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| Test Script  SAP S/4HANA - 09-09-20 | public |
| Guided Buying Capability with SAP Ariba Buying (2NV\_DE) |

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# Purpose

Guided Buying with SAP Ariba Buying creates a simple, smart, and elegant purchasing experience that increases user engagement across all spend areas. Guiding buying serves as a central place where all buyers can shop across all goods and services. It enables procurement and individual line-of-business (LoB) owners to specify procurement policies and inform and guide users whenever there appear to be policy conflicts. These capabilities enable purchasers to collaborate directly with suppliers and other procurement users in the context of the procurement need, making procurement more efficient.

Users find items across catalogs, including partial items, forms, and suppliers in a single search box. All spend contracted through supplier-provided catalogs and punch-out catalogs is available for the user to search. Using online shopping as an example, users can filter items by price or manufacturer.

Over time, the system learns from user behavior, so it can efficiently guide users to the right items.

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 |
| Purchaser | SAP\_BR\_PURCHASER | Operational Purchasing | SAP\_BR\_PURCHASER |  |
| Accounts Payable Accountant | SAP\_BR\_AP\_ACCOUNTANT  SAP\_BR\_AP\_ACCOUNTANT\_PROCUREMT | Accounts Payable | SAP\_BR\_AP\_ACCOUNTANT |  |
| Warehouse Clerk | SAP\_BR\_WAREHOUSE\_CLERK | Inventory Processing | SAP\_BR\_WAREHOUSE\_CLERK |  |
| Configuration Expert | SAP\_BR\_BPC\_EXPERT |  |  |  |
| Cost Accountant - Overhead | SAP\_BR\_OVERHEAD\_ACCOUNTANT | Overhead Accounting | SAP\_BR\_OVERHEAD\_ACCOUNTANT |  |

## Master Data, Organizational Data, and Other Data

SAP Best Practices Standard Values based on new global template will be used once available. In the table, you still see the master data used for the current baseline.

Essential master data and organizational data were created in your S/4HANA system in the implementation phase. It includes data that reflects the organizational structure of your company and master data that suits its operational focus. For example, master data for materials, vendors, and customers.

This master data consists of standardized SAP Best Practices default values and enables you to go through the process steps of this scope item.

Additional Master Data (Default Values)

You can test the scope item with other SAP Best Practices default values, which have the same characteristics.

Check your SAP system to look out for other existing material master data.

Using Your Own Master Data

You can also use customized values for any material or organizational data for which you have created master data. For more information about creating master data, see the Master Data Procedures documentation.

Use the following master data in the process steps described in this document:

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | Details | Comments |
| Material Group | L001 | Account Billed |  |
| Plant | 1010 | Plant 1 DE |  |
| Vendor | 10300080 |  |  |
| Company Code | 1010 | Company Code 1010 |  |
| Purchasing Organization | 1010 | Purch. Org. 1010 |  |
| Purchasing Group | 001 | Group 001 |  |
| G/L Account | 65100000 |  |  |
| Cost Center | 10101201 |  |  |

## Business Conditions

The business process described in this test script is part of a bigger chain of integrated business processes or scope items. So you must have completed the following processes and fulfilled the following business conditions before going through this scope item:

|  |  |
| --- | --- |
| Scope Item | Business Condition |
| J54 - Overhead Cost Accounting | Cost Center Budgeting |

## Preliminary Steps

### Workflow Configuration for Purchase Requisition

In our test script, it describes a scenario in which the purchase requisition is manually approved in the Ariba realm and automatically approved in SAP S/4HANA.

If you want an automatic approval process for Purchase requisition in SAP S/4HANA, do as follows.

Procedure

1. Log on to the SAP Fiori launchpad as Configuration Expert - Business Process Configuration.
2. Navigate to Workflow Configuration for Purchasing > Manage Workflow for Purchase Requisitions .
3. From the dropdown list, select Release of Purchase Requisition Item.
4. Choose Add.
5. Enter a workflow name, for example, PR Workflow for Ariba.
6. Choose the Preconditions tab.
7. From the dropdown list, choose External approval status of purchase requisition item is.
8. In the externalApprovalStatus field, enter A.
9. Choose Save.
10. Choose Activate.
11. Choose Define Order.
12. In the dialog box, adjust the workflow that you created accordingly, so that the order of the workflow is Number 1 in the queue.

