|  |  |
| --- | --- |
|  |  |
| Test Script  SAP S/4HANA - 17-09-20 | public |
| Corrective Maintenance (BH1\_DE) |

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# Purpose

This scope item allows you to perform the corrective maintenance of technical objects whenever a breakdown or failure occurs. The plant maintenance component provides a comprehensive notification and order system to facilitate this process. You can process a repair using several planning stages, such as preliminary costing, work scheduling, material provision, resource planning, and permits. You can also react immediately to issues that may lead to the shutdown of production facilities. If this becomes necessary, you can create the required maintenance work orders and shop papers with a minimum of entries in the shortest possible time.

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 |
| Maintenance Planner | SAP\_BR\_MAINTENANCE\_PLANNER | Maintenance Planning | SAP\_BR\_MAINTENANCE\_PLANNER |  |
| Maintenance Technician | SAP\_BR\_MAINTENANCE\_TECHNICIAN | Maintenance Execution | SAP\_BR\_MAINTENANCE\_TECHNICIAN |  |
| Warehouse Clerk | SAP\_BR\_WAREHOUSE\_CLERK | Inventory Processing | SAP\_BR\_WAREHOUSE\_CLERK |  |
| Purchaser | SAP\_BR\_PURCHASER | Operational Purchasing | SAP\_BR\_PURCHASER |  |
| Accounts Payable Accountant | SAP\_BR\_AP\_ACCOUNTANT  SAP\_BR\_AP\_ACCOUNTANT\_PROCUREMT | Accounts Payable | SAP\_BR\_AP\_ACCOUNTANT |  |
| Employee | SAP\_BR\_EMPLOYEE  Note For On-Premise system, please assign SAP\_BR\_EMPLOYEE\_MAINTENANCE |  |  |  |
| Inventory Manager |  | Inventory Management | SAP\_BR\_INVENTORY\_MANAGER |  |
| Manager - Inbox | SAP\_BR\_MANAGER | Manager - Inbox | SAP\_BR\_MANAGER |  |

## Master Data, Organizational Data, and Other Data

The organizational structure and master data of your company is created in your system during implementation. The organizational structure reflects the structure of your company. The master data represents materials, customers, and vendors, for example, depending on the operational focus of your company.

Use your own master data to go through the test procedure. You can also use the following sample data:

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | Details | Comments |
| Equipment | 210100091 | Cooling Water Circulation Pump |  |
| Equipment | 210100093 | Cooling Water Circulation Pump |  |
| Spare Parts Material | SP001 | Bearing |  |
| Spare Parts Material | SP002 | Coupling |  |
| Spare Parts Material | SP003 | Shaft |  |
| Spare Parts Material | SP004 | Gaskets 1mm |  |
| Spare Parts Material | SP005 | Mechanical Seal |  |
| Spare Parts Material | SP006 | Spur gear IS651 |  |
| Non-stock Material | NL001 | Screw |  |
| Plant | 1010 | Plant 1 DE |  |
| Storage Location | 101B | Std. storage 2 |  |
| Supplier | 10300001 | Domestic 10 Supplier 1 |  |

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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Material | Level | Material Type | Unit | Characteristics of Material | Optional Enhancements |
| 210100091 | 0 | Equipment | PC | Cooling Water Circulation Pump |  |
| SP001 | 1 | ERSA | PC | Bearing |  |
| SP002 | 1 | ERSA | PC | Coupling |  |
| SP003 | 1 | ERSA | PC | Shaft |  |
| SP004 | 1 | ERSA | PC | Gaskets 1mm |  |
| SP005 | 1 | ERSA | PC | Mechanical Seal |  |
| SP006 | 1 | ERSA | PC | Spur gear IS651 |  |

Note 3KW is a master data script which talks about cost rate maintenance. With the app, Manage Cost Rates - Plan (F3162), you can maintain the cost rate with the right combination of activity type and cost center.

## Preliminary Steps

### Initializing 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. In this case, the process is covered by the standard purchasing or subcontracting processes. This process step shows you how to post initial stock directly to the storage locations.

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 Manage Stock (F1062). | The Manage Stock screen displays. |  |
| 3 | Input Material | Make the following entries and choose Enter:   * Material: < material number>. Select one of the Spare Parts Material mentioned in the previous section Master Data, Organizational Data, and Other Data. * Plant: Plant 1 DE (1010) |  |  |
| 4 | Select Stock | Select the icon beside the stock that you want to add initial stock, for example:   * Storage Location: Std. storage 2 (101B) * Unrestricted-Use Stock | A dialog box opens. The Storage Location, Stock Type and Current Quantity display according to your entries in the previous steps. |  |
| 5 | Add Initial Entry | Make the following entries and choose Post:   * Document Date: <today> * Posting Date: <today> * Stock Change: initial entry * Quantity: <quantity number> | The system displays Material document XXX created. The stock has been added. |  |

### Create Purchasing Info Record

Test Administration

Customer project: Fill in the project-specific parts.

