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| Test ScriptSAP S/4HANA - 15-09-20 | public |
| Sales Order Fulfillment Monitoring (BKK\_DE) |

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# Purpose

You can use this process to address problems that occur during the sales order fulfillment process. The application allows you, as an internal sales representative, to manage, monitor, and collaborate on solutions to resolve issues. Examples of issues are missing documents, missing or unconfirmed information, and various types of blocks. You can use the application to search for specific sales orders. You can also filter the list of issues according to the stage at which it occurs. The stages are as follows:

* In order
* In supply
* In delivery
* In invoice
* In accounting

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 | Shipping | SAP\_BR\_SHIPPING\_SPECIALIST |  |  |
| Billing Clerk | SAP\_BR\_BILLING\_CLERK | Billing | SAP\_BR\_BILLING\_CLERK |  |

## Master Data and Organizational Data

SAP Best Practices Standard Values

Essential master and organizational data was created in your ERP 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.

Note 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 ECC system to find out which other material master data exists.

Note 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.

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| Master / Org. data | Value | Master / Org. data details | Comments |
| Material | TG11 | Trading Good for Reg. Trading (MRP planning)No serial number, no batch. | See sections Business Conditions and Preliminary Steps. |
| Material | TG12 | Trading Good for Reg. Trading (reorder point planning)No serial number, no batch. | See sections Business Conditions and Preliminary Steps. |
| Material | TG21 | Trad.Good 21,Reorder Point,Batch-FIFONo serial number, 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 number, 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. |
| 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 on creating master data objects, see the following [Master Data Scripts (MDS)](https://support.sap.com/content/dam/SAAP/Sol_Pack/BP_OP_ENTPR/BP_OP_ENTPR_S4HANA2020_7_Master_Data_EN_XX.htm)

Table 1: Master Data Script Reference

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

## Business Conditions

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 |
| 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 transaction MIGO (for details see section Preliminary Steps).
 |

# Overview Table

This scope item 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 |
| [List Incomplete Sales Inquiries](#unique_8) [page ] 9 | Internal Sales Representative | List Incomplete Sales Inquiries (F2430) |  |
| [List Incomplete Sales Quotations](#unique_9) [page ] 10 | Internal Sales Representative | List Incomplete Sales Quotations (F2430) |  |
| [List Incomplete Sales Documents](#unique_10) [page ] 11 | Internal Sales Representative | List Incomplete Sales Documents (F2430) |  |
| [List Incomplete Sales Contracts](#unique_11) [page ] 12 | Internal Sales Representative | List Incomplete Sales Contracts (F2430) |  |
| [Track Sales Orders](#unique_12) [page ] 13 | Internal Sales Representative | Track Sales Orders (F2577) |  |
| [Review Sales Order Fulfillment Issues](#unique_13) [page ] 15 | Internal Sales Representative | Sales Order Fulfillment - Analyze Issues | Get an overview of issues around the sales orders and can navigate to documents related to the process flow of the sales order. |
| [Review Sales Documents Blocked for Credit](#unique_14) [page ] 16 | Internal Sales Representative | Sales Order Fulfillment - Resolve Credit Block | A list of Sales Orders for credit block. |
| [Review Incomplete Sales Orders](#unique_15) [page ] 18 | Internal Sales Representative | Sales Order Fulfillment - Resolve Incomplete Data | If no errors occurred the billing documents are created and the billing values are forwarded to Financial Accounting. |
| [Review Sales Documents Blocked for Delivery](#unique_16) [page ] 19 | Internal Sales Representative | Sales Order Fulfillment - Resolve Delivery Block | A list of Sales Orders blocked for delivery as a result of credit check or sales order header delivery block. |
| [Review Sales Documents Blocked for Billing](#unique_17) [page ] 20 | Internal Sales Representative | Sales Order Fulfillment - Resolve Billing Block | Sales orders that were blocked for billing may now be processed. |
| [Review Sales Orders Due for Delivery](#unique_18)  [page ] 21 | Shipping Specialist | My Sales Order Items Due for Delivery | Sales orders that were due for delivery creation are now turned into deliveries. If the creation fails, a log entry will be generated. |
| [Review Log of Delivery Creation](#unique_19) [page ] 23 | Shipping Specialist | Analyze Delivery Logs (F0870A) | Sales orders for which the delivery creation failed are filed in this log. |
| [Review Outbound Deliveries for Goods Issue](#unique_20) [page ] 24 | Shipping Specialist | My Outbound Delivery Monitor (VL06O) | The goods issue is posted. |
| [Review Billing Due List](#unique_21) [page ] 25 | Billing Clerk | Create Billing Documents (F0798) | If no errors occurred the billing documents are created and the billing values are forwarded to Financial Accounting. |
| [Review Log of Collective Invoice Creation](#unique_22)  [page ] 27 | Billing Clerk | Schedule Billing Creation (F1519) | Sales orders / deliveries for which the billing creation failed are filed in this log. |
| [Review List of Blocked Billing Documents (for Accounting)](#unique_23) [page ] 29 | Billing Clerk | Manage Billing Documents (F0797) | Billing documents that were blocked are now listed respectively. |
| [Review Schedule Billing Release for Accounting](#unique_24) [page ] 30 | Billing Clerk | Schedule Billing Release (F1518) | Billing documents that were blocked are now released respectively the reason why they are still blocked is reported. |

