|  |  |
| --- | --- |
|  |  |
| Test Script  SAP S/4HANA - 17-09-20 | public |
| Requisitioning (18J\_DE) |

Table of Contents

[1 Purpose 4](#_Toc51209931)

[2 Prerequisites 5](#_Toc51209932)

[2.1 System Access 5](#_Toc51209933)

[2.2 Roles 5](#_Toc51209934)

[2.3 Master Data and Organizational Data 6](#_Toc51209935)

[2.4 Preliminary Steps 7](#_Toc51209936)

[2.4.1 Configure Catalog 7](#_Toc51209937)

[2.4.1.1 Define Settings for Cross-Catalog Search 7](#_Toc51209938)

[2.4.1.2 Configure Open Catalog Interface Settings 7](#_Toc51209939)

[2.4.2 Maintain Requisitioning Groups 7](#_Toc51209940)

[2.4.3 Maintain the Default Setting for Users 8](#_Toc51209941)

[2.4.4 Define Mapping of Material Groups to Purchasing Group 9](#_Toc51209942)

[2.4.5 Activate Flexible Workflow for Purchase Requisition 10](#_Toc51209943)

[2.4.5.1 Check Flexible Workflow for Purchase Requisition Approval 10](#_Toc51209944)

[2.4.5.2 Configure Flexible Workflow for Purchase Requisition 11](#_Toc51209945)

[2.4.5.3 Manage Conditions to Restart Flexible Workflow 12](#_Toc51209946)

[2.4.6 Activate Flexible Workflow for Purchase Order 13](#_Toc51209947)

[2.4.6.1 Activate Flexible Workflow for Purchase Order Approval 13](#_Toc51209948)

[2.4.6.2 Configure Flexible Workflow for Purchase Order (Optional) 13](#_Toc51209949)

[2.4.7 Activate Flexible Workflow for Supplier Invoice 15](#_Toc51209950)

[2.4.7.1 Check Tolerance Limit for PP Tolerance Key 15](#_Toc51209951)

[2.4.7.2 Change Event Type Linkage for Invoice Workflow 16](#_Toc51209952)

[2.4.7.3 Activate Scenario for Supplier Invoice Flexible Workflow 17](#_Toc51209953)

[2.4.7.4 Activate Flexible Workflow for Supplier Invoice (Optional) 17](#_Toc51209954)

[2.4.7.5 Check Workflow for Supplier Invoice 18](#_Toc51209955)

[2.4.8 Edit User-Specific Parameters for Supplier Invoices (Optional) 19](#_Toc51209956)

[2.4.9 Manage Situation Types 20](#_Toc51209957)

[2.5 Business Conditions 21](#_Toc51209958)

[3 Overview Table 22](#_Toc51209959)

[4 Test Procedures 24](#_Toc51209960)

[4.1 Create Purchase Requisition 24](#_Toc51209961)

[4.1.1 Create Purchase Requisition with Cost Center 24](#_Toc51209962)

[4.1.2 Catalog Purchasing 28](#_Toc51209963)

[4.1.2.1 Manage Catalog Items 28](#_Toc51209964)

[4.1.2.2 Create Purchase Requisition with Catalog 29](#_Toc51209965)

[4.2 Check Purchase Requisition (Optional) 31](#_Toc51209966)

[4.3 Copy Purchase Requisition (Optional) 33](#_Toc51209967)

[4.4 Mass Changes to Purchase Requisitions (Optional) 34](#_Toc51209968)

[4.5 Monitor Purchase Requisition Items by Account Assignment (Optional) 35](#_Toc51209969)

[4.6 Approve Purchase Requisition 37](#_Toc51209970)

[4.7 Monitor Purchase Requisition Items (Optional) 38](#_Toc51209971)

[4.8 Redistribute Workload (Optional) 40](#_Toc51209972)

[4.9 Convert Purchase Requisition to Purchase Order 42](#_Toc51209973)

[4.10 Approve Purchase Order 43](#_Toc51209974)

[4.11 Change Purchase Order 44](#_Toc51209975)

[4.12 Confirm Receipt of Goods 45](#_Toc51209976)

[4.13 Create Supplier Invoice 47](#_Toc51209977)

[5 Appendix 49](#_Toc51209978)

[5.1 Process Integration 49](#_Toc51209979)

[5.2 Succeeding Processes 49](#_Toc51209980)

[5.3 Set up Mail Notification for Purchase Requisition Workflow 49](#_Toc51209981)

# Purpose

This scope item describes employee requisitioning activities. An employee creates a shopping cart for free text material. A purchase requisition is generated and converted to a purchase order. If the value exceeds certain criteria, the purchase order must be approved. When the employee receives the goods, they perform a goods receipt confirmation. Invoice receiving can then be performed.

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

# Prerequisites

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

## System Access

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

## Roles

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

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

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name (Role) | ID (Role) | Description (Space) | ID (Space) | Log On |
| Employee - Procurement | SAP\_BR\_EMPLOYEE\_PROCUREMENT |  |  |  |
| Purchaser | SAP\_BR\_PURCHASER | Operational Purchasing | SAP\_BR\_PURCHASER |  |
| Manager - Inbox | SAP\_BR\_MANAGER |  |  |  |
| Cost Accountant - Overhead | SAP\_BR\_OVERHEAD\_ACCOUNTANT | Overhead Accounting | SAP\_BR\_OVERHEAD\_ACCOUNTANT |  |
| Purchasing Manager | SAP\_BR\_PURCHASING\_MANAGER |  |  |  |
| Accounts Payable Accountant - Procurement | SAP\_BR\_AP\_ACCOUNTANT\_PROCUREMT |  |  |  |
| Configuration Expert - Business Process Configuration | SAP\_BR\_BPC\_EXPERT |  |  |  |
| Accounts Payable Accountant | SAP\_BR\_AP\_ACCOUNTANT | Accounts Payable | SAP\_BR\_AP\_ACCOUNTANT |  |

## Master Data and Organizational Data

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | Details | Comments |
| Plant | 1010 | Plant 1 DE |  |
| Supplier | 10300002 | Domestic 10 Supplier 2 |  |
| Company Code | 1010 | Company Code 1010 |  |
| Purchase Organization | 1010 | Purch. Org. 1010 |  |
| Purchase group | 003 | Group 003 |  |
| Cost Center | 10101101 | Financials (DE) |  |
| Cost Center | 10101501 | R&D Cost center |  |

