|  |  |
| --- | --- |
|  |  |
| Test Script  SAP S/4HANA - 04-09-20 | public |
| Procurement of Materials with Variant Configuration (2XU\_DE) |

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# Purpose

This scope item shows a Procurement scenario using the Advanced Variant Configuration. Variant configuration is an important tool in the manufacturing process. Improve your company's product Engineering, Sales, Procurement, and Manufacturing performance with SAP software for integrated advanced variant configuration and classification. Enable your business process to handle highly individualized products in sales, Procurement and Manufacturing.

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 |
| Product Configuration Modeler | SAP\_BR\_PRODUCT\_CONFIG\_MODELER | Variant Configuration | SAP\_BR\_PRODUCT\_CONFIG\_MODELER |  |
| Configuration Expert - Business Process Configuration | SAP\_BR\_BPC\_EXPERT | Business Process Configuration | SAP\_BR\_BPC\_EXPERT |  |
| 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 |  |  |  |
| Purchasing Manager | SAP\_BR\_PURCHASING\_MANAGER |  |  |  |
| Production Planner | SAP\_BR\_PRODN\_PLNR | Production Planning | SAP\_BR\_PRODN\_PLNR |  |

## Master Data and Organizational Data

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | Details | Comments |
| Material | CM-MLFL-KM-VXX | Multi-Level Forklifter |  |
| Material | SF-FL-FORKSEAT-VXX | Seat Type of Fork lifter(HALB) | Initial stock posting required |
| Material | SF-FL-COMB | Forklift Base Combustion Model | Initial stock posting required |
| Material | SF-FL-ELECTRIC | Forklift Base Electrical Model | Initial stock posting required |
| Material | SF-FL-CWEIGHT | Forklift Counterweight Plate | Initial stock posting required |
| Material | SF-FL-TIRE-CUSH | Forklift Cushion Tire | Initial stock posting required |
| Material | SF-FL-TIRE-PNEU | Forklift Pneumatic Tire | Initial stock posting required |
| Plant | 1010 | Plant 1 DE |  |
| Storage Location | 101A | Std. storage 1 |  |
| Storage Location | 101B | Std. storage 2 |  |
| Supplier | 10300001 | Domestic 10 Supplier 1 | If you want to send form print outs via e-mail in stead of using the print functionality make sure that you have maintained a valid e-mail address in the supplier master data. |
| Company Code | 1010 | Company Code 1010 |  |
| Purchase Organization | 1010 | Purch. Org. 1010 |  |
| Purchase group | 001 | Group 001 |  |

Bill of Material Structure

This overview shows the bill of material structure and the usage of each component if you have activated all optional enhancements.

This is a super BOM list for configurable materials. Not all components necessarily used in production order.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Material | Level | Material Type | Unit | Characteristics of Material | Optional Enhancements |
| CM-MLFL-KM-VXX | 0 | KMAT | PC | Multi-Level Forklifter |  |
| SF-FL-COMB | 1 | HALB | PC | Forklift Base Combustion Model |  |
| SF-FL-ELECTRIC | 1 | HALB | PC | Forklift Base Electrical Model |  |
| SF-FL-CWEIGHT | 1 | HALB | KG | Forklift Counterweight Plate |  |
| SF-FL-TIRE-CUSH | 1 | HALB | PC | Forklift Cushion Tire |  |
| SF-FL-TIRE-PNEU | 1 | HALB | PC | Forklift Pneumatic Tire |  |
| SF-FL-FORKSEAT-VXX | 1 | HALB | PC | Seat Type of Fork lifter(HALB) |  |

Application Groups

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | Details | Comments |
| Application Groups | MM | Purchase Order |  |

Characteristic Display

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | Details | Comments |
| Characteristic Display | MM\_FK\_ST | Assigned Characteristics:  Seat Type  Standard Value  Seat Color |  |

