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| Test ScriptSAP S/4HANA - 18-09-20 | public |
| Physical Inventory - Cycle Counting (4LU\_DE) |

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# Purpose

The cycle counting method is a special procedure of physical inventory which starts with the creation of physical inventory documents. The creation can either be done manually by a requester or automatically (applicable for large volumes) based on cycle count indicator. The cycle counting method is used to count at regular intervals within a fiscal year. The counting intervals depend on the cycle count indicator. After the physical document creation, the physical stocks are compared and realized for the given materials in the system. Any discrepancies between the system quantities and physical count are reviewed. The inventory may be recounted until final counts are accepted and inventory differences are posted.

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 |
| Inventory Manager | SAP\_BR\_INVENTORY\_MANAGER | Inventory Management | SAP\_BR\_INVENTORY\_MANAGER |  |
| Warehouse Clerk | SAP\_BR\_WAREHOUSE\_CLERK | Inventory Processing | SAP\_BR\_WAREHOUSE\_CLERK |  |
| Configuration Expert - Business Process Configuration | SAP\_BR\_BPC\_EXPERT | Business Process Configuration | SAP\_BR\_BPC\_EXPERT |  |

## Master Data, Organizational Data, and Other 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 vendors, for example, depending on the operational focus of your company.

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

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | Details | Comments |
| Plant | 1010 | Plant 1 DE |  |
| Storage Location | 101A | Std. storage 1 | Shop floor w/o lean WM |
| Storage Location | 101B | Std. storage 2 |  |
| Storage Location | 101C | Raw mat. sto. loc. |  |
| Storage Location | 101R | Storage Location Returns |  |
| Company Code | 1010 | Company Code 1010 |  |
| Purchase Organization | 1010 | Purch. Org. 1010 |  |
| Purchasing group | 001/002 | Group 001/Group 002 | depending on material |
| Supplier | 10300001 | Domestic 10 Supplier 1 |  |
| Material | TG0011 | Trading Good 0011,PD,Regular Proc. | See Business Conditions and Preliminary Steps sections. |

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 |
| BNF | Create Product Master of Type "Trading Good" |

## Business Conditions

Before this scope item can be tested, the following business condition must be met.

|  |  |
| --- | --- |
| Scope Item | Comment |
| BNZ - Create New Open MM Posting Period | You’ve completed the step described in the master data script. Posting Period is up-to-date.The material TG0011 is available in stock in considerable quantity. Recommended Quantity: 100. |

## Preliminary Steps

### Open New MM Period

External Process

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

• Closing MM Period and Opening New Posting Period

### Initialize Material Stock

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 a real business case, the materials are usually purchased from external suppliers. For this test, we post initial stock directly to the storage locations. This process step shows you how to initialize material stock.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Warehouse Clerk. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Post Goods Movement (MIGO). | The Goods Receipt Other screen displays. |  |
| 3 | Enter Movement Type | Make the following entries and choose Enter:* Trans./Event: Goods Receipt
* Reference Document: Other
* Movement Type: 561 - Receipt per initial entry of stock balances into urn.-use
 |  |  |
| 4 | Enter on the Goods Receipt Other Screen: Material Tab | On the Goods Receipt Other screen, Material tab, make the following entry and choose Enter:* Material:TG0011
 |  |  |
| 5 | Enter on the Goods Receipt Other Screen: Quantity Tab | On the Goods Receipt Other screen, Quantity tab, make the following entries and choose Enter:* Qty in Unit of Entry: <Qty in UOM>, for example, <100>
* Unit of Entry: PC
 |  |  |
| 6 | Enter on the Goods Receipt Other Screen: Where Tab | On the Goods Receipt Other screen, Where tab, make the following entries and choose Enter:* Plant: 1010
* Storage Location: 101A
 |  |  |
| 7 | Save Your Entries | Choose Item OK and Post. |  |  |

### Check Open Physical Inventory Document

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. |

Because the system can only have one open Physical Inventory document for the same material, it is necessary to check open physical inventory document before any testing procedures.

Purpose

This process step shows you how to check the open physical inventory document.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Inventory Manager. |  |  |
| 2 | Access the App | Enter Display PI Document Items for Materials (MI22) in the search box. | The Display Physical Inventory Documents for Material screen displays. |  |
| 3 | Enter Data | Make the following entries and choose Execute:* Plant: 1010
 | The Physical Inventory Documents list screen displays. |  |
| 4 | Choose an Item | Double choose a physical inventory document with a Doc. Status of Doc. Active. | The Display Physical Inventory Documents xxx: Overview screen displays. |  |
| 5 | Review Header Data | Choose Display Header Data.If Count Status is blank, process the following steps:* Enter Inventory Count
* Post Inventory Count Differences

If Adjustment Status is blank, process the following step:* Post Inventory Count Differences

For the detailed instructions of how to Enter Inventory Count and Post Inventory Count Difference, go to corresponding test procedures steps. | The Display Physical Inventory Documents xxx: Header screen displays. |  |

### Define Cycle Counting Indicator

Set up Cycle Counting Indicator in configuration step.

