

Test Script | PUBLIC
SAP S/4HANA Cloud Public Edition
2026-07-01

Project Billing – Project-Based Services **(4E9_ES)**

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1 Purpose

Overview

This scope item realizes the standard way to bill customer projects in project-based services. It supports the billing on a fixed price, time and expense, periodic service, and usage-based basis. Additionally, it includes on-account and down payments for time and expense contracts and down payments for fixed price contracts. One of the major functionalities is the write off and postponement of recorded amounts or quantities in the time and expense scenario. Additionally, an approval workflow for project billing requests can be enabled in various ways.

> ⓘ Note
>
> For more details, refer to Manage Project Billing in the *Professional Services* of *product assistance* for SAP S/4HANA Cloud Public Edition.

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.

2 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.

2.1 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.

2.2 Roles

Create business roles using the following business role templates delivered by SAP and assign them to your individual test users.

Alternatively, if available, you can use the following spaces delivered by SAP. You create a space with pages containing predefined essential apps and assign it to the business role. You then assign this business role to your individual users.

For more information, refer to *How to Create a Business Role from a Template* in the product assistance for SAP S/4HANA Cloud Public Edition.

Name (Role Template)	ID (Role Template)	Name (Launchpad Space)	ID (Launchpad Space)	Log On
Billing Specialist - Projects	SAP_BR_PROJ_BILLG_SPCLST	Project Billing	SAP_BR_PROJ_BILLG_SPCLST	Suggested sample user PROJ_BILLG_SPCLST representing the business role Billing Specialist - Projects.

Name (Role Template)	ID (Role Template)	Name (Launchpad Space)	ID (Launchpad Space)	Log On
Billing Clerk	SAP_BR_BILLING_CLERK	Billing	SAP_BR_BILLING_CLERK	Suggested sample user BILLING_CLERK representing the business role Billing Clerk.
Project Manager - Professional Services	SAP_BR_PROJECT_MANAGER_PROF	Project Management – Professional Services	SAP_BR_PROJECT_MANAGER_PROF	Suggested sample user PROJECT_MANAGER_PROF representing the business role Project Manager – Professional Services.
Employee	SAP_BR_EMPLOYEE	Self Services / Self Services / Employee Overview Space	SAP_BR_EMPLOYEE / SAP_CA_SPT_EMPLOYEE_CROSS_PC / SAP_EAM_SPT_EMPLOYEE_PC	Suggested sample user EMPLOYEE representing the business role Employee.
Accounts Payable Accountant	SAP_BR_AP_ACCOUNTANT	Accounts Payable / Central Invoice Management - Supplier Invoices / Central Invoicing - Supplier Invoice	SAP_BR_AP_ACCOUNTANT / SAP_MM_SPT_CIM_INV_PC / SAP_MM_SPT_CNTRL_INVOICING_PC	Suggested sample user AP_ACCOUNTANT representing the business role Accounts Payable Accountant.
Accounts Receivable Accountant	SAP_BR_AR_ACCOUNTANT	Accounts Receivable	SAP_BR_AR_ACCOUNTANT	Suggested sample user AR_ACCOUNTANT representing the business role Accounts Receivable Accountant.
Configuration Expert - Business Process Configuration	SAP_BR_BPC_EXPERT	Business Process Configuration / Business Process Configuration - Finance / Business Process Configuration - Procurement / Manage your Solution / Business Process Configuration - Workflow / Business Configuration - Feature Management / Business Process Configuration - Extensibility Explorer / Business Configuration - Transportation	SAP_BR_BPC_EXPERT / SAP_FIN_SPT_BPC_EXPERT_PC / SAP_MM_SPT_BIZ_PROC_CONFIGN_PC / SAP_CA_SPT_IC_LND_BASE_PC / SAP_CA_SPT_BPC_WORKFLOW_PC / SAP_CA_SPT_BPC_FM_PC / SAP_EI_SPT_BPC_EXT_PC / SAP_TM_SPT_TRANSPCFG_PC	Suggested sample user BPC_EXPERT representing the business role Configuration Expert - Business Process Configuration.

> **Note**
>
> The role template **Project Manager - Commercial Services** and generic role SAP_BR_PROJ_MANAGE_COMM are deprecated from CE2202 and are respectively replaced by the role template **Project Manager - Professional Services** and generic role SAP_BR_PROJECT_MANAGER_PROF. For customers installing the system before CE2202, you can still use the role template **Project Manager - Commercial Services** for your existing projects. However, we recommend using the role template **Project Manager - Professional Services** to create new projects. For more details, please refer to SAP Note 3121435.