# Test Procedures

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

## List Incomplete Sales Inquiries

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 display a list of sales inquiries that is based on the specified selection criteria.

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 List Incomplete Sales Inquiries (F2430). | The Incomplete Sales Documents screen displays. |  |
| 3 | Search For Incomplete Sales Inquiry | On the Incomplete Sales Documents screen, enter the relevant search criteria and choose Go.For example, enter sales inquiry number in the Sales Document field. | Sales Inquiry is displayed in result list. |  |
| 4 | Select a Sales Inquiry to Review | Click item for a sales inquiry to review detailed issue. | The Change Inquiry 10XXXXXX: Incompletion Log screen displays. |  |
| 5 | Check Log | You can see the missing data of detail information on the Change Inquiry 10XXXXXX: Incompletion Log screen. |  |  |

## List Incomplete Sales Quotations

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 display a list of sales quotations that is based on the specified selection criteria.

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 List Incomplete Sales Quotations (F2430). | The Incomplete Sales Documents screen displays. |  |
| 3 | Search For Incomplete Sales Quotation | On the Incomplete Sales Documents screen, enter the relevant search criteria and choose Go.For example, enter sales quotation number in the Sales Document field. | Sales Quotation is displayed in result list. |  |
| 4 | Select a Sales Quotation to Review | Click item for a sales quotation to review detailed issue. | The Change Quotation 20XXXXXX: Incompletion Log screen displays. |  |
| 5 | Check Log | You can see the missing data of detail information on the Change Quotation 20XXXXXX: Incompletion Log screen. |  |  |

## List Incomplete Sales Documents

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 display a list of sales inquiries that is based on the specified selection criteria.

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 List Incomplete Sales Documents (F2430). | The Incomplete Sales Documents screen displays. |  |
| 3 | Search For Incomplete Sales Documents | On the Incomplete Sales Documents screen, enter the relevant search criteria and choose Go.For example, enter sales order number in the Sales Document field. | Sales Order is displayed in result list. |  |
| 4 | Select a Sales Order to Review | Click item for a sales order to review detailed issue. | The Change Standard Order XXX: Incompletion Log screen displays. |  |
| 5 | Check log | You can see the missing data of detail information on the Change Standard Order XXX: Incompletion Log screen. |  |  |

## List Incomplete Sales Contracts

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 display a list of contracts that is based on the specified selection criteria.

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 List Incomplete Sales Contracts (F2430). | The Incomplete Sales Documents screen displays. |  |
| 3 | Search For Incomplete Sales Documents | On the Incomplete Sales Documents screen, enter the relevant search criteria and choose Go.For example, enter sales order number in the Sales Document field. | Contract is displayed in result list. |  |
| 4 | Select a Sales Quotation to Review | Click item for a contract to review detailed issue. | The Change XXX Contract 40XXXXXX: Incompletion Log screen displays. |  |
| 5 | Check Log | You can see the missing data of detail information on the Change XXX Contract 40XXXXXX: Incompletion Log screen. |  |  |

## Track Sales Orders

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This process step shows you how to display a list of sales documents that is based on the specified selection criteria.