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

Table 1: Master Data Script Reference

|  |  |
| --- | --- |
| Master Data ID | Description |
| BNE | Create Supplier Master |
| BHD | Create Purchasing Info Record |
| BNG | Create G/L Account and Cost Element |
| BNM | Create Cost Center and Cost Center Group |
| 2SW | Create Tax Condition |

## Preliminary Steps

### Configure Catalog

#### Define Settings for Cross-Catalog Search

Procedure

1. Access the activity using the following navigation option:

|  |  |
| --- | --- |
| SAP IMG Path | Materials Management -> Purchasing -> Purchase Requisition-> Self-Service Procurement -> Define Settings for Cross Catalog Search |
| Transaction Code | S\_CUS\_IMG\_ACTIVITY |

1. On the Change View "Cross catalog search settings and Common Currency" screen, unselect Hide Search Bar checkbox.
2. Choose Save.

#### Configure Open Catalog Interface Settings

External process

Please refer to the document Setting Up Requisitioning (18J).

### Maintain Requisitioning Groups

1. Access the activity using the following navigation option:

|  |  |
| --- | --- |
| SAP IMG Path | Materials Management -> Purchasing -> Purchase Requisition-> Self-Service  Procurement -> Maintain Requisitioning Groups |
| Transaction Code | SPRO |

1. On the Change View "Maintenance View for Requisitioning Groups for Purchasing screen, choose New Entries then make below entries：

RequisitioningGrpID：Z001

Validity Start Date：<current data>

Validity End Date：<current data + 6 months>

RequisitionGrpName：SOB testing

1. Choose Save.

### Maintain the Default Setting for Users

Purpose

The default setting for an employee should be maintained by the Configuration Expert mandatorily. Plant and Company code needs to be presented a primary information in the user defaults screen．

The user must be an employee user, because this scope item is focused on employee procurement.

The user for Purchase Requisition approval and Purchase Order approval also must be an employee user.

For the steps of user configuration, please refer to the sections in the [Administration Guide to Implementation of SAP S/4HANA with SAP Best Practices](https://help.sap.com/viewer/S4HANA2020_AdminGuide)

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | Logon to SAP Fiori launchpad as a Configuration Expert - Business Process Configuration . | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Default Settings for Users - Purchase Requisitions (F1995) . | The Default Settings for Users screen displays. |  |
| 3 | Enter the User ID | On the Default Settings for Users screen, enter the User ID and then choose Enter. |  | Please use the Search Help to find the User ID for User Name EmployeeProcurement . |
| 4 | Edit the Default Setting for User | On the Default Settings for Users screen, choose Edit on the lower right corner.  Make the following entries:  Requisitioning Group (Optional): <the number you define in previous chapter>, For example, Z001  Shop on Behalf Type:  Group Based: <You can only shop on behalf for the employee who belong to the same Requisitioning Group>  Company Code based: <You can shop onbehalf for the employee who belong to the same company code>.  No Shop on behalf based.  Plant: 1010  Company Code: 1010  Currency: EUR  Source Determination: <Selected>  Purchasing Doc. Type : NBS  Choose Save. | Default Settings are set for users. |  |

### Define Mapping of Material Groups to Purchasing Group

1. Access the activity using the following navigation option:

|  |  |
| --- | --- |
| SAP IMG Path | Materials Management -> Purchasing -> Purchase Requisition-> Define Mapping  of Material Groups to Purchasing Group |
| Transaction Code | SPRO |

1. On the Change View "Maintain Mapping of Material Groups to Purchasing Group screen, choose New Entries and make below entries：

Plnt: 1010

PGr: 003

Option: EQ Equal To (=Low)

MatGr.Fr.: YBMM00

1. Choose Save.

### Activate Flexible Workflow for Purchase Requisition

#### Check Flexible Workflow for Purchase Requisition Approval

Purpose

In this procedure, you can active or deactive Flexible Workflow for Purchase Requisition Approval.

The following section is ONLY relevant for the on-premise version of SAP S/4HANA.

Procedure

1. Access the activity using the following navigation option:

|  |  |
| --- | --- |
| SAP IMG Path | Material Management > Purchasing > Purchase Requisition > Flexible Workflow for Purchase Requisitions > Activate Flexible Workflow for Purchase Requisitions |
| Transaction Code | SPRO |

1. On the Document Types Purchase requisition Change screen, choose the checkbox under Scenario based workflow for Document Type: NB or NBS.
2. Choose Save.

#### Configure Flexible Workflow for Purchase Requisition

Purpose

In this procedure, you configure your release conditions for Purchase Requisition Approval.

Note For the Work flow Name and Steps Name, you can translate to other languages via app Workflow Content Translation (SWF\_FLEX\_I18N\_TR\_WEB), for example translate it from English to German.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 . | The Fiori launchpad is displayed. |  |
| 2 | Open Manage Workflow for Purchase Requisition | Open Manage Workflows for Purchase Requisitions (F2705) | The Manage Workflows screen is displayed. |  |
| 3 | Create Manage Workflow | Select Workflows: Overall release of requisition ． then choose Add and make following entries:  Name: Test Workflow for Purchase Requisition  Preconditions：Total net amount of purchase requisition is greater than 500.00 EUR  Step Sequence: Add  Step Type: Overall release of Release Purchase Requisition Header  STEP PROPERTIES:  Is Optional Step: No  Recipients: Assignment By: <User>  Please check if the employee data has been maintained with the chapter [Maintain the Default Setting for Users](#unique_9) [page ] 8 for Users if you can’t find User for approval.  Select User with Manager\_procurement from F4 help  Choose Add.  Choose Save. | The Workflow for Purchase Requisition is configured. |  |
| 4 | Activate Workflow Item | Select the just created Workflow Item and choose Activate. | The Workflow Item is activated. |  |
| 5 | Define Order | Choose Define Order.  On the Define Order screen, then choose Test Workflow for Purchase Requisition then move the selected workflow one level up. | Define the priority for workflow. |  |

#### Manage Conditions to Restart Flexible Workflow

1. Access the activity using the following navigation option:

|  |  |
| --- | --- |
| SAP IMG Path | Materials Management -> Purchasing -> Purchase Requisition-> Flexible Workflow for Purchase Requisitions -> Manage Conditions to Restart Flexible Workflow |
| Transaction Code | SPRO |

2. On the Change View "Manage Conditions to Restart Flexible Workflow”: Overview screen, unselect SS Proc or Prf.Proc. for each item if you don’t want to restart flexible workflow.

