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|  |  |
| Test ScriptSAP S/4HANA - 17-09-20 | public |
| Sales Processing using Third-Party with Shipping Notification (BD3\_DE) |

Table of Contents

[1 Purpose 3](#_Toc51263368)

[2 Prerequisites 4](#_Toc51263369)

[2.1 System Access 4](#_Toc51263370)

[2.2 Roles 4](#_Toc51263371)

[2.3 Master Data, Organizational Data, and Other Data 5](#_Toc51263372)

[2.4 Business Conditions 6](#_Toc51263373)

[2.5 Preliminary Steps 6](#_Toc51263374)

[2.5.1 Change Purchasing Info Record (Optional) 6](#_Toc51263375)

[2.5.2 Create Purchasing Info Record (EDI, Optional) 7](#_Toc51263376)

[2.5.3 Check Flexible Workflow for Purchase Order Approval 9](#_Toc51263377)

[2.5.4 Activate Flexible Workflow for Purchase Order Approval 10](#_Toc51263378)

[2.5.5 Configure Flexible Workflow for Purchase Order 11](#_Toc51263379)

[2.5.6 Create Purchasing Info Record 12](#_Toc51263380)

[2.5.7 Create Condition Records (Optional) 13](#_Toc51263381)

[3 Overview Table 15](#_Toc51263382)

[4 Test Procedures 17](#_Toc51263383)

[4.1 Sales Contract Management (I9I) (Optional) 17](#_Toc51263384)

[4.2 Sales Quotation (BDG) (Optional) 18](#_Toc51263385)

[4.3 Create Third-Party Sales Order 18](#_Toc51263386)

[4.4 Process Sales Order Approval (Optional) 21](#_Toc51263387)

[4.5 Create Attachment for Sales Order (Optional) 22](#_Toc51263388)

[4.6 Change Order Quantity (Optional) 23](#_Toc51263389)

[4.7 Credit Management Check for Sales Order (Optional) 24](#_Toc51263390)

[4.8 Display List of Purchase Requisitions to be Assigned 24](#_Toc51263391)

[4.9 Convert Assigned Requisitions into Purchase Orders 26](#_Toc51263392)

[4.10 Approve and Release Purchase Orders (Optional) 27](#_Toc51263393)

[4.11 Post Statistical Goods Receipt 28](#_Toc51263394)

[4.12 Create Billing Document 30](#_Toc51263395)

[4.13 Create Attachment for Billing (Optional) 33](#_Toc51263396)

[4.14 Create Pro Forma Invoice – for Free or Charge Items (Optional) 34](#_Toc51263397)

[4.15 Create Supplier Invoice 36](#_Toc51263398)

[5 Appendix 40](#_Toc51263399)

[5.1 Process Integration 40](#_Toc51263400)

[5.2 Succeeding Processes 40](#_Toc51263401)

[5.3 Scheduling Job (alternative) 41](#_Toc51263402)

[5.3.1 Job Scheduling for Billing Creation (Alternative) 41](#_Toc51263403)

[5.3.2 Job Scheduling for Billing Release (Alternative) 42](#_Toc51263404)

[5.3.3 Job Scheduling for Billing Output (Alternative) 43](#_Toc51263405)

# Purpose

This scope item enables you to forward orders to third-party vendors who ship the goods directly to customers and then bill you directly. The standard sales order automatically creates a purchase requisition for the materials to be delivered by third-party vendors. Once vendors have sent a shipping notification, a statistical goods receipt can be posted. Once this has taken place, invoices can be created and issued based on the goods receipt quantities.

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

|  |  |
| --- | --- |
| 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 |  |
| Purchaser | SAP\_BR\_PURCHASER | Operational Purchasing | SAP\_BR\_PURCHASER |  |
| Purchasing Manager | SAP\_BR\_PURCHASING\_MANAGER |  |  |  |
| Accounts Payable Accountant - Procurement | SAP\_BR\_AP\_ACCOUNTANT\_PROCUREMT |  |  |  |
| Billing Clerk | SAP\_BR\_BILLING\_CLERK | Billing | SAP\_BR\_BILLING\_CLERK |  |
| Warehouse Clerk | SAP\_BR\_WAREHOUSE\_CLERK | Inventory Processing | SAP\_BR\_WAREHOUSE\_CLERK |  |
| Receiving Specialist | SAP\_BR\_RECEIVING\_SPECIALIST | Receiving | SAP\_BR\_RECEIVING\_SPECIALIST |  |
| Configuration Expert - Business Process Configuration | SAP\_BR\_BPC\_EXPERT |  |  |  |

