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| Test Script  SAP S/4HANA - 02-09-20 | public |
| Complementary Procurement Functions (2TW\_DE) |

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# Purpose

The scope item covers the usage of complementary functions in sourcing and procurement. By enabling a lightweight process, the scope item enables the user to procure operating supplies as well as batch and serial-number-managed materials. Both processes can be summarized by the three following steps: purchase order creation, posting of a goods receipt, and invoice creation. The scope item focuses on the main process steps but can be enhanced by additional optional steps.

Operating supplies are externally procured materials that are used to manufacture products and comprise auxiliary materials and expendable supplies.

The procurement of batch managed materials enables the user to work with homogeneous partial quantities of a material. This can be leveraged for example to meet legal requirements, to track defects, or to ensure procedural requirements throughout the production process.

In alignment with the batch process, you can also procure serial-number-managed materials.

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 |  |
| Warehouse Clerk | SAP\_BR\_WAREHOUSE\_CLERK | Inventory Processing | SAP\_BR\_WAREHOUSE\_CLERK |  |
| Accounts Payable Accountant - Procurement | SAP\_BR\_AP\_ACCOUNTANT\_PROCUREMT |  |  |  |

## Master Data, Organizational Data, and Other Data

The organizational structure and master data of your company have been created in your system during implementation. 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 data | Value | Master. data details | Comments |
| Plant | 1010 | Plant 1 DE |  |
| Storage Location | 101A | Standard storage 1 | Shop floor w/o lean WM |
| Storage Location | 101B | Standard storage 2 | Shop floor w/o lean WM |
| Company Code | 1010 | Company Code 1010 |  |
| Purchase Organization | 1010 | Purch. Org. 1010 |  |
| Purchasing group | 002 | Group 002 | depending on material |
| Supplier | 10300001 | Domestic 10 Supplier 1 |  |
| Supplier | 10300002 | Domestic 10 Supplier 2 |  |
| Material | TG21 | Trad.Good 21,Reorder Point,Batch-FIFO |  |
| Material | HB01 | Operating Supply 01, Purchasing |  |
| Material | TG0014 | Trading Good 0014,PD,Regular Proc. with Serial no.; no batch |  |

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 |

## Business Conditions

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

## Preliminary Steps

### Open New MM Period

External Process

For this activity, run the following steps from the Create New Open MM Posting Period (BNZ) to close MM period and open new posting period.

• Closing MM Period and Opening New Posting Period

### Create Purchasing Info Record (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

To run through this test script, the info records for the necessary materials must be available as master data. If the Info Record has not been maintained in the system yet, create the required master data. Otherwise you can skip this step.

The purpose of this activity is to create the info records for materials, for example, HB01 and choose a valid supplier (for example, 10300001).

This step is obsolete if the necessary info records are present. Check the info records supplier 10300001, material HB01 and Purchasing Organization 1010. The existing info records for this material are displayed on the screen.

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 is displayed. |  |
| 2 | Access the App | Open Manage Purchasing Info Records (F1982) . | The Manage Purchasing Info Records screen is displayed. |  |
| 3 | Open New Purchasing Info Record | Choose Create. | The Purchasing Info Record Screen is displayed. |  |
| 4 | Enter Header Data | Make the following entries:   * Purchasing Info Record Category: Standard * Purchasing Organization: 1010 * Supplier: 10300001 * Material: HB01 * Plant: 1010 * Purchasing Group: 002 | Header data is added. |  |
| 5 | Enter General Information | Make the following entries:   * Available From: Today * Available To: 12/31/9999 | General Information is added. |  |
| 6 | Enter Purchasing Data | Make the following entries:   * Incoterm: EXW * Incoterm Location 1: VENDOR | Purchasing Data is added. |  |
| 7 | Enter Delivery and Quantity Data | Make the following entries:   * Delivery Time in Days: 1 * Under Delivery Tolerance in %: 10.0 * Over Delivery Tolerance in %: 10.0 * Tax Code: V1 * Note When the TDT(time dependent tax) is activated via SSCUI 101016 (Define Tax Codes for Sales and Purchases) for Country of company code and Tax Code is given, the Tax Rate Valid From field is mandatory. You can enter current date, which will be adjusted to validity start date of tax code according to the setting in SSCUI.   When the RITA (Registration for Indirect Taxation Abroad) is activated, tax registration country is maintained for company code in SSCUI 103464 (Activate RITA and Maintain Tax Registration Countries) and tax code is given, the Tax Country field is mandatory, in which the country ID of company code is given as a default value, but you can change to the valid country ID that is maintained in SSCUI accordingly.   * Order Unit: PC * Standard Order Quantity: 10 | Delivery and Quantity Data is added. |  |
| 8 | Enter Condition Data | In the Condition section, choose Create.  In the General Information area, make the following entries:   * Valid From: Today * Valid To: 12/31/9999 * Amount: 15.00 * Pricing Unit: 1 * Currency: EUR   Choose Apply. | Condition Data is added |  |
| 9 | Enter Reference Data (optional) | You can enter reference data. | Reference data is added. |  |
| 10 | Save your data | Choose Save. | The purchasing info record is saved. |  |