### Activate Flexible Workflow for Purchase Order

#### Activate Flexible Workflow for Purchase Order Approval

Purpose

In this procedure, you activate Flexible Workflow for Purchase Order Approval.

If you want to use the flexible workflow to approve the purchase order, you have to process this step [.](#unique_15)

Procedure

1. Access the activity using the following navigation option:

|  |  |
| --- | --- |
| SAP IMG Path | SPRO > Materials Management > Purchasing > Purchase Order > Flexible Workflow for Purchase Orders > Activate Flexible Workflow for Purchase Orders |
| Transaction Code | S\_ER9\_52000654 |

1. On the Document Types Purchase order Change screen, select the check box under Scenario based workflow for Activate Flexible Workflow for Purchase Orders Activate Flexible Workflow for Purchase Orders Document Type: NB
2. Choose Save.
3. You may be asked to enter a customizing request number, either choose your own customizing request or create a new one, then choose Continue.

#### Configure Flexible Workflow for Purchase Order (Optional)

Purpose

In this procedure, you configure your release conditions for Purchase Order Approval.

Note When you start to process this step, ensure the flexible workflow for purchase document type NB has been activated in your system.

Note For the Work flow Name and Steps Name, you can translate to other languages via app Workflow Content Translation (SWF\_FLEX\_I18N\_TR\_WEB), for example translate it from English to German.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log onto the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration. | The Fiori launchpad is displayed. |  |
| 2 | Access the App | Open Manage Workflows for Purchase Orders (F2872) . | The Manage Workflows screen is displayed. |  |
| 3 | Create Manage Workflow | Choose Add and make following entries:  Name: Test Workflow for Purchase Order  Select Preconditions, and in the PRECONDITIONS area, make the following entries:  Purchasing group: 003  Choose Add another condition, and make the following entries:  Total net amount of purchase order is greater than: Selected  Amount: 500.00  Currency: EUR  In the STEP SEQUENCE area, choose Add and make the following entries:  Type: Release Purchase Order  In the RECIPIENTS area, make the following entries:  User: Select User from value help (with Employee ID PURCHASING\_MANAGER )  Choose OK.  Step to be completed by： One of the recipients.  Choose Add.  Choose Save. | The Workflow for Purchase Order is configured. |  |
| 4 | Activate Workflow Item | Select the just created Workflow Item and choose Activate. | The Workflow Item is activated. |  |

Note Please make sure default workflow Automatic Release of Purchase Order has been activated.

### Activate Flexible Workflow for Supplier Invoice

#### Check Tolerance Limit for PP Tolerance Key

Purpose

If you need to trigger Payment Block workflow for supplier invoice, make sure the tolerance limit check for PP tolerance key has been maintained.

Procedure

1. Access the activity using the following navigation option:

|  |  |
| --- | --- |
| SAP IMG Path | SPRO > Materials Management > Logistics Invoice Verification > Invoice Block > Set Tolerance Limits |
| Transaction code | SM30 V\_169G |

2. Choose Display->Change , then double-click row with for example company code 1010 , tolerance key PP.

3. Make sure the Absolute Upper/Low Limit data or Percentage Lower/Upper Limit data maintained.

4. Choose Save.

Result

The tolerance limit check for PP tolerance key is enabled.

#### Change Event Type Linkage for Invoice Workflow

Procedure

1. Access the activity using the following navigation option:

|  |  |
| --- | --- |
| SAP Menu | SAP Customizing Implementation Guide -> SAP NetWeaver -> SAP Gateway Service Enablement -> Backend OData Channel-> Backend Event Publisher Administration-> Event Type Linkages |
| Transaction code | SWETYPV |

2. On the Change View “Event Type Linkages screen, choose the following object type and double-click it.

|  |  |
| --- | --- |
| Field Name | User action and values |
| Object Category | BOR Object Type |
| Object Type | BUS2081 |
| Event | POSTED |
| Receiver Type | WS08900002 |

3. On the Change View “Event Type Linkages“: Details screen, remove the check box for field Linkage Activated.

4. Choose Save.

#### Activate Scenario for Supplier Invoice Flexible Workflow

Purpose

In this procedure, you activate scenario for supplier invoice flexible workflow.

Procedure

1. Access the activity using the following navigation option:

|  |  |
| --- | --- |
| SAP IMG Path | SPRO > SAP NetWeaver > Application Server > Business Management > SAP Business Workflow > Flexible Workflow > Scenario Activation |
| Transaction Code | SM30 V\_SWF\_FLEX\_SCACT |

1. Check option: WS00800251 and WS00800303, then chooseSave.

Result

Scenario: WS00800251 and WS00800303 is activated.

#### Activate Flexible Workflow for Supplier Invoice (Optional)

Purpose

The step is ONLY relevant for SAP Best Practices for SAP S/4HANA.

In this procedure, you active flexible workflow for supplier invoice.

If you want to use the flexible workflow to approve the supplier invoice, you have to process the steps: Active Flexible Workflow for supplier invoice and Configure Flexible Workflow for supplier invoice.

Procedure

1. Access the activity using the following navigation option:

|  |  |
| --- | --- |
| SAP IMG Path | SPRO > Materials Management > Logistics Invoice Verification > Incoming Invoice >Flexible Workflow for Supplier Invoices -> Activate Flexible Workflow for Supplier Invoices |
| Transaction code | SM30 T169WF02 |

2. Choose the checkbox: Payment Block: Flexible Workflow is Active, then choose Save.

Result

The Payment Block: Flexible Workflow is activated.

#### Check Workflow for Supplier Invoice

Purpose

In this procedure, you make sure Workflow for Supplier Invoice is activated.

