  |
| 3 | Enter Outbound Delivery | On the entry screen of the app, make the following entry:   * Outbound Delivery: [your Outbound Delivery Document Number] and choose Continue. | The selected outbound delivery document is displayed and the Overview POD tab is opened. |  |
| 4 | Customer Reports Different Quantity | If there is a quantity difference between shipping and receiving, go to step 5 and 6. |  |  |
| 5 | Enter Reason for Variance in POD Delivery (optional) | In the line of the item for which a differing quantity was reported by the customer, make the following entry or select the following value from the list:   * Reason: ZFG2 (Underdelivery, reason unknown) |  |  |
| 6 | Enter Deviation in Quantity Actually Delivered (optional) | In the Quantity Difference field in Sales Unit (QtyDiffinSalesUn), enter the respective quantity that differs from the expected delivery quantity and choose Enter. | The quantity displayed for the respective item in the field POD quantity has been recalculated (Quantity Difference subtracted from Delivery Quantity), and value for the field POD Status has changed to B (Differences reported). |  |
| 7 | Confirm Proof of Delivery | Choose Confirm Proof of Delivery. | The POD Date field has been filled with the current date, and the value for the POD Status field has changed to C (Confirmed). |  |
| 8 | Save Outbound Delivery Document with Proof of Delivery | Choose Save. | The outbound delivery document is saved with confirmation for actually delivered quantities. These will be used for the consecutive billing step. |  |

## Create 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 activity, you handle the billing.

Create Billing Document

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 Create Billing Documents (F0798). | The Create Billing Document screen displays. |  |
| 3 | Define Billing Setting | Choose Billing Settings in the right bottom of the screen and  turn all of the settings to ON. |  |  |
| 4 | Search for Billing List | Billing Date To | Sales documents displays in the result. |  |
| 5 | Choose Individual Billing Document | From the list, select the delivery you previously created and choose Create. | There is one window Create Billing Documents displaying. |  |
| 6 | Maintain Billing 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 be displayed. |  |
| 7 | Save Billing Document | In the Billing Document screen, choose Save button.  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 billing. |  |

Financial Postings:

|  |  |  |  |
| --- | --- | --- | --- |
| Material | Debited Accounts | Credited Accounts | Cost Element / CO Object |
| Trading Good (HAWA) | 10100001  Domestic Customer DE 1 | 41000000  Rev Domestic Prod  22000000  Output tax (MWS)  52590000 (optional)  Freight Revenue / Rec. | none |

Manage Billing Documents

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Access the App | Open Manage Billing Documents (F0797). | The Manage Billing Document screen displays. |  |
| 2 | Search the Billing Document Created in Previous Step | Input the billing document number recorded in the previous step. Choose Enter. | The billing document created in previous step displays. |  |
| 3 | Display the 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 | Cancel Billing Document (Optional) | Choose Cancel billing Docs. | Billing document is canceled. |  |
| 7 | Update New Attachment (Optional) | In the Edit mode, you can add, delete, and update the attachments. Save your changes by choosing Save in the footer bar. |  |  |
| 8 | 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 an attachment for a billing document.

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 Manage Billing Documents (F0797). | The Manage Billing Document screen displays. |  |
| 3 | Search Billing | Make the following entry, and choose Enter:  Billing Document: <Billing Document Number Created Previously> |  |  |
| 4 | Choose Billing Number | On the Manage Billing Documents screen, select your billing document created in the previous step, and choose Display. | The Billing Document screen displays. |  |
| 5 | Edit | On the Billing Documents screen, choose Edit. |  |  |
| 6 | Create Billing Attachment | Scroll down and choose Upload in the ATTACHMENTS section. | The Open File screen displays. |  |
| 7 | Import File | In the Open window, select a local path or file and choose Open.  Choose Save. | The attachment is successfully created. |  |
| 8 | Check Attachment | In the ATTACHMENTS section, you can see the uploaded document. Choose the document you want to open. |  |  |

# Appendix

## Process Integration

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

### Succeeding Processes

After completing the activities in this test script, you can continue testing the following business processes:

|  |  |
| --- | --- |
| Scope Item | Business Condition |
| J59- Accounts Receivable | Posting 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 |
| BKK – Sales Order Fulfillment Monitoring | This scope item describes the collection of periodic activities, such as day ending activities or legal requirements.   * Using the master data from this document, complete all the activities described in the test script of Sales Order Fulfillment Monitoring (BKK) scope item (Chapters Review Billing Due List, Review Log of collective invoice creation Review List Blocked (for Accounting) Billing Documents). |

## Scheduling Job (alternative)

### Job Scheduling for Goods Issue Deliveries (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

In this process step, you can schedule a background job for goods issue posting regarding outbound deliveries.