## Master Data, Organizational Data, and Other Data

The organizational structure and master data of your company have 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 | TG10 | Trading Good for regular Trading (MRP planning) with item category group CBORno Serial no.; no batch. | See sections Preliminary Steps. |
| 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 |  |
| Vendor | 103000011030000210300084 (EDI) | Domestic 10 Supplier 1Domestic 10 Supplier 2Domestic DE Supplier 84 |  |
| 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 |  |
| Company Code | 1010 | Company Code 1010 |  |

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

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

## Business Conditions

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

|  |  |
| --- | --- |
| Scope Item | Business Condition |
| 2EJ - Integration of Procurement with External Suppliers | In case you want to exchange messages with Supplier per EDI(Execute steps of (EDI ,Option )), you have to activate Scope Item 2EJ. |

## Preliminary Steps

### Change Purchasing Info Record (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 optional process step shows you how to change the existing purchase info record.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Purchaser. | The SAP Fiori launchpad displays. |  |
| 3 | Access the App | Open Change Purchasing Info Record (ME12). | The Change Info Record: Initial Screen screen displays. |  |
| 4 | Enter Data | Make the following entries:* Supplier: 10300084
* Material: TG10
* Purchasing Organization: 1010
* Plant: 1010

Choose Enter. | The Chanege Info Record: General Data screen displays. |  |
| 6 | Enter Purchasing Data | Make the following entries:* Conf. Ctrl : 0001 [Confirmations]
 | Purchasing Data is added. |  |
| 7 | Save Your Data | Choose Save. | A purchasing info record is saved. |  |

### Create Purchasing Info Record (EDI, 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 optional process step shows you how to create a purchase info record.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Purchaser. | The SAP Fiori launchpad displays. |  |
| 3 | Access the App | Open Create Purchasing Info Record (ME11). | The Create Info Record: Initial screen displays. |  |
| 4 | Enter Data | Make the following entries:* Supplier: 10300084
* Material: TG10
* Purchasing Organization: 1010
* Plant: 1010

Choose Enter. | The Create Info Record: General Data screen displays. |  |
| 5 | Enter General Information | Make the following entries:* Supp. Mat. No: TG12

Choose Purch.Org. Data 1. | The Create Info Record: Purch. Organization Data 1 screen displays. |  |
| 6 | Enter Purchasing Data | Make the following entries:* Delivery Time in Days: 2 Days
* Purchasing Group: 002
* Standard Quantity: 10
* Tol. Underdl.: 10
* Tol. Overdl: 10
* Conf. Ctrl: 0001 [Confirmations]
* Tax Code: V1
* Net Price: 12.35
* Incoterm: EXW
* Incoterm Location 1: VENDOR

Select the following entries if necessary:* Unlimited
* GR-Bsd IV
* No ERS
* Ackn.Rqd
 | Purchasing Data is added. |  |
| 7 | Save your data | Choose Save. | A purchasing info record is saved. |  |

### Check Flexible Workflow for Purchase Order Approval

Purpose

This process step shows you how to check the flexible workflow for purchase order approval.

When you use the flexible workflow to approve the purchase order, make sure Flexible Workflow for Purchase Order with NB document is activated, and Flexible Workflow for Purchase Order Approval is configured.

