|  |  |
| --- | --- |
|  |  |
| Test Script  SAP S/4HANA - 17-09-20 | public |
| Subcontracting (BMY\_DE) |

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# Purpose

A subcontract purchase requisition is either generated via the Material Requirements Planning (MRP) process or manually by a requestor. The purchase requisition is converted into a subcontract purchase order. The purchase order is subject to approval based on predefined parameters before being issued to the subcontractor.

The consumption of the sent components is recorded upon the receipt of the value-added finished material. The outbound delivery is created and the goods are picked and shipped to the subcontractor. With the supply of the finished material the goods receipt is created. Subsequently the invoicing process is triggered.

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 |
| Production Planner | SAP\_BR\_PRODN\_PLNR | Production Planning | SAP\_BR\_PRODN\_PLNR |  |
| Purchaser | SAP\_BR\_PURCHASER | Operational Purchasing | SAP\_BR\_PURCHASER |  |
| Warehouse Clerk | SAP\_BR\_WAREHOUSE\_CLERK | Inventory Processing | SAP\_BR\_WAREHOUSE\_CLERK |  |
| Accounts Payable Accountant | SAP\_BR\_AP\_ACCOUNTANT\_PROCUREMT | Accounts Payable | SAP\_BR\_AP\_ACCOUNTANT |  |
| Purchasing Manager | SAP\_BR\_PURCHASING\_MANAGER |  |  |  |
| Shipping Specialist | SAP\_BR\_SHIPPING\_SPECIALIST | Shipping | SAP\_BR\_SHIPPING\_SPECIALIST |  |
| Inventory Manager | SAP\_BR\_INVENTORY\_MANAGER | Inventory Management | SAP\_BR\_INVENTORY\_MANAGER |  |

## 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 to go through the test procedure.

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | Details | Comments |
| Material | SG23 | SEMI23,PD,Subcontracting | See sections Business Conditions and Preliminary Steps  For the specific plant, set the Special Procurement Key to “30” for Subcontracting. |
| Material | RM13 | RAW13,PD,Subcontracting | Material provided to subcontractor |
| Material | RM14 | RAW14,PD,Subcontracting | Material provided to subcontractor |
| Material | SG27  RM33  RM34 | SEMI27,PD,Subcontracting  RAW33,PD,Subcontracting  RAW34,PD,Subcontracting | Enabled with serial number management |
| Plant | 1010 | Plant 1 DE |  |
| Storage Location | 101B | Std. storage 2 |  |
| Storage Location | 101C | Raw mat. sto. loc. |  |
| Shipping Point | 1010 | Shipping Point 1010 |  |
| Vendor | 10300007 | Inland-Lohnbearbeiter A, DE | Note If you want to send form print outs via e-mail instead of using the print functionality make sure that you have maintained a valid e-mail address in the vendor master data. |
| Company Code | 1010 | Company Code 1010 |  |
| Purchase Organization | 1010 | Purch. Org. 1010 |  |
| Purchase group | 001 | Group 001 |  |

You can find general information on how to create master data objects in the following [Master Data Scripts (MDS)](https://support.sap.com/content/dam/SAAP/Sol_Pack/BP_OP_ENTPR/BP_OP_ENTPR_S4HANA2020_7_Master_Data_EN_XX.htm) :

Table 1: Master Data Script Reference

|  |  |
| --- | --- |
| MDS | Description |
| BNS | Create Product Master of Type "Semi-Finished Good" |
| BNR | Create Product Master of Type "Raw Material") |
| BNE | Create Supplier Master |
| BHD | Create Purchasing Info Record |

## Business Conditions

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

|  |  |
| --- | --- |
| Scope Item | Business Condition |
| BNZ - Create New Open MM Posting Period | Complete all relevant steps. |
| BJ5 - Make-to-Stock Production - Discrete Manufacturing | To run through this test script, the materials must be available in stock. If you use finished goods (FERT) you can either:  Run through the Make-to-Stock Production - Discrete Manufacturing BJ5 process (for material FG126) or  Create stock using transaction MIGO (for more information, see Preliminary Steps). |

