|  |  |
| --- | --- |
|  |  |
| Test ScriptSAP S/4HANA - 17-09-20 | public |
| Sales Order Processing - SEPA Direct Debit Handling (BKX\_DE) |

Table of Contents

[1 Purpose 3](#_Toc51259149)

[2 Prerequisites 4](#_Toc51259150)

[2.1 System Access 4](#_Toc51259151)

[2.2 Roles 4](#_Toc51259152)

[2.3 Master Data, Organizational Data, and Other Data 5](#_Toc51259153)

[2.4 Business Condition 6](#_Toc51259154)

[2.5 Preliminary Steps 6](#_Toc51259155)

[2.5.1 Set Initial Stock for Material 6](#_Toc51259156)

[2.5.2 Create SEPA Mandate Master Data 8](#_Toc51259157)

[2.5.3 Create Condition Records (Optional) 10](#_Toc51259158)

[3 Overview Table 11](#_Toc51259159)

[4 Test Procedures 12](#_Toc51259160)

[4.1 Create Customer Master 12](#_Toc51259161)

[4.2 Sales Quotation 13](#_Toc51259162)

[4.3 Create Sales Orders 14](#_Toc51259163)

[4.4 Review Incomplete Sales Orders (BKK) (Optional) 17](#_Toc51259164)

[4.5 Create Mandate for SEPA payments (BNV) (Optional) 17](#_Toc51259165)

[4.6 Change Sales Orders - Check SEPA Mandate (Optional) 18](#_Toc51259166)

[4.7 Change Sales Orders - Change Payment Term (Optional) 19](#_Toc51259167)

[4.8 Create Delivery 21](#_Toc51259168)

[4.9 Execute Picking 22](#_Toc51259169)

[4.10 Post Goods Issue 24](#_Toc51259170)

[4.11 Change SEPA Mandate Status 25](#_Toc51259171)

[4.12 Create Billing Document 26](#_Toc51259172)

[5 Appendix 30](#_Toc51259173)

[5.1 Process Integration 30](#_Toc51259174)

[5.2 Succeeding Processes 30](#_Toc51259175)

[5.3 Scheduling Job (alternative) 31](#_Toc51259176)

[5.3.1 Job Scheduling for Delivery Creation (Alternative) 31](#_Toc51259177)

[5.3.2 Job Scheduling for Goods Issue Deliveries (Alternative) 32](#_Toc51259178)

[5.3.3 Job Scheduling for Billing Creation (Alternative) 33](#_Toc51259179)

[5.3.4 Job Scheduling for Billing Release (Alternative) 34](#_Toc51259180)

[5.3.5 Job Scheduling for Billing Output (Alternative) 36](#_Toc51259181)

# Purpose

This business process encompasses the check of the SEPA mandate during sales order processing including exception handling if the SEPA mandate does not exist.

During the SEPA implementation phase, the internal sales representative regularly checks sales orders with missing SEPA mandates and coordinates the exception handling. If the SEPA mandate is received before delivery creation, the relevant SEPA mandate is maintained. Alternatively, payment terms that are not SEPA-relevant can be agreed upon with the customer for this particular order. In this case, the internal sales representative changes the sales order accordingly. After performance of exception handling, delivery documents can be created. The billing document is then created. On the invoice form, the SEPA prenotification is displayed to inform the customer about the debit memo. The incoming customer payment is handled within accounts receivables.

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 |  |
| Master Data Specialist - Business Partner Data | SAP\_BR\_BUPA\_MASTER\_SPECIALIST | Business Partner | SAP\_BR\_BUPA\_MASTER\_SPECIALIST |  |
| Shipping Specialist | SAP\_BR\_SHIPPING\_SPECIALIST | Shipping | 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 |  |

## Master Data, Organizational Data, and Other Data

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.