### Create Purchasing Info Record (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

To run through this test script, the info records for the necessary materials must be available as master data. If the Info Record has not been maintained in the system yet, create the required master data. Otherwise you can skip this step.

The purpose of this activity is to create the info records for materials, for example, TG21 and choose a valid supplier (for example, 10300001).

This step is obsolete if the necessary info records are present. Check the info records supplier 10300001, material TG21 and Purchasing Organization 1010. The existing info records for this material are displayed on the screen.

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 is displayed. |  |
| 2 | Access the App | Open Manage Purchasing Info Records (F1982) . | The Manage Purchasing Info Records screen is displayed. |  |
| 3 | Open New Purchasing Info Record | Choose Create. | The Purchasing Info Record Screen is displayed. |  |
| 4 | Enter Header Data | Make the following entries:   * Purchasing Info Record Category: Standard * Purchasing Organization: 1010 * Supplier: 10300001 * Material: TG21 * Plant: 1010 * Purchasing Group: 002 | Header data is added. |  |
| 5 | Enter General Information | Make the following entries:   * Available From: Today * Available To: 12/31/9999 | General Information is added. |  |
| 6 | Enter Purchasing Data | Make the following entries:   * Incoterm: EXW * Incoterm Location 1: VENDOR | Purchasing Data is added. |  |
| 7 | Enter Delivery and Quantity Data | Make the following entries:   * Delivery Time in Days: 10 * Under Delivery Tolerance in %: 10.0 * Over Delivery Tolerance in %: 10.0 * Tax Code: V1 * Note When the TDT(time dependent tax) is activated via SSCUI 101016 (Define Tax Codes for Sales and Purchases) for Country of company code and Tax Code is given, the Tax Rate Valid From field is mandatory. You can enter current date, which will be adjusted to validity start date of tax code according to the setting in SSCUI.   When the RITA (Registration for Indirect Taxation Abroad) is activated, tax registration country is maintained for company code in SSCUI 103464 (Activate RITA and Maintain Tax Registration Countries) and tax code is given, the Tax Country field is mandatory, in which the country ID of company code is given as a default value, but you can change to the valid country ID that is maintained in SSCUI accordingly.   * Order Unit: PC * Standard Order Quantity: 100 | Delivery and Quantity Data is added. |  |
| 8 | Enter Condition Data | In the Condition section, choose Create.  In the General Information area, make the following entries:   * Valid From: Today * Valid To: 12/31/9999 * Amount: 13.77 * Pricing Unit: 1 * Currency: EUR   Choose Apply. | Condition Data is added |  |
| 9 | Enter Reference Data (optional) | You can enter reference data. | Reference data is added. |  |
| 10 | Save your data | Choose Save. | The purchasing info record is saved. |  |
| Repeat the above steps to create the Infor Record for Material TG21 and Supplier 10300002, the field entries for this Infor Record are the same with TG21 and supplier 10300001. | | | | |

### Create Purchasing Info Record (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

To run through this test script, the info records for the necessary materials must be available as master data. If the Info Record has not been maintained in the system yet, create the required master data. Otherwise you can skip this step.