2.3 Master Data, Organizational Data, and Other Data

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

> ⚠ Caution
>
> **Update Behavior of Predelivered Demo Data**
>
> In non-productive environments (such as starter systems, sandbox systems, or partner demo systems), SAP initially deploys demo data for your selected scope. You can use this data to test and evaluate business processes.
>
> In a customer system, you can receive new or updated demo data after initial activation with further scope enhancements, provided the existing demo data wasn't changed in an incompatible way. If activation errors occur due to incompatible changes in demo data, you're responsible for resolving them. If you don't resolve the errors within a specific time frame, SAP reserves the right to deactivate demo data in your systems. In this case, you can continue by creating your own demo data. Alternatively, you can request that your systems be reprovisioned if you want to work with predelivered demo data again.
>
> In partner systems, you can use the demo data deployed with the initial activation. No additional demo data will be deployed in the system with scope enhancements. You can only create additional demo data manually.

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

Master	Value	Details	Comments
Material	`T001`	`Junior Consultant`	The material determination must have been defined in SSCUI Maintain Project Billing Profile. > ⓘ Note > Depending on your configuration environment, configuration steps can be accessed under *Configure Your Solution* in the SAP Fiori launchpad or in the *Business Processes Configuration* app in the project experience of SAP Central Business Configuration.

Master	Value	Details	Comments
Material	**E002**	**Airfare**	The material determination must have been defined in SSCUI Maintain Project Billing Profile. **Note** Depending on your configuration environment, configuration steps can be accessed under *Configure Your Solution* in the SAP Fiori launchpad or in the *Business Processes Configuration* app in the project experience of SAP Central Business Configuration.
Material	**A001**	**On account to be billed**	
Material	**A002**	**On account to be utilized**	
Material	**B001**	**One Time Credit**	
Material	**B002**	**Cloud Revenue**	

For more information on creating master data objects, see the following Master Data Scripts (MDS) :

Table 1: Master Data Script Reference

Master Data ID	Description
BNM	*Create Cost Center and Cost Center Group - MDS*
BND	*Create Customer Master - MDS*
BNN	*Create Activity Type and Activity Type Hierarchy - MDS*
31X	*Create Product Master of type "Service Product" - MDS*
BET	*Create Sales Pricing Condition - MDS*
3KW	*Create CO Cost Rates - MDS*

2.4 Business Condition

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

Scope Item	Business Condition
J11 - *Customer Project Management – Project-Based Services*	Before running this test script, you should have finished mandatory steps in *J11* including *Maintain Customer Projects*, *Maintain Work packages and Time-based Planning*, *Maintain Work Package Staffing* and *Maintain Customer Project Billing*.

> **Note**
>
> In order for billing elements to appear in the *Manage Project Billing* `(F4374)` app, the following prerequisites must be met in the *Create Customer Projects* `(F0719)` and *Plan Customer Projects* `(F0719)` apps:
>
> 1. The project must have the *Use Project Billing (New)* setting set to *Yes*.
> 2. The stage of the customer project must be *In Execution*.
> 3. The billing items must also have at least one billing plan item defined in it.
> 4. There should be at least one entry for Billing Due Date in the past or now, with *Processing Status Open*.
>
> For following billing processes like creating customer invoicing, refer to *Sales Order Processing – Project-Based Services* (*J14*) test script.
>
> For other billing processes like process manual debit memo request and manual credit memo request, process preliminary billing document, cancel billing document, also refer to the *J14* test script.

2.5 Preliminary Steps

2.5.1 Maintain a Billing Profile

Purpose

This step allows you to add a billing profile, and to define material determination based on the criteria according to your needs.

Prerequisites

Make sure the corresponding materials, activity types, and G/L accounts are created before maintaining materials determination.

Procedure

Depending on your configuration environment for SAP S/4HANA Cloud Public Edition, choose one of the following options:

Configure Your Solution:

Test Step #	Test Step Name	Instruction	Expected Result	Pass/Fail/ Comment
1	**Log On**	Log on to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration.		
2	**Access the App**	Open *Manage Your Solution* (`F1241`).	The *Manage Your Solution* screen displays.	
3	**Filter Out SSCUI**	Choose *Configure Your Solution*. Select *Enterprise Portfolio & Project Management* from the *Application Area* dropdown list; select *Billing* from the *Sub Application Area* dropdown list.		

Test Step #	Test Step Name	Instruction	Expected Result	Pass/Fail/ Comment
4	**Maintain the Billing Profile**	Choose the *Billing Profile* item in the *All Items* table. On the *Configure Your Solution – Billing Profile* screen, choose the *Configuration Steps* tab. For *Maintain Billing Profile*, choose *Configure*. For more details, choose the dropdown arrow of the *Configure* button, and select *Configuration Help*. **Note** Configuring the billing profile, materials determination, and the criteria is mandatory to the new project billing process.	The *Configure Your Solution – Billing Profile* screen displays.	

SAP Central Business Configuration:

Test Step #	Test Step Name	Instruction	Expected Result	Pass/Fail/ Comment
1	**Log On**	Log on to the project experience in SAP Central Business Configuration.		

