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|  |  |
| Test ScriptSAP S/4HANA - 27-08-20 | public |
| Direct Procurement with Inbound Delivery (2TX\_DE) |

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# Purpose

Starting with the creation of a purchase order, the actual supply situation can be monitored and planned. The subsequent creation of an inbound delivery enables the user to process enhanced procurement processes including the goods receipt and the putaway. The procurement process is enclosed with the creation of a purchase order.

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

## 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 |
| Master Data Specialist - Product Data | SAP\_BR\_PRODMASTER\_SPECIALIST | Product | SAP\_BR\_PRODMASTER\_SPECIALIST |  |
| Purchaser | SAP\_BR\_PURCHASER | Operational Purchasing | SAP\_BR\_PURCHASER |  |
| 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 |  |  |  |
| Receiving Specialist | SAP\_BR\_RECEIVING\_SPECIALIST | Receiving | SAP\_BR\_RECEIVING\_SPECIALIST |  |

## 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 vendors, 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 | 003 | Group 003 | depending on material |
| Supplier | 10300001 | Domestic 10 Supplier 1 |  |
| Supplier | 10300003 | Domestic DE Supplier 3 |  |
| Material | TG0011 | Trading Good for Regular Procurement (PD planning)no Serial no.; no batch |  |
| Material | TG0013 | Trad. Good 0013,PD,Regular Proc.no 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 |

## 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 Manage Team and Responsibilities

Context

In this procedure, you create manage team and responsibilities for the supplier confirmation.

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 Configuration Expert - Business Process Configuration role. | The Fiori launchpad displays. |  |
| 2 | Access the App | Open Manage Teams and Responsibilities - Procurement (F2412). | The Team screen displays. |  |
| 3 | Create manage team and responsibilities | Choose Create Team (+) and make the following entries:Name:Z\_TEST\_SUPPLIER\_CONFIRMATIONDescription: for supplier confirmationGlobal ID: Team\_SCStatus: Ready to UseType:OPPURGo to the Responsibility Definitions area, and make the following entries:Material: TG0011Go to the Team Members area, and choose Add (+) , then make the following entries on the next screen:Business Partner: Select from F4 For example: search Last Name for \*Purchaser\*to get the user ID.Functions: OP\_PURCH (Operational Purchasing) |  |  |
| 4 | Save Team | Choose Save. | The team has been created. |  |

### Create Situation Template

Context

In this procedure, you can create situation template for the supplier confirmation.