Note For the Work flow Name and Steps Name, you can translate to other languages via app Workflow Content Translation , for example translate it from English to German.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log onto the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration . | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Manage Workflows for Supplier Invoices (F2190) . | The Manage Workflows screen displays. |  |
| 3 | Check Workflow for Blocked Invoice | In Workflows dropdown list, choose Workflow for Blocked Invoice, make sure workflow Release blocked Invoice by Accounting Responsibles is in active status. If not, select it and choose Activate. | The Workflow Item is activated. |  |

### Edit User-Specific Parameters for Supplier Invoices (Optional)

Purpose

In this procedure, you will edit User-Specific parameters for supplier invoices.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Accounts Payable Accountant - Procurement. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the SAP Fiori App | Choose Edit Supplier Invoice Settings (F3813). | The Edit Supplier Invoice Settings screen is displayed. |  |
| 3 | Set parameter | Check parameter Display Journal Entry: X  If parameter is checked, when invoice is created, system message contains invoice and journal entry number.  If parameter is unchecked, when invoice is created, system message contains invoice number only.  When this parameter is changed, for APP Create Supplier Invoice (F0859), it will take effective immediately. For APP Create Supplier Invoice - Advanced (MIRO) , user needs to logout and logon again to make it take effective. | Change has been saved successfully. |  |

Result

Parameter Display Journal Entry has been set successfully.

### Manage Situation Types

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log onto the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration. | The SAP Fiori Launchpad displays. |  |
| 2 | Access the App | Open Manage Situation Types (F2947) . | The Manage Situation Types screen displays. |  |
| 3 | Select the template to copy | Choose Standard Template and choose Go to search the Standard Situation Templates:  Choose Standard Situation Templates: PROC\_OVERDUEPRITEMTOCONFIRM then choose Copy. | The Situation Type screen displays. |  |
| 4 | Create Custom Situation Type | On the New Situation Type screen, make the following entries:  Make the following entries and choose Save:  ID: Z\_PROVERDUEPRITEMTOCONFIRM  Name: SSP PR Item Overdue for Confirmation  Choose Batch Job Scheduling :  Time Zone: for example, UTC+1  Start Batch Job At: for example: 22:00  Choose Recipients. Choose Add Rule for Responsibility Rules. On the Add Rules screen, select Determine the owners responsible for the SSP PR , then choose Select. | The situation type is maintained. |  |
| 5 | Enable situation type | Choose Yeswhen dialog box Enable Situation Type is displayed. |  |  |

## Business Conditions

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

|  |  |
| --- | --- |
| Scope Item | Business Condition |
| BNZ - Create New Open MM Posting Period | Must be run before this test script. |

# Overview Table

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

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App Name | Expected Results |
| [Create Purchase Requisition with Cost Center](#unique_26)  [page ] 24 | Employee - Procurement | Create Purchase Requisition (F1643) | Purchase Requisition is created. |
| [Manage Catalog Items](#unique_27) [page ] 28 | Purchaser | Manage Catalog Items (F3149) | Catalog item is maintained. |
| [Create Purchase Requisition with Catalog](#unique_28) [page ] 29 | Employee - Procurement | Create Purchase Requisition (F1643) | The Purchase Requisition is created via catalog. |
| [Check Purchase Requisition (Optional)](#unique_29) [page ] 31 | Employee - Procurement | My Purchase Requisitions (F1643) | Purchase Requisition is created. |
| [Copy Purchase Requisition (Optional)](#unique_30)  [page ] 33 | Employee - Procurement | My Purchase Requisitions (F1643) | Purchase Requisition is created. |
| [Mass Changes to Purchase Requisitions (Optional)](#unique_31) [page ] 34 | Purchaser | Mass Changes to Purchase Requisitions (F2594) (Optional) | Purchase Order for consumable material is created. |
| [Monitor Purchase Requisition Items by Account Assignment (Optional)](#unique_32)  [page ] 35 | Accounts Payable Accountant - Procurement | Purchase Requisition Items by Account Assignment (F2422) |  |
| [Approve Purchase Requisition](#unique_33)  [page ] 37 | Manager - Procurement | My Inbox - All Items (F2097) | Purchase Requisition is approved. |
| [Monitor Purchase Requisition Items (Optional)](#unique_34)  [page ] 38 | Purchaser | Monitor Purchase Requisition Items (F2424) | Purchase Requisition Item detail page is dispalyed. |
| [Redistribute Workload (Optional)](#unique_35) [page ] 40 | Purchaser | Redistribute Workload (F2567) |  |
| [Convert Purchase Requisition to Purchase Order](#unique_36) [page ] 42 | Purchaser | Manage Purchase Requisitions (F1048) | Purchase Order is created. |
| [Approve Purchase Order](#unique_37) [page ] 43 | Purchasing Manager | My Inbox - All Items (F2097) | Purchase Order is approved. |
| [Change Purchase Order](#unique_38) [page ] 44 | Purchaser | Manage Purchase Orders (F0842A) | Purchase Order is updated . |
| [Confirm Receipt of Goods](#unique_39) [page ] 45 | Employee - Procurement | Confirm Receipt of Goods - New (F4489) . | Goods Receipt is posted. |
| [Create Supplier Invoice](#unique_40)  [page ] 47 | Accounts Payable Accountant - Procurement | Create Supplier Invoice (F0859) | Invoice Receipt is posted. |
| <#unique_41> | Purchasing Manager | My Inbox - All Items (F2097) | Blocked supplier invoice is released. |

# Test Procedures

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

## Create Purchase Requisition

### Create Purchase Requisition with Cost Center

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

Employee create shopping cart for free text material, generate a purchase requisition.