Test Step #	Test Step Name	Instruction	Expected Result	Pass/Fail/ Comment
2	**Access the Configuration Activity**	Go to the *Business Processes Configuration* app. To locate the activity in the tree view, search for the following activity: *Maintain Billing Profile*. Choose *Open Documentation* for the found line item to see more details about this configuration activity. Choose the link to navigate directly to the SAP S/4HANA Cloud Public Edition system. Log on to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration. **Note** Configuring the billing profile, materials determination, and the criteria is mandatory to the new project billing process.	The *Configure Your Solution – Billing Profile* screen displays.	

2.5.2 Create Condition Records (Optional)

Purpose

In case you have fine tuned the access sequence of SAP pre-shipped condition types, the relative condition records need to be created accordingly. This process step shows you how to create condition records.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass/Fail/Comment
1	**Log On**	Log on to the SAP Fiori launchpad as a Project Manager - Professional Services.	The SAP Fiori launchpad displays.	
2	**Access the App**	Open *Manage Prices* - *Sales* `(F4111)` app.	The *Manage Prices* - *Sales* screen displays.	
3	**Change Sales Price**	Select **`PSP0`** from the *Condition Type* dropdown list and press `Enter`. To create a new condition record, choose *Create* and enter the following entries: • *Condition Type*: **`PSP0`** • *Condition Table*: **`305`** {Customer/material with release Status} • *Customer*: **`10100001`** • *Sales Organization*: **`2410`** • *Distribution Channel* : **`10`** • *Product*: for example, **`T001`** • *Valid From*: **`<Jan 1st of last year>`** • *Condition Amount or Ratio*: for example, **`100.00 EUR`** • *Pricing Unit*: for example, **`1 Hour`** Choose *Save*.		

3 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 (searchable) apps not included on the homepage using the search bar (2434549).
>
> 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	Expected Results
Billing for Fixed Price Item [page 14]	Billing Specialist - Projects	*Manage Project Billing* (F4374)	
Billing For Time and Expense Item [page 16]	Billing Specialist - Projects	*Manage Project Billing* (F4374)	
Billing for Periodic Service Item [page 21]	Billing Specialist - Projects	*Manage Project Billing* (F4374)	
Billing for Usage-based Item [page 23]	Billing Specialist - Projects	*Manage Project Billing* (F4374)	
Billing for Additional Items [page 24]	Billing Specialist - Projects	*Manage Project Billing* (F4374)	
Billing for On Account Prepayment [page 26]	Billing Specialist - Projects	*Manage Project Billing* (F4374)	
Billing for Down Payment			
Billing for Down Payment [page 29]	Billing Specialist - Projects	*Manage Project Billing* (F4374)	
Schedule Repricing for Project			
Schedule Repricing for Projects [page 36]	Billing Specialist - Projects	*Schedule Repricing for Projects* (F4422).	
Manage Workflows for Project Billing Requests (Optional)			
Manage Workflows for Project Billing Requests (Optional) [page 38]	Configuration Expert - Business Process Configuration	*Manage Workflow for Project Billing Requests* (F5980)	

4 Test Procedures

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

4.1 Billing for Fixed Price Item

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

In this activity, you create a billing document request for a fixed price item. Before doing this, you should have created a customer project with a fixed price item as per *Customer Project Management – Project-Based Services* (*J11*) test script. For details, refer to the chapter Business Condition [page 8].

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 Specialist - Projects.	The SAP Fiori launchpad displays.	
2	**Access the App**	Open *Manage Project Billing* (`F4374`).	Billing element information comes out in the *Billing Elements* list.	
3	**Create Billing Document Request**	Use the filters to find your project. Billing element ID is *WBS element*. Choose multiple billing element lines, then choose *Prepare Billing*. If a project billing request already exists and you would like to change the selection of billing elements such as adding another billing element, you need to delete the project billing request first by choosing the *Delete* icon. The multiple selections also work for Time and Expense items.	The *New Project Billing Request* screen displays.	
4	**Submit Billing Document Request**	Choose *Submit*. **Note** You can process fixed price billing items with due dates in the future by selecting the checkbox of *Include for Billing* before submitting the billing document request.	The billing document request (a.k.a. BDR) is created. Note down the number_____.	
5	**Create Preliminary Billing Document**	In the *Success* window, choose link *Manage Preliminary Billing Documents - Services*, and then choose *Save*.	The preliminary billing document is created. Mark down the number.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
6	**Change Preliminary Billing Document**	Open app *Manage Preliminary Billing Documents* - *Services* `(F6990)`. Search the preliminary billing document you just created. Choose the document number in the preliminary billing document list. On the screen *Preliminary Billing Document*, choose *Edit* and change Item Description under the *Items* tab. Choose *Save*.	The preliminary billing document is changed.	

4.2 Billing For Time and Expense Item

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>**

Prerequisite

In this activity, you create a billing document request for a time and expense item. Before doing this, you should have:

- Created a customer project with time and expense item as per *Customer Project Management – Project-Based Services* (*J11*) test script.
- Recorded time for staffed resources. For details, refer to the step *Manage My Timesheet* of the *Time Recording – Project-Based Services* (*J12*) test script.

