|  |  |
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|  |  |
| Test Script  SAP S/4HANA - 18-09-20 | public |
| Real-Time Reporting and Monitoring for Procurement (1JI) |

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# Purpose

At a glance, the Procurement Overview Page displays the most important information and tasks relevant for a purchaser. All the relevant information is shown on a single page - visualized attractively and efficiently on actionable cards for multiple types of content. The user-friendly experience makes viewing, filtering, and acting upon data simple, faster and smarter – even on mobile devices. Analytical list pages are also provided to monitor purchase contract items, supplier confirmation, and purchase order items.

The purchaser views a high-level overview of important information, such as expiring contracts, overdue purchase orders or urgent purchase requisitions as well as an overview of different procurement KPIs. With these KPIs, the purchaser can easily determine the performance of suppliers, monitor non-managed spend or purchasing spend, and quickly discover trends and potential areas of improvement.

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) .

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).

### Roles for Procurement Overview Page

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 |
| Purchaser | SAP\_BR\_PURCHASER | Operational Purchasing | SAP\_BR\_PURCHASER |  |
| Strategic Buyer | SAP\_BR\_BUYER | Purchasing Analytics and Supplier Evaluation | SAP\_BR\_BUYER |  |

To use the Procurement Overview Page (F1990) app, end users are required to have the SAP\_MM\_BC\_PRC\_OVP\_PC business catalog assigned to their users (this business catalog is also included in the SAP\_BR\_BUYER and the SAP\_BR\_PURCHASER business roles). The table below shows which cards require which business catalog in the Procurement Overview Page (F1990).

Note The prefix for the names of the corresponding business catalog roles is “SAP\_BCR\_MM\_\*”. For example, the business catalog role for catalog “SAP\_MM\_BC\_PO\_PROCESS” is “SAP\_BCR\_MM\_PO\_PROCESS”.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Card | Business Catalog (Original) | Name (Role) | ID (Role) | Description (Space) | ID (Space) |
| Monitor Purchase Order Items | SAP\_MM\_BC\_PC\_PROCESS\_MC  SAP\_MM\_BC\_PC\_PROCESS | Purchaser | SAP\_BR\_PURCHASER | Operational Purchasing | SAP\_BR\_PURCHASER |
| Monitor Purchase Requisition Items | SAP\_MM\_BC\_PC\_PROCESS | Purchaser | SAP\_BR\_PURCHASER | Operational Purchasing | SAP\_BR\_PURCHASER |
| Monitor Purchase Contracts | SAP\_MM\_BC\_PC\_PROCESS\_MC | Purchaser | SAP\_BR\_PURCHASER | Operational Purchasing | SAP\_BR\_PURCHASER |
| Monitor RFQs | SAP\_MM\_BC\_RFQ\_PROCESS\_PC | Purchaser | SAP\_BR\_PURCHASER | Operational Purchasing | SAP\_BR\_PURCHASER |
| Monitor Supplier Confirmations | SAP\_MM\_BC\_PRC\_OVP\_PC | Purchaser | SAP\_BR\_PURCHASER | Operational Purchasing | SAP\_BR\_PURCHASER |
| Purchase Order Items | SAP\_MM\_BC\_PRC\_OVP\_PC | Purchaser | SAP\_BR\_PURCHASER | Operational Purchasing | SAP\_BR\_PURCHASER |
| Open Activities | SAP\_MM\_BC\_SUP\_ACT\_MGT\_PC | Strategic Buyer | SAP\_BR\_BUYER | Purchasing Analytics and Supplier Evaluation | SAP\_BR\_BUYER |
| Purchasing Spend | SAP\_MM\_BC\_PUR\_STRATEGY | Strategic Buyer | SAP\_BR\_BUYER | Purchasing Analytics and Supplier Evaluation | SAP\_BR\_BUYER |
| Non-Managed Spend | SAP\_MM\_BC\_PUR\_STRATEGY | Strategic Buyer | SAP\_BR\_BUYER | Purchasing Analytics and Supplier Evaluation | SAP\_BR\_BUYER |
| Off-Contract Spend | SAP\_MM\_BC\_PUR\_STRATEGY | Strategic Buyer | SAP\_BR\_BUYER | Purchasing Analytics and Supplier Evaluation | SAP\_BR\_BUYER |
| Supplier Performance Monitoring | SAP\_MM\_BC\_PUR\_STRATEGY | Strategic Buyer | SAP\_BR\_BUYER | Purchasing Analytics and Supplier Evaluation | SAP\_BR\_BUYER |
| Purchase Requisition Touch Rate | SAP\_MM\_BC\_PUR\_STRATEGY | Strategic Buyer | SAP\_BR\_BUYER | Purchasing Analytics and Supplier Evaluation | SAP\_BR\_BUYER |
| Purchase Requisition Item Types | SAP\_MM\_BC\_PUR\_STRATEGY | Strategic Buyer | SAP\_BR\_BUYER | Purchasing Analytics and Supplier Evaluation | SAP\_BR\_BUYER |
| Supplier Performance Monitoring Including Questionnaire Score | SAP\_MM\_BC\_PRC\_OVP\_PC | Strategic Buyer | SAP\_BR\_BUYER | Purchasing Analytics and Supplier Evaluation | SAP\_BR\_BUYER |