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

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Purchaser. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Manage Purchasing Info Records (F1982). | The Manage Purchasing Info Records screen displays. |  |
| 3 | Access the App | Open Create Purchasing Info Record (ME11). | The Purchasing Info Record screen displays. |  |
| 4 | Enter Header Data | Go to Header area, make the following entries:  Info Record Description: <Enter short text>  Purchasing Organization: 1010  Supplier: 10300001  Material: NL001  Plant: 1010  Purchasing Group: 001  Material Group: YBMM01 | Header data is added. |  |
| 5 | Enter Purchasing Data | Make the following entries:   * Incoterm: EXW * Incoterm Location 1: Vendor | Purchasing Data is added. |  |
| 6 | Enter Delivery and Quantity Data | Go to Delivery and Quantity area, make the following entries:  Delivery Time in Days: <XX Days>, for example, 1  Tax Code: <Tax Code>, for example, V1  Order Unit: PC  Standard Order Quantity: <Standard Order Quantity>, for example, 10 | Delivery and Quantity Data is added. |  |
| 7 | Enter Condition Data | Go to the Conditizons area, choose the Add icon. Enter the following data:  Valid From: <Valid from Date>  Amount: <Amount>, for example, 1  Pricing Unit: <Pricing Unit>, for example, 1  Valid To: <Valid to Date>  Currency: <Currency>, for example, EUR  Choose Apply. | Condition Data is added |  |
| 8 | Save Your Data | Choose Save. | A purchasing info record 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 | Transaction/App | Expected Results |
| [Request Maintenance](#unique_9) [page ] 12 | Employee | Request Maintenance (F1511) | Malfunction report for an asset is created. |
| [Monitor Maintenance Requests](#unique_10) [page ] 13 | Employee | Monitor Maintenance Requests (F1511) | Check if a malfunction report already exists. |
| [Change Maintenance Request into Malfunction Report](#unique_11) [page ] 14 | Maintenance Planner | Find Maintenance Notification (F2071) | Notification type is changed. |
| [Optional - Create Maintenance Notification](#unique_12) [page ] 16 | Maintenance Technician | Create Maintenance Notification | Malfunction report for an asset is created. |
| [Create Maintenance Order](#unique_13) [page ] 17 | Maintenance Planner | Manage Orders and Notifications in Information Center (W0019) | Maintenance order is created for the malfunction report. |
| [Release Maintenance Order](#unique_14) [page ] 21 | Maintenance Planner | Manage Orders and Notifications in Information Center (W0019) | Maintenance order is released for execution. |
| [Convert Purchase Requisitions to Purchase Orders](#unique_15) [page ] 23 | Purchaser | Manage Purchase Requisitions (F1048) | Purchase requisitions are converted to purchase orders. |
| [Post Goods Receipt for Purchase Order](#unique_16) [page ] 24 | Warehouse Clerk | Post Goods Movement (MIGO) | Goods receipt is posted. |
| [Maintain Service Entry Sheet](#unique_17) [page ] 25 | Purchaser | Manage Service Entry Sheets - Lean Services (F2027) | The service entry sheet is created. |
|  | Project Manager - Commercial Services | My Inbox | The service entry sheet is posted. |
| [Create Supplier Invoice with PO/GR Relation](#unique_18) [page ] 29 | Accounts Payable Accountant | Create Supplier Invoice - Advanced (MIRO) | Supplier invoice is posted. |
| [Release Supplier Invoice](#unique_19) [page ] 31 | Accounts Payable Accountant | Supplier Invoices List (F1060A) | Blocked supplier invoice is released. |
| [Print Job Card](#unique_20) [page ] 32 | Maintenance Technician | Display Job List (W0016) | Job card is printed. |
| [Confirm Maintenance Order](#unique_21) [page ] 33 | Maintenance Technician | Confirm Jobs (W0020) | Maintenance order is confirmed, work time is recorded, and used material is recorded. |
| [Confirm Unplanned Maintenance](#unique_22) [page ] 35 | Maintenance Technician | Confirm Jobs (W0020) | An unplanned job is created and confirmed, including time recording and confirming the used materials. |
| [Show Costs on Maintenance Order](#unique_23) [page ] 37 | Maintenance Planner | Manage Orders and Notifications in Information Center (W0019) | Costs of confirmed maintenance order are calculated. |
| [Technically Complete Maintenance Order](#unique_24) [page ] 38 | Maintenance Planner | Manage Orders and Notifications in Information Center (W0019) | Maintenance order is technically completed. |