## Preliminary Steps

### Creating Purchasing Info Record (Optional)

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log on | Log on to the SAP Fiori launchpad as a Purchaser. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Open Manage Purchasing Info Records (F1982). | The Manage Purchasing Info Records is displayed. |  |
| 3 | Open New Purchasing Info Record | Choose Create. | The Purchasing Info Record screen is displayed. |  |
| 4 | Enter Header Data | Make the following entries:  Purchasing Info Record Category: Subcontracting  Purchasing Organization: 1010  Supplier: 10300007  Material: SG23  Plant: 1010  Purchasing Group: 001 | Header data is added. |  |
| 5 | Enter General Information | Make the following entries:  Available From: Today  Available To: 12/31/9999 | General Information is added. |  |
| 6 | Enter Purchasing Data | Make the following entries:  Incoterm: EXW  Incoterm Location 1: VENDOR | Purchasing Data is added. |  |
| 7 | Enter Delivery and Quantity Data | Make the following entries:  Delivery Time in Days: 10  Under Delivery Tolerance in %: 10.0  Over Delivery Tolerance in %: 10.0  Tax Code: V1  Order Unit: PC  Standard Order Quantity: 100  Goods-Receipt-Based Invoice Verification: X | Delivery and Quantity Data is added. |  |
| 8 | Enter Condition Data | In the Condition section, choose Create.  In the General Information area, make the following entries:  Valid From: Today  Valid To: 12/31/9999  Amount: 0.59  Pricing Unit: 1  Currency: EUR  Choose Apply. | Condition Data is added. |  |
| 9 | Enter Reference Data (optional) | You can enter reference data. | Reference data is added. |  |
| 10 | Save your data | Choose Save. | The purchasing info record is saved. |  |

Result

The subcontracting info record is created.

### Initial Requirement Situation (Optional)

Purpose

The MRP run only creates purchase requisitions if the demand is bigger than the available quantity. You can check the requirement situation in the Stock/Requirement List. If necessary, you can reduce the quantity of unrestricted use by posting a goods issue.

If this is the first time entering MRP app, please specify responsibility by selecting the combination of plant and MRP controller.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to Fiori Launchpad as a Production Planner, |  |  |
| 2 | Open the Fiori App | Open Monitor Material Coverage - Net / Individual Segments (F2101) . | The Monitor Material Coverage (Original) screen displays. |  |
| 3 | Select Material | Select the checkbox for material SG23 and choose the Manage Materials button (bottom right). | The Material screen and Material Details screen display. |  |
| 4 | Check stock | Select the corresponding material. | The detailed Stock/Requirements List for each material displays. |  |

### Creating Planned Independent Requirements

Purpose

Planned independent requirements are used to perform demand management functions. A planned independent requirement contains one planned quantity and one date, or a number of planned independent requirements schedule lines, such as one planned quantity split over time according to dates.

Note Instead of creating a single requirement, sometimes a requirements plan that includes one or more planned independent requirements can be maintained for mass processing. In this case, the requirements are grouped and maintained under a requirement plan number.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori Launchpad as a Production Planner . | The SAP Fiori Launchpad displays. |  |
| 2 | Access the App | Open Maintain PIRs (F3445) | The Manage PIRs (Original) screen displays. |  |
| 3 | Check Default Area of Responsibility | On the Maintain PIRs, choose your user name and choose App Settings.  On the MRP Settings screen, choose Area of Responsibility:  Check only this entry is displayed there:  Plant 1 DE/001 (MRP Controller 001) | If the entry Plant 1 DE/001 is not present in the Area of Responsibility screen ,choose Add to select it and then choose OK.  For other plant entries in the Area of Responsibility screen, choose Delete to remove the others and then choose OK. |  |
| 4 | Select Material | On the Manage PIRs (Original) screen, , make the following entries:  Plant: 1010  Period Indicator: Monthly (M)  Search: SG23.  Please make sure you have the same setting in material master data MRP 3 view for Period Indicator. If no, please refer to master data script BNS for adaption. |  |  |
| 5 | Filter Result | Choose Go. | The material item displays. |  |
| 6 | Select Material Item | Check the material item, and choose Edit PIRs in the upper right. |  |  |
| 7 | Edit PIRs | On the Edit PIRs screen, enter quantities per period, for example:  PIR: 100. |  |  |
| 8 | Save PIRs Draft | Choose Save. | The PIRs Draft is saved. |  |

### Material Requirements Planning at Plant Level

Purpose

The aim of material requirements planning is to tailor available capacities and receipts on time to suit requirements quantities. You can use MRP or consumption-based planning for this purpose. Single-item multilevel requirement planning is performed for plant 1010.