Purpose

In this step, you create billing document requests for Time and Expense items including postponement and write-off.

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 Specialist - Projects.	The SAP Fiori launchpad displays.	
2	**Access the App**	Open *Manage Project Billing* (`F4374`). Search with filter to find out the Billing item for your project.	Billing Element information comes out in Billing Elements list.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	**Check Billing Element**	Check whether *Billing Element*, *Project*, *Customer*, *Billing Method* (must be *Time and Expenses*) fields are displayed correctly. Also check if the amounts are displayed correctly.	Billing Element ID equals to WBS element. If the Time and Expenses (T&E) *Billing Due Date* is in the past, then the *To Bill* column shows the unbilled revenue until the latest T&E *Billing Due Date*. If the T&E *Billing Due Date* is in the future, then the *To Bill* column shows the unbilled revenue until today, based on the actual postings against the Billing WBS Element. The *Unbilled* column also shows the unbilled revenue, but not for specific billing period and not restricted to a day unlike *To Bill*. *Estimated actuals* = *Billed* + *Unbilled* + *Billing In Process*	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
4	**Add or Update Note (Optional)**	Choose *Prepare Billing*. On the *New Project Billing Request* screen, navigate to the *Time and Expense Items* tab. Choose the *To Bill* tab in the *Time and Expense Items* section. Select the wanted entry, then click *Edit* in the upper right corner. Choose *Add note* to maintain your note. Choose *OK* and *Save*. On the *New Project Billing Request* screen, choose *Smart Notes* for all the Project Billing Request Items or for some of the PBR items. The system will propose grammatically corrected notes. After selecting the items for which you want to save the proposed notes, choose *Save*. The Proposed Note has been successfully updated.	Smart Notes is a use case that leverages AI. Please refer to the following linkage to make it available: 1. How to Activate the Package - Joule Premium for Finance Management: Activating Business AI and Assigning Users 2. SAP Help Portal: AI-Assisted Smart Notes for Project Billing	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
5	**Postpone Billing Items**	Choose *Prepare Billing*. On the *New Project Billing Request* screen, on the *Time and Expense Items* tab, *To Bill* tab, select one item, and choose *Postpone*. Choose *Postpone* in the dialog box. Alternatively you can postpone Time and Expense items based on service date: On the *To Bill* tab, choose *Restrict Date*. Choose whether you want to *Postpone to the next bill those items with service date after: the last day of the previous month*. If you want to bill, postpone, or write off in partial, choose the *Project Billing Request* link to open a *New Project Billing Request* screen. In *Time and Expense Items* section, under tab *To Bill*, choose the wanted entry then choose *Edit* in upper right corner, maintain the partial quantity in the field *Quantity to Postpone* and *Quantity to Write Off*, and then choose *Save*.	The selected items have moved from the *To Bill* tab to the *To Postpone* tab. If use specific date of *Restrict Date*, all postings after the mentioned date are postponed.	
6	**Reinclude the Postponed Items**	On the *To Postpone* tab, select one item and choose *Reinclude*. Choose *Reinclude* in the pop-up window.	The selected items have moved back to the *To Bill* tab.	
7	**Write-Off**	On the *Time and Expense Items* tab, *To Bill* tab, select one item and choose *Write Off*. Choose *Write Off* in the dialog box.	The selected items have moved from the *To Bill* tab to the *To Write Off* tab. *To Bill* does not include written off amounts (after BDR creation) or planned write off amounts (before BDR creation). The *Written Off* column shows the written off amounts after BDR creation. It is updated after Billing Document Request is created.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
8	**Check Consistency and Run Repricing**	Choose *Check Consistency* in the upper-right corner. If the service price is unchanged, a popup message is displayed: `Project billing request is consistent`. If the price is changed, a dialog box displays to remind you there is a price inconsistency. Choose *Yes* to run repricing.	The price is changed in project billing request, and the *To Bill* value is updated.	
9	**Submit Billing Document Request**	Choose *Submit* in the right bottom corner of the *New Project Billing Request* screen.	The Billing Document Request is created. Note down the number_____.	

4.3 Billing for Periodic Service Item

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

In this activity, you create a billing document request for a periodic service item. To do this, you should have created a customer project with a periodic service item as per *Customer Project Management – Project-Based Services* (*J11*) test script.

The project billing information should be maintained as described in the step *Maintain Customer Project Billing* of *J11*.

- Work Package Type should be Resource Based (Time)
- For billing items, there should be at least one entry for the Contract Type: Periodic Service

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 Specialist - Projects.	The SAP Fiori launchpad displays.	
2	**Access the App**	Open *Manage Project Billing* `(F4374)`.	Billing Element information shows in the Billing Element list.	
3	**Create Billing Document Request**	Use the filters to find your project. Billing element id is WBS element. *Billing Method* = *Periodic Service.* In the Billing Elements table, choose the billing element , then choose *Prepare Billing*.	The *New Project Billing Request* screen displays.	
4	**Include Item for Billing**	In the *New Project Billing Request* screen, choose *Edit*, then choose the items you want to bill by selecting *Include for Billing*.		
5	**Submit Billing Document Request**	Choose *Submit*.	The billing document request (a.k.a. BDR) is created. Note down the number_____.	