# Test Procedures

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

## Request Maintenance

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

Notification is created in multiple ways. This process step shows you how to use Request Maintenance by employee.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Employee. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Request Maintenance (F1511). | The Request Maintenance screen displays. |  |
| 3 | Enter Details | On the Notification screen, make the following entries:  Technical Object: 210100091  You can also search for an object by plain text. Use the value help button and provide a keyword, such as water pump. In the result list, select the equipment with number 210100091, a description of Cooling Water Circulation Pump, and Maintenance Planning Plant 1010.  Type: M1 (Maintenance Request)  Description: Enter description of malfunction. Choose hyper link Use Template, and input detailed description in Long Text field. | Notification entries are checked. |  |
| 4 | Add Attachment/URL (Optional) | On the Attachments area, choose "+" Icon and select JPG or PNG file to upload local photo. | Picture or photo is uploaded to your notification. |  |
| 5 | Save | Choose Submit. | Notification 100000XX saved  Please note down the Notification Number for following steps. |  |

## Monitor Maintenance Requests

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 employee is able to check all existing notifications. This process step shows you how to check the list of existing notifications.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Employee. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Monitor Maintenance Requests (F1511). | The List of Notifications screen displays. |  |
| 3 | Search for Notification | On the List of Notifications screen,  Choose Filters. Make the following entries:  Technical Object: 210100091 .  Choose Go.  Note If you cannot see the Technical Object field, choose More Filters to add it. |  |  |
| 4 | Review Maintenance Request | Select Notification Number created at previous step and review. |  |  |

## Change Maintenance Request into Malfunction Report

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

A malfunction report describes a malfunction on a maintenance object that may impair object performance. The malfunction report states that a technical system is not functioning correctly or working as well as it should (or not working at all).

Notification type can be adjusted according to the configuration setting. This process step shows how the Maintenance Planner can change maintenance notification type from maintenance request into a malfunction report.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori Launchpad as a Maintenance Planner. | The SAP Fiori Launchpad displays. |  |
| 2 | Access the App | Open Find Maintenance Notification (F2071). | The Maintenance Notification screen displays. |  |
| 3 | Search for Notification Number | On the Maintenance Notifications screen, make the following entries in the Standard Search area:   * Notification: <Enter the Maintenance Request Number 1XXXXXXX you created in the previous step>   And choose GO.  Choose the notification line that you created in the previous step. |  |  |
| 4 | Navigate to Change Maintenance Notification | Click on the Description underlined text, and choose Change Maintenance Notification. | Change Maintenance Notification hyperlink is displayed. |  |
| 5 | Change Notification Type | On the Change Notification: 1XXXXXXX screen, choose Additional Functions and select Change Notification Type from dropdown list.  On the Change Notification Type Dialog box, select Notification Type as: Malfunction Report M2 and choose OK. | The notification type is changed. |  |
| 6 | Save | Choose Save. | Notification 1XXXXXXX is saved. |  |

## Optional - Create Maintenance Notification

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 a Maintenance Technician is able to directly create a Maintenance Notification using a dedicated Application for this.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Maintenance Technician. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Create Maintenance Notification . | The Create Notification screen displays. |  |
| 3 | Choose Notification Type | On the Create Notification screen, make the following entries:  Notification Type: Malfunction Report M2  Choose Continue. | The Create Notification: %XXXXXXXX.XXX screen displays. |  |
| 4 | Enter Details | On the Create Notification: %XXXXXXXXXXX screen, go to the General Data tab and make the following entries:  Description: Enter description of malfunction  Priority: 1-Very high 1  Technical Object: 210100091  Choose Check Entries in the upper left corner of the screen.  Note You can also search for an object by plain text. Use the value help button and provide a keyword, such as water pump. In the result list, select the equipment with number 210100091, a description of Cooling Water Circulation Pump, and Maintenance Planning Plant 1010. | Notification entries are checked. |  |
| 5 | Save | Choose Save. | Notification 1XXXXXXX is saved. |  |

## Create Maintenance Order

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

Order processing helps you to plan maintenance tasks in greater detail, for example, those tasks from a malfunction report. You decide whether the tasks to be performed and what components (materials) you need for them.