The App 'Manage Your Solution' will not work, please use SPRO -> Materials Management -> Purchasing -> Purchase Order -> Flexible Workflow for Purchase Orders -> Activate Flexible Workflow for Purchase Orders to check the entry.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Manage Your Solution (F1241). | The Manage Your Solution screen displays. |  |
| 3 | Open Configure Your Solution | Choose Configure Your Solution.If country version needs to be added, choose Set Country Version. | The Configure Your Solution screen displays. |  |
| 4 | Open Active Flexible Workflow | On the Configure Your Solution screen, search Activate Flexible Workflow for Purchase Orders, then choose Go.Select the line of the item and go to the next screen.On the Configure Your Solution – Purchase Order Processing screen, choose Configure on the line of configuration step with name Activate Flexible Workflow for Purchase Orders. | The Document Types Purchase order Change screen displays. |  |
| 5 | Check Flexible Workflow for PO Approval | Check the following entries:* Purchasing Doc. Type: NB
* Scenario based workflow:<Selected>
 | The scenario based workflow is active for purchase orders with document type: NB. |  |

### Activate Flexible Workflow for Purchase Order Approval

Purpose

This process step shows you how to active flexible workflow for purchase order approval.

If you want to use the flexible workflow to approve the purchase order, you have to process this step and [Configure Flexible Workflow for Purchase Order](#unique_11) [page ] 11.

Procedure

1. Access the activity using the following navigation option:

|  |  |
| --- | --- |
| SAP IMG Path | SPRO > Materials Management > Purchasing > Purchase Order > Flexible Workflow for Purchase Orders > Activate Flexible Workflow for Purchase Orders |
| Transaction Code | S\_ER9\_52000654 |

1. On the Document Types Purchase order Change screen, select the check box under Scenario based workflow for Document Type: NB
2. Choose Save.
3. You may be asked to enter a customizing request number, either choose your own customizing request or create a new one, then choose Continue.

### Configure Flexible Workflow for Purchase Order

Purpose

This process step shows you how to configure release conditions for Purchase Order Approval.

Note When you start to process this step, please make sure that the flexible workflow for purchase document type NB has been activated in your system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration . | The Fiori launchpad displays. |  |
| 2 | Access the App | Open Manage Workflows for Purchase Orders (F2872) . | The Manage Workflows screen displays. |  |
| 3 | Create Manage Workflow | Choose Add and make the following entries:* Name: Test Workflow for Purchase Order

In the START CONDITIONS area select Purchasing group of purchase order is and enter 003 value:Choose Add alternative conditions and make the following entries:Choose Total net amount of purchase order is greater than,* Purchase Order Total Net Amount: for example, 500.00
* Purchase Order Currency: EUR

In STEP SEQUENCE area, choose Add and make the following entries:* Type: Release of Purchase Order

In RECIPIENTS area:* Assignment By: User
* User: select user with Purchasing\_manager from F4 help.
* Step to be completed by: One of the recipients.

Choose Add.Choose Save. | The workflow for purchase order is configured. |  |
| 4 | Activate Workflow Item | Select the just created workflow item and choose Activate. | The workflow item is activated. |  |

Note Please make sure default workflow automatic release of purchase order has been activated.

For user configuration, refer to the Creating Approvers section in the [Administration Guide to Implementation of SAP S/4HANA with SAP Best Practices](https://help.sap.com/viewer/S4HANA2020_AdminGuide)

.

### Create Purchasing Info Record

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 purchase info record.

For OP, customer has option to directly access the transaction in GUI therefore we don't provide this as app in FLP.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Purchaser. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Create Purchasing Info Record (ME11). | The Create Info Record: Initial screen displays. |  |
| 3 | Enter Data | Make the following entries:* Supplier: 10300001/ 10300002
* Material: TG10
* Purchasing Organization: 1010
* Plant: 1010

And Choose Enter | The Create Info Record: General Data screen displays. |  |
| 4 | Enter Purchasing Data | Make the following entries:* Delivery Time in Days: 2 Days
* Purchasing Group: 001
* Standard Quantity: 10
* Tol. Underdl: 10
* Tol. Overdl: 10
* Tax Code: V1
* Net Price: 1235
* Incoterm: EXW
* Incoterm Location 1:VENDOR
 | Purchasing Data is added. |  |
| 5 | Save Your Data | Choose Save. | A purchasing info record is saved. |  |