### Roles for Monitor Purchase Contract Items Analytical List Page

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 |
| Purchaser | SAP\_BR\_PURCHASER | Operational Purchasing | SAP\_BR\_PURCHASER |  |

### Roles for Monitor RFQ Items Analytics List Page

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 |
| Purchaser | SAP\_BR\_PURCHASER | Operational Purchasing | SAP\_BR\_PURCHASER |  |

### Roles for Monitor Purchase Order Items Analytics List Page

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 |
| Purchaser | SAP\_BR\_PURCHASER | Operational Purchasing | SAP\_BR\_PURCHASER |  |

### Roles for Monitor Supplier Confirmations Analytics List Page

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 |
| Purchaser | SAP\_BR\_PURCHASER | Operational Purchasing | SAP\_BR\_PURCHASER |  |

### Roles for Monitor Scheduling Agreement Items Analytics List Page

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 |
| Purchaser | SAP\_BR\_PURCHASER | Operational Purchasing | SAP\_BR\_PURCHASER |  |

### Roles for Material Price Variance Analytics List Page

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 |
| Purchaser | SAP\_BR\_PURCHASER | Operational Purchasing | SAP\_BR\_PURCHASER |  |

### Roles for Monitor Central Purchase Contract Items Analytics List Page

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 |
| Purchaser - Central Procurement | SAP\_BR\_CENTRAL\_PURCHASER | Central Procurement | SAP\_BR\_CENTRAL\_PURCHASER |  |

### Roles for Monitor Purchase Order Items Centrally Analytics List Page

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 |
| Purchaser - Central Procurement | SAP\_BR\_CENTRAL\_PURCHASER | Central Procurement | SAP\_BR\_CENTRAL\_PURCHASER |  |

### Roles for Material Price Comparison Analytics List Page

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 |
| Purchaser | SAP\_BR\_PURCHASER | Operational Purchasing | SAP\_BR\_PURCHASER |  |

### Roles for Overdue Purchase Order Items

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 |  |

### Roles for Purchase Order Value and Scheduling Agreement Value

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 |  |

### Roles for Supplier Invoice Inbound Automation Rate

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 |  |

## Preliminary Steps

### Business Conditions

Follow the procedures described in the following scope items to create the corresponding business data if needed.

|  |  |
| --- | --- |
| Scope Item | Business Condition |
| 18J - Requisitioning | Follow the scope item to create the corresponding business data. |
| BMD - Purchase Contract | Follow the scope item to create the corresponding business data. |
| BMK - Return to Supplier | Follow the scope item to create the corresponding business data. |
| BMR - Scheduling Agreements in Procurement | Follow the scope item to create the corresponding business data. |
| BMY - Subcontracting | Follow the scope item to create the corresponding business data. |
| BNX - Consumable Purchasing | Follow the scope item to create the corresponding business data. |
| J45 - Procurement of Direct Materials | Follow the scope item to create the corresponding business data. |
| 19C - Activity Management in Procurement | Follow the scope item to create the corresponding business data. |
| 19E - Supplier Classification and Segmentation | Follow the scope item to create the corresponding business data. |
| 1XF - Request for Price | Follow the scope item to create the corresponding business data. |

### Setup Analytical Reporting Currencies (Optional)

Purpose

In this procedure, you can set up two analytical reporting currencies that are used in various analytical KPIs and queries in SAP S/4HANA Procurement. If user selects one of the two configured reporting currencies as display currency in an analytical KPI, the system doesn't convert the reporting currency to display currency at runtime. This enhances the performance of the KPI.

Procedure

Please refer to the steps in Prerequisites > Preliminary Step > Setup Analytical Reporting Currencies (Optional) on Scope Item SL4.

### Schedule Job for Migration of Purchasing Data (Optional)

Purpose

In this procedure, you migrate purchasing data for analytics. Enter migration options and some additional parameters to migrate the data. Migration of data leads to performance optimization in purchasing analytics apps.

Procedure

Please refer to the steps in Prerequisites > Preliminary Step > Schedule Job for Migration of Purchasing Data (Optional) on Scope Item SL4.

### Enable Performance Optimization for Purchasing Analytics Apps (Optional)

Purpose

In this procedure, you migrate purchasing data for analytics. Enter migration options and some additional parameters to migrate the data. Migration of data leads to performance optimization in purchasing analytics apps.

Procedure

Please refer to the steps in Prerequisites > Preliminary Step > Enable Performance Optimization for Purchasing Analytics Apps (Optional) on Scope Item SL4.