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | 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 | CM-FL-V00 | Forklift | Only use if you have activated the scope item Make-to-Order Production with Variant Configuration (1YT). |
| Sold-to party | 10100100 | Customer domestic 100 | You can test the scope item using another domestic customer.10100100 is for SEPA specific |
| Ship-to party | 10100100 | Customer domestic 100 |  |
| Payer | 10100100 | Customer domestic 100 |  |
| Plant | 1010 |  |  |
| Storage Location | 101A | Std. storage 1 |  |
| Shipping Point | 1010 |  |  |
| Sales organization | 1010 |  |  |
| Distribution channel | 10 |  |  |
| 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) Scripts (MDS):

Table 1: Master Data Script Reference

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

## Business Condition

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 Fiori Launchpad tile Post Goods Movement (for details see section Preliminary Steps).
 |

## 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 SEPA Mandate Master Data

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 scope items require active SEPA mandates for customers with SEPA direct debit payment method. In the context of the SEPA Direct Debit Scheme (SDD), Mandate is an authorization given by the payer for payment to be collected in the form of a direct debit. Mandate must be created, printed, and send to customer.

This process step shows you how to create SEPA Mandate for template customer 10100100.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1. | Log On | Log on to the SAP Fiori launchpad as an Accounts Receivable Accountant. | The SAP Fiori launchpad displays. |  |
| 2. | Access the App | Open Create SEPA Mandates (FSEPA\_M1). | A new window opens, showing the Create Mandate: Initial Screen. |  |
| 3. | Enter ID of Mandate | On the Create Mandate: Initial Screen screen, make the following entries and choose Continue.* Mandate Ref.: 1010\_10100100
* Customer: 10100100
* Paying Company Code: 1010
 | A new window opens, showing the Create Mandate: Detail Screen. |  |
| 4. | Supplement Data | Choose Supplement Data. | Fields are automatically populated. |  |
| 5. | Basic Data | On Basic Data tab, enter the following information:* Status: 0-Entered
* B2B Mandate checkbox: Select
* Location of Sig: <location>
* Signature Date: <date>
 |  |  |
| 6. | Payer | On Payer tab, section Bank Data of Payer verify that IBAN and SWIFT/BIC are populated.This data is part of your customer master data and should already be created and available. |  |  |
| 7. | Payment Recipient | On the Payment Recipient tab, section Name/Address of Payment Recipient verify that Creditor ID and Name/Address information are populated. |  |  |
| 8. | Save your Data | Save your entries. | The mandate 1010\_10100100 created message displays. |  |

### 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 - SEPA Direct Debit Handling 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 Customer Master](#unique_11) [page ] 12 | See Create Customer Master (BND) | Maintain Business Partner (BP) |  |
| [Sales Quotation](#unique_12) [page ] 13 | See scope item Sales Quotation (BDG) | Create Quotation |  |
| [Create Sales Orders](#unique_13) [page ] 14 | Internal Sales Representative | Manage Sales Orders (F1873) |  |
| [Review Incomplete Sales Orders (BKK) (Optional)](#unique_14) [page ] 17 | See scope item Sales Order Fulfillment Monitoring (BKK) |  | Check if there are sales orders with missing mandates |
| [Create Mandate for SEPA payments (BNV) (Optional)](#unique_15) [page ] 17 | See scope item Create SEPA Mandate (BNV) |  | Mandate created |
| [Change Sales Orders - Check SEPA Mandate (Optional)](#unique_16) [page ] 18 | Internal Sales Representative | Manage Sales Orders (F1873) | Mandate check / assigned |
| [Change Sales Orders - Change Payment Term (Optional)](#unique_17) [page ] 19 | Internal Sales Representative | Manage Sales Orders (F1873) | Change Terms of Payment |
| [Create Delivery](#unique_18) [page ] 21 | Shipping Specialist | Create Outbound Deliveries - From Sales Orders (F0869A) | Delivery is created. |
| [Execute Picking](#unique_19)  [page ] 22 | Shipping Specialist | My Outbound Delivery Monitor (VL06O) | Material is picked. |
| [Post Goods Issue](#unique_20) [page ] 24 | Shipping Specialist | My Outbound Delivery Monitor (VL06O) | The goods issue is posted. |
| [Change SEPA Mandate Status](#unique_21) [page ] 25 | Accounts Receivable Accountant | Change SEPA Mandates (FSEPA\_M2) | Status for SEPA mandate changed |
| [Create Billing Document](#unique_22) [page ] 26 | Billing Clerk | Manage Billing Documents (F0797) | Billing is carried out. |

# Test Procedures

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

## Create Customer Master

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. |

Test Script Create Customer Master (BND) is used for this step.

