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| Test ScriptSAP S/4HANA - 15-09-20 | public |
| Sales Order Processing with Customer Down Payment (BKJ\_DE) |

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# Purpose

In this process, you create requests for down payment, record the receipt of the down payment, and create a final invoice after the deduction of the received down payment and a receipt of the final amount due on the invoice. The process uses the billing plan functionality in Sales and Distribution. The integrated process allows the maintenance of proper document flow between the sales and financial transactions.

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 |  |  |  |
| Warehouse Clerk | SAP\_BR\_WAREHOUSE\_CLERK | Inventory Processing | SAP\_BR\_WAREHOUSE\_CLERK |  |
| Billing Clerk | SAP\_BR\_BILLING\_CLERK | Billing | SAP\_BR\_BILLING\_CLERK |  |
| Accounts Receivable Accountant | SAP\_BR\_AR\_ACCOUNTANT | Accounts Receivable | SAP\_BR\_AR\_ACCOUNTANT |  |
| Business Process Specialist | SAP\_BR\_BUSINESS\_PROCESS\_SPEC |  |  |  |
| Configuration Expert - Business Process Configuration | SAP\_BR\_BPC\_EXPERT |  |  |  |
| Sales Manager | SAP\_BR\_SALES\_MANAGER | Sales Management | SAP\_BR\_SALES\_MANAGER |  |

## 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 SAP S/4 HANA 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.

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 Serial no.; no batch | See sections Business Conditions and Preliminary Steps. |
| Material | TG12 | Trading Good for Reg. Trading (reorder point planning)no Serial no.; no batch | See sections Business Conditions and Preliminary Steps. |
| Material | TG21 | Trad.Good 21,Reorder Point,Batch-FIFOno Serial no.; batch controlled (FIFO strategy) | Only use if you have activated the building block Batch Management (BLG) (BLH) (BLJ) (BLP).See sections Business Conditions and Preliminary Steps. |
| Material | TG22 | Trad.Good 22,Reorder Point,Batch-ExpDno Serial no.; batch controlled (Exp. Date) | Only use if you have activated the building block Batch Management (BLG) (BLH) (BLJ) (BLP).See sections Business Conditions and Preliminary Steps. |
| Material | SM0001 | Service Material 01 | Only use if you have activated the building block Sell of Services Material (2B4) (2B5) (2B6). |
| Material | NS0002 |  |  |
| Sold-to party | 10100004 | Customer domestic 04 |  |
| Ship-to party | 10100004 | Customer domestic 04 |  |
| Payer | 10100004 | Customer domestic 04 |  |
| Plant | 1010 | Plant 1 DE |  |
| Storage Location | 101A | Std. storage 1 |  |
| Shipping Point | 1010 | Shipping Point 1010 |  |
| Sales organization | 1010 | Dom. Sales Org |  |
| Distribution channel | 10 | Direct Sales |  |
| Division | 00 | Product Division 00 |  |

For more information about creating master data, 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) Script documentation.

Table 1: Master Data Script Reference

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

## Business Conditions

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

|  |  |
| --- | --- |
| 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) process or
* create stock using Fiori Launchpad tile (for details see section Preliminary Steps).
 |
| BNZ - Create New Open MM Posting Period | You have completed the step described in the Closing MM Period and Create New Open MM Posting Period (BNZ) master data script. Posting Period is up-to-date. |

## Preliminary Steps

### Set Initial Stock for Material

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This process step shows you how to set initial stock to execute this scope item.