### Automatic PO Creation from PR (Optional)

This step is valid only if you want to automate the Purchase Order creation process.

Prerequisites

The Schedule Purchasing Jobs - Advanced (F1702) app must be available.

Procedure

1. Log on to the SAP Fiori launchpad as Configuration Expert - Business Process Configuration.
2. Open the Maintain Business Partner (BP) app.
3. On the Maintain Business Partner screen, choose the Find tab on the left navigation pane.
   * Find: Business Partner
   * By: Vendor Number
   * Supplier: 10300080

, for example

1. Choose Enter and double-click the Partner ID on the left navigation panel.
2. On the Display Organization: <XXXXXXXX> screen:
   * Business Partner: 10300080, for example
   * Display in BP role: Supplier
3. Choose Purchasing, and under Purchasing Organization, choose Purchasing Data.
4. In the Additional Purchasing Data tab, select Automatic PO.

Note Ensure that you are now in Change mode.

1. Log out.
2. Log on to the SAP Fiori launchpad using the Purchaser role.
3. Open the Schedule Purchasing Jobs - Advanced (F1702) app.
4. Choose New.
5. In the General Information section:
   * Job Template: Automatic Creation of Purchase Orders from Requisitions
   * For Single Run:
     + Select the Start Immediately checkbox.
     + Start: <Start Date> <Start Time>
6. For Recurring:
   * Choose Add More Scheduling Options.
   * Select the Start Immediately checkbox.
   * Select the Recurrence checkbox.
   * Recurrence Pattern: <Hourly or Daily>, for example
   * End: <Select After or By>
7. In the Parameter Section area, under Header Specific Selection:
   * Fixed Supplier: <Supplier number>
8. Under Item Specific Selection:
   * Material Group: L001, for example
9. Under New Purchase Order, select Per Requisition.

### Maintain Budget Availability Control Profile Using Self-Service Configuration (SSC) UI App (Optional)

Purpose

This step, together with the following two preliminary steps (Set Cost Center Master Budgeting Parameters (Optional) and Upload Financial Data (Optional)), is valid only if you want to use the cost center budget function.

Prerequisites

If you want to enable the budget availability control features, ensure that the scope items J54, and 2I3 are activated.

The default content comes with the budget profile CC001- Cost Center Budget mapped to sample groups for travel cost and material. You can either adapt this profile or create a new one as per your requirement.

For more detailed guidance, refer to the test script of scope item J54 - Overhead Cost Accounting, especially the following chapters:

* Set Report Relevancy
* Replicate Runtime Hierarchy
* Optional: Updating Cost Center Budget Profiles (Only Required When Using Cost Center Budget Functionality)
* OPTIONAL: Commitment Management and Cost Center Budgeting

To adjust the budget profile for your company-specific requirements, please refer to Maintain Budget Availability Control Profile for Cost Centers on SAP Help Portal.

### Set Cost Center Master Budgeting Parameters (Optional)

Purpose

This step is valid only if you want to use the cost center budget function.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as Cost Accountant - Overhead. |  |  |
| 2 | Access App | Open Manage Cost Centers (F1443A). |  |  |
| 3 | Filter Cost Center | Cost Center: <Your cost center>  Choose Go, select cost center in search results, and then choose Edit. | The Cost Center detail information screen is displayed. |  |
| 4 | Input User Responsible | In the Control section, go to Budget Availability Control. Enter the required details:   * Budget-Carrying Cost Center: <Enter your own cost center> * Budget Availability Control is Active: On * Budget Availability Control Profile: <for example, CC001> |  |  |
| 5 | Save | Choose Save. | Cost center is saved. |  |