This app can be used as an alternative instead of the manual goods issue posting for outbound deliveries.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori Launchpad using the role Shipping Specialist. | The SAP Fiori Launchpad displays. |  |
| 2 | Access the App | Open Schedule Goods Issue for Deliveries. | The Application Jobs screen is displayed. The app automatically shows the history of application jobs. |  |
| 3 | Create Goods Issue Deliveries Schedule | Choose New to define a new job. | The New Job screen is displayed. Job Template should default as Schedule Goods Issue for Deliveries. |  |
| 4 | Job Parameters | Define scheduling options and parameters for the batch job if necessary, then choose Check. | The system displays the message Go ahead and schedule the job. |  |
| 5 | Schedule | Choose Schedule. | A schedule goods issue for delivery job is scheduled. Returns to Application Jobs screen. |  |
| 6 | Check Goods Issue Deliveries Job Log | In the Application Jobs screen, after the job item's status has changed to Finish, choose Status symbol in the Log column.  Note To refresh the job list, choose Magnifier. | Screen goes to job log details. |  |

### 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. |

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori Launchpad using role Billing Clerk. | The SAP Fiori Launchpad displays. |  |
| 2 | Access the App | Open Schedule Billing Creation. | The Application Jobs screen is displayed. 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 is displayed. Job Template should default as Schedule Billing Creation. |  |
| 4 | Job Parameters | Define scheduling options and parameters for the batch job if necessary, then choose Check. | The system displays the message Go ahead and schedule the job. |  |
| 5 | Schedule | Choose Schedule. | A billing creation job is scheduled. Returns to Application Jobs screen. |  |
| 6 | Check Billing Creation Job Log | In the Application Jobs screen, after the job item’s status has changed to Finish, choose Job Log.  Note To refresh the job list, choose Magnifier. | Screen goes to log details. |  |

### 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

In this process step, you can 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 | Comments |
| 1 | Log On | Log on to the SAP Fiori Launchpad using role Billing Clerk. | The SAP Fiori Launchpad displays. |  |
| 2 | Access the App | Open Schedule Billing Release. | The Application Jobs screen is displayed. 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 is displayed. Job Template should default as Schedule Billing Release. |  |
| 4 | Job Parameters | Define scheduling options and parameters for the batch job if necessary, then choose Check. | The system displays the message Go ahead and schedule the job. |  |
| 5 | Schedule | Choose Schedule. | A billing release job is scheduled. Returns to Application Jobs screen. |  |
| 6 | Check Billing Release Job Log | In the Application Jobs screen, after the job item’s status has changed to Finish, choose Job Log.  Note To refresh the job list, choose Magnifier | Screen goes to log details. |  |

### 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

In this process step, you can schedule a background job for when and how billing documents are sent to customer.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori Launchpad using role Billing Clerk. | The SAP Fiori Launchpad displays. |  |
| 2 | Access the App | Open Schedule Billing Output. | The Application Jobs screen is displayed. 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 is displayed. Job Template should default as Schedule Billing Output. |  |
| 4 | Job Parameters | Define scheduling options and parameters for the batch job if necessary, then choose Check. | The system displays the message Go ahead and schedule the job. |  |
| 5 | Schedule | Choose Schedule. | A billing release job is scheduled. Returns to Application Jobs screen. |  |
| 6 | Check Billing Output Job Log | In the Application Jobs screen, after the job item’s status has changed to Finish, choose Job Log.  Note To refresh the job list, choose Magnifier. | Screen goes to log details. |  |

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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