|  |  |
| --- | --- |
|  |  |
| Test Script  SAP S/4HANA - 17-09-20 | public |
| Sales Order Processing with Invoice List and Collective Billing (BKZ\_DE) |

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# Purpose

With invoice lists, you can send a list that involves several billing documents to a central payer with special discount applicable at specific time intervals. The process starts with the creation of several standard sales orders for different sold-to parties that share the same payer. After individual billing documents are generated and forwarded to Financial Accounting, invoice lists can be created with reference to multiple billing documents for the central payer. Factoring discount and possible taxes are posted to FI.

This scope item describes the usage of standard sales processing for mass-processing billing. For optimization of shipping costs, all sales orders that are delivered to the same customer are packed into one delivery document. For cost optimization, all deliveries due to be invoiced to the same customer are packed into one invoice document. The revenue is posted to accounting accordingly.

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 | 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 |  |
| Configuration Expert - Business Process Configuration | SAP\_BR\_BPC\_EXPERT | Business Process Configuration | SAP\_BR\_BPC\_EXPERT |  |

## 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 to go through the test procedure. If you have installed an SAP Best Practices baseline package, you can use the following baseline package sample data:

|  |  |  |  |
| --- | --- | --- | --- |
| 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 | TG21 | Trad.Good 21,Reorder Point,Batch-FIFO  No serial number, batch controlled (FIFO strategy) | Only use if you have activated the building block Batch Management (BLG) (BLH) (BLJ) (BLP)..  See sections Business Conditions and Preliminary Steps. |
| Material | TG22 | Trad.Good 22,Reorder Point,Batch-ExpD  No serial number, batch controlled (Exp. Date) | Only use if you have activated the building blockBatch Management (BLG) (BLH) (BLJ) (BLP)..  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). |
| 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 Collective Billing | | | |
| Sold-to party | 10100001 | Customer domestic 01 | Order combination is switched off in customer master. |
| Ship-to party | 10100001 | Domestic DE Customer 1 |  |
| Payer | 10100001 | Domestic DE Customer 1 |  |
| Sold-to party | 10100002 | Customer domestic 02 | Order combination is switched off in customer master. |
| Ship-to party | 10100002 | Customer domestic 02 |  |
| Payer | 10100002 | Customer domestic 02 |  |
| For Invoice List | | | |
| Sold-to party | 10100012 | Domestic Customer Invoice List |  |
| Ship-to party | 10100012 | Domestic Customer Invoice List |  |
| Payer | 10100014 | PAYER - Central |  |
| Sold-to party | 10100013 | Domestic Customer Invoice List |  |
| Ship-to party | 10100013 | Domestic Customer Invoice List |  |
| Payer | 10100014 | PAYER - Central |  |

For more information about creating master data, see the following [Master Data Scripts (MDS)](https://support.sap.com/content/dam/SAAP/Sol_Pack/BP_OP_ENTPR/BP_OP_ENTPR_S4HANA2020_7_Master_Data_EN_XX.htm) Script documentation.

Table 1: Master Data Script Reference

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

## Business Conditions

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

|  |  |
| --- | --- |
| Scope Item | Business Condition |
| J45 - Procurement of Direct Materials | To run through this scope item, the materials must be available in stock. If you use trading goods (HAWA) you can either:   * Run through the Procurement of Direct Materials (J45) process, * Or create stock using Fiori Launchpad tile Post Goods Movement (for details see section Preliminary Steps). |
| BNZ - Create New Open MM Posting Period | You have completed the step described in the Create New Open MM Posting Period (BNZ) master data script. Posting Period is up to date. |

## Preliminary Steps

### Set Initial Stock for Material

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

Procedure

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

Financial Postings

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

### Create Condition Records (Optional)

Purpose

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

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

Table 2: Master Data Script Reference

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

# Overview Table

The scope item Sales Order Processing with Invoice List and Collective Billing consists of several choose the appropriate entity: process steps, reports, items provided in the table below.

If your system administrator has enabled spaces and pages on the SAP Fiori launchpad, the homepage will only contain the essential apps for performing the typical tasks of a business role.