### Upload Financial Data (Optional)

Purpose

This step is valid only if you want to use the cost center budget function.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as Cost Accountant - Overhead. |  |  |
| 2 | Access App | Open Import Financial Plan Data (F1711). |  |  |
| 3 | Download Template and Enter Planned Cost Details in CSV File | Choose Download Templates. A dialog box is displayed.  In the dialog box, choose "," (comma) from the Separator for .csv files dropdown and then choose Cost Center Budgeting. The template CSV file is now downloaded.  Choose Close.  Open the file and enter the budget values.  Make sure to save the file in CSV format (\*.csv).  Note keep a tab of the location of the file stored for future use. | CSV file is saved with the plan costs. |  |
| 4 | Import Planned Cost Data | Choose Browse. Select the CSV file from the local system, which has the details of planned cost data.  Choose Import Source File. | The plan data is now imported. |  |
| 5 | File Check | The upload performs a check to ensure that the format is correct. Correct any error message that appears.  The selected file has the following plan data scope.  Note the two informational messages that appear on the upper-left side:   * Your plan data import will create X plan items.   Choose Show Detail, review the data, and then choose the Back button.   * Your plan data import will cancel X items.   Choose Show Detail, review the data, and then choose the Back button.  Proceed to the next step Import Source File. |  |  |
| 6 | Import Source File | Choose Import Source File. | A message is displayed stating that the file has been imported. |  |

Adapting the Cost Center Budgeting Template

A template table is provided for your reference with sample values as follows:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Plan Category | General Ledger Fiscal Year | Posting Period | Company Code | Cost Center | Account Number | Amount in Local Currency | Local Currency |
| X | X |  | X | X |  |  |  |
| BUDGET02 | <current year>, for example, 2020 | <current month>, for example, 2 | <Enter your own company code> | <Enter your own cost center> | <Enter your own G/L Account> | 1000 | EUR |

# Overview Table

The Guided Buying Capability with SAP Ariba Buying (2NV) scope item consists of several process steps provided in the following table:

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

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | BusinessRole | App/Transaction | Expected Result |
| [Open Guided Buying App (Optional)](#unique_13) [page ] 14 | Employee | Custom tile created in the set-up instructions (in the Create Guided Buying App chapter) | The Guided Buying with SAP Ariba Buying login screen is displayed.  Note User will log in to Guided Buying automatically, if the Single Sign-On for SAP Ariba is configured. |
| [Create Shopping Cart](#unique_14) [page ] 15 | Employee | Guided Buying with SAP Ariba Buying | Shopping cart is created and transferred to the SAP S/4HANA system. |
| [Create Purchase Requisition](#unique_15) [page ] 17 | Purchaser | Display Purchase Requisitions (ME5A) | Purchase Requisition Details are displayed in the SAP S/4HANA system, with Block ID: Blocked by requester. |
| [Approve Shopping Cart](#unique_16) [page ] 18 | Compliance Approver (GRC) | Guided Buying with SAP Ariba Buying | Shopping cart is approved. |
| [Update Purchase Requisition](#unique_17) [page ] 20 | Purchaser | Display Purchase Requisitions (ME5A) | Purchase Requisition Details are displayed in the SAP S/4HANA system, with Block ID: Not Blocked. |
| [Create Purchase Order (Automated)](#unique_18) [page ] 21 | Automated step | Automated ( Schedule Purchasing Jobs - Advanced (F1702)) step | PO is created from PR in the SAP S/4HANA system. |
| [Create Purchase Order (Manually)](#unique_19) [page ] 21 | Purchaser | Manual ( Manage Purchase Requisitions (F1048)) | PO is created from PR in the SAP S/4HANA system. |
| [Display Shopping Cart (Optional)](#unique_20) [page ] 22 | Employee | Guided Buying with SAP Ariba Buying | Shopping cart is updated with PO number. |
| [Create Service Entry Sheet (Optional)](#unique_21) [page ] 23 | Purchaser | Manage Service Entry Sheets - Lean Services (F2027) | PO is created from PR in the SAP S/4HANA system. |
| [Display Shopping Cart (Optional)](#unique_22) [page ] 25 | Employee | Guided Buying with SAP Ariba Buying | Shopping cart is updated with service entry sheet number. |
| [Post Goods Receipt](#unique_23) [page ] 26 | Warehouse Clerk | Post Goods Receipt for Purchasing Document (F0843) | GR is created from PR in the SAP S/4HANA system. |
| [Display Shopping Cart (Optional)](#unique_24) [page ] 27 | Employee | Guided Buying with SAP Ariba Buying | Shopping cart is updated with GR number in SAP Ariba Buying. |
| [Create Supplier Invoice](#unique_25) [page ] 28 | Accounts Payable Accountant | Create Supplier Invoice - Advanced (MIRO) | Invoice is created in the SAP S/4HANA system. |
| [Display Shopping Cart (Optional)](#unique_26) [page ] 30 | Employee | Guided Buying with SAP Ariba Buying | Shopping cart is updated with Invoice number in SAP Ariba Buying. |

