|  |  |
| --- | --- |
|  |  |
| Test Script  SAP S/4HANA - 20-08-20 | public |
| Purchasing Rebate Processing (2R7\_DE) |

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# Purpose

The Purchasing Rebate Processing scope item concerns the subsequent settlement of rebate conditions agreed upon with a supplier. You use condition contracts from Condition Contract Management to enter the rebate agreements with the suppliers. In a condition contract, you specify, beside organizational and process control parameter, the business volume selection criteria, the rebate conditions and the settlement calendar with settlement dates for delta accrual, partial and final settlement. The delta accruals settlement reflects a procedure in which accruals are not posted together with the transactional documents but subsequently in a specific settlement run. In the partial and final settlements of a condition contract you perform the rebate calculation based on business volume and rebate conditions and you create the settlement documents to claim the rebate payments from the supplier. This scope item supports two data sources for the business volume determination: supplier invoices, usually applied for an amount based rebate calculation, and material documents of goods receipt postings usually applied for quantity or weight/volume based rebate calculation.

In addition, you can also configure workflows to include the approval process for condition contracts, release of condition contract for settlement and settlement documents. You can define workflow preconditions for releasing condition contracts and settlement documents. An approver can choose to approve, reject or send the documents for rework to the document initiator. The approval process starts when a workflow with one or more steps is activated and the preconditions you have assigned to it are met.

This scope item involves two ways of how to settle the condition contract depending on the character of the rebate agreement. When you regard rebates as cost reduction for (or gain from) procurement activities you perform a so-called goods related settlement as accounts payable to create a credit memo with the supplier as payer. In this case, the taxation is consistent with the taxation in the procurement process. When the rebate agreement reflects a service rendered for the supplier you perform a settlement as account receivable to create an invoice for the supplier. The taxation for the rebate amount is carried out according to a service.

Another process variant concerns the transfer of settlement documents to accounting. Usually, you create settlement documents that are immediately released to accounting. In addition, you can also create a two-step condition contract to collect and post settlement documents of different condition contracts in one journal entry to accounting. When you create and process a two-step condition contract, the reversal of the accruals and the customer revenues is not posted until the creation of the collective settlement document.

This scope item extends the business process for the procurement of direct materials (scope item J45). Ideally, the condition contract is created first before you start to enter purchasing documents in the system. However, you can also create condition contracts subsequently with a validity period starting in the past. Also, purchasing rebate processing and procurement run in parallel in that sense that you process partial settlements for purchasing documents entered continuously during the condition contract’s validity period.

This test script indicates that you can either create transactional data (supplier invoices or material documents for goods receipt) before you create the supplier condition contract or afterwards. If you create transactional data before you create the supplier condition contract, you can still create further transactional data after creation of the condition contract because purchasing rebate processing and procurement run in parallel in the sense that you process partial settlements for purchasing documents entered continuously during the condition contract’s validity period.

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

The test should be conducted with the following system:

|  |  |
| --- | --- |
| System | Details |
| System | Accessible via the 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 |
| Master Data Specialist - Business Partner Data | SAP\_BR\_PRODMASTER\_SPECIALIST | Product | SAP\_BR\_PRODMASTER\_SPECIALIST |  |
| Purchaser | SAP\_BR\_PURCHASER | Operational Purchasing | SAP\_BR\_PURCHASER |  |
| Purchasing Manager | SAP\_BR\_PURCHASING\_MANAGER |  |  |  |
| Inventory Manager | SAP\_BR\_INVENTORY\_MANAGER | Inventory Management | SAP\_BR\_INVENTORY\_MANAGER |  |
| Warehouse Clerk | SAP\_BR\_WAREHOUSE\_CLERK | Inventory Processing | SAP\_BR\_WAREHOUSE\_CLERK |  |
| Accounts Payable Accountant - Procurement | SAP\_BR\_AP\_ACCOUNTANT\_PROCUREMT |  |  |  |
| Configuration Expert - Business Process Configuration | SAP\_BR\_BPC\_EXPERT |  |  |  |
| Receiving Specialist | SAP\_BR\_RECEIVING\_SPECIALIST | Receiving | SAP\_BR\_RECEIVING\_SPECIALIST |  |
| Business Process Specialist | SAP\_BR\_BUSINESS\_PROCESS\_SPEC |  |  |  |

## Master Data and Organizational Data

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| Master / Org. Data | Value | Master / Org. Data Details | Comments |
| Material | TG0011 | Trading Good 0011,PD,Regular Proc.  no batch | Material TG0011 used for testing with condition contract type 0PI1/0PI2/0PG1/0PG2.  Both TG0011 and TG0015 can be used for testing with condition contract type 0PI3/0PI4/0PG3/0PG4. |
| Material | TG0015 | Trading Good 00115,PD,Regular Proc. | Both TG0011 and TG0015 can be used for testing with condition contract type 0PI3/0PI4/0PG3/0PG4. |
| Supplier | 10300010 | Inlandslieferant | Can be used for settlement as accounts payable and as accounts receivable |
| Purchasing Organization | 1010 |  |  |
| Purchasing Group | 001/ 002 |  | Depending on material |
| Company Code | 1010 |  |  |
| Plant | 1010 |  |  |
| Storage location | 101A |  |  |
| Sales organization | 1010 |  | Required for settlement type ‘As Accounts Receivable’ |
| Distribution channel | 10 |  | Required for settlement type ‘As Accounts Receivable’ |
| Division | 00 |  | Required for settlement type ‘As Accounts Receivable’ |

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

Table 1: Master Data Script Reference

|  |  |
| --- | --- |
| Master Data Script ID | Description |
| BNF | Create Product Master of Type "Trading Good" |
| BNE | Create Supplier Master |
| 2SW | Create Tax Condition |
| BND | Create Customer Master |

## Preliminary Steps

### Create Purchasing Info Record

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Purchaser. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Choose Manage Purchasing Info Records (F1982) . | The Manage Purchasing Info Records (Original) screen is dis played. |  |
| 3 | Open New Purchasing Info Record | Choose Create. | The Purchasing Info Record Screen is displayed. |  |
| 4 | Enter Header Data | Make the following entries and choose Enter:  Purchasing Info Record Category: Standard  Purchasing Organization: 1010  Supplier (Original) : 10300010  Material (Original) : TG0011/TG0015  Plant: 1010  Purchasing Group: 001 or 002or 003 | Header data is added. |  |
| 5 | Enter Delivery and Quantity Data | Make the following entries:  Delivery time in Days: for example, 5  Order Unit: PC  Standard Oder Quantity: 10  Under Delivery tolerance:10%  Over Delivery tolerance: 10%  Tax code: V1 for TG0011; V2 for TG0015  Goods-Receipt-Based Invoice Verification: X  No Evaluated Receipt Settlement: X | Delivery and Quantity Data is added. |  |
| 6 | Enter Condition Data | In the Conditions section, choose Create.  In the General Information area, make the following entries:  Valid From: MM/DD/YYYY  Valid To: MM/DD/YYYY  Amount: 20 EUR for TG0011， 30 EUR for TG0015  Price unit: 1  Choose Apply. |  |  |
| 7 | Save info record | On Purchasing Info Record screen, choose Save. | The purchasing info record is saved. |  |

### Define Contract Process Varients (Optional)

Purpose

In this activity, you define contract process variants.