4.4 Billing for Usage-based Item

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

In this activity, you create a billing document request for a unit-based item (for example license). Before doing this, you should have:

- Created a customer project with a unit-based item as per *Customer Project Management – Project-Based Services* (*J11*) test script.
- Captured service unit according to relevant steps in *J11*.

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 Specialist - Projects.	The SAP Fiori launchpad displays.	
2	**Access the App**	Open *Manage Project Billing* (`F4374`).	Billing Element information is displayed in the *Billing Element* list.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
3	**Create Billing Document Request**	Use the filters to find your project. Billing element id is WBS element. *Billing Method*=*Usage-based Billing* Choose the billing element, then choose *Prepare Billing*.	The *New Project Billing Request* screen displays.	
4	**Submit Billing Document Request**	In the *New Project Billing Request* screen, choose tab *Usage Based Billing*, and then the tab *To Bill*. Then select a line and choose *Submit*. You may also choose *Postpone*, *Write Off* or *Defer after Date* with relevant button, which is the same as Billing For Time and Expense Item [page 16].	The billing document request (a.k.a. BDR) is created. Note down the number_____.	

4.5 Billing for Additional Items

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

In this activity, you create a billing document request for additional items. Before doing this, you should have created a customer project as per *Customer Project Management – Project-Based Services* (*J11*) test script.

The additional item function works for all the contract types.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
1	**Log On**	Billing Specialist - Projects	The SAP Fiori launchpad displays.	
2	**Access the App**	Open *Manage Project Billing* `(F4374)`.	Billing Element information comes out in the Billing Element list.	
3	**Create Billing Document Request**	Use the filters to find your project. Billing element ID is WBS element. In *Billing Elements* table, choose the billing element, and then choose *Prepare Billing*. The *New Project Billing Request* screen displays. In the *New Project Billing Request* screen, choose *Additional Items* tab. Choose *Edit*. Then choose *Add*. A blank billing element entry displays. Fill in the blank as follows: • *Billing Element*: **`WBS element ID`** • *Material*: **`B002`** • *Service Date*: **`today`** • *Quantity*: **`2`** • *To Bill*: **`200`** Choose *Save*.		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
4	**Submit Billing Document Request**	Choose *Submit*.	The billing document request (a.k.a. BDR) is created. Note down the number_____.	

4.6 Billing for On Account Prepayment

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>**

Prerequisite

In this activity, a customer project needs to be created with a work package for Time and Expense material. Proceed with the following test steps:

1. Create a customer project as per *Customer Project Management – Project-Based Services* (*J11*) test script.

> **Note**
>
> For billing item, under the *Billing Due Dates* tab, make following entries:
>
> | Billing Due Date | Item Usage | Amount (EUR) |
> |---|---|---|
> | Current Day minus 7 days | *Payment On Account* | **200** |
> | Current Day | *Time and Expenses* | |

2. Record time for staffed resources, planned revenue should be over 200. For more details, refer to the *Time Recording through Manage My Timesheet* section of *Time Recording – Project-Based Services* (*J12*) test script.

Purpose

In this step, you manage the billing for On Account Prepayment item.

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 Specialist - Projects.	The SAP Fiori launchpad displays.	
2	**Access the App**	Open *Manage Project Billing* (`F4374`) app, make the filter to find out the Billing item with your project.	Billing Element information comes out in *Billing Elements* list.	
3	**Check Billing Element**	Check whether *Billing Element*, *Project*, *Customer*, *Billing Method* (must be *Time and Expenses*) fields are displayed correctly. Also check if the amounts are displayed correctly.	Billing Element ID equals to WBS element.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
4	**Check the On Account Prepayment item**	Check the *On Account* button shows up in the *Billing Due Date* column for the corresponding billing element. Choose the icon in the *To Bill* column for that element to see the planned prepayment amount that is due.	The *To Bill* column now additionally shows an information icon. Choose the icon shows *Planned Prepayment: 200 EUR*	
5	**Create Billing Document Request for the On Account Prepayment**	Choose *On Account*. Alternatively, you can also select the billing element and choose *Prepayment*. Choose *Submit* in the pop-up window. **Note** An *On Account* prepayment is billed to your customer in advance for *Time and Expenses* contracts and reduces the amount posted to accounts receivables during billing. This type of prepayment is displayed in the *Manage Project Billing* app depending on how a billing item in a billing (WBS) element is set up in the *Plan Customer Projects* app. Such a billing item must have a due date set up with the *Item Usage* type *Payment on Account*.	The Billing Document Request_____ is created.	
6	**Create Customer Invoicing for On Account Prepayment**	Log on to the SAP Fiori launchpad as a Billing Clerk. Open *Create Billing Documents* `(F0798)` - *Billing Due List Items*. Select the Billing Document Request you created previously and choose *Create Billing Documents*. Enter the following data and choose *OK*: • *Billing Type*: **`Invoice(CI01)`** • *Billing Date*: **`<Today>`** On the *Maintain Billing Document* 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: _____	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
7	**Check Billing Element for On Account Prepayment**	Log on to the SAP Fiori launchpad as a Billing Specialist - Projects. Open *Manage Project Billing* (F4374) app, and make the filter to find out the Billing item with your project.		
8	**Create Billing Document Request for Time and Expense item**	Choose *Prepare Billing* to open the *New Project Bill Request* screen. On the *Time and Expense Items* tab, *To Bill* tab, select the entry and choose *Submit*. The Billing Document Request is created. Note down the number_____		

