|  |  |
| --- | --- |
|  | Test Script  SAP S/4HANA - 05-09-24 |
|  | Sales Order Entry with One-Time Customer (BDH\_DE)  **SAP Logo** |
|  | PUBLIC |

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# Purpose

Overview

In this scope item, you process sales order documents having a customer master record with CPD (One-time Customer) account group at the beginning of the order process. This one-time customer is used for customers doing only rare business and therefore it doesn’t make sense to create an own master record. The sales order is saved using this one-time customer by entering the address manually each time when creating a sales order.

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.

|  |
| --- |
| Note Values in this test script (decimal notation, date formats, and so on) are presented in U.S. standard notation. If your test system is set up to use a different notation, enter values as appropriate. |

# 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/docs/SAP_S4HANA_ON-PREMISE/4cef93946a0b48ec89533b3c34443b85/17d958a88d244ee293aed687f9bfe37f.html?version=2023). |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name (Role) | ID (Role) | Name (Launchpad Space) | ID (Launchpad Space) | Log On |
| Internal Sales Representative | SAP\_BR\_INTERNAL\_SALES\_REP | Internal Sales | SAP\_SD\_SP\_INTERNAL\_SALES |  |
| Master Data Specialist - Business Partner Data | SAP\_BR\_BUPA\_MASTER\_SPECIALIST | Master Data - Business Partners | SAP\_CDM\_SP\_BP\_MAINT |  |
| Shipping Specialist | SAP\_BR\_SHIPPING\_SPECIALIST | Shipping | SAP\_LE\_SP\_OUTBD |  |
| Warehouse Clerk | SAP\_BR\_WAREHOUSE\_CLERK | Inventory Processing | SAP\_MMIM\_SP\_INVENTORY\_PROCESS |  |
| Billing Clerk | SAP\_BR\_BILLING\_CLERK |  |  |  |

## Master Data, Organizational Data, and Other Data

SAP Best Practices Standard Values based on new global template will be used once available. In the table you still see the master data used for the current baseline.

Essential master and organizational data was created in your S/4HANA system in the implementation phase, such as the data that reflects the organizational structure of your company and master data that suits its operational focus, for example, master data for materials, vendors, and customers.

This master data usually consists of standardized SAP Best Practices default values, and enables you to go through the process steps of this scope item.

|  |
| --- |
| Note Additional Master Data (Default Values)  You can test the scope item with other SAP Best Practices default values that have the same characteristics. Check your SAP system to find out which other material master data exists. |

|  |
| --- |
| Note Using Your Own Master Data  You can also use customized values for any material or organizational data for which you have created master data. For more information about creating master data, see the Master Data Procedures documentation. |

Use the following master data in the process steps described in this document:

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | Details | Comments |
| Material | TG11 | Trading Good for Reg. Trading (MRP planning)  no Serial no.; no batch | See sections Business Conditions and Preliminary Steps. |
| Material | TG12 | Trading Good for Reg. Trading (reorder point planning)  no Serial no.; no batch | See sections Business Conditions and Preliminary Steps. |
| Material | TG21  No serial number, batch controlled (FIFO strategy) | Trad.Good 21,Reorder Point,Batch-FIFO | Only use if you have activated the building block Batch Management (BLG) (BLH) (BLJ)(2EG)(BLP). See sections Business Conditions and Preliminary Steps. |
| Material | TG22  No serial number, batch controlled (Exp. Date) | Trad.Good 22,Reorder Point,Batch-ExpD | Only use if you have activated the building block Batch Management (BLG) (BLH) (BLJ)(2EG)(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). |
| Sold-to party | 10100273 | Domestic Customer CPD |  |
| Ship-to party | 10100273 | Domestic Customer DE CPD |  |
| Payer | 10100273 | Domestic Customer DE CPD |  |
| Plant | 1010 | Plant 1 DE |  |
| Storage Location | 101A |  |  |
| Shipping Point | 1010 |  |  |
| Sales organization | 1010 |  |  |
| Distribution channel | 10 |  |  |
| Division | 00 |  |  |

For more information on creating master data objects, see the following [Master Data Scripts (MDS)](https://help.sap.com/docs/s4hana-best-practices/s4hana2023-FPS02-master-data)

Table 1: Master Data Script Reference

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

## Business Conditions

Before this test script can be tested, the following business conditions must be met.