Purpose

This process step shows you how to create the customer master data.

Template customer 10100100 which is already with SEPA mandate by preliminary preparations can be used for scenario.

The following steps are only relevant if a customer without SEPA mandate (new customer created in step “Creating Customer Master”) is used.

[Review Incomplete Sales Orders (BKK) (Optional)](#unique_14) [page ] 17

[Create Mandate for SEPA payments (BNV) (Optional)](#unique_15) [page ] 17

[Change Sales Orders - Check SEPA Mandate (Optional)](#unique_16) [page ] 18

Procedure

Complete the steps Creating Customer Master Data - General Data, Creating Customer Master Data - Company Code Data, Creating Customer Master Data - Sales Area Data described in the process steps Create Customer Master (BND)

To accomplish the activities in the master data procedure Create Customer Master (BND), carry out the process steps using the master data from the following table:

|  |  |  |
| --- | --- | --- |
| Master Data | Value | Comments |
| Log on to SAP Fiori Launchpad | APP: Maintain Business Partner (BP) |  |
| Business Role | FLCU00 customer(Fin.Accounting) / FLCU01 customer / 000000 Business Partner (Gen.) |  |
| Customer number | Customer Number |  |
| Terms of payment | SEPA | SEPA payment is defined |

Result

You have created a customer master record without SEPA mandate.

## Sales Quotation

External Process

Sales Quotation (BDG)

Purpose

This process step shows you the process for a standard sales quotation.

Procedure

Complete all the activities described in the Sales Quotation (BDG) test script.

If you want to use the optional link between Sales Quotation (BDG) and Sell from Stock (BD9) scope item, this reference only works if you use consistent master data (for example, Business Partner for the customer quotation and the customer sales order).

## Create 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. |

This process step shows you how to create sales orders.

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). |  |  |
| 3 | Navigate to Create Sales Order Screen | On Manage Sales Orders screen, choose Add and select Create Sales Order - VA01. |  |  |
| 4 | Enter Sales Order Type | On the Create Sales Documents: Initial Screen, make the following entries and choose Enter:* Order Type: OR
* Sales Organization: 1010
* Distribution Channel: 10
* Division: 00
 |  |  |
| 5 | Enter Order Details | On the Create Standard Order: Overview screen, make the following entries and choose Enter:* Sold To party: <Sold To party>, for example, 10100100
* Ship To party: <Ship To party>, for example, 10100100
* Cust. Ref. Date: <Date>
* Customer Reference: <Reference>
* Material Number: <Material number>
* Quantity: <Quantity>, for example, <1 PC>

The customer without SEPA mandate (new customer created in step Creating Customer Master) also can be used.If the sales order is created for customer 10100100 for whom a SEPA mandate was assigned, theSystem displays the message "Payment method relevant for SEPA: unique mandate reference xxxxxxxxx assigned" Press Enter to confirm the message. |  |  |
| 6 | Enter Payment Terms | On the Create Standard Order: Overview screen under tab Sales, make the following entries and choose Enter:Payment Terms: SEPAOption: if using template customer 10100100On the Information pop-up screen, choose Enter.Note For a new customer created instep 4.1., due to a missingSEPA mandate assignment,the sales order is saved butwith incompletion. The systemdisplays the message Document Incomplete; Would you like to save or edit the incomplete document?In this case choose Save.Customizing was adapted sothat you can proceed with theprocess with the incompletedocument until the step4.8 Create Delivery. |  |  |
| 7 | Save Document | Choose Save Document. Make a note of the sales order number: \_\_\_\_\_\_\_\_\_\_.Option: if using the customer created in step [Create Customer Master](#unique_11) [page ] 12, choose Save on the pop-up screen.If you have installed the scope item Free Goods Processing in your system and you use material TG11 and customer 10100001, the following warning may appear: Minimum quantity 1.000 PC of free goods has not been reached. To skip this warning, choose Enter. | The order is saved and the order confirmation is printed out. |  |

Printing Form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 Display Sales Orders (VA03). | The Display SEPA Direct Debit xxx: Overview screen displays. |  |
| 3 | Enter Sales Order | On the Display Sales Order: 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 message type BA00 and choose Print Overview. | Preview for PDF document displays. |  |

## Review Incomplete Sales Orders (BKK) (Optional)

Sales Order Fulfillment Monitoring (BKK)

Purpose

This process step shows you how to check if there are sales orders with missing SEPA mandates.

