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| Test ScriptSAP S/4HANA - 15-09-20 | public |
| Sales of Non-Stock Item with Order-Specific Procurement (BDN\_DE) |

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# Purpose

This scope item enables customers to order goods that may not be in stock. In this case, goods are procured from an external supplier. During sales order creation, a purchase requisition is generated and then converted into a purchase order for the supplier. Goods receipt is created for customer and special stock. After delivery and the creation of a customer invoice, the vendor invoice for the goods receipt can be created.

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 |
| 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 |  |
| Purchaser | SAP\_BR\_PURCHASER | Operational Purchasing | SAP\_BR\_PURCHASER |  |
| Purchasing Manager | SAP\_BR\_PURCHASING\_MANAGER |  |  |  |
| Billing Clerk | SAP\_BR\_BILLING\_CLERKSAP\_BR\_BILLING\_CLERK | Billing | SAP\_BR\_BILLING\_CLERK |  |
| Accounts Payable Accountant - Procurement | SAP\_BR\_AP\_ACCOUNTANT\_PROCUREMT |  |  |  |
| Warehouse Clerk | SAP\_BR\_WAREHOUSE\_CLERK | Inventory Processing | SAP\_BR\_WAREHOUSE\_CLERK |  |
| Configuration Expert | SAP\_BR\_CONF\_EXPERT\_BUS\_NET\_INT |  |  |  |

## Master Data, Organizational Data, and Other Data

The organizational structure and master data of your company have been created in your system during activation. The organizational structure reflects the structure of your company. The master data represents materials, customers, and vendors, for example, depending on the operational focus of your company.

Use your own master data or the following sample data to go through the test procedure.

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | Details | Comments |
| Material | TG14 | Trading material with item category group CBAB (Reorder point planning, bought in item)no batch |  |
| Sold-to party | 10100005 | Customer domestic 05 | You can test the test script using another domestic customer. |
| Ship-to party | 10100005 | Customer domestic 05 |  |
| Payer | 10100005 | Customer domestic 05 |  |
| Vendor | 1030000110300002 | Domestic 10 Supplier 1Domestic 10 Supplier 2 |  |
| Plant | 1010 | Plant 1 DE |  |
| Storage Location | 101A |  | Shipping w/o LWM |
| Shipping Point | 1010 |  |  |
| Sales organization | 1010 |  |  |
| Distribution channel | 10 |  |  |
| Division | 00 |  |  |
| Purchasing Organization | 1010 |  |  |

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

Table 1: Master Data Script Reference

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

## Business Conditions

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

|  |  |
| --- | --- |
| Scope Item | Business Condition |
| 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

### Activate Flexible Workflow for Purchase Order Approval

Purpose

In this procedure, you activate Flexible Workflow for Purchase Order Approval.

If you want to use the flexible workflow to approve the purchase order, you have to process this step [Configure Flexible Workflow for Purchase Order](#unique_8)  [page ] 7.

Procedure

1. Access the activity using the following navigation option:

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

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

### Configure Flexible Workflow for Purchase Order

Purpose

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

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

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration . | The Fiori launchpad is displayed. |  |
| 2 | Access the App | Open Manage Workflows for Purchase Orders (F2872) . | The Manage Workflows screen is displayed. |  |
| 3 | Create Manage Workflow | Choose Add and make the following entries:Name: Test Workflow for Purchase OrderIn the PRECONDITIONS area select Purchasing group of purchase order is and enter 003 value:Choose Add alternative conditions and make the following entries:Choose Total net amount of purchase order is greater thanPurchaseOrderTotalNetAmount: For example, 500.00PurchaseOrderCurrency: EURIn STEP SEQUENCE area, choose Add and make the following entries:Type: Release of Purchase OrderIn RECIPIENTS area:Assignment By: UserUser: Select User with Purchasing\_manager from F4 help.Step to be completed by: One of the recipients.Choose Add.Choose Save. | The Workflow for Purchase Order is configured. |  |
| 4 | Activate Workflow Item | Select the just created Workflow Item and choose Activate. | The Workflow Item is activated. |  |

Note Please make sure default workflow Automatic Release of Purchase Order has been activated.

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

.