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

|  |  |
| --- | --- |
| MDS | Description |
| BND | Create Customer Master |
| 2NI | Create Application Group and Characteristic Display |
| 2T7 | Create Product Master of Type "Configurable Material" |
| BHD | Create Purchasing Info Record |

## Business Conditions

Before this test script can be tested, the following business conditions must be met.

|  |  |
| --- | --- |
| Scope Item | Business Condition |
| BNZ – Create New Open MM Posting Period | Complete all relevant steps. |
| BHD – Create Purchasing Info Record | Refer to the chapter Create Purchasing Info Record to create the Info Record for this Scope Item (for more information, see Preliminary Steps). |
| 1YT – Make-to-Order Production with Variant Configuration | To run through this test script, the Purchase Requisition must be created by Material Requirements Planning (MRP).  Run through the 1YT Make-to-Order Production with Variant Configuration process(for more information, see Preliminary Steps). |

## Preliminary Steps

### Variant Pricing Configuration

#### Create Characteristic

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori Launchpad as a Product Configuration Modeler. | The SAP Fiori Launchpad is displayed. |  |
| 2 | Access the app | Open Manage Characteristics (CT04). | The Characteristics screen is displayed. |  |
| 3 | Enter the characteristic name | Make the following entry and choose Create:   * Characteristic: AVC\_CR\_VAR\_PRICE\_VXX | The Create Characteristic screen is displayed. |  |
| 4 | Enter basic data | On the Basic data tab, make the following entries.  In the Basic data section:   * Description: Variant Pricing * Status: Released (default)   In the Format section:   * Data Type: Character Format * Number of Chars: 20   In the Value Assignment section:   * Select the Multiple Values radio button. | Basic data is added. |  |
| 5 | Enter additional data | On the Addnl data tab, make the following entries.  In the Reference to Table Field section:  Table Name: MMCOM  Field Name: VKOND | Additional data is added. |  |
| 6 | Save the characteristic | Choose Save. | The characteristic is created. |  |

#### Maintain Class

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori Launchpad as a Product Configuration Modeler. | The SAP Fiori Launchpad is displayed. |  |
| 2 | Access the app | Open Manage Classes (CL02). | The Class screen is displayed. |  |
| 3 | Enter the class name | Make the following entries and choose Change:  Class: AVC\_CL\_FORKSEAT\_VX  Class type: 300 | The Create Class screen is displayed. |  |
| 4 | Add the new characteristic | On the Char. tab, add the characteristic AVC\_CR\_VAR\_PRICE\_VXX and choose Save. | The characteristic is added. |  |

#### Create Dependency

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori Launchpad as a Product Configuration Modeler. | The SAP Fiori Launchpad is displayed. |  |
| 2 | Access the app | Open VC Modeling Environment (PMEVC). | The Initial Screen of Variant Configuration Modeling Environment screen is displayed. |  |
| 3 | Enter the configuration model data | On the initial screen, make the following entries and choose Enter Model.   * Material: SF-FL-FORKSEAT-VXX * Class Type: 300 (Default) | The Create Characteristic screen is displayed. |  |
| 4 | Create new dependency | Right-click the profile AVC\_CP\_FORKSEAT\_VXX in the object list and choose Create Dependency – Global (Reusable).  On the Create Dependency on Configuration Profile screen, make the following entries:   * Dependency: AVC\_AIR\_SEATTYPE * Dependency Type: Procedure   Choose Continue.  On the Basic data tab, make the following entries.   * Description: Dependency for the Seat Type * Status: In Preparation   On the Editor tab:  Add the following formula:  $SELF.AVC\_CR\_VAR\_PRICE\_VXX = 'AVC\_AIR\_SEATTYPE'  IF $SELF.AVC\_CR\_SEATTYPE\_VXX = 'AIR',  $SELF.AVC\_CR\_VAR\_PRICE\_VXX = 'AVC\_HVY\_SEATTYPE'  IF $SELF.AVC\_CR\_SEATTYPE\_VXX = 'HVY'  Choose Save.  Go back to the Basic Data tab and choose Edit. Change the Status from In Preparation to Released.  Choose Save. | The dependency is created. |  |