# Overview Table

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

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Procurement Overview Page](#unique_23) [page ] 15 | Purchaser  Strategic Buyer | Procurement Overview (F1990) | The Procurement Overview page is running properly. |
| [Monitor Purchase Contract Items Analytics List Page](#unique_24) [page ] 21 | Purchaser | Monitor Purchase Contract Items (F2423) | The Monitor Purchase Contract Items page is running properly. |
| [Monitor RFQ Items Analytics List Page](#unique_25) [page ] 23 | Purchaser | Monitor RFQ Items (F2425) . | The Monitor RFQ Items Analytics List page is running properly. |
| [Monitor Purchase Order Items Analytics List Page](#unique_26) [page ] 25 | Purchaser | Monitor Purchase Order Items (F2358) | The Monitor Purchase Order Items Analytics List page is running properly. |
| [Monitor Supplier Confirmations Analytics List Page](#unique_27) [page ] 27 | Purchaser | Monitor Supplier Confirmations (F2359) | The Monitor Supplier Confirmations Analytics List page is running properly. |
| [Monitor Scheduling Agreement Items Analytics List Page](#unique_28) [page ] 29 | Purchaser | Monitor Purchase Scheduling Agreement Items (F3143) | The Monitor Scheduling Agreement Items Analytics List page is running properly. |
| [Material Price Variance Analytics List Page](#unique_29) [page ] 31 | Purchaser | Material Price Variance (F3294) | The Material Price Variance Analytics List page is running properly |
| [Embedded Analytics in Supplier Object Page](#unique_30) [page ] 32 | Purchaser | Supplier (F0354) | The Supplier Object page is running properly. |
| [Monitor Central Purchase Contract Items Analytics List Page](#unique_31) [page ] 33 | CENTRAL\_PURCHASER | Monitor Central Purchase Contract Items (F3492) | The Monitor Central Purchase Contract Items page is running properly. |
| [Monitor Purchase Order Items Centrally Analytics List Page](#unique_32) [page ] 35 | CENTRAL\_PURCHASER | Monitor Purchase Order Items Centrally (F3676) | The Monitor Purchase Order Items Centrally page is running properly. |
| [Overdue Purchase Order Items](#unique_33) [page ] 36 | Strategic Buyer | Overdue Purchase Order Items - Number and Value (F0343) | The Overdue Purchase Order Items app is running properly. |
| [Purchase Order Value and Scheduling Agreement Value](#unique_34) [page ] 38 | Strategic Buyer | Purchase Order Value and Scheduling Agreement Value - Since the beginning of last year (F1378) | The Purchase Order Value and Scheduling Agreement Value app is running properly. |
| [Supplier Invoice Inbound Automation Rate](#unique_35) [page ] 40 | Strategic Buyer | Supplier Invoice Inbound Automation Rate (F4518) | The Purchasing Spend Dashboard app is running properly. |

# Test Procedures

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

## Procurement Overview Page

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. |

Prerequisite

You have implemented the Procurement Overview Page (F1990) app.

Purpose

With the following steps, you can test if the Procurement Overview Page (F1990) is running correctly.

Procedure

Table 1: Procurement Overview Page: General Test – Purchaser

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Purchaser. | The SAP Fiori launchpad is displayed. |  |
| 2 | Start the Procurement Overview Page App | Open the Procurement Overview (F1990) app. | Check that the app is starting and the following cards are shown including content (the exact names may vary):  Monitor Purchase Contracts  Monitor Purchase Requisition Items,  Monitor Purchase Order Items  Monitor RFQs,  Monitor Supplier Confirmations,  Purchase Order Items |  |
| 3 | Use the Global Filter | The smart filter bar for the global filter is displayed at the top of the Procurement Overview page.  Extra fields can be added to the smart filter bar via Adapt Filters and selecting More Filters in the dialog box.  The content of the cards shown is filtered via the corresponding fields in the smart filter bar.  Enter different values in the different fields of the global filter. | Check if the content of the corresponding cards is filtered accordingly. |  |
| 4 | Pass On Filter Criteria to Corresponding App | If you have an active filter criteria (for example, filtered via a specific supplier), click the different card headers. | Check if the filter values from the Procurement Overview page have been applied in the corresponding App / KPI drilldown as well. |  |
| 5 | Hide Cards | Choose the User Icon at the top left of the page.  Choose Manage Cards.  Disable various cards via the toggle buttons in the dialog box and choose OK.  In the same way, you can add the cards to the overview page again (or simply choose Reset in the Manage Cards dialog box).  In addition, you can drag and drop the cards on the Procurement Overview page. | Check if the cards can be rearranged, hidden, and displayed again. |  |

Table 2: Procurement Overview Page: Card-Specific Test – Purchaser

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Monitor Purchase Contracts, Monitor Purchase Requisition Items, Monitor Purchase Order Items, Monitor RFQs, Monitor Supplier Confirmations, Purchase Order Items | After launching the Procurement Overview Page, investigate the cards:  Monitor Purchase Contract  Monitor Purchase Requisition Items  Monitor Purchase Order Items  Monitor RFQs  Monitor Supplier Confirmations  Purchase Order Items | The data is displayed properly. |  |
| 1.1 | Header Navigation to Apps | Choose the headers of these cards. | The corresponding app should be started, for example. Manage Purchase Contracts, Manage Purchase Requisitions, Monitor Purchase Order Items, Manage RFQs, Monitor Supplier Confirmations, Monitor Purchase Order Items. |  |
| 1.2 | Item Navigation to Apps | Choose items of these cards. | The lines should navigate to the corresponding Object Page / Display Transaction (Purchase Contracts, Request for Quotation, Purchase Orders Items, Monitor Supplier Confirmation). The Purchase Requisition Items navigate to a prefiltered Manage Purchase Requisitions app. |  |
| 1.3 | For Monitor Purchase Order Items, Switch Overdue and In Approval | Change the view from Overdue to In Approval and back again. | The data is displayed properly. |  |
| 1.4 | For Monitor Purchase Requisition Items, Switch Unsourced and Open Card | Change the view from Unsourced to Open and back again. | The data is displayed properly. |  |
| 1.5 | For Monitor Supplier Confirmations Card | Change the view among Missing Confirmation, Delivery Date Variance, Quantity Variance. | The data is displayed properly. |  |
| 1.6 | For Purchase Order Items Card | Investigate the Purchase Order Items card. | The data is displayed properly. |  |
| 1.6.1 | Navigation to KPI Drilldown Card | Select the card. | The corresponding KPI Drilldown app is launched. |  |