### Create Purchasing Info Record

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This process step shows you how to create purchasing info record.

Note If the Info Record for the material TG14 and suppliers 10300001 already exists in the system, you can skip this step.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Purchaser. | The SAP Fiori launchpad displays. |  |
| 2 | Open Manage Purchasing Info Records | Choose Manage Purchasing Info Records (F1982) . | The Manage Purchasing Info Records screen displays. |  |
| 3 | Open New Purchasing Info Record | Choose Create. | The Purchasing Info Record Screen displays. |  |
| 4 | Enter Header Data | Make the following entries:* Purchasing Info Record Category: <Standard>
* Purchasing Organization: 1010
* Supplier: 10300001
* Material: TG14
* Plant: 1010
* Purchasing Group: 002
 | Header data is added. |  |
| 5 | Enter General Information | Make the following entries:* Available From: Today
* Available To: 12/31/9999
 | General Information is added. |  |
| 6 | Enter Purchasing Data | Make the following entries:* Incoterm: EXW
* Incoterm Location 1: VENDOR
 | Purchasing Data is added. |  |
| 7 | Enter Delivery and Quantity Data | Make the following entries:* Delivery Time in Days: 1
* Under Delivery Tolerance in %: 10.0
* Over Delivery Tolerance in %: 10%
* Tax Code: V1
* Order Unit: PC
* Standard Order Quantity: 10

Select the following entries:* Goods-Receipt-Based Invoice Verification (GR-Bsd\_IV)
* No Evaluated Receipt Settlement (No ERS)
 | Delivery and Quantity Data is added. |  |
| 8 | Enter Condition Data | In the Condition section, choose Create. Enter the following data:* Valid From: Today
* Valid To: 12/31/9999
* Amount: 30
* Pricing Unit: 1
* Currency: EUR

Choose Apply. | Condition Data is added |  |
| 9 | Enter Reference Data (optional) | Optionally, you can enter reference data. | Reference data is added. |  |
| 10 | Save Your Data | Choose Save. | A purchasing info record is saved. |  |

Note Material TG14 and Supplier 10300001, its net price is 35 EUR.

Note Repeat the above step to create the Info Record for Material TG14 and Supplier 10300001, its purchase group is 001. Repeat the above steps to create the Info Record for Material TG14 , its net price is 25 EUR. Repeat the above steps and for step 7, don’t select No Evaluated Receipt Settlement.

Note When the TDT(time dependent tax) is activated via SSCUI 101016 (Define Tax Codes for Sales and Purchases) for Country of company code and Tax Code is given, the Tax Rate Valid From field is mandatory. You can enter current date, which will be adjusted to validity start date of tax code according to the setting in SSCUI.

When the RITA (Registration for Indirect Taxation Abroad) is activated, tax registration country is maintained for company code in SSCUI 103464 (Activate RITA and Maintain Tax Registration Countries) and tax code is given, the Tax Country field is mandatory, in which the country ID of company code is given as a default value, but you can change to the valid country ID that is maintained in SSCUI accordingly.

### Create Condition Records (Optional)

Purpose

In case you have finetuned the access sequence of SAP pre-shipped condition types, the relative condition records should be created accordingly.

You can find general information on how to create master data objects in the following [Master Data Scripts (MDS)](https://support.sap.com/content/dam/SAAP/Sol_Pack/BP_OP_ENTPR/BP_OP_ENTPR_S4HANA2020_7_Master_Data_EN_XX.htm) :

Table 2: Master Data Script Reference

|  |  |
| --- | --- |
| Master Data ID | Description |
| BET | Create Sales Pricing Condition |

# Overview Table

The test script Sales of Non-Stock Item with Order-Specific Procurement (BDN) consists of several process steps provided in the table below.

If your system administrator has enabled spaces and pages on the SAP Fiori launchpad, the homepage will only contain the essential apps for performing the typical tasks of a business role.

You can find all other apps not included on the homepage using the search bar.

If you want to personalize the homepage and include the hidden apps, navigate to your user profile and choose Settings > App Finder .