# Test Procedures

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

## Open Guided Buying App (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you open Guided Buying with SAP Ariba Buying.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as Employee. |  |  |
| 2 | Go to Menu Path | For example, choose Purchase Requisition Processing > Guided\_Buying (created in the set-up instructions, in the Create Guided Buying App chapter). | The Guided Buying with SAP Ariba Buying login screen appears in a new window.  Note User will log in to Guided Buying automatically, if the Single Sign-On for SAP Ariba is configured. |  |

## Create Shopping Cart

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you see newly created shopping cart in Guided Buying with SAP Ariba Buying.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to Guided Buying with SAP Ariba Buying as Employee. |  |  |
| 2 | Go to Menu Path | On the right navigation pane, choose Request ad hoc item. |  |  |
| 3 | Maintain Values | Maintain the required parameters.  Note On the upper left, you can choose to create the purchase requisition for goods or for lean service, by selecting Goods or Services.  The field names and the example values for Goods are:   * Product Name: <Free text of the product you want to purchase> * Category: <Category configured during your Ariba Buying setup> * Description: <Free text> * Quantity: 10 * Unit of Measure: Each * Unit price: 10 |  |  |
| 4 | Add to Cart and Checkout | Choose Add to Cart and in the dialog box, choose Checkout. |  |  |
| 5 | Maintain Parameters | In the checkout screen, maintain the required parameters.  Note The values given are example values.  Data   * Title: <Free text> * Need-by Date: <Today+1> * Vendor: <Vendor configured during your SAP Ariba Buying setup, which is mapped to supplier 10300080>.   Accounting   * Account Assignment: <K> <Cost Center> * Account Type: <Cost Center> * Bill To: <1710> * G/L Account: <65100000> * Cost Center: 10101201   Shipping   * Plant: 1010 * Purchasing Group: 001 * Deliver To: <Employee name>   Others   * Commodity Code: <Category you selected when creating the shopping cart> * Service Item: No * Payment Terms: <Net45> * Purch Org: 1010   Note If you want to create a purchase requisition for lean service, select Services on the upper left corner and fill the mandatory fields accordingly. For example, Start date, End date, and so on. |  |  |
| 6 | Send Request | Choose Send Request. | A message appears informing that you've sent your request for approval. |  |
| 7 | Note PR number | Note the number PR<XXXX>. | PR<XXXX> status: Submitted |  |
| 8 | Note the ERP Reference ID | Note the ERP Reference ID number. (This is the PR number created in the SAP S/4HANA Buyer system.) |  |  |

## 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

In this activity, the purchase requisition will be created automatically in the SAP S/4HANA system. You can display the newly created purchase requisition in the SAP S/4HANA system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as Purchaser. |  |  |
| 2 | Access App | Open Display Purchase Requisitions (ME5A). |  |  |
| 3 | Enter PR Number | On the List Display of Purchase Requisitions screen, enter the PR number, select the Also List Held PReqs check box, and choose Execute. This is the ERP Reference ID number you had noted down in the previous step. |  |  |
| 4 | Display PR | Choose the Purchase requisition, and choose Details. |  |  |
| 5 | Check status | On the Display Purchase Req. XXXXXXXX screen, choose the Status tab.  The Block ID is: Blocked by requester. |  |  |

## Approve Shopping Cart

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 approver logs in to the Guided Buying with SAP Ariba Buying to approve the shopping cart.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to Guided Buying with SAP Ariba Buying as Compliance Approver (GRC). | The Guided Buying Home page is displayed. |  |
| 2 | Go to Menu Path | Choose the 3 lines on the top left corner next to the SAP Ariba logo. |  |  |
| 3 | Approve Requests | Choose Approve requests. |  |  |
| 4 | To Approve | On the Approve requests screen, select the To approve tab. |  |  |
| 5 | Select PR for Approval | Search for PRXXXX, which was created in the previous step. |  |  |
| 6 | Approve PR | Choose Approve. |  |  |
| 7 | Comments for Approval | In the Approve request dialog box, enter comments and choose Approve. |  |  |
| 8 | Repeat the Steps | Repeats the steps from 1 to 7 for all the other approvers until the status of PRXXXX changes from Submitted to Ordering. |  |  |
| 9 | Note the PR number | Make a note of the ERP Reference ID number. (This is the PR number created in the SAP S/4HANA Buyer system.) |  |  |

