|  |  |
| --- | --- |
|  |  |
| Test Script  SAP S/4HANA - 15-09-20 | public |
| Sell from Stock (BD9\_DE) |

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# Purpose

The process starts with the creation of a customer standard sales order.

Once the inventory is decided, the shipping specialist releases the inventory. Once the inventory is shipped to the customer, the actual recording of the physical quantity is recorded.

When the goods issue is posted, revenue is recognized, and cost of goods sold is recorded in Financial Accounting.

Once goods are delivered, you can invoice the delivery.

For details on the bundling functionality for IFRS 15, see [2524569](https://launchpad.support.sap.com/#/notes/2524569) .

A preliminary billing document can be created from the billing due list items as an optional step. You can show it to customers for alignment and changes as needed. The final billing documents are created for the customer settlement.

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

# Prerequisites

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

## System Access

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

## Roles

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

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name (Role) | ID (Role) | Description (Space) | ID (Space) | Log On |
| Configuration Expert - Business Process Configuration | SAP\_BR\_BPC\_EXPERT | Business Process Configuration | SAP\_BR\_BPC\_EXPERT |  |
| Internal Sales Representative | SAP\_BR\_INTERNAL\_SALES\_REP | Internal Sales | SAP\_BR\_INTERNAL\_SALES\_REP |  |
| 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 |  |
| Credit Controller | SAP\_BR\_CREDIT\_CONTROLLER | Credit Management | SAP\_BR\_CREDIT\_CONTROLLER |  |
| Master Data Specialist - Business Partner Data | Business Partner | SAP\_BR\_BUPA\_MASTER\_SPECIALIST | SAP\_BR\_BUPA\_MASTER\_SPECIALIST |  |
| Sales Manager | SAP\_BR\_SALES\_MANAGER | Sales Management | SAP\_BR\_SALES\_MANAGER |  |
| Business Process Specialist | SAP\_BR\_BUSINESS\_PROCESS\_SPEC | Business Process Management | SAP\_BR\_BUSINESS\_PROCESS\_SPEC |  |
| Administrator | SAP\_BR\_ADMINISTRATOR | Administration | SAP\_BR\_ADMINISTRATOR |  |

## 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 / Org. Data | Value | Master / Org. Data Details | Comments |
| Material | TG11 | Trading Good for Reg. Trading (MRP planning)  No serial number, no batch | See Business Conditions and Preliminary Steps sections .  Use TG11 to test customer material, recorded with customer 10100009. |
| Material | TG12 | Trading Good for Reg. Trading (reorder point planning)  No serial number, no batch | See Business Conditions and Preliminary Steps sections. |
| Material | TG20 | Trading Good for Reg. Trading (reorder point planning) | Only use if you have activated Serial Number Managment (BLL). |
| Material | TG21 | Trad.Good 21,Reorder Point,Batch-FIFO  No serial number, batch controlled (FIFO strategy) | Only use if you have activated Batch Management (BLG) (BLH)(BLJ)(2EG)(BLP) building block.  See Business Conditions and Preliminary Steps sections. |
| Material | TG22 | Trad.Good 22,Reorder Point,Batch-ExpD  No serial number, batch controlled (Exp. Date) | Only use if you have activated Batch Management (BLG) (BLH)(BLJ)(2EG)(BLP) building block.  See Business Conditions and Preliminary Steps sections. |
| Material | CM-FL-V00 | Forklift | Only use if you have activated Make-to-Order Production with Variant Configuration (1YT). |
| Material | SM0001 | Service Material 01 |  |
| Material | NS0002 | Non-stock Material 02 |  |
| Sold-to Party | 10100003  10100005  10100008  10100009  10100008  10100009 | Customer domestic 03  Customer domestic 05 | You can test the scope item using another domestic customer.  10100005 is for credit management.  10100008 is for material listing or exclusion  10100009 is for customer material record and POD (Proof-of-Delivery) |
| Ship-to Party | 10100003  10100005  10100008  10100009 | Customer domestic 03  Customer domestic 05 |  |
| Payer | 10100003  10100005  10100008  10100009 | Customer domestic 03  Customer domestic 05 |  |
| Plant | 1010 |  |  |
| Storage Location | 101A |  |  |
| Shipping Point | 1010 |  |  |
| Sales Organization | 1010 |  |  |
| Distribution Channel | 10 |  |  |
| Division | 00 |  |  |

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 1: Master Data Script Reference

|  |  |
| --- | --- |
| Master Data ID | Description |
| BNF | Create Product Master of Type "Trading Good" |
| BND | Create Customer Master |
| 2YX | Create Customer-Material Info Record |

## 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 can go 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 (J45) test script process. * Or create stock using Post Goods Movement app (refer to Preliminary Steps section for details). |
| BNZ - Create New Open MM Posting Period | You have completed the step described in the Create New Open MM Posting Period (BNZ) master data script. Posting Period is up to date. |

## Preliminary Steps

### Set Initial Stock for Material

Purpose

To execute this scope item, the materials must be available in stock.

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 it that 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 Otherscreen displays. |  |
| 3 | Input Movement Type | Make the following entry and choose Enter.   * Executable Action in Transaction MIGO: Goods Receipt * Reference Document for MIGO Transaction: Other |  |  |
| 4 | Enter Material | On the Goods Receipt Other Screen : Material tab, make the following entry and choose Enter:   * Material : <Material Number> |  |  |
| 5 | Enter 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 | Input on 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 unr. use) * Plant: <Plant> * Storage Location: <Storage Location> |  |  |
| 7 | Input on 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: <Current Date or a Past Date>   Only relevant for batch-relevant material. |  |  |
| 8 | Enter the Goods Receipt Other Screen: Serial Number Tab | On the Goods Receipt Other screen: Serial Numbers tab, enter the serial number of your received material.  Only relevant for material TG20 |  |  |
| 9 | 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

To run the step, you must maintain the Proof of Delivery (POD)-relevant indicator for customer master data. From demo data, only customer 10100009 has been set, following procedure can help you 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 On | Log on to the SAP Fiori launchpad as a Master Data Specialist - Business Partner Data. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Maintain Business Partner (BP). | The Maintain Business Partner screen displays. |  |
| 3 | Enter Business Partner | Make the following entry and choose Enter.   * Business Partner: 10100009 |  |  |
| 4 | Switch to Change Mode | On the Display Organization: XXXXXXXX screen, choose Switch Between Display and Change. |  |  |
| 5 | Go to Shipping Tab | On the Change Organization: XXXXXXXX screen, choose Customer (Maintained) in the Change in BP Role field.  Choose Sales and Distribution in the Menu > More menu, then select Shipping tab . |  |  |
| 6 | Set POD - Relevant | Select POD - Relevant checkbox. |  |  |
| 7 | Save | Choose Save. |  |  |

### Create Template Item Proposal (Optional)

Purpose

This process helps you to create template for item proposal if you want to use the optional step, copy item proposal to sales order, later on, in the process step, sales order entry.