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App Name | Expected Results |
| [External Process (Basic Credit Management) (BD6) (Optional)](#unique_12) [page ] 14 |
| [Sales Inquiry (1IQ) (Optional)](#unique_13) [page ] 15 |
| [Sales Contract Management (I9I) (Optional)](#unique_14) [page ] 15 |
| [Sales Quotation (BDG) (Optional)](#unique_15) [page ] 16 |
| [Create Sales Order](#unique_16) [page ] 16 | Internal Sales Representative | Manage Sales Orders (F1873) | The Manage sales order screen displays. |
| [Create Attachment for Sales Order (Optional)](#unique_17)  [page ] 19 | Internal Sales Representative | Manage Sales Orders (F1873) | The Manage sales order screen displays. |
| [Credit Management Check for Sales Order (Optional)](#unique_18) [page ] 21 |
| [Create Purchase Order](#unique_19) [page ] 21 | Purchaser | Manage Purchase Requisitions (F1048) | The Manage Purchase Requisitions screen displays. |
| [Approve and Release Purchase Order (Optional)](#unique_20) [page ] 22 | Purchasing Manager | My Box |  |
| [Post Goods Receipt](#unique_21) [page ] 24 | Warehouse Clerk | Post Goods Movement (MIGO) |  |
| [Create Delivery](#unique_22) [page ] 26 | Shipping Specialist | Create Outbound Delivery - With Order Reference (VL01N) |  |
| [Create Attachment for Delivery (Optional)](#unique_23) [page ] 27 | Shipping Specialist | Display Outbound Delivery (VL03N) |  |
| [Execute Picking](#unique_24)  [page ] 29 | Shipping Specialist | Manage Outbound Deliveries - VL06O (VL06O\_CLOUD) |  |
| [Post Goods Issue](#unique_25) [page ] 30 | Shipping Specialist | Manage Outbound Deliveries - VL06O (VL06O\_CLOUD) | Goods Issue is posted. |
| [Create Billing Document](#unique_26) [page ] 32 | Billing Clerk | Create Billing Documents (F0798) | The Create Billing Document screen displays. |
| [Create Attachment for Billing (Optional)](#unique_27) [page ] 35 | Billing Clerk | Manage Billing Documents (F0797) | The Manage Billing Documents screen displays. |
| [Create Supplier Invoice](#unique_28) [page ] 36 | Accounts Payable Accountant - Procurement | Create Supplier Invoice (F0859) |  |

# Test Procedures

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

The Enterprise Search function provides a central entry point for finding business objects in your company from different sources using a single search request. You can search for objects such as: apps, fact sheets for business objects. From the data found, you can go directly to the respective apps and fact sheets to display, edit the data or find related objects.

How to access and check a fact sheet:

1. Log on to the SAP Fiori launchpad as a respective user, for example, Internal Sales Representative.
2. Access the Enterprise Search Bar by choosing the magnifying glass icon in the upper right corner.
3. The Enterprise Search bar displays two filter fields next to the search icon: all dropdown menu and a search field. Enter your Search Criteria and choose the business object type, for example, select Sales orders from the dropdown menu, and enter a sales order number in the search field and choose Search, the sales order lists.
4. Choose the sales order number link. The system navigates to the fact sheet screen and sales order related information is integrated and summarized in one Fiori page. You can get detailed data by choosing the corresponding links.

There are fact sheets available for the following objects (visible depending on the assigned role):

* Sales order
* Quotation
* Billing document
* Credit Memo
* Debit Memo
* Customer 360 Fact sheet

## External Process (Basic Credit Management) (BD6) (Optional)

External Process

For this activity, run the following steps from the Basic Credit Management (BD6) test script:

* Set a Credit Limit

## Sales Inquiry (1IQ) (Optional)

Sales Inquiry (1IQ)

Purpose

This scope item describes the process for a standard Sales Inquiry.

Procedure

Complete all the activities described in the Test script of the scope item: Sales Inquiry (1IQ).

If you want to use the optional link between scope item Sales Inquiry (1IQ) and Sales of Non-Stock Item with Order-Specific Procurement (BDN) this reference only works if you use consistent master data (such as Business Partner for the customer quotation and the customer sales order).

## Sales Contract Management (I9I) (Optional)

Sales Contract Management (I9I)

Purpose

This scope item describes the process for Sales Quantity contract.