The purpose of this activity is to create the info records for materials, for example, TG0014 and choose a valid supplier (for example, 10300001).

This step is obsolete if the necessary info records are present. Check the info records supplier 10300001, material TG0014 and Purchasing Organization 1010. The existing info records for this material are displayed on the screen.

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 is displayed. |  |
| 2 | Access the App | Open Manage Purchasing Info Records (F1982) . | The Manage Purchasing Info Records screen is displayed. |  |
| 3 | Open New Purchasing Info Record | Choose Create. | The Purchasing Info Record Screen is displayed. |  |
| 4 | Enter Header Data | Make the following entries:   * Purchasing Info Record Category: Standard * Purchasing Organization: 1010 * Supplier: 10300001 * Material: TG0014 * Plant: 1010 * Purchasing Group: 002 | Header data is added. |  |
| 5 | Enter General Information | Make the following entries:   * Available From: Today * Available To: 12/31/9999 | General Information is added. |  |
| 6 | Enter Purchasing Data | Make the following entries:   * Incoterm: EXW * Incoterm Location 1: VENDOR | Purchasing Data is added. |  |
| 7 | Enter Delivery and Quantity Data | Make the following entries:   * Delivery Time in Days: 10 * Under Delivery Tolerance in %: 10.0 * Over Delivery Tolerance in %: 10.0 * Tax Code: V1 * Note When the TDT(time dependent tax) is activated via SSCUI 101016 (Define Tax Codes for Sales and Purchases) for Country of company code and Tax Code is given, the Tax Rate Valid From field is mandatory. You can enter current date, which will be adjusted to validity start date of tax code according to the setting in SSCUI.   When the RITA (Registration for Indirect Taxation Abroad) is activated, tax registration country is maintained for company code in SSCUI 103464 (Activate RITA and Maintain Tax Registration Countries) and tax code is given, the Tax Country field is mandatory, in which the country ID of company code is given as a default value, but you can change to the valid country ID that is maintained in SSCUI accordingly.   * Order Unit: PC * Standard Order Quantity: 10 | Delivery and Quantity Data is added. |  |
| 8 | Enter Condition Data | In the Condition section, choose Create.  In the General Information area, make the following entries:   * Valid From: Today * Valid To: 12/31/9999 * Amount: 30.00 * Pricing Unit: 1 * Currency: EUR   Choose Apply. | Condition Data is added |  |
| 9 | Enter Reference Data (optional) | You can enter reference data. | Reference data is added. |  |
| 10 | Save your data | Choose Save. | The purchasing info record is saved. |  |
| Repeat the above steps to create the Info Record for Material TG0014 and Supplier 10300002, its net price is 35 EUR. | | | | |

### Edit User-Specific Parameters for Supplier Invoices (Optional)

Purpose

In this procedure, you will edit User-Specific parameters for supplier invoices.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Accounts Payable Accountant. | The Fiori launchpad is displayed. |  |
| 2 | Access the App | Open Edit Supplier Invoice Settings (F3813) | The Edit Supplier Invoice Settings screen is displayed. |  |
| 3 | Set parameter | Check parameter Display Journal Entry: X  Note If parameter is checked, when invoice is created, system message contains invoice and journal entry number.  If parameter is unchecked, when invoice is created, system message contains invoice number only.  When this parameter is changed, for APP Create Supplier Invoice, it will take effective immediately. For APP Create Supplier Invoice – Advanced, user needs to logout and login again to make it take effective. | Change has been saved successfully. |  |

Result

Parameter Display Journal Entry has been set successfully.

# Overview Table

This scope item consists of several process steps that are listed 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 .