Table 3: Procurement Overview Page: General Test - Buyer

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Buyer. | The SAP Fiori launchpad is displayed. |  |
| 2 | Start the Procurement Overview Page | Open the Procurement Overview app. | Check that the Procurement Overview app is starting and the following cards are displayed including content (the exact names may vary)  Purchasing Spend  Purchasing Spend Trend  Non-Managed Spend  Off-Contract Spend  Supplier Performance Monitoring  Supplier Evaluation Trend  Purchase Requisition Item Types  Purchase Requisition Touch Rate  Open Activities  Supplier Performance Monitoring Including Questionnaire Score |  |
| 3 | Use the Global Filters | The smart filter bar for the global filter is displayed at the top of the Procurement Overview screen.  Extra fields can be added to the smart filter bar via Adapt Filters and selecting More Filters in the dialog box.  The content of the shown cards is filtered via the corresponding fields in the smart filter bar.  Enter different values in the different fields of the global filter. | Check if the content of the corresponding cards is filtered accordingly. |  |
| 4 | Pass On Filter Criteria to the Corresponding App | If you have an active filter criteria (for example, filtered via a specific supplier), choose the different card headers. | Check if the filter values from the Procurement Overview page have been applied in the corresponding App / KPI drilldown as well. |  |
| 5 | Hide Cards | Choose the user icon at the top left of the page.  Choose Manage Cards.  Disable various cards via the toggle buttons in the dialog box and choose OK.  In the same way, you can add the cards again to the overview page (or simply choose Reset in the Manage Cards dialog box).  In addition, you can drag and drop the cards on the Procurement Overview page. | Check that cards can be rearranged, hidden, and displayed again. |  |

Table 4: Procurement Overview Page: Card-Specific Test – Buyer

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Open Activities | Investigate the Open Activities card stack. | If there are open activities in the system, the number of open activities is displayed at the top of the card stack. |  |
| 1.1 | Investigate Card Stack | If there are open activities in the system: Choose the card stack. The Object Stream is opened which displays one open activity per Quick View Card. | Check that the data is displayed properly. |  |
| 1.2 | Navigation | Choose one Quick View Card. | The corresponding activity should be displayed. |  |
| 2 | Purchasing Spend, Non-Managed Spend, Off-Contract Spend | Investigate the following cards: Purchasing Spend, Non-Managed Spend, Off-Contract Spend. | Check that the data is displayed properly. |  |
| 2.1 | Switch by Supplier and by Material Group | Change the view from Supplier to Material Group and back again. | Check that the data is displayed properly. |  |
| 2.2 | Header Navigation to KPI Drilldown | Choose the headers of these cards. | The corresponding KPI drilldown app (for example, Non-Managed Spend) should be launched. |  |
| 2.3 | Item Navigation to KPI Drilldown | Choose items of these cards. | The corresponding KPI drilldown app (for example, Non-Managed Spend) should be launched – with an active filter of the selected supplier / material group from the card. |  |
| 3 | Supplier Performance Monitoring, Supplier Performance Monitoring including Questionnaire Score | Investigate the following cards: Supplier Performance Monitoring and Supplier Performance Monitoring including Questionnaire Score | Check that the data is displayed properly. |  |
| 3.1 | Header Navigation | Choose the card header. | The corresponding KPI drilldown app should be launched. |  |
| 3.2 | Data-Point Navigation | Choose a supplier bubble. | The corresponding KPI drilldown app should be launched – with an active filter of the selected data point from the card. |  |
| 4 | Purchase Requisition Touch Rate, Purchase Requisition Item Types | Investigate the following cards: Purchase Requisition Touch Rate, Purchase Requisition Item Types. | Check that the data is displayed properly. |  |
| 4.1 | Navigation | Choose the card header. | The corresponding KPI drilldown app should be launched. |  |

## Monitor Purchase Contract Items Analytics List Page

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

With the following steps, you can test if the Monitor Purchase Contract Items app is running correctly.