### 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.

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| Sales Contract Management (I9I) (Optional) | Internal Sales Representative | See scope item no. I9I |  |
| Sales Quotation (BDG) (Optional) | Internal Sales Representative | See scope item no. BDG |  |
| [Create Third-Party Sales Order](#unique_15) [page ] 18 | Internal Sales Representative | Manage Sales Orders (F1873) | The Manage Sales Orders screen displays. |
| [Process Sales Order Approval (Optional)](#unique_16) [page ] 21 |
| [Create Attachment for Sales Order (Optional)](#unique_17)  [page ] 22 | Internal Sales Representative | Manage Sales Orders (F1873) |  |
| [Change Order Quantity (Optional)](#unique_18) [page ] 23 | Internal Sales Representative | Manage Sales Orders (F1873) | The Manage Sales Orders screen displays. |
| [Credit Management Check for Sales Order (Optional)](#unique_19) [page ] 24 |
| [Display List of Purchase Requisitions to be Assigned](#unique_20) [page ] 24 | Purchaser | Manage Purchase Requisitions (F1048) | The Manage Purchase Requisitions screen displays. |
| [Convert Assigned Requisitions into Purchase Orders](#unique_21) [page ] 26 | Purchaser | Manage Purchase Requisitions (F1048) | The Manage Purchase Requisitions screen displays. |
| [Approve and Release Purchase Orders (Optional)](#unique_22) [page ] 27 | Purchasing Manager | My Inbox - Approve Purchase Order (F0402A) |  |
| <#unique_23> | Purchaser | Manage Purchase Orders (Version 2) (F0842A) | Purchase Order Message created successfully |
| <#unique_24> | Purchaser | Manage Purchase Orders (Version 2) (F0842A) | Order Confirmation received from Supplier |
| <#unique_25> | Internal Sales Representative | Manage Sales Orders (F1873) | Order Confirmation (Update) Send to Customer |
| <#unique_26> | Purchaser | Manage Purchase Orders (Version 2) (F0842A) | Inbound Delivery created successfully |
| <#unique_27> | Receiving Specialist | Inbound Deliveries for Purchase Orders (VL34) | Inbound Delivery created successfully |
| <#unique_28> | Receiving Specialist | Schedule Inbound Delivery Creation (F2798) | Inbound Delivery created successfully |
| [Post Statistical Goods Receipt](#unique_29) [page ] 28 | Warehouse Clerk | Post Goods Movement (MIGO) | The Post Goods Receipt for Purchase Order screen displays. |
| [Create Billing Document](#unique_30) [page ] 30 | Billing Clerk | Create Billing Documents (Work List) | The Create Billing Document screen displays. |
| [Create Attachment for Billing (Optional)](#unique_31) [page ] 33 | Billing Clerk | Manage Billing Documents (F0797) | The Display Billing Document screen displays. |
| [Create Pro Forma Invoice – for Free or Charge Items (Optional)](#unique_32) [page ] 34 | Billing Clerk | Create Billing Documents (F0798) | Pro Forma invoice is created. |
| [Create Supplier Invoice](#unique_33) [page ] 36 | Accounts Payable Accountant - Procurement | Create Supplier Invoice (F0859) |  |

# 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

## Sales Contract Management (I9I) (Optional)

Note Sales Contract Management (I9I)

Purpose

This process step shows you the process for sales quantity contract.

Procedure

Complete all the activities described in the test script of the scope item: Sales Contract Management (I9I).

Note If you want to use the optional link between scope item Sales Contract Management (I9I) and Sales Processing using Third-Party with Shipping Notification (BD3) this reference only works if you use consistent master data (such as Business Partner for the customer quotation and the customer sales order).

## Sales Quotation (BDG) (Optional)

Note Sales Quotation (BDG)

Purpose

This process step shows you the process for a standard sales quotation.

Procedure

Complete all the activities described in the test script of the scope item: Sales Quotation (BDG).

Note If you want to use the optional link between scope item Sales Quotation (BDG) and Sales Processing using Third-Party with Shipping Notification (BD3) this reference only works if you use consistent master data (such as Business Partner for the customer quotation and the customer sales order).

## Create Third-Party Sales Order

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 third-party sales order.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 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 Sales Orders (F1873). | The Manage Sales Orders screen displays. |  |
| 3 | Select Create Sales Order Screen | On the Manage Sales Orders screen:Choose Create Sales Orders - VA01. |  |  |
| 4 | Enter Sales Document Type | Make the following entries:* Order Type: OR
* Sales Organization: 1010
* Distribution Channel: 10
* Division: 00

Choose Enter. | The Create Standard Order: Overview window displays. |  |
| 5 | Enter Order Details | Make the following entries:* Sold-To Party: 10100001
* Cust. Reference: PO number
* Req.Deliv Date: <Date>
* Material: <Material Number>, for example TG10
* Order Quantity: <quantity>, for example, 10
* Item Category: CB1.

