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|  |  |
| Test Script  SAP S/4HANA - 21-08-20 | public |
| Purchase Order Accruals (2VB\_DE) |

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# Purpose

Accruals must be posted when liabilities occurred to a third party and related costs are not yet posted. This process supports the typical period-end closing activity accruals postings.

Based on the SAP S/4HANA Accrual Engine, this solution offers flexible configuration options for calculating and posting the purchase order accruals. It also provides the option to review the monthly accrual amounts and supports monitoring and the approval of accruals.

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 |
| General Ledger Accountant | SAP\_BR\_GL\_ACCOUNTANT | General Ledger | SAP\_BR\_GL\_ACCOUNTANT |  |
| Cost Accountant - Overhead | SAP\_BR\_OVERHEAD\_ACCOUNTANT | Overhead Accounting | SAP\_BR\_OVERHEAD\_ACCOUNTANT |  |
| Purchaser | SAP\_BR\_PURCHASER | Operational Purchasing | SAP\_BR\_PURCHASER |  |

## Master Data and Organizational Data

Default Values

The organizational structure and master data of your company was 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.

The business process is enabled with this organization-specific master data, examples are provided in the next section.

Using Your Own Master Data

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| Master Data | Sample Value | Details | Comment |
| Company Code | 1010 |  |  |
| Chart of Accounts | YCOA |  |  |
| Controlling Area | A000 |  |  |
| Cost Center | 10101001 |  |  |

For more information on creating 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 ID | Description |
| BNM | Create Cost Center and Cost Center Group |
| BNG | Create G/L Account and Cost Element |
| BNH | Create Profit Center |

## Preliminary Steps

### Create Purchase Order

Purpose

In this activity, you create a purchase order item with an account assignment.

By default, accruals are only created for purchase orders that have Document Type NB and Item Category <empty>. The purchase order must represent the purchase of a consumable product, i.e., the purchase order must have an account assignment.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Purchaser. |  |  |
| 2 | Access the SAP Fiori App | Open Create Purchase Order - Advanced (ME21N). | The Create Purchase Order screen displays. |  |
| 3 | Enter Supplier | Make the following entry:  Supplier: 10300001 |  |  |
| 4 | Expand Header | Choose Expand Header. |  |  |
| 5 | Enter Organizational Data | Navigate to the Org. Data tab and make the following entries:   * Purchasing Organization: 1010 * Purchasing Group: 001 * Company Code: 1010 |  |  |
| 6 | Enter Item Data | In the item section, make the following entries:   * Acct Ass. Cat.: K (Cost center) * Material: TG0011 * PO Quantity: for example, 10 * Order Unit: PC * Delivery Date: <current date> * Net Price: for example, 100 * Currency: EUR * Plant: 1010 |  |  |
| 7 | Enter Account Assignment for Item | Select the item and choose Choose PO Item.  Navigate to Account Assignment and make the following entries:   * G/L Account: 51100000 * Cost Center: 10101101 |  |  |
| 8 | Save | Choose Save. | The purchase order is created. Note down the purchase order number. |  |

### Approve Purchase Order

Purpose

In this procedure, you release a purchase order.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Open 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 created purchase orders displays. |  |
| 3 | Search for Purchase Order | Enter the purchase order number in the search area, then choose Search. |  |  |
| 4 | Release Purchase Order | Select the purchase order and choose Approve. | The Submit Decision screen displays. |  |
| 5 | Approve the Purchase Order | Choose Submit. | The purchase order is approved. |  |