Procedure

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

Financial Postings

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

### 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 scope item Sales Order Processing with Customer Down Payment 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 | Expected Results |
| [Create Sales Orders with Billing Plan](#unique_10) [page ] 12 | Internal Sales Representative | Manage Sales Orders (F1873) | Order Saved and Order Confirmation sent to printer. |
| [Change Sales Orders (Remove Billing Block)](#unique_11) [page ] 16 | Internal Sales Representative | Change Sales Orders | Sales order is changed to allow for creation of down payment request |
| [Create Attachment for Sales Order (Optional)](#unique_12)  [page ] 17 | Internal Sales Representative | Manage Sales Orders (F1873) |  |
| [Create Down Payment Request](#unique_13) [page ] 18 | Billing Clerk | Create Billing Documents (F0798) | Customer account is debited. A down payment request is generated. |
| [Post a Down Payment](#unique_14) [page ] 21 | Accounts Receivable Accountant | Post Incoming Payments (F1345) | The down payment is posted. |
| [Create Delivery](#unique_15)  [page ] 23 | Shipping Specialist | Create Outbound Deliveries - From Sales Orders (F0869A) | The Create Outbound Deliveries screen displays. |
| [Create Attachment for Delivery (Optional)](#unique_16) [page ] 24 | Shipping Specialist | Display Outbound Delivery (VL03N) | The Display Outbound Delivery: Initial screen displays. |
| [Execute Picking](#unique_17)  [page ] 25 | Shipping Specialist | My Outbound Delivery Monitor (VL06O) | Picking is done. |
| [Check Batches (Optional)](#unique_18)  [page ] 27 | Shipping Specialist | Change Outbound Delivery (VL02N) |  |
| [Post Goods Issue](#unique_19) [page ] 28 | Shipping Specialist | My Outbound Delivery Monitor (VL06O) | The goods issue is posted. |
| [Change Sales Orders (Remove Billing Block)](#unique_20) [page ] 30 | Internal Sales Representative | Manage Sales Orders (F1873) |  |
| [Billing](#unique_21) [page ] 31 | Billing Clerk | Create Billing Documents (F0798) |  |
| [Create Attachment for Billing (Optional)](#unique_22) [page ] 34 | Billing Clerk | Manage Billing Documents (F0797) |  |

# 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

## Create Sales Orders with Billing Plan

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 require a down payment from the customer.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to 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 Create Sales Order Screen | On Manage Sales Orders screen, choose Create and select Create Sales Order - VA01. | The Create Sales Documents: Initial screen displays. |  |
| 4 | Enter Sales Document Type | Make the following entries:* Sales Document Type: <sales order type> , for example, OR (Standard Order)
* Sales organization: 1010
* Distribution channel: 10
* Division: 00

Choose Enter. | The Create Standard Order xxx: Overview screen displays. |  |
| 5 | Enter Customer Number | Make the following entries:* Sold-To Party: 10100004
* Customer Reference: <Reference>
* Cust. Ref. Date: <Date>

Choose Enter. |  |  |
| 6 | Enter Order Details | Make the following entries:* Order Reason: <Order Reason>
* Material: <material number>
* Order Quantity: <quantity>, for example, 10
* Item Category:

CBAO Milestone-Bill.Plan for Trading goods.CTAD Milest.-Bill.Plan SV for Service material SM0001.CTAX MilstBillPl NonStock for Non-stock material NS0002.A service product SM0001 is used in the sales order. It allows the sales of services without delivery and direct (order-related) billing. You may skip the chapters from [Create Delivery](#unique_15)  [page ] 23 to [Post Goods Issue](#unique_19) [page ] 28.* Batch: <batch number> The step is optional.