1. You can manually change the item category to CB3 if the item is free of charge for 3rd party sales order with shipping notification.2. You can manually change the item category to DB1 if the item is down payment relevant for 3rd party sales order with shipping notification, and proceed with following steps: Change Sales Orders (Remove Billing Block), Create Down Payment Request and Post a Down Pay-ment from scope item Sales Order Processing with Customer Down Payment.Choose Save. |  |  |
| 6 | Save | From the Standard Order: Purchase Order Scheduling screen, choose Complete dlv.. | The third-party sales order is created. A Purchase Requisition is created automatically.You can find the purchase requisition number by doing the following:From the Item Overview tab select the Display items details icon, and then select Schedule Lines.The order confirmation is only processed when the purchase requisition is converted into a purchase order.Make a note of the sales order number: |  |

Printing Form

The order confirmation print-out is executed automatically or manually only after the purchase requisition has been transferred to a purchase order.

For instructions on manually printing the output, see Manual Printing below.

If you implement the SAP Note. 2298826 Information published on SAP site: Switch for enabling NAST condition-based output for on-premise for activate the Output Management function, please process the output procedure steps in Printing From- Output Management."

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 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 Sales Orders (F1873). | The Manage Sales Order screen displays. |  |
| 3 | Search for Sales Order | Enter search terms in filter bar and choose GoFor example, enter sales order number in Sales Order field. | Sales order is displayed in result list. |  |
| 4 | Navigate to Sales Order Screen | Click sales order number, and choose Display Sales Orders.Note If there is not a Display Sales Orders, then click Define Links. Select Display Sales Orders, and choose OK. | The Display Sales Orders xxx: Overview screen displays. |  |
| 5 | Check Output Condition | On the Display Standard Order xxx: Overview screen, choose Header Output Preview . | The document prints. |  |

In the Manage Sales Orders app, you can navigate to a fact sheet:

1. On the Manage Sales Orders screen, enter search terms in the filter bar and choose Go.
2. In the search result, select your sales order number and choose Sales Order Number.

## Process Sales Order Approval (Optional)

Follow the procedure for Process Sales Order Approval steps in the scope item Sell from Stock (BD9).

Purpose

This optional process step shows you how to review the sales orders that might need to be approved.

Procedure

Complete the activities of Process Sales Order Approval step described in the Sell from Stock (BD9) scope item.

## Create Attachment for Sales Order (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 the following steps, the user parameter "SD\_SWU\_ACTIVE" must be "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 Sales Orders (F1873). | The Manage Sales Orders screen displays. |  |
| 3 | Navigate to Display Sales Order Screen | On the Manage Sales Orders screen, enter the respective order number created in previous step in the Sales Order and choose Go.Choose the sales order line that displays. |  |  |
| 4 | Create Attachment for Sales Order | Choose Services for Object on the top right corner of screen, choose Create Attachment. | The Import File screen 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 was successfully created. |  |
| 6 | Check Attachment | Choose Services for Object on top right corner of screen, choose Attachment List. | Attachment brings up on the Service: Attachment list screen. |  |

## Change Order Quantity (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 change the order quantity. This step is optional.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as an Internal Sales Representative. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Manage Sales Orders (F1873). | The Manage Sales Orders screen displays. |  |
| 3 | Select Order Number to Change | In Manage Sales Orders, choose on the sales order number and choose Change Sales Order. |  |  |
| 4 | Change Document | Change the quantity as needed. |  |  |
| 5 | Save Document | Save your entries. | The sales order quantity has been changed. If a PO existed, you have changed the PO quantity. Otherwise, you have changed the requisition quantity. |  |

## Credit Management Check for Sales Order (Optional)

External Process

For this activity, run the following steps from the Basic Credit Management (BD6) test script to review the sales orders that might have been blocked due to the credit limit check:

* Management of Blocked Sales Orders

## Display List of Purchase Requisitions to be Assigned

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 activity is performed when you want to review your Purchase Requisitions and assign them to a vendor.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Purchaser . | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Manage Purchase Requisitions (F1048).If you want to use the Save Draft feature in this app, you have to use a personalized user. | The Manage Purchase Requisitions screen displays. |  |
| 3 | Find Relevant Purchase Requisition | Enter the selection criteria in the Filter Bar and choose Go. For example:Plant: <Plant>, for example, 1010 | You can find the purchase requisition number in the create sales order steps. |  |
| 4 | Choose Sources of Supply | Select the row of your purchase requisition and choose <X> Sources from the Assigned Supplier section. | The Select: Source of Supply screen displays. |  |
| 5 | Choose Source of Supply | Select a source from the list.For EDI, choose vendor 10300084. | The Source of Supply is assigned. |  |

## Convert Assigned Requisitions into Purchase Orders

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 perform this activity when you want to convert the assigned requisitions into purchase orders.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Purchaser. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Manage Purchase Requisitions (F1048). | The Manage Purchase Requisitions screen displays. |  |
| 3 | Find Purchase Requisition | Enter selection criteria in the Filter Bar and choose Go. For example:Plant: <Plant>, for example, 1010. |  |  |
| 4 | Create Purchase Order | Choose the purchase requisition and select Create Purchase Order.Note If any warning message displays, choose OK to skip it. | The New Purchase Order screen displays. |  |
| 5 | Confirm Purchase Order Creation | Select the purchase order type, for example: Standard PO and choose Save.Note If any warning message displays, choose OK. |  |  |
| 6 | New Purchase Order Confirmation | A confirmation message displays containing the Standard PO number. Make note of it. | The purchase order is created in the SAP system. The system creates a message for the purchase order, so that the information from the purchase order can be transmitted to the vendor.Note The print-out of the order confirmation is executed after the Purchase Order is created automatically and immediately. For printing handling and the processing of purchase orders, see Procurement of Direct Materials, the Review Purchase Order step. |  |

## Approve and Release Purchase Orders (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 procedure, you release a purchase order. If the total amount of PO >= 500 EUR and purchase group is 003. Then the PO should do the approval.

Prerequisite

A purchase order must exist for release.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Purchasing Manager. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open My Inbox - All Items (F0862). | A list of previously created Purchase Orders display. |  |
| 3 | Search for Purchase Order Status | Enter the Purchase order number in the search area, and then choose the Search. | The Purchase Orders without follow-on documents (w/o status Follow-On Documents) and a net value of 500 EUR or more have the status In Approval. |  |
| 4 | Release Purchase Order | Select the Purchase order in left of the screen and choose Release in bottom right. | The Submit Decision dialog box displays. |  |
| 5 | Enter Release Reason | Enter the approval reason if needed, and then choose Submit. | The Purchase Order is approved. |  |
| 6 | Back to SAP Fiori Launchpad | Choose Home to go back to the SAP Fiori launchpad. | The SAP Fiori launchpad displays. |  |

Note If an attachment is uploaded during purchase order creation, in My Inbox APP, the attachment can be found under Attachments tab of the purchase order. The attachment will be renamed with prefix “H\_”.

## Post Statistical Goods Receipt

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 the vendor has sent the shipping notification, you post a statistical goods receipt

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Warehouse Clerk. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Post Goods Movement (MIGO). | The Goods Receipt Purchase Order - warehouse screen displays. |  |
| 3 | Choose Good Receipt | Make the following entries:From the Trans./Event pull-down, select Goods ReceiptFrom the Reference Document pull-down menu, select Purchase order/Inbound Delivery [EDI,Option]In thePurchase Orderfield, enter a <PO number>For EDI Option Field next to Inbound Delivery: <Inbound Delivery Number>GR goods receipt: 101Choose Enter: | The Goods Receipt Purchase Order XXXXXXXXXX screen displays. |  |
| 4 | Change the quantity if necessary | If necessary, change the quantity in Detail Data section, Quantity tab. |  |  |
| 5 | Enter Goods Recipient | In Detail Data section, choose Where tab.Make the following entry:Goods Recipient: for example 101AChoose Enter. |  |  |
| 6 | Select Item OK | Select the Item OK checkbox at the bottom of the screen. |  |  |
| 7 | Save the documents | Choose Post. | The system generates a material document.You may record down the posted material document number at the bottom. |  |

Note To view the material document in FLP, open Display Material Documents List.

