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

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# Purpose

A credit memo request is created with the amount to be credited and placed on a billing block for review. The amount to be credited is the difference between the original amount and the correct amount entered manually in the credit memo request. It must be released later to become billing-relevant and appear in the billing due list. The credit memo can be created manually. Alternatively, the periodic billing process automatically creates a credit memo to customer and posts a journal entry.

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

# Prerequisites

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

## System Access

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

## Roles

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

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name (Role) | ID (Role) | Description (Space) | ID (Space) | Log on |
| Internal Sales Representative | SAP\_BR\_INTERNAL\_SALES\_REP | Internal Sales | SAP\_BR\_INTERNAL\_SALES\_REP |  |
| Billing Clerk | SAP\_BR\_BILLING\_CLERK | Billing | SAP\_BR\_BILLING\_CLERK |  |
| Configuration Expert - Business Process Configuration | SAP\_BR\_BPC\_EXPERT |  |  |  |

## Master Data and Organizational Data

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

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

Note Additional Master Data (Default Values)

You can test the test script 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.

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 number, no batch | See sections Business Conditions. |
| Material | TG12 | Trading Good for Reg. Trading (reorder point planning)No serial number, no batch | See sections Business Conditions. |
| Material | TG21 | Trad.Good 21,Reorder Point,Batch-FIFO 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-ExpD batch-controlled (Exp. Date) | Only use if you have activated the building block Batch Management (BLG/BLH).  See sections Business Conditions and Preliminary Steps. |
| Material | SM0001 | Service Material 01 |  |
| Material | NS0002 | Non-Stock Material 02 |  |
| Material | CM-FL-V00 | Forklift | Only use if you have activated the scope item Make-to-Order Production with Variant Configuration (1YT). |
| Sold-to party | 10100001 | Customer domestic 01 | You can test the scope item using another domestic customer. |
| Ship-to party | 10100001 | Domestic DE Customer 1 |  |
| Payer | 10100001 | Domestic DE Customer 1 |  |
| 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 these 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

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

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

## Preliminary Steps

### Create Condition Records (Optional)

Purpose

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

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

Table 2: Master Data Script Reference

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

# Overview Table

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

|  |  |  |  |
| --- | --- | --- | --- |
| Process step | Business Role | Transaction/App | Expected Results |
| [Create Credit Memo Request](#unique_9)  [page ] 9 | Internal Sales Representative | Manage Credit Memo Requests (F1989) | Order saved, billing block auto-assigned to sales order. |
| [Create Attachment for Sales Orders (Optional)](#unique_10) [page ] 12 | Internal Sales Representative | Manage Credit Memo Requests (F1989) | The Display Sales Order screen displays. |
| Process Credit Memo Request Approval (Optional) | | | |
| [Create Credit Memo](#unique_11) [page ] 14 | Billing Clerk | Create Billing Documents (F0798) |  |
| [Create Attachment for Billing (Optional)](#unique_12) [page ] 16 | Billing Clerk | Display Billing Documents (F2250) |  |

# 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 Credit Memo Request

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This process step shows you how to create credit memo request.

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 Manage Credit Memo Requests (F1989). | The Manage Credit Memo Requests (F1989) screen displays. |  |
| 3 | Navigate to Create Credit Memo Request | On Manage Credit Memo Requests (F1989) screen, select the Create Credit Memo Requests button. |  |  |
| 4 | Enter Sales Document Type | Make the following entries:   * Order Type: RK |  |  |
| 5 | Create Sales Order with Reference | Choose Create with reference. |  |  |
| 6 | Enter the Billing Document Number | Enter the billing document number and choose Copy.  The sales document is automatically created by copying lines from the original invoice. For every line in the invoice, two lines are created in the sales document:  The first one cannot be modified and reports the total amount of the original invoice line with same quantity and opposite sign in the value.  The second one can be modified and reports the total amount of the original invoice with same quantity and same value.  Given that you are correcting the amount of an invoice line that was wrong in its original line, the user specifies the correct amount in the second of the two lines. In this way, the total correction amount is correctly calculated as the difference between the first line (reporting the old wrong value) and the second line (reporting the new correct value). |  |  |
| 7 | Enter an Order Reason | On the Sales tab, enter an order reason, for example, Damaged in transit. |  |  |
| 8 | Choose Item Conditions | Select the second line item and choose Item Conditions. |  |  |
| 9 | Change the Amount | Change the amount in the Amount field of pricing condition PPR0. |  |  |
| 10 | Save Your Entries | Save your entries. | The order is saved and a billing block is assigned to the credit memo. |  |

Printing form

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log on | Log on to the SAP Fiori launchpad using the Internal Sales Representative role. | The SAP Fiori launchpad displays. |  |
| 2 | Access Credit Memo Requests work list | Open Manage Credit Memo Requests (F1989). | The Manage Credit Memo Requests (F1989) screen displays. |  |
| 3 | Search For Sales Order | Enter search term(s) in filter bar and choose Go.  For example, enter Credit Memo Request number in field Credit Memo Request. | Credit Memo requests displayed in result list. |  |
| 4 | Navigate to Sales Order Screen | Click sales order number and choose Display Credit Memo Request. |  |  |
| 5 | Check Output Condition | On the Display Invoice Correct. Req xxx: Overview screen, choose More Extras Output Header Edit. | The document prints. |  |
| 6 | Display Print Preview | On the Display Invoice Correct. Req xxx: Output screen, select the line already created for the print output and choose Display PDF Document. | Choose your local destination and choose Print. |  |

## Create Attachment for Sales Orders (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This process step shows you how to create attachment for a sales order.