Prerequisite

The semi product is planned at plant level. There is now a requirement for the material SG23 in plant 1010.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori Launchpad as a Production Planner. | The SAP Fiori Launchpad displays. |  |
| 2 | Access the App | Open Schedule MRP Runs (F1339). | The Application Jobs (Original) screen displays. |  |
| 3 | Enter Basic Parameters for New Job | Choose + (New) above the table.  On the New Jobs screen, make the following entries:  Job Template: Material Requirement Planning (MRP)  Job Name: MRP forSG23  Start Immediately: X  Plant: 1010  Material (Original) : SG23  Changed BOM Components: X  Planning Mode: 1 |  |  |
| 4 | Enter Scheduling Parameters for New Job | Choose Define Recurrence Pattern.  In the Scheduling Information screen, make the following entries:  Start Immediately: X  Recurrence Pattern: Single Run  Choose OK. |  |  |
| 5 | Schedule New Job | In the New Job screen, choose Schedule. | The new job displays in the Application Jobs (Original) table. |  |
| 6 | Refresh Application Jobs List | To check the status of the job you created, choose Go in the top right section of the screen. | The Application Jobs table is refreshed. |  |

### Initializing Material Stock

#### Option 1: For Non-Serial Number Managed Material

Purpose

In a real business case, the materials are usually purchased from external vendors. In this case, the process is covered by the standard purchasing or subcontracting processes. For the purpose of this test, we post initial stock directly to the storage locations.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto SAP Fiori Launchpad | Log onto the SAP Fiori launchpad as an Inventory Manager . | The SAP Fiori Launchpad displays. |  |
| 2 | Access the App | Open Manage Stock (F1062). | TheManage Stock (Original) screen displays. |  |
| 3 | Enter Material | Make the following entries and press Enter:  Material (Original) : For example, RM13 and RM14  Plant: For example, 1010, Plant 1 DE | The stock overview for the material is displayed. |  |
| 4 | Select Stock | Select the icon next to the stock to add initial stock. For example:  Storage Location: 101C (for RMxx materials)  Unrestricted Use Stock | A dialog box displays. The Storage Location, Stock Type, and Current Quantity fields are displayed according to your entries in previous steps. |  |
| 5 | Add Initial Entry | Make the following entries and choose Post:  Document date: <Today>  Posting date: <Today>  Stock Change: Initial Entry  Quantity: <Enter a quantity> | The system displays the message Material document XXX created. The stock is added. |  |

#### Option 2: For Serial Number Managed Material

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log on | Log onto 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. | It only displays it that way if it was your last transaction. So the action for the User should be to select field Reference Document for MIGO Transaction Other |
| 3 | Input Movement Type | Make the following entries and choose Enter:  Business Transaction: Goods Receipt  Business Transaction: Other  Movement Type: 561 - Receipt per initial entry of stock balances into unr.-use |  |  |
| 4 | Input on the Goods Receipt Other screen: Material tab | On the Goods Receipt Other screen: Material tab, make the following entry and choose Enter:  Material (Original) : RM33/RM34 |  |  |
| 5 | Input 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>  Unit of Entry: PC |  |  |
| 6 | Input 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: 101C |  |  |
| 7 | Input on the Goods Receipt Other screen: Serial Numbers tab | On the Goods Receipt Other screen: Serial Numbers tab, enter the serial number. |  |  |
| 8 | Save your entries. | Click Item OK and Post. |  |  |

### Assigning User to Position for Purchase Order Approval Workflow Management

Purpose

Assign a processor ID to your workflow-relevant position. The processor (member of staff responsible for processing the document) receives a work item when required to effect the PO release.

Procedure

1. Access the activity using the following navigation option:

|  |  |
| --- | --- |
| SAP ECC Menu | Logistics > Customer (Original) > Servie > Service Processing > Environment > Organization > Organizational Plan > Organization and Staffing > Change |
| Transaction Code | PPOME |

1. On the Organization and Staffing change screen, choose Search Term (below the Position field to the left side of the screen).
2. In the Find Position dialog box, enter the name of the Position PO Release and choose Find.
3. In the Hit List area, double-click the link of Position PO Release.
4. In Task Assignment, right-click the Position PO Release and choose Assign.
5. In the Choose Relationship dialog box, select Holder and choose Continue (Enter).
6. In the Restrict Value Range screen, on the S: Search Term tab, enter the User ID of the PO approver and choose Continue (Enter).
7. Select the checkbox, and choose Copy (Enter).
8. Choose Save.

