|  |  |
| --- | --- |
|  |  |
| Test Script  SAP S/4HANA - 17-09-20 | public |
| Invoice Correction Process with Debit Memo (BDQ\_DE) |

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# Purpose

This scope item makes it possible to make corrections to errors in pricing or sales tax calculations. If errors are detected, debit memo requests can be created with a correction of the amount to be debited. This is then placed on a billing block for review. The amount to be debited is calculated as the difference between the original amount and the correct amount. This is entered manually into the debit memo request. Once checked, it is released and becomes relevant for billing. The amount then appears in the billing due list. The debit memo can be created manually. Alternatively, the automatic periodic billing process creates a debit memo to be sent to the customer and posts a journal entry.

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 |  |
| Billing Clerk | SAP\_BR\_BILLING\_CLERK | Billing | SAP\_BR\_BILLING\_CLERK |  |
| Configuration Expert - Business Process Configuration | SAP\_BR\_BPC\_EXPERT |  |  |  |

## Master Data, Organizational Data, and Other Data

SAP Best Practices Standard Values based on new global template will be used once available. In the table you still see the master data used for the current baseline.

Essential master and organizational data was created in your S/4HANA system in the implementation phase, such as the data that reflects the organizational structure of your company and master data that suits its operational focus, for example, master data for materials, vendors, and customers.

This master data usually consists of standardized SAP Best Practices default values, and enables you to go through the process steps of this scope item.

Additional Master Data (Default Values)

You can test the scope item with other SAP Best Practices default values that have the same characteristics. Check your SAP system to find out which other material master data exists.

Using Your Own Master Data

You can also use customized values for any material or organizational data for which you have created master data. For more information about creating master data, see the Master Data Procedures documentation.

Use the following master data in the process steps described in this document:

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | Details | Comments |
| Material | TG11 | Trading Good for Reg. Trading (MRP planning)  no batch | See section Business Conditions. |
| Material | TG12 | Trading Good for Reg. Trading (reorder point planning)  no batch | See section Business Conditions. |
| Material | TG21 | Trad.Good 21,Reorder Point,Batch-FIFO  No serial number, batch controlled (FIFO strategy) | Only use if you have activated the building block Batch Management (BLG/ BLH).  See sections Business Conditions and Preliminary Steps. |
| Material | TG22 | Trad.Good 22,Reorder Point,Batch-ExpD  No serial number, batch controlled (Exp. Date) | Only use if you have activated the building block Batch Management (BLG/ BLH).  See sections Business Conditions and Preliminary Steps. |
| Material | CM-FL-V00 | Forklift | Only use if you have activated the scope item Make-to-Order Production with Variant Configuration (1YT). |
| Sold-to Party | 10100001 | Customer domestic 01 | You can test the test script using another domestic customer. |
| Ship-to Party | 10100001 | Domestic DE Customer 1 |  |
| Payer | 10100001 | Domestic DE Customer 1 |  |
| Plant | 1010 |  |  |
| Storage Location | 101A |  | Shipping w/o LWM |
| Shipping Point | 1010 |  |  |
| Sales Organization | 1010 |  |  |
| Distribution Channel | 10 |  |  |
| Division | 00 |  |  |

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 |

## Preliminary Steps

### Create Condition Records (Optional)

Purpose

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

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

Table 2: Master Data Script Reference

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

## Business Conditions

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

|  |  |
| --- | --- |
| Scope Item | Business Condition |
| BD9 - Sell from Stock or  BD3 - Sales Processing using Third-Party with Shipping Notification or  BDK - Sales Processing using Third-Party without Shipping Notification or  BDN - Sales of Non-Stock Item with Order-Specific Procurement | To run through this test script, you must already have sold some goods. This means you must have completed at least one of the test scripts |