The step is only relevant if sales orders have been created for customers without SEPA mandate (e.g. the customer created in step [Create Customer Master](#unique_11) [page ] 12).

Procedure

Complete all the activities described in Sales Order Fulfillment Monitoring (BKK) test script; section Reviewing Incomplete Sales Orders.

## Create Mandate for SEPA payments (BNV) (Optional)

Create SEPA Mandate (BNV)

Purpose

In the context of the SEPA Direct Debit Scheme (SDD), Mandate is an authorization given by the payer for payment to be collected in the form of a direct debit.

This step and the following step are conditional to the availability of the SEPA mandate. If you have received the SEPA Mandate you can continue with the maintenance as described in here.

The step is only relevant if sales orders have been created for customers without SEPA mandate (For example, the customer created in step [Create Customer Master](#unique_11) [page ] 12).

Procedure

Complete all the activities described in the Master Data Procedure Create SEPA Mandate (BNV).

## Change Sales Orders - Check SEPA Mandate (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 step is conditional to the availability of the SEPA mandate. If you have received the SEPA Mandate and you want to assign it to the Sales Order.

The step is only relevant if sales orders have been created for customers without SEPA mandate (for example, the customer created in step [Create Customer Master](#unique_11) [page ] 12).

Prerequisite

You agreed with the customer that this particular sales order is billed with SEPA. The SEPA mandate was sent to you before delivery, although it's late.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on to SAP Fiori Launchpad | Log on to the SAP Fiori Launchpad using the Internal Sales Representative role. | The SAP Fiori Launchpad displays. |  |
| 2 | Access the App | Open Manage Sales Orders (F1873). | The Manage Sales Orders (F1873) screen displays. |  |
| 3 | Search for Sales order | Enter search term(s) in filter bar and choose GO: for example, enter sales order number in field Sales Order. | Sales order is displayed in result list. |  |
| 4 | Navigate to Sales Order Screen | Choose sales order number and choose Change Sales Order. | The Change Sales Order xxx: Overview screen displays. |  |
| 5 | Enter SEPA Mandate | Choose Enter for the information Payment method relevant for SEPA; unique mandate reference XXXXXXXXXXXX assigned screen.Check SEPA Mandate to the Mandate Ref. field, if it has not yet been automatically defaulted. The Mandate Ref. field can be found in the following, depending on header level or Item level : More > Goto > Header > Accounting Or More > Goto > Item > Billing. |  |  |
| 6 | Save Document | Choose Save. |  |  |

## Change Sales Orders - Change Payment Term (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 step is conditional to the availability of the SEPA mandate. If you have not received the SEPA Mandate and you want to deliver now, then agree on other terms of payment with the customer. This optional process step shows you how to change sales order--change payment term.

Prerequisite

You agreed with the customer that this particular sales order is billed traditionally. Accordingly the terms of payment must be changed (for example, to 0001 - Pay immediately w/o deduction).

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). |  |  |
| 3 | Navigate to Display Sales Order Screen | On the Manage Sales Orders screen, enter the respective order number created in the previous step in the Sales Order field, and choose Go.Choose the sales order line item. |  |  |
| 4 | Navigate to change Sales Order Screen | Choose Change. |  |  |
| 5 | Enter Payment Term | Input a non-SEPA payment term, for example 0001 to the Payment Term field.Note If an information message pops up: Payment term 0001 and payment method E different SEPA-relevance, please also change the Payment Method to a regular one. | Payment Term of the Sales Order is changed to a non-SEPA payment term, for example 0001. |  |
| 6 | Save Document | Choose Save. |  |  |

## Create Delivery

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This process step shows you how to create the delivery.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1. | Log On | Log on to the SAP Fiori launchpad as a Shipping Specialist. |  |  |
| 2. | Access the App | Open Create Outbound Deliveries - From Sales Orders (F0869A). | The Create Outbound Deliveries - From Sales Orders (F0869A) screen displays. |  |
| 3. | Search Sales Order | Make the following entries and choose Go:* Shipping point: 1010
* Planned Creation Date: Enter a Delivery selection date
* Order: Enter the Sales order number created previously
 |  |  |
| 4. | Create Delivery | Select your sales order items and choose Create Deliveries. | Creation of a delivery is triggered. |  |
| 5. | Check Details | Choose Display Log. | The Analyze Delivery Log screen displays, delivery is created successfully with delivery number shown on tab Deliveries. |  |

Depending on the scope item-settings, the availability is checked at the delivery creation using the available inventory and replenishment lead time. Without sufficient stock, the created delivery has no confirmed quantities, and therefore does not start the warehouse management picking process. As soon as there is sufficient stock for delivery creation, the system creates a delivery with the starting of the picking process in warehouse management.