You can find all other apps not included on the homepage using the search bar.

If you want to personalize the homepage and include the hidden apps, navigate to your user profile and choose Settings > App Finder .

Overview of the process for Sales Order Processing with Invoice Lists:

|  |  |  |  |
| --- | --- | --- | --- |
| Sales Order | Delivery | Invoice (Billing Document) | Invoice List |
| Order 1 from Customer 10100012 with Material 1 | Delivery 1 to customer 10100012 | Invoice 1 to customer 10100012 | Invoice List 1 to payer 10100014 |
| Order 2 from Customer 10100013 with Material 1 | Delivery 2 to customer 10100013 | Invoice 2 to customer 10100013 |
| Order 3 from Customer 10100014 with Material 1 | Delivery 3 to customer 10100014 | Invoice 3 to customer 10100014 |

Payer 10100014 is responsible to pay all invoices for goods that are shipped to customers 10100012, 10100013 and 10100014. After sales order, delivery and invoice are created, invoice list including all invoices with same payer is generated, certain factoring discount and discount tax are calculated and posted to accounting.

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step, Report or Item | Business Role | Transaction/App | Expected Results |
| [Create Sales Order](#unique_10) [page ] 12 | Internal Sales Representative | Manage Sales Orders (F1873) |  |
| [Create Attachment for Sales Order (Optional)](#unique_11)  [page ] 15 | Internal Sales Representative | Manage Sales Orders (F1873) |  |
| [Create Delivery](#unique_12) [page ] 16 | Shipping Specialist | Create Outbound Deliveries - From Sales Orders (F0869A) |  |
| [Create Attachment for Delivery (Optional)](#unique_13) [page ] 18 | Shipping Specialist | Display Outbound Delivery (VL03N) |  |
| [Execute Picking](#unique_14) [page ] 19 | Shipping Specialist | Manage Outbound Deliveries - VL06O (VL06O\_CLOUD) |  |
| [Check Batches (Optional)](#unique_15)  [page ] 20 | Shipping Specialist | Change Outbound Delivery (VL02N) |  |
| [Post Goods Issue](#unique_16) [page ] 22 | Shipping Specialist | Manage Outbound Deliveries - VL06O (VL06O\_CLOUD) |  |
| [Create Billing Document](#unique_17) [page ] 23 | Billing Clerk | Create Billing Documents (F0798) |  |
| [Create Attachment for Billing (Optional)](#unique_18) [page ] 26 | Billing Clerk | Manage Billing Documents (F0797) |  |
| [Create Invoice List](#unique_19) [page ] 27 | Billing Clerk | Manage Invoice Lists (F2740) |  |

Overview of the process for Sales Order Processing with Collective Billing:

|  |  |  |
| --- | --- | --- |
| Customer Order | Delivery | Invoice |
| Order 1 from Customer 10100001 with Material 1 | Delivery 1 to customer 10100001 | Invoice 1 to customer 10100001 |
| Order 2 from Customer 10100001 with Material 1 | Delivery 2 to customer 10100001 | Invoice 1 to customer 10100001 |
| Order 3 from Customer 10100002 with Material 1 | Delivery 3 to customer 10100002 | Invoice 2 to customer 10100002 |
| Order 4 from Customer 10100002 with Material 1 | Delivery 3 to customer 10100002 | Invoice 2 to customer 10100002 |

For customer 10100002, the Order Combination (sales area data) checkbox is switched on. Therefore, when created with Collective Processing of Documents Due for Delivery, several customer orders from this customer are merged into one delivery. Customer 10100001 has not switched on this flag and so gets separate deliveries.

By creating the invoices via the mass-process Billing Due List, all deliveries for one customer are listed in one invoice for the customer.