### Create Purchasing Info Record

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori Launchpad as a Purchaser. | The SAP Fiori Launchpad is displayed. |  |
| 2 | Access the app | Open Create Purchasing Info Record (ME11) app. | The Create Info Record: Initial Screen is displayed. |  |
| 3 | Enter the info record data | Make the following entries:   * Supplier: 10300001 * Material: SF-FL-FORKSEAT-VXX * Purchasing Organization : 1010 * Plant: 1010 * Info category: Standard (Default)   Choose Enter. | The Create Info Record: General Data screen is displayed. |  |
| 4 | Enter Purchasing Data | Choose Purch. Org. Data 1 and make the following entries:  Pl. Deliv. Time: 2(Default)  Purch. Group : 001(Default)  Standard Qty: 1(Default)  Tax Code: V1  When the TDT 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 is activated and 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.  Net Price: 3,100 | Purchasing Data is added. |  |
| 5 | Create the variant condition | Choose Variant Conditions, enter the variant condition name AVC\_AIR\_SEATTYPE and choose Choose. | Overview of Condition Types screen is displayed. |  |
| 6 | Enter condition record data | Double-click PVA1. On the Validity Periods: Conditions screen, choose Choose and make the following entries:   * Material: SF-FL-FORKSEAT-VXX * Variant: AVC\_AIR\_SEATTYPE * Amount: 20   Make a new entry:   * Material: SF-FL-FORKSEAT-VXX * Variant: AVC\_HVY\_SEATTYPE * Amount: 30 | The condition records are created. |  |
| 7 | Save your data | Choose Save. | A purchasing info record is saved. |  |

### Maintain Characteristic Display for Procurement

Purpose

You need to create the Characteristic Display for Procurement first, so that it can be choosed during the Purchase Order creation. Then the Characteristic Values will be displayed for the purchase item on the screen. You can check and skip this step if the entries exit already.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori Launchpad as a Product Configuration Modeler. | The SAP Fiori Launchpad is displayed. |  |
| 2 | Access the App | Open Maintain Char. Display for Configuration (CU\_CHAR\_DISPLAY) | The Change View “Application Group”: Overview screen is displayed. |  |
| 3 | Create Application Group | Choose New Entries on the upper left side of the screen. Make the following entries on the right:  Transact. : Purchase Order  Appl. Grp : MM  Choose Save. | The Application Group is created. |  |
| 4 | Create Characteristic Display | Double click the entry of Characteristic Display on the left side. Choose New Entries on the upper left side of the screen. Make the following entries on the right:  Char. Display: MM\_FK\_ST  Description : Purchase Fork Lifter Seat  Appl. Grp : MM  Choose Save. | The Characteristic Display is created. |  |
| 5 | Assignment to the Characteristic Values | Check the checkbox of the entry of Char. Display created previously, and double click the entry of Characteristic Assignment on the left side. Choose New Entries on the upper left side of the screen. Make the following entries on the right:  Seq. : 0  Characteristic Name : AVC\_CR\_SEATTYPE\_VXX  Col.: 6  Make two more entries:  Seq. : 1  Characteristic Name : AVC\_CR\_SEAT\_COLOR\_VXX  Col.: 6  Characteristic Name : AVC\_CR\_VAR\_PRICE\_VXX  Col.: 20  Choose Save. | The Characteristic Values are assigned to the Characteristic Display. |  |

### Create Purchase Requisition by MRP

Purpose

The BOM Component (SF-FL-FORKSEAT-VXX) is purchased externally. The Purchase Requisition must be created from Sales Order and Material Requirements Planning (MRP) run.

For this scenario, you can refer to the 1YT Make-to-Order Production with Variant Configuration scope item as prerequisites.