# Overview Table

The scope item Invoice Correction Process with Debit Memo (BDQ) consists of several choose the appropriate entity: process steps, reports, items 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 |
| [Create Debit Memo Request](#unique_9)  [page ] 9 | Internal Sales Representative | Manage Debit Memo Requests (F1988) | The Manage Debit Memo Requests screen displays. |
| [Create Attachment for Sales Order (Optional)](#unique_10)  [page ] 12 | Internal Sales Representative | Manage Debit Memo Requests (F1988) |  |
| [Remove Billing Block](#unique_11) [page ] 13 | Internal Sales Representative Billing Clerk | Release Sales Orders | The Release Sales Orders for Billing screen displays. |
| [Create Debit Memo](#unique_12) [page ] 14 | Billing Clerk | Create Billing Documents (F0798) | The Create Billing Document screen displays. |
| [Create Attachment for Billing (Optional)](#unique_13) [page ] 16 | Billing Clerk | Display Billing Documents - Missing translation in language EN (VF03) | The Display Billing Documents - Missing translation in language EN (VF03) screen displays. |

# Test Procedures

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

## Create Debit Memo Request

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 customer receives a debit for incorrect charges. This process step shows you how to create a debit memo request.

Note When creating with reference, line items may need to be deleted. Select the items and choose Delete.

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 Debit Memo Requests (F1988) | The Manage Debit Memo Requests (F1988) screen displays. |  |
| 3 | Navigate to Create Sales Document Screen | Choose Create Debit Memo Request. |  |  |
| 4 | Enter Sales Document Type | Make the following entries:   * Sales Document Type: CBII Invoice Increase Req |  |  |
| 5 | Enter Order Details | Choose Create with reference. | The Create with Reference screen displays. |  |
| 6 | Choose the Reference Document | Enter the billing document number and choose Copy.  Note If you are referencing a billing with related batch materials, after inputting the billing number, choose Item selection. Choose the item with open quantity and choose Copy. |  |  |
| 7 | Enter Order Reason | Choose the Sales tab. Enter an order reason (for example, 200 Price Difference: Price was too low). |  |  |
| 8 | Choose item | Select the item, and choose Display Item Details. | The Create Debit Memo Request: Item Data screen displays. |  |
| 9 | Adjust the Amount for PPR0 | On the Conditions tab, adjust the amount for condition PPR0 (CnTy). |  |  |
| 10 | Adjust Tax Rate | On the Billing Document (F1901) tab, adjust the item tax classification in the Tax. classific. field, if required. |  |  |
| 11 | Save Document | Choose Save. | The order is saved. A billing block is automatically assigned to the debit memo. |  |

The sales document is automatically created by copying lines from the original invoice. For every line in the invoice, two lines are created in the sales document:

The first one cannot be modified and reports the total amount of the original invoice line with the same quantity and the opposite value sign.

The second one can be modified and reports the total amount of the original invoice with same quantity and same value sign.

When correcting the amount of an invoice line that was wrong in its original line, the user specifies the correct amount in the second of the two lines. In this way the total correction amount is correctly calculated as the difference between the first line (reporting the old wrong value) and the second line (reporting the new correct value).

If you want to change the header text on the invoice that is created later in the process, choose the menu Goto > Header > Texts .

Choose Sales Note for Customer, enter note text (for example, Reason for Debit Memo) and choose Save. If you want to change the item text, select an item and choose the menu.

Goto > Item > Texts .

Choose Material Sales Text, enter the item text, and save your entries.

It can also be navigated to a factsheet screen in the Manage Debit Memo Request app:

1. On the Manage Debit Memo Request screen, enter search terms in filter bar and choose Go.
2. In search result, select your debit memo request and choose sales order number.

Print Form

Note Only After implement the note “2298826 - Switch for enabling NAST condition based output for On-Premise” for activate Output Management function, process the output procedure steps in this section.part:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 Debit Memo Requests (F1988). | The Manage Debit Memo Requests (F1988) screen displays. |  |
| 3 | Search For Sales Order | Enter search term(s) in filter bar and choose Go  For example, enter Debit Memo Request number in field Debit Memo Request. | Debit Memo requests display in result list. |  |
| 4 | Navigate to Sales Order Screen | Select sales order number and choose Display Debit Memo Request. |  |  |
| 5 | Check Output Condition | On the Display Invoice Increase Req xxx: Overview screen, choose More Extras Output Header Edit. | The document prints. |  |
| 6 | Display Print Preview | On the Display Invoice Increase Req xxx: Output screen, select the line already created for the print output and choose Display PDF Document. | Choose your local destination and press Print. |  |

