|  |  |
| --- | --- |
|  |  |
| Test Script  SAP S/4HANA - 08-09-20 | public |
| Procurement of Services (22Z\_DE) |

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# Purpose

This scope item contains the creation and approval of purchase orders for services. Alternatively, the process can be triggered via the creation of a purchase requisition, which is later converted to a purchase order. The service fulfillment can be steered and monitored with the service entry sheet. Afterwards, the invoicing process is triggered.

The scope item comprises standard as well as limit items and can be conducted with different optional steps.

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 |
| Cost Accountant - Overhead | SAP\_BR\_OVERHEAD\_ACCOUNTANT | Overhead Accounting | SAP\_BR\_OVERHEAD\_ACCOUNTANT |  |
| Purchaser | SAP\_BR\_PURCHASER | Operational Purchasing | SAP\_BR\_PURCHASER |  |
| Purchasing Manager | SAP\_BR\_PURCHASING\_MANAGER |  |  |  |
| Accounts Payable Accountant - Procurement | SAP\_BR\_AP\_ACCOUNTANT\_PROCUREMT |  |  |  |
| Configuration Expert - Business Process Configuration | SAP\_BR\_BPC\_EXPERT | Business Process Configuration | SAP\_BR\_BPC\_EXPERT |  |
| Master Data Specialist - Product Data | SAP\_BR\_PRODMASTER\_SPECIALIST | Product | SAP\_BR\_PRODMASTER\_SPECIALIST |  |
| Master Data Specialist - Business Partner Data | SAP\_BR\_BUPA\_MASTER\_SPECIALIST | Business Partner | SAP\_BR\_BUPA\_MASTER\_SPECIALIST |  |
| Employee - Procurement | SAP\_BR\_EMPLOYEE\_PROCUREMENT |  |  |  |
| Manager - Procurement | SAP\_BR\_MANAGER\_PROCUREMENT |  |  |  |
| General Ledger Accountant | SAP\_BR\_GL\_ACCOUNTANT | General Ledger | SAP\_BR\_GL\_ACCOUNTANT |  |
| Divisional Accountant | SAP\_BR\_DIVISION\_ACCOUNTANT | Divisional Accounting | SAP\_BR\_DIVISION\_ACCOUNTANT |  |

## 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 or the following sample data to go through the test procedure.

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | Details | Comments |
| Company code | 1010 | Company Code 1010 |  |
| Plant | 1010 | Plant 1 DE |  |
| Supplier | 10300001 | Domestic 10 Supplier 1 |  |
| Supplier | 10300002 | Domestic 10 Supplier 2 |  |
| Purchase organization | 1010 | Purch. Org. 1010 |  |
| Purchasing group | 001 | Group 001 |  |
| Purchasing group | 003 | Group 003 |  |
| Material | SM0001 | Service Material 01 |  |
| Material Group | YBMM01 | Non-Sto Mat. w. ID |  |
| Cost Center | 10101501 | R&D Cost center |  |
| Cost Center | 10101601 | Marketing Cost Center |  |

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 - MDS |
| BNM | Create Cost Center and Cost Center Group - MDS |
| BHD | Create Purchasing Info Record - MDS |

## Business Conditions

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

|  |  |
| --- | --- |
| Scope Item ID | Business Condition |
| BNZ - Create New Open MM Posting Period | You have completed the step described in the Create New Open MM posting Period master data script. Posting Period is up to data. |

## Ticket Component

If you have some problems while using following App, please open an SAP support ticket with corresponding component.

|  |  |
| --- | --- |
| App | Component |
| Manage Purchase Orders (F0842A) | MM-FIO-PUR-PO |
| Manage Purchase Requisitions - Professional (F2229) | MM-FIO-PUR-REQ-PRF |
| Manage Purchase Requisitions (F1048) | MM-FIO-PUR-REQ-SOC |
| My Inbox - All Items (F0862) | CA-INB-FIO |
| Manage Service Entry Sheets - Lean Services (F2027) | MM-PUR-SVC-SES |
| Create Supplier Invoice (F0859) | MM-FIO-IV |
| Create Supplier Invoice - Advanced (MIRO) | MM-IV-LIV |
| Schedule Purchasing Jobs - Advanced (F1702) | MM-FIO-PUR |
| Manage Purchase Contracts (F1600A) | MM-FIO-PUR-SQ-CON |

## Preliminary Steps

### Create Purchasing Info Record (Optional)

Purpose

In this procedure, you create info records for procure process.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log on | Log on to the SAP Fiori launchpad as a Purchaser. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Open Manage Purchasing Info Records (F1982). | The Manage Purchasing Info Records screen is displayed. |  |
| 3 | Open New Purchasing Info Record | Choose Create Purchasing Info Record. | The Purchasing Info Record screen is displayed. |  |
| 4 | Enter Header Data | Go to Header area, make the following entries:  Purchasing Info Record Category: <Standard>  Purchasing Organization: 1010  Supplier: 10300001  Material: SM0001  Plant: 1010  Purchasing Group: 001 | Header data is added. |  |
| 5 | Enter General Information | Make the following entries:  Available From: Today  Available To: 12/31/9999 | General Information is added. |  |
| 6 | Enter Purchasing Data | Make the following entries:  Incoterm: EXW  Incoterm Location 1: VENDOR | Purchasing Data is added. |  |
| 7 | Enter Delivery and Quantity Data | Make the following entries:  Delivery Time in Days: <Delivery Time>, for example, 5  Under Delivery Tolerance in %: <Under Delivery Tolerance>, for example, 10  Over Delivery Tolerance in %: <Over Delivery Tolerance>, for example, 10  Tax Code: V0  Order Unit: <Order Unit>, for example, H  Standard Order Quantity: <Standard Order Quantity>, for example, 1  Select the following entries if required:  Unlimited Delivery: Deselected  Goods-Receipt-Based Invoice Verification: Deselected  No Evaluated Receipt Settlement : Selected  Order Acknowledgement Requirement: Deselected | Delivery and Quantity Data is added. |  |
| 8 | Enter Condition Data | In the Conditions section, choose Create.  In the General Information area, make the following entries:  Valid From: Today  Valid To:12/31/9999  Amount: 21.00  Pricing Unit: <Pricing Unit>, for example, 1  Currency: <Currency>, for example, EUR  Choose Apply. | Condition Data is added |  |
| 9 | Enter Reference Data (optional) | You can enter reference data. | Reference data is added. |  |
| 10 | Save your data | Choose Save. | A purchasing info record is saved. |  |
| 11 | Repeat entire steps and create an new info record | Repeat the entire steps and create an new info record for below master data.  Supplier: 10300002  Material: SM0001 |  |  |

Result

The Purchasing info records are created.

### Configure 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 and [Configure Flexible Workflow for Purchase Order](#unique_10)  [page ] 13.

Procedure

1. Access the activity using the following navigation option:

|  |  |
| --- | --- |
| SAP IMG Path | SPRO > Materials Management > Purchasing > Purchase Order > Release Procedure 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 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

Purpose

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

When you start to process this step, please make sure that the flexible workflow for purchase document type NB has been activated in your system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to 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  Go to the Start Conditions area and choose Purchasing group of purchase order is  Purchasing Group: 003  Choose Add and make the following entries:  Total net amount of purchase order is greater than, with Price 500.00, and Currency: EUR  Go to the Step Sequence area, and choose Add , then make the following entries on the next screen:  Type: Release Purchase Order  Go to the Recipients area:  User: Select User with Purchasing\_manager from F4 help.  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. |  |

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

For the Workflow and Step names, you can translate them to other languages, for example from English to German via the Workflow Content Translation app.

Configure Users

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

### 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 [Configure Flexible Workflow for Purchase Order](#unique_10)  [page ] 13.

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 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 Service Entry Sheets

#### Activate Flexible Workflow for Service Entry Sheets

Purpose

In this procedure, you activate flexible workflow for service entry sheets.

If you want to use the flexible workflow to approve the service entry sheets, you have to process the step: Activate Flexible Workflow for Service Entry Sheets and Configure Flexible Workflow for Service Entry Sheets.

Procedure

1. Access the activity using the following navigation option:

|  |  |
| --- | --- |
| SAP IMG Path | SPRO > Materials Management > Purchasing > > Service Procurement - Lean Services > Flexible Workflow for Service Entry Sheets - Lean Services > Activate Flexible Workflow for Service Entry Sheets - Lean Services |
| Transaction Code | SPRO |

1. Choose New Entries. Select checkbox Service Entry Sheet: Flexible Workflow is Active.
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.

Result

The Service Entry Sheets Flexible workflow is activated.

#### Configure Flexible Workflow for Service Entry Sheets

Purpose

In this procedure, you make sure Flexible Workflow for Service Entry Sheets is activated.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Open Manage Workflows for Service Entry Sheets - Lean Services (F3173). | The Manage Workflows screen is displayed. |  |
| 3 | Check Automatic Release of Service Entry Sheet | In Workflows list, choose Automatic Release of Service Entry Sheet, make sure workflow Automatic Release of Service Entry Sheet is in active status. If not, select it and choose Activate. | The Workflow Item is activated. |  |
| 4 | Create Manage Workflow | Choose Add and make following entries:  Name: Multi step approval (total net amount > 1000 EUR)  Go to the Start Conditions area and choose Service entry sheet is external with No  Choose Add another condition and make the following entries:  Total net amount of service entry sheet is greater than, with Amount 1000.00, and Currency: EUR | Release of Service Entry Sheet (Multi-step approval)  Total net amount of service entry sheet is greater than 1000 EUR is configured. |  |
|  | The 1st approver (creator of purchase order) | Go to the STEP SEQUENCE area, and choose Add , then make the following entries on the next screen:  Step Type: Release Service Entry Sheet  Go to the RECIPIENTS area:  Assignment By: Role  Role: Creator of Purchase Order  Step to be completed by: One of the recipients.  Choose Add. |  |  |
|  | The 2nd approver Purchasing Manager | Go to the STEP SEQUENCE area, and choose Add , then make the following entries on the next screen:  Type: Release Service Entry Sheet  Go to the RECIPIENTS area:  Assignment By: User  User: Select User with Purchasing Manager from F4 help.  Step to be completed by: One of the recipients.  Choose Add. |  |  |
| 5 | Save Manage Workflow | Choose Save. | Release of Service Entry Sheet (multistep approval) and total net amount of service entry sheet is greater than 1000.00 is configured |  |
| 6 | Activate Workflow Item | Back to Workflow Details Screen and choose Activate. | The Workflow Item is activated. |  |
| 7 | Maintain Email Templates(Optional) | Use the app Maintain Email Templates. It enables you to send an email notification to the recipients of a workflow item when the workflow item is available in the app My Inbox. For more information, see the chapter [Set up Mail Notification for Service Entry Sheet Workflow](#unique_14) [page ] 154. |  |  |

### Configure Flexible Workflow for Supplier Invoice

#### Change Event Type Linkage for Invoice Workflow

Purpose

You deactivate the old invoice workflow in this chapter in order to use the Flexible Workflow.

If both the old and the flexible workflows are activated, the approver will have two identical items in the My Inbox App.

Procedure

1. Access the activity using the following navigation option:

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

1. 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 |

1. On Change View "Event Type Linkages": Details screen, remove the check box for field Linkage Activated.
2. 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 choose Save.

Result

Scenario: WS00800251 and WS00800303 is activated.

#### Activate Flexible Workflow for Supplier Invoice

Purpose

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

If you want to use the flexible workflow to approve the supplier invoice, you have to process the steps: Activate 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 > Activate Flexible Workflows for Supplier Invoices |
| Transaction Code | SM30 T169WF02 |

* 1. Select checkbox Payment Block: Flexible Workflow is Active,
  2. Select checkbox Release Completed Invoice: Flexible Workflow is Active,
  3. Choose Save.

Result

The Payment Block Flexible workflow and Release Completed Invoice Flexible workflow are activated.

#### Check Workflow for Supplier Invoice

Purpose

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

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Open Manage Workflows for Supplier Invoices (F2873). | The Manage Workflows screen is displayed. |  |
| 3 | Check Workflow for Parked Invoice as Complete | In Workflows dropdown list, choose Workflow for Parked Invoice as Complete, make sure workflow Release completed invoice is in active status. If not, select it and choose Activate.  Choose the line and go to the Workflow Details screen. Go to the Step Sequence tab, and check the column Recipients in Step Sequence defines the user who handles invoice in the particular step, for example Creator of Purchase Order, cost center responsible or profit center responsible. If this particular user doesn’t have My Inbox APP, you need to assign business catalog SAP\_CA\_BC\_MYINBOX to the business role of the user. This action is also required for other invoice workflow. | The Workflow Item is activated. |  |
| 4 | 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. |  |

For the Workflow and Step names, you can translate them to other languages, for example from English to German via the Workflow Content Translation app.

#### Update Cost Center for User Responsible

Purpose

In this procedure, you configure your release conditions for Service Entry Sheets Approval.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the SAP Fiori launchpad as a Cost Accountant - Overhead. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Open Manage Cost Centers (F1443A). | The Manage Cost Centers is displayed. |  |
| 3 | Filter cost center | Cost Center: <Cost Center>, for example, 10101501  Choose Go, select cost center in search results, then choose Edit | Cost Center detail information screen is displayed. |  |
| 4 | Input User Responsible | In General Information section,  User Responsible: Select from F4. For example: search User ID for purchasing\_manager. CB9980000120 Purchasing Manager. The user with Purchasing Manager role.  Responsible Person: For example Purchasing\_Manager |  |  |
| 5 | Save data | Choose Save. | Cost center is saved. |  |

#### Update Profit Center for User Responsible

Purpose

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

Note If you want to run the step [Option B : Create Supplier Invoice with PO/GR relation – Save As Completed (Optional)](#unique_21) [page ] 68 and precondition Account assignment category Profit Center is used in workflow, you have to assign a User Responsible to the Profit Center.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the SAP Fiori launchpad as a Divisional Accountant. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Open Manage Profit Centers (F3516). | The Manage Profit Centers screen is displayed. |  |
| 3 | Filter profit center | Profit Center: for example, < YB600>  Choose Go, select profit center in search results, then choose Edit. | Profit center detail information screen is displayed. |  |
| 4 | Input User Responsible | In General tab,  User Responsible: Select from F4. For example: search User ID for purchasing\_manager. CB9980000120 Purchasing Manager. The user with Purchasing Manager role.  Responsible Person: For example Purchasing\_Manager |  |  |
| 5 | Save data | Choose Save. | Profit center is saved. |  |

### Edit User-Specific Parameters for Supplier Invoices (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 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. | 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, the system message contains invoice and journal entry number when invoice is created.  If parameter is unchecked, the system message contains invoice number only when invoice is created.  When this parameter is changed, it will be effective immediately for the APP Create Supplier Invoice. However, for the APP Create Supplier Invoice - Advanced, user needs to logout and login again to make it effective. | Change has been saved successfully. |  |

Result

Parameter Display Journal Entry has been set successfully.

### Configure for Employee Self Services Procurement

Note If you want to perform the step [Employee Self Services Procurement](#unique_24) [page ] 134, you have to run the following configuration.

#### Maintain the Default Setting for Users

Purpose

The default setting for an employee should be maintained by the Configuration Expert mandatorily.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to SAP Fiori launchpad as a Configuration Expert - Business Process Configuration. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Open Default Settings for Users - Purchase Requisitions (F1995). | The Default Settings for Users screen is displayed. |  |
| 3 | Enter the User ID | On the Default Settings for Users screen.  User ID: <User ID>  You can use the Search Help to find the User ID for User Name EmployeeProcurement.  Choose Enter. |  |  |
| 4 | Edit the Default Setting for User | On the Default Settings for Users screen, choose Edit  Make the following entries:  Plant: 1010  Company Code: 1010  Currency: EUR  Source Determination: <Selected>  Purchasing Doc. Type : NBS  Choose Save. | Default Settings are set for users. |  |

#### Activate Flexible Workflow for Purchase Requisition

##### Check Flexible Workflow for Purchase Requisition Approval

Purpose

In this procedure, you can check Flexible Workflow for Purchase Requisition Approval.

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. Select the checkbox under Scenario based workflow for Document Type: NB and NBS.
2. Choose Save.