|  |  |
| --- | --- |
| Scope Item | Business Condition |
| J45 - Procurement of Direct Materials | To run through this test script, 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 via role Warehouse Clerk (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> | Testing Date: |  |
| Tester Name: |  | Duration: |  |
| Business Role(s): |  | Responsibility: | <State the Service Provider, Customer or Joint Service Provider and Customer> |

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&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://help.sap.com/docs/s4hana-best-practices/s4hana2023-FPS02-master-data) :

Table 2: Master Data Script Reference

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

# Overview Table

This scope item consists of several process steps provided in the table below.

|  |
| --- |
| Note 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 App Finder. |

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App Name | Expected Results |
| [Create Sales Order](#unique_10) [page ] 11 | Internal Sales Representative | Manage Sales Orders (F1873) |  |
| [Process Sales Order Approval (Optional)](#unique_11) [page ] 15 |  |  |  |
| [Create Attachment for Sales Order (Optional)](#unique_12)  [page ] 16 | Internal Sales Representative | Manage Sales Orders (F1873) |  |
| [Create Delivery](#unique_13) [page ] 17 | Shipping Specialist | Create Outbound Deliveries - From Sales Orders (F0869A) |  |
| [Create Attachment for Delivery (Optional)](#unique_14) [page ] 18 | Shipping Specialist | Display Outbound Delivery (VL03N) |  |
| [Execute Picking](#unique_15)  [page ] 19 | Shipping Specialist | My Outbound Delivery Monitor (VL06O) |  |
| [Check Batches (Optional)](#unique_16)  [page ] 21 | Shipping Specialist | Change Outbound Delivery (VL02N) |  |
| [Post Goods Issue](#unique_17) [page ] 22 | Shipping Specialist | My Outbound Delivery Monitor (VL06O) |  |
| [Create Billing Document](#unique_18) [page ] 23 | Billing Clerk | Create Billing Documents (F0798) |  |
| [Create Attachment for Billing (Optional)](#unique_19) [page ] 25 | Billing Clerk | Change Billing Documents (VF02) |  |

# Test Procedures

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

The Enterprise Search function provides a central entry point for finding business objects in your company from different sources using a single search request. You can search for objects such as: apps, fact sheets for business objects. From the data found, you can go directly to the respective apps and fact sheets to display, edit the data or find related objects.

How to access and check a fact sheet:

1. Log on to the SAP Fiori launchpad as a respective user, for example, Internal Sales Representative.
2. Access the Enterprise Search Bar by choosing the magnifying glass icon in the upper right corner.
3. The Enterprise Search bar displays two filter fields next to the search icon: all dropdown menu and a search field. Enter your Search Criteria and choose the business object type, for example, select Sales orders from the dropdown menu, and enter a sales order number in the search field and choose Search, the sales order lists.
4. Choose the sales order number link. The system navigates to the fact sheet screen and sales order related information is integrated and summarized in one Fiori page. You can get detailed data by choosing the corresponding links.

There are fact sheets available for the following objects (visible depending on the assigned role):

* Sales order
* Quotation
* Billing document
* Credit Memo
* Debit Memo
* Customer 360 Fact sheet

## Create Sales Order

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This process step shows you how to create a sales order for a prospective customer that does not have a customer account number yet. Additionally, material determination is used to automatically substitute the material.

Procedure

Complete all activities regarding the creation of a sales order using the master data from this test script.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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).  From the menu, choose Sales-Sales Order Processing and Manage Sales Orders (F1873). | The Manage Sales Order screen displays. |  |
| 3 | Create Sales Order | On Manage Sales Orders screen, choose Add and select Create Sales Orders - VA01 (VA01) . |  |  |
| 4 | Enter Sales Data | Make the following entries and choose Enter:   * Order Type: OR * Sales Organization: 1010 * Distribution Channel: 10 * Division: 00 |  |  |
| 5 | Enter Customer Information | Sold-to Party: 10100273   |  | | --- | | Note 10100273 is only used for One-time customer case. The account group of the customer is CFD (one-time Customer). It can also be used in other order types when necessary. | |  |  |
| 6 |  | Choose Enter. |  |  |
| 7 | Fulfill Dummy Customer Information | Check the prepopulated field and change the Address information.  Change the Address information and choose Apply Entry.   |  | | --- | | Note Different from other customer, every time you use one-time customer as sold-to party, you need to input the data or adopted the dummy data. | |  |  |
| 8 | Enter Order Details | Make the following entries:   * Cust. Reference: <Reference Number> * Material: <Material Number> * Quantity: <Qty for each material> For example, 5 |  |  |
| 9 | Confirm | Confirm all the warning messages by choosing Enter. |  |  |
| 10 | Save | Choose Save Document.  Make a note of the sales order number: \_\_\_\_\_\_\_\_\_\_\_. |  |  |

|  |
| --- |
| Note The ERP feature of Material Substitution is used to substitute the entered material number with your own material number. If you have installed Free Goods Processing (BKA) scope item in your system, and you use material TG11, the following warning may appear: Minimum quantity 1.000 PC of free goods has not been reached. To skip this warning, choose Enter. |