# 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 | App/Transaction | Expected Results |
| [Manage Workflows for Purchase Order Accruals Review](#unique_9) [page ] 9 | General Ledger Accountant | Manage Workflows for PO Accruals Review (F2190) |  |
| [Transfer Purchase Orders (Optional)](#unique_10) [page ] 10 | General Ledger Accountant | Schedule Accruals Jobs (F3778) |  |
| [Propose Periodic Accruals](#unique_11) [page ] 12 | General Ledger Accountant | Schedule Accruals Jobs (F3778) |  |
| [My Inbox - Review Purchase Order Accruals](#unique_12) [page ] 13 | Purchaser | My Inbox - All Items (F0862) |  |
| [Review Purchase Order Accruals for Cost Accountant](#unique_13) [page ] 14 | Cost Accountant - Overhead | Review Purchase Order Accruals - For Cost Accountant (F3552) |  |
| [Post Periodic Accruals](#unique_14) [page ] 16 | General Ledger Accountant | Schedule Accruals Jobs (F3778) |  |
| [Analyze Accrual Postings](#unique_15) [page ] 18 | General Ledger Accountant | Analyze Accrual Postings (F3732) |  |
| [Display Purchase Order Accruals](#unique_16) [page ] 19 | General Ledger Accountant | Display Purchase Order Accruals (F3928) |  |

# Test Procedures

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

## Manage Workflows for Purchase Order Accruals Review

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 determine the workflow for purchase order accruals.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Workflows for PO Accruals Review (F2190). | The Manage Workflows screen displays. |  |
| 3 | Create New Workflow | Choose Add. | The New Workflow screen displays. |  |
| 4 | Enter Data | Make the following entries:  Header section:  Name: for example, Workflow for PO Accruals  Start Conditions section:  Company Code: 1010 |  |  |
| 5 | Create New Step | In the Step Sequence section, choose Add | The New Step screen displays |  |
| 6 | Add Step | Make the following entries and choose Add:  Header section:  Step Type: Review Purchase Order Accrual  Recipients section:  Assignment By: for example, Role  Role: for example, Determined automatically |  |  |
| 7 | Save Workflow | Choose Save. | The workflow is saved. |  |
| 8 | Activate Workflow | Select the workflow and choose Activate. | The workflow is activated. |  |

## Transfer Purchase Orders (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 transfer purchase orders to the accrual engine.

This activity must only be performed if the system already contains purchase orders prior to the activation of this scope item. This action must only be performed once.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Schedule Accruals Jobs (F3778). | The Application Jobs screen displays. |  |
| 3 | Create a new job | Choose Create. | The New Job screen displays. |  |
| 4 | Enter data | Make the following entries and choose Schedule:  Template Selection section:  Job Template: Accrual Engine For POs - Transfer Purchase Orders to Accrual Engine  Job Name: Accrual Engine For POs - Transfer Purchase Orders to Accrual Engine  Choose Step 2.  Scheduling Options section:  Start immediately: Selected  Choose Step 3.  Parameters:   * Company Code: 1010 * Purchase Order: <optional> * Purchase Order Item: <optional> * Purchase Order created from: <optional> | The job is created and started immediately. |  |

## Propose Periodic Accruals

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 schedule purchase order accruals.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Schedule Accruals Jobs (F3778). | The Application Jobs screen displays. |  |
| 3 | Create a new job | Choose Create. | The New Job screen displays. |  |
| 4 | Enter data | Make the following entries and choose Schedule:  Template Selection section:  Job Template: Accrual Engine For POs - Propose Period Amounts  Job Name: Accrual Engine For POs - Propose Period Amounts  Choose Step 2.  Scheduling Options section:  Start immediately: Selected  Choose Step 3.  Parameters:   * Last Day of Period: <date> * Company Code: 1010 * Ledger Group: <optional> * Accrual Object: <optional> * Accrual Subobject: <optional> * Accrual Item Type: <optional> | The job is created and started immediately. |  |

## My Inbox - Review Purchase Order Accruals

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 review the accrued purchase orders.

Note Only items with the review type E (Explicit review required) will appear in My Inbox for manual review.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Purchaser. |  |  |
| 2 | Access App | Open My Inbox - All Items (F0862). |  |  |
| 3 | Change the Purchase Order | On the left side of the screen, select the purchase order item for review and make the following changes:  Revised Planned Costs: for example, 10000  Adjustment Reason: for example, Proposed accrual amount was too high (S1) | Note The accrual value can also be changed by changing the Percentage of Completion, which directly changes the Revised Planned Costs. |  |
| 4 | Save | Choose Confirm. | The new purchase order item accrual value is saved. |  |

## Review Purchase Order Accruals for Cost Accountant

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 follow a four-eyes principle, managers in accounting need an overview of all critical tasks and milestones during financial close. These should allow for steps to be taken to ensure quality and timeliness, and to be reviewed and approved. Each task and milestone subject to approval must be shown with all result objects and all relevant attributes. This ensures that overall period closing or year-end closing is done in time, ready for legal reporting, and with completeness and correctness of books.