Procedure

|  |  |
| --- | --- |
| 1. IMG Menu | Logistics - General> Settlement Management> Condition Contract Management> Condition Contract Maintenance > Define Condition Contract Process Variants |
| Transaction Code | SPRO |

1. On the screen Change View “Process Varients”:Overview, choose New Entries.
2. On the screen New Entries: Details of Added Entries, make the following entries:

Condition Contract Process Variant: ZTEM/ Test Purchase Rebates with Workflow

Settlement Management Status Group: 0P01 Purchase Rebate

Default Application Status for Settlement Documents: 0P03 Workflow Release Required

Approval Process: 1 Approval Process Activated.

1. Choose Save.
2. Double-click Condition Contract Types at the left. Then choose New Entries and make the following entries:

Contract Type: <the condition contract type need to go through workflow approval process> , for example, c

1. Choose Save.

Note If you want to have the contract type go through workflow approval process, you need to make sure to assign process variant to the condition contract through step 18 in chapter[Create Supplier Condition Contract](#unique_8) [page ] 18

1. Double-click Company Code Specific Settings on the left of the screen. Choose New Entries and make the following entries:

Company Code: <your company>, for example, 1010

Tax Indicator for Material: 0

1. Choose Save.

This function can be assigned to the condition contract for certain countries which goods can be defined as tax free. For example: USA and Canada. (Not applicable for goods related contracts).

### Maintain Automatic Account Determination (Optional)

Purpose

In this activity, you maintain automatic account determination for specific contract process varient.

Procedure

1. Access the activity using one of the following navigation options as role Configuration Expert - Business Process Configuration:

|  |  |
| --- | --- |
| IMG Menu | Logistics - General> Settlement Management> Basic Settings > Account Determination > Revenue Account Determination (SD) > Assign G/L Accounts |
| Transaction Code | VKOA |

1. On the screen Assign G/L Accounts, double-click table number 016.
2. On the Change View “Company Code/Contract Process Varient /Account Key”: O, choose New Entries and make one or both of following entries according to your requirement:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| App | Condition Type | Company Code | Chart of Account | Contract Process Var | Account Key | G/L Account | Accruals Acc. |
| V | KORP (Purchasing Rebate) | 1010 | YCOA | ZTEM | 0P1(Purchasing Rebate) | 72532000 | 21771000 |
| V | KORP (Purchasing Rebate) | 1010 | YCOA | ZTEM | 0P2(Pur Rebate GoodsRel) | 72531000 | 21771000 |

1. Choose Save.

### Configure Flexible Workflow (Optional)

Purpose

In this activity, you define contract process variants.

If you want to active workflow of condition contract , condition contract for settlement and settlement document , you must perform the following prerequisite steps :

<#unique_11>

[Configure Flexible Workflow for Condition Contract](#unique_12) [page ] 10

[Configure Flexible Workflow for Condition Contract Settlement](#unique_13) [page ] 11

[Configure Flexible Workflow for Settlement Document](#unique_14) [page ] 12

[Create Team and Responsibilities](#unique_15) [page ] 13

Assign the Contract Process Variant to Condition Contract (step 17 of chapter [Create Supplier Condition Contract](#unique_8) [page ] 18).

#### Configure Flexible Workflow for Condition Contract

Purpose

In this procedure, you configure your release conditions for release condition contract.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log onto the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration. | The Fiori launchpad is displayed. |  |
| 2 | Access the App | Open Manage Workflows for Condition Contracts (F3680) . | The Manage Workflows screen is displayed. |  |
| 3 | Create Workflow | Select Workflows: Release Condition Contract, and then choose Add, and make following entries:  Workflow Name: Test Workflow for Release of Condition Contract  Step Sequence: Add  Step Type: Release of Condition Contract  Recipients: Assignment By: Role: Condition Contract Release Approval  Exception Handling：Reword Condition Contract  Required Action: Rework of Condition Contract  Action Result: Restart Workflow  Choose Add. Choose Save. | The Workflow for Condition Contract is configured. |  |
| 4 | Activate Workflow Item | Choose Back. Select the just created Workflow Item and choose Activate. | The Workflow Item is activated. |  |

#### Configure Flexible Workflow for Condition Contract Settlement

Purpose

In this procedure, you configure release conditions of condition contract for settlement.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log onto the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration. | The Fiori launchpad is displayed. |  |
| 2 | Access the App | Open Manage Workflows for Condition Contracts (F2190) . | The Manage Workflows screen is displayed. |  |
| 3 | Create Workflow | Select Settlement Release of Condition Contract , and then choose Add, and make following entries:  Workflow Name: Test Workflow for Settlement Release of Condition Contract  Step Sequence: Add  Step Type: Release of Condition Contract for Settlement  Recipients: Assignment By: Role: Condition Contract Settlement Release Approval  Exception Handling：Rework Condition Contract  Required Action: Rework of Condition Contract for Settlement Release  Action Result: Restart Workflow  Choose Add. Choose Save. | The workflow of Condition Contract Settlement is configured. |  |
| 4 | Activate Workflow Item | Choose Back. Select the just created Workflow Item and choose Activate. | The Workflow Item is activated. |  |

#### Configure Flexible Workflow for Settlement Document

Purpose

In this procedure, you configure release conditions for release Settlement Document.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log onto the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration. | The Fiori launchpad is displayed. |  |
| 2 | Access the App | Open Manage Workflows for Settlement Documents (F3681) . | The Manage Workflows screen is displayed. |  |
| 3 | Create Workflow | Choose Add, and make following entries:  Workflow Name: Test Workflow for the approval of Settlement Document (To Accounting)  Maintain Step Sequence 1:  Step Sequence: Add  Step Type: Release of Settlement Document  Recipients: Assignment By: Role: Settlement Document Approver  Choose Add.  Maintain Step Sequence 2:  Step Sequence: Add  Type: Automatic Change of Settlement Document Status  Choose Add. Choose Save. | The workflow of Settlement Document is configured. |  |
| 4 | Activate Workflow Item | Choose Back. Select the just created Workflow Item and choose Activate. | The Workflow Item is activated. |  |

### Create Team and Responsibilities

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 Launch Pad as a  Configuration Expert - Business Process Configuration . | The Fiori Launchpad is displayed. |  |
| 2. | Access the App | Open Manage Teams and Responsibilities (F2412) | The Manage Teams and Responsibilities screen displays. |  |
| 3 | Create team and responsibilities for condition contract and condition contract for settlement | Choose Create, and make following entries:  Name: ZCCM\_TEST\_TEAM\_MM  Global ID: ZCCM\_TEST\_TEAM\_MM  Description: Condition Contract Management Team Purchase  Status: Enabled  Type: SCMTM Purchasing Condition Contract Team Type  Choose Enter.  Go to Responsibility Definition area, and make the following entries:  Condition Contract Category: 0P Purchasing Rebate  Go to Team Members area, choose Create, and make the following entries:  Only employee user can be selected as Business Partner.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)  .  Business Partner: Select from F4 help. For example: search Last Name for \*Purchasing Manager\* to get the user ID.  Functions: Select from F4 help, select the following 2 functions and choose OK.  SCCM\_F1 Condition Contract Release Approval  SCCM\_F2 Condition Contract Settlement Release Approval |  |  |
| 4 | Save Team | Choose Save and choose Back to go back to Manage Teams and Responsibilities screen. | The team is saved. |  |
| 5 | Create team and responsibilities for settlement | Choose Create , and make following entries:  Name: ZSTLM\_TEST\_TEAM\_MM  Description: Settlement Management Team Purchase  Status: Enabled  Type: SMPUR Purchasing Settlement Management Team Type  Choose Enter.  Go to Responsibility Definitions and make the following entries:  SettlmtDocType: <the settlement document type need to go through workflow approval process>, for example,  0P11 (0P11 is for condition contract type 0PI1/0PG1. 0P21 is for condition contract type 0PI2/0PG2. 0PA2 is for condition contract type 0PI3/0PG3. 0PB2 is for condition contract type 0PI4/0PG4.)  Please make sure to maintain the related settlement document type to make the purchasing manager can approve the settlement document.  Go to Team Members area, choose Create, and make the following entries:  Only employee user can be selected as Business Partner.  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)  .  Business Partner: Select from F4 help. For example: search Last Name for \*Purchasing Manager\* to get the user ID.  Functions: Select from F4 help, select the following function and choose OK.  STLMTAPR Settlement Document Approver |  |  |
| 6 | Save Team | Choose Save and choose Back. | The team is saved. |  |