## Update Purchase Requisition

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, the purchase requisition will be updated automatically in the SAP S/4HANA system. You can display the updated purchase requisition in the SAP S/4HANA system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as Purchaser. |  |  |
| 2 | Access App | Open Display Purchase Requisitions (ME5A). |  |  |
| 3 | Enter PR Number | On the List Display of Purchase Requisitions screen, enter the PR number, select the Also List Held PReqs check box, and choose Execute. This is the ERP Reference ID number you had noted down previously. |  |  |
| 4 | Display PR | Choose the Purchase requisition, and choose Details. |  |  |
| 5 | Check Status | On the Display Purchase Req. XXXXXXXX screen, choose the Status tab.  The Block ID is: Not Blocked. |  |  |

## Create Purchase Order (Automated)

Purpose

A PO is automatically created from PR.

Prerequisites

PR is created and the Automatic PO creation is scheduled in the SAP S/4HANA system.

Procedure

This step is automatically generated if a job has been scheduled.

### Create Purchase Order (Manually)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, the purchaser creates PO in the SAP S/4HANA system. This step can be carried out only if Automatic PO creation from PR isn't scheduled.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as Purchaser. |  |  |
| 2 | Open App | Open Manage Purchase Requisitions (F1048) under Purchase Order Processing.  Note If you're testing with a lean service procurement, choose Purchase Order Processing > Create Purchase Order Advanced , and select the GR-Bsd IV checkbox on the Invoice tab at item level. | A list of Requisitions is displayed. |  |
| 3 | Search for Purchase Requisition | In the Search field, enter the PR number that you've noted in the Create Shopping Cart step.  Choose Go. | The Purchase Requisition list is displayed depending on the material. |  |
| 4 | Prepare Purchase Order | Select the Purchase Requisition where the assigned supplier is displayed and choose Create Purchase Order. | The Purchase Order Preview screen is displayed. |  |
| 5 | Create Purchase Order | Select the Purchase Order Type with Standard PO and choose Save. | The purchase order is created. |  |
| 6 | Back to Manage Purchase Requisition | In the dialog box, make a note of the purchase order number and choose OK. | Purchase Requisition list is displayed again. |  |

## Display Shopping Cart (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you check the shopping cart to see the updated PO number from the SAP S/4HANA system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to Guided Buying with SAP Ariba Buying as Employee. | The Guided Buying Home page is displayed. |  |
| 2 | Display Shopping Cart | On the Recently Viewed left navigation panel, click the shopping cart that you had created in the earlier step. | Shopping cart is displayed with details. |  |
| 3 | PO Number Updated in PR | Under the History tab, in the summary column, you see a message with PO number. |  |  |
| 4 | PR Status Changed | The PR status is changed from Ordering to Ordered. | Check whether the PO created in SAP S/4HANA and the number updated are the same. |  |

## Create Service Entry Sheet (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

This step is valid only if you're testing with a lean service procurement. In this activity, you create the service entry sheet in the SAP S/4HANA system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as Purchaser. |  |  |
| 2 | Open Manage Service Entry Sheets | Open Manage Service Entry Sheets - Lean Services (F2027). |  |  |
| 3 | Enter Field Values | 1. Choose Create. 2. On the Service Entry Sheets screen, enter the following details:    * Name of Service Entry Sheet: <SES Name>, for example, SES Lean testing    * Reference Purchase Order: <Purchase order you created in the previous step> 3. Choose Enter. 4. In the Items area, enter the following details for each item:    * Performance Date: <Any date within the service time period you defined when creating the purchase requisition in Guided Buying with SAP Ariba Buying>    * Stated Quantity: <Stated Quantity>, for example 10 5. Choose Save. | Service Entry Sheet is saved. |  |
| 4 | Send to Approval | Choose Send to Approval on the top-right corner. | Service Entry Sheet is sent for approval. |  |
| 5 | Check Service Entry Sheet Status | On the Manage Service Entry Sheets screen, search for the service entry sheet created above and check the status. The service entry sheet has the status Approved (manually or automatically), depending on the Flexible Workflow being configured.  Note For more information about how to configure the workflow, refer to the test script of scope item 22Z. | Check the Service Entry Sheet status. |  |