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step, Report or Item | Business Role | Transaction/App | Expected Results |
| [Create Sales Order](#unique_20) [page ] 30 | Internal Sales Representative | Manage Sales Orders (F1873) |  |
| [Create Attachment for Sales Order (Optional)](#unique_11)  [page ] 15 | Internal Sales Representative | Manage Sales Orders (F1873) |  |
| [Create Delivery](#unique_21) [page ] 33 | Shipping Specialist | Create Outbound Deliveries - From Sales Orders (F0869A) |  |
| [Create Attachment for Delivery (Optional)](#unique_22) [page ] 35 | Shipping Specialist | Display Outbound Delivery (VL03N) |  |
| [Execute Picking](#unique_23) [page ] 36 | Shipping Specialist | Manage Outbound Deliveries - VL06O (VL06O\_CLOUD) |  |
| [Check Batches (Optional)](#unique_24) [page ] 37 | Shipping Specialist | Change Outbound Delivery (VL02N) |  |
| [Post Goods Issue](#unique_25) [page ] 39 | Shipping Specialist | Manage Outbound Deliveries - VL06O (VL06O\_CLOUD) |  |
| [Create Billing Document](#unique_26) [page ] 40 | Billing Clerk | Create Billing Documents (F0798) |  |
| [Create Attachment for Billing (Optional)](#unique_27) [page ] 43 | 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

## Sales Order Processing with Invoice Lists

### Create Sales Order

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 three sales orders.

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 Sales Orders (F1873). |  |  |
| 3 | Navigate to Create Sales Order Screen | On the Manage Sales Order screen, choose Add, then select Create Sales Order. |  |  |
| 4 | Enter Sales Document Type | On Create Standard Order: Initial screen, make the following entries and choose Create:  Order Type: OR Standard Order  Sales Organization: <Enter Sales organization> 1010  Distribution Channel: 10  Division: 00 |  |  |
| 5 | Enter Order Details | Make the following entries and choose Enter:  Sold-To Party: 10100012  Ship-To Party: 10100012  Customer Reference : <Customer Reference>  Choose Items tab:  Product: <product number> Quantity: <quantity> Tax Code: for example, 00  Double click in the Item > Country Tab > Tax code . (Please check with the internal Tax department the correct tax code, that is applicable in this scenario) |  |  |
| 7 | Save | Choose Save. Make a note of the sales order number:\_\_\_\_\_\_\_\_\_\_\_. | Sales order with customer 10100012 is created. |  |
| 8 | Create More Sales Orders | Repeat above steps to create 2 more sales orders: one with sold-to party 10100013, the other with 10100014. Make a note of the sales order numbers:\_\_\_\_\_\_\_\_\_\_\_. | Sales orders are created respectively for customers 10100013 and 10100014. |  |

Printing Form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 Display Sales Orders (VA03). | The Display Sales Orders: Initial screen displays. |  |
| 3 | Enter Sales Order | On the Display Sales Orders: Initial screen, enter the respective order number and choose Enter. | The Display Sales Orders xxx: Output screen displays. |  |
| 4 | Check Output Condition | On the Display Sales Orders xxx: Overview screen choose More > Extra > Output > Header > Edit . |  |  |
| 5 | Display Print Preview | On the Display Sales Orders xxx: Output screen select the line already created for the print output and choose Display PDF Document. | Preview for PDF document displays. |  |

### Create Attachment for Sales Order (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

Procedure

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Internal Sales Representative. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Manage Sales Orders (F1873). | The Manage Sales Orders screen displays. |  |
| 3 | Navigate to Display Sales Order Screen | On the Manage Sales Orders screen, enter the respective order number created in previous step in the Sales Order and choose Go.  Choose the sales order line that displays. |  |  |
| 4 | Create Attachment for Sales Order | Choose Services for Object on the top right corner of screen, choose Create Attachment. | The Import File screen displays. |  |
| 5 | Import File | Choose OK in the File Upload dialog box.  In the Open view, choose local path and file, and choose Open. | The attachment was successfully created. |  |
| 6 | Check Attachment | Choose Services for Object on top right corner of screen, choose Attachment List. | Attachment brings up on the Service: Attachment list screen. |  |

### Create 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 three deliveries from three sales orders created previously.