Procedure

1. Run through the following steps to create the Sales Order.

The steps can be referred to the chapter Make to Order Production with Multilevel Configurable Material - Create Sales Order with Configurable Material in the 1YT Make-to-Order Production with Variant Configuration scope item.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Internal Sales Representative. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Open Manage Sales Orders (F1873). | The Manage Sales Orders (F1873) screen displays. |  |
| 3 | Navigate to Create Sales Order Screen | On Manage Sales Orders (F1873) screen, choose Create Sales Orders - VA01. |  |  |
| 4 | Enter the Order type OR (Standard Order) | On the Create Sales Order: Initial Screen, make the following entries and choose Enter:   * + Order Type: OR   + Sales Organization: 1010   + Distribution Channel: 10   + Division: 00 |  |  |
| 5 | Enter Order Details | On the Create Standard Order: Overview screen, make the following entries and press Enter:   * + Sold To party: 10100001   + Ship To party: 10100001   + Cust. Reference: Reference number Enter a customer purchase order number as reference   + Rep. Deliv. Date: <Current date - 5 days>   + Material Number: CM-MLFL-KM-VXX   + Quantity: for example, 1 PC   + Note If you want to create billing plan for this sales order, manually enter the following value as well. If not, press Enter.   ItCa (Item category): CBTD |  |  |
| 6 | Enter Characteristic Value for Header Material | On the Variant Configuration screen, choose Default Group. Select value for characteristics below:   * + Lifter Model: <Heavy, Standard>   + Power Source: <Combustion, Electrical>. Combustion displays as default value.   + Choose Technical and select value for other characteristics.   + Wheel Type: <Cushion Tires, Pneumatic Tires>   + Fork Size: <Small, Normal, Large>   + Counterweight (KG): <1.000, 2.000, 5.000>   + Battery Capacity(Ah) : <50, 80, 140>   The combination of value for characteristic is constrained by Constraint Net. Only the following combinations are acceptable.  Combination One:   * + Lifter Model: Heavy   + Power Source: Combustion   + Counterweight (KG): <5.000> is filled in automatically   + Wheel Type: Cushion Tires or Pneumatic Tires   + Fork Size: Small or Medium or Large   Combination Two:   * + Lifter Model: Standard   + Power Source: Combustion   + Wheel Type: Cushion Tires is filled in automatically   + Fork Size: Small or Normal or Large   + Counterweight (KG): 1.000 or 2.000   Combination Three:   * + Lifter Model: Standard   + Power Source: Electrical   + Wheel Type: Cushion Tires is filled in automatically   + Fork Size: Small or Normal or Large   + Counterweight (KG): 1.000 or 2.000   + Battery Capacity(Ah): 50 or 80 or 140 (140 only available when fork size is L) |  |  |
| 7 | Enter Characteristic value for Component Material | Choose Toggle Structure Panel icon on the top right corner.  Choose product SF-FL-FORKSEAT-VXX in the Configuable item panel.  Choose value for the following characteristic and choose Done.   * + Seat Color: Black, White or Grey   + Seat Type: Standard, Heavy Duty, or Air suspension   Note Heavy Duty is only selectable if the fork lifter model is Heavy. | Configurable item panel displays. |  |
| 8 | Save Document | Choose Save. Make a note of the sales order number: \_\_\_\_\_\_\_\_\_\_. | The order is saved.  Note If the sales order might require approval, please refer to scope item Sell from Stock (BD9), and complete the activities of Process Sales Order Approval. |  |