Prerequisite

You have implemented the Monitor Purchase Contract Items app.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Purchaser . | The SAP Fiori launchpad is displayed. |  |
| 2 | Start the Monitor Purchase Contract Items App | Open the Monitor Purchase Contract Items (F2423) . | The page contains two main sections. The top section is the filter section and the lower part contains the data and chart sections. |  |
| 3 | Use the Global Filter | The smart filter bar for the global filter is displayed at the top of the Monitor Purchase Contract Items.  Extra fields can be added to or removed from the smart filter bar via Filters and selecting or deselecting Filters in the dialog box.  The content of the cards shown is filtered via the corresponding fields in the smart filter bar.  Enter different values in different fields of the global filter. | The corresponding data is filtered accordingly. |  |
| 4 | Toggle to Visual Filter | Choose Visual Filter at the top right of the page which can toggle to the visual filter view. Choose a part of the donut chart to filter data. | Check if the two charts work as visual filters:   * Contract items by Validity Status * Contract items by Latest Release   Check if the content of the corresponding data is filtered accordingly. |  |
| 5 | Toggle to Different Views on Content Part | Choose the chart view and list view at the top right of the page. | The chart view and list view are displayed. |  |
| 6 | Drilldown by Dimension | Choose Detais (the first icon button) on the icon bar. In the dialog box, choose one dimension to drill to a more detailed data level. | The drilldown function should work properly. |  |
| 7 | Change Chart Type | Choose Selected Chart Type on the icon bar. In the dialog box, choose one chart type. | You are able to change the chart type. |  |
| 8 | Show Released Values | Go to the table section and view single contract items. For items whose released value is not equal to 0, purchase orders have been created against that contract item. Choose Contract Consumption Trend. | The historical trend of the contract usage is displayed. |  |

## Monitor RFQ Items Analytics List Page

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

With the following steps, you can test if the Monitor RFQ Items (F2425) app is running correctly.

Prerequisite

You have implemented the Monitor RFQ Items (F2425) app.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Purchaser . | The SAP Fiori launchpad is displayed. |  |
| 2 | Start the Monitor RFQ Items App | Open the Monitor RFQ Items (F2425) . | The page contains two main sections. The top section is the filter section and the lower part contains the data and chart sections. |  |
| 3 | Use the Global Filter | The smart filter bar for the global filter is displayed at the top of the Monitor RFQ Items.  Extra fields can be added to or removed from the smart filter bar via Filters and selecting or deselecting Filters in the dialog box.  The content of the cards shown is filtered via the corresponding fields in the smart filter bar.  Enter different values in different fields of the global filter. | Check if the content of the corresponding data is filtered accordingly. |  |
| 4 | Toggle to Visual Filter | Choose Visual Filter at the top right of the page, which can toggle to the Visual Filter view. Choose a part of the donut chart to filter data. | Check if the two donut charts work as visual filters.   * RFQ items by Quotation Deadline Status * RFQ items by Quotation Status   Check if the content of the corresponding data is filtered accordingly.  Check if the line chart works as a visual filter:  RFQ Item by Quotation Deadline |  |
| 5 | Toggle to Different View on Content Part | Choose Chart View and Table View at the top right of the page. | The table view and chart view are displayed. |  |
| 6 | Drilldown by Dimension | Choose Details (the first icon button) on the icon bar. In the dialog box, choose one dimension to drill to a more detailed data level. | The drilldown function works correctly. |  |
| 7 | Change Chart Type | Choose Selected Chart Type (the seventh icon button) on the icon bar. In the dialog box, choose one chart type. | The chart type can be changed. |  |
| 8 | Filter from Chart | Select Awarded Quotation Value of a specific material group from the bar chart. | Check the table result. |  |

## Monitor Purchase Order Items Analytics List Page

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

With the following steps, you can test if the Monitor Purchase Order Items (F2358) app is running in a correct way.

Prerequisite

You have implemented the Monitor Purchase Order Items (F2358) app.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Purchaser . | The SAP Fiori launchpad is displayed. |  |
| 2 | Start the Monitor Purchase Order Items App | Open Monitor Purchase Order Items (F2358) . | The page contains two main sections. The top section is the filter section and the lower part contains the data and chart sections. |  |
| 3 | Use the Global Filter | The smart filter bar for the global filter is displayed at the top of the Monitor Purchase Order Items (F2358) app.  Extra fields can be added to or removed from the smart filter bar via Filters and selecting or deselecting Filters in the dialog box.  The content of the shown cards is filtered via the corresponding fields in the smart filter bar.  Enter different values in different fields of the global filter. | Check if the content of the corresponding data is filtered accordingly. |  |
| 4 | Toggle to Visual Filter | Choose Visual Filter at the top right of the page, which can toggle to the Visual Filter view. Choose a part of donut chart to filter data. | Check if the visual filters work properly.   * Donut chart: Item Count by Next Delivery Status * Line chart: Item Count by Next Delivery * Bar chart: Item Count by Internal Status   Check if the content of the corresponding data is filtered accordingly. |  |
| 5 | Toggle to Different View on Content Part | Choose Chart and Table View and Chart View, and Table View at the top right of the page. | Check if the table view and chart view are displayed or not. |  |
| 6 | Drilldown by Dimension | Choose Details (the first icon button) on the icon bar. In the dialog box, choose one dimension to drill to a more detailed level data. | Check if the drilldown function works correctly. |  |
| 7 | Change Chart Type | Choose Selected Chart Type (the seventh icon button) on the icon bar. In the dialog box, choose one chart type. | Check if changing the chart type works correctly. |  |
| 8 | Filter from Chart | Select the PO value of a specific material group from the bar chart. | Check the table result. |  |

## Monitor Supplier Confirmations Analytics List Page

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

With the following steps, you can test if the Monitor Supplier Confirmations (F2359) app is running in a correct way.