Financial postings

|  |  |  |  |
| --- | --- | --- | --- |
| Material | Debited Accounts | Credited Accounts | Cost Element / CO Object |
| Trading Good (HAWA) | 51600000 Consumption - Trading Goods | 21120000 GR/IR | none |

## 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 billing.

Procedure

Table 3: Create Billing Document

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Billing Clerk . | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Create Billing Documents (F0798). | The Create Billing Document screen displays. |  |
| 3 | Define Billing Setting | Choose the Billing Settings icon at the bottom right of the screen.There are four settings and you should turn all of these settings into ON:* Set billing data and type before billing
* Create separate billing document for each item of billing due list
* Automatically post billing documents
* Display billing document after creation
 |  |  |
| 4 | Search for Billing List | In the search condition, use criteria if necessary. | Sales document(s) will display in the result. |  |
| 5 | Choose Individual Billing Document | Select the row of sales document created previously and choose Create. | The Create Billing Documents window displays. |  |
| 6 | Maintain Billing Date | From the Billing Type drop-down menu, select F2 Invoice (F2) and from the Billing Date field select a date. For example, current date.Choose OK. | The new billing document will be created. |  |
| 7 | Save the Billing Document | Choose Save. |  |  |
| 8 | Display Billing Document after Creation | The billing document displays automatically. Make a note of the billing document number: \_\_\_\_\_\_\_\_\_\_. | The system generates an invoice for billing. |  |

Table 4: Manage billing documents

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Access the SAP Fiori App | Open Manage Billing Documents． | The Manage Billing Documents screen displays. |  |
| 2 | Search the Billing Document Created in Previous Step | Enter or Select from the Billing Documents list the billing document number recorded in previous step.Select Display. | The billing document created in the 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.Only After implement the [2790427](https://launchpad.support.sap.com/#/notes/2790427) Billing Document Output Management, then process the output procedure steps in this section. |  |
| 5 | Display Print Preview | On the Billing Document screen choose Preview. | Preview for PDF document displays. |  |
| 6 | Cancel Billing Document (Optional) | Select certain billing document and choose Cancel billing Docs. | A log displays: Billing Document 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. |  |  |

Financial postings

|  |  |  |  |
| --- | --- | --- | --- |
| Material | Debited Accounts | Credited Accounts | Cost Element / CO Object |
| Trading Good (HAWA) | 12100000 G/L (for Item category CB1)44002000 G/L (for Item category CB3) | 41000000 Rev Domestic Prod22000000 (only for CB1) Output tax (MWS) | none |

## 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. |  |  |

## Create Pro Forma Invoice – for Free or Charge Items (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 handle Pro Forma invoice only when you are using item category CB3 in the previous steps.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Billing Clerk. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Create Billing Documents (F0798). | The Create Billing Documents screen displays. |  |
| 3 | Define billing setting | Choose Billing Settings at the right bottom of the screen.There are four settings. You should turn all of these settings into ON.* Enter Billing Data before billing
* Separate Billing Documents for Each Billing Due List Item.
* Automatically Post Billing Documents
* Display Billing Document after creation.
 |  |  |
| 4 | Search for billing list | In the search condition, use criteria if necessary. | Sales document(s) displays in the result. |  |
| 5 | Choose Individual Billing Document | Select the row of Sales document created previously and choose Create. | The Create Billing Documents window displays. |  |
| 6 | Maintain Billing Date | Choose billing type Pro Forma for Order (F5) and maintain billing date, such as the current date.Choose OK. | The new billing document will be created. |  |
| 7 | Display Billing document after creation | The billing document displays automatically. Make a note of the billing document number: \_\_\_\_\_\_\_\_\_\_. | The system generates an invoice for billing. |  |

Table 5: Manage billing documents

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Access APP | Open APP Manage Billing Documents under Sales Billing Document. | The screen Manage Billing Document displays. |  |
| 2 | Search the billing document created in previous step | Input the billing document number recorded in the previous step. Press Enter. | The billing document created in the 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) | Select certain Billing document and choose Cancel billing Docs. | A log displays: Billing Document 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 Supplier Invoice

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 supplier invoice with PO/GR relation. You have two options to create the supplier invoice:

Option A: Create Supplier Invoice with PO/GR relation.