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 Create Item Proposal (VA51). | The Create Item Proposal screen displays. |  |
| 3 | Enter the Item Proposal Type PV | On the Create Item Proposal Screen, make the following entries and choose Enter:  Item Proposal Type: PV  Sales Organization: 1010  Distribution Channel: 10  Division: 00 |  |  |
| 4 | Enter Item Proposal Details | On the Create Item Proposal screen, make the following entries and choose enter:  Description: < For example, Item Proposal Template>  Valid-From Date: <For example, Current Date>  Valid-To Date: <For example, Current Date + 1 Year>  Material Number: <Material Number>  Quantity: <Quantity> |  |  |
| 5 | Save | Choose Save. |  |  |

### Create Condition Records (Optional)

Purpose

In case you have fine-tuned 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 |

### Preliminary Steps for Sales Order Approval (Optional)

#### Implement Cloud BADI

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

Note please finish the steps to Define and Assign reasons for approval requests (link: <https://help.sap.com/viewer/S4HANA_1909_AdminGuide/4237a18f106546abb781348c726cda6d.html>)

The Business Add-In (BADI) SD\_APM\_SET\_APPROVAL\_REASON is called whenever a sales document is saved by a business user. It determines whether a sales document needs to be sent to an approver and, if so, set an approval request reason on sales document header level.

This means that if you want to use the workflow for the approval of sales documents, implementing this BAdI is a prerequisite. In the Manage Sales Document Workflows (F2190) app, you define additional preconditions and approval steps.

When the system sets an approval request reason for a sales document, the approval workflow is triggered automatically.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Administrator. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Custom Fields and Logic (F1481). | The Custom Fields and Logic screen displays. |  |
| 3 | Navigate to Custom Logic | In the menu bar at the top, choose Custom Logic. | The Enhancement Implementations section displays. |  |
| 4 | Create Enhancement Implementation | Choose Create. Make the following entries and choose Create:   * Business Context: Sales:Sales Document * BADI Description: Set Approval Request Reasons for Sales Documents * Implementation Description: for example, Set Approval Reason for Sales Documents * Implementation ID: Generated by default | The Draft Logicsection displays |  |
| 5 | Add Coding | Choose Draft,implement your logic in Draft Logic section, for example:  If salesdocument-sddocumentcategory = 'C' and salesdocument-sddocumentreason = '005'.  salesdocapprovalreason = 'ZOR1'.  endif.  Please note that it is possible to have sales document approvals also for other categories of sales documents.  The coding mentioned above can be seen as independent coding that can be added to the BAdI implementation without removing possible other coding | The Configure Your Solution - Sales Document Approvals screen displays. |  |
| 6 | Save and Publish | Choose Save Draft.  Choose Publish. | Custom logic is published. |  |

#### Manage Teams and Responsibilities

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 maintain the teams and responsibilities for sales order workflow.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Business Process Specialist. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Manage Teams and Responsibilities (F2412). |  |  |
| 3 | Create A New Team | Choose Create. |  |  |
| 4 | Enter General Information | Make the following entries and choose Enter:   * Name: Sales Order Workflow * Description: Sales Order Workflow * Status: Enabled * Type: SALES | The Draft Logic section displays |  |
| 5 | Add Team Members | On Team Members tab, choose Create. | The Select: Business Partner screen displays. |  |
| From the Items section, select a Business Partnercheck box and choose OK.  Last Name: Sales Manager | Team member sales manager is added. |  |
| 6 | Add Function to Team Members | In Function field, choose Select. On the Select: Functions screen, select the following functions, and choose OK.   * CMR1LVLA: Sales Document Approver -Level 1 * CMR2LVLA : Sales Document Approver -Level 2 |  |  |
| 7 | Save and Publish | Choose Save Draft. | User created a new team and appropriate function(s) have been assigned to the business user(s) to be configured as approver(s). |  |

Note Configure Users

The user for Business Partner must be an employee user.

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)

.

#### Set up Workflow

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 up workflow.

In below example, if total amount of the sales order is more than 1000 USD, “Sales Document Approver - Level 2” can approve. If total amount of the sales order is less than 1000 USD, “Sales Document Approver - Level 1” can approve.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step | Test Step Name | Instruction | Expected Result | Comments |
| 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 Sales Document Workflows (F2190). | The Manage Workflows screen displays. |  |
| 3 | Create the First Workflow | Choose Workflow for Sales Orders next to Workflow.  Choose Add.  Note If the workflow has already be defined, please skip step 4 to 10. | The New Workflow screen displays. |  |
| 4 | Maintain General Data | Make the following entries.  In the Header tab:  Name: <Second Approver- Net Value over 1000> |  |  |
| 5 | Set Preconditions | Make the following entries and choose Save:  Preconditions:  Net Amount is greater than  Currency: EUR  Amount: 1000  Choose Save. | Preconditions are set. |  |
| 6 | Add Steps | From the Step Sequence section, choose Add. | The New Step screen displays. |  |
| Select the following entries from dropdown lists:  Under the Header tab:  Type: Release of Sales order  Under the Recipients tab:  Assignment By: Role  Role: Sales Document Approver - Level 2  Under the Exception Handling tab:  Name: Rework Sales order  Required Action: Rework of Sales order  Action Result: Restart Workflow  Choose Add to append this step to the workflow and choose Save. | The first workflow is created. |  |
| 7 | Create the Second Workflow | Choose Back to the Manage Workflows screen.  Choose Add. | The New Workflow screen displays. |  |
| 8 | Maintain General Data | Make the following entries.  Under the Header tab:  Name: <First Approval- No Conditions |  |  |
| 9 | Add Steps | From the Step Sequence section, choose Add. | The New Step screen displays. |  |
| Make the following entries:  Under the Header tab:  Type: Release of Sales order  Under the Recipients tab:  Assignment By: Role  Role: Sales Document Approver - Level 1  Under the Exception Handling tab:  Name: Rework Sales order  Required Action: Rework of Sales order  Action Result: Restart Workflow  Choose Add to append this step to the workflow and choose Save. | The second workflow is created. |  |
| 10 | Activate Workflows | Choose Back to the Manage Workflow screen.  Choose Define Order. Adjust the order as below:  Second Approver- Net Value over 1000: Order 1  First Approver-No Conditions: Order 2  Choose Activate to active the workflows. | Workflows are activated. |  |

### Preliminary Steps for Preliminary Billing Approval (Optional)

#### Implement Cloud BADI

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

Note please finish the steps to Define and Assign reasons for approval requests (link: <https://help.sap.com/viewer/S4HANA_2020_AdminGuide/2ca483f3c9b94ba4bc6e536e2b75b3ad.html>)

The Business Add-In (BADI) SD\_APM\_SET\_APPROVAL\_REASON is called whenever a sales document is saved by a business user. It determines whether a sales document needs to be sent to an approver and, if so, set an approval request reason on sales document header level.