4.7 Billing for Down Payment

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>**

Prerequisite

In this activity, you create billing document requests for a fixed-price service item and a time and expense item. To do this, you should have created a customer project as per *Customer Project Management – Project-Based Services* (J11) test script.

1. **Maintain two work packages**: one with the name "Time and Expenses", another with "Fixed Price".
2. **Maintain work package Staffing**: Choose *Role*: **`Junior Consultant`**; *Effort*: **`100H`** for Time and Expenses work package, **`200H`** for Fixed Price work package.
3. **Maintain Customer Project Billing**:
    1. Create a billing item for Time and Expenses. *Contract Type*= Time and Expenses; *Assigned Work Package* = Time and Expenses, : 20,000 EUR
    Choose the billing item. Under *Billing Due Dates* tab, apply the following entries: Amount to be billed

Billing Due Date	Item Usage	Amount (EUR)
`The first date of current month`	*Down Payment Request*	Amount to be **`5000`**
`The last date of current month`	*Time and Expenses*	

    2. Create a billing item for Fixed Price. *Contract Type*= Fixed Price; *Assigned Work Package* = Fixed Price, *Amount to be billed*: 100,000 EUR
    Choose the billing item. Under *Billing Due Dates* tab, apply the following entries:

Billing Due Date	Item Usage	Amount (EUR)
`The second date of current month`	*Down Payment Request*	**`20,000`**
`The first date of next month`	*Fixed Price*	**`100,000`**

4. **Time Recording for staffed resource**: Refer to *Time Recording – Project-Based Services* (J12) test script and proceed with the step *Perform Time Recording*.

Role	Time	Quantity (H)
`Junior Consultant`	**`Current Date`**	**`100 for Time and Expense Work Package`**

Purpose

In this step, you manage the billing for Down Payment item.

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 Specialist - Projects.	The SAP Fiori launchpad displays.	
2	**Access the App**	Open *Manage Project Billing* (F4374) app and make the filter to find out the Billing item with your project.	Billing Element information comes out in Billing Element list.	
3	**Check Billing Element**	Check whether *Billing Elements*, *Project*, *Customer*, *Billing Method* (must be *Time and Expenses* or *Fixed Price*) fields are displayed correctly. Also check if the amounts are displayed correctly. In this example, we check billing element item for Fixed Price first. Choose *Setting* icon, then choose *Down Payment Received* and *Down Payment Requested*	Billing Element ID equals to WBS element.	
4	**Check the Down Payment Item**	Choose the yellow triangle icon under *To Bill* column for the prepayment details. The yellow triangle indicates there are open billing items in customer project.	The *To Bill* column now additionally shows an information icon. Choose the icon, it shows *Planned Prepayment=20000 EUR*	
5	**Create Down Payment Billing Document Request**	Choose the billing element item for Fixed Price, then choose *Prepayment* in the upper right. A pop-up window for down payment shows up. Choose *Submit* to create *Down Payment Billing Document Request*.	You will get a success message. The Billing Document Request_____ is created. In *Manage Project Billing* (F4374) app, the *Down Payment Requested* is now 20000.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
6	**Option 1: Create Down Payment Request Directly Against Billing Document Request**	Log on to the SAP Fiori launchpad as a Billing Clerk. Open *Create Billing Documents* (`F0798`) - *Billing Due List Items*. Choose *Billing Settings* and ensure the settings for *Automatically post billing* and *Display billing document after creation* are *ON*. Select the billing document request you created previously and choose *Create Billing Documents*. Enter the following data and choose *OK*: • *Billing Type*: *Down Payment Request* **(FAZ)** • *Billing Date*: **<Today>** On the *Manage Billing Document* screen, choose *Save*. Under *Process Flow* you can see the details of Down Payment Request and Journal Entry.	Take a note of the billing document number: _____ Journal Entry:_____	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
	Option 2: Create Down Payment Request Against Preliminary Down Payment Request	Log on to the SAP Fiori launchpad as a Billing Clerk. Open *Create Preliminary Billing Documents* (`F2876`). Search the billing document request you created previously in *SD Document* and choose *Go*. In *Billing Due List Items*, choose the billing document request you created previously and choose *Create Preliminary Billing Documents*. On the *Manage Preliminary Billing Documents* screen, choose *Billing Settings* and ensure the settings for *Automatically post billing documents* and *Display billing documents after creation* are *ON*. In the *Preliminary Billing Documents* list, select the preliminary down payment request you just created, and then choose *Create Billing Documents*.		
7	**Check Billing Processing Status in Customer Project**	Log on to the SAP Fiori launchpad as a Project Manager. Open *Create Customer Projects* (`F0719`) app. Under *Billing* tab, *Billing Due Dates*, you will find the *Processing Status* is now *Invoiced*.		