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

Purpose

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

SAP Note [2485779](https://launchpad.support.sap.com/#/notes/2485779) - Configure Workflow using SAP Fiori in S/4HANA provides information on how to use the workflow framework in purchase requisition. Any question regarding this SAP note, please raise ticket to component MM-FIO-PUR-REQ-SSP.

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 Workflow for Purchase Requisitions (F2705)． | The Manage Workflows screen is displayed. |  |
| 3 | Create Manage Workflow | Choose Workflows: Overall release of requisition. Choose Add and make the following entries:  Name: Test Workflow for Purchase Requisition  Preconditions：<Total net amount is equal to or greater than 500 EUR value>  Step Sequence: Add  Type: Overall release of Release Purchase Requisition Header  Recipients: Assignment By: <User>  If you can’t find User for approval, you need to check if the employee data has been maintained in the chapter [Maintain the Default Setting for Users](#unique_25) [page ] 25 for Users.  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, choose Test Workflow for Purchase Requisition and move the selected workflow one level up. | The priority for workflow is defined. |  |

### Update Master Data for Automatic Purchase Order Creation from Purchase Requisition

Note If you want to perform the step [Automatic Purchase Order Creation from Purchase Requisition](#unique_29) [page ] 116, you have to run Master Data update.

Prerequisite

By default, you have completed the creation of master data, including material master data, vendor master data and Info Record.

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) :

The documentations can be found in <https://rapid.sap.com/bp/#/BP_CLD_ENTPR> -> Create your own master data.

|  |  |
| --- | --- |
| MDS | Description |
| 31X | Create Product Master of Type "Services"– MDS |
| BNE | Create Supplier Master– MDS |
| BHD | Create Purchasing Info Record– MDS |

#### Change Material (Services) Master Data - Purchasing Data

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

The following procedure provides instructions for changing material (Services) master data.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Master Data Specialist - Product Data. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open Change Material (MM02). | The Change Material (Initial Screen) is displayed. |  |
| 3 | Enter Material Basic Data | On the Change Material screen, make the following entries:  Material: <Material>, for example, SM0001  Choose Select View(s). | The Select View(s) screen is displayed. |  |
| 4 | Choose Views | On the Select View(s) screen, choose Purchasing and Continue. | The Organizational Levels is displayed. |  |
| 5 | Enter Organizational Levels Data | On the Organizational Levels screen, make the following entry in the Organizational level section:  Plant: <Plant>, for example, 1010  Choose Continue. | The Change Material XXXXX (Services) is displayed. |  |
| 6 | Select Autom.PO | Autom.PO: <selected> | Autom.PO is selected. |  |
| 7 | Save your data | Choose Save. | The material master data is updated. |  |

Result

The Autom.PO checkbox is selected.

#### Change Supplier Master Data - Purchasing Organization Data

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

The following procedure provides instructions for changing supplier master data.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the SAP Fiori launchpad as a Master Data Specialist - Business Partner Data. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open Maintain Business Partner (BP). | The Maintain Business Partner screen is displayed. |  |
| 3 | Enter Business Partner | On the Maintain Business Partner screen, make the following entries.  Business Partner: <Supplier>, for example, 10300001  Choose Enter. | The Supplier information screen is displayed. |  |
| 4 | Change BP role | In the Change in BP role field, choose the following value: Supplier. |  |  |
| 5 | Open Purchasing Organization Data | Choose Purchasing. | The Change Organization: XXXXXXXX, role Supplier screen is displayed. |  |
| 6 | Enter Purchasing Data | Choose Switch Organization.  Make the following data and choose Enter:  Purch. Organization: <Purchasing Organization>, for example, 1010 |  |  |
| 7 | Select Automatic PO checkbox | Go the Purchasing Data tab page in the Additional Purchasing Data section, make the following data:  Automatic PO: <selected> | The Automatic PO checkbox is selected. |  |
| 8 | Save your data | Choose Save. | The Supplier change is saved. |  |

#### Generate Source List

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

The following procedure provides instructions for creating source list.

If you have more than one suppliers, choose one fixed supplier in the source list.

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 App | Choose Manage Source Lists (F1859). | The Manage Source Lists screen is displayed. |  |
| 3 | Create Source List | Choose Create. | The Source List screen is displayed. |  |
| 4 | Enter General Information | Go to General Information area, make the following entries:  Material: <Material>, for example, SM0001  Plant: <Plant>, for example, 1010  Choose Generate. |  |  |
| 5 | Search these sources for the material and plant | On the Generated Sources screen, make the following entries:  Valid From: <Correct Date>  Valid To: <12/31/9999>  Choose Go, | The Sources are displayed. |  |
| 6 | Choose Sources | Go to Sources (X) area.  Choose these lines of items.  Choose Replace Existing.  If you have warning message, choose OK. |  |  |
| 7 | Choose an fixed Source | Go to Supplier 10300001 and make the following entry:  Status: Fixed Status (Fixed) | The Supplier has been assigned to Fixed Supplier. |  |
| 8 | Save your data | Choose Save. | The Source List is created. |  |

# Overview Table

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

Table 2: Standard Procurement of Service

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | App/Transaction | Expected Results |
| [Option A: Create Purchase Requisition](#unique_34) [page ] 38 | Purchaser | Manage Purchase Requisitions - Professional (F2229) | The Purchase Requisition is created. |
| [Option A: Convert Purchase Requisition to Purchase Order](#unique_35) [page ] 42 | Purchaser | Manage Purchase Requisitions (F1048) | The Purchase Requisition is converted to Purchase Order. |
| [Option B: Create Purchase Order](#unique_36) [page ] 44 | Purchaser | Manage Purchase Orders (F0842A) | Purchase Order for external services is created. |
| [Change Purchase Order](#unique_37) [page ] 52 | Purchaser | Manage Purchase Orders (F0842A) | Purchase Order for external services is changed. |
| [Approve Purchase Order (Optional)](#unique_38) [page ] 53 | Purchasing Manager | My Inbox - All Items (F0862) | Purchase Order is approved. |
| [Check Purchase Order Approval Details(Optional)](#unique_39) [page ] 55 | Purchaser | Manage Purchase Orders (F0842A) | Purchase Order approval status is displayed. |
| [Preview Purchase Order (Optional)](#unique_40) [page ] 56 | Purchaser | Manage Purchase Orders (F0842A) | Purchase Order is previewed. |
| [Maintain Service Entry Sheet](#unique_41) [page ] 57 | Purchaser | Manage Service Entry Sheets - Lean Services (F2027) | The Service Entry Sheet is created. |
| [Approve Service Entry Sheet](#unique_42) [page ] 61 | Purchasing Manager | My Inbox - All Items (F0862) | The Service Entry Sheet is posted. |
| [Check Service Entry Sheet Details(Optional)](#unique_43) [page ] 64 | Purchaser | Manage Service Entry Sheets - Lean Services (F2027) | Service Entry Sheet details are checked. |
| [Create Supplier Invoice](#unique_44)  [page ] 65 | Accounts Payable Accountant - Procurement | Create Supplier Invoice (F0859) | Invoice is created. |

Table 3: Multiple Account Assignment for Procurement of Services

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | App/Transaction | Expected Results |
| [Option A: Create Purchase Requisition](#unique_45) [page ] 75 | Purchaser | Manage Purchase Requisitions - Professional (F2229) | The Purchase Requisition is created. |
| [Option A: Convert Purchase Requisition to Purchase Order](#unique_46) [page ] 78 | Purchaser | Manage Purchase Requisitions (F1048) | The Purchase Requisition is converted to Purchase Order. |
| [Option B: Create Purchase Order](#unique_47) [page ] 80 | Purchaser | Manage Purchase Orders (F0842A) | Purchase Order for external services is created. |
| [Change Purchase Order](#unique_48) [page ] 83 | Purchaser | Manage Purchase Orders (F0842A) | Purchase Order for external services is changed. |
| [Approve Purchase Order (Optional)](#unique_38) [page ] 53 | Purchasing Manager | My Inbox - All Items (F0862) | Purchase Order is approved. |
| [Check Purchase Order Approval Details(Optional)](#unique_49) [page ] 85 | Purchaser | Manage Purchase Orders (F0842A) | Purchase Order approval status is displayed. |
| [Preview Purchase Order (Optional)](#unique_50) [page ] 87 | Purchaser | Manage Purchase Orders (F0842A) | Purchase Order is previewed. |
| [Maintain Service Entry Sheet](#unique_51) [page ] 88 | Purchaser | Manage Service Entry Sheets - Lean Services (F2027) | The Service Entry Sheet is created. |
| [Approve Service Entry Sheet](#unique_52) [page ] 95 | Purchasing Manager | My Inbox - All Items (F0862) | The Service Entry Sheet is posted. |
| [Create Supplier Invoice](#unique_53)  [page ] 98 | Accounts Payable Accountant - Procurement | Create Supplier Invoice - Advanced (MIRO) | Invoice is created. |

Table 4: Procurement of Service without Service Entry Sheet

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | App/Transaction | Expected Results |
| [Option A: Create Purchase Requisition](#unique_54) [page ] 102 | Purchaser | Manage Purchase Requisitions - Professional (F2229) | The Purchase Requisition is created. |
| [Option A: Convert Purchase Requisition to Purchase Order](#unique_55) [page ] 104 | Purchaser | Manage Purchase Requisitions (F1048) | The Purchase Requisition is converted to Purchase Order. |
| [Option B: Create Purchase Order](#unique_56) [page ] 105 | Purchaser | Manage Purchase Orders (F0842A) | Purchase Order for external services is created. |
| [Change Purchase Order](#unique_57) [page ] 109 | Purchaser | Manage Purchase Orders (F0842A) | Purchase Order for external services is changed. |
| [Approve Purchase Order (Optional)](#unique_58) [page ] 111 | Purchasing Manager | My Inbox - All Items (F0862) | Purchase Order is approved. |
| [Check Purchase Order Approval Details(Optional)](#unique_59) [page ] 112 | Purchaser | Manage Purchase Orders (F0842A) | Purchase Order approval status is displayed. |
| [Preview Purchase Order (Optional)](#unique_60) [page ] 113 | Purchaser | Manage Purchase Orders (F0842A) | Purchase Order is previewed. |
| [Create Supplier Invoice](#unique_61) [page ] 114 | Accounts Payable Accountant - Procurement | Create Supplier Invoice (F0859) | Invoice is created. |

Table 5: Automatic Purchase Order Creation from Purchase Requisition

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | App/Transaction | Expected Results |
| [Create Purchase Requisition](#unique_62) [page ] 116 | Purchaser | Manage Purchase Requisitions - Professional (F2229) | The Purchase Requisition is created. |
| [Automatic Creation of POs for Service Materials](#unique_63) [page ] 118 | Purchaser | Schedule Purchasing Jobs - Advanced (F1702) | Execute Job Schedule for PR create automatic PO. |
| [Change Purchase Order](#unique_64) [page ] 120 | Purchaser | Manage Purchase Orders (F0842A) | Purchase Order is previewed. |
| [Approve Purchase Order (Optional)](#unique_65) [page ] 121 | Purchasing Manager | My Inbox - All Items (F0862) | Purchase Order is approved. |
| [Check Purchase Order Approval Details(Optional)](#unique_66) [page ] 122 | Purchaser | Manage Purchase Orders (F0842A) | Purchase Order approval status is displayed. |
| [Preview Purchase Order (Optional)](#unique_67) [page ] 123 | Purchaser | Manage Purchase Orders (F0842A) | Purchase Order is previewed. |
| [Maintain Service Entry Sheet](#unique_68) [page ] 124 | Purchaser | Manage Service Entry Sheets - Lean Services (F2027) | The Service Entry Sheet is created. |
| [Approve Service Entry Sheet](#unique_69) [page ] 128 | Purchasing Manager | My Inbox - All Items (F0862) | The Service Entry Sheet is posted. |
| [Check Service Entry Sheet Details(Optional)](#unique_70) [page ] 131 | Purchaser | Manage Service Entry Sheets - Lean Services (F2027) | Service Entry Sheet details are checked. |
| [Create Supplier Invoice](#unique_71) [page ] 132 | Accounts Payable Accountant - Procurement | Create Supplier Invoice (F0859) | Invoice is created. |

Table 6: Employee Self Services Procurement

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | App/Transaction | Expected Results |
| [Create Purchase Requisition](#unique_72) [page ] 134 | Employee - Procurement | Create Purchase Requisition (F1643) | The Purchase Requisition is created. |
| [Approve Purchase Requisition (Optional)](#unique_73) [page ] 135 | Manager - Procurement | My Inbox - All Items (F0862) | Purchase Requisition is approved. |
| [Convert Purchase Requisition to Purchase Order](#unique_74) [page ] 136 | Purchaser | Manage Purchase Requisitions (F1048) | Purchase Requisition is converted to Purchase Order. |
| [Change Purchase Order (Optional)](#unique_75) [page ] 138 | Purchaser | Manage Purchase Orders (F0842A) | Purchase Order is edited. |
| [Approve Purchase Order (Optional)](#unique_76) [page ] 139 | Purchasing Manager | My Inbox - All Items (F0862) | Purchase Order is approved. |
| [Check Purchase Order Approval Details(Optional)](#unique_77) [page ] 140 | Purchaser | Manage Purchase Orders (F0842A) | Purchase Order approval status is displayed. |
| [Preview Purchase Order (Optional)](#unique_78) [page ] 141 | Purchaser | Manage Purchase Orders (F0842A) | Purchase Order is previewed. |
| [Maintain Service Entry Sheet](#unique_79) [page ] 142 | Purchaser | Manage Service Entry Sheets - Lean Services (F2027) | The Service Entry Sheet is created. |
| [Approve Service Entry Sheet](#unique_80) [page ] 146 | Purchasing Manager | My Inbox - All Items (F0862) | The Service Entry Sheet is posted. |
| [Check Service Entry Sheet Details(Optional)](#unique_81) [page ] 149 | Purchaser | Manage Service Entry Sheets - Lean Services (F2027) | Service Entry Sheet details are checked. |
| [Create Supplier Invoice](#unique_82) [page ] 150 | Accounts Payable Accountant - Procurement | Create Supplier Invoice (F0859) | Invoice is created. |

# Test Procedures

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

## Standard Procurement of Service

### Option A: Create 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

Purchase Requisition can be created manually.

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 role. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the SAP Fiori App | Open Manage Purchase Requisitions - Professional (F2229). | The Manage Purchase Requisitions – Professional screen is displayed. |  |
| 3 | Create Purchase Requisition | Choose Create. | The Purchase Requisition screen is displayed. |  |
| 4 | Enter Purchase Requisition Data | On the screen, make the following entries:  Go to the General Information area:  Document Type: Purchase Requisition |  |  |
|  | Case 1: Purchase service without material number | In the Items area, choose Add and choose Service. Make the following entries for each item:  On the Purchase Requisition Item screen.  Go to the General Information area:  Item Description: Purchase service without material number  Plant: 1010  Acct Assignment Category: K  Material Group: YBMM01  Go to the Quantity and Date area:  Quantity: <Quantity>, for example, 10  Start Date: <Today>  End Date: <Today + 3 months>  Release Date: <Today>  Go to Valuation area:  Valuation Price: <Valuation Price>, for example, 10  Price Unit: <Price Unit>, for example, 1  Unit of Measure: <Unit of Measure>, for example, H  PO Price Type : <PO Price Type>, for example, As net price  Goods Receipt is Expected: <unselected>  Invoice Receipt is Expected: <selected>  Go to Account Assignment area:  Make the following entries: G/L Account: for example, 65100000 for material group YBMM01. The G/L Account will be determined automatically.  Choose the line and go to next screen, make the following entry, then choose Apply.  Cost Center: 10101501  Go to Contact Information area:  Purchasing Origination: 1010  Purchasing Group: 001  Choose Apply, then go back to Purchase Requisition screen. |  |  |
|  | Case 2: Purchase service with material number | In the Items area, choose Add and choose Service. Make the following entries for each item:  On the Purchase Requisition Item screen.  Go to the General Information area:  Material: SM0001  Plant: 1010  Acct Assignment Category: K  Go to the Quantity and Date area:  Quantity: <Quantity> for example, 20  Start Date: <Today>  End Date: <Today + 3 months>  Release Date: <Today>  Go to Valuation area:  Valuation Price: <Valuation Price>, for example, 20  Price Unit: <Price Unit>, for example, 1  Goods Receipt is Expected: <unselected>  Invoice Receipt is Expected: <selected>  Go to Account Assignment area:  Make the following entries: G/L Account: for example, 51600000 for materials with a material number, The G/L account will be determined automatically.  Choose the line and go to next screen, make the following entry, then choose Apply.  Cost Center: 10101501  Go to Contact Information area:  Purchasing Origination: 1010  Purchasing Group: 001  Choose Apply, then go back to Purchase Requisition screen. |  |  |
|  | Case 3: Purchase service with Limits item | In the Limit Items area, choose Add and choose Service. Make the following entries for each item:  On the Purchase Requisition Limit item screen.  Go to the General Information area:  Item Description: <Item Description>, for example, Service Procurement  Plant: 1010  Acct Assignment Category: K  Material Group: YBMM01  Expected Value: 200  Overall Limit: 400  Go to the Requisition Period area:  Start Date: <Today>  End Date: <Today + 3 months>  Release Date: <Today>  Go to the Document Flow Indicator area:  Goods Receipt is Expected: <unselected>  Invoice Receipt is Expected: <selected>  Go to Account Assignment area:  Choose the line and go to next screen, make the following entry, then choose Apply.  Cost Center: 10101501  Go to Contact Information area:  Purchasing Origination: 1010  Purchasing Group: 001  Choose Apply, then go back to Purchase Requisition screen. |  |  |
| 6 | Save Purchase Requisition | Choose Save. | The purchase Requisition is created. |  |

Result

The Purchase Requisition is created.