1. Run through the following steps to run the MRP.

The steps can be referred to the chapter Make to Order Production with Multilevel Configurable Material - Manufacturing Steps Production Order Processing in the 1YT Make-to-Order Production with Variant Configuration scope item.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the SAP Fiori launchpad as a Production Planner. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Open Schedule MRP Runs (F1339). | The Application Jobs screen is displayed. |  |
| 3 | Enter the Basic Parameters for New Job | Choose Add above the table.  On the New Jobs screen, make the following entries:  Job Template: Material Requirement Planning (MRP)  Job Name:MRP for CM-MLFL-KM-VXX  Start Schedule Immediately: X  Plant: 1010  Material :CM-MLFL-KM-VXX  Changed BOM Components: X  Planning Mode: 1 |  |  |
| 4 | Enter the Scheduling Parameters for New Job | Choose Define Recurrence Pattern.  On the Scheduling Information screen, make the following entries:  Start Schedule Immediately: X  Recurrence Pattern: Single Run  Choose OK. |  |  |
| 5 | Schedule New Job | On the New Jobs screen, choose Schedule. | The new job is created and is displayed in the table of Application Jobs. |  |
| 6 | Refresh the Application Jobs list | To check the status of the jobs created by you, choose Go on the upper right part of the screen. | The Application Jobs table refreshes. |  |

1. Find the Purchase Requisition created by MRP run.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log on to the SAP Fiori launchpad as a Production Planner. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Open Monitor Material Coverage - Net / Individual Segments (F2101). | The Monitor Material Coverage - Net and Individual Segments screen is displayed. |  |
| 3 | Select the Material | Select the checkbox of the following entry and choose Manage Materials.  Material: SF-FL-FORKSEAT-VXX  Individual Segment: CustSt xxxxxxxx-10 (the quotation or sales order number created by you  If the expected entry can't be found, choose the user icon on the upper right corner, and choose MRP Settings.  On the MRP Settings screen, choose Area of Responsibility.  On the Area of Responsibility screen, choose Add to add your plant, for example, 1010.  Choose OK.  Repeat your search again. | The Manage Material Coverage screen displays.  Note that you select the right Individual Segment for the customer order. |  |
| 4 | Find the Purchase Requisition | Find the generated Purchase Requsition. |  |  |

### Activate Flexible Workflow for Purchase Order Approval

Purpose

In this procedure, you active Flexible Workflow for Purchase Order Approval.

If you want to use the flexible workflow to approve the purchase order, you have to process the steps: Activate Flexible Workflow for Purchase Order Approval and Configure Flexible Workflow for Purchase Order.

Procedure

1. Access the activity using the following navigation option:

|  |  |
| --- | --- |
| SAP IMG Path | SPRO > Materials Management > Purchasing > Purchase Order > Release Procedure for Purchase Orders > Activate Flexible Workflow for Purchase Orders |
| Transaction Code | S\_ER9\_52000654 |

1. On the Document Types Purchase order Change screen, tick the check box under Scenario based workflow for Document Type: NB
2. Choose Save.
3. You may be asked to enter a customizing request number, either choose your own customizing request or create a new one, then choose Continue.

### Configure Flexible Workflow for Purchase Order

Purpose

In this procedure, you configure your release conditions for Purchase Order Approval.

Note When you start to process this step, please make sure that the flexible workflow for purchase document type NB has been activated in your system.

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. | The Fiori launchpad is displayed. |  |
| 2 | Open Manage Workflow for Purchase Order | Open Manage Workflows for Purchase Orders (F2872). | The Manage Workflows screen is displayed. |  |
| 3 | Create Manage Workflow | Choose Add and make the following entries:  Name: Test Workflow for Purchase Order  In the Preconditions area, select Purchasing group of purchase order is with 003 value:  Choose Add another condition and make the following entries:  Choose Total net amount of purchase order is greater than  Price: 500 .  Currency: EUR  In Step Sequence area choose Add and make following entries:  Type: Release Purchase Order  User: Select User with Purchasing\_manager from F4 help.  Step to be completed by: One of the recipients.  Choose Add.  Choose Save. | The Workflow for Purchase Order is configured. |  |
| 4 | Activate Workflow Item | Select the just created Workflow Item and choose Activate. | The Workflow Item is activated. |  |

Please make sure the default workflow Automatic Release of Purchase Order has been activated.

For the Workflow and Step names, you can translate them to other languages, for example from English to German via the Workflow Content Translation app.

# Overview Table

This scope item consists of several process steps that are listed in the following table.