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 Configuration Expert - Business Process Configuration role. | The Fiori launchpad displays. |  |
| 2 | Access the App | Open Manage Situation Types (F2947). | The Manage Situation Types screen displays. |  |
| 3 | Copy standard situation template | On the Manage Situation Types screen, There are two tabs Standard Template and Ready-to-Use Situation TypesChoose Standard Templates tab and choose Go to search the Standard Situation Templates: PENDING SUPPLIER CONFIRMATION(for example)Choose standard situation template: PROC\_PENDINGSUPPLIERCONF\_V2 (for example) and choose Copy. |  |  |
| 4 | Create Custom Situation template | It will create a Ready-to-Use Situation Type.On the Situation Type screen, make the following entries:ID: Z\_ST\_SUPPLIER\_CONFIRMATION (for example)This field is the Unique Identifier of a Ready-to-Use Situation Type. The ID of a Ready-to-Use Situation Type should start with 'Z' or 'Y'. ID is a Mandatory Field and cannot be left blank.Name: SUPPLIER CONFIRMATION FOR TESTING (for example)This field is the name of the Ready-to-Use Situation Type.Click the Condition tab:Send Notification: XIn the Condition Attributes section, make following entries:Purchasing Group:003(for example)Supplier: 10300001(for example)The Condition Range is based on the Order with two flags Create/Keep Instance and Send Notification and corresponding to each order there are list of Attributes coming from Trigger Object View. Here the values can be maintained corresponding to each attribute. The evaluation of the condition can be triggered by an Event or by a Batch Report which would be triggered Daily or Hourly.Once the Condition is met, the Situation Engine would be triggered with a Set of Anchor Object keys which is returned from Trigger Object CDS when queried with the set of Condition Attribute Value pairs maintained here corresponding to each Order. If the same Anchor Object Key is returned from the query of different order attributes then the flag of Create Instance and Send Notification will be from the higher rank.Go to section Recipient Groups and make the following entries:Team Category: ProcurementMember Function: Operational Purchasing(for example) | The team has been created. |  |
| 5 |  | Go to section Situation Monitoring and choose Monitor Instances. Click it to switch to Yes. | Monitoring of Situation Instances has been activated. |  |
| 6 |  | Go to the section Batch Job Scheduling: choose one time zone in the field: Time Zone and maintain the time for the field: Start Batch Job At. |  |  |
| 7 | Save situation template | Choose Save. | The situation template has been saved. |  |
| 8 | Enable situation template | Change the Enable to Yes. |  |  |
| 9 | Repeat the above steps | Choose Standard Templates tab and choose Go to search the Standard Situation Templates: PROC\_POITEMCONFQTYDEFICITChoose standard situation template: PROC\_POITEMCONFQTYDEFICIT and choose Copy.On Situation Template screen, make the following entries:ID: Z\_ Z\_Supplier\_Delivery\_Deficit (for example)Name: Supplier Delivery Deficit (for example)Go to section Recipient Groups and make the following entries:Member Function: Operational PurchasingGo to section Situation Monitoring and choose Monitor Instance from NO to YES.Go to section Batch Job Scheduling and choose one time zone and set the time for the filed Start Batch Job At.Choose Save.Change the Enable to Yes. |  |  |

### Monitor Situations

Context

Here you can monitor activities of Situation Instances with respect to their Situation Types, e.g. instance created or set to done.

To allow an analysis of monitored data a Situation Template (see previous section) must have been created and Situation Instances should have been generated (e.g. by a daily job).

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto SAP Fiori Launchpad | Log onto the SAP Fiori launchpad using the Configuration Expert - Business Process Configuration role. | The Fiori Launch Pad is displayed. |  |
| 2 | Access the App | Open Monitor Situations (F3264). | The Monitor Situations screen displays. |  |
| 3 | Monitor Situation Instance Activities | On the Monitor Situations screen, use the following system default values:Year: current year, for example 2018, default value, mandatorySituation Type ID: Z\_ST\_SUPPLIER\_CONFIRMATION (for example) | The activities of the Situation Instances can be monitored. |  |
| 4 | Search for Anchor Object Key | Search for the Anchor Object Key which contains the Business Object. Purchase Order/Item/Schedule Line for example | The activities of the of a single Anchor Object can be monitored. |  |

### 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. |

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 is displayed. |  |
| 2 | Access the App | Open Manage Purchasing Info Records (F1982). | The Manage Purchasing Info Records screen is displayed. |  |
| 3 | Open New Purchasing Info Record | Choose Create Purchasing Info Records. | 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: TG0011 /TG0013
* Plant: 1010
* Purchasing Group: 002
 | Header data is added. |  |
| 5 | Enter General Information | Make the following entries:* Available From: Today
* Available To: Today + 1 year
 | General Information is added. |  |
| 6 | Enter Purchasing Data | Make the following entries:* Incoterm: Incoterm
* Incoterm Location 1: Incoterm location1
 | Purchasing Data is added. |  |
| 7 | Enter Delivery and Quantity Data | Make the following entries:* Delivery Time in Days: 10 Days
* 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: 1

Select the following entries if required:* Goods-Receipt-Based Invoice Verification
* No Evaluated Receipt Settlement
 | Delivery and Quantity Data is added. |  |
| 8 | Enter Condition Data | In the Condition section, choose Add.In the General Information area, make the following entries:* Valid From: Today
* Valid To: Today+1year
* Amount: 10
* Pricing Unit: 1
* Currency: EUR