### Option A: 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. |

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 role. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Manage Purchase Requisitions (F1048). | The Manage Purchase Requisitions screen displays the Purchase Requisition list. |  |
| 3 | Filter Item List | Enter the Purchase Requisitions number in the Search area, then choose Go.  Purchase Requisition can also be generated from scope item Project Control - Procurement-4RF. And if you encounter any account assignment P related issues, you can create an incident under PPM-CNT component. | The Purchase Requisition list is filtered to show result. |  |
| 4 | Assign Source of Supply | On the Manage Purchase Requisitions screen, go to Purchase Requisitions (X) area. | The Purchaser Orders Preview is displayed. |  |
|  | Case 1: Purchase service without material number | Go to the line of the Purchase Requisitions item and choose Edit.  In the dialog box, make the following entries, then choose OK.  Supplier: 10300001 |  |  |
|  | Case 2: Purchase service with material number | Go to the line of the Purchase Requisitions item and choose Edit.  In the dialog box, choose X Sources of Supply hyperlink.  On Select: Source of Supply screen, choose info record item for Supplier 10300001. Then system shows again the dialog box.  Choose OK. |  |  |
|  | Case 3: Purchase service with Limits item | Go to the line of the Purchase Requisitions item and choose Edit.  In the dialog box, make the following entries, then choose OK.  Supplier: 10300001 |  |  |
| 5 | Convert Purchase Requisition to Purchase Order | Select the line item that needs to convert to PO and choose Create Purchase Order. | The Manage Purchase Requisitions screen displays. |  |
| 6 | Save Purchase Order | On the Manage Purchase Requisitions screen, make the following entries, then choose Save.  Purchase Order Type: Standard PO  If you want the purchase order to be assigned to an approver, then total PO amount higher than 500 EUR for Purchasing Groups 003. | Standard PO created under the number 45xxxxxxxx. |  |

### Option B: Create 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 Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

The purpose of this activity is to formalize a specific requirement for a service from the Supplier by creating a purchase order.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to 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 is displayed. |  |
| 3 | Create Order | Choose Create．  On the Purchase Order screen, make the following entries: screen displays.  In the Basic Data area:  Supplier: 10300001  Currency: EUR  Purchasing Group: 001  Purchasing Organization: 1010  Company Code: 1010  Note If you want the purchase order to be assigned to an approver, then total PO amount should be higher than 500 EUR for Purchasing Groups 003;  You can choose one of the cases below. |  |  |
| Case 1: Purchase service without material number | In the Items area, choose Create  Short Text and make the following entries for each item:: for example, <Service Procurement>  Material Group: YBMM01  Plant: 1010  Order Quantity: <Order Quantity> for example, 10 H  Net Order Price: <Net Order Price>, for example, 10  Choose the item and go to the Purchase Order Item screen.  Go to the General Information area:  Product Type Group: Service  Acct Assignment Cat.: Cost center  Go to Process Control area:  Goods Receipt: <Selected>  GR-Based Inv.Verif: <Selected>  Go to the Tax area:  Tax Code: V0  Go to the Schedule Lines area:  Start of Performance Period: <Today>  End of Performance Period: <Today+30days>  Go to the Account Assignment area:  Choose the line and go to next screen, make the following entry, then choose Apply.  Cost Center: 10101501  Choose Apply, then go back to Purchase order screen. |  |  |
| Case 2: Purchase service with material number | In the Items area, choose Create and make the following entries for each item:  Material: SM0001  Plant: 1010  Order Quantity: <Order Quantity> ,for example, 20 H  Choose select the item and go to the Purchase order Item screen.  Go to the General Information area:  Acct Assignment Cat.: Cost center  Net Order Price: <Net Order Price> for example, 20  Go to Process Control area:  Goods Receipt: <Selected>  GR-Based Inv.Verif: <Selected>  Go to the Tax area:  Tax Code: V0  Go to the Schedule Lines area:  Start of Performance Period: <Today>  End of Performance Period: <Today+30days>  Go to the Account Assignment area:  Choose the line and go to next screen, make the following entry, then choose Apply.  Cost Center: 10101501  Choose Apply, then go back to Purchase order screen. |  |  |
| Case 3: Purchase service with Limits item | In the Limit Items area, choose Create and make the following entries for each item:  Short Text: for example, <Service Procurement>  Expected Value: 200  Overall Limit: 400  Acct Assignment Cat.: Cost center (K)  Product Type Group: Service (2)  Plant: 1010  Choose the item and go to the Purchase order Limit Item screen.  Go to the General Information area:  Material Group: YBMM01  Go to Process Control area:  Goods Receipt: <Selected>  GR-Based Inv.Verif: <Selected>  Go to the Tax area:  Tax Code: V0  Go to the Schedule Lines area:  Start of Performance Period: <Today>  End of Performance Period: <Today+30days>  Go to the Account Assignment area:  Choose the line and go to next screen, make the following entry, then choose Apply.  Cost Center: 10101501  Choose Apply, then back to Purchase order screen. |  |  |
| 4 | Check Purchase order for Completeness | On the Purchase order screen, choose Messages.  If the system displays an error message, please correct the purchase order;  If no error message appears, the purchase order can be submitted. |  |  |
| 5 | Save Purchase order | Choose Order. | The purchase order is created. |  |

### Option C: Create Purchasing Contract

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 Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

In this procedure, you create contract with free text.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Open the SAP Fiori launchpad as a Purchaser. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Open Manage Purchase Contracts (F1600A) | Manage Purchase Contracts screen is displayed. |  |
| 3 | Create Contract | Choose Create to create contract. | Purchase Contract screen is displayed. |  |
| 4 | Enter Contract Information | Make the following entries and Choose Save:  On the General Information tab:  Contract Type: for example, CMK  Valid From: Start date of the contract, for example, Today  Valid To: End date of the contract, for example, Today+30  Purchasing Group: 001  Purchasing Organization: 1010  Supplier : 10300001  On Delivery and Payment Terms Tab:  Payment Terms: for example, 0001  Target Value: 500EUR  On the Items Tab:  Choose Create to create contract iterms.  Item Category:Standard  Account Assignment Category: K  Product Type Group: Service  Material Description: Service Contract  Plant: 1010  Material Group: YBMM01  On the Quantity and Price tab:  Net Order Price: 10EUR  Price Unit : 1 H  Target Quantity: 50 H  On the GR / IR Control tab:  Goods Receipt: Yes  Invoice Receipt: Yes  GR-Based Invoice Verification: Yes  On the Account Assignment tab:  Cost Center: 10101501  ChooseApply, then to choose Save on the main screen. | The purchase contract is created. |  |

### Option C: Create 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 Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

In this procedure, you create purchase order with limit items and then assign the contract.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Open the SAP Fiori launchpad as a Purchaser. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Open Manage Purchase Orders (F0842A). | Manage Purchase Orders screen is displayed. |  |
| 3 | Create Purchase Order | Choose Create to create purchase order. | New Purchase Order screen is displayed. |  |
| 4 | Enter Purchase Order Information | Make the following entries and Choose Save:  On the General Information tab:  Supplier: 10300001. Press Enter.  Currency: EUR  Purchasing Group: 001  Purchasing Organization: 1010  Company Code: 1010  On the Limit Items Tab:  Choose Create to create purchase order iterms  Short Text: for example, Service Contract PO  Plant: 1010  Expected Value: 50 EUR  Overall Limit : 200.00 EUR  Acct Assignment Cat.:Cost Center (K)  Product Type Group : Service (2)  Plant： 1010  Material Group： YBMM01  Choose the limit items row for more details on tabs of Process Control, Source of Supply, Tax and Account Assignment.  Goods receipt : Yes  GR-Based Inv. Verif. :Yes  Invoice receipt: Yes  Contract for Limit: Contract number created in previous steps.  Tax Code: V0  Cost Center: 10101501  Choose Apply and Order. | The purchase order is created. |  |

### 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 Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

The purpose of this activity is to change an existing purchase order.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to 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. |  |
| 3 | Search for Purchase Order | Enter the Purchase order number in the search area, then choose Go. |  |  |
| 4 | Choose Purchase Order | Choose the row for the Purchase Order you want to change, then go to Purchase Order screen.  Choose Edit. | The Purchase Order screen displays.  The Purchase Order is opened in change mode. |  |
| 5 | Change Purchase Order | Change certain field values of the Purchase Order.  If you will maintain Service Entry Sheet later on for the purchase order, it is necessary to set the indicators as Yes of Goods Receipt and Goods-Receipt-Based Invoice Verification on the Process Control tab of the PO item | The Purchase Order values are changed. |  |
| 6 | Check Purchase order for Completeness | On the Purchase order screen, choose the Messages.  If the system displays an error message, please correct the purchase order;  If no error message occurs, the Purchase order can be submitted. |  |  |
| 7 | Save Purchase order | Choose Order. | The purchase order is created. |  |

### Approve Purchase Order (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 Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

In the activity, the Purchasing Manager releases a purchase order.

A prerequisite is the existence of a purchase order that can be released. Purchasing group is 003 and all purchase orders with a total value of 500 EUR or more require an approval.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Purchasing Manager. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Open My Inbox - All Items (F0862). | A list of existing 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 on the left side 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. |  |

### Check Purchase Order Approval Details(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 Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

The purpose of this activity is to check an existing purchase order's approval details.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the SAP Fiori launchpad as a Purchaser. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open Manage Purchase Orders (F0842A). | The Manage Purchase orders screen is displayed. |  |
| 3 | Search for Purchase Order | Enter the Purchase order number in the search area, then choose Go. |  |  |
| 4 | Choose Purchase Order | Choose the row for the Purchase Order you want to preview, then go to Purchase Order screen. | The Purchase Order screen is displayed. |  |
| 5 | Check Approval Details | Go to the Approval Details area and check the approval information. | The purchase order's approval details display. |  |

### Preview Purchase Order (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 preview an existing purchase order.

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 App | Open Manage Purchase Orders (F0842A) .  If you want to use the Save Draft feature in this app, you have to use a personalized user. | The Manage Purchase Orders screen is displayed. |  |
| 3 | Select Purchase Order | Enter the Purchase Order number in the Purchase Order search box, and choose Go. Select the row for the Purchase Order you want to preview and use the little arrow on the right side to check the PO detail. | The Purchase Order screen is displayed. |  |
| 4 | Preview the Purchase Order | Go to the Output Management tab. Choose Open Output Details, on the Message Output screen, select the Purchase Order and choose Display Message. | The Purchase Order is opened in PDF format. |  |

### Maintain Service Entry Sheet

Note If you have activated Flexible Workflow for Service Entry Sheets in step [Activate Flexible Workflow for Service Entry Sheets](#unique_12) [page ] 15 , then please go to Option B. Otherwise, please go to Option A.

Once the Service Entry Sheet is maintained and approved (automatically or manually), the Service Entry Sheet information will be displayed on the Process Flow Tab of the Manage Purchase Orders App.

#### Option A: Maintain Service Entry Sheet without Flexible 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 Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

In this activity, you report the performed services in the service entry sheet.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the SAP Fiori launchpad as a Purchaser. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open Manage Service Entry Sheets - Lean Services (F2027). | The Manage Service Entry Sheets screen is displayed. |  |
| 3 | Enter field values | Choose Create.  On the Service Entry Sheet screen, make the following entries, then choose Enter:  Name of Service Entry Sheet : <SES Name> , for example, Vincent Sun  Reference Purchase Order : <Purchase order you created>  Personnel Number: <Approval Person>, for example: 50005626 Purchasing Manager. The user with Purchasing Manager role. |  |  |
|  | Option A  Case 1: Purchase service without material number  Case 2: Purchase service with material number | In the Items area, make the following entries for each item:  Performance Date: <Today>  Stated Quantity: < Stated Quantity >, for example,10 |  |  |
|  | Option B  Case 3: Purchase service with Limits item | In the Items area, make the following entries for each item:  Performance Date: <Today>  Stated Quantity: < Stated Quantity >, for example,10 H  Price Per Unit: 10 |  |  |
| 4 | Save the Service Entry Sheet | Choose Save . | Service Entry Sheet is saved. |  |
| 5 | Send to Approval | Choose Send to Approval. | Service Entry Sheet is sent for approval. |  |

#### Option B: Maintain Service Entry Sheet with Flexible 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 Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

In this activity, you report the performed services in the service entry sheet.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the SAP Fiori launchpad as a Purchaser. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open Manage Service Entry Sheets - Lean Services (F2027). | The Manage Service Entry Sheets screen is displayed. |  |
| 3 | Enter field values | Choose Create.  On the Service Entry Sheet screen, make the following entries, then choose Enter:  Name of Service Entry Sheet : <SES Name> , for example, Vincent Sun  Reference Purchase Order : <Purchase order you created> |  |  |
| Option A  Case 1: Purchase service without material number  Case 2: Purchase service with material number | In the Items area, make the following entries for each item:  Performance Date: <Today>  Stated Quantity: < Stated Quantity >, for example,10 |  |  |
| Option B  Case 3: Purchase service with Limits item | In the Items area, make the following entries for each item:  Performance Date: <Today>  Stated Quantity: < Stated Quantity >, for example,10 H  Price Per Unit: 10  For Contract-related PO, you need to maintain a contract item on the Source of Supply tab of the SES Item. |  |  |
| 4 | Maintain Purchase Contract Item (Optional) | Make the following entry on the Source of Supply tab :  Purchase Contract Item: for example, 10  This step is only needed if purchase order with limit item is created from contract. |  |  |
| 5 | Save the Service Entry Sheet | Choose Save . | Service Entry Sheet is saved. |  |
| 6 | Send to Approval | Choose Send for Approval. | Service Entry Sheet is sent for approval. |  |
| 7 | Check Service Entry Sheet status | On the Manage Service Entry Sheets screen.  Search for Service Entry Sheet created above.  Check the status.  If the status is Approved, please skip the step [Approve Service Entry Sheet](#unique_42) [page ] 61.  Note If the Total net amount of this service entry sheet smaller than the value set in step [Configure Flexible Workflow for Service Entry Sheets](#unique_13)  [page ] 16 . The system will automatically release of Service Entry Sheet. | Check the Service Entry Sheet status. |  |

### Approve Service Entry Sheet

Note If you have activated Flexible Workflow for Service Entry Sheets in step [Activate Flexible Workflow for Service Entry Sheets](#unique_12) [page ] 15 , then please go to Option B. Otherwise, please go to Option A.