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | APP | Expected Results |
| [Create Purchase Orders](#unique_16)  [page ] 22 | Purchaser | Create Purchase Order - Advanced (ME21N) | Purchase Order is created. |
| [Approve Purchase Order (Optional)](#unique_17) [page ] 24 | Purchasing Manager | My Inbox - All Items (F0862) | Purchase Order is approved. |
| [Preview Purchase Order (Optional)](#unique_18) [page ] 25 | Purchaser | Manage Purchase Orders (F0842A) | Purchase Order is previewed.. |
| [Change Purchase Order (Optional)](#unique_19) [page ] 26 | Purchaser | Manage Purchase Orders (F0842A) | Purchase Order is changed.. |
| [Post Goods Receipt](#unique_20) [page ] 28 | Warehouse Clerk | Post Goods Movement (MIGO) | Goods Receipt is posted. |
| [Create Supplier Invoice](#unique_21) [page ] 29 | Accounts Payable Accountant - Procurement | Create Supplier Invoice (F0859) | Supplier Invoice is created. |
| [Review Supplier Invoice (Optional)](#unique_22) [page ] 32 | Accounts Payable Accountant - Procurement | Supplier Invoices List (F1060A) | Supplier Invoice is reviewed. |

# Test Procedures

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

## Create Purchase Orders

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 convert assigned Purchase Requisitions to Purchase Orders.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Open the SAP Fiori launchpad with the Purchaser role. | The SAP Fiori launchpad is displayed. |  |
| 2 | Open Creat Purchase Order | Open Create Purchase Order - Advanced (ME21N). | The Create Purchase Order screen is displayed. |  |
| 3 | Search the Purchase Requistion | Choose Document Overview On on the upper left side of the screen.  Choose Selection Variant below and choose Purchase Requisitions.  Enter the purchase requestion number created by MRP in the field Purchase Requisition Number and choose Execute on the lower right side of the screen. | The Purchase Requisition is displayed for reference. |  |
| 4 | Adopt the Purchase Requisition | Choose the purchase requisition and then choose Adopt at the top. | The item and detailed information of Purchase Requisition will be copied to Purchase Order draft. |  |
| 5 | Enter General Data | Make the following entries:  Supplier: 10300001  Purch. Org.: 1010  If you want the purchase order to be assigned to an approver, then total PO amount should be higher than 500 EUR for Purchasing Groups 003. |  |  |
| 6 | Review the Characteristic Values | Review the Characteristic Values. The values are inherited from the Sales Order which is created in Scope Item Make-to-Order Production with Variant Configuration.  Display the values in the following ways:   1. Choose Char. Display and choose Purchase Fork Lifter Seat from the dropdown list. The columns of characteristic name Seat Type, Seat Color and Variant Configuration will be displayed in the item line. Check whether the characteristic values displayed are same as the ones chosen in the sales order. 2. Choose Configuration on the Material Data tab. On the Advanced Variant Configuration screen, check whether the characteristic values displayed are same as the ones chosen in the sales order. Choose Close once done. | The Characteristic Values are reviewed. |  |
| 7 | Review the Conditions | The price with variant will be calculated per the dependency created in [Create Dependency](#unique_9) [page ] 10 and [Create Purchasing Info Record](#unique_10) [page ] 11.  If the value of Seat Type is AIR, the condition type PVA1 with 20% amount will be used and added to the standard price.  If the value of Seat Type is HVY (Heavy), the condition type PVA1 with 30% amount will be used and added to the standard price. | The Conditions are reviewed. |  |
| 8 | Save the Purchase Order | Choose Save in the lower right corner of the screen. | The Purchase Order is created. |  |

## Approve 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

In this procedure, you release a purchase order. If the total amount of PO > 500 EUR and purchase group is 003, then the PO should do the approval. PO release amount is configured in EUR in configure Flexible workflow for Purchase Order, and it converted to the country currency amount for purchase order approval.