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 role. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Track Sales Orders (F2577). | The Track Sales Orders (F2577) screen displays. |  |
| 3 | Search For Sales Order | On the Track Sales Orders (F2577) screen, enter the relevant search criteria and choose Go.For example, enter sales order number in the Sales Documentfield. | Sales order displays in result list. |  |
| 4 | Check Status | Check status under Overall Fulfillment for sales document. Click the blank area of the sales document to check detailed information. | The Track Sales Order Details (F2981) screen displays. |  |
| 5 | Check Detail Information | You can see detailed information on the Track Sales Order Details (F2981) screen, Shipping Status, Invoicing Status, Net Value and Document flow. |  |  |
| 6 | Check Detail Information | You can choose click to select on Standard Order, Delivery or Invoice line to see the General Information. |  |  |
| 7 | Choose Resolve Issues | Choose click to select on the Fulfillment Standard Order XXXXX line, and then choose Resolve Issues. | The Sales Order Fulfillment - Resolve Billing Block (F0029) screen displays. |  |
| 8 | Resolve Issues | On the Sales Order Fulfillment - Resolve Billing Block (F0029) screen, you can resolve the issues on the Issue Details area. |  |  |

## Review Sales Order Fulfillment Issues

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 call the Sales Order Fulfillment Monitor (SOFM) to check the status of sales documents. You can get an overview of issues around the sales orders and can navigate to documents related to the process flow of the sales order.

Frequency

Daily

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 Sales Order Fulfillment - Analyze Issues. | The Sales Order Fulfillment screen displays. |  |
| 3 | Navigate to Issue List Screen | On the Sales Order Fulfillment screen, choose Resolve Sales Order Issues by choosing Open In. | The list of Sales Order Fulfillment - Resolve Billing Block (F0029) displays. |  |
| 4 | Search for Issued Sales Order | On the Sales Order Fulfillment screen, click relevant buttons to filter sales order issued in different stages, such as in order, in supply, in delivery or in invoice. |  |  |
| 5 | Select a Sales Order to Review | Click item for a sales order to review detailed issue. |  |  |
| 6 | Resolve Any Issues | On the Issue Details screen, check status for sales document, and select relevant item(s) in the Overdue Items section. Choose the following action at the bottom of the screen. |  |  |
| 7 | Choose Back | Choose Back. |  |  |

## Review Sales Documents Blocked for Credit

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 shows sales orders that are on credit hold and need to be released by the credit department, or sales order header delivery block.

Frequency

Daily

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 Sales Order Fulfillment - Resolve Credit Block. | The Sales Order Fulfillment Resolve Credit Block screen displays. |  |
| 3 | Search for Credit Blocked Sales Order | On the screen Sales Order Fulfillment Issues - Resolve Credit Block, click relevant buttons to filter sales order issued in different stages, such as in order, in supply, in delivery or in invoice. | A list of Sales Orders blocked for credit as a result of credit check.Default is under stage in order. |  |
| 4 | Select a Sales Order to Review | Click item for a sales order to review detailed issue. |  |  |
| 5 | Resolve Any Issues | On the Issue Details screen, check status for sales document, and choose Reject Sales Order, Recheck Credit and Display Credit Decision at the bottom of the screen. |  |  |
| 6 | Choose Back | Choose Back. |  |  |

## Review Incomplete Sales Orders

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This process step shows you how to display a list of all incomplete documents that is based on the specified selection criteria.

Frequency

Daily

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 Sales Order Fulfillment - Resolve Incomplete Data. | The Sales Order Fulfillment - Resolve Incomplete Data screen displays. |  |
| 3 | Search for Incomplete Sales Order | On the Sales Order Fulfillment - Resolve Incomplete Data screen, click relevant buttons to filter sales order issued in different stages, such as in order, in supply, in delivery or in invoice. |  |  |
| 4 | Select a Sales Order to Review | Click item for a sales order to review detailed issue. |  |  |
| 5 | Resolve Any Issues | On the Issue Details screen, check status for sales document, and choose Resolve Incomplete Data. | Default is under stage in order. |  |
| 6 | Choose Back | Choose Back. |  |  |

## Review Sales Documents Blocked for 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 sales orders that are on credit hold and need to be released by the credit department, or sales order header delivery block.