Furthermore, the maintenance order is used to collect all costs for a maintenance task and to debit the cost center that incurred the costs using the settlement functions in the CO module (Controlling). This process step shows you how to create maintenance order.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Maintenance Planner. | The SAP Fiori launchpad displays. |  |
| 2 | Start Search | Choose Search in the upper right area of the launchpad. | An input filed displays. |  |
| 3 | Search Criteria | Choose dropdown list as: Maintenance Notifications and input Notification Number from previous section. |  |  |
| 4 | Display Notification Number | Choose hyper link Change Maintenance Notification. | The Change Notification: 1XXXXXXX screen displays. |  |
| 5 | Create Order for Notification | On the Change Notification: 1XXXXXXX screen, go to the General Data tab.  In General Data area, in the Assigned Order field, choose Assign Order > Create Order for Notification .  On the Create Order screen, choose Order type Corrective Maintenance YBA1, then choose OK. |  |  |
| 6 | Enter Details | On the Create Corrective Maintenance Order:%00000000001 screen, go to the General Data tab.  Make the following entries:  System Condition: not in operation 0 |  |  |
| 7 | Provide Estimated Costs | Go to the Costs tab. Make the following entries:  Estimated Costs: <value for estimated costs of order>  Note The Estimated Costs field is above the Costs table. |  |  |
| 8 | Defines the Operations to be Performed to Resolve the Malfunction | Go to the Operation Data tab. This selection brings you to the operation overview. Make the following entries in the Operations table for Operation 0010:  Work: <Entry of your choice>  Number of Capacities: <2>  The system calculates the duration of the operation based on the time you entered in the Work field and on how many people you schedule in the Number field to perform this operation. You have now made all of the entries in the header data screen of the order. |  |  |
| 9 | Select Material | Choose line of operation 0010 and choose Materials tab at the bottom of the screen.  On the Materials tab, make the following entries:  Variant: Standard |  |  |
| 10 | Structure List | For a stock material:  Choose Select from Structure List.  On the Select Material Component screen, choose a Stock item of Item Category L (For examples: SP001).  Choose OK.  For a non-stock material:  Make the following entries:  Material: NL001  Item Category: Non-stock Item N  Quantity: <1>  Plant: 1010  Purchasing Org: 1010  G/L Account: 61002000  Note To duplicate a material line in the list with all item data, choose Copy Material. You can then change specific fields in the copied line. |  |  |
| 11 | Add Services | Choose line of operation 0010 and choose services tab at the bottom of the screen.  Service without Service Material  Make the following entries:   * Description : <Description of service> * Quanity: <1> * Unit:<H> * Plant:1710 * Purchaising Org: 1710 * Purchasing Group:001 * Supplier: 17300001 * G/L Account:65008000 * Material Group:YBMM01   Service with Service Material  Make the following entries:   * Description : <SM0001> * Quanity: <1> |  |  |
| 12 | Check Entries | Choose Check Entries in the upper left corner of the screen. | Entries have been checked. |  |
| 13 | Save Order | Choose Save. | Order 4000XXX is saved with Notification 1XXXXXXX.  The selected stock material is reserved automatically.  Note To check, log on to the SAP Fiori launchpad as a Warehouse Clerk. Open Display Stock Overview. Enter the stock material, plant, and storage location and choose Environment. Choose Reservation. |  |
| 14 | Check Purchase Requisition Number for Non-Stock Material Items | Select the row for operation 0010 and choose the Materials tab and Services tab respectively at the bottom of the screen.  Make a note of the purchase requisition number for non-stock material and services in the PR Number field. | The purchase requisition number is displayed in the respective field.  . |  |

## Release Maintenance Order

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

The maintenance order is used to collect all costs for a maintenance task and to debit the cost center that incurred the costs using the settlement functions in the CO module (Controlling). This process step shows you how to release maintenance order.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Maintenance Planner. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Manage Orders and Notifications in Information Center (W0019). | The Order and Notification Information Center screen displays. |  |
| 3 | Get an Overview of All Orders | In the Lists area, choose Maintenance Orders > Order List-Default (X) , then choose Refresh. |  |  |
| 4 | Material Availability Check | In the line of maintenance order which created in the previous section, select the check box in the first column and choose Material Availability Check which is above the results table. | If missing parts happen, the maintenance order will show system status MSPT Material Shortage. |  |
| 5 | Choose Order Number | Choose the line of the Maintenance Order from the previous section. | The Display Corrective Maintenance: 4XXXXXX screen displays. |  |
| 6 | Release Order | On the Display Corrective Maintenance: 4XXXXXX screen choose Edit.  On the Change Corrective Maintenance: 4XXXXXX screen, choose Set System Status, then choose Release. | The maintenance order is released. |  |
| 7 | Print Job Card | Option 1:  Select the line of the released maintenance order number and choose Print Order. On the next screen, select the Select All checkbox and choose OK.  Option 2:  Choose the maintenance order number hyperlink from the previous section. On the Display Maintenance Order: 4XXXXXX screen, choose Edit.  Choose Additional Functions > Print . On the next screen, select the Select all checkbox and choose OK. | The job card for this maintenance order is put into job list and can be displayed via Display Job List App by using the Maintenance Technician role in the following step.  If multiple orders are selected for printing, a popup screen appears with two options:   * Use default shop papers * Select shop papers   The user can select one of the options and proceed. |  |