Note The billing of this business process is order-related. This means that the down payment request and the final invoice only contain the information that is available from the sales order like material, quantity, and batch number. If you need a batch number on the down payment request and the final invoice you must enter it already in the sales order.Choose Enter. |  |  |
| 7 | Choose Billing Plan | Select the item. Choose More > Goto > Item > Billing plan.Note Alternatively, you can assign billing plan on header level: Choose More > Goto > Header > Billing Plan . The header billing plan will be applied to all items with item category CBAO, CTAD or CTAX. Amount is proportionally to the value of the items participating in the down payment process distributed to the items. |  |  |
| 8 | Enter Details | For the first line item (Down Payment), make the following entries for the advance payment:* Billing Date: <billing date>. For example, enter today's date.
* Bill Value: <amount of billing>. For example: Down Payment amount
* Date category (DCat): 04
 | You can create more than one Down Payment by using same entries as 1st Down Payment. |  |
| 9 | Enter Details | For the second line item (Closing Invoice), make the following entries for the advance payment:* Billing Date: <billing date>. For example, enter today's date.
* Date category(DCat): 02
 |  |  |
| 10 | Enter | Choose Enter. Confirm system messages with enter if necessary. | Closing invoice related data is determined. For example, in Bill value field, the amount of billing is calculated by the system. |  |
| 11 | Back | Choose Back. |  |  |
| 12 | Save | Save your entries. |  |  |

Printing Form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to SAP Fiori launchpad as an Internal Sales Representative. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Display Sales Orders. | The Display Sales Orders: Initial screen displays. |  |
| 3 | Check Output Condition | On the Display Sales Orders: Initial screen, enter the respective order number.From the menu, choose More > Sales Document > Issue Output to. | The Display Sales Order xxx: Output screen displays. |  |
| 4 | Display Print Preview | Select the line with the BA00 message type and choose Print Overview. | Preview for PDF document displays. |  |

Note Via the SSC UI for Maintain Date Categories for Milestone Billing Plans, you can assign a delivery block to the milestone billing plan. In this case, when creating a sales order and using this billing plan together with item category CBAO (Milestone Bill.Plan), the delivery block will be copied to the schedule lines. If you delete the billing plan from the sales order afterwards, the schedule lines will not automatically be updated. In case the item category/schedule line category changes afterwards, the delivery block will still be kept. After clearing the down payment request, the delivery block has to be removed manually from the schedule lines to be able to proceed with the delivery.

## Change Sales Orders (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

This process step shows you how to remove billing block from a sales order.

Prerequisite

The billing block must be manually removed for the first down payment request to be processed.

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 Change Sales Orders. | The Change Sales Documents: Initial screen displays. |  |
| 3 | Enter Order Number | Make the following entries and choose Enter:* Order number: Order number from the previous process step.
 | The Change Standard Order xxx: Overview screen displays. |  |
| 4 | Choose Billing Plan | Select the line item.From the menu, choose More > Goto > Item > Billing plan . | The Change Standard Order xxx: Item Data screen displays. |  |
| 5 | Delete Billing Block | In the Dates section, in the Block column delete the billing block for the Down payment item (keep the billing block for the Closing invoice item). |  |  |
| 6 | Back | Choose Back. |  |  |
| 7 | Save | Save your entries. | The billing block is removed. |  |

## 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. |  |

## Create Down Payment 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

This process step shows you how to create a down payment request.

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 Create Billing Documents (F0798) under Sales > Billing Documents . | The Create Billing Document screen displays. |  |
| 3 | Define Billing Setting | Choose Billing Setting in bottom bar. There are four settings, make all of these settings to ON: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, enter criteria if necessary. | SD document(s) displays in the result. |  |
| 5 | Choose Sales Document | More than one SD document item appear in Billing Due List Items table, select the row relevant to down payment request, and choose Create. | The Create Billing Documents screen displays. |  |
| 6 | Maintain Billing Type and Billing Date | Choose billing type Down payment request (FAZ) and maintain billing date, for example current date, then choose Create. | The draft billing document is created. |  |
| 7 | Save Billing Document | On the Billing Document screen, choose Save.The draft billing document with ID Sxxxxxxxx turns into a saved billing document with ID xxxxxxxx.Make a note of the billing document number: \_\_\_\_\_\_\_\_\_\_. | Billing document is generated. |  |

Financial Postings

|  |  |  |  |
| --- | --- | --- | --- |
| Material | Debited Accounts | Credited Accounts | Cost Element / CO Object |
| Trading Good (HAWA) | 21191000 Down payment requests (customers) | none | none |