Choose Apply. | Condition Data is added |  |
| 9 | Enter Reference Data (optional) | Optionally, you can enter reference data. | Reference data is added. |  |
| 10 | Save your data | Choose Save. | The purchasing info record is saved. |  |

# Overview Table

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

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Create Purchase Order Manually](#unique_14) [page ] 16 | Purchaser | Manage Purchase Orders (F0842A) | The Purchase Order is created. |
| [Monitor Confirmation/Situation](#unique_15) [page ] 19 | Purchaser | Monitor Supplier Confirmations (F2359) | The Monitor Supplier Confirmations (F2359) screen is displayed. |
| [Create Inbound Deliveries](#unique_16) [page ] 26 |
| [Option A: Create Inbound Delivery](#unique_17) [page ] 27 | Receiving Specialist | Inbound Deliveries for Purchase Orders (VL34) | The Generation of Inbound Delivery screen appears. |
| [Option B: Schedule Job for Inbound Delivery](#unique_18) [page ] 28 | Receiving Specialist | Schedule Inbound Delivery Creation (F2798) | A delivery creation job is scheduled. |
| [Confirm Quantities for Putaway](#unique_19) [page ] 29 | Receiving Specialist | Inbound Deliveries for Putaway (VL06IP) | The Inbound Deliveries for Putaway (VL06IP) Screen appears. |
| [Post Goods Receipt for Inbound Delivery](#unique_20) [page ] 30 |
| [Option A: Post Goods Receipt](#unique_21) [page ] 31 | Receiving Specialist | Post Goods Receipt for Inbound Delivery (F2502) | Goods receipt is posted. |
| [Option B: Schedule Job for Goods Receipt](#unique_22) [page ] 32 | Receiving Specialist | Schedule Goods Receipt for Inbound Deliveries (F2776) | A schedule goods issue for deliveries job is scheduled. |
| [Reverse Goods Receipt (Optional)](#unique_23) [page ] 33 | Receiving Specialist | Reverse Goods Receipt - Inbound Delivery (VL09) | The Reverse Goods Movement screen appears. |
| [Create Supplier Invoice](#unique_24) [page ] 34 |
| [Create Supplier Invoice with PO/GR relation](#unique_25) [page ] 34 | Accounts Payable Accountant | Create Supplier Invoice (F0859) | The Supplier Invoice is posted. |
| [Post Supplier Invoice](#unique_26) [page ] 36 | Accounts Payable Accountant | Supplier Invoices List (F1060A) | The Supplier Invoice is posted. |
| [Approve Supplier Invoice (Optional)](#unique_27) [page ] 37 | Accounts Payable Accountant - Procurement | Supplier Invoices List (F1060A) | The Supplier Invoices is approved. |

# Test Procedures

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

## Create Purchase Order Manually

In this activity, you create the purchase order. You have two options

Option A: Create Purchase Order with Confirmation

Option B: Create Purchase Order with Inbound Delivery

### Option A: Create Purchase Order with Confirmation

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 stock material directly.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori Launchpad as Purchaser. |  |  |
| 2 | Access the App | Open Manage Purchase Orders (F0842A) . | The Manage Purchase Order screen is displayed. |  |
| 3 | Enter Purchase Order data | Choose Create, and enter all of the necessary data.In General Information section:Supplier: 10300001Currency: EURPurchasing Organization:1010Purchasing Group:002Company Code: 1010In Items section, choose Create button and make the following entries:Material: TG0011Plant: 1010Storage Location: 101AQuantity: xNet Price: xClick this item, then choose Supplier Confirmations Control tab:Conf. Control: ConfirmationsChoose Apply. | The Create Purchase Order screen is displayed. |  |
| 4 | Save Purchase Order | Choose Order and when the purchase order number is displayed, write it down and record the delivery date for further use. | A new Purchase Order is created. Purchase Order Number is displayed. |  |