### Define Cycle Counting Classification

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 process step shows how to maintain Cycle Counting Indicator via Cycle Counting - Classification.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Inventory Manager. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Cycle Counting - Classification (F4486). | The Cycle Counting - Classification screen displays. |  |
| 3 | Search Material | Enter the following data:* Analytics Start Date: <6 Months from Today>
* Analytics End Date: <Today>
* Inventory Consumption Group: 000(STANDARD CONSUMPTION GROUP)
* Plant: 1010
* Material: TG0011

Choose Go. | The material displays. |  |
| 4 | Maintain Physical Inventory Indicator | Select material(s) under Unclassified tab and choose Classify.In the Classify dialog box,choose Replace Field Values and A from the dropdown lists for Cycle Counting Indicator. Choose Yes for Cycle Counting Indicator Fixed field.Choose Save. | A classify dialogue box displays.Physical Inventory Indicator is saved. |  |

# Overview Table

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

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

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | App / Transaction | Expected Results |
| [Create Physical Inventory Documents](#unique_13) [page ] 13 |
| [Variant A: Schedule Physical Inventory Document Creation](#unique_14) [page ] 13 | Inventory Manager | Schedule Physical Inventory Document Creation (F4550) | Physical inventory documents are generated. |
| [Variant B: Create Physical Inventory Documents Manually](#unique_15) [page ] 15 | Warehouse Clerk | Create Physical Inventory Documents (F3197) | Physical inventory documents are generated. |
| [Print Physical Inventory Documents](#unique_16) [page ] 17 | Warehouse Clerk | Print Physical Inventory Documents (MI21N) | The system generates a physical inventory count sheet, documents are printed. |
| [Physical Count](#unique_17) [page ] 18 | Warehouse Clerk |  | Count is completed. |
| [Enter Inventory Count](#unique_18) [page ] 19 | Warehouse Clerk | Enter Inventory Count (MI04) | Counts are entered. |
| [List Count Differences](#unique_19) [page ] 20 | Inventory Manager | Process Physical Inventory Count Results (MI20) | The system generates a report about the count dif-ferences. |
| [Recount (Optional)](#unique_20) [page ] 21 | Inventory Manager | Request Physical Inventory Recount (MI11) | New physical inventory document is created. |
| [Post Inventory Count Differences](#unique_21) [page ] 22 | Inventory Manager | Process Physical Inventory Count Results (MI20) | Differences are posted. |
| [Display Physical Inventory Document Object Page (Optional)](#unique_22) [page ] 23 | Inventory Manager | Physical Inventory Document Overview (F0379A) | The physical inventory document is displayed. |
| [Physical Inventory Analysis (Optional)](#unique_23) [page ] 25 | Inventory Manager | Physical Inventory Analysis (F1035) | The Prompts screen displays. |

# Test Procedures

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

## Create Physical Inventory Documents

Purpose

You perform this activity to create the documents for the physical inventory. You have two options to create the physical inventory documents:

* Variant A: Schedule Physical Inventory Document Creation.
* Variant B: Create Physical Inventory Document Manually.

You can choose either variant A or variant B to execute the physical inventory document creation. For more information, see the next two tasks.

System can only have one open Physical Inventory document for the same material.

### Variant A: Schedule Physical Inventory Document Creation

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 optional process step shows how to schedule physical inventory document creation.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Inventory Manager. | The SAP Fiori launchpad displays. |  |
| 2 | Access App | Open Schedule Physical Inventory Document Creation (F4550). | The Application Job screen displays. |  |
| 3 | Create Job | Choose Create to create a new job. | The New Job screen displays. |  |
| 4 | Define a Job | On the New Job screen, make the following entries:In Template Selection area:* Job Template:<Job Template>, for example: Cycle Counting: Create Physical Inventory Documents<Job Name>
* Job Name: , for example:

Cycle Counting: Create Physical Inventory DocumentsNote For annual inventory task, please select: <Annual Inventory: Create Physical Inventory Documents for Regular Stock job template.Choose Step 2 to go to Scheduling Option area:* Start Immediately: <select>
* Start: <Current Time>