Procedure

Note This APP also supports Acct Assignment Cat P, and 1NT and 35F as a prerequisite if the end user is going to use AAC as P.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | Logon to SAP Fiori launchpad as an Employee - Procurement . | The SAP Fiori launchpad displays. |  |
| 2 | Access to Create Purchase Requisitions | Open Create Purchase Requisition (F1643) | The Create Purchase Requisition screen displays. |  |
| 3 | Create Purchase item | Choose Create Own Item , if you want to create a free description item. |  |  |
| 4 | Enter General Data | In the General Data section, make the following entries:  Material: <Blank>  Short Text: office supply  Material group: YBMM00  ChooseEnters.  You will see the material group with rating if scope item 2XV implemented.  Valuation Price: 100  Currency: EUR  Price Unit: 1 EA  Quantity Requested : 100  Unit of Measure: EA  Delivery Date : <today +30> |  |  |
| 5 | Assign Source of Supply | On the Source of Supply section, choose Add.  In the Add a supplier dialog box:  Supplier : for example, 10300002 as Fixed , and then choose Add. | The supplier is assigned. |  |
| 6 | Add to Shopping Cart | Choose Add to Cart at the right bottom of the screen. | The Purchase Requisition Overview screen displays. |  |
| 7 | Edit Purchase Requisition Item | Choose Purchase Requisition Overview at the top right of the screen to view the cart, and then choose View Cart.  On the My Purchase Requisition screen:  There are listing 2 cases, you can choose anyone to continue your testing:  Case 1:  Select the item created, and enter the following entries:  Purchasing Group : 003　(which comes from the step Mapping of Material Group to Purchasing Group)  Purchasing Organization: 1010  Company Code : 1010  Plant : 1010  Account Assignment Category : U or K  Account Assignment Category P for account assignments to projects is also supported. In case budget availability control for a project is active you may run into warning / error messages along the requisition process in case budget thresholds are exceeded. For further details on the budget availability control for projects you can refer to 1NT test script (component responsible: PPM-CNT)  If you assign Account Assignment Category to K, in the Account Assignment section:  choose serial no.acct.assgt 01.  On the Accounting Details screen, make the following entries:  GL Account: 65100000  Cost center: 10101101  Choose Back.  Choose Save.  Choose Back.  Note If you assign Account Assignment U then, go to the chapter [Check Purchase Requisition (Optional)](#unique_29) [page ] 31 after the purchase requisition created.  Case 2:  Select the item created, and enter the following entries:  Purchasing Group : 003  Purchasing Organization: 1010  Company Code : 1010  Plant : 1010  Acct Assignment Cat : K  Distribut.indicator: Distribution by percentage  On the Account Assignment section, choose serial no.acct.assgt 01.  On the Accounting Details screen, make the following entries:  GL Account: 65100000  Distribution(%): 40  Cost center: 10101101  Choose Back.  Choose Add, go to the second Accounting Details screen and make the following entries:  GL Account: 65100000  Distribution(%): 60  Cost center: 10101501  Choose Save.  Choose Back. |  |  |
| 8 | Order | Choose Order. | Purchase Requisition 1000XXXX created. |  |

### Catalog Purchasing

#### Manage Catalog Items

Purpose

In this procedure, you define the catalog item for requisitioning.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto SAP Fiori launchpad as a Purchaser. | The Fiori launchpad is displayed. |  |
| 2 | Open Manage Catalog Item | Open Manage Catalog Items (F3149) . | The Manage Catalog Items screen is displayed. |  |
| 3 | Create Catalog Item | On Manage Catalog Items screen, choose Create .  On the Catalog Item screen, navigate to General Information section, and make the following entries:  Item Description: <Your description>  Material group, : YBMM00  Base Unit of Measure: EA  Catalog: S4H\_GLOBALCATALOG  Valid from:<today>  Valid to: <today + 12 month>:  Price per Unit: 1  Order Unit: EA  Price: for example: 1 EUR  Plant: 1010  Purchasing Organization: 1010  Company Code: 1010  Navigate to Text Management section. Except for the default description for language EN, you can maintain the item description for other language if it is necessary. | Catalog detail information screen is displayed. |  |
| 4 | Save Catalog Item | Choose Save to save the catalog item. |  | Catalog Item created. |

#### Create Purchase Requisition with Catalog

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

Employee create shopping cart for catalog item, then generate a purchase requisition. Please make sure the Preliminary Step Define Settings for Cross-Catalog Search before you start this step.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | Logon to SAP Fiori launchpad as an Employee - Procurement. | The SAP Fiori launchpad displays. |  |
| 2 | Access to Create Purchase Requisitions | Open Create Purchase Requisition (F1643). | The Create Purchase Requisition  screen displays. |  |
| 3 | Create Purchase item | On the Create Purchase Requisition screen, enter the description which you created in previous step [Manage Catalog Items](#unique_27) [page ] 28 .  Quantity: 10  and then choose Enter.  Choose Add to Cart with the item which search out.  On the Create Purchase Requisition screen, if you want to create purchase requisition via External catalog, choose a catalog under Catalog section, and select products listed in the catalog, add to cart, and check out to add it to your Purchase Requisition.  Please refer chapter [Configure Open Catalog Interface Settings](#unique_7) [page ] 7 for details. | Add catalog to view Cart. |  |
| 4 | View Cart | Choose Purchase Requisition Overview at the top right of the screen to view the cart, and then choose View Cart.  Select the item created, and enter the following entries:  Purchasing Group : for example, 003 , (which comes from the step <#unique_43>)  Organization: for example, 1010  Company Code : for example, 1010  Plant: for example, 1010  Acct Assignment Cat: K  In the Account Assignment section: choose serial no.acct.assgt 1.  On the Accounting Details screen, make the following entries:  GL Account: for example, 65100000  Cost Center: for example, 10101101  Choose Back.  Choose Save.  Choose Back. | Maintain the general data.  Make sure that you have done the step [Maintain the Default Setting for Users](#unique_9) [page ] 8 before, otherwise, it is necessary to review and correct Purchase Organization, Company, Plant and Address information data in this step. |  |
| 5 | Make an Order | Choose Order. | Purchase Requisition 1000XXXX created. |  |

## Check Purchase Requisition (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you can check your Purchase Requisition. If you use account assignment U in the section [Create Purchase Requisition with Cost Center](#unique_26)  [page ] 24, you need to change the account assignment from U to K in this step.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Access the SAP Fiori launchpad | Logon to SAP Fiori launchpad as an Employee - Procurement. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Choose My Purchase Requisitions (F1643) . | The Create Purchase Requisition initial screen appears. |  |
| 3 | Check item details | Select Shop on Behalf if you want to check purchase requisition which created for Employee\_Procure\_R.  Search your Requisition number in the Purchase Requisition list. Select the item to check the detailed information of the item.  Note If there is draft information display, A draft Purchase Requisition already exists for the user.  Choose Continue. | Detail information of the Purchase Requisition item displays. |  |
| 4 | Change Purchase Requisition(optional) | Choose Purchase Requisition item. On the Item Details screen, in the General Data section:  Account Assignment Category: K  In the Account Assignment section:  choose serial no.acct.assgt 1.  On the Accounting Details screen, make the following entries:  GL Account : 65100000  Cost center: 10101101  Choose Back and then choose Save.  Choose Back. |  |  |
| 5 | Add new Item (Optional) | On the My Purchase Requisition screen, choose Add.  You can follow chapter [Create Purchase Requisition with Cost Center](#unique_26)  [page ] 24 for details. |  |  |
| 6 | Back to home | Choose Back and then choose Order.  The purchase requisition also can be viewed / modified from App Manage Purchase Requisition Professional and role Purchaser. | Purchase requisition 1000XXXX changed. |  |