### Option B: Create Purchase Order with Inbound Delivery

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

You perform this activity when you want to display your Purchase Requisitions and assign them to a Source of Supply.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori Launchpad as Purchaser . |  |  |
| 2 | Access the App | Open Manage Purchase Orders (F0842A) . | The Manage Purchase Order screen is displayed. |  |
| 3 | Enter Purchase Order data | Choose Create, and enter all of the necessary data.In General Information section:Supplier: 10300001Currency: EURPurchasing Organization:1010Purchasing Group:002Company Code: 1010In Items section, choose Create button and make the following entries:Material: TG0011Plant: 1010Storage Location: 101AQuantity: xNet Price: xClick this item, then choose Supplier Confirmations Control tab:Conf. Control: Inbound DeliveryChoose Schedule Lines tab:Delivery Date: TodayChoose Apply. | The Create Purchase Order screen is displayed. |  |
| 4 | Save Purchase Order | Choose Save and when the purchase order number is displayed, write it down and record the delivery date for further use. | A new Purchase Order is created.Purchase Order Number is displayed.If the Purchaser Order needs to be approved, please refer the step Approve Purchase Order (Optional) in scope item J45 Procurement of Direct Materials. |  |

## Monitor Confirmation/Situation

Please use the the purchase order created in the step: [Option A: Create Purchase Order with Confirmation](#unique_29) [page ] 16

### Option A: Monitor Supplier Confirmations (Optional)

#### Monitor Supplier Confirmations (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This activity you can monitor purchase documents awaiting supplier confirmations.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Open the Fiori Launch Pad with the Purchaser role. | The Fiori Launch Pad is displayed. |  |
| 2 | Access the App | Open Monitor Supplier Confirmations (F2359) . | The Monitor Supplier Confirmations screen is displayed. |  |
| 3 | Search for Purchase Orders | Make the following filters in top filter bar then choose Go:Display Currency: EURConfirmation Category: INBOUND DELIVERY(LA)/Order Acknowledgment (AB) | The Purchase Document is displayed mentioning Scheduled date, Scheduled Quantity and Committed Quantity. |  |
| 4 | Display Purchase Order Item Details | Choose the individual line item of the Purchase Document where you want to display the PO details. | The Purchase Order Item screen is displayed. |  |
| 5 | Verify data displayed on the object page | Verify data displayed on the object page. | The data should be logically in sync with Purchase Order. |  |

#### Confirm Purchase Order (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

You perform this activity when you want to display your Purchase Requisitions and assign them to a Source of Supply.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Open the Fiori Launch Pad with the Purchaser role. | The Fiori Launch Pad is displayed. |  |
| 2 | Access the App | Open Change Purchase Order - Advanced (ME22N) . | The Create Purchase Order screen is displayed. |  |
| 3 | Enter Purchase Order data | Choose Other Purchase Order, then enter all of the necessary data.Pur. Order: the Purchase order number in step Create Purchase Order with ConfirmationChoose Other Document, then choose the Confirmations tab, and make below entries:CC ABD::DDelivery Date: choose date:Time: choose timeQuantity: the same as PO Quantity in the PO item | The Create Purchase Order screen is displayed. |  |
| 4 | Save Purchase Order | Choose Save. | The confirmation of Purchase Order is done |  |

#### Monitor Supplier Confirmations (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

You can monitor purchase documents awaiting supplier confirmations in this activity.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Open the Fiori Launch Pad with the Purchaser role. | The Fiori Launch Pad is displayed. |  |
| 2 | Access the App | Open Manage Purchase Orders (F0842A) . | The Manage Purchase Order screen is displayed. |  |
| 3 | Choose the Purchase Order | Make the following filters in top filter bar then choose Go:Click the right arrow of PO item, then choose Supplier Confirmations tab. | The Purchase order detail is displayed. |  |
| 4 | Verify data displayed on the object page | You can see this confirmation detail information. |  |  |

### Option B: Detect and React to Situation

#### Detect Critical Supply Situations(Optional)

Detect Critical Supply Situations

Note The system automatically detects critical supply situations, which refer to missing order acknowledgements. The detection process is automatically triggered by the system on a regular basis and indicates critical situations to the purchaser, using the notification functionality on the home screen. This enables the purchaser to proactively react to potential supply shortages and avoid negative implications to the business processes of the company.