#### Option A: Approve Service Entry Sheet without Flexible 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 Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

In this activity, the service entry sheet is approved by the company. When this is done, the vendor can send an invoice for the approved amount to the service provider.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the SAP Fiori launchpad as a Purchasing Manager. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open My Inbox - All Items (F0862). | The My Inbox screen is displayed. |  |
| 3 | Check Service Entry Sheet Status | A list of already created Service Entry Sheets is displayed.  Search your created Service Entry Sheet with In Approval Status. | The List of Service Entry Sheets screen is displayed. |  |
| 4 | Approve Service Entry Sheet | On the Approve Service Entry Sheet screen and confirm you created Service Entry Sheet XXXXX.  Choose Release or choose Reject.  On the Submit Decision screen, add note if necessary and choose Submit. | Service Entry Sheet is approved. |  |

#### Option B: Approve Service Entry Sheet with Flexible Workflow Activated

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 Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

In this activity, the service entry sheet is approved by the company. When this is done, the vendor can send an invoice for the approved amount to the service provider.

These flexible workflows have been configured in Preliminary Step [Configure Flexible Workflow for Service Entry Sheets](#unique_13)  [page ] 16 using the tile Manage Workflows for Service Entry Sheets.

1. The ordered amount will be converted using system exchange rate to the workflow currency. Then it will be compared with workflow condition.
2. If this particular user doesn’t have My Inbox APP, you need to assign business catalog SAP\_CA\_BC\_MYINBOX to the business role of the user. This is necessary in order to enable the user to process incoming approval requests in regards to the workflow for the service entry sheet.

Table 7:

|  |  |  |  |
| --- | --- | --- | --- |
| Cases | Triggering conditions | Workflow sequence | Business role |
| Automatic Release of Service Entry Sheet | Total net amount of service entry sheet is smaller than or equal to 1000 EUR. | Automatically by system | N/A |
| Release of Service Entry Sheet (multi-step approval) | Total net amount of service entry sheet is greater than 1000 EUR. | 1st Creator of Purchase Order | Purchaser |
| 2nd Purchasing Manager | Purchasing Manager |

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the SAP Fiori launchpad using the role used in the above table. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open My Inbox - All Items (F0862). | The My Inbox screen is displayed. |  |
| 3 | Check Service Entry Sheet Status | A list of already created Service Entry Sheets is displayed.  Search your created Service Entry Sheet with In Approval Status. | The List of Service Entry Sheets screen is displayed. |  |
| 4 | Approve or Reject Service Entry Sheet | On the Service Entry Sheet screen and confirm you created Service Entry Sheet XXXXX.  Choose Release or choose Reject.  On the Submit Decision screen, add note if necessary and choose Submit. | Service Entry Sheet is approved or rejected. |  |

### Check Service Entry Sheet Details(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 Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

The purpose of this activity is to check an existing Service Entry Sheet's approval and business process flow details.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the SAP Fiori launchpad as a Purchaser. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open Manage Service Entry Sheets - Lean Services (F2027). | The Manage Service Entry Sheets screen is displayed. |  |
| 3 | Search for Service Entry Sheet | Enter the Service Entry Sheet number in the Search area, then choose Go. |  |  |
| 4 | Choose Service EntrySheet | Choose the row of the Service Entry Sheet you want to preview. | The Service Entry Sheet screen is displayed. |  |
| 5 | Check Approval Details | Go to the Approval Details area and check the approval information. | The Service Entry Sheet’s approval details are displayed. |  |
| 6 | Check Business Process Flow | Go to the Business Process Flow area and check the process flow information. | The Service Entry Sheet's process flow details are displayed. |  |

### Create Supplier Invoice

In this activity, you create the supplier invoice with PO/GR relation. You have the below options to create the supplier invoice:

Follow below procedure to create an individual invoice. If need to mass upload supplier invoice, please refer to scope item Accounts Payable(J60)

|  |  |  |
| --- | --- | --- |
| Option | Option Name | Context |
| Option A | [Option A: Create Supplier Invoice with PO/GR relation](#unique_91) [page ] 65 | This function is used for direct posting of supplier invoice. |
| Option B | [Option B : Create Supplier Invoice with PO/GR relation – Save As Completed (Optional)](#unique_21) [page ] 68 | The supplier invoice is a legal document if you need it checked by defined set of approvers before posting. |

#### Option A: Create Supplier Invoice with PO/GR relation

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 Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

The supplier sends an invoice for the service delivered.

Please pay attention to the tax date, the date influences the tax rate selection in terms of time-dependent tax, which is set in step [Option A: Create Supplier Invoice with PO/GR relation](#unique_91) [page ] 65 of Preliminary Steps.

This invoice must be booked against the purchase order and verified with the entry sheet.

Additionally, it is possible to insert a note in multiple languages when creating a supplier invoice via app Create Supplier Invoice. The note can be saved when holding, parking, saving, or posting the invoice, and it can be read when displaying the invoice.

Now if you move the mouse to the Invoicing Party in the header of the supplier invoice, then click the Invoicing Party, the Company Date with Address and Contact Details are displayed.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the Fiori launchpad as an Accounts Payable Accountant - Procurement. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access Tile | Open Create Supplier Invoice (F0859). | The Create Supplier Invoice screen is displayed. |  |
| 3 | Enter General Data | On the Create Supplier Invoice screen, make the following entries:  Go to the General Information area:  Transaction : Invoice  Company Code : 1010  Invoice Date: <Today>  Reference: <Fill the supplier Invoice Number> |  |  |
| 4 | Enter Purchase order Reference | Choose one of the below options to enter reference:  Option 1:  Go to the Purchase Order References area:  Reference Document Category :Purchase Order/Scheduling Agreement  Purchase order: <Purchase Order you created>  Choose Enter. |  |  |
| Option 2:  Go to the Purchase Order References area:  Reference Document Category :Service Entry Sheet - Lean Services  Service Entry Sheet: <Service Entry Sheet you created>  You can choose Assignment Options to select Multiple SES items.  Choose Assignment Options. Then on the Assignment Options screen, you can select multiple Service Entry Sheets from the value help.  Choose Enter. |  |
| 5 | Check Invoice items | Go to Invoice Items/Standard, and check the Amount, Quantity and Tax Code.  Tax code: <same with tax code in PO > |  |  |
| 6 | Enter Gross Invoice amount | Go to the General information area:  Gross Invoice Amount: <Total amount in PO including Tax> |  |  |
| 7 | Add Notes (Optional) | Enter notes on Note tab if you want to add more detailed long text for the supplier invoice. |  |  |
| 8 | Post Invoice | Choose Post. | The system message is displayed. |  |

#### Option B : Create Supplier Invoice with PO/GR relation – Save As Completed (Optional)

The supplier invoice is a legal document if you need it checked by defined set of approvers before posting.

##### Create Supplier Invoice with PO/GR relation

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 Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

The vemdor sends an invoice for the service delivered.

Please pay attention to the tax date, the date influences the tax rate selection in terms of time-dependent tax, which is set in step Prepare Tax Settings (Optional) of Preliminary Steps.

This invoice must be booked against the purchase order and verified with the entry sheet.

Additionally, it is possible to insert a note in multiple languages when creating a supplier invoice via app Create Supplier Invoice. The note can be saved when holding, parking, saving, or posting the invoice, and it can be read when displaying the invoice.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the Fiori launchpad as an Accounts Payable Accountant - Procurement. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access Tile | Open Create Supplier Invoice (F0859). | The Create Supplier Invoice screen is displayed. |  |
| 3 | Enter General Data | On the Create Supplier Invoice screen, make the following entries:  Go to the General Information area:  Transaction : Invoice  Company Code : 1010  Invoice Date: <Today>  Reference: <Fill the supplier Invoice Number> |  |  |
| 4 | Enter Purchase order Reference | Go to the Purchase Order References area:  Reference Document Category :Purchase Order/Scheduling Agreement  Purchase order: <Purchase Order you created>  Choose Enter. |  |  |
| 5 | Check Invoice items | Go to Invoice Items/Standard, and check the Amount, Quantity and Tax Code.  Tax code: <same with tax code in PO> |  |  |
| 6 | Enter Gross Invoice amount | Go to the General information area:  Gross Invoice Amount: <Total amount in PO including Tax> |  |  |
| 7 | Add Notes (Optional) | Enter notes on Note tab if you want to add more detailed long text for the supplier invoice. |  |  |
| 8 | Post Invoice | Choose Messages.  Note Please note whether the system have the message Price too high (tolerance limit of XXX exceeded)which will impact the following steps.Release Completed Supplier Invoice (Optional).  Choose Save as Completed.  Note You can choose Park to park the invoice first. After that, you can edit the created supplier invoice to choose Save as Completed. | The system message is displayed. |  |

##### Release Completed Supplier Invoice

Purpose

In this activity, if the system displays message Price too high (tolerance limit of XXX exceeded) when you run Save As Completed, please choose Option A, otherwise choose Option B.

Only choose either option A or B.

Once the blocked supplier invoice is released, you could check details on the Approval Details tab of the corresponding supplier invoice via the Supplier Invoices List app.

Table 8: Option A

|  |  |  |
| --- | --- | --- |
| No. | Workflow sequence | Business Role |
| 1 | Release by purchaser | Purchaser  Note If this particular user doesn’t have My Inbox APP, you need to assign business catalog SAP\_CA\_BC\_MYINBOX to the business role of the user. This action is also required for other invoice workflow. |
| 2 | Release by Cost Center Responsible | Approver is set in preliminary step [Update Cost Center for User Responsible](#unique_19) [page ] 22. |
| 3 | Release by Profit Center Responsible | Approver is set in preliminary step [Update Profit Center for User Responsible](#unique_20)  [page ] 22. |

Table 9: Option B

|  |  |  |
| --- | --- | --- |
| No. | Workflow sequence | Business Role |
| 1 | Release by Cost Center Responsible | Approver is set in preliminary step [Update Cost Center for User Responsible](#unique_19) [page ] 22. |
| 2 | Release by Profit Center Responsible | Approver is set in preliminary step [Update Profit Center for User Responsible](#unique_20)  [page ] 22. |

###### Reject Supplier Invoice (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 | Log On | Log on to the SAP Fiori launchpad as approver set in [Release Completed Supplier Invoice](#unique_93)  [page ] 70 | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the SAP Fiori App | Open My Inbox - All Items (F0862).  Note If this particular user doesn’t have My Inbox APP, you need to assign business catalog SAP\_CA\_BC\_MYINBOX to the business role of the user. This action is also required for other invoice workflow. | The My Inbox screen is displayed. |  |
| 3 | Check Supplier Invoice Status | Search for supplier invoice created above. | The List of Supplier Invoice is displayed. |  |
| 4 | Reject Supplier Invoice | On the Release of Completed Invoice XXXXXXXX screen, choose Reject at the bottom of the screen.  On the Submit Decision screen, add note if necessary and choose Submit. | Task successfully processed. |  |

###### Rework Supplier Invoice (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 | Log On | Log on to the Fiori launchpad as an Accounts Payable Accountant - Procurement. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the SAP Fiori App | Open Supplier Invoices List (F1060A). | The Supplier Invoices List screen is displayed. |  |
| 3 | Search and Select for Supplier Invoice | Search for supplier invoice created above. Enter rejected Supplier invoice number into Invoice Document No and then choose Go. Select the invoice. | The Supplier Invoice is displayed. |  |
| 5 | Edit Supplier Invoice | Choose Edit to update invoice, for example Reference or correct Gross Invoice Amount.  Then choose Save as Completed at the bottom of the screen. | Supplier Invoice is updated and saved as completed again. |  |

###### Release Completed 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

If Save as Completed is chosen in the previous step, then the supplier invoice needs to be checked and posted.

Once the blocked supplier invoice is released, you could check details on the Approval Details tab of the corresponding supplier invoice via the Supplier Invoices List app.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the SAP Fiori launchpad as approver set in [Release Completed Supplier Invoice](#unique_93)  [page ] 70 | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the SAP Fiori App | Open My Inbox - All Items (F0862).  Note If this particular user doesn’t have My Inbox APP, you need to assign business catalog SAP\_CA\_BC\_MYINBOX to the business role of the user. This action is also required for other invoice workflow. | The My Inbox screen is displayed. |  |
| 3 | Check Supplier Invoice Status | Search for supplier invoice created above. | The List of Supplier Invoice is displayed. |  |
| 4 | Approve Supplier Invoice | On the Release Completed Invoice XXXXXXXX screen, choose Release.  On the Submit Decision screen, add note if necessary and choose Submit. | Task successfully processed. |  |

### Release Blocked Supplier Invoice (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 Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Procedure

This step is to release the blocked supplier invoice. Once the blocked supplier invoice is released, you could check details on the Approval Details tab of the corresponding supplier invoice via the Supplier Invoices List app.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto SAP Fiori launchpad | Log on to the SAP Fiori launchpad as approver set in preliminary step.  Approver is set in preliminary step [Update Cost Center for User Responsible](#unique_19) [page ] 22. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the SAP Fiori App | Open My Inbox - All Items (F0862). | The My Inbox screen is displayed. |  |
| 3 | Check Supplier Invoice Status | Search for supplier invoice created above. | The List of Supplier Invoice is displayed. |  |
| 4 | Approve Supplier Invoice | On the Release Blocked Invoice XXXXXXXX screen, choose Release.  On the Submit Decision screen, add note if necessary and choose Submit. | Task is successfully processed. |  |

## Multiple Account Assignment for Procurement of Services

### Option A: Create 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

Purchase Requisition can be created manually.

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 role. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the SAP Fiori App | Open Manage Purchase Requisitions - Professional (F2229). | The Manage Purchase Requisitions – Professional screen is displayed. |  |
| 3 | Create Purchase Requisition | Choose Create. | The Purchase Requisition screen is displayed. |  |
| 4 | Enter Purchase Requisition Data | On the Purchase Requisition screen, make the following entries:  Go to the General Information area:  Document Type: Purchase Requisition | The Purchase Requisition screen is displayed. |  |
|  | Case 1: Purchase service with single Account Assignment | In the Items area, choose Add and choose Service. Make the following entries for each item:  On the Purchase Requisition Item screen.  Go to the General Information area:  Item Description: Purchase service without material number  Material: SM0001  Plant: 1010  Acct Assignment Category: K  Material Group: YBMM01  Choose Enter, then make the following entries:  Distribut. Indicator: Single Account Assignment  Go to the Quantity and Date area:  Quantity: <Quantity> for example, 10  Start Date: <Today>  End Date: <Today + 3 months>  Release Date: <Today>  Go to Valuation area:  Valuation Price: <Valuation Price>, for example, 10  Price Unit: <Price Unit>, for example, 1  Unit of Measure: <Unit of Measure>, for example, H  Goods Receipt is Expected: <selected>  Invoice Receipt is Expected: <selected>  Go to Account Assignment area.  Choose the line and go to next screen, make the following entry, then choose Apply.  Cost Center: 10101501  Go to Contact Information area:  Purchasing Origination: 1010  Purchasing Group: 001  Choose Apply, then go back to Purchase Requisition screen. |  |  |
|  | Case 2: Purchase service with Multi-Account Assignment | In the Items area, choose Add and choose Service. Make the following entries for each item:  On the Purchase Requisition Item screen.  Go to the General Information area:  Material: SM0001  Plant: 1010  Acct Assignment Category: K  Choose Enter, then make the following entries:  Distribut. Indicator: Distribution by percentage  Go to the Quantity and Date area:  Quantity: <Quantity> for example, 20  Start Date: <Today>  End Date: <Today + 3 months>  Release Date: <Today>  Go to Valuation area:  Valuation Price: <Valuation Price>, for example, 20  Price Unit: <Price Unit>, for example, 1  Goods Receipt is Expected: <selected>  Invoice Receipt is Expected: <selected>  Go to Account Assignment area: Choose Create.  In the line of Assgnt No 1:  Cost Center: 10101501  Distribution (%):70  In the line of Assgnt No 2:  Cost Center: 10101601  Distribution (%):30  Go to Contact Information area:  Purchasing Origination: 1010  Purchasing Group: 001  Choose Apply, then go back to Purchase Requisition screen. |  |  |
| 5 | Save Purchase Requisition | Choose Save. | The Purchase Requisition is created. |  |

Result

The Purchase Requisition is created.