Option B: Create Supplier Invoice with PO/GR relation (with Invoice Reduction)

You can choose either option A or option B to execute the supplier invoice creation with PO/GR relation. For more information, see the next two tasks.

Only choose either option A or B (not both).

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Open the SAP Fiori launchpad with the Accounts Payable Accountant - Procurement role. | The SAP Fiori launchpad displays. |  |
| 2 | Open Create Supplier Invoice App | Open Create Supplier Invoice (F0859) | The Create Supplier Invoices screen is displayed. |  |
| 3 | Enter General Data | Local Currency: If a purchase order was created with local currency in your system, make the following entries:Transaction: InvoiceCompany Code: 1010Gross Invoice Amount : <XXX>Currency: EURInvoice Date: <Today>Posting Date: <Today>Reference: <xxx> (reference invoice number from invoicing party)Invoicing Party:Foreign Currency: If a purchase order was created using foreign currency in your system, make the following entries:Transaction: InvoiceCompany Code: 1010Gross Invoice Amount : <XXX>Currency: XXX (change the invoice currency, for example from EUR to USD)Invoice Date: <Today>Posting Date: <Today>Reference: <xxx> (reference invoice number from invoicing party)Invoicing Party:Select See More at header area, make the following entries.Exchange Rate: <XXX> | The Exchange Rate should be changed from USD to EUR according to the customizing settings.The Exchange Rate is interchangeable. |  |
| 4 | Enter Purchase Order References | In Purchase Order References section, add the references.Make the following entries (use a PO you created previously).References Document Category: Purchase Order/ Scheduling AgreementPurchase Order: <xxx> | All items of the referenced Purchase Order are added to the Invoice Items section. |  |
| 5 | Select Invoice Items | Select the Invoice Items you want to create invoice for. | You should see material items and delivery costs items, which refer to the entered purchase order document. Check if items for planned delivery costs have an item text. |  |
| 6 | Verify the Invoice Items data | Verify the Amount, the Quantity, the Tax Code (there may already be a tax code that was copied from the purchase order). | The Amount, the Quantity, the Tax Code are consistent. |  |
| 7 | Verify Tax code | In the section Tax, verify if there is tax code information and enter the tax amount if the tax code value is greater than zero. | In the Tax area, you should see the same tax codes as in the items.If there is no tax, specify the tax code V0 . |  |
| 8 | Block invoice on item level (optional) | From the Purchase Order References section, choose the invoice item arrow (located on the right side of the item) to navigate to the item details.Select Manually Blocked.Select Check from the lower part of the details screen. The Blocking Reasons section shows the text Manual.Choose Back to Supplier Invoice . | The Create Supplier Invoice screen displays.The item is blocked with a blocking reason. |  |
| 9 | Verify the Balance | Calculate the tax by choosing Propose Tax. Verify the balance (difference between the calculated amount and the gross Amount you entered in step 3). | The balance should be zero (or within the defined tolerance). |  |
| 11 | Simulate Supplier Invoice and Check Messages | Choose Simulate.You can check the simulation results in Simulation Overview and Simulation Details area. | The Supplier Invoice is simulated. |  |
| 12 | Post Invoice | Choose Post. | The invoice is posted. The system message is shown. |  |

# 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:

|  |  |
| --- | --- |
| Process | Business Condition |
| Accounts Payable (J60) | Post the outgoing payment.Using the master data from this document, complete the following activities described in the test script:* Post Payments Using the Payment Program
* Post Manual Outgoing payment
 |
| Accounts Receivable (J59) | 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
 |
| Sales Order Fulfillment Monitoring(BKK) (optional) | This scope item describes the collection of periodic activities such as day ending activities, or reporting.Using the master data from this document, complete all the activities described in the Test Script of the scope item:* Review Incomplete SD Documents (deliveries),
* Review Sales Documents blocked for billing
* Review Log of collective invoice creation
 |

## 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. |

|  |
| --- |
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