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
8	**Post Incoming Payments**	Log on to the SAP Fiori launchpad as an Accounts Receivable Accountant. Open *Post Incoming Payments* app. Under *General Information*, input below data: *Posting Date*= today *Journal Entry Date*= today *Journal Entry Type: DZ (Customer Payment)* *G/L Account*=10010000 *Amount*= value no more than Down Payment Requested + TAX, here suppose the output tax is 19%, hence amount=10000*(1+19%)= 11900 EUR *Account Type/Account ID*: Customer/ 10100001 Choose *Propose Item*. Under Open Items table, choose *Select More*. In the pop-up window, for *Line Item Type*, choose *Special G/L Transactions*. Filter the *Journal Entry* you want to clear and choose *Clear* which is under *Clear* column. The selected journal entry is now in the table of *Items to Be Cleared*. Input *Allocated Amount* =e.g. 11900 EUR, then choose *Post*.	A pop-up window shows that the journal entry posted successfully. **Note** To close the project, you need to clear open items manually. Please refer to test step *Down Payments* > *Clear Open items Manually* describing in scope item *Accounts Receivable* (*J59*).	
9	**Check the Billing Element**	Back to *Manage Project Billing* (F4374) app to check the displayed amount.	The *Down Payment Requested* is now 0, and *Down Payment Received* is 10000 EUR.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
10	**Create Billing Document Request for Fixed Price Item**	*Manage Project Billing* (F4374) app, choose the billing element for Fixed Price, then choose *Prepare Billing*. On the *New Project Billing Request* screen, choose *Include for Billing*, choose *Save*, and choose *Submit*. The billing document request is created. **Note** For Time and Expense Item, there is no column *Include for Billing*.	Make a note of the billing document request number: _____	
11	**Create Customer Invoicing for Fixed Price Item**	Log on to the SAP Fiori launchpad as a Billing Clerk. Open *Create Billing Documents* (F0798) - *Billing Due List Items*. Choose *Billing Settings* and ensure the settings for *Automatically post billing* and *Display billing document after creation* are *On.* Select the Billing Document Request you created previously and choose *Create Billing Documents*. Enter the following data and choose *OK*: • *Billing Type*: *Invoice* **(CI01)** • *Billing Date*: **<Today>**	In the *Items* table, there are two entries, one for Fixed Priced item, the other for down payment.	
12	**Check the Billing Element**	Back to *Manage Project Billing* (F4374) app to check the displayed amount.	The *Down Payment Received* is now 0, and *Billed* is 100000 EUR.	

Test Step #	Test Step Name	Instruction	Expected Result	Pass / Fail / Comment
13	**Billing for Time and Expense Item**	Repeat step 5 to 11 for Time and Expense billing element item, here record time for 1 H, Clear journal entry and book account receivable with *Allocated Amount* no more than down payment request +tax, here suppose the output tax is 19%. Amount=5000 (1+19%)=5950 EUR Check the billing element in *Manage Project Billing* (F4374) app.	After time recording, *To Bill* is 10000 EUR. After creating down payment billing document request, the *Down Payment Requested* is 5000 EUR. After posting incoming payment, the *Down Payment Requested* is 0, *Down Payment Received* is 5000 EUR. After creating invoice for Time and Expense item, *Down Payment Received* is 0, and *Billed* is 10000 EUR.	

4.8 Schedule Repricing for Projects

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

With this app, you (as a billing specialist) can schedule recalculation of the billing amounts when:

- The sales rate changes
- There is a change in material configuration leading to a change in sales rate
- The *To Bill* amount is not reflected correctly in the *Manage Project Billing* app due to errors

This process step shows you how to create a customer invoice. The invoices and journal entries are created in finance.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result
1	**Log On**	Log on to the SAP Fiori launchpad as a Billing Specialist - Projects.	The SAP Fiori launchpad displays.
2	**Access the App**	Open *Schedule Repricing for Projects* `(F4422)`.	A list of application jobs displays.
3	**Create Billing Creation Schedule**	Choose *Create* to define a new billing job.	A new screen displays.
4	**Template Selection**	*Job Template*: **`Schedule Price Changes for Billing Elements`** Then choose *Step 2*.	
5	**Scheduling Options**	*Start Immediately*: **`select`** or you may define *Start* time of the job, and *Recurrence Pattern*. Then Choose *Step 3*.	
6	**Parameters**	Define parameters like *Customer, Project, Service Organization* for the billing items to be included in the batch job, then choose *Check*.	The system displays the message `You can go ahead and schedule the job.`
7	**Schedule Options**	Choose *Schedule*.	A billing creation job is scheduled.
8	**Check Application Job Log**	Go back to the list of application jobs where the new job displays.	