Table 2: Procurement of Stock Material

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Procurement of Operating Supply Material](#unique_14) [page ] 17 | | | |
| [Create Purchase Order](#unique_15) [page ] 17 | Purchaser | Manage Purchase Orders (F0842A) | The Purchase Order is created. |
| [Post Goods Receipt](#unique_16) [page ] 19 | Warehouse Clerk | Post Goods Receipt for Purchasing Document (F0843) | The Goods Receipt is posted. |
| [Create Supplier Invoice](#unique_17) [page ] 20 | Accounts Payable Accountant | Create Supplier Invoice (F0859) | The Create Supplier Invoices screen is displayed. |
| [Procurement of Batch Management Material](#unique_18) [page ] 23 | | | |
| [Create Purchase Order](#unique_19) [page ] 23 | Purchaser | Manage Purchase Orders (F0842A) | The Purchase Order is created. |
| [Post Goods Receipt](#unique_20) [page ] 25 | Warehouse Clerk | Post Goods Movement (MIGO) | The Goods Receipt is posted. |
| [Create Supplier Invoice](#unique_21) [page ] 26 | Accounts Payable Accountant - Procurement | Create Supplier Invoice (F0859) | The Create Supplier Invoices screen is displayed. |
| [Procurement of Serial Number Management Material](#unique_22) [page ] 29 | | | |
| [Create Purchase Order](#unique_23)  [page ] 29 | Purchaser | Manage Purchase Orders (F0842A) | The Purchase Order is created. |
| [Post Goods Receipt](#unique_24)  [page ] 31 | Warehouse Clerk | Post Goods Movement (MIGO) | The Goods Receipt is posted. |
| [Create Supplier Invoice](#unique_25) [page ] 32 | Accounts Payable Accountant - Procurement | Create Supplier Invoice (F0859) | The Create Supplier Invoices screen is displayed. |

# Test Procedures

## Procurement of Operating Supply Material

### Create Purchase Order

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this procedure, you create a purchase order for operating supply material.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad with the Purchaser role. | The SAP Fiori launchpad is displayed. |  |
| 2 | Open Manage Purchase Order | Open Manage Purchase Orders (F0842A) . | The Manage Purchase Orders screen is displayed. |  |
| 3 | Start Purchase Order creation | Without making any selection, choose Create. | The Purchase Order Screen is shown. |  |
| 4 | Enter Purchase Order data | Enter all of the necessary data.  General Information:  Purchase Order Type: Standard PO (NB)  Supplier: 10300001  Company Code: 1010  Purchasing Organization:1010  Purchasing Group:002  Currency: EUR  In Items section, choose Create button.  Material: HB01  Plant: 1010  Order Quantity:x  Net Order Price: x  Navigate to the selected item by clicking on the Chevron (>) or by directly clicking on the item line.  In item section, choose Process Control tab.  The next data will be displayed after the article is entered  Goods Receipt: yes  Invoice Receipt: x  Make sure Goods-Receipt-Based Invoice Verification has been selected.  In item section, choose Delivery Details tab  Storage Location: 101B  In Item section, choose Tax tab , check the following entries:  Tax Code: <Default Value> ;  Tax Date: <Default Value>  In item section, choose Schedule Lines tab  Delivery Date: a date in the future  Choose Apply to go back Purchaser Order screen. | The Purchase Order screen is displayed. |  |
| 5 | Check Purchase Order for completeness and Save Purchase Order | Choose Order to save the Purchase Order. | A new Purchase Order is created if no error is displayed in the dialog box. |  |

### 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 step, you post the goods receipt for the material HB01 against the purchase order.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log onto the SAP Fiori launchpad using the Warehouse Clerk role. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Post Goods Receipt for Purchasing Document (F0843) . | The Goods Receipt screen displays. |  |
| 3 | Enter Purchase Order | Enter the purchase order number and choose Enter. | The system displays the data for the goods receipt on the Goods Receipt screen. |  |
| 4 | Enter Delivery Note | Make the following entries:   * Delivery Note: <note number> * Printing: Choose Individual slip from the drop-down list.   And choose Enter. |  |  |
| 5 | Select Item | Select the items for which a goods receipt is to be posted.  Enter the delivered quantity and check storage location to be posted. | The Post button is activated. |  |
| 6 | Post | Choose Post. | The system is displayed the message 1 material document(s) posted: 5xxxxxxxxx 2xxx. |  |