Prerequisite

You have implemented the Monitor Supplier Confirmations (F2359) app.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Purchaser. | The SAP Fiori launchpad is displayed. |  |
| 2 | Start the Monitor Supplier Confirmation App | Open the Monitor Supplier Confirmations (F2359). | The page contains two main sections. The top section is the filter section and the lower part contains the data and chart sections. |  |
| 3 | Use the Global Filter | The smart filter bar for the global filter is displayed at the top of the Monitor Supplier Confirmations (F2359) app.  Extra fields can be added to or removed from the Smart Filter Bar via Filters and selecting or deselecting Filters in the dialog box.  The content of the shown cards is filtered via the corresponding fields in the Smart Filter Bar.  Additional fields can be added to or removed from the smart filter bar via Filters and selecting or deselecting Filters in the dialog box.  The content of the shown cards is filtered via the corresponding fields in the smart filter bar.  Enter different values in different fields of the global filter. | Check if the content of the corresponding data is filtered accordingly. |  |
| 4 | Toggle to Visual Filter | Choose Visual Filter at the top right of the page, which can toggle to the Visual Filter view. Choose a part of the donut chart to filter data. | Check if the visual filters work properly.   * Donut chart: PD items by order status * Line chart: PD items by Delivery Schedule Date * Bar chart: Schedule Line Quantity Value by supplier in K EUR   Check if the content of the corresponding data is filtered accordingly. |  |
| 5 | Toggle to Different View on Content Part | Choose Chart and Table View, Chart View, and Table View at the top right of the page. | Check if the table view and chart view are displayed or not. |  |
| 6 | Drilldown by Dimension | Choose Show Details (the first icon button) on the icon bar. In the dialog box, choose one dimension to drill to a more detailed level data. | Check if the drilldown function works correctly. |  |
| 7 | Change Chart Type | Choose Selected Chart Type (the seventh icon button) on the icon bar. In the dialog box, choose one chart type. | Check if changing the chart type works correctly. |  |
| 8 | Filter from Chart | Select the PO value of a specific supplier from the bar chart. | Check the table result. |  |

## Monitor Scheduling Agreement Items Analytics List Page

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

With the following steps, you can test if the Monitor Purchase Scheduling Agreement Items (F3143) is running in a correct way.

Prerequisite

You have implemented the Monitor Purchase Scheduling Agreement Items (F3143) app.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Purchaser. | The SAP Fiori launchpad is displayed. |  |
| 2 | Start the Monitor Scheduling Agreement Items App | Open the Monitor Purchase Scheduling Agreement Items (F3143) app. | The page contains two main sections. The top section is the filter section and the lower part contains the data and chart sections. |  |
| 3 | Use the Global Filter | The smart filter bar for the global filter is displayed at the top of the Monitor Purchase Scheduling Agreement Items (F3143) app.  Extra fields can be added to or removed from the smart filter bar via Filters and selecting or deselecting Filters in the dialog box.  The content of the shown cards is filtered via the corresponding fields in the smart filter bar.  Extra fields can be added to or removed from the smart filter bar via Filters and selecting or deselecting Filters in the dialog box.  The content of the shown cards is filtered via the corresponding fields in the smart filter bar.  Enter different values in different fields of the global filter. | Check if the content of the corresponding data is filtered accordingly. |  |
| 4 | Toggle to Visual Filter | Choose Visual Filter at the top right of the page, which can toggle to the Visual Filter view. Choose a part of the donut chart to filter data. | Check if the visual filters work properly.   * Bar chart: Release Amount by Supplier * Donut chart: number of items by Validity Status * Donut chart: number of items by Delivery Status * Line chart: number of items by Next Delivery * Donut chart: Number of Items by Release Status   Check if the content of the corresponding data is filtered accordingly. |  |
| 5 | Toggle to Different View on Content Part | Choose Chart and Table View, Chart View, and Table View at the top right of the page. | Check if the table view and chart view are displayed or not. |  |
| 6 | Drilldown by Dimension | Choose Detail (the first icon button) on the icon bar. In the dialog box, choose one dimension to drill to a more detailed level data. | Check if the drill-down function work correctly. |  |
| 7 | Change Chart Type | Choose Selected Chart Type (the seventh icon button) on the icon bar. In the dialog box, choose one chart type. | Check if changing the chart type works correctly. |  |
| 8 | Filter from Chart | Select the Schedule value of a specific supplier from the bar chart. | Check the table result. |  |