# Overview Table

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

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

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Procurement of Materials (in case: transactional data before condition contract)](#unique_17)  [page ] 18 | See scope item no. J45. | See scope item no. J45. | Material documents for goods receipt or supplier invoices are created. |
| [Create Supplier Condition Contract](#unique_8) [page ] 18 | Purchaser. | Monitor Supplier Condition Contracts (F3411) | Condition contract is created. |
| Release Supplier Condition Contract (Optional) |  |  |  |
| [Request to Rework the Condition Contract (Optional)](#unique_18) [page ] 26 | Purchasing Manager | My Inbox - All Items (F0862) | The condition contract is sent back to rework. |
| [Rework Condition Contract (Optional)](#unique_19)  [page ] 27 | Purchaser | My Inbox - All Items (F0862). | Complete rework for the condition contract. |
| [Release Supplier Condition Contract](#unique_20) [page ] 28 | Purchasing Manager | My Inbox - All Items (F0862) . | Supplier Condition Contract is released. |
| [Procurement of Materials (in case: transactional data after condition contract)](#unique_21) [page ] 29 | See scope item no. J45. |  | Material documents for goods receipt or supplier invoices are created. |
| Release Supplier Condition Contract for Settlement (Optional) |  |  |  |
| [Request to Release Condition Contract for Settlement](#unique_22)  [page ] 30 | Purchaser | Monitor Supplier Condition Contracts (F3411) | Condition contract is saved. |
| [Release Supplier Condition Contract for Settlement](#unique_23)  [page ] 31 | Purchasing Manager | My Inbox - All Items (F0862) . | A supplier condition contract for settlement is released. |
| [Check Business Volume (optional)](#unique_24) [page ] 32 | Accounts Payable Accountant - Procurement. | Display Business Volume - Condition Contracts (WB2R\_BUSVOL) | Supplier invoices or material documents from scope item no J45 appear in business volume. |
| [Post Accruals (optional)](#unique_25) [page ] 34 | Accounts Payable Accountant - Procurement. | Settle Condition Contracts (WB2R\_SC) | Accruals are posted according to the pricing conditions specified in the condition contract. |
| [Partial Settlement (optional)](#unique_26) [page ] 36  Partial Settlement with Reversal of Accruals, including creation of collective settlement document for the 2-step procedure  (optional) | Accounts Payable Accountant - Procurement. | Settle Condition Contracts (WB2R\_SC) | i) Supplier credit memo (settlement document) is created, existing accruals are reversed.Accounts Payable Accountant  ii) Customer Invoice (settlement document) is created, existing accruals are reversed |
| [Approve Partial Settlement Document (Optional)](#unique_27) [page ] 41 | Purchasing Manager | My Inbox - All Items (F0862) | Settlement is approved. |
| [Create Collective Documents from Partial Settlement](#unique_28) [page ] 42 | Accounts Payable Accountant - Procurement. | Collect Settlement Documents (WZRC) | Collective Documents is created from Settlement Documents. |
| [Procurement of Materials](#unique_29) [page ] 43 | See scope item no. J45. |  | Material documents for goods receipt or supplier invoices are created. |
| [Check Business Volume (Optional)](#unique_30) [page ] 44 | Accounts Payable Accountant - Procurement. | Display Business Volume - Condition Contracts (WB2R\_BUSVOL) | Supplier invoices or material documents from scope item no J45 appear in business volume. |
| [Final Settlement](#unique_31) [page ] 45  Final Settlement with Reversal of Accruals, including creation of collective settlement document for the 2-step procedure | Accounts Payable Accountant - Procurement. | Settle Condition Contracts (WB2R\_SC) | i) Supplier credit memo (settlement document) is created, existing accruals are reversed.  ii) Customer invoice (settlement document) is created, existing accruals are reversed. |
| [Final Settlement with Adjustments (Optional)](#unique_32) [page ] 50 | Purchaser.. | Monitor Supplier Condition Contracts (F3411) | i) Supplier credit memo (settlement document) is created, existing accruals are reversed.  ii) Customer invoice (settlement document) is created, existing accruals are reversed. |
| [Approve Final Settlement Document (Optional）](#unique_33)  [page ] 52 | Purchasing Manager | My Inbox - All Items (F0862) | Settlement is approved. |
| [Create Collective Documents from Final Settlement](#unique_34) [page ] 53 | Accounts Payable Accountant - Procurement. | Collect Settlement Documents (WZRC) | Collective Documents is created from Settlement Documents. |

# Test Procedures

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

## Procurement of Materials (in case: transactional data before condition contract)

Purpose

During Procurement of Direct Materials(J45) business process you create purchase orders, post the goods receipt for the purchase orders, and enter supplier invoices for the purchase orders. Material documents or supplier invoices represent the transactional document for the subsequent purchasing rebate processing.

Procedure

Complete the activities described in the Procurement of Direct Materials(J45) using the master data of this document. You do not need to perform all steps described in Procurement of Direct Materials(J45) . You can focus on the following steps：

Create Purchase Order

Post Goods Receipt

Create Supplier Invoice

Please make sure to use the supplier and material master data in this test script to execute the steps of J45.

## Create Supplier Condition 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 the Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

First, decide whether you want to test purchasing rebate processing with a settlement as account payable or as accounts receivable.

In the condition contract maintenance, you can choose the calculation type for the rebate and accruals conditions. However, note that the calculation type for a settlement based on supplier invoices is usually Percentage. For a settlement based on material documents, you usually use Quantity (as described below), Net Weight, Gross Weight, Volume, or Points as the calculation type. Other calculation types are not suitable.