Frequency

Daily

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 Sales Order Fulfillment - Resolve Delivery Block. | The Sales Order Fulfillment Resolve Delivery Block screen displays. |  |
| 3 | Search for Delivery Blocked Sales Order | On the Sales Order Fulfillment Issues - Resolve Delivery Block screen, click relevant buttons to filter sales order issued in different stages, such as in order, in supply, in delivery or in invoice. | A list of Sales Orders blocked for delivery as a result of credit check or sales order header delivery block.Default is under stage in order. |  |
| 4 | Select a Sales Order to Review | Click item for a sales order to review detailed issue. |  |  |
| 5 | Resolve Any Issues | On the Issue Details screen, check status for sales document, and choose the following action at the bottom of the screen. |  |  |
| 6 | Choose Back | Choose Back. |  |  |

## Review Sales Documents Blocked for 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 log provides the detailed reasons why a delivery creation has failed. This process step shows you how to identify the reasons and solve the issues.

Frequency

Daily

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 Sales Order Fulfillment - Resolve Billing Block. | The Sales Order Fulfillment Resolve Billing Block screen displays. |  |
| 3 | Search for Billing Blocked Sales Order | On the screen Sales Order Fulfillment Issues - Resolve Billing Block, click relevant buttons to filter sales order issued in different stages, such as in order, in supply, in delivery or in invoice. | Default is under stage in order. |  |
| 4 | Select a Sales Order to Review | Click item for a sales order to review detailed issue. |  |  |
| 5 | Resolve Any Issues | On the Issue Details screen, check status for sales document, and choose the following action at the bottom of the screen. | Sales orders that were blocked for billing may now be processed. |  |
| 6 | Choose Back | Choose Back. |  |  |

## Review Sales Orders Due for 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

Sales orders become due for delivery creation according to their schedule line. The schedule line becomes due for shipping, when the material availability and the transportation scheduling date for a schedule are reached. This process step shows you how to review sales order due for delivery.

Frequency

The frequency depends on the warehouse and shipping organization. The transaction can either be processed repeatedly online or in batch during shipping hours. We recommend processing the delivery due list at a minimum frequency of once a day.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Shipping Specialist. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open My Sales Order Items Due for Delivery. | The Sales Order Items screen displays. |  |
| 3 | Search for Sales Order | On the Sales Order Items screen, make the following entries and choose Execute:* Shipping Point: 1010
* Delivery creation dates (From): <enter delivery creation date>
* Delivery creation dates (To): <enter delivery creation date>
 | Delivery creation dates (From): The sales order item delivery date must be equal or greater than the delivery creation date (From).Delivery creation dates (To): The sales order item delivery date must be equal or less than the delivery creation date (To). |  |
| 4 | Create Delivery | Select your sales order and choose Create Delivery in the Background. |  |  |
| 5 | Check the Number of Delivery Created | Set the cursor on the line with the green light and choose the Details icon. In the dialog box, you see the number of the delivery that is created. | Sales orders that were due for delivery creation are now turned into deliveries. If the creation fails, a log entry will be generated. |  |

## Review Log of Delivery Creation

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 log provides the detailed reasons why a delivery creation has failed. This process step shows you how to identify the reasons and solve the issues.

Frequency

Daily

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 Analyze Delivery Logs (F0870A). | The Analyze Delivery Logs (F0870A) screen displays. |  |
| 3 | Search for Delivery Log | On the screen Analyze Delivery Logs (F0870A), input criteria if necessary to filter delivery log, choose Go. |  |  |
| 4 | Select a Delivery Log to Review | Click item for a delivery log to review detail. |  |  |
| 5 | Resolve Any Issues | On the Analyze Delivery Log screen, check issue log in the Messages tab or delivery number created in the Deliveries tab. |  |  |
| 6 | Choose Back | Choose Back. |  |  |

## Review Outbound Deliveries for 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 review deliveries that are due for goods issue.

Frequency

Daily

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Shipping Specialist. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open My Outbound Delivery Monitor (VL06O) |  |  |
| 3 | Open Outbound Delivery Monitor | Choose For Goods Issue. |  |  |
| 4 | Enter Shipping Point | Make the following entries and choose Execute.* Shipping Point: <Shipping Point>
 |  |  |
| 5 | Post Good Issue | Mark the relevant delivery and choose Post Goods Issue. (Choose today’s date on the dialog box.) | The goods issue is posted. |  |

## Review Billing Due List

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

When processing the billing due list, you do not need to enter the individual documents to be invoiced. The system lists the documents to be invoiced on the basis of the selection criteria you enter. It can also combine several deliveries in one invoice. This process step shows you how to review billing due list.