Manage Billing Documents

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Access the App | Open Manage Billing Documents (F0797) under Sales - Billing Document | The Manage Billing Documents screen displays. |  |
| 2 | Search the Billing Document | Enter the billing document number recorded previously in Billing Document field and choose Enter. | The billing document which is created previously displays. |  |
| 3 | Display Billing Document | Select the billing document item, and choose Display. | The billing document screen displays. |  |
| 4 | Check Output Condition | On the Billing Document screen, go to Output Items the last assignment block. | There is one entry in the item and the output type is BILLING\_DOCUMENT.Only After implement the [2790427](https://launchpad.support.sap.com/#/notes/2790427) Billing Document Output Management, then process the output procedure steps in this section. |  |
| 5 | Display Print Preview | On the Billing Document screen, choose Preview. | Preview for PDF document displays. |  |
| 6 | Cancel Billing Document (Optional) | On the Billing Document screen, select certain Billing document and choose Cancel billing Document. | Billing Document Canceled log displays. |  |
| 7 | Update New Attachment (Optional) | In the Edit mode, add, delete, and update the attachments.Save your changes by choosing Save in the footer bar. |  |  |
| 8 | Update New Text (Optional) | In the Edit mode, you can add, delete and update the texts.Save your changes by choosing Save in the footer bar. |  |  |

## Post a Down Payment

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 a down payment.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Accounts Receivable Accountant. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Post Incoming Payments (F1345). | The Post Incoming Payments (F1345) screen displays. |  |
| 3 | Enter Details | Make the following entries and choose Propose Items:General Information area:* Company Code: 1010
* Posting Date: Current date
* Journal Entry Date: <Current date>
* Value Date: Current date
* Period: Current period
* Journal Entry Type: DZ (Customer Payment)

Bank Data area* G/L Account (Company Code CoA): 11001060
* House Bank: DEBK1
* Bank Account: DEAC1
* Amount: Down Payment Amount / EUR

Note Enter the amount of the journal entry the customer has been debited with in the previous step(billing value plus value added tax)Open Item Selection area* Account Type/Account ID: Customer / 10100004
 |  |  |
| 4 | Search for Down Payment Request | Choose Select More.In Line Item Type field, select checkbox in Special G/L Transactions and deselect other values from drop-down menu, then choose OK. | Select More dialog box displays.All down payment request documents which meet the conditions are listed in Open Items table. |  |
| 5 | Select Down Payment Request | Choose Clear in the down payment request document entry in Open Items table. | The item is copied to Items to Be Cleared table. |  |
| 6 | Post | Choose Post. | Success dialog box pop ups, the information Journal entry 14XXXXXXXX successfully posted displays. |  |
| 7 | Display Journal Entry | Choose Display. | The Manage Journal Entries screen displays. Detailed information involved in down payment journal entry is shown. |  |

Financial Postings

|  |  |  |  |
| --- | --- | --- | --- |
| Material | Debited Accounts | Credited Accounts | Cost Element / CO Object |
| Trading Good (HAWA) | 11001060 Bank Account21191500 Tax sett.dwn pmt cus | 21190000 Down Payments - Customers22000000 Output tax (MWS) | 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 a delivery.

Prerequisite

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

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 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: <shipping point> for example, 1010
* Planned Creation Date: <Delivery selection date>
* Order: <Sales order number created previously>
 |  |  |
| 4 | Create Delivery | Select your sales order 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. |  |

With the Analyze Outbound Delivery Logs app you can display an overview about the logs of all delivery creation in system. You can search for logs according to different filter criteria, for example: created by and 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. |  |

## 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. |  |  |

## 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.
 |  |

## Change Sales Orders (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

This process step shows you how to remove a billing block from a sales order.