### Option A: 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. |

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 displays. |  |
| 2 | Access the SAP Fiori App | Open Manage Purchase Requisitions (F1048). | The Manage Purchase Requisitions screen displays the Purchase Requisition list. |  |
| 3 | Filter Item List | Enter the Purchase Requisitions number in the Search area, then choose Go. | The Purchase Requisition list is filtered to show result. |  |
| 4 | Assign Source of Supply | On the Manage Purchase Requisitions screen, go to Purchase Requisitions (X) area. | The Purchaser Orders Preview is displayed. |  |
|  |  | Go to each line of the Purchase Requisitions item and choose Edit.  In the dialog box, make the following entries, then choose Save.  Desired Supplier: 10300001 |  |  |
| 5 | Convert Purchase Requisition to Purchase Order | Select the line item that needs to convert to PO and choose Create Purchase Order. | The Manage Purchase Requisitions screen displays. |  |
| 6 | Save Purchase Order | On the Manage Purchase Requisitions screen, make the following entries, then choose Save.  Purchase Order Type: Standard PO  If you want to purchase order to be assigned to an approver, then total PO amount higher than 500 EUR for Purchasing Groups 003. | Standard PO created under the number 45xxxxxxxx. |  |

### Option B: Create 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 Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

The purpose of this activity is to formalize a specific requirement for a service from the vendor by creating a purchase order.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the SAP Fiori launchpad as a Purchaser role. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Manage Purchase Orders (F0842A). | The Manage Purchase Orders screen displays. |  |
| 3 | Create Order | Choose Create．  On the Purchase order screen, make the following entries:  In the Basic Data area:  Supplier: 10300001  Currency: EUR  Purchasing Group: 001  Purchasing Organization: 1010  Company Code: 1010  If you want the purchase order to be assigned to an approver, then the total PO amount should be higher than 500 EUR for Purchasing Groups 003;  You can choose one of the cases below. |  |  |
|  | Case 1: Purchase service with single Account Assignment | In the Items area, choose Create and make the following entries:  Short Text: for example, <Service Procurement>  Material Group: YBMM01  Material: SM0001  Plant: 1010  Order Quantity: <Order Quantity> ,for example, 10 H  Net Order Price: <Net Order Price> for example, 10  Choose the item and go to the Purchase Order Item screen.  Go to the General Information area:  Acct Assignment Cat.: Cost center  Go to Process Control area:  Goods Receipt: <Selected>  GR-Based Inv.Verif: <Selected>  Go to the Tax area:  Tax Code: V0  Go to the Schedule Lines area:  Start of Performance Period: <Today>  End of Performance Period: <Today+30days>  Go to the Account Assignment area:  Choose the line and go to next screen, make the following entry, then choose Apply.  Cost Center: 10101501  Choose Apply, then back to Purchase order screen. |  |  |
|  | Case 2: Purchase service with Multi-Account Assignment | In the Items area, choose Create and make the following entries:  Material: SM0001  Plant: 1010  Order Quantity: <Order Quantity> ,for example, 20 H  Choose the item and go to the Purchase order Item screen.  Go to the General Information area:  Acct Assignment Cat.: Cost center  Net Order Price: <Net Order Price> for example, 20  Go to Process Control area:  Goods Receipt: Yes  GR-Based Inv.Verif: Yes  Go to the Tax area:  Tax Code: V0  Go to the Schedule Lines area:  Start of Performance Period: <Today>  End of Performance Period: <Today+30days>  Go to the Account Assignment area:  Choose Create. The second line displays.  In the line of Account Assgnt No 1:  Cost Center: 10101501  Distribution (%):70  In the line of Account Assgnt No 2:  Cost Center: 10101601  Distribution (%) : 30  Choose Apply, then back to Purchase order screen. |  |  |
| 4 | Check Purchase order for Completeness | On the Purchase order screen, choose Messages.  If the system displays an error message, please correct the purchase order;  If no error message appears, the purchase order can be submitted. |  |  |
| 5 | Save Purchase order | Choose Order. | The purchase order is created. |  |

### 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 Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

The purpose of this activity is to change an existing purchase order.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to 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. |  |
| 3 | Search for Purchase Order | Enter the Purchase order number in the search area, then choose Go. |  |  |
| 4 | Choose Purchase Order | Choose the row for the Purchase Order you want to change, then go to Purchase Order screen.  Choose Edit. | The Purchase Order screen displays.  The Purchase Order is opened in change mode. |  |
| 5 | Change Purchase Order | Change certain field values of the Purchase Order.  If you will maintain Service Entry Sheet later on for the purchase order, it is necessary to set the indicators as Yes of Goods Receipt and Goods-Receipt-Based Invoice Verification on the Process Control tab of the PO item | The Purchase Order values are changed. |  |
| 6 | Check Purchase order for Completeness | On the Purchase order screen, choose the Messages.  If the system displays an error message, please correct the purchase order;  If no error message occurs, the Purchase order can be submitted. |  |  |
| 7 | Save Purchase order | Choose Order. | The purchase order is created. |  |

### Approve Purchase Order (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 Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

In the activity, the Purchasing Manager releases a purchase order.

A prerequisite is the existence of a purchase order that can be released. Purchasing group is 003 and all purchase orders with a total value of 500 EUR or more require an approval.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Purchasing Manager. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Open My Inbox - All Items (F0862). | A list of existing 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 on the left side 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. |  |

### Check Purchase Order Approval Details(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 Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

The purpose of this activity is to check an existing purchase order's approval details.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the SAP Fiori launchpad as a Purchaser. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open Manage Purchase Orders (F0842A). | The Manage Purchase orders screen is displayed. |  |
| 3 | Search for Purchase Order | Enter the Purchase order number in the search area, then choose Go. |  |  |
| 4 | Choose Purchase Order | Choose the row for the Purchase Order you want to preview, then go to Purchase Order screen. | The Purchase Order screen is displayed. |  |
| 5 | Check Approval Details | Go to the Approval Details area and check the approval information. | The purchase order's approval details display. |  |

### Preview Purchase Order (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 preview an existing purchase order.

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 App | Open Manage Purchase Orders (F0842A) .  If you want to use the Save Draft feature in this app, you have to use a personalized user. | The Manage Purchase Orders screen is displayed. |  |
| 3 | Select Purchase Order | Enter the Purchase Order number in the Purchase Order search box, and choose Go. Select the row for the Purchase Order you want to preview and use the little arrow on the right side to check the PO detail. | The Purchase Order screen is displayed. |  |
| 4 | Preview the Purchase Order | Go to the Output Management tab. Choose Open Output Details, on the Message Output screen, select the Purchase Order and choose Display Message. | The Purchase Order is opened in PDF format. |  |

### Maintain Service Entry Sheet

Note If you have activated Flexible Workflow for Service Entry Sheets in step [Activate Flexible Workflow for Service Entry Sheets](#unique_12) [page ] 15 , then please go to Option B. Otherwise, please go to Option A.

#### Option A: Maintain Service Entry Sheet without Flexible 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 Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

In this activity, you report the performed services in the service entry sheet.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the SAP Fiori launchpad as a Purchaser. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open Manage Service Entry Sheets - Lean Services (F2027). | The Manage Service Entry Sheets screen is displayed. |  |
| 3 | Enter field values | Choose Create.  On the Service Entry Sheets screen, make the following entries, then choose Enter:  Name of Service Entry Sheet : <SES Name> , for example, Vincent Sun  Reference Purchase Order: <Purchase order you created>  Personnel Number: <Approval Person>, for example: 50005626 Purchasing Manager. The user with Purchasing Manager role. |  |  |
|  | Case 1: Purchase service with single Account Assignment | In the Items area, make the following entries for each item:  Performance Date: <Today>  Stated Quantity: < Stated Quantity >, for example,10  Note If the single account assignment needs to be changed to Multi-accounting in Service Entry Sheet, please run this step.  On the Service Entry Sheet screen, go to the Items area. Choose the line of Items.  On the Service Entry Sheet Item screen, go to the General Information area. Choose one of the cases below for different account assignment distribution:  Option 1:  Account Assignment Distribution: Distribution by percentage.  Choose Enter.  Go to the Account Assignment area, and choose Add.  In the line of Assgnt Assgmt No 1:  Distribution (%) : 70  Choose the line and go to next screen, make the following entry, then choose Apply.  Cost Center: 10101601  In the line of Assgnt Assgmt No 2:  Distribution (%) : 30  Choose the line and go to next screen, make the following entry, then choose Apply.  Cost Center: 10101501  Choose Apply.  Option 2:  Account Assignment Distribution: Distrib. on quantity basis.  Choose Enter.  Go to the Account Assignment area, and choose Add.  In the line of Assgnt Assgmt No 1:  Quantity : <Quantity>, for example,5  Choose the line and go to next screen, make the following entry, then choose Apply.  Cost Center: 10101601  In the line of Assgnt Assgmt No 2:  Quantity : <Quantity>, for example,5  Choose the line and go to next screen, make the following entry, then choose Apply.  Cost Center: 10101501  Choose Apply. |  |  |
|  | Case 2: Purchase service with Multi-Account Assignment | In the Items area, make the following entries for each item:  Performance Date: <Today>  Stated Quantity: < Stated Quantity>, for example,10  Note If the Multi-account assignment distribution needs to be updated in Service Entry Sheet, please run this step.  On the Service Entry Sheet screen, go to the Items area. Choose the line of Items.  On the Service Entry Sheet Item screen, go to the General Information area. Choose one of the cases below for different account assignment distribution:  Option 1:  Account Assignment Distribution: Distribution by percentage.  Choose Enter.  Go to the Account Assignment area:  In the Distribution (%) column, update the Distribution percentage value based on business requirement.  Choose Apply.  Option 2:  Account Assignment Distribution: Distrib. on quantity basis.  Choose Enter.  Go to the Account Assignment area:  In the Quantity column, update the Quantity value based on business requirement.  Choose Apply. | The Account Assignment Distribution on the Service Entry Sheet item level is updated. |  |
| 4 | Save the Service Entry Sheet | Choose Save . | Service Entry Sheet is saved. |  |
| 5 | Send to Approval | Choose Send to Approval. | Service Entry Sheet is sent for approval. |  |

#### Option B: Maintain Service Entry Sheet with Flexible 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 Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

In this activity, you report the performed services in the service entry sheet.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the SAP Fiori launchpad as a Purchaser. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open Manage Service Entry Sheets - Lean Services (F2027). | The Manage Service Entry Sheets screen is displayed. |  |
| 3 | Enter field values | Choose Create.  On the Service Entry Sheets screen, make the following entries, then choose Enter:  Name of Service Entry Sheet: <SES Name> , for example, Vincent Sun  Reference Purchase Order : <Purchase order you created> |  |  |
|  | Case 1: Purchase service with Single Account Assignment | In the Items area, make the following entries for each item:  Performance Date: <Today>  Stated Quantity: < Stated Quantity >, for example,10  Note If the single account assignment needs to be changed to Multi-accounting in Service Entry Sheet, please run this step.  On the Service Entry Sheet screen, go to the Items area. Choose the line of Items.  On the Service Entry Sheet Item screen, go to the General Information area. Choose one of the cases below for different account assignment distribution:  Option 1:  Account Assignment Distribution: Distribution by percentage.  Choose Enter.  Go to the Account Assignment area, and choose Add.  In the line of Assgnt Assgmt No 1:  Distribution (%) : 70  Choose the line and go to next screen, make the following entry, then choose Apply.  Cost Center: 10101601  In the line of Assgnt Assgmt No 2:  Distribution (%) : 30  Choose the line and go to next screen, make the following entry, then choose Apply.  Cost Center: 10101501  Choose Apply.  Option 2:  Account Assignment Distribution: Distrib. on quantity basis.  Choose Enter.  Go to the Account Assignment area, and choose Add.  In the line of Assgnt Assgmt No 1:  Quantity : <Quantity>, for example,5  Choose the line and go to next screen, make the following entry, then choose Apply.  Cost Center: 10101601  In the line of Assgnt Assgmt No 2:  Quantity : <Quantity>, for example,5  Choose the line and go to next screen, make the following entry, then choose Apply.  Cost Center: 10101501  Choose Apply. | The Single Account Assignment changed to Multi-Account Assignment on the Service Entry Sheet item level is updated. |  |
|  | Case 2: Purchase service with Multi-Account Assignment | In the Items area, make the following entries for each item:  Performance Date: <Today>  Stated Quantity: < Stated Quantity>, for example,10  Note If the Multi-account assignment distribution needs to be updated in Service Entry Sheet, please run this step.  On the Service Entry Sheet screen, go to the Items area. Choose the line of Items.  On the Service Entry Sheet Item screen, go to the General Information area. Choose one of the cases below for different account assignment distribution:  Option 1:  Account Assignment Distribution: Distribution by percentage.  Choose Enter.  Go to the Account Assignment area:  In the Distribution (%) column, update the Distribution percentage value based on business requirement.  Choose Apply.  Option 2:  Account Assignment Distribution: Distrib. on quantity basis.  Choose Enter.  Go to the Account Assignment area:  In the Quantity column, update the Quantity value based on business requirement.  Choose Apply. | The Account Assignment Distribution on the Service Entry Sheet item level is updated. |  |
| 5 | Save the Service Entry Sheet | Choose Save . | Service Entry Sheet is saved. |  |
| 6 | Send to Approval | Choose Send to Approval. | Service Entry Sheet is sent for approval. |  |
| 7 | Check Service Entry Sheet status | On the Manage Service Entry Sheets screen.  Search for Service Entry Sheet created above.  Check the status.  If the status is Approved, please skip the step [Approve Service Entry Sheet](#unique_42) [page ] 61.  Note If the Total net amount of this service entry sheet smaller than the value set in step [Configure Flexible Workflow for Service Entry Sheets](#unique_13)  [page ] 16 . The system will automatically release of Service Entry Sheet. | Check the Service Entry Sheet status. |  |

### Approve Service Entry Sheet

Note If you have activated Flexible Workflow for Service Entry Sheets in step [Activate Flexible Workflow for Service Entry Sheets](#unique_12) [page ] 15 , then please go to Option B. Otherwise, please go to Option A.

#### Option A: Approve Service Entry Sheet without Flexible 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 Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

In this activity, the service entry sheet is approved by the company. When this is done, the vendor can send an invoice for the approved amount to the service provider.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the SAP Fiori launchpad as a Purchasing Manager. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open My Inbox - All Items (F0862). | The My Inbox screen is displayed. |  |
| 3 | Check Service Entry Sheet Status | A list of already created Service Entry Sheets is displayed.  Search your created Service Entry Sheet with In Approval Status. | The List of Service Entry Sheets screen is displayed. |  |
| 4 | Approve Service Entry Sheet | On the Service Entry Sheet screen and confirm you created Service Entry Sheet XXXXX.  Choose Release or choose Reject.  On the Submit Decision screen, add note if necessary and choose Submit. | Service Entry Sheet is approved. |  |

#### Option B: Approve Service Entry Sheet with Flexible Workflow activated

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 Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

In this activity, the service entry sheet is approved by the company. When this is done, the vendor can send an invoice for the approved amount to the service provider.

These flexible workflows have been configured in Preliminary Step [Configure Flexible Workflow for Service Entry Sheets](#unique_13)  [page ] 16 using the tile Manage Workflows for Service Entry Sheets.

1. The ordered amount will be converted using system exchange rate to the workflow currency. Then it will be compared with workflow condition.
2. If this particular user doesn’t have My Inbox APP, you need to assign business catalog SAP\_CA\_BC\_MYINBOX to the business role of the user. This is necessary in order to enable the user to process incoming approval requests in regards to the workflow for the service entry sheet.

Table 10:

|  |  |  |  |
| --- | --- | --- | --- |
| Cases | Triggering conditions | Workflow sequence | Business role |
| Automatic Release of Service Entry Sheet | Total net amount of service entry sheet is smaller than or equal to 1000 EUR. | Automatically by system | N/A |
| Release of Service Entry Sheet (multi-step approval) | Total net amount of service entry sheet is greater than 1000 EUR. | 1st Creator of Purchase Order | Purchaser |
| 2nd Purchasing Manager | Purchasing\_Manager |

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the SAP Fiori launchpad using the role used in the above table. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open My Inbox - All Items (F0862). | The My Inbox screen is displayed. |  |
| 3 | Check Service Entry Sheet Status | A list of already created Service Entry Sheets is displayed.  Search your created Service Entry Sheet with In Approval Status. | The List of Service Entry Sheets screen is displayed. |  |
| 4 | Approve or Reject Service Entry Sheet | On the Service Entry Sheet screen and confirm you created Service Entry Sheet XXXXX.  Choose Release or choose Reject.  On the Submit Decision screen, add note if necessary and choose Submit. | Service Entry Sheet is approved or rejected. |  |

### 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

The vendor sends an invoice for the service delivered.