This means that if you want to use the workflow for the approval of sales documents, implementing this BAdI is a prerequisite. In the Manage Preliminary Billing Document Workflows (F4274) app, you define additional preconditions and approval steps.

When the system sets an approval request reason for a sales document, the approval workflow is triggered automatically.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Administrator. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Custom Fields and Logic (F1481). | The Custom Fields and Logic screen displays. |  |
| 3 | Navigate to Custom Logic | In the menu bar at the top, choose Custom Logic. | The Enhancement Implementations section displays. |  |
| 4 | Create Enhancement Implementation | Choose Create. Make the following entries and choose Create:   * Business Context: Sales: Billing Document * BADI Description: Set Approval Request Reasons for Preliminary Billing Documents * Implementation Description: for example, Set Approval Reason for Preliminary Billing Documents * Implementation ID: Generated by default\_Short description, for example, YY1\_PBDWF | The Draft Logic section displays |  |
| 5 | Add Coding | Choose Draft, implement your logic in Draft Logic section, for example:  IF ( billingprocdocu-ment-totalnetamount GT 500 ). billingprocdocapprovalreason = 'ZPBD'.  ENDIF. |  |  |
| 6 | Save and Publish | Choose Save Draft.  Choose Publish. | Custom logic is published. |  |

#### Manage Teams and Responsibilities

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 maintain the teams and responsibilities for preliminary billing document workflow.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Business Process Specialist. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Manage Teams and Responsibilities (F2412). |  |  |
| 3 | Create A New Team | Choose Create. |  |  |
| 4 | Enter General Information | Make the following entries and choose Enter:   * Name: for example, Preliminary Billing Document Approval Workflow * Description: Preliminary Billing Document Approval Workflow * Status: Enabled * Type: SBILLING |  |  |
| 5 | Set Value at Responsibility Definitions section | You can put criteria as per your approval conditions, for example, BillingDocu-mentType = F2 |  |  |
| 6 | Add Team Members | On Team Members tab, choose Create. | The Select: Business Partner screen displays. |  |
| From the Items section, select a Business Partnercheck box and choose OK.  For example, Last Name: Your Manager’s Last Name  Please contact your system Administrator if you are not sure if a business part-ner’s role is enough for preliminary billing document approval. The business role should contain the catalog SAP\_SD\_BC\_BIL\_MYINBOX\_PC. | Team member is added. |  |
| 7 | Add Function to Team Members | In Function field, choose Select. On the Select: Functions screen, select the following functions, and choose OK.   * SBILAPRL1: Billing Process Document Approver - Level 1 * SBILAPRL2 : Billing Process Document Approver - Level 2 |  |  |
| 8 | Save the new Team | Choose Save at the bottom of the screen. | User created a new team and appropriate function(s) have been assigned to the business user(s) to be configured as approver(s). |  |

#### Set up Workflow

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 up workflow.

In below example, if total amount of the preliminary billing document is less than 500 EUR, no approval is required. If total amount of the preliminary billing document is more than 500 EUR and less than 1000 EUR, “Billing Process Document Approver - Level 1” can approve it. If total amount of the preliminary billing document is more than 1000 EUR, it needs “Billing Process Document Approver - Level 1” to approve it first, then needs “Billing Process Document Approver - Level 2” approve it.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step | Test Step Name | Instruction | Expected Result | Comments |
| 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 Preliminary Billing Document Workflows (F4274). | The Manage Workflows screen displays. |  |
| 3 | Create a Workflow | Choose Add.  Note If the workflow has already be defined, you can check if existing one(s) meet your approval conditions before creating a new one. | The New Workflow screen displays. |  |
| 4 | Maintain Header and Step Properties Sector | Make the following entries.  Workflow Name: <It’s mandatory to have a workflow name>  Filling in Description, Valid from and Valid to fields are optional. |  |  |
| 5 | Set Preconditions in “Start Conditions” sector | Make the following entries and choose Save:  Preconditions:  Net Amount is greater than  Currency: EUR  Amount: 500  Choose Save. | Preconditions are set. |  |
| 6.1 | Add Steps | From the Steps section, choose Add. | The New Step screen displays. |  |
| Step 1 | Select the following entries from dropdown lists:  In the Header tab:  Step Name: Step 1  Step Type: Release of Preliminary Billing Document  In the Recipients tab:  Assignment By: Role  Role: Billing Process Document Approver - Level 1  In the Step Conditions tab:  Set conditions to this step:  Select Net Amount is greater than  Currency: EUR  Net Value: 500  In the Deadlines tab:  You can set approval deadlines if required by choosing Add.  In the Exception Handling tab:  Name: Rework Preliminary Billing Document  Required Action: Rework of Preliminary Billing Document  Action Result: Restart Workflow  Choose Add to append this step to the workflow. | The first approval level in this workflow is created. |
| 6.2 | Add Steps | From the Steps section, choose Add. | The New Stepscreen displays. |  |
| Step2 | Select the following entries from dropdown lists:  In the Header tab:  Step Name: Step 2  Step Type: Release of Preliminary Billing Document  In the Recipients tab:  Assignment By: Role  Role: Billing Process Document Approver - Level 2  In the Step Conditions tab:  Set conditions to this step:  Select Net Amount is greater than  Currency: EUR  Net Value: 1000  In the Deadlines tab:  You can set approval deadlines if required by choosing Add.  In the Exception Handling tab:  Name: Rework Preliminary Billing Document  Required Action: Rework of Preliminary Billing Document  Action Result: Restart Workflow  Choose Add to append this step to the workflow and choose Save. | The second approval level in this workflow is created.  And the whole workflow is saved. |
| 7 | Activate Workflows | Choose Back to the Manage Workflow screen.  Click the Radio button and choose Activate to active the workflows. | Workflows are activated. |  |