#### React to Critical Supply Situations (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This activity you can monitor purchase documents awaiting supplier confirmations through the notification.

There is daily job which has been setup in the system, and this job is running every day. If you do not receive any notifications in this step, you should wait for the whole day for the notification generation.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Open the Fiori Launch Pad with the Purchaser role. | The Fiori Launch Pad is displayed. |  |
| 2 | Choose the notifications | Choose the Notifications icon which is at the top right of the Home screen.Choose the notifications: pending supplier confirmations (for example) which is generated by the system batch daily job. | The Monitor Supplier Confirmations screen is displayed. |  |
| 3 | Monitor Supplier Confirmations | On the Monitor Supplier Confirmations screen, use the following system default values:Display Currency: EURSupplier Confirmation Category: Order Acknowledgement(AB) default valuePurchasing Group:002Supplier: 10300001Purchasing Document: default value | The purchase order can monitor the supplier confirmation. |  |
| 4 | Search PO | Choose Go to search for the PO which is created in the previous step. |  |  |

#### Monitor the Supplier Delivery Deficit (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This activity you can monitor purchase documents awaiting supplier confirmations through the notification.

There is daily job which has been setup in the system, and this job is running every day. If you do not receive any notifications in this step, you should wait for the whole day for the notification generation.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Open the Fiori Launch Pad with the Purchaser role. | The Fiori Launch Pad is displayed. |  |
| 2 | Choose the notifications | Choose the Notifications icon which is at the top right of the Home screen.Choose the notifications: Supplier Delivery Deficit (for example) which is generated by the system batch daily job. | The Monitor Supplier Confirmations screen is displayed. |  |
| 3 | Check Supplier Delivery Deficit | On the Manage Purchase Order screen, you can check the detail of delivery of the purchase order. | The purchase order can monitor the supplier delivery detail information. |  |

## Create Inbound Deliveries

In this activity, you create the inbound deliveries. Please use the the purchase order created in the step: [Option B: Create Purchase Order with Inbound Delivery](#unique_30) [page ] 18

You have two options to create the inbound deliveries.

Option A: Create Inbound Delivery

Option B: Job Scheduling for Inbound Delivery Creation

You can choose either option A or option B to execute the inbound delivery creation. For more information, see the next two tasks.

Only choose option A or B (not both).

### Option A: Create Inbound Delivery

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 onto the SAP Fiori Launchpad using the Role Receiving Specialist . | The Fiori Launchpad is displayed. |  |
| 2 | Access the App | Open Inbound Deliveries for Purchase Orders (VL34) . | The Generation of Inbound Deliveries screen displays. |  |
| 3 | Create Inbound Delivery | Make the following entries then choose Execute:Document Number: XXX (Enter the purchase order number created in previous step)Delivery Date: XXX Delete the default date and enter the delivery date in purchase orderTest Run: uncheckedThe Inbound Delivery Number is displayed, write it down for further use. | A new Inbound Delivery is created.The Inbound Delivery Number is displayed. |  |

### Option B: Schedule Job for Inbound Delivery

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 process step, you can schedule a background job for creating inbound deliveries.

This app can be used as an alternative instead of the manual creation of inbound deliveries.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1. | Log on | Log onto the SAP Fiori Launchpad using Role Receiving Specialist . | The SAP Fiori Launchpad displays. |  |
| 2. | Access the App | Open Schedule Inbound Delivery Creation (F2798) . | The Application Jobs screen is displayed. The app automatically shows the history of application jobs. |  |
| 3. | Create Delivery Creation Schedule | Choose New to define a new job. | The New Job screen displays. Job Template should default as Schedule Inbound Delivery Creation. |  |
| 4. | Job Parameters | Define scheduling options and parameters for the batch job if necessary, then choose Check.Start Immediately: SelectedDocument Number: XXX Enter the purchase order numberDelivery Date to: XXX Delete the default date and enter the delivery date in purchase orderTest Run: Deselected | The system displays the message You can go ahead and schedule the job. |  |
| 5. | Schedule | Choose Schedule. | A delivery creation job is scheduled. Screen back to Application Jobs. |  |
| 6. | Check Delivery Creation Job Log | In screen Application Jobs, after job item’s status turned to Finished, choose Status symbol in column Log.Note Click Magnifier, the job list will refresh. | Screen goes to job log details. |  |

