|  |  |
| --- | --- |
|  |  |
| Test Script  SAP S/4HANA - 17-09-20 | public |
| Physical Inventory - Inventory Count and Adjustment (BML\_DE) |

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# Purpose

The process begins with the generation of the required inventory count sheets. Materials can be blocked here for posting during the physical inventory. Once the inventory sheets are printed out, the actual physical inventory count is realized for the given materials. The count result is entered in the system and discrepancies in the system quantities 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 Specialist | SAP\_BR\_BUSINESS\_PROCESS\_SPEC | Business Process Specialist | SAP\_BR\_BUSINESS\_PROCESS\_SPEC |  |

## 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 | TG20 | Trading Good for Reg. Trading (reorder point planning) | See sections Business Conditions and Preliminary Steps. |
| Material | TG11 | Trading Good for Reg. Trading (MRP planning) | See sections Business Conditions and Preliminary Steps. |

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" |

## Additional Manual Configuration

Before you can test this scope item, you must have completed the additional configuration steps that are described in the Set-Up Instructions for this scope item. These configuration steps are specific for your implementation and include mandatory settings that are not delivered by SAP and must be created by you. For more information, refer to the Set-Up Instructions for this scope item on [SAP Best Practices Explorer](https://rapid.sap.com/bp) (https://rapid.sap.com/bp/#/browse/scopeitems/<enter the scope item ID>).

## Business Conditions

Before this scope item can be tested, the following business conditions must be met:

|  |  |
| --- | --- |
| Scope Item | Business Condition |
| 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 TG20 or TG11 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 the Create New Open MM Posting Period (BNZ) to close MM period and open new posting period.

Closing MM Period and Opening New Posting Period

### Initialize Material Stock

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 using the role 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: TG20 |  |  |
| 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 | Enter on the Goods Receipt Other Screen: Serial Numbers Tab | On the Goods Receipt Other screen: Serial Numbers tab, enter the serial number of your received material.  In addition, the Create serial number automatically field can be set if the required serial numbers are created by the system automatically. |  |  |
| 8 | 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. |

Note 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 | Open Display PI Document Items for Materials (MI22). | 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", please go to test procedures chapter and the corresponding steps in the following documents. | The Display Physical Inventory Documents xxx: Header screen displays. |  |

### Prerequisite for Situation Handling in Physical Inventory (Optional)

#### Manage Teams and Responsibilities

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 link the list of users who are supposed to receive Physical Inventory notifications.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Business Process Specialist. | The SAP Fiori launchpad displays. |  |
| 2 | Access App | Open Manage Teams and Responsibilities (F2412). | The Manage Teams and Responsibilities screen displays. |  |
| 3 | Check Existing Teams | Make following entries and choose Go:   * Type: SPHYSINVMO   In the Team area, choose again the row of the filtered team, check if Warehouse Clerk and Inventory Manager are maintained in the Team Members section.  If so, then the team is created already and skip the following stepsto proceed forward. If not maintained, then continue the following steps. | Either a list of teams is displayed or no teams can be found. |  |
| 4 | Create Team | Choose Create and make the following entries:   * Name: PHYSICAL INVENTORY MONITORING * Status: Ready to Use * Type: SPHYSINVMO   Go to the Team Members section and choose Create.  In the Select: Business User dialog box, enter the business role, e.g., Inventory Manager, in the search bar and press Enter.  If you can't find the business role, enter the user ID assigned with the business role, e.g., Inventory Manager.  In the Items table, select the line item with business role or user ID in the Full Name column. Choose OK.  In field Functions, choose search help.  In the Select: Functions dialog box, in the Items table, select the line item with SMMIM\_IM in the Function column and choose OK. | User Inventory Manager is assigned to Physical Inventory Monitoring. |  |
| 5 | Save Team | Choose Save. | The team has been created. |  |

