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| Test ScriptSAP S/4HANA - 17-09-20 | public |
| Activity Management in Procurement (19C\_DE) |

Table of Contents

[1 Purpose 2](#_Toc51210633)

[2 Prerequisites 3](#_Toc51210634)

[2.1 System Access 3](#_Toc51210635)

[2.2 Roles 3](#_Toc51210636)

[2.3 Master Data, Organizational Data, and Other Data 3](#_Toc51210637)

[3 Overview Table 5](#_Toc51210638)

[4 Test Procedures 6](#_Toc51210639)

[4.1 Create Activity 6](#_Toc51210640)

[4.2 Create Tasks 8](#_Toc51210641)

[4.3 Send Tasks 9](#_Toc51210642)

[4.4 Submit Tasks 10](#_Toc51210643)

[4.5 Monitor Tasks 12](#_Toc51210644)

[5 Appendix 14](#_Toc51210645)

[5.1 Succeeding Processes 14](#_Toc51210646)

# Purpose

This scope item enables you to use Activity Management within procurement processes. Using Activity Management, purchasers can collaborate with internal stakeholders on activities and projects. This can help to improve supplier performance and reduce costs, to establish a strategic partnership, or to develop a new category strategy.

Purchasers can create activities related to categories or suppliers and assign appropriate tasks to stakeholders within their organization. By documenting and accessing activities and tasks centrally, purchasers benefit from transparency on joint initiatives.

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 |
| Strategic Buyer | SAP\_BR\_BUYER | Purchasing Analytics and Supplier Evaluation | SAP\_BR\_BUYER |  |
| Employee - Procurement | SAP\_BR\_EMPLOYEE\_PROCUREMENT |  |  |  |

## Master Data, Organizational Data, and Other Data

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | Details | Comments |
| Supplier | 10300001 | Domestic 10 Supplier 1 |  |

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

Table 1: Master Data Script Reference

|  |  |
| --- | --- |
| MDS | Description |
| BNE | Create Supplier Master |

Make sure the Employee ID existed in both backend and frontend system and E-mail address correctly maintained.

# Overview Table

The supplier activity management test script consists of several process steps provided in the following table.

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

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App Name | Expected Results |
| [Create Activity](#unique_7) [page ] 6 | Strategic Buyer | Manage Procurement-Related Activities - Procurement (F2192) | An activity is created. |
| [Create Tasks](#unique_8) [page ] 8 | Strategic Buyer | Manage Procurement-Related Activities - Procurement (F2192) | A task is created for an activity. |
| [Send Tasks](#unique_9) [page ] 9 | Strategic Buyer | Manage Procurement-Related Activities - Procurement (F2192) | A task is sent to the processor of the task. |
| [Submit Tasks](#unique_10) [page ] 10 | Employee - Procurement | Process Procurement-Related Tasks - Procurement (F2196) | The task is reviewed and submitted by the processor.By submitting the task, it is send back to the purchaser responsible of the task. |
| [Monitor Tasks](#unique_11) [page ] 12 | Strategic Buyer | Monitor Procurement-Related Tasks - Procurement (F2195) | Task information displays. |

# Test Procedures

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

## Create Activity

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, an activity is created.

To add employees, the employee must be an employee user, 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)

Admin Guide: Creating approvers.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori Launchpad as a Strategic Buyer . | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Manage Procurement-Related Activities - Procurement (F2192) . | The Manage Activities screen displays. |  |
| 3 | Create Activity | Choose Create. | The Activity: New screen displays. |  |
| 4 | Enter Basic data | Enter basic data about this activity as follows:Name: <name>Type: Choose Supplier Development from the drop-down list.Purchaser responsible: <use default purchaser or choose a purchaser>Description: <Description>Other data may be entered if necessary. | Basic data is entered. |  |
| 5 | Add supplier | Choose Add Supplier in the Suppliers section.In the dialog box, enter search criteria and choose Go. Then select a supplier, and choose OK. | A supplier is added. |  |
| 6 | Add Employee | Choose Add Employee in the Participants section.In the dialog box, enter search criteria and choose Go.Then select an employee with EMPLOYEE\_PROCUREMENT role, ex., John employee\_procurement . | An employee is added to the participants list. |  |
| 7 | Save | Choose Save. | The message Data saved successfully displays. |  |