## Copy Purchase Requisition (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Access the SAP Fiori launchpad | Logon to SAP Fiori launchpad as an Employee - Procurement. | The SAP Fiori launchpad displays. |  |
| 2 | Access My Purchase Requisition | Choose My Purchase Requisitions (F1643) . | The Create Purchase Requisition initial screen appears. |  |
| 3 | Copy Purchase requisition | Search your Requisition number in the Purchase Requisition list. Select the item then choose Copy. | Add to shopping cart. |  |
| 4 | Edit Purchase Requisition Items | On the My Purchase Requisition screen:  Reference Document Status will be shown as Rejected.  Select the item created and enter the following data:  Delivery Data: for example <today+30>.  Choose Save.  Choose Back. | Detail information is maintained. |  |
| 5 | Order | Choose Order. | Purchase Requisition is created. |  |

## Mass Changes to Purchase Requisitions (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this procedure, you can apply changes to multiple Purchase Requisition Items at a time.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | Logon to SAP Fiori launchpad as a Purchaser. | The Fiori Launch Pad is displayed. |  |
| 2 | Access the App | Open Mass Changes to Purchase Requisitions (F2594). | The Mass Changes to Purchase Requisitions screen is displayed. |  |
| 3 | Search for Purchase Requisition Items | Set values to some filters. For example:  Purchase Requisition: the PR number created in previous Creating Purchase Requisition.  Then choose Go. | The search results show the details with the respective filter Criteria.  By default, all the Purchase Requisition Items are selected for Mass Change operation. |  |
| 4 | Display Purchase Requisition | Select an individual Purchase Requisition Item. | The Purchase Requisition Item detail page is shown. Review the details of the Purchase Requisition and choose Back. |  |
| 5 | Set new Values | Choose Mass Edit. | A dialog box will open displaying the fields where new values can be set. |  |
| 6 | Apply mass changes | Set new values to the desired fields which are displayed in the dialog box.  For example: Delivery Date: <Replace Field Value> <today+20>  After setting new values, choose Apply Mass Changes. | A confirmation dialog box would appear to confirm the mass change operation.  After choosing Apply, a toast message would occur containing the job id of that particular mass change operation. Then choose View Job List. |  |
| 7 | Check application job | Choose Mass Change Jobs. | It will navigate to the Application Jobs page containing the list of Purchase Requisition jobs.  Verify if the job is successful for the selected Purchase Requisition Items. |  |

## Monitor Purchase Requisition Items by Account Assignment (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this procedure, you can monitor each item in Purchase Requisition Items based on account assignment.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | Logon to SAP Fiori launchpad as an Accounts Payable Accountant - Procurement. | The SAP Fiori launch Pad displays. |  |
| 2 | Access the App | Open Purchase Requisition Items by Account Assignment (F2422) . | The Purchase Requisition Items by Account Assignment screen displays. |  |
| 3 | Search for Purchase Requisition | All basic filters are displayed,  Purchasing Requisition  Acct Assignment Cat.  Cost Center  WBS Element  Asset  Material Group  Fixed Supplier  Purchasing Organization  Purchasing Group  Make the above entries accordingly, then choose Go. | The search results show the details with the respective filter Criteria.  By default data is filtered by Cost Center.  You can choose Adapt Filter to list filters to add adapt filters. |  |
| 4 | Display Purchase Requisition | Select an individual line item of the Purchase Requisition Item you want to display the Purchase Requisition Items details.  Choose Details to display. | The Purchase Requisition Item screen displays. |  |
| 5 | Verify data displayed on the object page | Verify data displayed on the object page. | The data should be logically in sync with Purchase Requisition Item. |  |
| 6 | Change grouping and Sorting | Choose Back (less than symbol) to come to app main view.  Choose Setting and change the Grouping and Sorting options. And choose OK. | The data should reload in the app and Grouping and Sorting should be according selected options. |  |

## Approve Purchase Requisition

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this procedure, you release a purchase requisition. If the total amount of PR is more than 500.00 EUR and order type is NBS. Order type is configured in [Maintain the Default Setting for Users](#unique_9) [page ] 8.

Procedure

Note You can ignore this step if you did not set up the Preliminary Steps - [Configure Flexible Workflow for Purchase Requisition](#unique_12)  [page ] 11.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | Logon to SAP Fiori launchpad as a Manager - Procurement . | The SAP Fiori launchpad displays. |  |
| 2 | Open My Inbox | Open My Inbox - All Items (F2097) .  Note Maybe you can find the value of Confidence Level for PR approval in the top right corner, that's because scope item 43E was activated. | A list of already created Purchase Requisition is displayed. |  |
| 3 | Edit Purchase Requisition | Option 1: Select the Purchase Requisition from the left screen. Choose the Purchase Requisition number then choose Edit and Approval purchase requisition. On the Edit and Approve Purchase Requisition screen, choose Edit. Then change quantity and choose Approve. Choose Approve after entering some comments.  Option 2 : Select the Purchase Requisition from the left screen and choose Approve at the bottom right of the screen.  Enter the approval reason, if needed, then choose Submit. | The Purchase Requisition is approved. |  |
| 4 | Back to SAP Fiori launchpad | Choose the Home button to go back to the SAP Fiori launchpad. | The SAP Fiori launchpad displays. |  |

Note The purchaser requisition creator and requester will receive notification if purchase requisition is rejected.