#### Manage Situation Types

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 set up the situation types by using the template.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Manage Situation Types (F2947). | The Manage Situation Type screen displays. |  |
| 3 | Check Existing Situation Type | Select Situation Types tab, and make the following entries and choose Go:   * Name (In search box): MAN\_PHYSICAL\_INVENTORY\_MONITOR   Choose again the row of the filtered Situation Types and check whether existing types can be reused for Physical Inventory.  If so, skip step 4 and only modify Start Batch Job At in step 5; if not, continue the following steps to create a new one. | Either a list of situation type is displayed or no situation types can be found. |  |
| 4 | Copy Standard Situation Template | On the Manage Situation Types screen, there are Standard Template and Ready-to-Use Situation Types two tabs.  Choose Standard Templates tab and choose Go to search the Standard Situation Templates: MAN\_PHYSICAL\_INVENTORY\_MONITOR  Check the box before standard situation template: MAN\_PHYSICAL\_INVENTORY\_MONITOR and choose Copy | The situation type is copied. |  |
| 5 | Create Custom Situation Template | On the Situation Type screen, make the following entries:   * ID: ZMAN\_PHYSICAL\_INVENTORY\_MONITOR * Name: Physical Inventory Monitoring * Display Sequence: High   In the Conditions area, check added filters: For example:  In the Is Counted field, choose Search Help.  On the Define Conditions: Is Counted screen, expand the Include option by choosing the arrow icon, and make the following entries:   * Change the default value from contains to equal to * Value: <X>   Choose OK.  In the Is Recounted field, choose Search Help.  On the Define Conditions: Is Recounted screen, expand the Exclude option by choosing the arrow icon, and make the following entries:   * Change the default value from contains to equal to * Value: <X>   Choose OK.  In the Is Difference Posted field , choose search help button  On the Define Conditions: Is Difference Posted screen, expand the Exclude option by choosing the arrow button, and make the following entries:   * Change the default value from contains to equal to * Value: <X>   Choose OK.  Filters can be adjusted for different use case scenarios. In this case, filters are set to only select the open PI documents.  In the Notification Recipients field, remove all Responsibility Definitions and make the following entries:  • Member Function: Inventory Manager  In the Situation Monitoring field, make the following entry:  • Monitor Instances: Yes  In the Batch Job Scheduling field, make the following entries:  • Time Zone: UTC  • Start Batch Job At: <UTC 8:00> If you want to let your team members receive the notification at UTC 8:00.  Choose Save.  Note In-App Situation Message can be customized by editing the Short Description and Message Details fields. | The situation type is created. |  |
| 6 | Enable Situation Template | In the Enable Situation Type dialog box, choose Yes. | The situation is enabled. |  |

# 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_14) [page ] 17 | Warehouse Clerk | Create PI Documents - Regular Stock (MI31) | The system generates physical inventory documents. |
| [Option A: Create Physical Inventory Documents (Mass Creation)](#unique_15) [page ] 17 | | | |
| [Mass Creation with Create Physical Inventory Document](#unique_16) [page ] 17 | Warehouse Clerk | Create Physical Inventory Documents (F3197) |  |
| [Mass Creation with Create PI Documents Regular Stock](#unique_17) [page ] 19 | Warehouse Clerk | Create PI Documents - Regular Stock (MI31) |  |
| [Option B: Create Physical Inventory Document (Single Creation)](#unique_18) [page ] 21 | Warehouse Clerk | Create Single PI Document (MI01) |  |
| [Print Physical Inventory Documents](#unique_19)  [page ] 22 | Warehouse Clerk | Print Physical Inventory Documents (MI21N) | The system generates a physical inventory count sheet, documents are printed. |
| [Physical Count](#unique_20) [page ] 23 | Warehouse Clerk | | Count is completed. |
| [Enter Inventory Count](#unique_21) [page ] 24 | Warehouse Clerk | Enter Inventory Count (MI04) | Counts are entered. |
| [Manually Trigger Notification for Physical Inventory (Optional)](#unique_22)  [page ] 25 | Configuration Expert - Business Process Configuration | Manage Situation Types (F2947) |  |
| [Check Notification of Physical Inventory (Optional)](#unique_23) [page ] 26 | Inventory Manager | Notifications |  |
| [Dismiss Notification of Physical Inventory (Optional)](#unique_24) [page ] 27 | Inventory Manager | Notifications |  |
| [List Count Differences](#unique_25) [page ] 29 | Inventory Manager | Process Physical Inventory Count Results (MI20) | The system generates a report about the count differences. |
| [Recount (Optional)](#unique_26) [page ] 30 | Inventory Manager | Request Physical Inventory Recount (MI11) | New physical inventory document is created. |
| [Post Inventory Count Differences](#unique_27) [page ] 31 | Inventory Manager | Process Physical Inventory Count Results (MI20) | Differences are posted. |
| [Physical Inventory Analysis (Optional)](#unique_28) [page ] 32 | 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:

* Option A: Create Physical Inventory Documents (Mass Creation).
* Option B: Create Physical Inventory Document (Single Creation).

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

Note Only choose option A or B (not both). Physical Inventory Documents creation with serial number-managed material can be tested if you choose option B to execute the business process.

### Option A: Create Physical Inventory Documents (Mass Creation)

You have two options to process mass creation of physical inventory documents with different Apps:

* Mass Creation with Create Physical Inventory Document
* Mass Creation with Create PI Documents Regular Stock

Choose only one option (not both) to create Physical Inventory document because system can only have one open Physical Inventory document for the same material.

#### Mass Creation with Create 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. |

Purpose

This process step shows you how to use Create Physical Inventory Document to create the documents for the physical inventory.

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 Create Physical Inventory Documents (F3197). | The Create Physical Inventory Documents screen displays. |  |
| 3 | Search Materials | In the upper area, enter the following data 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 OK:   * Material Type: Trading Goods   Note The Cycle Counting Type filter in Material Master can be used when Cycle Counting Physical Inventory Indicator is set in the material master data. | 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: TG11 | 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: \_\_\_\_\_\_\_\_\_\_. |  |

#### Mass Creation with Create PI Documents Regular 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

This process step shows you how to use Create PI Documents Regular Stock to create the documents for the physical inventory.