Prerequisite

COGS has been recognized. To recognize revenue in the same month to keep FI and PA in synch, the billing block must be removed manually to process the final invoice.

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. |  |  |
| 4 | Navigate to Change Sales Order Screen | Choose Change. |  |  |
| 5 | Choose Billing Plan | Select the line item. From the menu, choose More > Goto > Item > Billing Plan. | The Change Standard Order xxx: Item Data screen displays. |  |
| 6 | Delete Billing Block | In the Dates section, in the Block column, delete the billing block for the Closing Invoice item. |  |  |
| 7 | Back | Choose Back. |  |  |
| 8 | Save | Save your entries. | The billing block is removed. |  |

## Billing

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 bill a 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 Create Billing Documents (F0798) under Sales - Billing Document. | The Create Billing Document screen displays. |  |
| 3 | Define Billing Setting | Choose Billing Setting in bottom bar. There are four settings, make all of these settings to ON: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, enter criteria if necessary. | SD document(s) displays in the result. |  |
| 5 | Choose Sales Document | Select the row of SD Document created previously and choose Ok. | The dialog box Create Billing Documents (F0798) displays. |  |
| 6 | Maintain Billing Type and Billing Date | Choose billing type F2 Invoice (F2) and maintain Billing Date, for example, <current date>, then choose Create. | The draft billing document is created. |  |
| 7 | Save Billing Document | On the Billing Document (F1901) screen, choose Save. The draft billing document with ID Sxxxxxxxx turns into a saved billing document with ID xxxxxxxx, make a note of the billing document number: \_\_\_\_\_\_\_\_\_\_. | Billing document is generated. |  |

Financial Postings

|  |  |  |  |
| --- | --- | --- | --- |
| Material | Debited Accounts | Credited Accounts | Cost Element / CO Object |
| Trading Good (HAWA) | 12100000 Rcvbls Domestic21190000 Down Payments - Customers22000000 Output tax (MWS) | 41000000 Rev Domestic Prod12100000 Rcvbls Domestic21191500 Tax sett.dwn pmt cus22000000 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) under Sales - Billing Document | The screen Manage Billing Documents (F0797) displays. |  |
| 2 | Search the Billing Document | Enter the billing document number recorded previously in Billing Document (F1901) filed and choose Enter. | The billing document which is created previously displays. |  |
| 3 | Display the Billing Document | Select the billing document item, and choose Display. | The billing document screen displays. |  |
| 4 | Check Output Condition | On the Billing Document (F1901) screen, go to the last assignment block, Output Items. | There is one entry in the item and the output type is BILLING\_DOCUMENT.Only After implement the [2790427](https://launchpad.support.sap.com/#/notes/2790427) Billing Document Output Management, then process the output procedure steps in this section. |  |
| 5 | Display Print Preview | On the Billing Document (F1901) screen, choose Preview. | Preview for PDF document displays. |  |
| 6 | Cancel Billing Document (Optional) | On the Billing Document (F1901)screen, select certain Billing document and choose Cancel billing Document. | There is a log displayed, Billing Document Canceled. |  |
| 7 | Update New Attachment (Optional) | In the Edit mode, add, delete and update the attachments. Save your changes by pressing Save in the footer bar. |  |  |
| 8 | Update New Text (Optional) | In the Edit mode, you can add, delete and update the texts. Save your changes by pressing Save in the footer bar. |  |  |

## Create Attachment for Billing (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

Procedure

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

# Appendix

## Process Integration

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

## Succeeding Processes

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

|  |  |
| --- | --- |
| Process | Business Condition |
| Accounts Receivable (J59) | In this activity you post the incoming payment.Complete all activities described in the test script: Accounts Receivable (J59) (Sections Section Post Incoming Payments) using the master data from this document. |
| Sales Order Fulfillment Monitoring (BKK) (optional) | Complete all activities described in the scope item: 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 Blocked (for accounting) Billing Documents) using the master data from this document. |

## 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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