If you don't perform flexible workflow for condition contract, condition contract for settlement and settlement document, then you don't need to perform the following chapters:

Release Supplier Condition Contract (Optional)

Release Supplier Condition Contract for Settlement (Optional)

[Approve Partial Settlement Document (Optional)](#unique_27) [page ] 41

[Approve Final Settlement Document (Optional）](#unique_33)  [page ] 52

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1. | Log onto SAP Fiori Launchpad | Log onto the SAP Fiori Launchpad as Purchaser. | The SAP Fiori Launchpad displays. |  |
| 2. | Access the App | Open Monitor Supplier Condition Contracts (F3411). | The Manage Supplier Condition Contracts (Original) screen displays. |  |
| 3. | Create New Condition Contract | On the Monitor Supplier Condition Contracts screen, choose Create Contract. | The Select Condition Contract Type screen displays. |  |
| 4. | Scenario I: Select Condition Contract Type for A/P Settlement | On the Select Condition Contract Type　screen, select a condition contract type.  Settlement as accounts payable:  Select one of the following Condition Contract Types:  Supplier Invoices as transactional documents:  0PI3 Purchasing Rebate: Supplier Invc, Goods  or  0PI4 Purchasing Rebate: Supl Invc, Gds, 2step  Material documents for goods receipt as transactional documents:  0PG3 Purchasing Rebate: Goods Receipt, Goods  or  0PG4 Purchasing Rebate: Gds Rcpt, Gds, 2step | If you want to collect and post settlement documents of different condition contracts in one journal entry to accounting, you choose a condition contract type for two-step settlement. In this case, the reversal of the accruals is not posted until the creation of the collective settlement document. |  |
| 5. | Scenario II: Select Condition Contract Type for A/R Settlement | Settlement as accounts receivable:  On the Condition Contract screen, choose Create, select one of the following Condition Contract Types and choose Continue.  Supplier Invoices as transactional documents:  0PI1 Purchasing Rebate: Supplier Invoice  or  0PI2 Purchasing Rebate: Supplier Invc, 2step  Material documents for goods receipt as transactional documents:  0PG1 Purchasing Rebate: Goods Receipt  or  0PG2 Purchasing Rebate: Goods Receipt, 2step |  |  |
| 6. | Enter Condition Contract Details | On the Create Purchasing Rebate: Supplier Invoice screen, make the following entries and choose Enter:  Supplier (Original): 10300010  From: <today's date>  To: <end of current year> | The screen title varies with the selected condition contract type. |  |
| 7. | Maintain Basic Data(Optional) | On the Basic data tab page, enter the following data and choose Enter.  Process Varient: <the process varient maintain in chapter Define Contract Process Varients(optional), for example,ZTEM>  To active approval process for the condition contract, you need to assign the Contract Process to this condition contract and perform step 20.  Only when you assign the condition contract type to the process varient in chapter <#unique_11>, the field Contract Process can only be displayed. |  |  |
| 8. | Enter Organizational Data | On the Purchasing tab page, make and check the following entries:  Purch. Organization : 1010  Purchasing Group : 001  Company Code: 1010  In case of a A/R settlement ( for condition contract type 0PI1/0PI2/0PG1/0PG2):  On the Sales tab, make the following entries:  Sales Organization : 1010  Distribution Channel : 10  Division: 00 | The sales area data entered on the Sales tab page are required to create the invoice settlement document for the supplier. |  |
| 9. | Scenario I: A/P Settlement Enter Condition Data for Rebate Condition | In the Conditions Area, select the following entry:  Condition Table : Condition Contract  Select New Condition, make the following entries and choose Enter.  Condition Type: RES1 Rebate  Calculation Type: Percentage  Valid From: <today's date>  Valid to: <end of current year>  Condition Rate : For example, 1%  Scale Type: Base-scale  Scale Basis: Value scale  Calculation Type will be Percentage and not changeable if you maintain condition type firstly and choose Enter. If you want to change the Calculation Type, you can choose the Condition Type and Calculation Type, then choose Enter. | This condition is used to calculate the rebate amount.  You can also choose Condition Contract / Material in Condition Table. Then maintain the condition for material.  If the Valid From and Valid To dates have been copied from the condition contract validity according to the user settings, you can check and change these dates if required. |  |
| 10. | Scenario I: A/P Settlement (Optionally) Enter Scale Data (Optional) | Select the condition line, choose New Scale Level, make the following entries and choose Enter.  Scales : For example, 1000  Unit : EUR  Condition Rate : 1 %  Select the first created condition line, choose New Scale Level, make the following entries and choose Enter.  Scales : For example, 2000  Unit : EUR  Condition Rate : 2 % |  |  |
| 11. | Scenario I: A/P Settlement Enter Condition Data for Accruals Condition (Optional) | In the Conditions Area, select New Condition, make the following entries and choose Enter.  Condition Type: REA1 Rebate Accruals  Calculation Type: For example, Percentage  Valid From: <today's date >  Valid to: <end of current year>  Condition Rate : 2 % | This condition is used to calculate the rebate amount.  If the Valid From and Valid To dates have been copied from the condition contract validity according to the user settings, you can check and change these dates if required. |  |
| 12. | Scenario II: A/R Settlement Enter Condition Data for Rebate Condition | In the Conditions Area, make the following entries:  Condition Table: Condition Contract  Select New Condition, make the following entries, and then choose Enter.  Condition Type: RES1 Rebate  Valid From: for example, < today's date >  Valid To: for example, < end of current year >  Calculation Type: Quantity  Condition Rate: for example, 1  Condition currency: EUR  Pricing Unit: 1  Unit of Measure: PC  Scale Type: Base-scale  Scale Basis: Quantity scale | This condition is used to calculate the rebate amount.  You can also choose Condition Contract / Material as the condition level. You then also specify the material for a condition record.  If the Valid From and Valid To dates have been copied from the condition contract validity according to the user settings, you can check and change these dates if required. |  |
| 13. | Scenario II: A/R Settlement (Optionally) Enter Scale Data | Select the condition line, choose New Scale Level, make the following entries, and then choose Enter.  Scales: for example, 1000  Scale UoM: PC  Condition Rate:1  Select the first created condition line, choose New Scale Level, make the following entries, and then choose Enter.  Scales: for example, 2000  Scale UoM: PC  Condition Rate: for example, 2 | The condition rate, condition currency, pricing unit, and unit of measure are copied from the condition line. Only the condition rate is ready for input. |  |
| 14. | Scenario II: A/R Settlement Enter Condition Data for Accruals Condition | In the Conditions Area, select New Condition, make the following entries and then choose Enter.  Condition Type: REA1 Rebate Accruals  Valid From: < today's date >  Valid To: < end of current year >  Calculation Type: Quantity  Condition Rate: for example, 2  Condition currency: EUR  Pricing Unit: 1  Unit of Measure: PC | This condition is used to calculate the amount for accruals.  If the Valid From and Valid To dates have been copied from the condition contract validity according to the user settings, you can check and change these dates if required. |  |
| 15. | Enter Business Volume Selection Criteria | On the Business Volume Selection Criteria tab, select New Line, make the following entries and choose Enter.  Field Combination : 0002 Supplier  Inclusion Indicator (Incl/Excl) : Inclusive  Supplier (Original) : 10300010  Field Combination : 0009 Material  Inclusion Indicator (Incl/Excl) : Inclusive  Material (Original) : for example, TG0011. | If you performed the steps described in the optional chapter [Procurement of Materials](#unique_29) [page ] 43  enter here the supplier number that you used to create the purchase order.  Optionally, you can specify further materials as selection criterion. |  |
| 16. | Enter Settlement Data | On the Settlement Data tab page, check the following entry:  Condition contract type with A/P settlement   * Settlement Type Supplier : As Accounts Payable   Condition contract type with A/P settlement (for condition contract type 0PI3/0PI4/0PG3/0PG4)   * Settlement Type Supplier :   As Accounts Receivable (for condition contract type 0PI1/0PI2/0PG1/0PG2) |  |  |
| 17. | Enter Settlement Calendar | On the Settlement Calendar tab page, select New Line, make the following entries and choose Enter.  Settlement Date : For example, <end of current year >  Settlement Date Type : Final Settlement  Select New Line, make the following entries and choose Enter.  Settlement Date : For example, <tomorrow's date >  Settlement Date Type : Partial Settlement  Select New Line, make the following entries and choose Enter.  Settlement Date : <today's date>  Settlement Date Type: Delta Accruals | The creation of the line with Settlement Date Type: Delta accruals is optional.  The creation of the line with Settlement Date Type: Partial settlement is optional. |  |
| 18 | Maintain Header Text in Condition Contract (Optional) | On the Header Texts tab page, choose text types along with a corresponding language, and then choose Create Header Text:  Language: <your language>  Internal Text: <My internal contract text >  External Text: <My external contract text >  Text for Settlement Document: < My contract text for settlement document> |  |  |
| 19 | With Workflow: Set Lock Settlement(Optional） | On the Create Purchasing Rebate: supplier Invc, Goods screen, choose More\_-> Edit -> Lock Settlement. Choose Enter.  If you set Lock Settlement for this condition contract, you need to perform the chapter Release Supplier Condition Contract for Settlement. |  |  |
| 20 | With Workflow:  Set Request Approval（Optional)） | On the Create Purchasing Rebate: supplier Invc, Goods screen, choose More\_-> Edit -> Request Approval. Go to Step 22. | If you select both Lock Settlement and Request Approval, the Status for Condition Contract now should be:  Lock for settlement  Approval Request |  |
| 21 | Release Condition Contract | Choose Release.  Note If you activate workflow of condition contract, you can't choose Release to release the condition contract anymore. The condition contract will be released after the purchasing manager release it through steps in Chapter Release Supplier Condition Contract. |  |  |
| 22 | Save Condition Contract | Choose Save. Make a note of the condition contract  number: \_\_\_\_\_\_\_\_\_\_. |  |  |
| 23 | Scenario for 2-step settlement:  Create Further Condition Contracts | Repeat steps 3 to 22 to create further condition contract(s). | We recommend that you create condition contracts in such a way that the business volume does not ‘overlap’, for example, by using different materials as selection criterion. |  |