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 Create PI Documents - Regular Stock (MI31). | The Select Data for Physical Inventory Documents w/o Special Stock selection screen displays. |  |
| 3 | Selection of Data | Make the following settings and choose Execute.   * Database Selections section: * Material: TG11 * Plant: 1010 * Storage Location: 101A * Materials Marked for Deletion: <Deselect>   Control Section:   * Select Data and Issue Log: <Select>   Selection According to Stock Balance section:   * Only Materials Without Zero Stock: <Select>   Selection According to Stock Types section:   * Unrestricted Use: <Select> * Include Inventoried Materials: <Select> * Data in Physical Inventory Document Header section: * Planned Count Date: <Today> * Physical Inventory Reference: Enter any value to be used to link the documents created by this transaction * Set Posting Block: Select | A list of the selected data is created. |  |
| 4 | Selection of Material | Select the materials to be counted or choose Select all if all materials should be counted.  Choose Create Documents. | A document is created. Make a note of the created document number: \_\_\_\_\_\_\_\_\_\_ |  |

### Option B: Create Physical Inventory Document (Single 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 you how to create physical inventory documentation (single creation).

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 Create Single PI Document (MI01). | The Create Physical Inventory Document: Initial Screen displays. |  |
| 3 | Initial Screen | Make the following settings and choose the New items.  Initial Screen section:   * Document Date: <Today> * Planned Count Date: <Today>   Location of Physical Inventory section:   * Plant: 1010 * Storage location: 101A * Special Stock: Blank   Other Information section:   * Posting Block: Select * Freeze Book Inventory: Deselect * Include Deleted Batches: Deselect |  |  |
| 4 | Create Physical Inventory Document: New Items | Make the following settings and choose Post:   * Material: TG20 * Stock Type: 1 Warehouse * Altern. UoM: Select * Determ. Batches: Select | 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 have been defined, if the difference is much higher, it can’t be posted. | The counts are entered. |  |
| 5 | Optional: Result of Counting (with Serial Number Managed Material) | Enter the result of count quantity and choose Enter. On the Maintain Serial Number screen, choose checkbox if you count the specified serial number material, and choose Continue. Choose Post in the lower right corner.  Process this step only if you choose option B to create physical inventory document which uses serial number managed material. | The counts are entered. |  |

## Manually Trigger Notification for Physical Inventory (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 shows how to manually trigger physical inventory notification to assigned members.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Manage Situation Types (F2947). | The Manage Situation Types screen displays. |  |
| 3 | Find the Situation Type Created Previously | Select Situation Types tab, and make the following entries and choose Go:   * Name (In search box): ZMAN\_PHYSICAL\_INVENTORY\_MONITOR | The situation type is display. |  |
| 4 | Trigger the Notification Manually | Choose Trigger Now. | An information dialogue box displays. |  |
| 5 | Confirm the Backgroud Job for Creating Situation Instances | Choose OK. | Background job is confirmed. |  |

## Check Notification of Physical Inventory (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 shows how to check notifications for physical inventory sent to the selected responsible team members. Notifications can either be triggered manually (see Step 4.5), or automatically by the system on a regular basis based on the Batch Job Scheduling parameters maintained in preliminary step Manage Situation Types.

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 | Check Notifications | On the home screen, choose the Notifications icon in the upper right corner. | The following notification displays:  Physical Inventory document XXXXXXXXXX/00XX needs attention. |  |
| 3 | Navigate to Physical Inventory Document Overview App | Choose the detailed notification line Physical Inventory document XXXXXXXXXX/00XX needs attention. | The Physical Inventory Document displays. |  |
| 4 | Check information on Physical Inventory Document | Choose the line of Physical Inventory Document with alert. | Situation is displayed as Physical Inventory document item needs attention. |  |

## Dismiss Notification of Physical Inventory (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 shows how to dismiss notification of physical inventory sent to the selected responsible team members.

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 | Check Notifications | On the home screen, choose the Notifications icon in the upper right corner. | The following notification displays:  Physical Inventory document XXXXXXXXXX/00XX needs attention. |  |
| 3 | Navigate to Physical Inventory Document Overview App | Choose the detailed notification line Physical Inventory document XXXXXXXXXX/00XX needs attention. | The Physical Inventory Document displays. |  |
| 4 | Check information on Physical Inventory Document | Choose the line of Physical Inventory Document with alert. | Situation is displayed as Physical Inventory document item needs attention. |  |
| 5 | Dismiss Situation | Choose Dismiss Situation.  Note Under the Situation tab, check if there is more than one situation. If so, only select and dismiss the relevant situation. | A Dismiss Situation dialog box displays. |  |
| 6 | Select Reason for Dismiss | Select Situation Resolved and choose Dismiss. | Situation is dismissed. |  |

## 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. |  |

## 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 Column Counted Quantity 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

|  |  |
| --- | --- |
| 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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