Procedure

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

If you want to use the optional link between scope item Sales Contract Management (I9I) and Sales of Non-Stock Item with Order-Specific Procurement (BDN) this reference only works if you use consistent master data (such as Business Partner for the customer quotation and the customer sales order).

## Sales Quotation (BDG) (Optional)

Sales Quotation (BDG)

Purpose

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

Procedure

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

If you want to use the optional link between scope item Sales Quotation (BDG) and Sales of Non-Stock Item with Order-Specific Procurement (BDN) 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 the sales order for a material procured externally (bought-in-item).

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 Sales Order Screen | On Manage Sales Orders screen, choose Create and select Create Sales Order - VA01. |  |  |
| 4 | Enter Sales Document Type | Make the following entries and choose Continue:* Order Type: OR
* Sales Organization: 1010
* Distribution Channel: 10
* Division: 00
 | The Create Standard Order: Overview screen displays. |  |
| 5 | Enter Order Details | Make the following entries:* Sold-to Party: 10100005
* Cust. Reference: <Reference number>,for example, BII-001
* Material: <Material Number>, for example, TG14
* Order Quantity: <Quantity>, for example, 10
* UN: <Sales Unit> , for example, PC
* Plant: 1010
1. You can manually change the item category to DBAB if the item is down payment relevant for 3rd party sales order with Order-Specific Procurement, and proceed with following steps: Change Sales Orders (Remove Billing Block), Create Down Payment Request and Post a Down Payment from scope item Sales Order Processing with Customer Down Payment (BKJ).
2. You can manually change the item category to CBXB if the item is free of charge with Order-Specific Procurement.
 |  |  |
| 6 | Save | Choose Save.If it pops up the screen Standard Order: Purchase Order Scheduling, choose Complete dlv. and then choose Save. | The sales order is created. The purchase requisition is generated using the item category of the sales order. And, you can find Purchase Requisition number in the tab of Schedule lines at item level. |  |

If the credit limit check was unsuccessful, the system does not generate a purchase requisition. Depending on the setting in customizing, the sales order would then be incomplete.

Depending on the entries within the sales order, you might receive warning messages (for example, warnings regarding prices, quantities, delivery dates, or reorder points; configuration not possible for material TG14).

The pricing conditions are determined automatically, however you can change the prices manually. You can view the pricing by Select the Item or Choose Item Conditions.

The print-out of the order confirmation is executed automatically, or manually only after the purchase requisition has been transferred to a purchase order. For instructions on manually printing the output, see Manual Printing below.

Printing form- NAST output

Printing form- Output Management

Only After implement the note "2298826 - Switch for enabling NAST condition-based output for on-premise" for activate Output Management function, please 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 GoFor example, enter sales order number in Sales Order field. | Sales order is displayed in result list. |  |
| 4 | Navigate to Sales Order Screen | Click sales order number, and choose Display Sales Orders.Note If there is not a Display Sales Orders, then click Define Links. Select Display Sales Orders, and choose OK. | The Display Sales Orders xxx: Overview screen displays. |  |
| 5 | Check Output Condition | On the Display Standard Order xxx: Overview screen, choose Header Output Preview . | The document prints. |  |

It can also be navigated to a fact sheet screen in Manage Sales Orders (F1873):

1. On Manage Sales Orders (F1873) screen, enter search terms in filter bar and choose Go.
2. In search result, click your sales order number and choose sales order number.

## Process Sales Order Approval (Optional)

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

Purpose

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

Procedure

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

## 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. |  |

## Credit Management Check for Sales Order (Optional)

External Process

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

* Management of Blocked Sales Orders

## Create Purchase 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

A purchase order is the request or instruction from a purchasing organization to a vendor (external supplier) or a plant to deliver a certain quantity of material or to perform services at a certain date. This process step shows you how to create purchase order.