# Overview Table

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

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App Name | Expected Results |
| [Set Credit Limit (Optional)](#unique_18) [page ] 28 | Credit Controller |  | Credit Limit for 10100005 Customer has been set. |
| [Complete Sales Quotation (Optional)](#unique_19) [page ] 29 | | | |
| [Create Sales Order](#unique_20) [page ] 29 | Internal Sales Representative | Manage Sales Orders (F1873) | The Manage Sales Orders screen displays. |
| [Create Attachment for Sales Order (Optional)](#unique_21)  [page ] 35 | Internal Sales Representative | Manage Sales Orders (F1873) |  |
| [Review Blocked Sales Orders (Optional)](#unique_22) [page ] 36 | | | |
| [Process Sales Order Approval (Optional)](#unique_23)  [page ] 36 | | | |
| [Withdraw from Approval](#unique_24) [page ] 37 | Internal Sales Representative | Manage Sales Orders (F1873) | |
| [Approve/Reject/Rework Sales Order](#unique_25) [page ] 38 | Sales Manager | My Inbox- All Items | |
| [Rework Sales Order](#unique_26) [page ] 40 | | | |
| [Check the Notifications](#unique_27)  [page ] 40 | Internal Sales Representative | My Inbox- All Items | |
| [Change Sales Order](#unique_28)  [page ] 41 | Internal Sales Representative | Manage Sales Orders (F1873) | |
| [Advanced Available-to-Promise Processing (Optional)](#unique_29) [page ] 43 | | | |
| [Create Delivery](#unique_30) [page ] 43 | Shipping Specialist | Create Outbound Deliveries - From Sales Orders (F0869A) |  |
| [Create Attachment for Delivery (Optional)](#unique_31) [page ] 45 | Shipping Specialist | Display Outbound Delivery (VL03N) |  |
| [Execute Picking](#unique_32)  [page ] 46 | Shipping Specialist | My Outbound Delivery Monitor (VL06O) |  |
| [Check Batches (Optional)](#unique_33)  [page ] 48 | Shipping Specialist | Change Outbound Delivery (VL02N) | Batch numbers are checked |
| [Maintain Serial Numbers (Optional)](#unique_34) [page ] 49 | Shipping Specialist | Change Outbound Delivery (VL02N) |  |
| [Split Outbound Delivery (Optional)](#unique_35) [page ] 50 | Shipping Specialist | Split Outbound Delivery (VLSP) |  |
| [Add Freight Costs (Optional)](#unique_36) [page ] 52 | Shipping Specialist | Change Outbound Delivery (VL02N) |  |
| [Post Goods Issue](#unique_37) [page ] 53 | Shipping Specialist | My Outbound Delivery Monitor (VL06O) | The goods issue is posted. |
| [Proof of Delivery (Optional)](#unique_38) [page ] 55 | Shipping Specialist | POD - Change Outbound Delivery |  |
| <#unique_39> | Billing Clerk | Create Preliminary Billing Documents (F2876) |  |
| [Finalize the Preliminary Billing Document](#unique_40) [page ] 57 | Billing Clerk | Manage Preliminary Billing Documents (F2875) |  |
| [Rework from Approval](#unique_41) [page ] 58 | Billing Clerk | Manage Preliminary Billing Documents (F2875) |  |
| [Approve/Reject/Rework Preliminary Billing Document](#unique_42)  [page ] 60 | Billing approval | My Inbox - All Items (F2097) |  |
| [Rework Preliminary Billing Document](#unique_43) [page ] 61 | | | |
| [Check the Notifications](#unique_44) [page ] 61 | Billing Clerk | My Inbox - All Items (F2097) |  |
| [Change Preliminary Billing Document](#unique_45) [page ] 63 | Billing Clerk | Manage Preliminary Billing Documents (F2875) |  |
| [Create Partial Billing Document (Optional)](#unique_46) [page ] 64 | Billing Clerk | Create Billing Documents - VF01 (VF01) |  |
| [Create Billing Document](#unique_47) [page ] 65 | Billing Clerk | Create Billing Documents (F0798) | The Create Billing Document screen displays. |
| [Create Attachment for Billing (Optional)](#unique_48) [page ] 68 | Billing Clerk | Display Billing Documents - Missing translation in language EN (VF03) | The Display Billing Document screen displays. |

# 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

## Set Credit Limit (Optional)

Follow the procedure for Set Credit Limit process steps in the Basic Credit Management (BD6) scope item.

Purpose

In this process, a credit limit is set for the used customer.

Procedure

Complete all the activities described in the test script of Basic Credit Management (BD6) scope item.

Note The credit limit currency in all company codes is set to use the group currency which is defined when the solution is activated.

## Complete Sales Quotation (Optional)

Purpose

This scope item describes the process for a standard sales quotation.

Procedure

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

If you want to use the optional link between Sales Quotation (BDG) and Sell from Stock (BD9) scope items, this reference only works if you use consistent master data (such as Business Partner for the customer quotation and the customer sales order).