### 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, you perform the invoice verification.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Open the SAP Fiori launchpad with the Accounts Payable Accountant - Procurement role. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the app | Open Create Supplier Invoice (F0859) . | The Create Supplier Invoices screen is displayed. |  |
| 3 | Enter General Data | On the Create Supplier Invoice screen, make the following entries:  Transaction: Invoice  Company Code: 1010  Reference: <xxx> (reference invoice number from invoicing party)  Gross Invoice Amount : <XXX>  Currency: EUR  Invoice Date: <Today>  Posting Date: <Today>  Invoice Party: 10300001 | The Create Supplier Invoices screen displays. |  |
| 4 | Enter Purchase Order References | In Purchase Order References, make the following entries (use a PO you created previously) and choose Enter.  References Document Category: Purchase Order/ Scheduling Agreement  Purchase Order: <PO number> | The Purchase Order References screen displays. |  |
| 5 | Select Purchase Order Items | Check the selection of the Purchase Order Items.  Confirm the warning messages. | All items of the selected Purchase Order are added to the Purchase Order Item table.  You should see material items which refer to the entered purchase order document. |  |
| 6 | Check the Invoice Items data | Check the Amount, the Quantity, the Tax Code (there may already be a tax code that was copied from the purchase order). | The Purchase Order Item's table displays. |  |
| 7 | Check Tax code | In the section Tax check if there is tax code information. | In the Tax tab, you should see the same tax codes as in the items.  If there is no tax, specify the tax code V0. |  |
| 8 | Check the balance | Calculate the tax amount from the item amount multiplied by the tax value.. | The balance should be zero (or within the defined tolerance). |  |
| 9 | Simulate Supplier Invoice and Check Messages | Choose Simulate.  If there are no differences(or if the value is within the defined tolerance), a new screen Simulation appears. You can check the simulation results in Overview and Details area.  The Supplier Invoice is complete to post. Check the Gross Invoice Amount against the items plus tax amount (if tax code is,V0 you do not have any tax amount) | The supplier invoice is complete to post. |  |
| 10 | Post Invoice | Choose Post. | The invoice is posted. |  |

## Procurement of Batch Management Material

### Create Purchase Order

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this procedure, you create a purchase order for batch management material directly.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad with the Purchaser role. | The SAP Fiori launchpad is displayed. |  |
| 2 | Open Manage Purchase Order | Open Manage Purchase Orders (F0842A) . | The Manage Purchase Orders screen is displayed. |  |
| 3 | Start Purchase Order creation | Without making any selection, choose Create. | The Purchase Order Screen is shown. |  |
| 4 | Enter Purchase Order data | Enter all of the necessary data.  General Information:  Purchase Order Type: Standard PO (NB)  Supplier: 10300001  Company Code: 1010  Purchasing Organization:1010  Purchasing Group:002  Currency: EUR  In Items section, choose Create button.  Material: TG21  Plant: 1010  Order Quantity:x  Net Order Price: x  Navigate to the selected item by clicking on the Chevron (>) or by directly clicking on the item line.  In item section, choose Process Control tab.  The next data will be displayed after the article is entered  Goods Receipt: yes  Invoice Receipt: x  Make sure Goods-Receipt-Based Invoice Verification has been selected.  In item section, choose Delivery Details tab  Storage Location: 101A  In Item section, choose Tax tab , check the following entries:  Tax Code: <Default Value> ;  Tax Date: <Default Value>  In item section, choose Schedule Lines tab  Delivery Date: a date in the future  Choose Apply to go back Purchaser Order screen. | The Purchase Order screen is displayed. |  |
| 5 | Check Purchase Order for completeness and Save Purchase Order | Choose Order to save the Purchase Order. | A new Purchase Order is created if no error is displayed in the dialog box. |  |