## Confirm Quantities for Putaway

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This activity confirms that all the materials have been put away in the correct quantities.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori Launchpad using the Role Receiving Specialist . | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Inbound Deliveries for Putaway (VL06IP) . | The Inbound Deliveries for Putaway screen displays. |  |
| 3 | Enter inbound delivery number | Make the following entries then choose Execute:Delivery Date: Delete the default dateInbound Delivery: XXX | The selected Inbound Delivery displays. |  |
| 4 | Change the inbound delivery | Select Inbound deliveries and click Change Inbound Deliveries. | The Inbound Delivery XXX Change: Overview screen displays. |  |
| 5 | Confirm Quantities for Putaway | In Item Overview tab, input the Putaway Qty: XXXNote The put away quantity should equal to the delivery QtyAnd choose Save. | Back to the Inbound Deliveries for Putaway screen and Inbound Delivery XXX has been saved message displays. |  |

## Post Goods Receipt for Inbound Delivery

In this activity, you post goods receipt for inbound deliveries. You have two options to post goods receipt for inbound deliveries:

Option A: Post Goods Receipt

Option B: Scheduling Job for Goods Receipt for Inbound Deliveries

You can choose either option A or option B to execute the inbound delivery creation. For more information, see the next two tasks.

### Option A: 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. |

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori Launchpad using the Role Receiving Specialist . | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Open Post Goods Receipt for Inbound Delivery (F2502). | The Goods Receipt screen displays. |  |
| 3 | Enter inbound delivery number | Make the following entries then choose Enter:Enter Inbound Delivery Number: XXX | The Goods Receipt screen displays.The selected Inbound Deliveries are shown. |  |
| 4 | Change the inbound delivery | Select item for this inbound delivery. Choose Post. | The Goods Receipt is posted.A success message is shown. |  |

### Option B: Schedule Job for 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 process step, you can schedule a background job for goods receipt posting with reference to inbound deliveries.

This app can be used as an alternative instead of the manual goods receipt posting for inbound deliveries.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1. | Log on | Log onto the SAP Fiori Launchpad using Role Receiving Specialist . | The SAP Fiori Launchpad displays. |  |
| 2. | Access the App | Open Schedule Goods Receipt for Inbound Deliveries (F2776) . | The Application Jobs screen is displayed. The app automatically shows the history of application jobs. |  |
| 3. | Create Goods Issue Deliveries Schedule | Choose New to define a new job. | The New Job screen displays. Job Template should default as Schedule Goods Receipt for Inbound Deliveries. |  |
| 4. | Job Parameters | Define scheduling options and parameters for the batch job if necessary, then choose Check.Start Immediately: SelectedInbound Delivery: XXX Enter the inbound delivery numberDelivery Date: Enter the delivery date in Inbound delivery | The system displays the message You can go ahead and schedule the job. |  |
| 5. | Schedule | Choose Schedule. | A schedule goods issue for deliveries job is scheduled. Screen back to Application Jobs. |  |
| 6. | Check Goods Issue Deliveries Job Log | In screen Application Jobs, after job item’s status turned to Finished, choose Status symbol in column Log.Note Click Magnifier, the job list will refresh. | Screen goes to job log details. |  |

## Reverse Goods Receipt (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

Goods ordered by a purchase order arrive at warehouse. The goods receipt is to be posted regarding the inbound delivery.