## Release Supplier Condition Contract (Optional)

### Request to Rework the Condition Contract (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 will check a rebate condition contract, and send it back for ‘Rework’.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Purchasing Manager . | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open My Inbox - All Items (F0862). | The My Inbox screen displays. |  |
| 3 | Position the notification of condition contract release and check the status | Find the condition contract requested for release:  Position the notification: Release Condition Contract 1XXXXXXXXXX in the inbox.  Choose the blue highlighted Condition Contract number and choose Display Condition Contract to go to Change Condition Contract.  Go to Status to see current status:  The current status is:  Locked for settlement  Approval Requested | The Condition Contract is sent back to Purchaser. |  |
| 4 | Send the condition contract back to rework | If you request Purchaser to change the condition contract, go back to Inbox screen and choose Rework.  Enter comment if needed, and then choose Submit. |  |  |

### Rework Condition Contract (Optional)

Purpose

In this activity, you will rework on a rebate condition contract to change some value, for example settlement date or rebate percentage.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Purchaser . | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open My Inbox - All Items (F0862).  please also add role of PURCHASING MANAGER to check My Inbox. | The Manage Condition Contracts screen displays. |  |
| 3 | Check the notification and go to change mode | Receive the notification: Rework Condition Contract 1XXXXXXXXXX.  Choose the blue highlighted Condition Contract number and go to Change Condition Contract. | The Change Condition Contracts screen displays. |  |
| 4 | Change Condition Contract | Change the condition contract according to the request of purchasing manager.  Choose Save.  Choose continue in the pop-up window. | The My Inbox screen displays. |  |
| 5 | Complete rework for the condition contract | Choose Rework Completed in the notification: Rework Condition Contract 1XXXXXXXXXX.  Enter comment if needed.  Choose Submit in the pop-up window. | The condition contract is sent to Purchasing Manager for release approval again. |  |

### Release Supplier Condition 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 the Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

In this procedure, you will release supplier condition contract.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1. | Log onto SAP Fiori Launchpad | Log onto the SAP Fiori Launchpad as a Purchasing Manager . | The SAP Fiori Launchpad displays. |  |
| 2. | Access the App | Open My Inbox - All Items (F0862) . | A list of previously created condition contract is displayed. |  |
| 3 | Search for Condition contract | Enter the condition contract number in the search area, and then choose Search. | The condition contract is displayed. |  |
| 4 | Release Condition Contract | Select the Condition Contract and choose Release at right button of the screen. | The Status for Condition Contract now shoule be: Released Locked for Settlement . |  |
| 5 | Enter Release Reason | Enter comment if needed, and then choose Submit. |  |  |

## Procurement of Materials (in case: transactional data after condition contract)

Purpose

During the Procurement of Direct Materials(J45), you create purchase orders, you post the goods receipt for the purchase orders, and you enter supplier invoices for the purchase orders. Material documents or supplier invoices represent the transactional document for the subsequent purchasing rebate processing.

Procedure

Complete the activities described in the Procurement of Direct Materials (J45) scope item's test script using the master data from this document. You do not need to perform all steps described in Procurement of Direct Materials (J45), You can focus on steps:

Create Purchase Order (Original)

Post Goods Receipt (Original)

Create Supplier Invoice (Original)

Please make sure the use the supplier and material master data in this test script to execute the steps of J45.

## Release Supplier Condition Contract for Settlement (Optional)

### Request to Release Condition Contract for Settlement

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 the condition contract is set as Lock settlement, you need to request approval for this condition contract for settlement.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1. | Log on | Log onto the SAP Fiori Launchpad as Purchaser . | The SAP Fiori Launchpad displays. |  |
| 2. | Access the SAP Fiori App | Open Monitor Supplier Condition Contracts (F3411) . |  |  |
| 3 | Change Condition Contract | On the Manage Supplier Condition Contracts screen, choose your condition contract and choose Change Condition Contract . |  |  |
| 4 | Set Request Settlement Approval | On the Change Purchasing Rebate screen, choose More -> Edit -> Request Settlement Approval. | The Status for Condition Contract now shoule be:  New  Lock for Settlement Settlement  Approval Requested . |  |
| 5 | Save Condition Contract | Save condition contract. |  |  |

### Release Supplier Condition Contract for Settlement

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 supplier condition contract for settlement.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1. | Log on | Log onto the SAP Fiori Launchpad as Purchasing Manager . | The SAP Fiori Launchpad displays. |  |
| 2. | Access the SAP Fiori App | Open My Inbox - All Items (F0862) . | A list of previously created condition contract is displayed. |  |
| 3 | Search for Condition contract | Enter the condition contract number in the search area, and then choose Search. | Release Condition Contract 1XXXXXXXXX for settlement is displayed. |  |
| 4 | Release Condition Contract | Select Release Condition Contract 1XXXXXXXXX for settlement and choose Release at right button of the screen. |  |  |
| 5 | Enter Release Reason | Enter comment if needed, and then choose Submit. |  |  |

## Check Business Volume (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 business volume of the supplier condition contract.