## Create 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 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 Order screen displays. |  |
| 3 | Navigate to Create Order Screen | On the Manage Sales Order screen, and choose Create Sales Orders - VA01. |  |  |
| 4 | Enter Data | On the Create Sales Order screen, make the following entries and choose Enter:   * Order Type: OR * Sales Organization: 1010 * Distribution Channel: 10 * Division: 00 |  |  |
| 5 | Enter Order Details | If you would like to use listing and exclusion, continue with Enter listed/ excluded Material Numbers step.  If you would like to use customer material record information, continue with Enter Customer Material Number step.  On the Create Standard Order: Overview screen, make the following entries:   * Sold-to Party: 10100003 * Ship-to Party: 10100003 * Customer References: <PO number>   If you have done the Prerequisite steps for Create Sales orders with selling recommender, you will get items proposed in the sales order based on your historical data. You can choose Copy Prod. Proposal Qty to fulfill the quantities, or maintain them manually, for the items you don’t need, keep the quantity blank.   * Material Number: <Material Number>   To use Bundling Functionality in Context of IFRS15, create a sales order with two line items, use material IF11 for the first line item, and IF12 for the second line item.  For further information regarding bundling functionality in context of IFRS 15, refer to SAP Note [2524569](https://launchpad.support.sap.com/#/notes/2524569).   * Quantity: <Quantity>   If you would like to use Sales order approval workflow, please maintain:  Order Reason: 005  If you would like to use item proposal, continue with the next step. |  |  |
| 6 | Copy Item Proposal to Sales Order (Optional) | On the Create Standard Order: Overview screen, choose Propose Items.  In the Propose Items dialog box, input item proposal created in preliminary step in Sales Document.  Then choose Default with Quantity. | Material and quantity recorded in item proposal are copied to sales order item. |  |
| 7 | Enter Data (Optional) | On the Create Standard Order: Overview screen, make the following entries:   * Sold-to Party: 10100008 * Ship-to Party: 10100008 * Customer References: <Customer References>. Enter a customer purchase order number as reference. * Enter the following Material Numbers: TG11, TG12 and TG20 * Quantity: <Quantity> For example, 1 PC. | * Material TG11 is listed, and can be entered without error message. * Material TG12 is excluded. Message Material TG12 has been excluded appears. * Material TG20 is not listed. Message Material TG20 is not listed and therefore not allowed is processed.   You can use extra controls into product (material) listing and exclusion and influence product salability according to your business needs. please check link :  https://help.sap.com/viewer/DRAFT/a376cd9ea00d476b96f18dea1247e6a5/2005.500/en-US/7df6956efb9245c898a36c05f4b81efe.html |  |
| 8 | Remove Not Listed Materials (Optional) | If you have selected the customer for listing/ exclusion, remove Materials TG12 and TG20 if a dialog box appears. | Sales Order can be saved only if materials TG12 and TG20 have been removed. |  |
| 9 | Enter Customer Material Number (Optional) | On the Create Standard Order: Overview screen, make the following entries:   * Sold-to Party: 10100009 * Ship-to Party: 10100009 * Customer References: <Customer References>. Enter a customer purchase order number as reference. * Customer Material Number: <Description from Customer Material Info. Record>, such as CUS\_DE\_TG11. * Quantity: <Quantity>. For example, 1 PC. | * Material TG11 is automatically determined from customer material info record, and copied into the sales order. If the sales unit is maintained in the customer's material info record, it will be automatically determined and displayed in the Sales Unit field. * You can open Manage Customer Material to edit, or to display the customer material information. |  |
| 10 | Save Document | Choose Save. Make a note of the sales order number: \_\_\_\_\_\_\_\_\_\_.  If you have installed the Free Goods Processing scope item in your system, and used material TG11 and customer 10100001, the following warning may appear: Minimum quantity 1.000 PC of free goods has not been reached. To skip this warning, choose Enter.  If you are using TG12 in testing, the following warning may appear: Reorder point for item 000010 has been exceeded: 10 PC. To skip this warning, choose Enter. | The order is saved and the order confirmation is printed out. |  |

* If Advanced Available-to-Promise Processing(1JW), the price relevant scope item, is activated, Product Allocation Check can be carried out when allocations are set up (done from 1JW). In any cases, a PAC Product Allocation Check is carried out. Based on the results of the checks, if requested availability cannot be fulfilled, the delivery proposal screen during sales order processing shows up and you decide based on the results of the checks.
* In a case where only Basic Available-to-Promise Processing (2LN) scope item is activated, the system triggers an availability check (no allocation check) and provides deliver proposal if the availability situation cannot be fulfilled.

Printing Form- NAST output

Printing form- Output Management

Only After implement the SAP Note. [2298826](https://launchpad.support.sap.com/#/notes/2298826): Switch for enabling NAST condition based output for on-premise for activate Output Management function, process the output procedure steps in this section.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | 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 Go  For 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. |  |

It can also be navigated to a fact sheet screen in the Manage Sales Orders app:

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

## 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. |  |

## Review Blocked Sales Orders (Optional)

Follow the procesure for Review Blocked Sales Orders process step in the Basic Credit Management (BD6) scope item.

Purpose

In this process you review the sales orders that might have been blocked due to the credit limit check.

Procedure

Complete the activities of Review and Release or Reject a Sales Order described in the test script of Basic Credit Management (BD6) scope item.

## Process Sales Order Approval (Optional)

Note Only relevant if below conditions are fulfilled:

1. Approval reason(s) is defined and assigned, details refer to the Define and Assign Approval Reasons chapter.
2. The Cloud BAdI that returns an approval reasons is implemented, details refer to the Implement Cloud BADI chapter.
3. Order reason is 005.

### Withdraw from Approval

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 withdraw order approval.

Prerequisites

Sales manager has not yet made an approval decision.

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 | 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 and choose the arrow. | The Display xxx Order xxx: Overview screen displays. |  |
| 4 | Withdraw Approval Request | In the menu bar at the top, choose More > Edit > Additional Functions > Withdraw Approval Request .  Choose Continue to confirm the information shown as The approval request for sales document XXXXXXX was withdrawn. | The approval request is withdrawn.  The Change xxx Order xxx: Overview screen displays. |  |
| 5 | Change Sales Order | On the Change xxx Order xxx: Overview screen, make some changes, for example:  Valid to: <Enter a Date> | Approval status is changed to In Approval. |  |

### Approve/Reject/Rework 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 make approval decision: release, reject or request rework.

Prerequisites

Approval status of the order is In Approval.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Sales Manager. | The SAP Fiori launchpad displays. |  |
| 2 | Receive Notification | Open My Inbox - All Items (F2097).  You can also choose Notifications icon on the top-right corner to navigate to My Inbox screen. | The Inbox screen displays. |  |
| 3 | Refresh | Choose Refresh if necessary. | Inbox is refreshed. |  |
| 4 | Approve/Reject/Rework Order | You receive the notification of the order. Choose one from the options on the bottom bar.  Option 1: Release  Option 2: Reject  Option 3: Request Rework | The Submit Decision dialog box displays. |  |
| 5 | Sumbit | Enter some comments and choose Submit. | Based on above decisions, choose next steps accordingly:  • Release: the whole process ends, no subsequent step is needed.  • Reject: the whole process ends, no subsequent step is needed.  • Request Rework: go to Rework Sales order chapter. |  |

### Rework Sales Order

Only relevant if the workflow is set as Request rework by sales manager previously.

#### Check the Notifications

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 check the notifications.

Prerequisite

Approval status of the sales order is To be reworked.

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 | Receive Notification | Open My Inbox - All Items (F2097).  You can also choose Notifications icon on the top-right corner to navigate to My Inbox screen. | The Inbox screen displays. |  |
| 3 | Refresh | Choose Refresh if necessary. | Inbox is refreshed. |  |
| 4 | Check Inbox | Check the inbox items with relative sales order. | Orders which needs to be reworked are displayed.  • If rework is not required, sales representative can set Rework not Required in the inbox.  • If rework is required, go to Change Sales Order chapter. |  |

#### Change 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 change sales order.

Prerequisites

Approval status of the sales order is rework.