Prerequisite

A purchase order must exist for release.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Purchasing Manager. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Open My Inbox - All Items (F0862). | A list of existing Purchase Orders is displayed. |  |
| 3 | Search for Purchase Order Status | Make the following entry and choose Enter:  Search: <Purchase Order number> | The Purchase Order is displayed. |  |
| 4 | Approve Purchase Order | Select the Purchase Order on the left side of the screen and choose Approve at the bottom right. | The Submit Decision screen is displayed. |  |
| 5 | Enter Approval Reason | Enter the approval reason if necessary, and then choose Submit.  If attachment is uploaded during purchase order creation, in My Inbox App, the attachment can be found under Attachments tab of the purchase order. The attachment will be renamed with prefix 'H\_'. | The Purchase Order is approved. |  |

## Preview 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

In this procedure, you can preview an existing purchase order.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Open the SAP Fiori launchpad with the Purchaser role. | The SAP Fiori launchpad is displayed. |  |
| 2 | Open Manage Purchase Order | Open Manage Purchase Orders (F0842A).  If you want to use the Save Draft feature in this app, you have to use a personalized user. | The Manage Purchase Orders screen is displayed. |  |
| 3 | Select Purchase Order | Enter the Purchase Order number in the Purchase Order search box, and choose Go. Select the row for the Purchase Order you want to preview and use the little arrow on the right side to enter the PO detail. | The Standard PO xxxxx Created by xxxxx screen is displayed. |  |
| 4 | Preview the Purchase Order | Choose Messages at the top of the screen.  On the Display Pur. Order :: Output screen, select the checkbox of the entry in the Output table and choose Display PDF Document. | The Purchase Order is opened in PDF format.  The Characteristic Names and Characteristic Values are displayed. |  |

## Change 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

In this procedure, you can change an existing purchase order.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Open the SAP Fiori launchpad with the Purchaser role. | The SAP Fiori launchpad is displayed. |  |
| 2 | Open Manage Purchase Order | Open Change Purchase Order - Advanced (ME22N).  If you want to use the Save Draft feature in this app, you have to use a personalized user. | The Manage Purchase Orders screen is displayed. |  |
| 3 | Select Purchase Order | Enter the Purchase Order number in the Purchase Order search box, and choose Go. Select the row for the Purchase Order you want to change and use the little arrow on the right side to enter the PO detail, then choose Display/Change to switch to edit mode. | The Display Purchase Order Advanced screen is shown.  The Purchase order is opened in change mode. |  |
| 4 | Change Purchase Order | Change certain field values of the Purchase Order. | The Purchase Order values are changed. |  |
| 5 | Display the characteristic values | In the Char. Display dropdown list, choose Product Folk Lifter.  The characteristic values will be displayed on the right side of the item below, | The Purchase Order is completed. |  |
| 6 | Messages (Optional) | Choose Messages(if possible). | If a message is displayed, you must correct the Purchase Order. If no message is displayed, the Purchase Order is completed. |  |
| 7 | Save Purchase Order | Choose Order to save the Purchase Order. | The Purchase Order has been saved. The system displays a success message Purchase order xxx has been saved. |  |

## 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

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

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Open the Fiori Launch Pad with the Warehouse Clerk role. | The Fiori launchpad is displayed. |  |
| 2 | Open Post Goods Movement tile | Open Post Goods Movement (MIGO) | The Goods Receipt for 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>  GR goods receipt: 101 | The items of the selected Purchase Order are displayed. |  |
| 4 | Choose the Quantity tab and confirm the quantity | Confirm the quantity. |  |  |
| 5 | Select Item ok Indicator | Select the Item OK checkbox. |  |  |
| 6 | Post | Choose Post. | The goods receipt is posted. A system message is shown. |  |

## 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 create the supplier invoice with PO/GR relation.

Additionally, it is possible to insert a note in multiple languages when creating a supplier invoice via “Create Supplier Invoice” app. The note can be saved when holding, parking, saving, or posting the invoice, and it can be read when displaying the invoice.