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: <Delivery selection date> * Order: Sales order number created previously |  |  |
| 4 | Create Delivery | Select your sales orders and choose Create Deliveries. | Deliveries are triggered to create. |  |
| 5 | Check Details | Choose Display Log. | The Analyze Delivery Log screen displays. The failed entries will display in Messages tab. The delivery number will display in the Deliveries tab.  Three deliveries are created, for customer 10100012, 10100013, 10100014, |  |

At delivery creation, the scope item settings for check availability use available inventory and replenishment lead time. Without sufficient stock, the created delivery has no confirmed quantities and does not start the warehouse management picking process. As soon as there is sufficient stock at delivery creation, the system creates a delivery with further picking process in warehouse management. To avoid open deliveries, ensure that there is sufficient inventory quantity at delivery creation. Additionally, you have the following options to restrict the creation of deliveries with no confirmed quantities.

- You may increase replenishment lead time that is used during the availability check (must be larger than the selection period used for delivery creation).

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

- You may change the customizing 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 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.

### Create Attachment for Delivery (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This process step shows you how to create attachment for delivery.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Shipping Specialist. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Display Outbound Delivery (VL03N). | The Display Outbound Delivery: Initial screen displays. |  |
| 3 | Enter Outbound Delivery Number | In the Outbound Delivery field, enter <the outbound delivery number created in previous step> and choose Continue. | The Display Outbound Delivery xxx: Overview screen displays. |  |
| 4 | Create Delivery Attachment | Choose Services for Object on the top right corner of screen, choose Create and choose Create Attachment. | The Import File screen displays. |  |
| 5 | Import File | Choose OK in the File Upload dialog box.  In the Open view, choose local path and file, and choose Open. | The attachment was successfully created. |  |
| 6 | Check Attachment | Choose Services for Object on the top right corner of screen, then choose Attachment List. | Attachment shows up on Service: Attachment List screen. |  |

### Execute Picking

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

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 screen displays. |  |
| 2. | Access the App | Open Manage Outbound Deliveries - VL06O (VL06O\_CLOUD). |  |  |
| 3. | Choose Picking | Choose For Picking. |  |  |
| 4. | Enter Shipping point | Make the following entries and choose Execute.   * Shipping point: 1010 * Only Picking without WM: X |  |  |
| 5. | Change Outbound Delivery | From Day’s Workload for Picking, select your delivery number and choose Change Outbound Deliveries. |  |  |
| 6. | Check If Batch Split Exists | Navigate to the Picking tab, check if batch split exists in Batch Split Indicator column:  Yes: go to 7.a,  No: go to 7.b. |  |  |
| 7. | Enter Picked Quantity | * Choose Batch Split Exists to expand sub item(s), enter quantity equal to delivery Qty in field Picked Qty for sub item. * Enter quantity equal to delivery Qty in field Picked Qty for picking related item(s). |  |  |
| 8. | Choose Enter | Choose Enter. |  |  |
| 9. | Save | Choose Save. | Three deliveries have been picked. |  |

### Check Batches (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This process step shows you how to check the batch number assigned to the material.

Prerequisites

Execute this step if batch management is used, such as TG21 and TG22.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Shipping Specialist. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Change Outbound Delivery (VL02N). |  |  |
| 3 | Enter Outbound Delivery Number | In the Outbound Delivery field, enter <outbound delivery number>, and choose Enter. |  |  |
| 4 | Check Batch Number Assignment | If Expand Batch Split exists, go to the Batch field, and check the batch number assignment. | Batch numbers are assigned to the materials. |  |
| 5 | Save Document | Choose Save. |  |  |

### Post Goods Issue

Test Administration

Customer project: Fill in the project-specific parts.

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

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 Manage Outbound Deliveries - VL06O (VL06O\_CLOUD). |  |  |
| 3 | Open Outbound Delivery Monitor | Choose For Goods Issue. Make the following entries and choose Execute.  Shipping Point: 1010 |  |  |
| 4 | Post Good Issue | Mark the relevant delivery and choose Post Goods Issue. Select today’s date from the dialog box and choose Continue. | The goods issues are posted for three deliveries. |  |

Financial Postings:

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

When the bundling functionality in context of IFRS15 is tested the financial document in IFRS ledger (Ledger Group 2L) with the adjusted revenue amount is displayed.