## Convert Purchase Requisitions to 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

This process step shows you how to assign purchase requisitions to a source of supply and to convert assigned source purchase requisitions to purchase orders.

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 SAP Fiori launchpad displays. |  |
| 2 | Open Manage Purchase Requisitions | Open Manage Purchase Requisitions (F1048). | The Manage Purchase Requisitions  screen displays. |  |
| 3 | Search for Purchase Requisition | On the Manage Purchase Requisitions screen, make the following entries and choose Go.  Plant: 1010  Purchasing Group: 001  Purchasing Organization: 1010 | The Purchase Requisition list displays. |  |
| 4 | Select Purchase Requisition | Select the purchase requisitions you created in the previous step.  Choose the link for 1 Sources under the Assigned Supplier field. | The Select Source of Supply screen displays. |  |
| 5 | Assign Source to Purchase Requisition | On the Select Source of Supply screen. Choose a displayed source with a real price (not zero), for example, 10300001 . | The assignment of one source to the requisition is done. The Purchase Requisitions list displays. |  |
| 6 | Prepare the Purchase Order | Choose the purchase Requisition that the assigned supplier is displayed.  Choose Create Purchase Order. | The Manage Purchase Requisitions screen displays. |  |
| 7 | Create the Purchase Order | On Purchase Order Type, choose Standard PO and choose Save.  On the pop-up screen, the system have message Standard PO created under the number 450000XXXX.  Choose OK.  Please note down PO number for the following steps. | The purchase order is created. |  |

## Post Goods Receipt for Purchase Order

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This process step shows you how to post the goods receipt for the purchase order.

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 Post Goods Movement (MIGO). | The Post Goods Movement screen displays. |  |
| 3 | Enter Goods Receipt Order | Make the following entries and press Enter:  First top-left frame: Goods Receipt  Second top-left frame: Purchaser Order  Order: <Enter the Purchase order number in the previous step>  GR goods receipt: 101  Choose Execute. | The GR order is entered. |  |
| 4 | Enter Date | Make the following entries:  Document date: default  Posting date: default |  |  |
| 5 | Quantity | Choose the Quantity tab. |  |  |
| 6 | Enter Quantity | Make the following entries:  Qty in Unit of Entry: Enter the quantity you confirmed in the previous step. For example: 1 | The quantity is entered. |  |
| 7 | Set Item OK and Post | Select the Item OK checkbox and choose Post at the bottom of the screen. | The system displays the message Material document 500xxxxxxx posted. |  |

## Maintain Service Entry Sheet

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 report the performed services in the service entry sheet.

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 SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Open Manage Service Entry Sheets - Lean Services (F2027). | The Manage Service Entry Sheets screen is displayed. |  |
| 3 | Enter field values  Case 1: Purchase service without material number  Case 2: Purchase service with material number | Choose Create Object.  On the Service Entry Sheets screen, make the following entries:   * Name of Service Entry Sheet: <SES Name> , for example, Vincent Sun * Reference Purchase Order: <Purchase order you created>   In the Items area, choose the Search button if items do not appear.  Make the following entries for each item:  Performance Date: <Today>  Stated Quantity: < Stated Quantity >, for example,10 |  |  |
| 4 | Add attachments in the Service Entry Sheet (Optional) | You can upload files using the Upload or add a link to the service entry sheet and view the existing attachments.   * On the header level, go to tab Attachments) * On the item level, go to tab Items, open the details and go to tab Attachments.   If the attachments are not required any longer, you can delete them.  You can view the attachments and save them on your own device regardless of the status of the service entry sheet.  You can add or delete attachments only while editing the service entry sheet. This means that the status of the service entry sheet must be In Process. |  |  |
| 5 | Save the service entry sheet | Choose Save | The service entry sheet is saved. |  |
| 6 | Send for approval | Choose Send to Approval. | The service entry sheet is sent for approval. |  |
| 7 | Check the status of the service entry sheet. | On the Manage Service Entry Sheets screen, follow these steps:   1. Search for the service entry sheet that you had created above 2. Check the status of the service entry sheet. 3. Send service entry sheet for approval if approval is required.   If the status is Approved, do not send the service entry sheet for approval with flexible workflow. |  |  |

## Approve Service Entry Sheet with Flexible Workflow (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, the service entry sheet is approved by the company. When this is done, the vendor can send an invoice for the approved amount to the service provider.