Please pay attention to the tax date, the date influences the tax rate selection in terms of time-dependent tax, which is set in step Prepare Tax Settings (Optional) of Preliminary Steps.

This invoice must be booked against the purchase order and verified with the entry sheet.

Additionally, it is possible to insert a note in multiple languages when creating a supplier invoice via app Create Supplier Invoice. The note can be saved when holding, parking, saving, or posting the invoice, and it can be read when displaying the invoice.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the Fiori launchpad as an Accounts Payable Accountant - Procurement. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access Tile | Open Create Supplier Invoice (F0859). | The Create Supplier Invoice screen is displayed. |  |
| 3 | Enter General Data | On the Create Supplier Invoice screen, make the following entries:  Go to the General Information area:  Transaction: Invoice  Company Code: 1010  Invoice Date: <Today>  Reference: <Fill the supplier Invoice Number> |  |  |
| 4 | Enter Purchase order Reference | Choose one of the below options to enter reference:  Option 1:  Go to the Purchase Order References area:  Reference Document Category :Purchase Order/Scheduling Agreement  Purchase order: <Purchase Order you created>  Choose Enter. |  |  |
| Option 2:  Go to the Purchase Order References area:  Reference Document Category :Service Entry Sheet - Lean Services  Service Entry Sheet: <Service Entry Sheet you created>  You can choose Assignment Options to select Multiple SES items.  Choose Assignment Options. Then on the Assignment Options screen, you can select multiple Service Entry Sheets from the value help.  Choose Enter. |  |
| 5 | Check Invoice items | Go to Invoice Items/Standard, and check the Amount, Quantity and Tax Code.  Tax code: <same with tax code in PO >  You can choose invoice item to display multiple account assignment detail on the next screen. |  |  |
| 6 | Enter Gross Invoice amount | Go to the General information area:  Gross Invoice Amount: <Total amount in PO including Tax> |  |  |
| 7 | Add Notes (Optional) | Enter notes on Note tab if you want to add more detailed long text for the supplier invoice. |  |  |
| 8 | Post Invoice | Choose Post. | The system message is displayed. |  |

### Release Blocked Supplier Invoice (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 Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Procedure

This step is to release the blocked supplier invoice. Once the blocked supplier invoice is released, you could check details on the Approval Details tab of the corresponding supplier invoice via the Supplier Invoices List app.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto SAP Fiori launchpad | Log on to the SAP Fiori launchpad as approver set in preliminary step.  Approver is set in preliminary step [Update Cost Center for User Responsible](#unique_19) [page ] 22. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the SAP Fiori App | Open My Inbox - All Items (F0862). | The My Inbox screen is displayed. |  |
| 3 | Check Supplier Invoice Status | Search for supplier invoice created above. | The List of Supplier Invoice is displayed. |  |
| 4 | Approve Supplier Invoice | On the Release Blocked Invoice XXXXXXXX screen, choose Release.  On the Submit Decision screen, add note if necessary and choose Submit. | Task is successfully processed. |  |

## Procurement of Service without Service Entry Sheet

### Option A: Create 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. |

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 role. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the SAP Fiori App | Open Manage Purchase Requisitions - Professional (F2229). | The Manage Purchase Requisitions – Professional screen is displayed. |  |
| 3 | Create Purchase Requisition | Choose Create. | The Purchase Requisition screen is displayed. |  |
| 4 | Enter Purchase Requisition Data | On the Purchase Requisition screen, make the following entries:  Go to the General Information area:  Document Type: Purchase Requisition |  |  |
|  |  | In the Limit Items area, choose Add and choose Service. Make the following entries for each item:  On the Purchase Requisition Limit item screen.  Go to the General Information area:  Plant: 1010  Account Assignment Category: K  Item Description: for example, Service Procurement  Expected Value: 200  Overall Limit: 400  Material Group: YBMM01  Go to the Requisition Period area:  Start Date: <Today>  End Date: <Today + 3 months>  Release Date: <Today>  Go to the Document Flow Indicator area:  Goods Receipt is Expected: <blank>  Invoice Receipt is Expected: <selected>  Go to Account Assignment area:  Choose the line and go to next screen, make the following entry, then choose Apply.  Cost Center: 10101501  Go to Contact Information area:  Purchasing Organization: 1010  Purchasing Group: 001  Choose Apply, then go back to Purchase Requisition screen. |  |  |
| 5 | Save Purchase Requisition | Choose Save. | The Purchase Requisition is created. |  |

### Option A: 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. |

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 role. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Manage Purchase Requisitions (F1048). | The Manage Purchase Requisitions screen displays the Purchase Requisition list. |  |
| 3 | Filter Item List | Enter the Purchase Requisitions number in the Search area, then choose Go. | The Purchase Requisition list is filtered to show result. |  |
| 4 | Assign Source of Supply | Select the line of the purchase requisition created in the previous step.  Go to the line of Purchase Requisitions item and choose Edit.  In the dialog box, make the following entries, then choose OK.  Supplier: 10300001 | The Purchase Requisition screen is displayed. |  |
| 5 | Convert Purchase Requisition to Purchase Order | Select the line item that needs to convert to PO and choose Create Purchase Order. | The Manage Purchase Requisitions screen displays. |  |
| 6 | Save Purchase Order | On the Manage Purchase Requisitions screen, make the following entries, then choose Save.  Purchase Order Type: Standard PO  If you want to purchase order to be assigned to an approver, then total PO amount higher than 500 EUR for Purchasing Groups 003. | Standard PO created under the number 45xxxxxxxx. |  |

### Option B: Create 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 Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

The purpose of this activity is to formalize a specific requirement for a service from the vendor by creating a purchase order.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the SAP Fiori launchpad as a Purchaser role. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Manage Purchase Orders (F0842A). | The Manage Purchase Orders screen displays. |  |
| 3 | Create Order | Choose Create．  On the Purchase Order screen, make the following entries: screen displays.  In the Basic Data area:  Supplier: 10300001  Currency: EUR  Purchasing Group: 001  Purchasing Organization: 1010  Company Code: 1010  Note If you want the purchase order to be assigned to an approver, then total PO amount should be higher than 500 EUR for Purchasing Groups 003;  You can choose one of the cases below. |  |  |
| Case 1: Purchase service without material number | In the Items area, choose Create  Short Text and make the following entries for each item:: for example, <Service Procurement>  Material Group: YBMM01  Plant: 1010  Order Quantity: <Order Quantity> for example, 10 H  Net Order Price: <Net Order Price>, for example, 10  Choose the item and go to the Purchase Order Item screen.  Go to the General Information area:  Product Type Group: Service  Acct Assignment Cat.: Cost center  Go to Process Control area:  Goods Receipt: <Blank>  GR-Based Inv.Verif: <Blank>  Go to the Tax area:  Tax Code: V0  Go to the Schedule Lines area:  Start of Performance Period: <Today>  End of Performance Period: <Today+30days>  Go to the Account Assignment area:  Choose the line and go to next screen, make the following entry, then choose Apply.  Cost Center: 10101501  Choose Apply, then go back to Purchase order screen. |  |  |
| Case 2: Purchase service with material number | In the Items area, choose Create and make the following entries for each item:  Material: SM0001  Plant: 1010  Order Quantity: <Order Quantity> ,for example, 20 H  Choose select the item and go to the Purchase order Item screen.  Go to the General Information area:  Acct Assignment Cat.: Cost center  Net Order Price: <Net Order Price> for example, 20  Go to Process Control area:  Goods Receipt: <Blank>  GR-Based Inv.Verif: <Blank>  Go to the Tax area:  Tax Code: V0  Go to the Schedule Lines area:  Start of Performance Period: <Today>  End of Performance Period: <Today+30days>  Go to the Account Assignment area:  Choose the line and go to next screen, make the following entry, then choose Apply.  Cost Center: 10101501  Choose Apply, then go back to Purchase order screen. |  |  |
| Case 3: Purchase service with Limits item | In the Limit Items area, choose Create and make the following entries for each item:  Short Text: for example, <Service Procurement>  Expected Value: 200  Overall Limit: 400  Acct Assignment Cat.: Cost center (K)  Product Type Group: Service (2)  Plant: 1010  Choose the item and go to the Purchase order Limit Item screen.  Go to the General Information area:  Material Group: YBMM01  Go to Process Control area:  Goods Receipt: <Blank>  GR-Based Inv.Verif: <Blank>  Go to the Tax area:  Tax Code: V0  Go to the Schedule Lines area:  Start of Performance Period: <Today>  End of Performance Period: <Today+30days>  Go to the Account Assignment area:  Choose the line and go to next screen, make the following entry, then choose Apply.  Cost Center: 10101501  Choose Apply, then back to Purchase order screen. |  |  |
| 4 | Check Purchase order for Completeness | On the Purchase order screen, choose Messages.  If the system displays an error message, please correct the purchase order;  If no error message appears, the purchase order can be submitted. |  |  |
| 5 | Save Purchase order | Choose Order. | The purchase order is created. |  |

### 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 Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

The purpose of this activity is to change an existing purchase order.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to 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. |  |
| 3 | Search for Purchase Order | Enter the Purchase order number in the search area, then choose Go. |  |  |
| 4 | Choose Purchase Order | Choose the row for the Purchase Order you want to change, then go to Purchase Order screen.  Choose Edit. | The Purchase Order screen displays.  The Purchase Order is opened in change mode. |  |
| 5 | Change Purchase Order | Change certain field values of the Purchase Order.  If you will maintain Service Entry Sheet later on for the purchase order, it is necessary to set the indicators as Yes of Goods Receipt and Goods-Receipt-Based Invoice Verification on the Process Control tab of the PO item | The Purchase Order values are changed. |  |
| 6 | Check Purchase order for Completeness | On the Purchase order screen, choose the Messages.  If the system displays an error message, please correct the purchase order;  If no error message occurs, the Purchase order can be submitted. |  |  |
| 7 | Save Purchase order | Choose Order. | The purchase order is created. |  |

### Approve Purchase Order (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 preview an existing purchase order.

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 App | Open Manage Purchase Orders (F0842A) .  If you want to use the Save Draft feature in this app, you have to use a personalized user. | The Manage Purchase Orders screen is displayed. |  |
| 3 | Select Purchase Order | Enter the Purchase Order number in the Purchase Order search box, and choose Go. Select the row for the Purchase Order you want to preview and use the little arrow on the right side to check the PO detail. | The Purchase Order screen is displayed. |  |
| 4 | Preview the Purchase Order | Go to the Output Management tab. Choose Open Output Details, on the Message Output screen, select the Purchase Order and choose Display Message. | The Purchase Order is opened in PDF format. |  |

### Check Purchase Order Approval Details(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 Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

The purpose of this activity is to check an existing purchase order's approval details.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the SAP Fiori launchpad as a Purchaser role. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open Manage Purchase Orders (F0842A). | The Manage Purchase Orders screen is displayed. |  |
| 3 | Search for Purchase Order | Enter the Purchase order number in the search area, then choose Go. |  |  |
| 4 | Choose Purchase Order | Choose the row for the Purchase Order you want to preview, then go to Purchase Order screen. | The Purchase Order screen is displayed. |  |
| 5 | Check Approval Details | Go to the Approval Details area and check the approval information. | The purchase order's approval details display. |  |

### Preview Purchase Order (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 preview an existing purchase order.

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 App | Open Manage Purchase Orders (F0842A) .  If you want to use the Save Draft feature in this app, you have to use a personalized user. | The Manage Purchase Orders screen is displayed. |  |
| 3 | Select Purchase Order | Enter the Purchase Order number in the Purchase Order search box, and choose Go. Select the row for the Purchase Order you want to preview and use the little arrow on the right side to check the PO detail. | The Purchase Order screen is displayed. |  |
| 4 | Preview the Purchase Order | Go to the Output Management tab. Choose Open Output Details, on the Message Output screen, select the Purchase Order and choose Display Message. | The Purchase Order is opened in PDF format. |  |

### 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 Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

The vendor sends an invoice for the service delivered.

Please pay attention to the tax date, the date influences the tax rate selection in terms of time-dependent tax, which is set in step Prepare Tax Settings (Optional) of Preliminary Steps.

This invoice must be booked against the purchase order and verified without the service entry sheet.

Additionally, it is possible to insert a note in multiple languages when creating a supplier invoice via app Create Supplier Invoice. The note can be saved when holding, parking, saving, or posting the invoice, and it can be read when displaying the invoice.

When the RITA is activated and tax registration country is maintained for company code in SSCUI 103464 (Activate RITA and Maintain Tax Registration Countries) and tax code is given, the Tax Country field is mandatory, in which the Country ID of company code is given as default value, but you can change to the valid Country ID that is maintained in SSCUI accordingly.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the Fiori launchpad as an Accounts Payable Accountant - Procurement. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access Tile | Open Create Supplier Invoice (F0859). | The Create Supplier Invoice screen is displayed. |  |
| 3 | Enter General Data | On the Create Supplier Invoice screen, make the following entries:  Go to the General Information area:  Transaction : Invoice  Company Code : 1010  Invoice Date: <Today>  Reference: <Fill the supplier Invoice Number> |  |  |
| 4 | Enter Purchase order Reference | Go to the Purchase Order References area:  Reference Document Category :Purchase Order/Scheduling Agreement  Purchase order: <Purchase Order you created>  Choose Enter. |  |  |
| 5 | Check the Purchase Order Items data | Go to Invoice Items/Standard.  Amount: for example, 10  Tax code: <same with tax code in PO > |  |  |
| 6 | Select items | Select the line item that needs to create supplier invoice |  |  |
| 7 | Enter Gross Invoice amount | Go to the General information area:  Gross Invoice Amount: <Total amount including Tax> |  |  |
| 8 | Add Notes (Optional) | Enter notes on Note tab if you want to add more detailed long text for the supplier invoice. |  |  |
| 9 | Post Invoice | Choose Post. | The system message is displayed. |  |

## Automatic Purchase Order Creation from Purchase Requisition

### Create 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. |

Context

Purchase Requisition can be created manually.

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 role. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open Manage Purchase Requisitions - Professional (F2229). | The Manage Purchase Requisitions – Professional screen is displayed. |  |
| 3 | Create Purchase Requisition | Choose Create. | The Purchase Requisition screen is displayed. |  |
| 4 | Enter Purchase Requisition Data | On the Purchase Requisition screen, make the following entries:  Go to the General Information area:  Document Type: Purchase Requisition  Automatic Source Determination: <selected> | The Purchase Requisition screen is displayed. |  |
| 5 | Purchase service with material number | In the Items area, choose Add and Service. Make the following entries:  On the Purchase Requisition Item screen:  Go to the General Information area:  Material: <Material>, for Example, SM0001  Plant: <Plant>, for example, 1010  Acct Assignment Category: K  Go to the Quantity and Date area:  Quantity: <Quantity>, for example, 20  Start Date: <Today>  End Date: <Today + 3 months>  Release Date: <Today>  Go to Valuation area:  Valuation Price: <Valuation Price>, for example, 20  Price Unit: <Price Unit>, for example, 1  Goods Receipt is Expected: <selected>  Invoice Receipt is Expected: <selected>  Go to Account Assignment area:  Choose the line and go to the next screen. Make the following entries and choose Apply.  Cost Center: <Cost Center>, for example, 10101501  Go to Contact Information area:  Purchasing Organization: <Purchasing Organization>, for example, 1010  Purchasing Group: <Purchasing Group>, for example, 001  Go to Source of Supply area and confirm one of sources has been assigned.  Choose Apply, then go back to Purchase Requisition screen. |  |  |
| 6 | Save Purchase Requisition | Choose Save. | The purchase requisition is created. |  |

Result

The Purchase Requisition is created.