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 - Procurement role. | The SAP Fiori launchpad is displayed. |  |
| 2 | Open Create Supplier Invoice 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  Gross Invoice Amount: <XXX>  Currency: EUR  Invoice Date: <Today>  Posting Date: <Today>  Reference: <XXX>(reference invoice number from invoicing party)  Input the NF number in the reference field. Use a dash - to input the NF Series, when applicable (for example, 12345-001).  Invoice Party: 10300001  In case of purchase orders created with foreign currency in your system, make the following entries.  Transaction: Invoice  Company Code: 1010  Gross Invoice Amount: <XXX>  Currency: <XXX>(change the invoice currency, for example from EUR to USD)  Invoice Date: <Today>  Posting Date: <Today>  Reference: <XXX>(reference invoice number from invoicing party)  Invoice Party: 10300001  Select See More at header area and make the following entries.  Exchange Rate: <XXX> | The Exchange Rate should be changed from EUR in EUR according to the customizing settings. The Exchange Rate is changeable. |  |
| 4 | Enter Purchase Order References | In Purchase Order References section, add the references.  Make the following entries (use a PO you created previously).  References Document Category: Purchase Order/ Scheduling Agreement  Purchase Order: <PO number> | All items of the referenced Purchase Order are added to the Invoice Items section. |  |
| 5 | Select Invoice Items | Select the Invoice Items you want to create invoice for. | 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 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 Amount, the Quantity, the Tax Code are consistent. |  |
| 7 | Check Tax code | In the Tax section, check if there is tax code information and enter the tax amount if the tax code value is greater than zero. | In the Tax area, you should see the same tax codes as in the items. If there is no tax, specify that the tax code is V0. |  |
| 8 | Block invoice on item level (optional) | Choose the invoice item arrow on the right side of the item to navigate to the item details.  On the next screen, set flag for Manually Blocked. Choose Check. On the lower part of the details screen, the Blocking Reasons section shows Manual. Choose Back to get back to the Supplier Invoice. | The item is blocked with a blocking reason. |  |
| 9 | Check the balance | Calculate the tax by choosing Propose Tax. 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). |  |
| 10 | Simulate Supplier Invoice and Check Messages | Choose Simulate.  You can check the simulation results in Simulation Overview and Simulation Details area. | The Supplier Invoice is simulated. |  |
| 11 | Post Invoice | Choose Post. | The invoice is posted. The system message is shown. |  |

## Review 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

The invoice verification is done in this activity using the list overview on invoice documents.

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 | Open Supplier Invoices List App | Open Supplier Invoices List (F1060A). | The Supplier Invoices List screen is displayed. |  |
| 3 | Enter General Data | Enter the Supplier Invoice number in the Invoice Document No. search box and choose Go.  Or you can make the following entries and choose Go to search the documents.  Invoicing Party: 10300001  Company Code: 1010 | The Supplier Invoices are listed in the result. |  |
| 4 | Select Supplier Invoice | Select the row for the Supplier Invoice you want to check and use the little arrow on the right side to enter the details. | The details of Supplier Invoice is displayed. |  |

# Appendix

## Succeeding Process

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

Table 2:

|  |  |
| --- | --- |
| Process | Business Condition |
| Accounts Payable (J60) | Complete the following activities described in the test script:   * Payment Run * Post Outgoing Payment |
| Accounting and Financial Close (J58) | Dispose of the inventory by returning to the vendor. Do not process any other activities in this docu­ ment after running the external process.  Using the master data from this document, complete the following activities described in the test script:  Run the test script in its entirety, using the master data from this test script document. |
| Real-Time Reporting and Monitoring for Procurement (1JI) | The Procurement Overview Page gives the Purchaser the most important and relevant information at a glance – instead of navigating through many different transactions and reports.  The global filter helps the Purchaser to focus the entire Procurement Overview Page to view all information according to specific suppliers, material groups, purchasing groups, and more.  Using contextual navigation, the Purchaser can immediately act upon the displayed information by accessing the app or the object instance or get more detailed information in the corresponding KPI Drill-Downs. |

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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