To avoid open deliveries, ensure that there is sufficient inventory quantity at the time of delivery creation. Additionally, you have the following options to restrict the creation of deliveries with no confirmed quantities.

You may increase the replenishment lead time which is used during the availability check (has to be larger than the selection period used for delivery creation).

You may change the customization settings for the incompleteness procedure for delivery creation, so that only complete deliveries may be saved.

You may change the customization settings for the used delivery-item-category. The Check quantity 0 field must be adapted to B = Situation rejected with an error message.

With the Analyze Outbound Delivery Logs app, you can display an overview about the logs of all the deliveries which have been created in your system. You can filter by, for example, Created by and other additional settings. If you select the arrow on the right of each delivery log entry you can display the exact message type and text and also the related sales document.

## Execute Picking

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

The picking process involves taking goods from a storage location and staging the right quantity in a picking area where the goods are prepared for shipping. This process step shows you how to pick deliveries.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Shipping Specialist. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open My Outbound Delivery Monitor (VL06O). |  |  |
| 3 | Choose Picking | Choose For Picking. |  |  |
| 4 | Enter Shipping Point | Make the following entries, and choose Execute:* Shipping Point: 1010

Under the Picking Data tab, select* Only Picking Without WM: X
 |  |  |
| 5 | Change Outbound Deliveries | From Day’s Workload for Picking, select your delivery number, and choose Change Outbound Deliveries. |  |  |
| 6 | Check Batch Split | Choose the Picking tab, check if batch split exists in the Batch Split Indicator column. |  |  |
| 7 | Enter Picked Quantity | * If batch spilt exists, choose Batch Split Exists to expand sub item(s), enter <quantity equal to delivery Qty> in Picked Qty field for sub item.
* If batch spilt doesn't exist, enter <quantity equal to delivery Qty> in Picked Qty field for picking related item(s).
 |  |  |
| 8 | Choose Enter | Choose Enter. |  |  |
| 9 | Save | Choose Save. | The delivery has been decided. |  |

## Post Goods Issue

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This process step shows you how to post goods issues for delivery.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Shipping Specialist. |  |  |
| 2 | Access the App | Open My Outbound Delivery Monitor (VL06O) |  |  |
| 3 | Open Outbound Delivery Monitor | Make the following entries and choose ExecuteShipping Point: 1010Overall Status: Ready to Post GI |  |  |
| 4 | Post Good Issue | Select your outbound delivery note, and choose Post GI.Select today’s date from the dialog box, and choose Continue. | A message confirms the goods issue has been posted. |  |

Financial Posting

|  |  |  |  |
| --- | --- | --- | --- |
| Material | Debited Accounts | Credited Accounts | Cost Element / CO Object |
| Trading Good (HAWA) | 51600000Consptn Trde Gds | 13600000Inventory TradingGd | none |

Printing Form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Shipping Specialist. |  |  |
| 2 | Access the App | Open Display Outbound Delivery (VL03N). | The Display Outbound Delivery (VL03N) screen displays. |  |
| 3 | Issue Delivery Output | In the Outbound Delivery field, enter <Outbound Delivery Number>. On the same screen, go to menu on the top, choose More > Outbound Delivery > Issue Delivery Output . |  |  |
| 4 | Print | * Print preview: Select the line with the LD00 message type, and choose Print Preview.
* Print Delivery Order: select the line with the LD00 message type, and choose Print. In the dialog box, maintain output device, and choose Print.
 | * The preview document displays.
* The document prints.
 |  |