## Display Shopping Cart (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

This step is valid only if you're testing with a lean service procurement. In this activity, the employee checks the shopping cart in Guided Buying to see the updated entry sheet number from the SAP S/4HANA system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to Guided Buying with SAP Ariba Buying as Employee. | The Guided Buying Home page is displayed. |  |
| 2 | Display Shopping Cart | On the Recently Viewed navigation panel on the left, choose the shopping cart that you had created in the previous step. |  |  |
| 3 | Entry Sheet Number Updated in PR | On the History tab, in the summary column, you see a message with the service entry sheet number, for example, of the service sheet created in SAP S/4HANA. ERP Service Sheet ID: xxx. | Check whether the entry sheet created in the SAP S/4HANA system and the number updated are the same. |  |

## Post Goods Receipt

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you post the goods receipt in the purchaser SAP S/4HANA system.

Note If you're testing with a lean service procurement, the Goods Receipt is created automatically. So, you don't have to perform the following steps manually again.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as Warehouse Clerk. |  |  |
| 2 | Open Confirm Receipt of Goods | Open Post Goods Receipt for Purchasing Document (F0843). |  |  |
| 3 | Search for Purchase Requisition | Enter the Purchase order <PO number> that you've noted down in the previous step and choose Enter.  Else, select your Purchase Requisition from the list. |  |  |
| 4 | Check Delivery Quantity | Under Items, enter Delivered as <same as open quantity>. |  |  |
| 5 | Post | Choose Post. | A message dialog box appears with the Material Document number.  Make a note of this number. |  |

## Display Shopping Cart (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, the employee checks the shopping cart in Guided Buying to see the updated GR number from the SAP S/4HANA system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to Guided Buying with SAP Ariba Buying as Employee. | The Guided Buying Home page is displayed. |  |
| 2 | Display Shopping Cart | On the Recently Viewed left navigation panel, choose the shopping cart that you had created in the earlier step. | Shopping cart is displayed with details. |  |
| 3 | GR Number Updated in PR | Under the History tab, in the summary column, you see a success message with GR number. | Check whether the GR created in SAP S/4HANA and the number updated are the same. |  |

## Create Supplier Invoice

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, the accountant creates a supplier invoice in the SAP S/4HANA system.

Procedure (Cloud)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as Accounts Payable Accountant. |  |  |
| 2 | Access App | Open Create Supplier Invoice (F0859). |  |  |
| 3 | Enter General Data | Enter the following details:  Transaction: Invoice  Company Code: 1010, for example  Invoice Date: <Today's date>  Posting Date: <Today's date>  Gross Invoice Amount: Value in PO Calculate Tax  Invoicing Party: 10300080, for example  Reference: <XXX> (Reference invoice number from the invoicing party) |  |  |
| 4 | Enter Purchase Order References | In Purchase Order References, check the references.  Enter the following details (using the purchase order you had created previously):  References Document Category: <Purchase Order/Scheduling Agreement>  Purchase Order: <XXX> |  |  |
| 5 | Check the Purchase Order Items data | Check the Amount, Quantity, and Tax Code. |  |  |
| 6 | Post the Invoice | Choose Post. | The invoice is created. |  |

## Display Shopping Cart (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, the employee checks the shopping cart in Guided Buying to see the updated Invoice number from the SAP S/4HANA system.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to Guided Buying with SAP Ariba Buying as Employee. | The Guided Buying Home page is displayed. |  |
| 2 | Display Shopping Cart | On the Recently Viewed left navigation panel, choose the shopping cart that you had created in the earlier step. | Shopping cart is displayed with details. |  |
| 3 | Invoice Number Updated in PR | Under the History tab, in the summary column, you see a success message with invoice number. | Check whether the invoice created in SAP S/4HANA and the number updated are the same. |  |

# Appendix

## Process Integration

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

### Preceding Processes

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

|  |  |
| --- | --- |
| Process | Business Condition |
| ScopeItem\_Name (J45) | ScopeItem\_BusinessCondition |
| ScopeItem\_Name (22Z) | ScopeItem\_BusinessCondition |
| ScopeItem\_Name (ScopeItem\_ID) | ScopeItem\_BusinessCondition |

### Succeeding Processes

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

|  |  |
| --- | --- |
| Process | Business Condition |
| ScopeItem\_Name () | ScopeItem\_BusinessCondition |
| ScopeItem\_Name (ScopeItem\_Id) | ScopeItem\_BusinessCondition |

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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