To check the financial document, please use the role: SAP\_BR\_WAREHOUSE\_CLERK and tile: Display Material Document List.

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) |  |  |
| 3 | Issue Delivery Output | On the Display Outbound Delivery screen, enter the delivery number. From the menu, choose More > Outbound Delivery > Issue Delivery Output . |  |  |
| 4 | Print | * Print Preview: Select the line with the message type LD00 and choose Print Preview. * Print Delivery Order: select the line with the message type LD00 and choose Print. In the dialog box, maintain output device and choose Print. | * The preview document displays. * The document prints. |  |

### 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 3 billing documents referring to the deliveries created in the previous step.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad using 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 bottom bar. You can make the following settings as below:   1. Set billing date and type before billing: ON 2. Create separate billing document for each item of billing due list: OFF 3. Automatically post billing documents: ON 4. Display billing documents after creation: ON |  |  |
| 4 | Search 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 Creating Billing Documents displays. |  |
| 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 displays. |  |
| 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 | Debited Accounts | Credited Accounts | Cost Element / CO Object |
| Trading Good (HAWA) | Enter G/L Acc 12100000  12100000 Description. | 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 Documents (F0797) screen displays. |  |
| 2. | Search the Billing Document Created in Previous Step | In the billing document number recorded in previous step, choose Enter. | The billing document created in previous step displays. |  |
| 3. | Display the Billing Document | Select the billing document item and choose Display. | The billing document displays. |  |
| 4. | Check Output Condition | On the Billing Document screen, choose the last assignment block - Output Items. | There is one entry in the item and output type is BILLING\_DOCUMENT.  Only After implement the [2790427](https://launchpad.support.sap.com/#/notes/2790427) Billing Document Output Management, then process the output procedure steps in this section. |  |
| 5. | Display Print Preview | On the Billing Document (F1901) screen, choose Preview. | Preview for PDF document displays. |  |
| 6. | Cancel Billing Document (Optional) | Select certain Billing document and choose Cancel Billing Docs. | Billing Document Canceled log displays. |  |
| 7. | Update New Attachment (Optional) | In the Edit mode, add, delete and update the attachments. Save your changes by pressing the button Save in the footer bar. |  |  |
| 8. | Update New Text (Optional) | In the Edit mode, add, delete and update the text. Save your changes by pressing the button Save in the footer bar. |  |  |

Note After this step, the Electronic Nota Fiscal must be handled. This is part of the Electronic Documents (2RP) scope item.

### Create Attachment for Billing (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

Procedure

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

### Create Invoice 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

This process step shows you how to create invoice list.

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 Manage Invoice Lists (F2740). | The Manage Invoice Lists (F2740) screen displays. |  |
| 3 | Navigate to Edit Worklist for Invoice Lists Screen | Choose Create. | The Edit Worklist for Invoice Lists screen displays. |  |
| 4 | Search Billing Documents | Make the following data in section Customer Data and choose Display Worklist for Invoice Lists:   * Payer: 10100014 | Billing documents displays in the result. |  |
| 5 | Select item(s) for Invoice List | Select the rows of Billing documents created previously and choose Collective Billing Document. | The system generates an invoice list for billing. |  |
| 6 | Check Invoice List Document | On the Edit Worklist for Invoice Lists screen, choose Log Display. And then choose Documents, Make a note of the invoice list document number in Document column: \_\_\_\_\_\_\_\_\_\_. | Invoice list document number displays. |  |

Financial Postings

|  |  |  |  |
| --- | --- | --- | --- |
| Material (deprecated) - Post load validation (F2615) | Debited Accounts | Credited Accounts | Cost Element / CO Object |
| Trading Good (HAWA) | 44002000 Sales Disc Domestic  22000000 Output tax (MWS) | Enter G/L Acc 12100000  12100000 Description. | none |