### 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 step, you post the goods receipt for the material TG21 against the purchase order.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Open the SAP Fiori launchpad with the Warehouse Clerk role. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Open Post Goods Movement (MIGO) . | The Goods Receipt Purchase Order screen is displayed. |  |
| 3 | Select Goods Receipt Order screen | On the Goods Receipt Purchase Order screen, make the following entries and choose Enter.  Goods Receipt : <Select>  Purchasing Order : <Select>  Order number: <Purchase Order number which is created in the previous step>  GR goods receipt: 101 | The items of the selected Purchase Order display. |  |
| 4 | Enter Quantity | If required, check the quantity on the Quantity tab. |  |  |
| 5 | Enter storage location | Select the Where tab and check the storage location 101A. |  |  |
| 6 | Input the Batch Number | On the Batch tab, make the following entries and choose Enter.  Batch: enter external batch number or leave empty for internal number assignment.  Date of Manufacture: Maintain the date when necessary. |  |  |
| 7 | Select Item ok Indicator | Select the Item OK checkbox.  Choose Check. Confirm the message Document is O.K.by choosing Enter. |  |  |
| 8 | Post | Choose Post. | The system displays the message: Material document 5xxxxxxxxx posted. |  |

### 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, you perform the invoice verification.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Open the SAP Fiori launchpad with the Accounts Payable Accountant - Procurement role. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the app | Open Create Supplier Invoice (F0859) . | The Create Supplier Invoices screen is displayed. |  |
| 3 | Enter General Data | On the Create Supplier Invoice screen, make the following entries:  Transaction: Invoice  Company Code: 1010  Reference: <xxx> (reference invoice number from invoicing party)  Gross Invoice Amount : <XXX>  Currency: EUR  Invoice Date: <Today>  Posting Date: <Today>  Invoice Party: 10300001 | The Create Supplier Invoices screen displays. |  |
| 4 | Enter Purchase Order References | In Purchase Order References, make the following entries (use a PO you created previously) and choose Enter.  References Document Category: Purchase Order/ Scheduling Agreement  Purchase Order: <PO number> | The Purchase Order References screen displays. |  |
| 5 | Select Purchase Order Items | Check the selection of the Purchase Order Items.  Confirm the warning messages. | All items of the selected Purchase Order are added to the Purchase Order Item table.  You should see material items which refer to the entered purchase order document. |  |
| 6 | Check the Invoice Items data | Check the Amount, the Quantity, the Tax Code (there may already be a tax code that was copied from the purchase order). | The Purchase Order Item's table displays. |  |
| 7 | Check Tax code | In the section Tax check if there is tax code information and enter the tax amount.when the tax code value is greater than zero. | In the Tax tab, you should see the same tax codes as in the items.  If there is no tax, specify the tax code V0. |  |
| 8 | Check the balance | Calculate the tax amount from the item amount multiplied by the tax value.. | The balance should be zero (or within the defined tolerance). |  |
| 9 | Simulate Supplier Invoice and Check Messages | Choose Simulate.  If there are no differences(or if the value is within the defined tolerance), a new screen Simulation appears. You can check the simulation results in Overview and Details area.  The Supplier Invoice is complete to post. Check the Gross Invoice Amount against the items plus tax amount (if tax code is,V0 you do not have any tax amount) | The supplier invoice is complete to post. |  |
| 10 | Post Invoice | Choose Post. | The invoice is posted. |  |

## Procurement of Serial Number Management Material

### Create Purchase Order

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this procedure, you create a purchase order for serial number management material directly.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad with the Purchaser role. | The SAP Fiori launchpad is displayed. |  |
| 2 | Open Manage Purchase Order | Open Manage Purchase Orders (F0842A) . | The Manage Purchase Orders screen is displayed. |  |
| 3 | Start Purchase Order creation | Without making any selection, choose Create. | The Purchase Order Screen is shown. |  |
| 4 | Enter Purchase Order data | Enter all of the necessary data.  General Information:  Purchase Order Type: Standard PO (NB)  Supplier: 10300001  Company Code: 1010  Purchasing Organization:1010  Purchasing Group:002  Currency: EUR  In Items section, choose Create button.  Material: TG0014  Plant: 1010  Order Quantity:x  Net Order Price: x  Navigate to the selected item by clicking on the Chevron (>) or by directly clicking on the item line.  In item section, choose Process Control tab.  The next data will be displayed after the article is entered  Goods Receipt: yes  Invoice Receipt: x  Make sure Goods-Receipt-Based Invoice Verification has been selected.  In item section, choose Delivery tab  Storage Location: 101A  In Item section, choose Tax tab , check the following entries:  Tax Code: <Default Value> ;  Tax Date: <Default Value>  In item section, choose Schedule Lines tab  Delivery date: a date in the future  Choose Apply to go back Purchaser Order screen. | The Purchase Order screen is displayed. |  |
| 5 | Check Purchase Order for completeness and Save Purchase Order | Choose Order to save the Purchase Order. | A new Purchase Order is created if no error is displayed in the dialog box. |  |