4.9 Manage Workflows for Project Billing Requests (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

Managers can use workflows to approve or reject Project Billing Requests (PBR). This step shows how to create workflows for write-off scenario.

> ⓘ Note
>
> You can use app *Manage Project Billing - Project Billing Request* `(F6545)` to check the status of Project Billing Requests. To make your billing element visible in *Manage Project Billing - Project Billing Request* `(F6545)`, open app *Plan Customer Projects* `(F0719)` and assign user Billing Specialist - Projects as a business partner according to the following instructions:
>
> 1. Find the Business Partner ID by choosing the *Search* icon in the upper right of the screen. Select *Employee-Workforce* from the dropdown list, enter **`Billing Specialist - Projects`**, and choose *Search*.
> 2. On the *Plan Customer Projects* `(F0719)` screen, navigate to *Information* tab, *Responsibility* section, and choose *Add Project Role*.
> 3. In *Business Partner*, assign a project role with the Business Partner ID which is found in the previous step.

Procedure

Test Step #	Test Step Name	Instruction	Expected Result
1	**Log On**	Log on to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration.	The SAP Fiori launchpad displays.
2	**Access the App**	Open *Manage Workflow for Project Billing Requests* `(F5980)`, and choose *Create*.	The *New Workflow* screen displays
3	**Set Parameters**	On the *New Workflow* screen, navigate to *Header* and make the following entry: • *Workflow Name*: **<PBR>** Navigate to *Properties* and make the following entries: • *Valid From*: **<Jan 1st of this year>** • *Valid To*: **<Dec 31st of this year>** Navigate to *Start Conditions*, under *Only start the workflow if all of the following preconditions are met:*, make the following entries: • *Revenue to write off in the project billing request is greater than*: **<20> EUR** **Note** You can also create combined conditions by choosing *Create Alternative Preconditions*.	
4	**Create Workflow Steps**	Navigate to *Steps* and choose *Create*. On the *New Step* screen, navigate to *Recipients*, and make the following entries: • *Assignment By*: select *Role* • *Role*: select *Project Manager* • *Step to be completed by*: choose *One of the recipients* Choose *Create*, then choose *Save*, and choose *Activate*.	The workflow for project billing requests has been created and activated.

Test Step #	Test Step Name	Instruction	Expected Result
5	**Create Billing for an On Account Payment Item**	Please refer to Billing For Time and Expense Item [page 16] to write off billing element item quantity.	After choosing *Submit*, you receive a success information that `The project billing request 10xxxxxxxx is sent for approval`.
6	**Reject the Project Billing Request**	Log on to the SAP Fiori launchpad as a Project Manager - Professional Services. Open app *My Inbox - All Items* `(F0862)`. In *All Tasks* pane, select *Release Project Billing Request 10xxxxxxxx*, and choose *Reject*. A *Submit Decision* window pops up, where you can create a decision note. Then choose *Submit*.	The PBR is rejected. The requester receives a rejection notification.
7	**Check the Project Billing Request Status**	Log on to the SAP Fiori launchpad as a Billing Specialist - Projects. Open app *Manage Project Billing - Project Billing Request* `(F6545)`. On the *Manage Project Billing Requests* screen, search the rejected Project Billing Request ID and check *Status*.	The status is *Rejected*.
8	**Recreate Billing for On Account Payment Item**	Repeat step 5 to write off billing item *Quantity*. On the *Prepare Billing* screen, you can see the rejected item back to the *To Bill* column.	After choosing *Submit*, you receive a success information that `The project billing request 10xxxxxxxx is sent for approval`.
9	**Approve the Project Billing Request**	Open app *My Inbox - All Items* `(F0862)`. In the *All Tasks* pane, select the entry *Release Project Billing Request 10xxxxxxxx*, and choose *Release*. A *Submit Decision* window pops up, where you can create a decision note. Then choose *Submit*.	The PBR is approved, and a billing document request is created.

Test Step #	Test Step Name	Instruction	Expected Result
10	**Check the Project Billing Request Status**	Log on to the SAP Fiori launchpad as a Billing Specialist - Projects. Open *Manage Project Billing - Project Billing Request* (F6545). On the *Manage Project Billing Requests* screen, search the approved Project Billing Request ID and check *Status*.	The status is *Billing Requested*.
11	**Check the Billing Document Request Status**	Open app *Manage Project Billing* (F4374). Check the billing element for *Written Off* amount	*Written Off* amount is increased accordingly.

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