Printing form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 Invoice Lists (F2740). |  |  |
| 3. | Search for Invoice List | Enter search term(s) in filter bar and choose Go:  For example, enter invoice list number in field Inoice List. | The invoice list is displayed in result list. |  |
| 4. | Navigate to Invoice List Overview Screen | Click invoice list number 9XXXXXXX and choose Display Invoice Lists (VF23). | The Invoice List Display: Invoice List Items Overview screen displays. |  |
| 5. | Check Output Condition | Choose Output. | The Invoice List Display: Output screen displays. |  |
| 6. | Display Print Preview | Select the line already created for the print output and choose Display PDF Document. | The printing form is displayed. |  |

Note The invoice list can consolidate a list of billing documents: not only standard invoices with type F2 as above, but also debit memos, credit memos, and convergent billing types (CBD1, CBD2 and CBC1). To simulate invoice lists from debit memo，credit memo, or convergent billing, firstly complete all activities till debit memo/credit memo / convergent billing generation in the following scope item(s) using the data listed in chapter Master Data, Organizational Data, and Other Data:

* 1F1 - Debit Memo Processing
* 1IU - Customer Consignment
* BDD - Customer Returns
* BKP - Accelerated Customer Returns
* 1EZ - Credit Memo Processing
* 1MC - Convergent Billing

## Sales Order Processing with Collective Billing

### Create Sales Order

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 enter four sales orders: sales orders 1 and 2 are for customer 10100001, sales orders 3 and 4 are for customer 10100002.

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 Sales Orders (F1873) . |  |  |
| 3 | Create Sales Order | On the Manage Sales Oders screen, choose Add, then select Create Sales Order. |  |  |
| 4 | Enter Sales Document Type | Make the following entries and choose Create:   * Order Type: OR Standard Order * Sales organization: <Enter Sales organization> 1010 * Distribution channel: <Distribution channel> for example, 10 * Division: <Division>, for example, 00 |  |  |
| 5 | Enter Order Details | Make the following entries and choose Enter:   * Sold-To Party: 10100001 * Ship-To Party: 10100001 * Customer Reference: <Customer Reference> * Choose Items tab * Product: TG11 . * Order Quantity: <quantity> | Make a note of the sales order number. |  |
| 6 | Save | Choose Save.  Note 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. | Sales order with customer 10100001 is created. |  |
| 7 | Create More Sales Orders | Repeat above steps to create 2 more sales orders: one with sold-to party 10100001, the other with 10100002. Make a note of the sales order numbers:\_\_\_\_\_\_\_\_\_\_\_. | Three more sales orders are created. |  |

Printing Form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 Display Sales Orders (VA03). |  |  |
| 3 | Enter Sales Order | On the Display Sales Orders: Initial screen, enter the respective order number and choose Enter. | The Display Sales Orders xxx: Output screen displays. |  |
| 4 | Check Output Condition | On the Display Sales Orders xxx: Overview screen choose More > Extra > Output > Header > Edit . |  |  |
| 5 | Display Print Preview | On the Display Sales Orders xxx: Output screen select the line already created for the print output and choose Display PDF Document. | Preview for PDF document displays. |  |

### Create Attachment for Sales Order (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

Procedure

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Internal Sales Representative. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Manage Sales Orders (F1873). | The Manage Sales Orders screen displays. |  |
| 3 | Navigate to Display Sales Order Screen | On the Manage Sales Orders screen, enter the respective order number created in previous step in the Sales Order and choose Go.  Choose the sales order line that displays. |  |  |
| 4 | Create Attachment for Sales Order | Choose Services for Object on the top right corner of screen, choose Create Attachment. | The Import File screen displays. |  |
| 5 | Import File | Choose OK in the File Upload dialog box.  In the Open view, choose local path and file, and choose Open. | The attachment was successfully created. |  |
| 6 | Check Attachment | Choose Services for Object on top right corner of screen, choose Attachment List. | Attachment brings up on the Service: Attachment list screen. |  |

### Create 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 three deliveries: two deliveries are for customer 10100001, one delivery is for customer 10100002.