## Create Tasks

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 creates a task for an activity. Many tasks can be created for an activity.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori Launchpad as a Strategic Buyer. | The SAP Fiori Launchpad displays. |  |
| 2 | Access the App | Open Manage Procurement-Related Activities - Procurement (F2192). | The Manage Activities screen displays. |  |
| 3 | Choose an activity | Choose Go to display the activities list. Open an activity by clicking the activity name on the activities list. | The Activity: [Name and ID of activity]xxx screen displays. |  |
| 4 | Choose an employee and create a task | Choose an employee on the Participants, choose Create Task. | The Task: New screen displays. |  |
| 5 | Enter Basic Data and save. | Enter basic data as following:Task Name: <Enter a Task NameXXX>Processor: <It is automatically filled by the system with the user information of the selected participant of the activity or Select>E-Mail: < It is automatically filled by the system with the e-mail of the selected participant of the activity or enter one>Description: <Enter a description>Message to Processor: <Enter a message to the processor>Choose Save. | A message displays:Data saved successfully. |  |

## Send Tasks

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

A task is to be sent in this activity.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori Launchpad as a Strategic Buyer. | The SAP Fiori Launchpad displays. |  |
| 2 | Access the App | Open Manage Procurement-Related Activities - Procurement (F2192). | A certain activity can be found by search or all available activities are shown in a list. |  |
| 3 | Choose an activity | Choose GO to display the activities list. Open an activity by choosing the activity's name on the activities list. | The Activity: xxx screen displays. |  |
| 4 | Choose a task | Open a task by choosing the task name. | The Task: xxx, in Preparation screen displays. |  |
| 5 | Edit and send. | Choose Edit and Send after changing some information if necessary. | A warning dialog box diplays Do you really want to send this task? |  |
| 6 | Confirm to send | Choose OK. | A message displays Data saved successfully and the screen name is changed to Task: xxx, Sent.Check the E-Mail inbox filled in previous step, and an email titled A Task Has Been Assigned to You is received. |  |

## Submit Tasks

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

A task is to be submited in this activity.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori Launchpad with the processor user id which is added in step [Create Tasks](#unique_8) [page ] 8 when create a task. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Process Procurement-Related Tasks - Procurement (F2196) . | A certain task can be found by search or all available tasks are displayed in a list. |  |
| 3 | Choose a task | Choose GO to display the task activities list. Open the task created and sent in previous steps by choosing the task's name on the task list. | The Task: xxx, new screen displays. |  |
| 4 | Choose Edit. | Enter the basic data as below,Message to Purchaser: <Enter a message to the purchaser>Choose Save. |  |  |
| 5 | Submit a task | Choose Submit. | A warning dialog box diplays Do you really want to submit this task? |  |
| 6 | Confirm to submit | Choose OK. | A message displays Data saved successfully and the screen name is changed to Task: xxx, Submitted by Processor. |  |

## Monitor Tasks

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 is to monitor tasks' process situation.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Open the Sap Fiori Launchpad as a Strategic Buyer. | The SAP Fiori Launchpad displays. |  |
| 2 | Access the App | Open Monitor Procurement-Related Tasks - Procurement (F2195) | The tasks list is shown in the bottom of screen. A certain task can be found by search. The tasks' status and other information can be found in this list. |  |
| 3 | Check task detail | Choose Go to display the task list. Open the task which was submitted in the previous step by clicking the task's name to check the detail task information.Choose Edit. | The Task: xxx screen displays. |  |
| 4 | Edit. | The task is displayed in edit mode. | The task is displayed in edit mode. |  |
| 5 | Set to Complete | Choose Set to Complete. | A warning dialog box diplays If you set the task to completed, it can no longer be changed. Do you really want to continue? |  |
| 6 | Confirm to submit | Choose OK. | A message displays Data saved successfully and the screen name is changed to Task: xxx, Completed.The task is set to status Completed and is no longer editable. |  |

# Appendix

## 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. |

Typographic Conventions

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

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