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 | 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 arrow of the sales order line that displays. | The Display xxx Order xxx: Overview screen displays. |  |
| 4 | Navigate to Sales Order Screen | Choose Change. | The Change xxx Order xxx: Overview screen displays. |  |
| 5 | Change Sales Order | On the Change xxx Order xxx: Overview screen, make some changes and save, for example:  Order Quantity: <Enter a New Quantity> | Approval status is changed to In Approval if the order amoun is higher than amount set in Implement Cloud BADI chapter.  If amount >500 USD, go to Process Sales Order Approval chapter. |  |

## Advanced Available-to-Promise Processing (Optional)

Purpose

Follow the procedures in the Advanced Available-to-Promise Processing(1JW) scope item. This scope item describes the optional process for Advanced Available-to-Promise Processing.

1. From 1JW, the user can Trigger /Schedule BOP, execute a BOP Run and Monitor BOP Run.
2. From 1JW, the user can execute Release for Delivery.

Procedure

Complete all the activities described in the test script of Advanced Available-to-Promise Processing (1JW) scope item.

## 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

This process step shows you how to create 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 Create Outbound Deliveries - From Sales Orders (F0869A). | The Create Outbound Deliveries - From Sales Orders screen displays. |  |
| 3 | Search Sales Order | Make the following entries and choose Go:   * Shipping Point: 1010 * Planned Creation Date: <Delivery selection date> * Sales Document: Sales order number created previously |  |  |
| 4 | Create Delivery | Select your sales order items and choose Create Deliveries. | Creation of a delivery is triggered. |  |
| 5 | Check Details | Choose Display Log. | The Analyze Delivery Log screen displays, delivery is created successfully. Delivery number displays on Deliveries tab. |  |

Note Depending on the scope item settings, the availability is checked at the delivery creation using the available inventory and replenishment lead time. Without sufficient stock, the created delivery has no confirmed quantities, and therefore does not start the warehouse management picking process. As soon as there is sufficient stock for delivery creation, the system creates a delivery with the starting of the picking process in warehouse management.

To avoid open deliveries, ensure there is sufficient inventory quantity at the time for delivery creation. Additionally, you have the following options to restrict the creation of deliveries with no confirmed quantities.

You may increase the replenishment lead time which is used during the availability check (has to be larger than the selection period used for delivery creation).

You may change the customization settings for the incompleteness procedure for delivery creation, so that only complete deliveries may be saved.

You may change 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.

Note With the Analyze Delivery Logs app, you can display an overview about the logs of all the deliveries which have been created in your system. You can filter by, for example, 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 and also the related sales document.

## Handling Unit Management (Optional)

Purpose

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

Procedure

Complete all the activities described in the test script of Handling Unit Management (4MM) scope item.

## 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. |

Purpose

This process step shows you how to create attachment for 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. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Display Outbound Delivery (VL03N). | The Display Outbound Delivery: Initial screen displays. |  |
| 3 | Enter Outbound Delivery Number | In the Outbound Delivery field, enter <the outbound delivery number created in previous step> and choose Continue. | The Display Outbound Delivery xxx: Overview screen displays. |  |
| 4 | Create Delivery Attachment | Choose Services for Object on the top right corner of screen, choose Create and 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 the top right corner of screen, then choose Attachment List. | Attachment shows up on Service: Attachment List screen. |  |

## 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 the goods are prepared for shipping. This process step shows you how to pick deliveries.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Shipping Specialist. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open My Outbound Delivery Monitor (VL06O). |  |  |
| 3 | Choose Picking | Choose For Picking. |  |  |
| 4 | Enter Shipping Point | Make the following entries, and choose Execute:   * Shipping Point: 1010   Under the Picking Data tab, select   * Only Picking Without WM: X |  |  |
| 5 | Change Outbound Deliveries | From Day’s Workload for Picking, select your delivery number, and choose Change Outbound Deliveries. |  |  |
| 6 | Check Batch Split | Choose the Picking tab, check if batch split exists in the Batch Split Indicator column. |  |  |
| 7 | Enter Picked Quantity | * If batch spilt exists, choose Batch Split Exists to expand sub item(s), enter <quantity equal to delivery Qty> in Picked Qty field for sub item. * If batch spilt doesn't exist, enter <quantity equal to delivery Qty> in Picked Qty field for picking related item(s). |  |  |
| 8 | Choose Enter | Choose Enter. |  |  |
| 9 | Save | Choose Save. | The delivery has been decided. |  |

## Check Batches (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 check the batch number assigned to the material.

Prerequisites

Execute this step if batch management is used, such as TG21 and TG22.

Procedure

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

## Maintain Serial Numbers (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 maintain serial number to the material.

Prerequisites

Run this step if Serial Number is used, such as TG20.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Shipping Specialist. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Change Outbound Delivery (VL02N). |  |  |
| 3 | Enter Outbound Delivery Number | In the Outbound Delivery field, enter the outbound delivery number, and choose Enter. |  |  |
| 4 | Navigate to Serial Numbers | On the Delivery XXXXXXXXX Change: Overview screen, choose More > Extras > Serial Numbers . |  |  |
| 5 | Maintain Serial Numbers | On the Maintain Serial Numbers screen, choose Create serial number automatically and choose Continue. |  |  |
| 6 | Save Document | Choose Save. |  |  |

## 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, you 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 | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Shipping Specialist. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Split Outbound Delivery (VLSP). |  |  |
| 3 | Enter Shipping Point | On the Split Outbound Delivery screen, 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, and 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 displays. |  |
| 7 | Select Items for Split | * Select the items that would become part of a new delivery or that would be split from the current delivery. * Enter <Split Quantity> and choose Save Split. | * The selected items display 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

This process step shows you how to add the actual freight costs to the Outbound Delivery after knowing 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). |  |  |
| 3 | Enter 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 | Enter Condition Type | In the Condition Type column, input below entry:  YBHD - Freight |  |  |
| 6 | Enter Freight Cost | In the Amount column, enter freight cost (such as YBHD 100, , ).  The system distributes the entered amount across the delivery items. The distribution is executed on the basis of the net weight of each item. |  |  |
| 7 | Save | Save your outbound delivery. | Freight Costs are added to the Outbound Delivery and will be later copied to the Invoice. |  |

Note The system distributes the entered amount across the delivery items. The distribution is executed on the basis of the net weight of each item. See also SAP Note [1921287](https://launchpad.support.sap.com/#/notes/1921287) Pricing with Scale Conditions in Delivery with Batch Split. When you use the POD functionality (proof of delivery), freight costs in the delivery are not adjusted according to the quantities, weight and volume reported back in the POD. Freight costs are adjusted in the invoice based on POD.