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: <Delivery selection date> * Sales Document: Sales order number created previously |  |  |
| 4 | Create Delivery | Select your sales orders and choose Create Deliveries. | A delivery is triggered to create. |  |
| 5 | Check Details | Choose Display Log. | The Analyze Delivery Log screen displays. The failed entries will display in Messages tab. The delivery number will display in the Deliveries tab.  Three deliveries are created, for customer 10100002, , the Order Combination checkbox is switched on, several sales orders for this customer are merged together into one delivery. The flag is not set for the customer 10100001, . |  |

At delivery creation, the scope item settings for check availability use available inventory and replenishment lead time. Without sufficient stock, the created delivery has no confirmed quantities and does not start the warehouse management picking process. As soon as there is sufficient stock at delivery creation, the system creates a delivery with further picking process in warehouse management. To avoid open deliveries, ensure that there is sufficient inventory quantity at delivery creation. Additionally, you have the following options to restrict the creation of deliveries with no confirmed quantities.

- You may increase replenishment lead time that is used during the availability check (must be larger than the selection period used for delivery creation).

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

- You may change the customizing settings for the used delivery item category.

The Check quantity 0 field must be adapted to B = Situation rejected with an error message.

Note 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 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.

### Create Attachment for Delivery (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1. | Log On | Log on to the SAP Fiori launchpad as a Shipping Specialist. | The SAP Fiori launchpad displays. |  |
| 2. | Access the App | Open Display Outbound Delivery (VL03N). | The Display Outbound Delivery: Initial screen displays. |  |
| 3. | Enter the Outbound Delivery Number | On the Display Outbound Delivery (VL03N) screen, enter the outbound delivery number created in previous step and choose Enter. | The Display Outbound Delivery xxx: Overview screen displays. |  |
| 4. | Create Attachment for Delivery | Choose Services for Object on top right corner of screen, and then choose Create Attachment. | Import file screen pops up. |  |
| 5. | Import File | Choose Import from native file system.  On the Open screen, choose local path and file, choose Open.  Click OK in pop-up screen that shows import finished.  Navigate Back to Import file screen, select file item, and click Choose to close window. | The attachment was successfully created. |  |
| 6. | Check Attachment | Click button Services for Object on top right corner of screen, choose Attachment list. | Attachment brings up in Service: Attachment list screen. |  |

### Execute Picking

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

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 screen displays. |  |
| 2. | Access the App | Open Manage Outbound Deliveries - VL06O (VL06O\_CLOUD). |  |  |
| 3. | Choose Picking | Choose For Picking. |  |  |
| 4. | Enter Shipping point | Make the following entries and choose Execute.   * Shipping point: 1010 * Only Picking without WM: X |  |  |
| 5. | Change Outbound Delivery | From Day’s Workload for Picking , select your delivery number and choose Change Outbound Deliveries. |  |  |
| 6. | Check If Batch Split Exists | Navigate to the Picking tab, check if batch split exists in Batch Split Indicator column:  Yes: go to 7.a,  No: go to 7.b. |  |  |
| 7. | Enter Picked Quantity | * Choose Batch Split Exists to expand sub item(s), enter quantity equal to delivery Qty in field Picked Qty for sub item. * Enter quantity equal to delivery Qty in field Picked Qty for picking related item(s). |  |  |
| 8. | Choose Enter | Choose Enter. |  |  |
| 9. | Save | Choose Save. | The three deliveries have been picked. |  |

### Check Batches (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This process step shows you how to check the batch number assignment to the material.

Prerequisites

Use this step if batch management is used. E.g. TG21 and TG22

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1. | Log On | Log on to the SAP Fiori launchpad as a Shipping Specialist. |  |  |
| 2. | Access the App | Open Change Outbound Delivery (VL02N). |  |  |
| 3. | Enter the Outbound Delivery Number | On the Change Outbound Delivery (VL02N) screen, enter the outbound delivery number and choose Enter. |  |  |
| 4. | Check the Batch Number Assignment | Expand Batch Spilit exists. In the Batch field, check the batch number assignment. | Batch numbers are assigned to the materials. |  |
| 5. | Save Document | Choose Save. |  |  |

### Post Goods Issue

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This process step shows you how to post the goods issues for three deliveries.