Printing Form- NAST output

Printing form- Output Management

|  |
| --- |
| Note Only After implement the SAP note [2298826](https://me.sap.com/notes/2298826), "Switch for enabling NAST condition based output for On Premise for activate Output Management Function", please process the output procedure steps in this section. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto 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 Order 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 | Display Sales Order | Choose > on the right side of the Sales Order item and navigate to Display Standard Orders xxx: Overview screen. | The Display Sales Orders xxx: Overview screen displays. |  |
| 5 | Check Output Condition | On the Display Standard Orders xxx: Overview screen choose Header Output Preview . |  |  |

|  |
| --- |
| Note It can also be navigated to a factsheet screen in app Manage Sales Orders:   1. On Manage Sales Order screen, enter search terms in filter bar and choose Go. 2. In search result, click your sales order number and choose sales order number. |

## Change Address of the Sales Order (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This process step shows you how to change a sales order for a prospective customer that does not have a customer account number yet.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Internal Sales Representative. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Manage Sales Orders (F1873). | The Manage Sales Order screen displays. |  |
| 3 | Navigate to Change Sales Order Screen | On the Manage Sales Orders screen, enter the respective order number created in previous step and choose Go.  Click the sales order number and choose Change Sales Order - VA02. |  |  |
| 4 | Navigate to partner information | From the Menu choose More > Goto > Header > Partner to check Partner information. |  |  |
| 5 | Update the address | Double Click the Partner of Sold-to Party.  Update the information in Pop-up window.  And choose Appy Entry (Enter). | The Sold-to Party address is updated. |  |
| 6 | Save the document | Choose Save to save the change | The order is saved. |  |

## Process Sales Order Approval (Optional)

Follow the procedure for Process Sales Order Approval steps in the Sell from Stock (BD9) scope item.

Purpose

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

Procedure

Complete the activities of Process Sales Order Approval described in the test script of Sell from Stock (BD9) scope item.

## Create Attachment for Sales Order (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

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 Change Sales Order Screen | On the Manage Sales Orders screen, enter the respective order number created in previous step and choose Go.  Click the sales order number and choose Change Sales Order - VA02. |  |  |
| 4 | Create Attachment for Sales Order | Choose Services for Object on the top right corner of screen, choose Create > Create Attachment . | The File Upload 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> | Testing Date: |  |
| Tester Name: |  | Duration: |  |
| Business Role(s): |  | Responsibility: | <State the Service Provider, Customer or Joint Service Provider and Customer> |

Purpose

This process step shows you how to create 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 (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 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. Delivery number displays on Deliveries tab. |  |

|  |
| --- |
| Note 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 there is sufficient inventory quantity at the time for 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.

|  |
| --- |
| Note With the Analyze 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. |

## Create Attachment for Delivery (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

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 Change Outbound Delivery (VL02N). | The Change 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 upper right corner of screen, then choose Create > Create Attachment . | The File Upload 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 More--> Services for Object, 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> | Testing Date: |  |
| Tester Name: |  | Duration: |  |
| Business Role(s): |  | Responsibility: | <State the Service Provider, Customer or Joint Service Provider and Customer> |

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 split doesn't exist, enter <quantity equal to delivery Qty> in Picked Qty field for picking related item(s). |  |  |
| 8 | Choose Enter | Choose Enter. |  |  |
| 9 | Save | Choose Save. | The delivery has been decided. |  |

## Check Batches (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

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> | Testing Date: |  |
| Tester Name: |  | Duration: |  |
| Business Role(s): |  | Responsibility: | <State the Service Provider, Customer or Joint Service Provider and Customer> |

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 | On the Output Delivery Monitorscreen, choose For Goods Issue. make the following entry and choose Execute:  Shipping Point: 1010 |  |  |
| 4 | Post Good Issue | Select your outbound delivery note, and choose Post Goods Issues.  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) | 54083000  Consptn Trde Gds | 13600000  Inventory 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. |  |

## Create Billing Document

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

Billing signifies the end of the business transaction in Sales and Distribution. This process step shows you how to create a billing document.