These flexible workflows are configured in the Manage Workflows for Service Entry Sheets app. For more information, see <#unique_27>.

The ordered amount will be converted using system exchange rate to the workflow currency. Then it will be compared with workflow condition.

If the user does not have My Inbox app, you need to assign the following business catalogs to the business role of the user:

* SAP\_CA\_BC\_MYINBOX\_PC
* SAP\_MM\_BC\_SES\_WIAPPROVE\_PC

This is necessary to enable the user to process incoming approval requests related to the workflow for the service entry sheet.

Table 1: Workflow Sequence

|  |  |  |  |
| --- | --- | --- | --- |
| Cases | Triggering Conditions | Workflow Sequence | Business Role |
| Automatic Release of Service Entry Sheet | Total net amount of service entry sheet is smaller than or equal to 1000 USD | Automatically by system | Not applicable |
| Release of Service Entry Sheet (Multi-Step Approval) | Total net amount of service entry sheet is greater than 1000 USD. | 1st Creator of Purchase Order | Purchaser |
| 2nd Project Manager - Commercial Services | Project Manager - Commercial Services |

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad using the role Project Manager - Commercial Services. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the app | Open My Inbox application. | The My Inbox screen is displayed. |  |
| 4 | Approve or reject the service entry sheet | To approve or reject the service entry sheet, follow these steps:   1. Go to the Service Entry Sheetscreen. 2. Confirm the service entry sheet XXXXX you created.   Note This is an optional step:  Go to the Attachment section to check if the attachment was uploaded when the service entry sheet was created.   1. Choose Release or Reject. 2. On the Submit Decision screen, add a note, if necessary, and choose Submit. | The service entry sheet is approved or rejected. |  |

## Create Supplier Invoice with PO/GR Relation

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 create the invoice with reference to the purchase order for material.

If you are receiving services, please use the instruction of Procurement of Services (22Z\_BR) considering Standard Procurement of Service part and Option A: Create Supplier Invoice with PO/GR Relation step.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Accounts Payable Accountant. | The SAP Fiori launchpad displays. |  |
| 2 | Open Create Supplier Invoice App | Open Manage Supplier Invoices (F0859).  If the system displays Do you want to proceed using this invoice data? message, choose No. | The Create Supplier Invoices screen displays. |  |
| 3 | Enter General Data | Make the following entries.  Transaction: Invoice  Company Code: 1010  Invoice Party: 10300001 (Selected source of supply from previous step)  Reference: <Reference invoice number from invoicing party>  Gross Invoice Amount: <Amount according to the invoice value> (should be amount + Tax)  Currency: EUR  Invoice Date: Today  Posting Date: Today | General data is entered. |  |
| 4 | Enter Purchase Order References | On the Purchase Order References screen, make the following entries:  Reference Document Category: Purchase Order/ Scheduling Agreement  Purchase Order: Enter the Purchase Order you posted in the previous step. | The Purchase Order References screen displays. |  |
| 5 | Check the Purchase Order Items data | Check the Amount, the Quantity and the Tax Code. | The amount and the quantity correspond to the values of the Goods Receipts. |  |
| 6 | Check Tax code | In the Tax area, check if there is tax code information and enter the tax amount.  Tax Code: If there is no tax, specify the tax code V0. |  |  |
| 7 | Simulate Supplier Invoice and Check Messages | Choose Simulate.  If there are no differences (or if the value is within the defined tolerance), the Simulation screen displays. You can check the results in the Simulation Overview and Simulation Details areas.  Review the Gross Invoice Amount against the items plus tax amount (if tax code is V0, you do not have any tax amount) |  |  |
| 8 | Post Invoice | Choose Post.  A dialog box displays the Invoice. 51XXXXXXXX/XXXX Posted (blocked for payment) message.  Choose OK. |  |  |