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 Manage Outbound Deliveries - VL06O (VL06O\_CLOUD). |  |  |
| 3. | Open Outbound Delivery Monitor | Choose For Goods Issue. Make the following entries and choose Execute.  Shipping point: 1010 |  |  |
| 4. | Post Good Issue | Mark the relevant delivery and choose Post Goods Issue. Select today’s date from the dialog box and choose Continue. | The goods issue is posted. |  |

Financial Postings

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

When the bundling functionality in context of IFRS15 is tested the financial document in IFRS ledger (Ledger Group 2L) with the adjusted revenue amount is displayed.

To check the financial document, please use the role: SAP\_BR\_WAREHOUSE\_CLERK and tile: Display Material Document List.

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). |  |  |
| 3 | Issue Delivery Output | On the Display Outbound Delivery screen, enter the Delivery Number. From the menu, choose More > Outbound Delivery > Issue Delivery Output . |  |  |
| 4 | Print | * Print Preview: Select the line with the message type LD00 and choose Print Preview. * Print Delivery Order: select the line with the message type LD00 and choose Print. On the pop-up screen, maintain output device and choose Print. | * The preview document displays. * The document prints. |  |

### 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 create two invoices: one is for customer 10100001, the other is for customer 10100002.

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 Settings in the bottom bar. You can make the following settings as below:   1. Set billing date and type before billing: ON 2. Create separate billing document for each item of billing due list: OFF 3. Automatically post billing documents: ON 4. Display billing documents after creation: ON |  |  |
| 4 | Search 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 Create. | There is one window Creating Billing Documents displaying. |  |
| 6 | Maintain Billing Date | Choose billing type Invoice (F2) and maintain billing date. For example: current date, then choose button OK. | The draft billing document with ID Sxxxxxxxx displays. |  |
| 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 | Debited Accounts | Credited Accounts | Cost Element / CO Object |
| Trading Good (HAWA) | Enter G/L Acc 12100000  12100000 Description. | 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 Documents (F0797) screen displays. |  |
| 2. | Search the Billing Document Created in Previous Step | In the billing document number recorded in previous step, choose Enter. | The billing document created in previous step displays. |  |
| 3. | Display the Billing Document | Select the billing document item and choose Display. | The billing document displays. |  |
| 4. | Check Output Condition | On the Billing Document screen, choose the last assignment block - Output Items. | There is one entry in the item and output type is BILLING\_DOCUMENT. |  |
| 5. | Display Print Preview | On the Billing Document (F1901) screen, choose Preview. | Preview for PDF document displays. |  |
| 6. | Cancel Billing Document (Optional) | Select certain Billing document and choose Cancel Billing Docs. | There is log display - Billing Document Canceled. |  |
| 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, add, delete and update the text. 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. |

Purpose

This process step shows you how to upload the attachment in billing document.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Billing Clerk. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Display Billing Documents (F2250). | The Display Billing Documents (F2250) screen displays. |  |
| 3 | Enter the Billing Number | On the Display Billing Documents (F2250) screen, enter the respective invoice number created in the previous step and choose Continue. | The F2 Invoice xxx(F2) Display: Overview of Billing Items screen displays. |  |
| 4 | Create Attachment | Choose Services for Object on top right corner of the screen. Choose Create Attachment. | The Import file screen displays. |  |
| 5 | Import File | Choose Import from native file system.  In the Open window, select a local path or file, and choose Open.  Choose OK in pop up screen that shows import finished.  Navigate back to the Import file screen and select a file item.  Choose Choose. | The attachment is successfully created. |  |
| 6 | Check Attachment | Choose Services for Object on top right corner of the screen. Choose Attachment list. | Attachment brings up 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:

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. |

|  |
| --- |
|  |
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