## 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 following steps, user parameter "SD\_SWU\_ACTIVE" has to be to "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 Debit Memo Requests (F1988). | The Manage Debit Memo Requests screen displays. |  |
| 3 | Navigate to Display Debit Memo Request Screen | On the Manage Debit Memo Requests screen, enter the respective order number created in previous step in the Debit Memo Requests and choose Go.  Choose the debit memo request line that displays. |  |  |
| 4 | Create Attachment for Sales Order | Choose Services for Object in the top right corner of the screen, choose Create Attachment. | The Import File screen displays. |  |
| 5 | Import File | Choose OK in the File Upload dialog box.  On the Open view, choose local path and file, and choose Open. | The attachment is successfully created. |  |
| 6 | Check Attachment | Choose Services for Object in the top right corner of the screen, choose Attachment list. | Attachment displays on the Service: Attachment list screen. |  |

## Remove Billing Block

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 sales order entry procedure assigned a billing block to the debit memo. This process step shows you how to remove the billing block.

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. |  |  |
| 2 | Access the App | Open Sales Order Fulfillment - Resolve Billing Block (F0029) | The Sales Order Fulfillment - Resolve Billing Block (F0029) screen displays. |  |
| 3 | Find the Document | Enter the document number you created in last step and choose Search. | The document displays. |  |
| 4 | Remove Billing Block | Choose the document and choose Remove Billing Block at the bottom of the screen. |  |  |

Note The system may issue the following information message: Execute selection report SDSPESTA first. Confirm this message to proceed.

## Create Debit Memo

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 generate a debit memo and debit the customer's account.

Create Billing Document

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 Setting | 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 Billing Due Items | In the search condition, use criteria if necessary. | Sales document(s) displays in the result. |  |
| 5 | Select Billing Item(s) | Select row(s) of a sales document created previously, and choose Create. | The Billing Documents screen displays. |  |
| 6 | Maintain Billing Date | Choose billing type Debit Memo (L2) and maintain billing date, for example, <current date>, then choose OK. | The new billing document is created. |  |
| 7 | Save Billing Document | On the Billing Document (F1901) 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

|  |  |  |  |
| --- | --- | --- | --- |
| Product | Debited Accounts | Credited Accounts | Cost Element / CO Object |
| Trading Good (HAWA) | 41000000 Rev Domestic Prod  12100000 G/L ACC | 41000000 Rev Domestic Prod  22000000 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 Manage Billing Document screen displays. |  |
| 2 | Search Billing Document | Enter the Billing document number recorded in previous step. Choose Enter. | The billing document displays. |  |
| 3 | Display Billing Document | Select the billing document item, and choose Display. | The billing document displays. |  |
| 4 | Check Output Condition | On the Billing Document (F1901) screen, choose the last assignment block, Output Items. | There is one entry in the item and the output type is BILLING\_DOCUMENT |  |
| 5 | Display Print Preview | On the Billing Document (F1901) screen, choose Preview. | Preview for PDF document displays. |  |
| 6 | Update New Attachment (Optional) | In the Edit mode, add, delete, and update the attachments. Choose Save in the footer bar. |  |  |
| 7 | Update New Text (Optional) | In the Edit mode, you can add, delete, and update these texts. Save your changes by choosing Save in the footer bar. |  |  |

## Create Attachment for Billing (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

This optional process step shows you how to create attachment for billing.

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 Display Billing Documents (F2250). | The Displaying Billing Documents screen displays. |  |
| 3 | Enter the Billing Number | On the Display Billing Document screen, enter the respective invoice number created in previous step and choose Continue. | The Debit Memo xxx Display: Overview of Billing Items screen displays. |  |
| 4 | Create Attachment | Choose Services for Object in the top right corner of the screen, choose Create Attachment. | The Import File screen displays. |  |
| 5 | Import File | Choose OK in the File Upload dialog box.  On the Open screen, choose local path and file, choose Open. | The attachment was successfully created. |  |
| 6 | Check Attachment | Choose Services for Object in the top right corner of the screen, choose Attachment list. | Attachment displays on the Service: Attachment list screen. |  |