Frequency

Daily

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Billing Clerk. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Create Billing Documents - VF04 (VF04). | The Maintain Billing Due List screen displays. |  |
| 3 | Process Billing Due List | On the initial screen, enter the relevant search criteria and in the Documents to Be Selected area. Choose Order-Related, Delivery-Related. |  |  |
| 4 | Display Bill List | Choose Display Billing List. |  |  |
| 5 | Choose Individual Billing Document | Select the row with the sales document, and then choose Individual Billing Document. |  |  |
| 6 | Save Your Entries | Save your entries.a) Individual Billing DocumentsAn individual billing document is created for all documents marked in the billing due list. No combination is carried out. You branch to transaction VF01 for every document selected. Any message is displayed during processing of the individual document.b) Collective Billing DocumentsAll documents marked in the billing due list are billed. The system tries to condense them as much as possible. Processing of the selected documents is carried out in the background. After processing of the documents, you return to the billing due list.To display the (Error) log, choose Log Display.On the next screen select the relevant group and choose Notes. Here, icons indicate whether or not a document has been billed successfully.To display the created billing documents, choose Documents.Alternatively check activity Review Log of collective invoice creation.c) Collective Billing Documents / OnlineThe system branches to the Create Billing Document function (transaction VF01 ). The documents are condensed as far as possible according to the usual criteria. Any message is displayed during processing of the individual document. | If no errors occurs, the billing documents are created and the billing values are forwarded to Financial Accounting. |  |

## Review Log of Collective Invoice Creation

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 log provides the detailed reasons why an invoice creation has failed. This process step shows you how to identify the reasons and solve the issues.

Frequency

Daily

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 Schedule Billing Creation (F1519). | The Application Jobs screen displays. |  |
| 3 | Create a new job | Choose New to create a new job. |  |  |
| 4 | Select Job Template | In the Job Details section, select Schedule Billing Creation in drop list in the Job Template field. |  |  |
| 5 | Process Billing Due List | On the New Job screen, enter the relevant search criteria and in the Documents Type Data section, and choose Order-Related, Delivery-related. |  |  |
| 6 | Check Job | Choose Check. | Pop up system message: You can go ahead and schedule the job. |  |
| 7 | Schedule Job | Choose Schedule. | Job scheduled, and screen back to Application Jobs. |  |
| 8 | Check Log | On the Application Jobs screen, after job item’s status turn to Finish, choose Job Log.Note Click magnifier, and the job list will refresh. | Screen goes to log details. |  |

## Review List of Blocked Billing Documents (for Accounting)

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 tile provides the list of billing document blocked for accounting. This process step shows you how to identify the reasons and solve the issues.

Frequency

Daily

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 Documents (F0797) screen displays. |  |
| 3 | Select Billing Documents to Release. | Select To Be Posted in field the Status.Make the following entries for filter if necessary.Billing Document: Billing DocumentBilling Type: Billing TypeSold-to Party: CustomerBilling Document Date: <from date to date> | On the Manage Billing Documents (F0797) screen, a list of open billing documents shows up. |  |
| 4 | Check Billing Document | Select the row of billing document, and choose Display. | The Billing Document (F1901) screen displays. |  |

## Review Schedule Billing Release for Accounting

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 tile provides the list of billing document blocked for accounting. This process step shows you how to identify the reasons and solve the issues.

Frequency

Daily

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 SAP Fiori App | Open Schedule Billing Release (F1518). | The Application Jobs screen displays. |  |
| 3 | Create a New Job | Choose New to create a new job. |  |  |
| 4 | Select Job Template | In the Job Details section, select Schedule Billing Release in drop list in the Job Template field. |  |  |
| 5 | Select Billing Documents to Release | Make the following entries for filter if necessary:Payer: <Payer>Sales Organization: <Sales Organization>Billing Document: <Billing Document>Billing Type: <Billing Type>Billing Category: <Billing Category>Created By: <blank>Created On: <dd.MM.yyyy>Select the following checkboxes in the Incompletion Data section and choose Check:* Accounting Block
* Error in Accounting interface
* Error in Authorization
 | Pop up system message: You can go ahead and schedule the job. |  |
| 6 | Schedule Job | Choose Schedule. | Job scheduled, screen turns back to Application Jobs. |  |
| 7 | Check Log | On the Manage Billing Documents (F0797) screen, after job item’s status turn to Finish, choose Job Log.Note Choose Magnifier, and the job list will refresh. | Screen goes to log details. |  |

# Appendix

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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