Note If the job needs to be run on a regular basis, choose Define Recurrence Pattern.Choose Step 3 to go to Parameter Section area:* Process Type: <Cycle Counting>
* Material: TG0011
* Plant: 1010
* Storage Location: 101A
* Date Selection Type: <Relative>
* Planned Count Date Interval: <Next 30 Days>
* Freeze Book Inventory: <Select>

Note If selecting Relative, choose a Planned Count Date Interval. If selecting Static, select dates for Planned Count Date From and Planned Count Date To.Choose Schedule. | The job is created. |  |
| 5 | Check Job Status | On the Application Jobs screen, check the status of the job created from last step. It can take a few minutes for the background job to create Physical Inventory documents. Please wait until the job status changes from In Process to Finished before continuing the next step. | The job status becomes Finished. |  |
| 6 | Check Log | On the Application Jobs screen, choose the Log for the job created previously. | A document is created. Make a note of the created document number: \_\_\_\_\_\_\_\_\_\_ |  |

Note Leverage two predefined job templates (annual physical inventory, cycle counting) and adapt them to your needs. Based on selected template, the system plans all materials that have to be counted since the last planning run or reached certain counting frequency.

### Variant B: Create Physical Inventory Documents Manually

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 optional process step shows you how to create physical inventory documentation manually.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Warehouse Clerk. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Enter Create Physical Inventory Documents (F3197) in the search box. | The Create Physical Inventory Documents screen displays. |  |
| 3 | Search Materials | On the Create Physical Inventory Documents screen, make the fol-lowing entris and choose Go:* Plant: 1010
* Storage location: 101A

The display sorting sequence can be adjusted by choosing Setting in the upper right corner of material list section. | The stock overview displays. |  |
| 4 | Adapt Filters | In the upper area, choose Adapt Filters and select More filters under Material Master.In the Select Filters dialog box, select Material Type and choose OK, then enter the following data and choose Go:* Material Type: Trading Goods
 | The filters are set. |  |
| 5 | Create Physical Inventory Document: Select Materials | On the Unrestricted-Used Stock tab, select the following material and choose Create Physical Inventory Documents:* Material: TG0011
 | Create Physical Inventory Documents dialog box displays. |  |
| 6 | Create Physical Inventory Document | In the Create Physical Inventory Documents dialog box, enter the following data:* Split Documents by: None
* Maximum Number of Items: <Default>
* Planned Count Date: <Today>
* Document Date: <Today>

Expand the Additional Header Data, enter the following data:* Physical Inventory Reference:<Enter any value to be used to link the documents created by this transaction>
* Set Posting Block: Select
* Freeze Book Inventory: Deselect
 | A document is created. Make a note of the created document number: \_\_\_\_\_\_\_\_\_\_ |  |

## Print Physical Inventory Documents

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 process step shows you how to print the documents.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Warehouse Clerk. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Print Physical Inventory Documents (MI21N). | The Print Physical Inventory Document screen displays. |  |
| 3 | Select Documents | Make the following settings and choose the Execute.* Physical Inventory Document: Physical Inventory Document
* Plant: 1010
* Storage Location: 101A
* Physical Inventory Ref.: Physical Inventory Ref.
 | The screen output device displays. |  |
| 4 | Select Printer | Select the printer for documents and choose Print. | The document is printed. |  |

## Physical Count

Purpose

This process step shows you how to execute the physical count (manual activity).

Procedure

This is a manual activity. It isn’t a system activity.

## Enter Inventory Count

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 process step shows you how to transfer results of the counting into the 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 Warehouse Clerk. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Enter Inventory Count (MI04). | The Enter Inventory Count selection screen displays. |  |
| 3 | Select Data | Make the following settings and choose Enter.* Physical Inventory Document: <Physical Inventory Document>
* Fiscal Year: <current year>
* Count Date: <count date>
 | The Enter Inventory Count: Initial screen displays. |  |
| 4 | Result of Counting | Enter the result of counting and choose Post.Note Enter a suitable count number. Because the upper limits for physical inventory difference posting is defined, if the difference is much higher, it can’t be posted. | The counts are entered. |  |

## List Count Differences

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 step is only necessary if differences are encountered.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Inventory Manager. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Process Physical Inventory Count Results (MI20). | The List of Inventory Differences selection screen displays. |  |
| 3 | Enter Inventory Data | Make the following settings and choose Execute.* Physical Inventory Document：<Physical Inventory Document>
* Plant：<1010>
 | The List of Inventory Differences screen displays with a list of existing differences of book and count quantity that can be printed, if necessary.Option A: If the count isn’t accepted, go to the Recount task.Option B: If the count is accepted, go to the Post Inventory Count Differences task. |  |