## Release 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

This process step shows you how to release a blocked supplier 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. | The SAP Fiori Launchpad displays. |  |
| 2 | Open Supplier Invoice List | Open Supplier Invoices List (F1060A). | The Supplier Invoice List screen displays. |  |
| 3 | Select Invoice Number | Make the following entries and choose Go:  Invoice Number: Enter the Invoice Number you posted in the previous step. | A list of supplier invoices displays. |  |
| 4 | Check Supplier Invoice Detail | In the Supplier invoice list, select a posted invoice document that is blocked for payment. | The Supplier invoice document displays. |  |
| 5 | Release the Invoice | Choose Release. | The invoice is released. |  |

## Print Job Card

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

After the maintenance order is released, the maintenance technician can print the job card. This process step shows you how to print job card.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Maintenance Technician. | The SAP Fiori launchpad displays. |  |
| 2 | Open Display Job List | Open Display Job List (W0016). | The Job List screen displays. |  |
| 3 | Choose Maintenance Order in Job List | Choose the Job List-Default (X) tab.  Note The default query is date limited and does not contain your created order. To create the query, chooseDefine New Query. Choose Next twice. In the New Query field, enter a query name and choose Finish. Choose the Query Name tab.  Choose the line of Maintenance Order and check reference order number at the Details for Selected Job area. | The Details for Selected Job shows in the lower of the screen.  The Maintenance Order number shows in the References section. |  |
| 4 | Display Job Card | Choose Display Job Card. | The Job Card Preview screen displays. |  |
| 5 | Print Job Card | Choose Print. | The Job Card is printed. |  |

## Confirm Maintenance Order

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

After finishing the corrective maintenance, you must confirm the order to record the real work time and the spare parts consumption. The data is used for follow-up cost evaluation. This process step shows you how to confirm maintenance order.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Maintenance Technician . | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Confirm Jobs (W0020). | The Confirmation screen displays. |  |
| 3 | Get an Overview of All Orders | Choose the Confirmation List-Default (X) tab.  Note The default query is date limited and does not contain your created order. To create the query, choose Define New Query. Choose Next twice. In the New Query field, enter a query name and choose Finish. Choose the Query name tab. |  |  |
| 4 | Choose Order Number | Choose the line for the Maintenance Order from the previous section. |  |  |
| 5 |  | Choose Edit and Confirm. | The Confirm Job screen displays. |  |
| 6 | Confirm the Times | On the Confirm Job screen, choose the Operation Data tab.  In the details of operation area, choose the Confirmation Data tab.  In the Confirmation of Time Data area, if you maintained operations in section [Create Maintenance Order](#unique_13) choose Get Remaining Work and make the following entries:  Actual work: for example, <5 (5 hours)>  Final confirmation: flag set  No remaining work: flag set  Start Date:<Date>  Start Time: <Time>  End Date: <Date>  End Time: <Time> |  |  |
| 7 | Confirm the Material Used | In the Confirmation of Material Used area, if you maintained materials in section  [Create Maintenance Order](#unique_13) choose Get Remaining Materials and make the following entries:  Material: SP001  Quantity: for example, <1>  Plant: 1010  Storage Location: 101B |  |  |
| 8 | Check Entries | Choose Check Entries in the upper left corner of the screen. | Entries have been checked. |  |
| 9 | Confirm the Order | Choose Save. | Confirmation of order 4000XXX is saved. |  |

## Confirm Unplanned Maintenance

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

After event recording or confirmation of unplanned maintenance, the occurrence of an event requires quick and immediate intervention from the maintenance technician. In such an emergency, the maintenance technician performs the required maintenance activity to restore the condition of the equipment. The maintenance technician identifies an issue with the equipment, immediately fixes the issue, and reports the time spent and the material consumed. Often, the technician may not be able to identify the equipment number, and must search the hierarchy of the functional location. This process step shows you how to confirm unplaaned maintenance.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Maintenance Technician. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Confirm Jobs (W0020). | The Confirmation screen displays. |  |
| 3 | Enter Technical Object | In the Confirm Unplanned Job area, make the following entries and choose Create:  Order Type: YBA3, Unplanned Maintenance  Maintenance Order Tech. Object: 210100093 Cooling Water Circulation Pump | The technical object is entered. The Confirm Unplanned Job screen displays. |  |
| 4 | Confirm Times | Choose the Confirmation Data tab. |  |  |
| 5 | Time Data | In the Confirmation of Time Data area, make the following entries:  Actual work: for example, 5 (5 hours)  Start Date: Date  Start Time: Time  End Date: Date  End Time: Time  No Remaining Work: Selected |  |  |
| 6 | Confirmation of Material used | In the Confirmation of Material Used area, make the following entries:  Material: SP001  Quantity: for example, 1  Plant: 1010  Storage Location: 101B |  |  |
| 7 | Confirm the Order | Choose Save. | The system displays the message Confirmation of order 4000XXX saved. |  |