## Change SEPA Mandate Status

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

SEPA mandate created with initial status 0 - Entered, but billing document can be generated with valid mandate which status is 1 - Active. This process step shows you how to change status for SEPA mandate.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1. | Log On | Log on to the SAP Fiori launchpad as an Accounts Receivable Accountant. | The SAP Fiori Launchpad displays. |  |
| 2. | Access the App | Open Change SEPA Mandates (FSEPA\_M2). | The Change Mandate: Initial Screen screen displays. |  |
| 3. | Enter Mandate Reference | Enter Customer Number in Customer and choose Enter. Select one Mandate Ref. and choose Continue (Enter). | The Change Mandate: Detail screen displays. |  |
| 4. | Change Status for Mandate | Change Status to 1 - Active. | The Change Mandate: Detail Screen screen displays. |  |
| 5. | Save Document | Choose Save. | SEPA Mandate has changed. |  |

## Create Billing Document

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This process step shows you how to handle the billing.

Create Billing Document

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the SAP Fiori launchpad using the role Billing Clerk. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Create Billing Documents (F0798). | The Create Billing Documents (F0798) screen displays. |  |
| 3 | Define Billing Setting | Choose Billing Settings in the right bottom of the screen.You can make the following settings as below:1. Set billing date and type before billing: ON
2. Create separate billing document for each item of billing due list: OFF
3. Automatically post billing documents: ON
4. Display billing documents after creation: ON
 |  |  |
| 4 | Search for Billing Due List | In the search condition, use criteria if necessary. | Sales document(s) will display in the result. |  |
| 5 | Select Item(s) for Billing | Select row(s) of sales document created previously and choose button Create. | There is one window Create Billing Documents displaying. |  |
| 6 | Maintain Billing Date | Choose billing type Invoice (F2) and maintain billing date, for example current date, then choose OK. | The draft billing document with ID Sxxxxxxxx will be displayed. |  |
| 7 | Save Billing Document | On the Billing Document (F1901) screen, choose Save. The draft version billing document with ID Sxxxxxxxx turns into a saved billing document with ID xxxxxxxx. Make a note of the billing document number: \_\_\_\_\_\_\_\_\_\_. | The system generates an invoice for billing. |  |

Financial postings:

|  |  |  |  |
| --- | --- | --- | --- |
| Material (deprecated) - Post load validation (F2615) | Debited Accounts | Credited Accounts | Cost Element / CO Object |
| Trading Good (HAWA) | 10100100Inlandskunde DE 100 (SEPA) | 41000000Rev Domestic Prod22000000Output tax (MWS)21730000 (optional)Freight Clrg MM | none |

Manage billing documents

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 APP Manage Billing Documents (F0797). | The screen Manage Billing Documents (F0797) displays. |  |
| 3 | Search the Billing Document created in Previous Step | Input the Billing document number recorded in previous step. Choose Enter. | The billing document created in previous step displays. |  |
| 4 | Display the Billing Document | Select the billing document item, and choose Display. | The billing document shall display. |  |
| 5 | 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\_DOCUMENTOnly After implement the [2790427](https://launchpad.support.sap.com/#/notes/2790427) Billing Document Output Management, then process the output procedure steps in this section. |  |
| 6 | Display Print Preview | On the Billing Document (F1901) screen choose Preview. | Preview for PDF document 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 these texts. Save your changes by choosing Save in the footer bar. |  |  |
| 9 | Cancel Billing Document (Optional) | Select certain Billing document and choose Cancel billing Docs | There is log display - Billing Document Canceled. |  |

# 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:

Table 3:

|  |  |
| --- | --- |
| Process | Business Condition |
| Accounts Receivable (J59) | * Posting 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 scope item describes the collection of periodic activities such as day ending activities, or reporting. Using the master data from this document, complete all the activities described in the Test Script of the scope item:* Review Incomplete SD Documents (deliveries),
* Review Sales Documents blocked for billing
* Review Log of collective invoice creation
 |

## 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. |

|  |
| --- |
|  |
| www.sap.com/contactsap |
| © 2020 SAP SE or an SAP affiliate company. All rights reserved.No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company. The information contained herein may be changed without prior notice. Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors. National product specifications may vary.These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty. SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. All other product and service names mentioned are the trademarks of their respective companies. See [www.sap.com/copyright](http://www.sap.com/copyright) for additional trademark information and notices. |