## Monitor Purchase Requisition Items (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Procedure

In this step you can Monitor your Purchase Requisition Items.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | Logon to SAP Fiori launchpad as a Purchaser . | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Monitor Purchase Requisition Items (F2424) . | The app opens up displaying only the filters in search bar. |  |
| 3 | Verify the columns displayed in output columns | To load data, choose Standard variant .  Choose Go. | A list of Purchase Requisition is displayed.  Following columns should be displayed by default  Purchasing Requisition Item  Acct Assignment Cat.  Material  Plant  Fixed Supplier  Quantity Requested  Valuation Price  Net Value  Delivery Date |  |
| 4 | Search Purchase Requisition | Search the Purchase Requisition by applying Purchase Requisition filter available on the top.  Choose Go. | All Items for the Purchase Requisition are displayed as individual line items in the output list. |  |
| 5 | Display Purchase Requisition Item Detail | Choose individual line item of Purchase Requisition to display Purchase Requisition Item detail. | The Purchase Requisition Item detail page is displayed.  The data should be logically in sync with the created Purchase Requisition. |  |
| 6 | Back to SAP Fiori launchpad | Choose the Home to go back to the SAP Fiori launchpad. | The SAP Fiori launchpad displays. |  |

## Redistribute Workload (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Procedure

To run through this, the relevant Purchasing Documents would be listed .On Selection of Purchasing Document/Documents the Reassign Purchasing Group Button shall get enabled . Thereafter, the user may select the Respective Purchasing Group from the list of respective Purchasing group fom F4. The user can then choose Simulate , this shall list the possibility whether the Purchasing Group would be Changed or not for the selected Purchasing documents. Henceforth the User can confirm (either Cancel or OK or Save) to get it updated accordingly.

You don't need to approve purchase requisition if you process chapter with chapter Manage Conditions to Restart Flexible Workflow, otherwise you need to [Approve Purchase Requisition](#unique_33)  [page ] 37 again because workflow restart again after you reassign purchasing group.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1. | Logon on to Fiori Launchpad | Logon on to Fiori Launchpad as a Purchaser. | The SAP Fiori Launchpad displays. |  |
| 2 | Access the App | Open Redistribute Workload (F2567) . | The redistribute Workload screen displays. |  |
| 3 | Search Purchasing Document Entry / Entries | Set values to some filters to search purchasing documents for which you want to redistribute workload, then choose Initial screen is displayed.GO.  for example:  Creation Date  Document Number  Document Type  Purchasing Organization  Purchasing Group  Document Category | Initial screenThe search results show the purchasing documents details with the respective filter Criteria.  Note Purchase requisition is closed or data is completed, or status is Released Completed, then Purchase requisition can be listed. |  |
| 4 | Reassign Purchasing Group | Select Purchasing Document Entry / Entries you want to redistribute workload.  Choose Reassign Purchasing Group and select a Purchasing Group from the list. | The Reassign Purchasing Group dialog box appears and new Purchasing Group shall get selected. |  |
| 5 | Simulate | Choose Simulate.  If all the purchase documents have error on Simulation and Purchasing Group cannot be updated for the documents (For example purchase documents already have follow-on document or get locked), you need to choose Cancel and go back to previous step to select other purchase documents. It's only allowed you to assign the purchasing group which maintained in chapter <#unique_43> . | This shall list the simulation messages as to whether the Reassignment is feasible or not. |  |
| 6 | Save the Reassignment | Choose Save. | The Purchasing Group shall get reassigned accordingly with system message Group has been assigned to documents to save the Reassignment when the simulation shows the Reassignment is feasible.. |  |
| 7 | Check Application Jobs Change Log | Choose Change Log. | It will navigate to Application Jobs page containing the list of Job IDs for all Purchase documents.  Verify if the job is successful for the selected Purchase documents. |  |

## Convert Purchase Requisition to Purchase Order

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, the purchaser converts the purchase requisition created employee procurement to purchase order.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instructions | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Open the SAP Fiori launchpad as a Purchaser. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Manage Purchase Requisitions (F1048) .  Note Use the Save Draft. | A list of Requisitions displays. |  |
| 3 | Search a Purchase Requisition created in the section Create Purchase Requisition | Make the following entries:  Plant : 1010  Purchasing Organization: 1010  Material group: YBMM00  Choose Go. | The Purchase Requisition list displays depending on material. |  |
| 4 | Select Purchase Requisition | Search a Purchase Requisition created in the section Create Purchase Requisition. | The Select Source of Supply screen displays. |  |
| 5 | Prepare the Purchase Order | Select the Purchase Requisition where the assigned supplier is displayed and choose Create Purchase Order. | The Purchase Order Preview screen displays. |  |
| 6 | Create the Purchase Order | Select the Purchase Order Type with Standard PO and choose Save. | The purchase order is created. |  |
| 7 | Back to Manage Purchase Requisition | In the dialog box, choose OK. | Purchase Requisition list displays again. |  |

## Approve Purchase Order

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this procedure, you release a purchase order. If the total amount of PO is more than 500.00 EUR and purchase group is 003, then the PO should do the approval.

If the approval user does not have My Inbox app, you have to check whether business catalog SAP\_PRC\_BC\_PURCHASING\_MNGR has been assigned to the business role of the approval user.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1. | Log on | Open the SAP Fiori launchpad as Purchasing Manager. | The SAP Fiori launchpad displays. |  |
| 2. | Open Approve Purchase Orders | Open  My Inbox - All Items (F2097)  . | A list of already created Purchase Orders is displayed. |  |
| 3. | Search for Purchase Order Status | Make the following entry and choose Enter:  Search: <Purchase Order number> | The Purchase Order is displayed. |  |
| 4. | Approve Purchase Order | Select the Purchase order in left of the screen and choose Approve at the bottom right. | The Submit Decision screen is displayed. |  |
| 5. | Enter Approval Reason | Enter the approval reason if necessary, and then choose Submit. | The Purchase Order is approved. |  |

Note For printing handling and the processing of purchase orders, see the chapter Preview Puchase Order (optional) in the Procurement of Direct Materials (J45) test script.

## Change Purchase Order

Test Administration

Customer project: Fill in the project-specific parts.