## Show Costs on Maintenance Order

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This process step shows you how to display the planned and actual costs here.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Maintenance Planner. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Manage Orders and Notifications in Information Center (W0019). | The Order and Notification Information Center screen displays. |  |
| 3 | Get an Overview of All Order | In the Lists area, choose Maintenance Orders > Order List-Default (X) , then choose Refresh. |  |  |
| 4 | Choose Order Number | Choose Order number hyperlink from the previous section.  Note If you don't remember the Maintenance Order Number, you can also input the text description of related Notification in the Field Search For to retrieve the Order Number. For example, the description Pump is leaking is added when create Maintenance Request. You may enter Pump in Search For field to search for related order. |  |  |
| 5 | Review Costs for Order | On the Display Corrective Maintenance Order: 4000XXX screen, go to Costs tab and then check costs. |  |  |
| 6 | Review Costs for Unplanned Maintenance Order | Use the same procedure to check costs on maintenance order type YBA3 with maintenance order: 4000XXX. |  |  |

## Technically Complete Maintenance Order

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

The maintenance notification is completed and the maintenance order is technically completed after the required maintenance work has been performed.

The technical completion reduces all the purchase requisitions, open reservations, and capacities still outstanding for the maintenance order.

Nevertheless, the order can still continue to receive costs, for example, through invoice receipts for delivered and used materials, however it is blocked for all changes in the processing.

The order settlement transfers the costs incurred that were temporarily collected for the maintenance order, to the recipient, for example, to the cost center for the maintained object. this process step shows you how to technically complete maintenance order.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a  Maintenance Planner  . | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Find Maintenance Order. | The Maintenance Order screen displays. |  |
| 3 | Search for Order Number | On the Maintenance Order screen, make the following entries:   * Order Type: YBA1   And choose GO.  Choose the Order line that you created in the previous step. |  |  |
| 4 | Navigate to Change Maintenance Order | Choose Related Apps at the upper right corner of the screen, and choose Change Maintenance Order. |  |  |
| 5 | Set Complete (Technically) Status | Choose Set System Status > Complete Technically . | The Complete(Technically) screen displays. |  |
| 6 | Reference Data | Make the following entries:  Reference Date: <Date>  Reference Time: <Time>  Complete Assigned Notifications: flag set  Choose OK | The Complete (Technically) status for the maintenance order is done. |  |
| 7 | Choose Order Number | Go back to the Maintenance Orders Order List-Default (X) screen.  Select the row for the maintenance order number from the previous section with order type YBA3. |  |  |
| 8 | Set Complete (Technically) Status | Repeat the same procedure (Set Complete (Technically)) as the previous maintenance order. | The Complete (Technically) status for the maintenance order, order type YBA3, is done. |  |

## Review Asset Maintenance Object Pages

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 Service Provider, Customer or Joint Service Provider and Customer> | | | Duration | Enter a duration. |

Purpose

In this activity, you review the different objects pages available for different roles in Enterprise Asset Management.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as Maintenance Planner.  Note You can use any of the maintenance roles from the sections above. | The SAP Fiori launchpad displays. |  |
| 2 | Start Search | Choose Search in the upper right area of the launchpad. |  |  |
| 3 | Set Search Criteria | In the dropdown list, choose Equipment, for example: <210100001>. |  |  |
| 4 | Tailor the Result Display | Below the search line, choose a symbol (for example, filter, display as table, sort, and so on) to filter the results list. | The result list is filtered according to your selection. |  |
| 5 | Review Object Page | Review overview information for the equipment via the Object Page. |  |  |
| 6 | Repeat Steps | Repeat steps 1 to 5 for any other role in this test script and any other object offered in the search function.  For example:   * Notification * Order * Order Confirmation |  |  |

# Appendix

## Process Integration

### Preceding Processes

You must first complete the following processes before you start with the test steps:

|  |  |
| --- | --- |
| Process | Business Condition |
| Create New Open MM Posting Period (BNZ) | A new MM period must exist. |

### Succeeding Processes

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

|  |  |
| --- | --- |
| Process | Business Condition |
| Accounts Payable (J60) | Use the Master Data from this test script and execute the following steps:   * Invoice Payment Preparation * Payment run * Single Outgoing Payment * Manual Payment Online |
| Period-End Closing - Maintenance Orders (BF7) | A maintenance order technically completed as part of this script. |

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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