Prerequisites

Perform this step if you have executed the the [Procurement of Materials](#unique_29) [page ] 43 scenario for the supplier condition contract.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1. | Log on | Log onto the SAP Fiori Launchpad as Accounts Payable Accountant - Procurement. | The SAP Fiori Launchpad displays. |  |
| 2. | Access the SAP Fiori App | Open Display Business Volume - Condition Contracts (WB2R\_BUSVOL) . | The Business Volume for Condition Contracts screen displays. |  |
| 3. | Select Condition Contract | On the Business Volume for Condition Contracts screen make the following entries.  Condition Contract : < number of condition contract created in the previous step >  Business Volume Base: From Contract  Output Level Business Volume: Settlement Date |  |  |
| 4. | Check Business Volume for Condition Contracts | Choose Execute. | The system displays the business volume.  Business volume value REBV or Quantity is determined from the previously created supplier invoices or material documents. |  |

## Post Accruals (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 post accruals for the supplier condition contract.

Prerequisites

Use this step if you have executed the Procurement of Direct Materials (J45) scenario for the supplier condition contract.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1. | Log on | Logon to SAP Fiori launchpad as an Accounts Payable Accountant - Procurement. | The SAP Fiori Launchpad displays. |  |
| 2. | Access the SAP Fiori App | Open Settle Condition Contracts (WB2R\_SC). | The Settlement of Supplier Condition Contractsscreen displays |  |
| 3. | Process Delta Accruals Settlement for Condition Contract | On the Settlement of Supplier Condition Contracts screen，make the following entries and choose Execute：  Settlement Date : <today's date >  Settlement Date Type: 3 Delta Accruals  Condition Contract: <number of condition contract created in the previous step>  Please make sure the Settlement Date of every Settlement Data Type is the same as the settlement data of Settlement Calendar for your Condition Contract .  Posting Date: <today's date >  Document Date: <today's date >  Run Type: Live Run  List Range: Message Log  Save Application Log: Only in Productive Run  Filter: No Filter |  |  |
| 4 | Execute | Choose Execute.  Choose Continue to display the settlement document. | The Log for Supplier Condition Contract settlement screen displays to show information 1 contracts settled without errors. Choose Continue to show Condition Contract Settlement Messages.  Settlement document for accruals posting is saved. |  |

A/P Settlement::

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Material | Supplier | Revenue Account | Accrual Account | Tax Account |
| Trading Good (HAWA) | 10300010 or any other supplier used for the purchasing rebate processing. | 72531000 Gain from Supplier Rebate (MM) | 21771000 Accrued Supplier Rebate | n/a |

A/R Settlement:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Material | Supplier | Revenue Account | Accrual Account | Tax Account |
| Trading Good (HAWA) | 10300010 or any other supplier used for the purchasing rebate processing. | 72532000 Gain from Supplier Rebate (SD) | 21771000 Accrued Supplier Rebate | n/a |

## Partial Settlement (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 create a partial settlement for the supplier condition contract. In this step you also reverse the accruals posted before.

Prerequisites

Perform this step if you have executed the chapter [Procurement of Materials](#unique_29) [page ] 43 for the supplier condition contract.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1. | Log on | Logon to SAP Fiori launchpad as an Accounts Payable Accountant - Procurement. |  |  |
| 2. | Access Condition Contract Settlement | Open Settle Condition Contracts (WB2R\_SC). | The Settlement of Condition Customer Contracts screen displays. |  |
| 3. | Process Partial Settlement for Condition Contract | On the Settlement of Supplier Condition Contracts screen make the following entries and choose Execute.  Settlement Date: <settlement date according to settlement calendar>  Settlement Date Type: 1 Partial Settlement  Condition Contract: <number of condition contract(s) created in the previous step>  Please make sure the Settlement Date of every Settlement Data Type is the same as the settlement data of Settlement Calendar for your Condition Contract.  Posting Date: <tomorrow's date>  Document Date: <tomorrow's date>  Run Type: Live Run  List Range: Message Log  Save Application Log: Only in Productive Run  Filter: No Filter  Choose Continue to display the settlement document.  Take a note of the number of the settlement document  created. | The Log for Supplier Condition Contract settlement screen displays. Supplier Credit memo (A/P settlement) or Supplier Invoice (A/R settlement) is created. Accruals are reversed. |  |
| 4 | Open Text in Settlement document (Optional) | Navigate to the Home Page.  In the Purchasing Rebate Processing section, choose Change Settlement Document.  Enter the settlement document number and choose Continue.  Choose Header Texts. |  |  |
| 5 | Maintain Text in Settlement document (Optional) | You should see the following text types:  Internal Text  External Text for Output/Forms  Contract Text for Output/Forms  Double-click text type Contract Text for Output/Forms, You should see the Text for Settlement Document which you have maintained in the condition contract.  You can add additional line of text: < e.g. My additional comment to the contract text in the partial settlement document. >  You can also maintain Internal Text or External Text for Output/Forms. |  |  |

Journal entry:

If workflow for settlement document is actived, the Journal entry for settlement will only be generated after you perform the steps in following chapter:

1. To Condition Contract Type 0PI1/0PI3/0PG1/0PG3:

[Approve Partial Settlement Document (Optional)](#unique_27) [page ] 41

2. To Condition Contract Type 0PI2/0PI4/0PG2/0PG4:

[Create Collective Documents from Partial Settlement](#unique_28) [page ] 42

A/P Settlement:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Material (Original) | Supplier (Original) | Gain Account | Accrual Account | Tax Account |
| Trading Good (HAWA) | 10300010 or any other supplier used for the purchasing rebate processing. | 72531000 Gain from Supplier Rebate (MM) | 21771000 Accrued Supplier Rebate | 12600000 Input Tax (VST) |

A/R Settlement:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Material (Original) | Supplier (Original) | Revenue Account | Accrual Account | Tax Account |
| Trading Good (HAWA) | 10300010 or any other supplier used for the purchasing rebate processing. | 72532000 Gain from Supplier Rebate (SD) | 21771000 Accrued Supplier Rebate | 22000000 Output tax (MWS) |

Printing form (Optional) - Option 1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto SAP Fiori Launchpad | Log onto the SAP Fiori Launchpad as Accounts Payable Accountant. | The SAP Fiori Launchpad displays. |  |
| 2. | Access Manage Supplier Condition Contracts | Open Monitor Supplier Condition Contracts (F3411). | The Manage Condition Contracts screen displays. |  |
| 3 | Display Condition Contract | On the Manage Condition Contracts screen， in the Condition Contracts 　table，choose the desired condition contract number and choose Display Condition Contract. | The Display <description of relevant settlement process type > screen displays. |  |
| 4 | Display Settlement Document (Original) (Original) | Double-click the settlement document for partial settlement. | The Display <description of relevant settlement process type > screen displays. |  |
| 5 | Open Print Preview | From the menu path, choose More -Extras -Messages - Output. | The Output table for the settlement document is displayed on the Display <description of relevant settlement process type > screen. |  |
| 6 | Display PDF Document for Print Preview | Select the relevant line and choose Display PDF Document from the menu.  You can see the External Text and the Contract Text including your additional comment in the header section of the form if you maintained in step 4 and 5 of chapter [Partial Settlement (optional)](#unique_26) [page ] 36. The Internal Text is not printed. As texts can be maintained for multiple languages, observe that only those texts are passed to the form for output where the language key matches the language in the output message, which means the language in which the form is displayed. | The PDF document for print preview is displayed in the PDF-Xchange Editor.  Close the document and choose Cancel to return to the display of the Output table for the settlement document. |  |