Reverse goods receipt is an optional step. But if you process this step, then you have to proceed with step: [Post Goods Receipt for Inbound Delivery](#unique_20) [page ] 30.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori Launchpad using the Role Receiving Specialist . | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Open Reverse Goods Receipt - Inbound Delivery (VL09) . | The Reverse Goods Movement Screen appears. |  |
| 3 | Enter inbound delivery number | Make the following entries then choose Execute:Inbound/Outbound Delivery: XXX | The selected Inbound Delivery is shown. |  |
| 4 | Reverse the Inbound Delivery | Select the inbound delivery and choose Reverse.A confirmation prompt is shown and choose Continue. | The selected Inbound Delivery is reversed. A successful error log is shown up. |  |

## Create Supplier Invoice

### Create Supplier Invoice with PO/GR relation

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 role. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Open Create Supplier Invoice (F0859). | The Create Supplier Invoice screen displays. |  |
| 3 | Enter General Data | In case of purchase orders created with local currency in your system, make the following entries.Transaction: InvoiceCompany Code: 1010Reference: Enter the reference document number of the supplier for example: 10300001Gross Invoice Amount : XXXCurrency: EURInvoice Date: TodayPosting DateTodayBaseline Date: : Today (in Payment tab)Invoice Party: 10300001 |  |  |
| 4 | Enter Purchase Order References | In Purchase Order References, make the following entries (use a PO you created previously) and Press Enter key.Make the following entries (use a PO you created previously).References Document Category: Purchase Order/ Scheduling AgreementPurchase 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 and delivery costs items which refer to the entered purchase order document. Check if items for planned delivery costs have an item text. |  |
| 6 | Check the Purchase Order 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. Check the balance (difference between the calculated amount and the gross Amount you entered in step 3). | The balance should be zero (or within the defined tolerance). |  |
| 9 | Simulate Supplier Invoice and Check Messages | Choose the Simulate button.You can check the simulation results in Simulation Overview and Simulation Details area. Choose Back. | The supplier invoice is simulated. |  |
| 10 | Save as Completed Invoice | Choose the Save as Completed.You can choose Park to park the invoice first. After that, you can edit the created supplier invoice to choose Save as Completed. | The system displays the message that the invoice xxx saved as completed. |  |

### Post Supplier Invoice

Purpose

In this step, a supplier invoice is posted

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 Supplier Invoices List (F1060A) . | The Supplier Invoices list screen is displayed. |  |
| 3 | Filter Supplier Invoice List | Fill in search criteria fields, and click on Go button.Invoicing Party: 10300001Invoice Document No.created in previous step | The Supplier Invoices list is displayed. |  |
| 4 | Check Supplier Invoice Detail | In the list of the Supplier Invoices, select an Invoice Document by clicking the entire row, which is blocked for payment. | The invoice document is displayed. |  |
| 5 | Edit the Invoice | Choose Edit. | The invoice is edited. |  |
| 6 | Post the invoice | Choose Post. | The invoice is posted. |  |
| 7 | Back to SAP Fiori Launch Pad | Choose the Home button to go back to the SAP Fiori launchpad. | The SAP Fiori launchpad is displayed. |  |

## Approve Supplier Invoice (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this step, a supplier invoice is approved.

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 Supplier Invoices List (F1060A) . | The Supplier Invoices list screen is displayed. |  |
| 3 | Filter Supplier Invoice List | Fill in search criteria fields or leave them blank, and choose Go. | The Supplier Invoices list is displayed. |  |
| 4 | Check Supplier Invoice Detail | In the list of the Supplier Invoices, select an Invoice Document by clicking the entire row, which is blocked for payment. | The invoice document is displayed. |  |
| 5 | Release the Invoice | Choose Release. | The invoice is released. |  |
| 6 | Back to SAP Fiori Launch Pad | Choose Home to go back to the SAP Fiori launchpad. | The SAP Fiori launchpad is displayed. |  |

# Appendix

## Process Integration

The process to be test 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 |
| Accounts Payable-(J60) | Outgoing Payment |

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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