### 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 step, you post the goods receipt for the purchase order. In this step, you have to use purchase order which is created for the material TG0014 with serial number management.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Open the SAP Fiori launchpad with the Warehouse Clerk role. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Open Post Goods Movement (MIGO) . | The Post Goods Receipt for Purchase Order screen is displayed. |  |
| 3 | Select Goods Receipt Order screen | On the Goods Receipt Order screen, make the following entries and choose Enter.  Goods Receipt : <Select>  Purchasing Order : <Select>  Order number: <Purchase Order number which is created in the previous step>  GR goods receipt: 101 | The items of the selected Purchase Order display. |  |
| 4 | Enter Quantity If required | Enter Quantity if required, check the quantity on the Quantity tab. |  |  |
| 5 | Enter Storage Location | Select the Where tab and check the storage location 101A. |  |  |
| 6 | Create the Serial Number | On the Serial Number tab, make the following entries and choose Enter.  Create Serial Nos Automatically: x |  |  |
| 7 | Select Item ok Indicator | Select the Item OK checkbox. |  |  |
| 8 | Post | Choose Post. | The system displays the message: Material document 5xxxxxxxxxx posted. |  |

### 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, you perform the invoice verification.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Open the SAP Fiori launchpad with the Accounts Payable Accountant - Procurement role. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the app | Open Create Supplier Invoice (F0859). | The Create Supplier Invoices screen is displayed. |  |
| 3 | Enter General Data | In case of purchase orders created with local currency in your system, make the following entries.  Transaction: Invoice  Company Code: 1010  Reference: <xxx> (reference invoice number from invoicing party)  Gross Invoice Amount : <XXX>  Currency: EUR  Invoice Date: <Today>  Posting Date: <Today>  Invoice Party: 10300001 | The Create Supplier Invoices screen displays. |  |
| 4 | Enter Purchase Order References | In Purchase Order References, make the following entries (use a PO you created previously) and choose Enter.  Make the following entries (use a PO you created previously).  References Document Category: Purchase Order/ Scheduling Agreement  Purchase Order: <PO number> | The Purchase Order References screen displays. |  |
| 5 | Select Purchase Order Items | Check the selection of the Purchase Order Items.  Confirm the warning messages. | All items of the selected Purchase Order are added to the Purchase Order Item table.  You should see material items which refer to the entered purchase order document. |  |
| 6 | Check the Invoice Items data | Check the Amount, the Quantity, the Tax Code (there may already be a tax code that was copied from the purchase order). | The Purchase Order Item's table displays. |  |
| 7 | Check Tax code | In the section Tax check if there is tax code information. | In the Tax tab, you should see the same tax codes as in the items.  If there is no tax, specify the tax code V0. |  |
| 8 | Check the balance | Calculate the tax amount from the item amount multiplied by the tax value. | The balance should be zero (or within the defined tolerance). |  |
| 9 | Simulate Supplier Invoice and Check Messages | Choose Simulate.  If there are no differences(or if the value is within the defined tolerance), a new screen Simulation appears. You can check the simulation results in Simulation Overview and Simulation Details area.  The Supplier Invoice is complete to post. Check the Gross Invoice Amount against the items plus tax amount (if tax code is,V0 you do not have any tax amount) | The supplier invoice is complete to post. |  |
| 10 | Post Invoice | Choose Post. | The invoice is posted. |  |

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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