Prerequisite

A purchase requisition has been generated through the sales order in the previous step.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1. | Log On | Log on to the SAP Fiori launchpad as aPurchaser. | The SAP Fiori launchpad displays. |  |
| 2. | Access the App | Open Manage Purchase Requisitions (F1048). | The Manage Purchase Requisitions (F1048) screen displays. |  |
| 3. | Find the Purchase Requisition | Input the filters in Filter Bar and choose Go if necessary.* Plant: 1010
 | You can find the purchase requisition number in step Create Sales Order. |  |
| 4. | Choose the Sources of Supply | Click the sources in the line of your purchase requisition, and choose one by click |  |  |
| 5. | Create Purchase Order | Choose the purchase requisition and click Create Purchase Order at the right side center of the screen.If there is any warning message display, choose OK | The Purchase Orders Preview screen displays |  |
| 6. | Submit the Purchase Order | Select the purchase order type: Standard PO, and then choose Save.The purchase order number would be shown in the screen. | The purchase order is created in the SAP system. The system creates a message for the purchase order, so that the information from the purchase order can be transmitted to the vendor |  |

The print-out of the order confirmation is executed after the Purchase Order is created automatically and immediately.

For printing, handling and the procedure for purchase orders, see step Preview Purchase Order in Procurement of Direct Materials test script.

## Approve and Release Purchase 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 release a purchase order. If the total amount of PO >= 500 USD and purchase group is 003. Then the PO should do the approval.

Prerequisite

A purchase order must exist for release.

Procedure

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

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

## Post Goods Receipt

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

A goods receipt is the physical entry of the goods and materials on-stock. The goods receipt usually comes from external suppliers or from in-house production. All goods receipts increase the stock. This process step shows you how to post goods receipt.

In this test script, the goods receipt is posted to an individual sales order stock. The valuation results from the purchase order.

Prerequisite

The purchase order is created and the purchased material (bought-in-item) has arrived.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 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). |  |  |
| 3 | Choose Field | Make the following entries and choose Enter:* Executable Action in Transaction MIGO: <Goods Receipt>
* Reference Document for MIGO Transaction: <Purchase Order>
 |  |  |
| 4 | Input Purchase Order Number | Make the following entries, and choose Enter:* Movement Type: GR Goods receipt 101
* Field next to Purchase Order: <Purchase Order Number>
 |  |  |
| 5 | Change Quantity | Change the quantity in Unit of Entry in Item details, Quantity tab, from 10 to 9.The delivered quantity (9 PC) varies from the ordered quantity (10 PC). |  |  |
| 6 | Enter Goods Recipient | In Detail data, navigate to Where tab, Make the following entries, and choose EnterStorage Location For example: 101A |  |  |
| 7 | Select Item OK | Select the item OK checkbox at the bottom of the screen |  |  |
| 8 | Save the Documents | Click Post button. | The goods receipt for the purchase order was posted to the sales order stock (look on the Where tab).You may record down the posted material document number at the bottom. |  |

As soon as the goods receipt is posted, you get a system message regarding the document number of the goods receipt. To view the material document in FLP, In the Materials Management Warehouse Processing group, open Material Documents Overview.

Financial postings

|  |  |  |  |
| --- | --- | --- | --- |
| Material | Debited Accounts | Credited Accounts | Cost Element / CO Object |
| Trading Good (HAWA) | 13600000 Inventory TrandingGd | 21120000 GR/IR | none |

## 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 the delivery.

Prerequisite

The goods receipt was posted to the individual customer’s stock.

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 (F0869A) screen displays. |  |
| 3. | Search Sales Order | Make the following entries and choose Go:* Shipping point: 1010
* Planned Creation Date: <Delivery selection date>
* SD Document: Sales order number created previously
 |  |  |
| 4. | Create Delivery | Select your sales order items and choose Create Deliveries. | A delivery is triggered to create. |  |
| 5. | Check Details | Choose Display Log | The Analyze Delivery Log screen displays, delivery is created successfully with delivery number shown on tab Deliveries. |  |

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 that there is sufficient inventory quantity at the time of 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.

With the Analyze Delivery Logs app, you can display an overview about the logs of all delivery creation in system. You can filter by choosing Created by and other additional settings. Detailed log information is listed via selecting the arrow on the right of each delivery log entry:

If delivery is created successfully, delivery number is shown on tab Deliveries, else, you can display the exact message type, text and also the related sales document on tab Messages.