Note There are three different review types for accruals items:

* A (Automatically reviewed: Amount is below upper threshold)
* B (No review required: Amount is below lower threshold)
* E (Explicit review required)

Only items with the review type E (Explicit review required) must be manually reviewed.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Cost Accountant - Overhead. |  |  |
| 2 | Access App | Open Review Purchase Order Accruals - For Cost Accountant (F3552). |  |  |
| 3 | Display the Purchase Order List | Make the following entries and choose Go:  Fiscal Period: for example, <current period>  Year: for example, <current year>  Company Code: 1010  Review Type: E (Explicit review required) | The purchase order list for review is displayed.  The purchase orders are displayed in a tabular view:   * All: displays reviewed and unreviewed purchase orders * Unreviewed: displays the purchase orders that are not reviewed * Review Finished: displays the reviewed purchase orders |  |
| 4 | Unreviewed Purchase Orders | Choose the Unreviewed tab. |  |  |
| 5 | Review Purchase Orders | Select a purchase order and choose Edit. | The Edit Accruals Items screen displays. |  |
| 6 | Edit Purchase Order Accrual Value Manually | Change the following entries and choose Confirm and Save:  Revised PoC: for example, 90%  Adjustment Reason: for example, S1 (Proposed accrual amount was too high) | Note The accruals values can also be changed by changing the Revised Costs (TC), which directly changes the Revised PoC.  The purchase order is saved with the new accruals values. |  |
| 7 | Confirm Review | Select a purchase order and choose Confirm Review. | The purchase order is reviewed and displays on the Review Finished tab. |  |

## Post Periodic Accruals

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you post the accrued purchase orders.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Schedule Accruals Jobs (F3778). | The Application Jobs screen displays. |  |
| 3 | Create a new job | Choose Create. | The New Job screen displays. |  |
| 4 | Enter data | Make the following entries and choose Schedule:  Template Selection section:  Job Template: Accrual Engine For POs - Periodic Posting Run  Job Name: Accrual Engine For POs - Periodic Posting Run  Choose Step 2.  Scheduling Options section:  Start immediately: Selected  Choose Step 3.  Parameters:   * Last Day of Period: <date> * Company Code: 1010 * Ledger Group: <optional> * Accrual Object: <optional> * Accrual Subobject: <optional> * Accrual Item Type: <optional> | The job is created and started immediately. |  |

## Analyze Accrual Postings

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 app enables access to key information for monitoring purchase order accruals. A range of filters provides a customizable overview of accrual postings.

The Line Item Type filter is set to display Offsetting Line Items by default.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Analyze Accrual Postings (F3732). | The Analyze Accrual Postings screen displays. |  |
| 3 | Maintain Selection | Using the Compact Filter, enter the following in the filter bar and choose Go:  Display Currency: EUR  Ledger: 0L  Company Code: 1010  Fiscal Period: for example, <current period>  Fiscal Year: for example, <current year>  Line Item Type: Offsetting Line Items |  |  |

## Display Purchase Order Accruals

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 app enables a comprehensive overview of purchase order accruals. You can view details of individual purchase orders and line items, e.g., their lifecycle, review history, and account assignment.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a General Ledger Accountant. |  |  |
| 2 | Access the SAP Fiori App | Open Display Purchase Order Accruals (F3928). | The Display Purchase Order Accruals screen displays. |  |
| 3 | Maintain Selection | Enter the following in the filter bar and choose Go:  Company Code: 1010  Lifecycle Status: P (In Process)  Cost Center: <optional> |  |  |
| 4 | Display Purchase Order Item | Select a purchase order item of a purchasing document from the list and choose Details. | The details of <purchasing document> - <item> - <account assignment number> display.  You can view the account assignment of the purchase order item under Account Assignments. |  |
| 5 | Display Review History | Under Item Data, choose Details of the accrual item listed. | The Accruals Overview and Review History display. |  |

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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