Procedure

Note In order to perform following steps, user parameter "SD\_SWU\_ACTIVE" has to be to "X".

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Internal Sales Representative. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Manage Credit Memo Requests (F1989). | The Manage Credit Memo Requests screen displays. |  |
| 3 | Navigate to Display Credit Memo Request Screen | On the Manage Credit Memo Requests screen, enter the respective order number created in previous step in the Cedit Memo Requests and choose Go.  Choose the credit memo request 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 in the Service: Attachment list screen. |  |

## Process Credit Memo Request Approval (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. |

Follow the procedure for Process Credit Memo Request Approval steps in the Credit Memo Processing (1EZ) scope item.

Purpose

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

Procedure

Complete the activities of Process Credit Memo Request Approval steps in the Credit Memo Processing (1EZ) scope item.

## Create Credit Memo

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This process step shows you how to generate a billing document and credit the customer’s account.

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). | The Create Billing Documents (F0798) screen displays. |  |
| 3 | Define Billing Setting | Choose Billing Setting in the bottom bar.  You can make the following settings as below:   * Set billing date and type before billing: ON * Create separate billing document for each item of billing due list: OFF * Automatically Post Billing Documents: ON * Display Billing Document After Creation: ON |  |  |
| 4 | Search for Billing List | From the search condition, enter a criteria if necessary. | Sales documents display. |  |
| 5 | Choose Individual Billing Document | Select a row of SD document created previously.  Choose Create. | The Create Billing Documents (F0798) screen displays. |  |
| 6 | Maintain Billing Date | Choose billing type Credit Memo (G2) and maintain billing date, for example, <current date>.  Choose OK. | The new billing document is created. |  |
| 7 | Display Billing Document after Creation | On the Billing Document (F1901) screen, choose Save.  The draft version billing document with ID Sxxxxxxxx turns into a saved billing document with ID xxxxxxxx.  Make a note of the billing document number: \_\_\_\_\_\_\_\_\_\_. | The system generates an invoice for billing. |  |

Financial Postings

|  |  |  |  |
| --- | --- | --- | --- |
| Material | Debited Accounts | Credited Accounts | Cost Element / CO Object |
| Trading Good (HAWA) | 41000000 Rev Domestic Prod  10100001 Inlandskunde DE 1 | 41000000 Rev Domestic Prod  22000000 Output tax (MWS) | none |

Manage Billing Documents

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Access the App | Open Manage Billing Documents (F0797) ． | The Manage Billing Document screen displays. |  |
| 2 | Search for Previously Created Document | The populated billing document number will be recorded in the previous step. | The billing document displays. |  |
| 3 | Display Billing Document | Select the billing document item.  Choose Display. | The billing document displays. |  |
| 4 | Check Output Condition | On the Billing Document (F1901) screen, choose the last assignment block - Output Items. | There is one entry in the item and the output type is BILLING\_DOCUMENT. |  |
| 5 | Display Print Preview | On the Billing Document (F1901) screen, choose Preview. | Preview for PDF document displays. |  |
| 6 | Update New Attachment (Optional) | In the Edit mode, you can add, delete, and update the attachments.  Save your changes by choosing Save in the footer bar. |  |  |
| 7 | Update New Text (optional) | In the Edit mode, you can add, delete, and update these texts.  Save your changes by choosing Save in the footer bar. |  |  |

## Create Attachment for Billing (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

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

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Billing Clerk. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Display Billing Documents (F2250). | The Displaying Billing Documents screen displays. |  |
| 3 | Enter the Billing Number | On the Display Billing Document screen, enter the respective invoice number created in previous step and choose Continue. | The Debit Memo xxx Display: Overview of Billing Items screen displays. |  |
| 4 | Create Attachment | Choose Services for Object in the top right corner of the screen, choose Create Attachment. | The Import File screen displays. |  |
| 5 | Import File | Choose OK in the File Upload dialog box.  On the Open screen, choose local path and file, choose Open. | The attachment was successfully created. |  |
| 6 | Check Attachment | Choose Services for Object in the top right corner of the screen, choose Attachment list. | Attachment displays on the Service: Attachment list screen. |  |

# Appendix

## Process Integration

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

## Succeeding Processes

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

|  |  |
| --- | --- |
| Process | Business Condition |
| Accounts Receivable (J59) | Post a Customer Invoice in Accounting, etc.  Using the master data from this document, complete the following activities described in the test script:   * Posting a Customer Invoice in Accounting * Overdue Receivables, Display Customer Balances * Manage Customer Line Items |
| Sales Order Fulfillment Monitoring (BKK) (optional) | This test script describes the collection of periodic activities, such as day’s ending activities.  Using the master data from this document, complete all the activities described in the Business Process Documentation of 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 of Blocked (for accounting) Billing Documents) |

## Scheduling Job (alternative)

### Job Scheduling for Billing Creation (Alternative)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

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

Procedure

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

### Job Scheduling for Billing Release (Alternative)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

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

Procedure

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

### Job Scheduling for Billing Output (Alternative)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

Procedure

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

Typographic Conventions

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

|  |
| --- |
|  |
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