Printing form (Optional) - Option 2

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto SAP Fiori Launchpad | Log onto the SAP Fiori Launchpad as Accounts Payable Accountant. | The SAP Fiori Launchpad displays. |  |
| 2. | Access Manage Supplier Condition Contracts | Open Manage Settlement Documents (F3254). |  |  |
| 3 | Display Condition Contract | In the dialog box Adapt Filters, make the following entries and choose Go:  Display Currency: for example, EUR  Adjust Sign: for example, 3(default value)  Enter value for other fields optionally, for example:  Settlement Document: <Your settlement document number>  Posting Date: <today's date >  Select the desired settlement document number in the Settlement Documents table and choose Display Settlement Document (Original) |  |  |
| 4 | Open Print Preview | From the menu path, choose More -Extras -Messages - Output. | The Output table for the settlement document is displayed on the Display <description of relevant settlement process type > screen. |  |
| 5 | Display PDF Document for Print Preview | Select the relevant line and choose Display PDF Document from the menu.  You can see the External Text and the Contract Text including your additional comment in the header section of the form if you maintained in step 4 and 5 of chapter [Partial Settlement (optional)](#unique_26) [page ] 36. The Internal Text is not printed. As texts can be maintained for multiple languages, observe that only those texts are passed to the form for output where the language key matches the language in the output message, which means the language in which the form is displayed. | The PDF document for print preview is displayed in the PDF-Xchange Editor.  Close the document and choose Cancel to return to the display of the Output table for the settlement document. |  |

## Approve Partial Settlement Document (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 approve settlement document. And then FI document is created. If workflow of settlement document is not active. The FI document will be created directly after settlement.

Prerequisites

Perform this step if workflow of settlement document is actived.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log onto | Log onto the SAP Fiori Launchpad as a Purchasing Manager . | The SAP Fiori Launchpad displays. |  |
| 2 | Access the App | Open My Inbox - All Items (F0862) . | A list of previously created condition contract is displayed. |  |
| 3 | Search for Condition contract | Enter the settlement document number in the search area, and then choose Search button. | Approve Settlement Document 6XXXXXXXXX is displayed. |  |
| 4 | Release Condition Contract | Select the item Approve Settlement Document 6XXXXXXXXX and choose Approve at right button of the screen. |  |  |
| 5 | Enter Release Reason | Enter comment if needed, and then choose Submit. |  |  |

## Create Collective Documents from Partial Settlement

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 you use the 2-step condition contract, the reversal of the accruals together with the customer revenues for the partial settlements is not posted until the creation of the collective settlement document.

Prerequisites

Perform this step if you have executed the chapter [Partial Settlement (optional)](#unique_26) [page ] 36 for Condition Contract type 0PI2/0PI4/0PG2/0PG4

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1. | Log on | Logon to SAP Fiori launchpad as an Accounts Payable Accountant - Procurement. |  |  |
| 2. | Access the App | Open Collect Settlement Documents (WZRC) . |  |  |
| 3 | Create Collective Documents | On the Create Collective Document from Settlement Documents screen, make the following entries and choose Execute.  Document Numbers: <numbers of settlement documents 6XXXXXXXXX for partial settlements created before>  Check Run Only: <do not select> | The Create Collective Documents from Settlement Documents screen displays. |  |

## Procurement of 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. |

Purpose

Create additional transactional documents (material documents for goods receipt, supplier invoices) for the final settlement step.

Procedure

Complete the activities described in the Procurement of Direct Materials(J45) scope item's test script using the master data from this document. You do not need to perform all steps described in Procurement of Direct Materials(J45), You can focus on steps:

Create Purchase Order

Post Goods Receipt

Create Supplier Invoice

Please make sure to use the supplier and material master data in this test script to execute the steps of J45.

## Check Business Volume (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 | Comments |
| 1. | Log onto SAP Fiori Launchpad | Logon to SAP Fiori launchpad as an Accounts Payable Accountant - Procurement. | The SAP Fiori Launchpad displays. |  |
| 2. | Access Business Volume calculation | Open Display Business Volume - Condition Contracts (WB2R\_BUSVOL) . | The Business Volume for Condition Contracts screen displays. |  |
| 3. | Select Condition Contract | On the Business Volume for Condition Contracts screen, make the following entries.  Condition Contract: <number of condition contract created in the previous step>  Business Volume Base: From Contract  Output Level Business Volume: Settlement Date |  |  |
| 4. | Check Business Volume for Condition Contracts | Choose Execute. | The system displays the business volume. | Accounts PayableBusiness volume value REBV is determined from the previously created supplier invoices or material documents. |

## Final Settlement

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 create a final settlement for the supplier condition contract.

Prerequisites

Perform this step if you have executed the [Procurement of Materials](#unique_29) [page ] 43.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1. | Log on | Logon to SAP Fiori launchpad as an Accounts Payable Accountant - Procurement. |  |  |
| 2. | Access Condition Contract Settlement | Open Settle Condition Contracts (WB2R\_SC). | The Settlement of Supplier Condition Contracts screen displays. |  |
| 3. | Process Final Settlement for Condition Contract | On the Settlement of Supplier Condition Contracts screen, make the following entries and choose Execute.  Settlement Date: <end of current year date>  Settlement Date Type: Final Settlement  Condition Contract: <number of condition contract created in the previous step>  Please make sure the Settlement Date of every Settlement Data Type is the same as the settlement data of Condition Contract.  Posting Date: <today's date>  Document Date: <today's date>  Run Type: Live Run  List Range : Message Log  Save Application Log: Only in Productive Run  Filter: <No Filter>  Choose Continue to display the settlement document.  Take a note of the number of the settlement document created. | The Log for Supplier Condition Contract settlement screen displays. Supplier credit memo (A/P settlement) or supplier invoice (A/R settlement) is created. Accruals are reversed. |  |
| 4 | Open Text in Settlement document (Optional) | Navigate to the Home Page.  In the Purchasing Rebate Processing section, choose Change Settlement Document.  Enter the settlement document number and choose Continue.  Choose Header Texts. |  |  |
| 5 | Maintain Text in Settlement document (Optional) | You should see the following text types:  Internal Text  External Text for Output/Forms  Contract Text for Output/Forms  Double-click text type Contract Text for Output/Forms, You should see the Text for Settlement Document which you have maintained in the condition contract.  You can add additional line of text: < e.g. My additional comment to the contract text in the partial settlement document. >  You can also maintain Internal Text or External Text for Output/Forms. |  |  |

Journal entry:

If workflow for settlement document is actived, the FI document for settlement will only be generated after you perform the steps in following chapter:

1. To Condition Contract Type 0PI1/0PI3/0PG1/0PG3:

[Approve Final Settlement Document (Optional）](#unique_33)  [page ] 52

2. To Condition Contract Type 0PI2/0PI4/0PG2/0PG4:

[Create Collective Documents from Final Settlement](#unique_34) [page ] 53

A/P Settlement:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Material (Original) | Supplier (Original) | Revenue Account | Accrual Account | Tax Account |
| Trading Good (HAWA) | 10300010 or any other supplier used for the purchasing rebate processing. | 72531000 Gain from Supplier Rebate (MM) | 21771000 Accrued Supplier Rebate | 12600000 Input Tax (VST) |