## Post 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

This process step shows you how to post goods issues for 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. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open My Outbound Delivery Monitor (VL06O). |  |  |
| 3 | Open Outbound Delivery Monitor | Choose For Goods Issue. Make the following entries and choose Execute.   * Shipping Point: 1010 |  |  |
| 4 | Post Good Issue | Select your outbound delivery note, and choose Post Goods Issues.  Select today’s date from the dialog box, and choose Continue. | A message confirms the goods issue has been posted. |  |

Financial Posting

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

Printing Form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on 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 (VL03N) 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: Select the line with the LD00 message type, and choose Print Preview. * Print Delivery Order: select the line with the LD00 message type, and choose Print. In the dialog box, maintain output device, and choose Print. | * The preview document displays. * The document prints. |  |

## 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 activity, you record the quantities as confirmed by the respective customer after physical arrival of goods delivered. Thus document the right quantities that should become subject to billing to this customer.

This is only possible for Outbound Deliveries if the customer master data have been maintained in a way that this customer is "POD-relevant" (on sales area level).

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Shipping Specialist. |  |  |
| 2 | Access the App | Open POD - Change Outbound Delivery (VLPOD). |  |  |
| 3 | Enter Outbound Delivery | On the same screen, make the following entry, and choose Continue:  Outbound Delivery: <your Outbound Delivery Document Number> | The selected Outbound Delivery Document screen displays, and Overview POD tab becomes active. |  |
| 4 | Quantity Difference | If there is a quantity difference between shipping and receiving, go to step 5 and 6. |  |  |
| 5 | Enter POD Delivery Reason (Optional) | In the line with 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 (Optional) | In the Quantity Difference field, go to Sales Unit (Qty Diffin Sales Un), enter <respective quantity (differs from the expected Delivery Quantity as per the Outbound Delivery Item)>, and choose Enter. | The quantity displayed for the respective item in the POD quantity field has been recalculated (Quantity Difference subtracted from Delivery Quantity).  The value for POD Status field has changed to B (Differences Reported). |  |
| 7 | Confirm Delivery Proof | Choose Confirm Proof of Delivery. | The POD Date field has been filled with the current date.  The value for the POD Status field has changed to C (Confirmed). |  |
| 8 | Save | Choose Save. | The Outbound Delivery document is saved with confirmation for actually delivered quantities.  These will be used for the consecutive billing step. |  |

## Process Preliminary Billing Approval (Optional)

Only relevant if below conditions are fulfilled:

1. Approval reason(s) is defined and assigned, details refer to the Define and Assign Approval Reasons chapter.
2. The Cloud BAdI that returns an approval reasons is implemented, details refer to the Implement Cloud BADI chapter.
3. Total amount of the order is not less than 500 USD.

### Finalize the Preliminary 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

This process step shows you how to send the preliminary billing document to approval process by finalizing the preliminary billing document.

Prerequisites

Automatically finalize preliminary billing documents after creation has not been turned on in Preliminary Billing Settings at Create Preliminary Billing App.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Billing Clerk. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Manage Preliminary Billing Documents (F2875). | The Manage Preliminary Billing Documents screen displays. |  |
| 3 | Navigate to Display Preliminary Billing Document Screen | On the Manage Preliminary Billing Documents screen, enter the preliminary billing document number created in previous step in the Preliminary Billing Document and choose Go. | The Preliminary Billing Document displays. |  |
| 4 | Finalize the Preliminary Billing Document | Highlight the Preliminary Billing Document by choosing the checkbox in front of the preliminary billing document number, choose Finalize.  Note If Automatically finalize preliminary billing documents after creation is turned on in Preliminary Billing Settings at Create Preliminary Billing App, the document will set to Finalized status and In Approval status automatically. | The preliminary billing document is finalized and goes into approval process if it meets approval criteria set in prelimianry steps. |  |

### Rework from Approval

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 rework preliminary billing document from approval process.

Prerequisites

Preliminary Billing Document approver(s) have not made approval decision yet.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Billing Clerk. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Manage Preliminary Billing Documents (F2875). | The Manage Preliminary Billing Documents screen displays. |  |
| 3 | Navigate to Display Sales Order Screen | On the Manage Preliminary Billing Documents screen, enter the Preliminary Billing Documents number created in previous step in the Preliminary Billing Documents and choose Go.  Choose the Preliminary Billing Documents line that displays and choose the arrow. | The Display Preliminary Billing Documents xxx: Overview of items screen displays. |  |
| 4 | Rework Request | In the menu bar at the top, choose Change and then choose Rework. | The approval request is withdrawn.  The Change Preliminary Billing Document xxx: Overview of items screen displays. |  |
| 5 | Change Preliminary Billing Document | On the Change Preliminary Billing Document xxx: Overview of items screen, make some changes and choose Save. | Approval status is changed to In Approval. |  |

### Approve/Reject/Rework Preliminary 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

This process step shows you how to make approval decision: release, reject or request rework.

Prerequisites

Approval status of the order is In Approval.

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 approver you set in preliminary step. | The SAP Fiori launchpad displays. |  |
| 2 | Receive Notification | Open My Inbox - All Items (F2097).  You can also choose Notifications icon on the top-right corner to navigate to My Inbox screen. | The Inbox screen displays. |  |
| 3 | Refresh | Choose Refresh if necessary. | Inbox is refreshed. |  |
| 4 | Approve/Reject/Rework Order | You receive the notification of the order. Choose one from the options on the bottom bar.  Option 1: Release  Option 2: Reject  Option 3: Request Rework | The Submit Decision dialog box displays. |  |
| 5 | Sumbit | Enter some comments and choose Submit. | Based on above decisions, choose next steps accordingly:  • Release: this can be final status or document can send to approval again by using rework  • Reject: the whole process ends, no subsequent step is needed.  • Request Rework: go to Rework Preliminary Billing Document chapter. |  |

### Rework Preliminary Billing Document

Only relevant if the workflow is set as Request rework previously.

#### Check the Notifications

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 check the notifications.

Prerequisite

Approval status of the preliminary billing document is to be reworked.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Billing Clerk. | The SAP Fiori launchpad displays. |  |
| 2 | Receive Notification | Open My Inbox - All Items (F2097).  You can also choose Notifications icon on the top-right corner to navigate to My Inbox screen. | The Inbox screen displays. |  |
| 3 | Refresh | Choose Refresh if necessary. | Inbox is refreshed. |  |
| 4 | Check Inbox | Check the inbox items with relative sales order. | Preliminary billing documents which need to be reworked are displayed. |  |

#### Change Preliminary 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

This process step shows you how to change preliminary billing document.