### Automatic Creation of POs for Service Materials

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 | Log on | Log on to the SAP Fiori launchpad as a Purchaser. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open Schedule Purchasing Jobs - Advanced (F1702). | The Application Jobs screen is displayed |  |
| 3 | Create Job | Choose New. | The New Job screen is displayed. |  |
| 4 | Define a Job | On the New Job screen, make the following entries:  Go to GENERAL INFORMATION area:  Job Template: <Job Template>, for example, Automatic Creation of Purchase Orders from Requisitions  Job Name: <Job Name>, for example, Automatic Creation of Purchase Orders from Requisitions  Go to Scheduling Options area and make the following entries:  Start Immediately : <selected>  Start: <Current Time>  If the job needs to be run on a regular basis, choose Define Recurrence Pattern.  Go to Parameter Section area and make the following entries:  Per Requisition:<selected>  Per Company Code: <selected>  Set Parameter settings according to your needs.  Choose Schedule. | The job is created. |  |
| 5 | Convert Purchase Requisition to Purchase Order | On the Application Jobs screen.  Go to Jobs (X) area and check the status until it changes to Finished. | The Job automatically converts Purchase Requisition to Purchase Order. |  |
| 6 | Check Result | Choose Navigate to the job results. | The Purchase Order is created. |  |

### 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 Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

The purpose of this activity is to change an existing purchase order.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to 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. |  |
| 3 | Search for Purchase Order | Enter the Purchase order number in the search area, then choose Go. |  |  |
| 4 | Choose Purchase Order | Choose the row for the Purchase Order you want to change, then go to Purchase Order screen.  Choose Edit. | The Purchase Order screen displays.  The Purchase Order is opened in change mode. |  |
| 5 | Change Purchase Order | Change certain field values of the Purchase Order.  If you will maintain Service Entry Sheet later on for the purchase order, it is necessary to set the indicators as Yes of Goods Receipt and Goods-Receipt-Based Invoice Verification on the Process Control tab of the PO item | The Purchase Order values are changed. |  |
| 6 | Check Purchase order for Completeness | On the Purchase order screen, choose the Messages.  If the system displays an error message, please correct the purchase order;  If no error message occurs, the Purchase order can be submitted. |  |  |
| 7 | Save Purchase order | Choose Order. | The purchase order is created. |  |

### Approve Purchase Order (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 Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

In the activity, the Purchasing Manager releases a purchase order.

A prerequisite is the existence of a purchase order that can be released. Purchasing group is 003 and all purchase orders with a total value of 500 EUR or more require an approval.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Purchasing Manager. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Open My Inbox - All Items (F0862). | A list of existing 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 on the left side 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. |  |

### Check Purchase Order Approval Details(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 Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

The purpose of this activity is to check an existing purchase order's approval details.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the SAP Fiori launchpad as a Purchaser. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open Manage Purchase Orders (F0842A). | The Manage Purchase Orders screen is displayed. |  |
| 3 | Search for Purchase Order | Enter the Purchase order number in the search area, then choose Go. |  |  |
| 4 | Choose Purchase Order | Choose the row for the Purchase Order you want to preview, then go to Purchase Order screen. | The Purchase Order screen is displayed. |  |
| 5 | Check Approval Details | Go to the Approval Details area and check the approval information. | The purchase order's approval details display. |  |

### Preview Purchase Order (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 preview an existing purchase order.

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 App | Open Manage Purchase Orders (F0842A) .  If you want to use the Save Draft feature in this app, you have to use a personalized user. | The Manage Purchase Orders screen is displayed. |  |
| 3 | Select Purchase Order | Enter the Purchase Order number in the Purchase Order search box, and choose Go. Select the row for the Purchase Order you want to preview and use the little arrow on the right side to check the PO detail. | The Purchase Order screen is displayed. |  |
| 4 | Preview the Purchase Order | Go to the Output Management tab. Choose Open Output Details, on the Message Output screen, select the Purchase Order and choose Display Message. | The Purchase Order is opened in PDF format. |  |

### Maintain Service Entry Sheet

Note If you have activated Flexible Workflow for Service Entry Sheets in step [Activate Flexible Workflow for Service Entry Sheets](#unique_12) [page ] 15 , then please go to Option B. Otherwise, please go to Option A.

#### Option A: Maintain Service Entry Sheet without Flexible 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 Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

In this activity, you report the performed services in the service entry sheet.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the SAP Fiori launchpad as a Purchaser. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open Manage Service Entry Sheets - Lean Services (F2027). | The Manage Service Entry Sheets screen is displayed. |  |
| 3 | Enter field values | Choose Create.  On the Service Entry Sheets screen, make the following entries, then choose Enter:  Name of Service Entry Sheet : <SES Name> , for example, Vincent Sun  Reference Purchase Order : <Purchase order you created>  Personnel Number: <Approval Person>, for example: 50005626 Purchasing Manager. The user with Purchasing Manager role.  In the Items area, make the following entries for each item:  Performance Date: <Today>  Stated Quantity: < Stated Quantity >, for example,10 |  |  |
| 4 | Save the Service Entry Sheet | Choose Save . | Service Entry Sheet is saved. |  |
| 5 | Send to Approval | Choose Send to Approval. | Service Entry Sheet is sent for approval. |  |

#### Option B: Maintain Service Entry Sheet with Flexible 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 Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

In this activity, you report the performed services in the service entry sheet.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the SAP Fiori launchpad as a Purchaser. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open Manage Service Entry Sheets - Lean Services (F2027). | The Manage Service Entry Sheets screen is displayed. |  |
| 3 | Enter field values | Choose Create.  On the Service Entry Sheets screen, make the following entries, then choose Enter:  Name of Service Entry Sheet : <SES Name> , for example, Vincent Sun  Reference Purchase Order : <Purchase order you created>  In the Items area, make the following entries for each item:  Performance Date: <Today>  Stated Quantity: < Stated Quantity >, for example,10 |  |  |
| 4 | Save the Service Entry Sheet | Choose Save . | Service Entry Sheet is saved. |  |
| 5 | Send to Approval | Choose Send to Approval. | Service Entry Sheet is sent for approval. |  |
| 6 | Check Service Entry Sheet status | On the Manage Service Entry Sheets screen.  Search for Service Entry Sheet created above.  Check the status.  If the status is Approved, please skip the step [Approve Service Entry Sheet](#unique_42) [page ] 61.  Note If the Total net amount of this service entry sheet smaller than the value set in step [Configure Flexible Workflow for Service Entry Sheets](#unique_13)  [page ] 16 . The system will automatically release of Service Entry Sheet. | Check the Service Entry Sheet status. |  |

### Approve Service Entry Sheet

Note If you have activated Flexible Workflow for Service Entry Sheets in step [Activate Flexible Workflow for Service Entry Sheets](#unique_12) [page ] 15, please go to Option B. Otherwise, please go to Option A.

#### Option A: Approve Service Entry Sheet without Flexible 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 Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

In this activity, the service entry sheet is approved by the company. When this is done, the vendor can send an invoice for the approved amount to the service provider.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the SAP Fiori launchpad as a Purchasing Manager. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open My Inbox - All Items (F0862). | The My Inbox screen is displayed. |  |
| 3 | Check Service Entry Sheet Status | A list of already created Service Entry Sheets is displayed.  Search your created Service Entry Sheet with In Approval Status. | The List of Service Entry Sheets screen is displayed. |  |
| 4 | Approve Service Entry Sheet | On the Approve Service Entry Sheet screen and confirm you created Service Entry Sheet XXXXX.  Choose Release or choose Reject.  On the Submit Decision screen, add note if necessary and choose Submit. | Service Entry Sheet is approved. |  |

#### Option B: Approve Service Entry Sheet with Flexible Workflow activated

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 Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

In this activity, the service entry sheet is approved by the company. When this is done, the vendor can send an invoice for the approved amount to the service provider.

These flexible workflows have been configured in Preliminary Step [Configure Flexible Workflow for Service Entry Sheets](#unique_13)  [page ] 16 using the tile Manage Workflows for Service Entry Sheets.

1. The ordered amount will be converted using system exchange rate to the workflow currency. Then it will be compared with workflow condition.
2. If this particular user doesn’t have My Inbox APP, you need to assign business catalog SAP\_CA\_BC\_MYINBOX to the business role of the user. This is necessary in order to enable the user to process incoming approval requests in regards to the workflow for the service entry sheet.

Table 11:

|  |  |  |  |
| --- | --- | --- | --- |
| Cases | Triggering conditions | Workflow sequence | Business role |
| Automatic Release of Service Entry Sheet | Total net amount of service entry sheet is smaller than or equal to 1000 EUR. | Automatically by system | N/A |
| Release of Service Entry Sheet (multi-step approval) | Total net amount of service entry sheet is greater than 1000 EUR. | 1st Creator of Purchase Order | Purchaser |
| 2nd Purchasing Manager | Purchasing Manager |

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the SAP Fiori launchpad using the role used in the above table. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open My Inbox - All Items (F0862). | The My Inbox screen is displayed. |  |
| 3 | Check Service Entry Sheet Status | A list of already created Service Entry Sheets is displayed.  Search your created Service Entry Sheet with In Approval Status. | The List of Service Entry Sheets screen is displayed. |  |
| 4 | Approve or Reject Service Entry Sheet | On the Service Entry Sheet screen and confirm you created Service Entry Sheet XXXXX.  Choose Release or choose Reject.  On the Submit Decision screen, add note if necessary and choose Submit. | Service Entry Sheet is approved or rejected. |  |

### Check Service Entry Sheet Details(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 Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

The purpose of this activity is to check an existing Service Entry Sheet's approval and business process flow details.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the SAP Fiori launchpad as a Purchaser. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open Manage Service Entry Sheets - Lean Services (F2027). | The Manage Service Entry Sheets screen is displayed. |  |
| 3 | Search for Service Entry Sheet | Enter the Service Entry Sheet number in the Search area, then choose Go. |  |  |
| 4 | Choose Service EntrySheet | Choose the row of the Service Entry Sheet you want to preview. | The Service Entry Sheet screen is displayed. |  |
| 5 | Check Approval Details | Go to the Approval Details area and check the approval information. | The Service Entry Sheet’s approval details are displayed. |  |
| 6 | Check Business Process Flow | Go to the Business Process Flow area and check the process flow information. | The Service Entry Sheet's process flow details are displayed. |  |

### 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 Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

The vendor sends an invoice for the service delivered.

Please pay attention to the tax date, the date influences the tax rate selection in terms of time-dependent tax, which is set in step Prepare Tax Settings (Optional) of Preliminary Steps.

This invoice must be booked against the purchase order and verified with the entry sheet.

Additionally, it is possible to insert a note in multiple languages when creating a supplier invoice via app Create Supplier Invoice. The note can be saved when holding, parking, saving, or posting the invoice, and it can be read when displaying the invoice.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # |  | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the Fiori launchpad as anLog on to the 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 screen is displayed. |  |
| 3 | Enter General Data | On the Create Supplier Invoice screen, make the following entries:  Go to the General Information area:  Transaction : Invoice  Company Code : 1010  Invoice Date: <Today>  Reference: <Fill the supplier Invoice Number> |  |  |
| 4 | Enter Purchase order Reference | Choose one of the below options to enter reference:  Option 1:  Go to the Purchase Order References area:  Reference Document Category :Purchase Order/Scheduling Agreement  Purchase order: <Purchase Order you created>  Choose Enter. |  |  |
| Option 2:  Go to the Purchase Order References area:  Reference Document Category :Service Entry Sheet - Lean Services  Service Entry Sheet: <Service Entry Sheet you created>  You can choose Assignment Options to select Multiple SES items.  Choose Assignment Options. Then on the Assignment Options screen, you can select multiple Service Entry Sheets from the value help.  Choose Enter. |  |
| 5 | Check Invoice items | Go to Invoice Items/Standard, and check the Amount, Quantity and Tax Code.  Tax code: <same with tax code in PO > |  |  |
| 6 | Enter Gross Invoice amount | Go to the General information area:  Gross Invoice Amount: <Total amount in PO including Tax> |  |  |
| 7 | Add Notes (Optional) | Enter notes on Note tab if you want to add more detailed long text for the supplier invoice. |  |  |
| 8 | Post Invoice | Choose Post. | The system message is displayed. |  |

## Employee Self Services Procurement

### Create 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

Employee creates shopping cart for service procurement.

Procedure

Refer to the step Create Purchase Requisition with Cost Center in the 18J Requisitioning scope item, and just change the Material Group to YBMM01.

### Approve 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 procedure, you release a purchase requisition. If the total amount of PR is more than 500 EUR and order type is NBS, then it should be approved. PR release amount is configured in EUR in [Configure Flexible Workflow for Purchase Requisition (Optional)](#unique_27) [page ] 27 and will be converted to the country currency amount for purchase requisition approval. Order type is configured in [Maintain the Default Setting for Users](#unique_25) [page ] 25 .

If the approval user does not have My Inbox APP, you have to check whether business catalog SAP\_CA\_BC\_MYINBOX has been assigned to the business role of the user.

Procedure

You can ignore this step if you did not perform the Preliminary Step - [Configure Flexible Workflow for Purchase Requisition (Optional)](#unique_27) [page ] 27.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Logon | Log on to the SAP Fiori launchpad as a Manager - Procurement . | The SAP Fiori launchpad is displayed. |  |
| 2 | Open My Inbox | Open My Inbox - All Items (F0862). | A list of already created Purchase Requisition is displayed. |  |
| 3 | Select Purchase Requisition | Select the Purchase Requisition and choose Approve. | The Submit Decision dialog box is displayed. |  |
| 4 | Enter Release Reason | Enter the approval reason if needed, then choose Submit. | The Purchase Requisition is approved. |  |

### 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. |

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 role. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the SAP Fiori App | Open Manage Purchase Requisitions (F1048). | The Manage Purchase Requisitions screen displays the Purchase Requisition list. |  |
| 3 | Filter Item List | Enter the Purchase Requisitions number in the Search area, then choose Go.  Purchase Requisition can also be generated from scope item 4RF-Project Control - Procurement. And if you encounter any account assignment P related issues, you can create an incident under PPM-CNT component. | The Purchase Requisition list is filtered to show result. |  |
| 4 | Assign Source of Supply | On the Manage Purchase Requisitions screen, go to Purchase Requisitions (X) area. | The Purchaser Orders Preview is displayed. |  |
|  |  | Go to each line of the Purchase Requisitions item and choose Edit.  In the dialog box, make the following entries and choose OK.  Supplier: 10300001 |  |  |
| 5 | Convert Purchase Requisition to Purchase Order | Select the line item that needs to be converted to PO and choose Create Purchase Order. | The Manage Purchase Requisitions screen is displayed. |  |
| 6 | Save Purchase Order | On the Manage Purchase Requisitions screen, make the following entries and choose Save.  Purchase Order Type: Standard PO  If you want the purchase order to be assigned to an approver, then total PO amount higher than 500 EUR for Purchasing Groups 003. | Standard PO is created under the number 45xxxxxxxx. |  |

### Change Purchase Order (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 Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

The purpose of this activity is to change an existing purchase order.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the SAP Fiori launchpad as a Purchaser. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Open Manage Purchase Orders (F0842A). | The Manage Purchase orders screen is displayed. |  |
| 3 | Search for Purchase Order | Enter the Purchase order number in the search area, then choose Go. |  |  |
| 4 | Choose Purchase Order | Choose the row for the Purchase Order you want to change, then go to Purchase Order screen.  Choose Edit. | The Purchase Order screen displays.  The Purchase Order is opened in change mode. |  |
| 5 | Change Purchase Order | Change certain field values of the Purchase Order. | The Purchase Order values are changed. |  |
| 6 | Check Purchase order for Completeness | On the Purchase order screen, choose the Messages.  If the system displays an error message, please correct the purchase order;  If no error message occurs, the Purchase order can be submitted. |  |  |
| 7 | Save Purchase order | Choose Order. | The purchase order is created. |  |

### Approve Purchase Order (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 Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

In the activity, the Purchasing Manager releases a purchase order.