# 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 |
| J59 - Accounts Receivable | In this activity you post a customer invoice  Using the master data from this document, complete the following activities described in the test script:   * Accounts Receivable (J59) (Sections Posting a Customer Invoice in Accounting, Overdue Receivables, Display Customer Balances, Manage Customer Line Items). |
| BKK - Sales Order Fulfillment Monitoring ( (optional) | This test script describes the collection of periodic activities, such as day’s ending activities.  Using the master data from this document, complete the following activities described in the test script:  Sales Order Fulfillment Monitoring (BKK) (Sections Review Sales Documents Blocked for Billing, Review Billing Due List, Review Log of Collective Invoice Creation and Review List of Blocked (for accounting) Billing Documents) |

## Scheduling Job (alternative)

### Job Scheduling for Billing Creation (Alternative)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This process step shows you how to schedule a background job for creation billing documents.

This app can be used as an alternative instead of the manual creation of billing documents.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a . | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Schedule Billing Creation (F1519). | The Application Jobs screen displays. The app automatically shows the history of application jobs. |  |
| 3 | Create Billing Creation Schedule | Choose New to define a new job for billing creation. | The New Job screen displays. Job Template should default as Schedule Billing Creation. |  |
| 4 | Job Parameters | Define scheduling options and parameters for the batch job if necessary.  Choose Check. | The system displays the message Go ahead and schedule the job. |  |
| 5 | Schedule | Choose Schedule. | A billing creation job is scheduled. Screen goes back to Application Jobs. |  |
| 6 | Check Billing Creation Job Log | On the Application Jobs screen, after job item’s status turned to Finish, choose Job Log.  Note Choose the Magnifier, and the job list will refresh. | The log details display. |  |

### Job Scheduling for Billing Release (Alternative)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This process step shows you how to schedule a background job for release billing documents to accounting.

This app can be used as an alternative instead of the manual release to accounting for billing documents.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Billing Clerk. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Schedule Billing Release (F1518). | The Application Jobs screen displays. The app automatically shows the history of application jobs. |  |
| 3 | Create Billing Release Schedule | Choose New to define a new job for billing creation. | The New Job screen displays. Job Template defaultly should be Schedule Billing Release. |  |
| 4 | Job Parameters | Define scheduling options and parameters for the batch job if necessary.  Choose Check. | The system displays the message Go ahead and schedule the job. |  |
| 5 | Schedule | Choose Schedule. | A billing release job is scheduled. Return to Application Jobs. |  |
| 6 | Check Billing Release Job Log | On the Application Jobs screen, after job item’s status turned to Finish, choose Job Log.  Note Choose Magnifier, and the job list will refresh. | The log details displays. |  |

### Job Scheduling for Billing Output (Alternative)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This process step shows you how to schedule a background job for when and how billing documents are sent to customer.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Billing Clerk. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Schedule Billing Output (F1510). | The Application Jobs screen displays. The app automatically shows the history of application jobs. |  |
| 3 | Create Billing Output Schedule | Choose New to define a new job for billing creation. | The New Job screen displays. Job Template should default as Schedule Billing Output. |  |
| 4 | Job Parameters | Define scheduling options and parameters for the batch job if necessary.  Choose Check. | The system displays the message Go ahead and schedule the job. |  |
| 5 | Schedule | Choose Schedule. | A billing release job is scheduled. Return to Application Jobs. |  |
| 6 | Check Billing Output Job Log | On the Application Jobs screen, after job item’s status turned to Finish, choose Job Log.  Note Choose Magnifier, and the job list will refresh. | The log details display. |  |

Typographic Conventions

|  |  |
| --- | --- |
| Type Style | Description |
| Example | Words or characters quoted from the screen. These include field names, screen titles, pushbuttons labels, menu names, menu paths, and menu options.  Textual cross-references to other documents. |
| Example | Emphasized words or expressions. |
| EXAMPLE | Technical names of system objects. These include report names, program names, transaction codes, table names, and key concepts of a programming language when they are surrounded by body text, for example, SELECT and INCLUDE. |
| Example | Output on the screen. This includes file and directory names and their paths, messages, names of variables and parameters, source text, and names of installation, upgrade and database tools. |
| Example | Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation. |
| <Example> | Variable user entry. Angle brackets indicate that you replace these words and characters with appropriate entries to make entries in the system. |
| EXAMPLE | Keys on the keyboard, for example, F2 or ENTER. |

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