A/R Settlement:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Material (Original) | Supplier (Original) | Revenue Account | Accrual Account | Tax Account |
| Trading Good (HAWA) | 10300010 or any other supplier used for the purchasing rebate processing. | 72532000 Gain from Supplier Rebate (SD) | 21771000 Accrued Supplier Rebate |  |

Printing form (Optional) - Option 1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto SAP Fiori Launchpad | Log onto the SAP Fiori Launchpad as Accounts Payable Accountant. | The SAP Fiori Launchpad displays. |  |
| 2. | Access Manage Supplier Condition Contracts | Open Monitor Supplier Condition Contracts (F3411). | The Manage Condition Contracts screen displays. |  |
| 3 | Display Condition Contract | On the Manage Condition Contract screen, in the Condition Contracts table, choose the desired condition contract number and choose Display Condition Contract. | The Display < description of relevant condition contract type > screen opens. |  |
| 4 | Display Settlement Document (Original) | Double-click the settlement document for final settlement. | The Display <description of relevant settlement process type > screen opens. |  |
| 5 | Open Print Preview | From the menu path, choose More -Extras -Messages - Output. | The Output table for the settlement document is displayed on the Display <description of relevant settlement process type > screen. |  |
| 6 | Display PDF Document for Print Preview | Select the relevant line and from the menu, choose Display PDF Document. | The PDF document for print preview is displayed in the PDF-Xchange Editor.  Close the document and choose Cancel to return to the display of the Output table for the settlement document. |  |

Printing form (Optional) - Option 2

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto SAP Fiori Launchpad |  | The SAP Fiori Launchpad displays. |  |
| 2. | Access Manage Supplier Condition Contracts | Open Manage Settlement Documents (F3254). |  |  |
| 3 | Display Condition Contract | In the dialog box Adapt Filters, make the following entries and choose Go:  Display Currency: for example, EUR  Adjust Sign: for example, 3(default value)  Enter value for other fields optionally, for example:  Settlement Document: <Your settlement document number>  Posting Date: <today's date >  Select the desired settlement document number in the Settlement Documents table and choose Display Settlement Document (Original) |  |  |
| 4 | Open Print Preview | From the menu path, choose More -Extras -Messages - Output. | The Output table for the settlement document is displayed on the Display <description of relevant settlement process type > screen. |  |
| 5 | Display PDF Document for Print Preview | Select the relevant line and choose Display PDF Document from the menu.  You can see the External Text and the Contract Text including your additional comment in the header section of the form if you maintained in step 4 and 5 of this chapter. The Internal Text is not printed. As texts can be maintained for multiple languages, observe that only those texts are passed to the form for output where the language key matches the language in the output message, which means the language in which the form is displayed. | The PDF document for print preview is displayed in the PDF-Xchange Editor.  Close the document and choose Cancel to return to the display of the Output table for the settlement document. |  |

## Final Settlement with Adjustments (Optional)

Before you process the final settlement, you can enter conditions in the condition contract used to adjust the final rebate amount.

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 | Comments |
| 1. | Log onto SAP Fiori Launchpad | Log onto the SAP Fiori Launchpad as Purchaser. | The SAP Fiori Launchpad displays. |  |
| 2. | Access Manage Supplier Condition Contracts | Open Monitor Supplier Condition Contracts (F3411). | The Manage Supplier Condition Contracts (Original) screen displays. |  |
| 3. | Create New Condition Contract | On the Manage Supplier Condition Contract screen, select the relevant condition contract and choose Change Contract. | The Select Condition Contract Type dialog screen displays. |  |
| 4. | Enter Condition Data for Rebate Condition | In the Conditions Area, select the following entry:  Condition Table: Condition Contract  Select New Condition.  Make one of the following entries and choose Enter.  Adjustment of business volume  Condition Type: REBD Rebate BusVol Delta  Valid From: for example, <today's date>  Valid to: for example,<end of current year>  Calculation Type: Fixed amount  Condition Rate: for example, 100  CondCurr: EUR  Adjustment of rebate value  Condition Type: REJ1 Rebate Adjustment  Valid From: for example, <today's date >  Valid to: for example, <end of current year>  Calculation Type: for example, Fixed amount  Condition Rate: for example, 20  CondCurr: EUR  Entry of a fixed settlement amount  Condition Type: REV1 Rebate Verified  Valid From: for example, <today's date>  Valid to: for example, <end of current year>  Calculation Type: : for example, Fixed amount  Condition Rate: for example, 1000  CondCurr: EUR | The conditions entered here are used to adjust the rebate amount.  You can also choose Condition Contract / Material as condition level. You then also specify the material for a condition record.  If the Valid From and Valid To date is copied from the condition contract validity according to user settings, you can check and change these dates if required. |  |
| 5. | Save Condition Contract | Choose Save. |  |  |
| 6. | Perform Final Settlement | Perform procedure as described in chapter [Final Settlement](#unique_31) [page ] 45 |  |  |

## Approve Final Settlement Document (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 approve settlement document. And then FI document is created. If workflow of settlement document is not active. The FI document will be created directly after settlement.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log onto | Log onto the SAP Fiori Launchpad as a Purchasing Manager . | The SAP Fiori Launchpad displays. |  |
| 2 | Access the App | Open My Inbox - All Items (F0862) . | A list of previously created condition contract is displayed. |  |
| 3 | Search for Condition contract | Enter the settlement document number in the search area, and then choose Search button. | Approve Settlement Documente 6XXXXXXXXX is displayed. |  |
| 4 | Release Condition Contract | Select the item Approve Settlement Documente 6XXXXXXXXX and choose Approve at right button of the screen. |  |  |
| 5 | Enter Release Reason | Enter comment if needed, and then choose Submit. |  |  |

## Create Collective Documents from Final Settlement

Note This chapter is only for 2-step Condition Contract type: 0PI2/0PI4/0PG2/0PG4.

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 you use the 2-step condition contract, the reversal of the accruals together with the customer revenues for the final settlements is not posted until the creation of the collective settlement document.

Prerequisites

Perform this step if you have executed the chapter [Partial Settlement (optional)](#unique_26) [page ] 36 for Condition Contract of type 0PI2/0PI4/0PG2/0PG4

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1. | Log on | Logon to SAP Fiori launchpad as an Accounts Payable Accountant - Procurement. |  |  |
| 2. | Access the App | Open Collect Settlement Documents (WZRC) . |  |  |
| 3 | Create Collective Documents | On the Collective Document from Settlement Documents screen, make the following entries and choose Execute.  Document Numbers: <numbers of settlement documents 6XXXXXXXXX for final settlements created before>  Check Run Only: <do not select> | The Create Collective Documents from Settlement Documents screen displays. |  |

# Appendix

## Process Integration

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

### Succeeding Processes

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

|  |  |
| --- | --- |
| Process | Business Description |
| J60-Accounts Payable | You can complete the related activities described in the script of scope item J60 - Accounts Payable using the open supplier credit memo created in scope item 2R7. |
| J59-Accounts Receivable | You can complete the related activities described in the script of scope item J59- Accounts Receivableusing the open customer invoices created in scope item 2R7. |

## General Ledger Reporting and CO-PA Reporting (Optional)

After completing the activities in this test script, it is possible to run General Ledger Reporting and CO-PA Reporting connected with the accounts which were used in this Purchasing rebate process. Log on as General Ledger Accountant and run the reports which apply to your needs and check the postings on your accounts. Please refer to scope item Accounting and Financial Close to Manage G/L Account Master Data and Manage Financial Statement Versions.

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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