## 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. |  |

## 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. |  |  |
| 2 | Access the App | Open My Outbound Delivery Monitor (VL06O) |  |  |
| 3 | Open Outbound Delivery Monitor | Make the following entries and choose ExecuteShipping Point: 1010Overall Status: Ready to Post GI |  |  |
| 4 | Post Good Issue | Select your outbound delivery note, and choose Post GI.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) | 51600000Consptn Trde Gds | 13600000Inventory 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. |  |  |
| 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.
 |  |

## 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

The billing document is created with reference to a preceding document, for example, to create an invoice or a credit memo.

Create Billing Document

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad using the role Billing Clerk. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Create Billing Documents (F0798). | The Create Billing Document screen displays. |  |
| 3 | Define Billing Setting | Choose Billing Settings in the right bottom of the screen.The four settings, that are marked as ON in the settings.1. Enter Billing Data before billing
2. Separate Billing Documents for Each Billing Due List Item.
3. Automatically Post Billing Documents
4. Display Billing Document after creation.
 |  |  |
| 4 | Search for Billing List | In the search condition, use criteria if necessary. | Sales document(s) will displays. |  |
| 5 | Choose Individual Billing Document | Select a row of SD Document created previously and choose Create. | The Create Billing Documents (F0798) window displays. |  |
| 6 | Maintain Billing Date | Choose billing type Invoice (F2) and maintain billing date, for example current date, then choose OK. | The new billing document is created. |  |
| 7 | Display Billing Document after Creation | The billing document displays automatically. Make a note of the billing document number: \_\_\_\_\_\_\_\_\_\_. | The system generates an invoice for billing. |  |

Financial postings

|  |  |  |  |
| --- | --- | --- | --- |
| Material | Debited Accounts | Credited Accounts | Cost Element / CO Object |
| Trading Good (HAWA) | 12100000 G/L | 41000000 Rev Domestic Prod22000000 Output tax (MWS) | none |

Manage Billing Documents

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1. | Access the App | Open Manage Billing Documents (F0797) . | The screen Manage Billing Document displays. |  |
| 2. | Search the billing document created in previous step | Input the Billing document number recorded in previous step.Choose Enter. | The billing document created in previous step displays. |  |
| 3. | Display the billing document | Select the billing document item, and choose Display. | The billing document displays. |  |
| 4. | Check Output Condition | 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 | Log displays - Billing Document Canceled. |  |
| 7. | Update new Attachment (Optional) | In the Edit mode, add, delete and update the attachments.Choose Save |  |  |
| 8. | Update new Text (optional) | In the Edit mode, you can add, delete and update these texts.Choose Save |  |  |

## Create Attachment for Billing (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This process step shows you how to create an attachment for a billing document.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Billing Clerk. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Manage Billing Documents (F0797). | The Manage Billing Document screen displays. |  |
| 3 | Search Billing | Make the following entry, and choose Enter:Billing Document: <Billing Document Number Created Previously> |  |  |
| 4 | Choose Billing Number | On the Manage Billing Documents screen, select your billing document created in the previous step, and choose Display. | The Billing Document screen displays. |  |
| 5 | Edit | On the Billing Documents screen, choose Edit. |  |  |
| 6 | Create Billing Attachment | Scroll down and choose Upload in the ATTACHMENTS section. | The Open File screen displays. |  |
| 7 | Import File | In the Open window, select a local path or file and choose Open.Choose Save. | The attachment is successfully created. |  |
| 8 | Check Attachment | In the ATTACHMENTS section, you can see the uploaded document. Choose the document you want to open. |  |  |

## Create Supplier Invoice

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you create the supplier invoice with PO/GR relation. You have two options to create the supplier invoice:

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

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

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

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

Procedure

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

# Appendix

## Process Integration

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

### Succeeding Processes

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

|  |  |
| --- | --- |
| Process | Business Condition |
| Accounts Receivable | Posting a Customer Invoice in Accounting, etc.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)
 |
| Sales Order Fulfillment Monitoring (Optional) | Collection of periodical activities, such as day ending activities reporting.Using the master data from this document, complete the following activities described in the test script:* Sales Order Fulfillment Monitoring(Sections Review Incomplete Sales Orders, Review Incomplete SD Documents (deliveries), Review Outbound Deliveries for Goods Issue 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 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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