## Recount (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 step is only necessary if the warehouse manager or controller decides to recount a material.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Inventory Manager. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Request Physical Inventory Recount (MI11). | The Enter Recount selection screen displays. |  |
| 3 | Enter Inventory Data | Make the following settings and choose Enter.* Physical Inventory Document: <Physical Inventory Document>
* Planned Count Date: <today>
 | The Enter Recount: Selection List screen displays. |  |
| 4 | Selection for Recount | Select materials to recount and choose Post. | A new physical inventory document is created. |  |
| 5 | Print Documents | Return to the Print Physical Inventory Documents step and repeat the same procedure to recount the inventory. |  |  |

## Post Inventory Count Differences

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 process step shows you how to post the results of the physical inventory. Once the count is reviewed by the warehouse manager, the warehouse monitoring can post the inventory count differences.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Inventory Manager. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Process Physical Inventory Count Results (MI20). | The List of Inventory Differences selection screen displays. |  |
| 3 | Enter Inventory Data | Make the following settings and choose Execute.* Physical Inventory Document: <Physical Inventory Document>
* Plant: <1010>
 | The List of Inventory Differences screen is displayed with a list of existing differences of book and count quantity that can be printed, if required. |  |
| 4 | Selection to Post Differences | Select the relevant documents and choose Post Difference. | The Post Inventory Difference: Initial screen displays. |  |
| 5 | Post | Choose Post. | The system displays the message Diffs in phys. inv. doc. XXX posted with m. doc. XXX. |  |

## Display Physical Inventory Document Object Page (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 process step shows you how to display the physical inventory documents.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Inventory Manager. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Physical Inventory Document Overview (F0379A). | The Physical Inventory Document screen displays. |  |
| 3 | Search for Physical Inventory Document | Make the following settings and choose Go.* Physical Inventory Document: <Physical Inventory Document>
* Plant: <1010>
 | The requested search result displays. |  |
| 4 | Select Physical Inventory Document | Select the row of the Physical Inventory Document you want to overview. | The Physical Inventory Document screen display. |  |
| 5 | Check Physical Inventory Document Details | Check the General Information, Process Data and Items details. | The correct detail information shows. |  |
| 6 | Back to Launchpad | Choose Home to go back to the SAP Fiori launchpad. | The SAP Fiori launchpad displays. |  |

## Physical Inventory Analysis (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 process step shows you how to analyze physical inventory in your company to identify opportunities for process improvement.

Prerequisite

Before you proceed to test this function, please follow the above detailed steps in Physical Inventory - Inventory Count and Adjustment (BML) , in order to have several physical inventory documents as test data.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Inventory Manager. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Physical Inventory Analysis (F1035). | The Prompts screen displays. |  |
| 3 | Set Search Parameter | Make the following settings and choose OK.* Fiscal Year: <Current Year>

Note Choose fiscal year according to the physical inventory documents created in the previous steps. |  |  |
| 4 | Select Measures | On the left section of DIMENSIONS screen, choose arrow beside Measures to expand the options.Right click on the field need to be added in the column, and choose Add Measure to Display, for example, Counted Quantity.Note Use Pause on the top-left section of screen to avoid updating the analysis result lively. This is useful when processing large amount of data. | The Counted Quantity column is added in the right side analysis result. |  |
| 5 | Remove Measures | Right-click the field that already selected as measures and need to be removed.Choose Remove Measure from Display.For example, Book Value | The Book Value column is removed from the right-side analysis result. |  |
| 6 | Add Rows | On the left section of screen, drag the dimension field that needs to be added and drop it in the section of Rows.For example, drag Storage location and drop it below the Plant field in the section of Rows. | The Storage Location row is added in the right-side analysis display. |  |
| 7 | Switch the Sequence of Dimension in Row | In the Rows section, drag and drop dimension field to adjust the sequence.For example, drag and drop Storage Location above Plant | The sequence of row dimension is adjusted. |  |
| 8 | Remove Rows | Drag the dimension field in the section of Rows and drop it back to the dimension section.For example, Storage Location. | The Storage Location row is removed from the right side analysis display. |  |
| 9 | Change Layout to Bar Chart | Choose Chart on the upper right corner of the screen. | The layout of analysis result is changed to bar chart. |  |
| 10 | Change Layout to Table and Chart | Choose Chart and Table on the upper right corner of the screen. | The layout of analysis result is changed to bar chart and table. |  |

Typographic Conventions

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| --- | --- |
| 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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