## Material Price Variance Analytics List Page

Purpose

You have implemented the Material Price Variance (F3294) app. With the following steps, you can test if Material Price Variance (F3294) is running in a correct way.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Purchaser. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Open the Material Price Variance (F3294). | The app is displayed. The page contains two sections: The top section is a filter section and the following section is the data and chart section. |  |
| 3 | Usage of Global Filter | The smart filter bar for the global filter is displayed at the top of the Material Price Variance (F3294) app.  Extra fields can be added to or removed from the smart filter bar via Filters and selecting or deselecting Filters in the dialog box.  The content of the shown cards is filtered via the corresponding fields in the smart filter bar.  Enter different values in different fields of the global filter. | Check if the content of the corresponding data is filtered accordingly. |  |
| 4 | Toggle to Visual Filter | Choose Visual Filter at the top right of the page, which can toggle to the Visual Filter view. To filter the data, choose a part of donut. | Check if the visual filters work properly.   * Bar chart: Net Price by Plant in EUR * Bar chart: Invoice Amount by Supplier in EUR * Bar chart: Number of Changes by Purchase Contract * Bar chart: Number of Changes by Purchasing Info Record * Donut chart: Released Amount by Document Type in EUR |  |
| 5 | Toggle to a Different View on the Content part | Choose Chart View and Table View at the top right of the page. | Check if the table view and chart view are displayed or not. |  |
| 6 | Drilldown by Dimension | Choose Details on the icon bar. In the dialog box, choose one dimension to drill to a more detailed level data. | Check if the drilldown function works correctly. |  |
| 7 | Change Chart Type | Choose Selected Chart Type on the icon bar. In the dialog box, choose one chart type. | Check if changing the chart type works correctly. |  |

## Embedded Analytics in Supplier Object Page

Purpose

You have supplier master data and procurement documents available. With the following steps, you can test if the Supplier Object page displays embedded analytics.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Purchaser | The SAP Fiori launchpad is displayed. |  |
| 2 | Starting the Global Search | Go to the upper right corner of the SAP Fiori launchpad and open the search for going to Supplier Object Page. | The search field is displayed. |  |
| 3 | Search for One Supplier | Enter a supplier name. | According to the search term, purchasing documents and supplier master data are displayed as search results. |  |
| 4 | Choose One Supplier | Select a supplier category on the left side of the screen and choose one supplier. | The Object page Supplier is displayed |  |
| 5 | Embedded Analytics | Go to the Purchasing Spend, Contract Spend, Purchase Requisition Item Types, and Evaluation Scores tabs. | Check if the charts work correctly. |  |

## Monitor Central Purchase Contract Items Analytics List Page

Purpose

After having implemented the Monitor Central Purchase Contract Items (F3492) app, you can check whether it's running correctly. The following steps explain how to do so.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a CENTRAL\_PURCHASER |  |  |
| 2 | Start the App | Open the Monitor Central Purchase Contract Items (F3492) . |  |  |
| 3 | Usage of Global Filter | In the upper part of the screen, you see the smart filter bar for the global filter.  You can add or remove fields from the smart filter bar by selecting Filters. A dialog box opens and in this dialog box, you can select or unselect filters as required.  The content of the shown cards is filtered via the corresponding fields in the smart filter bar.  Enter different values in different fields of the global filter. | Check if the content of the corresponding data is filtered accordingly. |  |
| 4 | Toggle to Visual Filter | Choose Visual Filter at the top right of the page, which can toggle to the Visual Filter view. Choose a part of the chart to filter data. | Check if the Visual Filters work properly.   * Bar chart: Release Amount by Supplier * Donut chart: number of items by Validity Status * Donut chart: number of items by Delivery Status * Line chart: number of items by Next Delivery   Check if the content of the corresponding data is filtered accordingly. |  |
| 5 | Toggle to Different View on Content Part | Choose the Chart and Table View, Chart View, and Table View in the upper right part of the screen. | Check that Table View and Chart View are displayed correctly. |  |
| 6 | Drill Down by Dimension | Choose the View By icon (second icon on the icon bar). In the dialog box that opens, choose one dimension to drill down to a more detailed level. | Check if the drill-down function works correctly. |  |
| 7 | Change Chart Type | Choose the Selected Chart Type icon. In the dialog box that opens, choose one chart type. | Check if changing the chart type works correctly. |  |
| 8 | Show Released Values | Go to the table section and view single contract items. For items whose released value is not equal to 0, purchase orders have been created against that contract item. | Check the historical trend of contract usage. |  |