Create Billing Document

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 - VF01 (VF01). | The Create Billing Documents screen displays. |  |
| 3 | Enter Outbound Delivery Number | In the Document field, enter <the outbound delivery number you created in the last step>, and choose Enter. | The Invoice(F2) Create: Overview of Billing Items screen displays. |  |
| 4 | Save Billing Document | Check the information and choose Save. | The new billing document is created. |  |

Financial Postings

|  |
| --- |
| Note The printout of the invoice is executed automatically and immediately (see settings in BRF+, new output management functionality) |

|  |  |  |  |
| --- | --- | --- | --- |
| Material | Debited Accounts | Credited Accounts | Cost Element / CO Object |
| Trading Good (HAWA) | 10100273  Customer ID created in chapter 4.2 | 41000000  Rev Domestic Prod  22000000  Output tax (MWS) | none |

Manage Billing Documents

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Access the App | Open Display Billing Documents (VF03). | The Display Billing Documents screen displays. |  |
| 2 | Search the Billing Document Created in Previous Step | Enter <the Billing document number recorded in previous step>.  Choose Countinue. | The billing document created in previous step displays. |  |
| 3 | Display Output | On the Invoice XXXXXXXX(F2) Display: Overview of Billing Items screen, choose More > Goto > Header > Output. | The Inovice XXXXXXXX(F2) Display: Output screen displays. |  |
| 4 | Display Print Preview | Select the output line and choose Display Document. | Print preview for PDF file displays. |  |

## Create Attachment for Billing (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

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 Change Billing Documents (VF02). | The Change Billing Documents screen displays. |  |
| 3 | Search the Billing Document Created in Previous Step | Enter <the Billing document number recorded in previous step>.  Choose Continue. | The billing document created in previous step displays. |  |
| 4 | Create Billing Attachment | On the Invoice XXXXXXXX(F2) Change: Overview of Billing Items screen, choose Menu > Service for Object > Create Attachment. | The File Upload dialog box displays. |  |
| 5 | Import File | Choose OK. On the Invoice XXXXXXXX(F2) Display: Overview of Billing Items screen, choose More > Goto > Header > Output. |  |  |
| 6 | Check Attachment | You can check the uploaded file from Menu > Service for Object > Attchment List. |  |  |
| 7 | Save Billing Document | Check the information and choose Save. | You have saved your changes. |  |

# 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:

|  |  |
| --- | --- |
| Scope Item | Business Condition |
| J59 - Accounts Receivable | In this activity, you post the incoming payment.  Using the master data from this document, complete the following activities described in the test script:   * Complete all activities described in the test script of the scope item: Accounts Receivable (J59) (Sections Posting a Customer Invoice in Accounting, Overdue Receivables, Display Customer Balances, Manage Customer Line Items) using the master data from this document. |
| BKK - Sales Order Fulfillment Monitoring and Operations(optional) | This scope item describes the collection of periodic activities, such as day ending activities or legal requirements.   * Using the master data from this document, complete all the activities described in the Test Script of the scope item: Sales Order Fulfillment Monitoring and Operations (BKK) (Chapters Review Sales Documents blocked for billing , Review Billing Due List, Review Log of collective invoice creation and Review List Blocked (for accounting) Billing Documents). |

## Scheduling Job (alternative)

### Job Scheduling for Delivery Creation (Alternative)

Test Administration

Customer project: Fill in the project-specific parts.

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

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 Create to define a new job. | The New Job screen displays. The Job Template should be defaulted as Schedule Delivery Creation for Sales Orders. |  |
| 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> | Testing Date: |  |
| Tester Name: |  | Duration: |  |
| Business Role(s): |  | Responsibility: | <State the Service Provider, Customer or Joint Service Provider and Customer> |

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 Create 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> | Testing Date: |  |
| Tester Name: |  | Duration: |  |
| Business Role(s): |  | Responsibility: | <State the Service Provider, Customer or Joint Service Provider and Customer> |

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 Billing Clerk. | 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 Create 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> | Testing Date: |  |
| Tester Name: |  | Duration: |  |
| Business Role(s): |  | Responsibility: | <State the Service Provider, Customer or Joint Service Provider and Customer> |

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 Create 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> | Testing Date: |  |
| Tester Name: |  | Duration: |  |
| Business Role(s): |  | Responsibility: | <State the Service Provider, Customer or Joint Service Provider and Customer> |

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 Create 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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