Prerequisite

Approval status of the preliminary billing document is Rework.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Billing Clerk. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Manage Preliminary Billing Documents (F2875). | The Manage Preliminary Billing Documents screen displays. |  |
| 3 | Navigate to Display Pre-liminary Billing Document Screen | On the Manage Preliminary Billing Documents screen, enter the respective preliminary billing document number created in previous step and choose Go.  Click the arrow of the preliminary billing document line that displays. | The Display Preliminary Billing Document xxx: Overview of items screen displays. |  |
| 4 | Choose Change | Choose Change. | The Change Preliminary Billing Document xxx: Overview of items screen displays. |  |
| 5 | Change Preliminary Billing Document | Make the necessary changes to this preliminary billing document and save it. | Approval status is changed to In Approval if the document amount is higher than amount set in Imple-ment Cloud BADI chapter.  If amount >500 EUR, go to Approve/ Reject/ Rework Preliminary Billing Document chapter. |  |

## Create Partial Billing Document (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 create partial billing document. As described in [482506](https://launchpad.support.sap.com/#/notes/482506), partial billing does not support material with batch split.

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 Create Billing Documents - VF01 (VF01). | The Create Billing Document screen displays. |  |
| 3 | Input Delivery Number | Make the following entry, and choose Selection List:  Document: <Delivery document> |  |  |
| 4 | Input Open Quantity | Choose the item, change Open quantity to smaller quantity, then choose Copy. |  |  |
| 5 | Save Billing Document | Choose Save. | The system generates an invoice for billing. |  |

## 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

Table 3: Overview

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Billing Clerk. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Create Billing Documents (F0798). | The Create Billing Documents screen displays. |  |
| 3 | Define Billing Settings | Choose Billing Settings in the bottom bar, you can make the following settings as below:   1. Set billing date and type before billing: ON 2. Create separate billing document for each item of billing due list: OFF 3. Automatically post billing documents: ON 4. Display billing documents after creation: ON |  |  |
| 4 | Search for billing due list | In the search condition, use criteria if necessary. | Sales document(s) display in the result. |  |
| 5 | Select item(s) for billing | Select row(s) of SD Document created previously and choose button Create Billing Documents. | The Create Billing Document screen displays. |  |
| 6 | Maintain Billing Date | Choose billing type Invoice (F2) and maintain billing date, for example current date, then press button OK. | The draft billing document with ID Sxxxxxxxx displays. |  |
| 7 | Save Billing Document | On the Billing Document screen, choose Save.  The draft version billing document with ID Sxxxxxxxx turns into a saved billing document with ID xxxxxxxx, make a note of the billing document number: \_\_\_\_\_\_\_\_\_\_. | The system generates an invoice for billing. |  |

Financial Postings

Table 4: Overview

|  |  |  |  |
| --- | --- | --- | --- |
| Material | Debited Accounts | Credited Accounts | Cost Element / CO Object |
| Trading Good (HAWA) | 10100003  Rcvbls Domestic DE 3 | 41000000  Rev Domestic Prod  22000000  Output tax (MWS)  21730000 (optional)  Freight Clrg MM | none |

Manage Billing Documents

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 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. |  |
| 1 | Access the App | Open Manage Billing Documents (F0797). | The Manage Billing Document screen displays. |  |
| 2 | Search Billing Document | Enter the Billing document number recorded in previous step. Choose Enter. | The billing document created in previous step displays |  |
| 3 | Display Billing document | Select the billing document item, and choose Display. | The billing document displays. |  |
| 4 | Check Output Condition | 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 | Choose Preview. | Preview for PDF document displays. |  |
| 6 | Cancel Billing Document (Optional) | Select certain billing document and choose Cancel Billing Docs. | Message Billing Document Canceled displays. |  |
| 7 | Update New Attachment (Optional) | In the Edit mode, add, delete and update the attachments. Save your changes by pressing Save button 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 pressing Save button 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 and so on.  Using the master data from this document, complete the following activities described in the test script:  • Accounts Receivable (Sections Posting a Customer Invoice in Accounting, Overdue Receivables, Display Customer Balances, Manage Customer Line Items) |
| BKK - Sales Order Fulfillment Monitoring(Optional) | 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 the scope item: Sales Order Fulfillment Monitoring (BKK) (Chapters Review Sales Documents blocked for billing , Review Billing Due List, Review Log of collective invoice creation and Review List Blocked (for accounting) Billing Documents). |

## Scheduling Job (alternative)

### Job Scheduling for Delivery 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 creating outbound deliveries.

This app can be used as an alternative instead of the manual creation of outbound deliveries.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Shipping Specialist. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Schedule Delivery Creation (F2228). | The Application Jobs screen displays. The app automatically shows the history of application jobs. |  |
| 3 | Create Delivery Creation Schedule | Choose New to define a new job. | The New Job screen displays. The Job Template should be defaulted as Schedule Delivery 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 delivery creation job is scheduled. Screen goes back to Application Jobs. |  |
| 6 | Check Delivery Creation Job Log | On the Application Jobs screen, after job item’s status turned to Finish, choose Status symbol in the Log column.  Note Choose the Magnifier, and the job list will refresh. | The job log details displays. |  |

### 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

This process step shows you how to schedule a background job for goods issue posting with reference to 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 | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Shipping Specialist. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Schedule Goods Issue For Deliveries (F2259). | The Application Jobs screen displays. 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 displays. The Job Template should be defaulted 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 deliveries job is scheduled. The screen goes back to Application Jobs. |  |
| 6 | Check Goods Issue Deliveries Job Log | On the Application Jobs screen, after job item’s status turned to Finish, choose Status symbol in the Log column.  Note Choose the Magnifier, and the job list will refresh. | The job log details are displayed. |  |

### Job Scheduling for Preliminary Billing Documents 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 creating preliminary billing documents.

This app can be used as an alternative instead of the manual creation of preliminary 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 Creation of Preliminary Billing Documents (F4563). | The Application Jobs screen displays. The app automatically shows the history of application jobs. |  |
| 3 | Create Preliminary Billing Creation Schedule | Choose New to define a new job for preliminary billing creation. | The New Job screen displays. Job Template defaultly should be Preliminary Billing Document Creation. |  |
| 4 | Job Parameters | Define scheduling options and parameters for the batch job if necessary.  Choose Check. | The system displays the message You can go ahead and schedule the job. |  |
| 5 | Schedule | Choose Schedule. | A preliminary billing creation job is scheduled. Screen goes back to Application Jobs. |  |
| 6 | Check Preliminary Billing Creation Job Log | On the Application Jobs screen, after job item’s status turned to Finish, choose Job Log.  Note Choose Go, and the job list will refresh. | The log details displays. |  |

### 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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