## Monitor Purchase Order Items Centrally Analytics List Page

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

With the following steps, you can test if the Monitor Purchase Order Items Centrally Analytics List Page app is running in a correct way.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a CENTRAL\_PURCHASER | Log on system successfully. |  |
| 2 | Access the App | Open Monitor Purchase Order Items Centrally. | The page contains two main sections. The top section is the filter section and the lower part contains the data and chart sections. |  |
| 3 | Usage of Global Filter | The smart filter bar for the global filter is displayed at the top of the Monitor Purchase Order Items Centrally app.  Extra fields can be added to or removed from the smart filter bar via Filters and selecting or deselecting Filters in the dialog box.  The content of the shown cards is filtered via the corresponding fields in the smart filter bar.  Enter different values in different fields of the global filter. | Check if the content of the corresponding data is filtered accordingly. |  |
| 4 | Toggle to Visual Filter | Choose the Visual Filter on the top-right of page, which can toggle to visual filter view. Choose part of donut to filter data. | Check if the visual filters work properly.   * Bar chart: Total Value by Material Group * Bar chart: Total Value by Supplier * Bar chart: Total Value by Purch Organization * Donut chart: Item Count by Next Delivery Status * Line chart: Item Count by Next Delivery   Check if the content of the corresponding data is filtered accordingly. |  |
| 5 | Toggle to Different View on Content Part | Choose Chart and Table View and Chart View, and Table View at the top right of the page. | Check if the table view and chart view are displayed or not. |  |
| 6 | Drill Down by Dimension | Choose the first icon button Show Details on the icon bar. On the popup window, choose one dimension to drill to more detail level data. | Check if the drill-down function works correctly. |  |
| 7 | Change Chart Type | Choose Selected Chart Type (the seventh icon button) on the icon bar. In the dialog box, choose one chart type. | Check if changing the chart type works correctly. |  |
| 8 | Filter from Chart | Select the PO value of a specific material group from the bar chart. | Check the table result. |  |

## Overdue Purchase Order Items

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. |

Use

With the following steps, you can test if the Overdue Purchase Order Items app is running in a correct way.

Prerequisite

You have implemented the Overdue Purchase Order Items app.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Strategic Buyer. | The SAP Fiori launchpad is displayed. |  |
| 2 | Start the App | Open the Overdue Purchase Order Items app. | The page contains two main sections. The top section is the filter section and the lower part contains the data and chart sections. |  |
| 3 | Use the Global Filter | The smart filter bar for the global filter is displayed at the top of the Overdue Purchase Order Items app.  Extra fields can be added to or removed from the smart filter bar via Filters . A dialog box opens and in this dialog box, you can select or unselect filters as required.  The content of the shown chart is filtered via the corresponding fields in the smart filter bar.  Enter different values in different fields of the global filter. | Check if the content of the corresponding data is filtered accordingly. |  |
| 4 | Toggle to Different View on Content Part | Choose Chart View , Table View at the top right of the page. | Check if the list view and chart view are displayed or not. |  |
| 5 | Change Dimension | Choose dropdown box in the top-left in the chart section. In the dropdown box, choose one dimension to get different view | Check if the function works correctly. |  |
| 6 | Change Chart Type | Choose Setting (the sixth icon button) on the icon bar. In the dialog box, choose one chart type. | Check if changing the chart type works correctly. |  |

## Purchase Order Value and Scheduling Agreement Value

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. |

Use

With the following steps, you can test if the Purchase Order Value and Scheduling Agreement Value app is running in a correct way.

Prerequisite

You have implemented the Purchase Order Value and Scheduling Agreement Value app.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Strategic Buyer. | The SAP Fiori launchpad is displayed. |  |
| 2 | Start the App | Open the Purchase Order Value and Scheduling Agree-ment Value app. | The page contains two main sections. The top section is the filter section and the lower part contains the data and chart sections. |  |
| 3 | Use the Global Filter | The smart filter bar for the global filter is displayed at the top of the Purchase Order Value and Scheduling Agreement Value app.  Extra fields can be added to or removed from the smart filter bar via Filters and selecting or deselecting Filters in the dialog box.  The content of the shown chart is filtered via the corresponding fields in the smart filter bar.  Enter different values in different fields of the global filter. | Check if the content of the corresponding data is filtered according-ly. |  |
| 4 | Toggle to Different View on Content Part | Choose Chart View , Table View at the top right of the page. | Check if the list view and chart view are displayed or not. Choose dropdown box in the top-left in the chart section. In the dropdown box, choose one dimension to get different view |  |
| 5 | Change Dimension | Choose dropdown box in the top-left in the chart section. In the dropdown box, choose one dimension to get different view | Check if the function works correctly. |  |
| 6 | Change Chart Type | Choose Settings (the sixth icon button) on the icon bar. In the dialog box, choose one chart type. | Check if changing the chart type works correctly. |  |

## Supplier Invoice Inbound Automation Rate

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. |

Use

With the following steps, you can test if the Supplier Invoice Inbound Automation Rate app is running in a correct way.

Prerequisite

You have implemented the Supplier Invoice Inbound Automation Rate app.

Table 5: Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Strategic Buyer. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Open the Supplier Invoice Inbound Automation Rate app. | The page contains two main sections. The top section is the filter section and the lower part contains the data and chart sections.. |  |
| 3 | Use the Global Filter | The smart filter bar for the global filter is displayed at the top of the Supplier Invoice Inbound Automation Rate app.  Extra fields can be added to or removed from the smart filter bar via Filters and selecting or deselecting Filters in the dialog box.  The content of the shown chart is filtered via the corresponding fields in the smart filter bar.  Enter different values in different fields of the global filter. | Check if the content of the corresponding data is filtered accordingly. |  |
| 4 | Toggle to Different View on Content Part | Choose Tabular View and Chart View at the top right of the page. | Check if the list view and chart view are displayed or not. Choose dropdown box in the top-left in the chart section. In the dropdown box, choose one dimension to get different view. |  |
| 5 | Change Dimension | Choose dropdown box in the top-left in the chart section. In the dropdown box, choose one dimension to get different view. | Check if the function works correctly. |  |

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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