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

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | Open the SAP Fiori launchpad as a Purchaser . | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Manage Purchase Orders (F0842A) . | The Manage Purchase Orders screen displays.  A list of already created Purchase Orders display. |  |
| 3 | Search Purchase Order | Enter the Purchase Order number or some other content to search for the Purchase Order. | The Purchase Order will display. |  |
| 4 | Select Purchase Order | Select the row for the Purchase Order to be changed.  Note You can enter some search criteria to find your Purchase Order. | The Edit Purchase Order xxx screen displays. The purchase order opens in change mode. |  |
| 5 | Changing Purchase Order | Choose Edit.  Choose item which you want to change to Purchase Order Item screen.  Choose Tax in part Items:  Tax Code: V1. | The Purchase Order values are changed. |  |
| 6 | Submit Purchase Order | Choose Apply. Then choose Order to save the purchase order. | Purchase Order is updated.  You need to do step[Approve Purchase Order](#unique_37) [page ] 43 if the purchase order needs to approval again. |  |

## Confirm Receipt of Goods

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This activity posts the receipt of goods with reference to an existing Purchase requisition.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Open the SAP Fiori launchpad | Open the SAP Fiori launchpad as an Employee - Procurement. | The SAP Fiori launchpad displays. |  |
| 2 | Choose notification (Optional) | Choose the Notifications icon which is at the top right of the Home Screen.  Choose the notifications which is generated by the system.  This notification will be generated only in case the delivery data is in the past if delivery data in purchase order is compared with currently data. | A list of Notifications displays. |  |
| 3 | Confirm goods receipt quantity | Open Confirm Receipt of Goods - New (F4489) . | The Confirm Requisitions screen appears.  A list of purchase orders display. |  |
| 4 | Finalize the delivery (Optional) | On the Confirm Requisitions screen , enter your PR number and choose Go.  Choose your PR item in the list.  On the right screen, choose Edit.  Now you can make the following entries:  In the General Information part:  Document Date: <Date of creation of document>  Posting Date: <Date of posting the document>  Delivery Note: <Reference of the delivery note>  Header Text: <Description of material document>  In the Items part:  Check or change the quantity in filed Delivered Quantity. | The system displays the data for the goods receipt on the Confirm Requisitions screen. |  |
| 5 | Confirm the Goods Receipt | Choose the checkbox for the item and choose Confirm. |  |  |

## Create Supplier Invoice

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you perform the invoice verification.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | Logon to SAP Fiori launchpad as an Accounts Payable Accountant - Procurement. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Open Create Supplier Invoice (F0859). | The Create Supplier Invoice (Original) screen is displayed. |  |
| 3 | Enter General Data | Make the following entries :  Transaction: Invoice  Company Code : For example, 1010  Invoice date: <Today>  Posting date : <Today>  Gross Invoice Amount: Value in PO Calculate Tax  Invoicing Party : For example, 10300002  Reference: xxx (reference invoice number from invoicing party). |  |  |
| 4 | Enter Purchase Order References | In thePurchase Order References, check the references.  Make the following entries ,(using a purchase order you previously created):  References Document Category: Purchase Order/ Scheduling Agreement : <XXX>Purchase Order |  |  |
| 5 | Check the Purchase Order Items data | Check the AmountPurchas, the Quantity, and the Tax Code.  If the amount is more than 5.5% of the initial amount, it will trigger supplier invoice workflow, which means you need to do next step - <#unique_41>, and amount changes only work for single account assignment. You can choose invoice item to display multiple account assignment detail in next screen. |  |  |
| 6 | Post invoice | Choose Post. | The invoice is created. |  |

# Appendix

## Process Integration

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

## Succeeding Processes

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

|  |  |
| --- | --- |
| Process | Business Description |
| Real-Time Reporting and Monitoring for Procurement(1JI) | The Procurement Overview Page gives the Purchaser the most important and relevant information at a glance – instead of navigating through many different transactions and reports.  The Global Filter helps the Purchaser to focus the entire Procurement Overview Page to view all information according to specific suppliers, material groups, purchasing groups and more.  Through contextual navigation the Purchaser can immediately act upon the displayed information by accessing the app or the object instance or get more detailed information in the corresponding KPI Drill-Downs. |

## Set up Mail Notification for Purchase Requisition Workflow

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

Copy the predelivered email template to the exactly named custom template.

Note The email address has already been maintained for the approval.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | Logon to SAP Fiori launchpad as Administrator . | The SAP Fiori launchpad displays. |  |
| 2 | Access to Maintain Email Templates | Choose Maintain Email Templates. | The templates  displays. |  |
| 3 | Create Email Template | On the Maintain Email Templates screen, choose Predelivered (XX) search Template: SWF\_CRT\_NOTIFY\_RECIPIENTS.  Choose email template then choose Copy then make bellow entries:  Email Template: \_02000458 \_CRT\_ALL  Name: Overall Release of Purchase Requisition  Choose Copy.  Following templates are available for purchase requisition workflow:  Workflow for Overall release of Purchase Requisition:  02000458\_CRT\_ALL  02000458\_CRT\_19  Workflow for Release of Purchase Requisition Item:  02000471 \_CRT\_ALL  02000471 \_CRT\_20 | Email Template copied. |  |
| On the Maintain Email Templates screen, choose Predelivered (X), search Template: SWF\_WORKFLOW\_COMPLETE\_NOTIFY .  For the workflow approval, copy the predelivered e-mail template SWF\_WORKFLOW\_COMPLETE\_NOTIFY into your namespace. The custom template must follow this pattern: YY1\_<ScenarioId>\_COMPLETE\_POSITIVE  Choose email template then choose Copy, and then make the following entries:  Email Template: \_02000458\_COMPLETE\_POSITIVE  Name: Positive Workflow for Overall Release of Purchase Requisition  Or  Email Template: \_02000471\_COMPLETE\_POSITIVE  Name: Positive Workflow for Release of Purchase Requisition item  Choose Copy. |  |
| On the Maintain Email Templates screen, choose Predelivered (X), search Template: SWF\_WORKFLOW\_COMPLETE\_NOTIFY .  For the workflow approval, copy the predelivered e-mail template SWF\_WORKFLOW\_COMPLETE\_NOTIFY into your namespace. The custom template must follow this pattern: YY1\_<ScenarioId>\_COMPLETE\_POSITIVE  Choose email template, and then choose Copy, and then make the following entries:  Email Template: \_02000458\_COMPLETE\_NEGATIVE  Name: Negative Workflow for Overall Release of Purchase Requisition  Or  Email Template: \_02000471\_COMPLETE\_NEGATIVE  Name:Negative Workflow for Release of Purchase Requisition item  Choose Copy. |  |
| 4 | Adjust the text of the mail template | Choose Custom tab.  Choose Email template, for example,  YY1\_\_02000458\_CRT\_ALL, then go to Email Template screen. | Custom Email Template opened. |  |
| 5 | Choose Language | Choose Language, for example, English ,then go to Email Template Content screen.  You can edit the Body HTML part and Body Plain Text part as your request, and then choose Save. | The Email Template adjusted. |  |

Typographic Conventions

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

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