A prerequisite is the existence of a purchase order that can be released. Purchasing group is 003 and all purchase orders with a total value of 500 EUR or more require an approval.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Purchasing Manager. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Open My Inbox - All Items (F0862). | A list of existing 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 on the left side 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.  If attachment is uploaded during purchase order creation, in My Inbox App, the attachment can be found under Attachments tab of the purchase order. The attachment will be renamed with prefix 'H\_'. | The Purchase Order is approved. |  |

### Check Purchase Order Approval Details(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 Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

The purpose of this activity is to check an existing purchase order's approval details.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the SAP Fiori launchpad as a Purchaser. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open Manage Purchase Orders (F0842A). | The Manage Purchase Orders screen is displayed. |  |
| 3 | Search for Purchase Order | Enter the Purchase order number in the search area, then choose Go. |  |  |
| 4 | Choose Purchase Order | Choose the row for the Purchase Order you want to preview, then go to Purchase Order screen. | The Purchase Order screen is displayed. |  |
| 5 | Check Approval Details | Go to the Approval Details area and check the approval information. | The purchase order's approval details display. |  |

### Preview Purchase Order (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 preview an existing purchase order.

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 App | Open Manage Purchase Orders (F0842A) .  If you want to use the Save Draft feature in this app, you have to use a personalized user. | The Manage Purchase Orders screen is displayed. |  |
| 3 | Select Purchase Order | Enter the Purchase Order number in the Purchase Order search box, and choose Go. Select the row for the Purchase Order you want to preview and use the little arrow on the right side to check the PO detail. | The Purchase Order screen is displayed. |  |
| 4 | Preview the Purchase Order | Go to the Output Management tab. Choose Open Output Details, on the Message Output screen, select the Purchase Order and choose Display Message. | The Purchase Order is opened in PDF format. |  |

### Maintain Service Entry Sheet

Note If you have activated Flexible Workflow for Service Entry Sheets in step [Activate Flexible Workflow for Service Entry Sheets](#unique_12) [page ] 15 , then please go to Option B. Otherwise, please go to Option A.

#### Option A: Maintain Service Entry Sheet without Flexible 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 Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

In this activity, you report the performed services in the service entry sheet.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the SAP Fiori launchpad as a Purchaser. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open Manage Service Entry Sheets - Lean Services (F2027). | The Manage Service Entry Sheets screen is displayed. |  |
| 3 | Enter field values | Choose Create.  On the Service Entry Sheets screen, make the following entries, then choose Enter:  Name of Service Entry Sheet : <SES Name> , for example, Vincent Sun  Reference Purchase Order : <Purchase order you created>  Personnel Number: <Approval Person>, for example: 50005626 Purchasing Manager. The user with Purchasing Manager role.  In the Items area, make the following entries for each item:  Performance Date: <Today>  Stated Quantity: < Stated Quantity >, for example,10 |  |  |
| 4 | Save the Service Entry Sheet | Choose Save . | Service Entry Sheet is saved. |  |
| 5 | Send to Approval | Choose Send to Approval. | Service Entry Sheet is sent for approval. |  |

#### Option B: Maintain Service Entry Sheet with Flexible 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 Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

In this activity, you report the performed services in the service entry sheet.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the SAP Fiori launchpad as a Purchaser. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open Manage Service Entry Sheets - Lean Services (F2027). | The Manage Service Entry Sheets screen is displayed. |  |
| 3 | Enter field values | Choose Create.  On the Service Entry Sheets screen, make the following entries, then choose Enter:  Name of Service Entry Sheet : <SES Name> , for example, Vincent Sun  Reference Purchase Order : <Purchase order you created>  In the Items area, make the following entries for each item:  Performance Date: <Today>  Stated Quantity: < Stated Quantity >, for example,10 |  |  |
| 4 | Save the Service Entry Sheet | Choose Save . | Service Entry Sheet is saved. |  |
| 5 | Send to Approval | Choose Send to Approval. | Service Entry Sheet is sent for approval. |  |
| 6 | Check Service Entry Sheet status | On the Manage Service Entry Sheets screen.  Search for Service Entry Sheet created above.  Check the status.  If the status is Approved, please skip the step [Approve Service Entry Sheet](#unique_42) [page ] 61.  Note If the Total net amount of this service entry sheet smaller than the value set in step [Configure Flexible Workflow for Service Entry Sheets](#unique_13)  [page ] 16 . The system will automatically release of Service Entry Sheet. | Check the Service Entry Sheet status. |  |

### Approve Service Entry Sheet

Note If you have activated Flexible Workflow for Service Entry Sheets in step [Activate Flexible Workflow for Service Entry Sheets](#unique_12) [page ] 15 , then please go to Option B. Otherwise, please go to Option A.

#### Option A: Approve Service Entry Sheet without Flexible 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 Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

In this activity, the service entry sheet is approved by the company. When this is done, the vendor can send an invoice for the approved amount to the service provider.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the SAP Fiori launchpad as a Purchasing Manager. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open My Inbox - All Items (F0862). | The My Inbox screen is displayed. |  |
| 3 | Check Service Entry Sheet Status | A list of already created Service Entry Sheets is displayed.  Search your created Service Entry Sheet with In Approval Status. | The List of Service Entry Sheets screen is displayed. |  |
| 4 | Approve Service Entry Sheet | On the Approve Service Entry Sheet screen and confirm you created Service Entry Sheet XXXXX.  Choose Release or choose Reject.  On the Submit Decision screen, add note if necessary and choose Submit. | Service Entry Sheet is approved. |  |

#### Option B: Approve Service Entry Sheet with Flexible Workflow activated

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 Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

In this activity, the service entry sheet is approved by the company. When this is done, the vendor can send an invoice for the approved amount to the service provider.

These flexible workflows have been configured in Preliminary Step [Configure Flexible Workflow for Service Entry Sheets](#unique_13)  [page ] 16 using the tile Manage Workflows for Service Entry Sheets.

1. The ordered amount will be converted using system exchange rate to the workflow currency. Then it will be compared with workflow condition.
2. If this particular user doesn’t have My Inbox APP, you need to assign business catalog SAP\_CA\_BC\_MYINBOX to the business role of the user. This is necessary in order to enable the user to process incoming approval requests in regards to the workflow for the service entry sheet.

Table 12:

|  |  |  |  |
| --- | --- | --- | --- |
| Cases | Triggering conditions | Workflow sequence | Business role |
| Automatic Release of Service Entry Sheet | Total net amount of service entry sheet is smaller than or equal to 1000 EUR. | Automatically by system | N/A |
| Release of Service Entry Sheet (multi-step approval) | Total net amount of service entry sheet is greater than 1000 EUR. | 1st Creator of Purchase Order | Purchaser |
| 2nd Purchasing Manager | Purchasing Manager |

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the SAP Fiori launchpad using the role used in the above table. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open My Inbox - All Items (F0862). | The My Inbox screen is displayed. |  |
| 3 | Check Service Entry Sheet Status | A list of already created Service Entry Sheets is displayed.  Search your created Service Entry Sheet with In Approval Status. | The List of Service Entry Sheets screen is displayed. |  |
| 4 | Approve or Reject Service Entry Sheet | On the Service Entry Sheet screen and confirm you created Service Entry Sheet XXXXX.  Choose Release or choose Reject.  On the Submit Decision screen, add note if necessary and choose Submit. | Service Entry Sheet is approved or rejected. |  |

### Check Service Entry Sheet Details(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 Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

The purpose of this activity is to check an existing Service Entry Sheet's approval and business process flow details.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the SAP Fiori launchpad as a Purchaser. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open Manage Service Entry Sheets - Lean Services (F2027). | The Manage Service Entry Sheets screen is displayed. |  |
| 3 | Search for Service Entry Sheet | Enter the Service Entry Sheet number in the Search area, then choose Go. |  |  |
| 4 | Choose Service EntrySheet | Choose the row of the Service Entry Sheet you want to preview. | The Service Entry Sheet screen is displayed. |  |
| 5 | Check Approval Details | Go to the Approval Details area and check the approval information. | The Service Entry Sheet’s approval details are displayed. |  |
| 6 | Check Business Process Flow | Go to the Business Process Flow area and check the process flow information. | The Service Entry Sheet's process flow details are displayed. |  |

### 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 Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

The vendor sends an invoice for the service delivered.

Please pay attention to the tax date, the date influences the tax rate selection in terms of time-dependent tax, which is set in step Prepare Tax Settings (Optional) of Preliminary Steps.

This invoice must be booked against the purchase order and verified with the entry sheet.

Additionally, it is possible to insert a note in multiple languages when creating a supplier invoice via app Create Supplier Invoice. The note can be saved when holding, parking, saving, or posting the invoice, and it can be read when displaying the invoice.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the Fiori launchpad as an Accounts Payable Accountant - Procurement. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access Tile | Open Create Supplier Invoice (F0859). | The Create Supplier Invoice screen is displayed. |  |
| 3 | Enter General Data | On the Create Supplier Invoice screen, make the following entries:  Go to the General Information area:  Transaction : Invoice  Company Code : 1010  Invoice Date: <Today>  Reference: <Fill the supplier Invoice Number> |  |  |
| 4 | Enter Purchase order Reference | Choose one of the below options to enter reference:  Option 1:  Go to the Purchase Order References area:  Reference Document Category :Purchase Order/Scheduling Agreement  Purchase order: <Purchase Order you created>  Choose Enter. |  |  |
| Option 2:  Go to the Purchase Order References area:  Reference Document Category :Service Entry Sheet - Lean Services  Service Entry Sheet: <Service Entry Sheet you created>  You can choose Assignment Options to select Multiple SES items.  Choose Assignment Options. Then on the Assignment Options screen, you can select multiple Service Entry Sheets from the value help.  Choose Enter. |  |
| 5 | Check Invoice items | Go to Invoice Items/Standard, and check the Amount, Quantity and Tax Code.  Tax code: <same with tax code in PO > |  |  |
| 6 | Enter Gross Invoice amount | Go to the General information area:  Gross Invoice Amount: <Total amount in PO including Tax> |  |  |
| 7 | Add Notes (Optional) | Enter notes on Note tab if you want to add more detailed long text for the supplier invoice. |  |  |
| 8 | Post Invoice | Choose Post. | The system message is displayed. |  |

# Appendix

## Process Integration

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

### Preceding Processes

You may first have completed the following processes and conditions before you start with the test steps:

|  |  |
| --- | --- |
| Process | Business Condition |
| <Scope Item ID> - <Scope Item Title> | <Enter business condition.> |

### Related Processes

The following scope items cover other scenarios related to service procurement. More details can be found in these scope items.

|  |  |
| --- | --- |
| SI | Link |
| 4AZ-Contract Management with SAP Ariba Contracts | Please refer to 4AZ test script in [SAP Best Practice Explorer](https://rapid.sap.com/bp/#/browse/scopeitems/4AZ). |
| 42K-Automation of Source-to-Pay with Ariba Network | Please refer to 42K test script in [SAP Best Practice Explorer](https://rapid.sap.com/bp/#/browse/scopeitems/42K). |

### Succeeding Processes

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

|  |  |
| --- | --- |
| Process | Business Condition |
| Accounts Payable-(J60) |  |
| Real-Time Reporting and Monitoring for Procurement-(1JI) |  |

## Set up Mail Notification for Service Entry Sheet 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

You can configure the system to notify approvers via email about new work items in their inbox. By default, the approvers are informed by means of notifications in the SAP Fiori launchpad. Sending emails provides them with an additional notification channel. It is possible to send email notifications in the following cases:

* When a service entry sheet is created, the recipients of workflow items are informed about new items in their inbox. In such case, you can refer to the email template SWF\_CRT\_NOTIFY\_RECIPIENTS.
* When a service entry sheet is approved or rejected, the workflow initiator receives an email. In such case, you can refer to the email template SWF\_WORKFLOW\_COMPLETE\_NOTIFY.

You need to ensure that the user ID of the approver and the requester have been maintained the Email address.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log onto the SAP Fiori launchpad using the Administrator role. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Maintain Email Templates (F1306) . | The templates displays. |  |
| 3 | Create Email Template | On the Maintain Email Templates screen, choose Predelivered (X), search Template: SWF\_CRT\_NOTIFY\_RECIPIENTS.  Copy the pre-delivered e-mail template SWF\_CRT\_NOTIFY\_RECIPIENTS into the custom name space. The custom template must follow this pattern: <YY1>\_<ScenarioId>\_CRT\_ALL, or <YY1>\_<ScenarioId>\_<CRT>\_<ACTIVITY\_NODEID>  Choose email template then choose Copy then make bellow entries:  Email Template: \_00800321\_CRT\_ALL  Name: Workflow for Release of Service Entry Sheet  Choose Copy. | 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 then make bellow entries:  Email Template: \_00800321\_COMPLETE\_POSITIVE  Name: Positive Workflow for Release of Service Entry Sheet  Choose Copy. |  |
| On the Maintain Email Templates screen, choose Predelivered (X), search Template: SWF\_WORKFLOW\_COMPLETE\_NOTIFY .  For the workflow rejection, copy the predelivered e-mail template SWF\_WORKFLOW\_COMPLETE\_NOTIFY into your namespace, The custom template must follow this pattern: YY1\_<ScenarioId>\_COMPLETE\_NEGATIVE  Choose email template then choose Copy then make bellow entries:  Email Template: \_00800321\_COMPLETE\_NEGATIVE  Name: Negative Workflow for Release of Service Entry Sheet  Choose Copy. |  |
| 4 | Adjust the text of the mail template | Choose Custom tab.  Choose Email template, for example:   * YY1\_\_00800321\_CRT\_ALL * YY1\_00800321\_COMPLETE\_POSITIVE * YY1\_00800321\_COMPLETE\_NEGATIVE   Go to the 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 then choose Save.  You must not make any changes to the technical names of the following fields:  {{TaskName}}  {{WorfklowTaskInternalID}} | The Email Template adjusted. |  |

## Setup Mail Notification for Supplier Invoice 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.

Procedure

Note Please check email address has already maintained for the approver.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log onto the SAP Fiori launchpad using the Administrator role. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Maintain Email Templates (F1306) . | The templates displays. |  |
| 3 | Create Email Template | On the Maintain Email Templates screen, choose Predelivered (X), search Template: SWF\_CRT\_NOTIFY\_RECIPIENTS.  Choose email template then choose Copy then make bellow entries:  Email Template: For example, YY1\_00800251\_CRT\_ALL  Name: Release of Supplier Invoice  Choose Copy.  For Release Blocked Invoice workflow, the custom template must follow these naming pattern:  YY1\_00800251\_CRT\_10 or YY1\_00800251\_CRT\_ALL(Both work the same way, as there is only one relevant node in the workflow)  For Parked Invoice as Complete workflow, the custom template must follow these naming pattern:  YY1\_00800303\_CRT\_19 Email is triggered in case of work item to approve invoice  YY1\_00800303\_CRT\_30 Email is triggered in case of work item to rework invoice  YY1\_00800303\_CRT\_ALL Email is triggered in case of work item to approve or rework invoice | Email Template copied. |  |
| 4 | Adjust the text of the mail template | Choose Custom tab.  Choose Email template, for example YY1\_00800251\_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 then choose Save. | The Email Template adjusted. |  |

## Setup Mail Notification for Supplier Invoice Workflow with Factory Calendar

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.

After finishing this step, you will be able to add a deadline based on workday(s) in Deadlilnes section of App Manage Workflows for Supplier Invoices (F2873), execute Mark Step as overdue, choose Send Mail Notification and select any Email template created in App Maintain Email Templates (F1306).

Procedure

Note Please check if email address has already been maintained for the approver.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Results | Pass/Fall/Comment |
| 1 | Log onto Fiori Launchpad | Log onto the SAP Fiori launchpad as an Administrator. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Maintain Email Templates (F1306) | The templates displays. |  |
| 3 | Create Email Template | On the Maintain Email Templates screen, choose Predelivered (X), search Template: MRM\_WF\_DEADLINE.  Choose email template then choose Copy then make bellow entries:  Email Template: for example, YY1\_ MRM\_WF\_DEADLINE  Name: Supplier Invoice Notification  Choose Copy. | Email template is copied. |  |
| 4 | Adjust the Text of the Mail Template | Choose Custom tab.  Choose Email template, for example YY1\_ MRM\_WF\_DEADLINE then go to Email Template screen. | Custom Email Template is 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 then choose Save. | The Email Template is adjusted. |  |

## Test Automation Tool

SAP S/4HANA Cloud provides a test automation tool that allows customers to speed up all business process tests in S/4HANA, which could be tests during the implementation phase, user acceptance tests, or regression tests after upgrades.

Please refer to SAP note [2129147](https://launchpad.support.sap.com/#/notes/2129147) - Test Automation Tool for S/4HANA Cloud with Manage Your Solution App. - Additional Info.

## Extensibility

There are possibilities for you to extend the functionalities of the standard apps. For more details, you may refer to the [Extensibility landing page](https://help.sap.com/viewer/DRAFT/0e602d466b99490187fcbb30d1dc897c/2008.500/en-US/b5e2dbebafdc4cd7807e06e0a5e66347.html).

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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