### Configure Flexible Workflow for Purchase Order

Purpose

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

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

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration . | The Fiori launchpad is displayed. |  |
| 2 | Access the App | Open Manage Workflows for Purchase Orders (F2190). | The Manage Workflows (Original) screen is displayed. |  |
| 3 | Create Manage Workflow | Choose Add and make the following entries:  Name: Test Workflow for Purchase Order  Select Preconditions, and in the PRECONDITIONS area, make the following entries:  Purchasing group of purchase order is: Selected  Purchasing Group: 003  Choose Add another condition and make the following entries:  Total Net Amount is greater than: Selected  Amount: For example，500.00  Currency: EUR  In STEP SEQUENCE area, choose Add and make the following entries:  Type: Release of Purchase Order  In the RECIPIENTS area, make the following entries:  Assignment By: User  User: Select User from value help (with Employee ID PURCHASING\_MANAGER)  Choose OK.  Step to be completed by: One of the recipients  Choose Add.  Choose Save. | The Workflow for Purchase Order is configured. |  |
| 4 | Activate Workflow Item | Select the Workflow Item just created and choose Activate. | The Workflow Item is activated. |  |

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

Configure Users

For user configuration, refer to the Creating Approvers section in the [Administration Guide to Implementation of SAP S/4HANA with SAP Best Practices](https://help.sap.com/viewer/S4HANA2020_AdminGuide)

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### Activate Flexible Workflow for Purchase Order Approval

Purpose

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

If you want to use the flexible workflow to approve the purchase order, you have to process this step [Configure Flexible Workflow for Purchase Order](#unique_14)  [page ] 16 .

Procedure

1. Access the activity using the following navigation option:

|  |  |
| --- | --- |
| SAP IMG Path | SPRO > Materials Management > Purchasing > Purchase Order > Flexible Workflow for Purchase Orders > screen, select the check box under Scenario based workflow for Activate Flexible Workflow for Purchase Orders Activate Flexible Workflow for Purchase Orders |
| Transaction Code | S\_ER9\_52000654 |

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

# 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 Name | Expected Results |
| Part 1: Subcontracting without Serial Number Management |  |  |  |
| [Convert Purchase Requisition to Purchase Order](#unique_17) [page ] 21 | Purchaser | Manage Purchase Requisitions (F1048) | Purchase order is created. |
| [Create Purchase Order](#unique_18) [page ] 22 | Purchaser | Manage Purchase Orders (F0842A) | PO is created. |
| [Monitor Subcontracting Document (Optional)](#unique_19) [page ] 24 | Purchaser | Monitor Subcontracting Documents (F3095) |  |
| [Approve Purchase Orders (Optional)](#unique_20) [page ] 25 | Purchasing Manager | My Inbox - All Items (F0862). | Purchase orders are approved. |
| [Option 1 : Outbound Delivery](#unique_21) [page ] 26 |  |  |  |
| [Create Outbound Delivery](#unique_22)  [page ] 26 | Purchaser | Display Subcontracting Stocks by Supplier (ME2ON) | Outbound Delivery created. |
| [Pick and Post Goods Issue](#unique_23) [page ] 28 | Shipping Specialist | Change Outbound Delivery (VL02N) |  |
| [Option 2: Transfer Posting](#unique_24) [page ] 29 | Inventory Manager | Subcontracting Cockpit (F2948) |  |
| [Receive Goods from Subcontracting PO](#unique_25) [page ] 30 | Warehouse Clerk | Post Goods Receipt for Purchasing Document (F0843) | Material document and journal entry showing receipt of purchased material and consumption of components. |
| [Create Supplier Invoice](#unique_26) [page ] 31 | Accounts Payable Accountant | Create Supplier Invoice (F0859) |  |
| [Review Supplier Invoice (Optional)](#unique_27) [page ] 33 | Accounts Payable Accountant | Supplier Invoices List (F1060A) | Invoice has been reviewed. |
| Part 2: Subcontracting with Serial Number Management |  |  |  |
| [Create Purchase Order](#unique_28) [page ] 35 | Purchaser | Create Purchase Order - Advanced (ME21N) | PO is created. |
| [Approve Purchase Orders (Optional)](#unique_29) [page ] 37 | Purchasing Manager | My Inbox - Approve Purchase Order (F0402A) | Purchase orders are approved. |
| [Create Outbound Delivery](#unique_30)  [page ] 38 | Purchaser | Display Subcontracting Stocks by Supplier (ME2ON) | Outbound delivery is created. |
| [Pick and Post Goods Issue](#unique_31) [page ] 39 | Shipping Specialist | Change Outbound Delivery (VL02N) |  |
| [Receive Goods from Subcontracting PO](#unique_32) [page ] 41 | Warehouse Clerk | Post Goods Movement (MIGO) | Material document and journal entry showing receipt of purchased material and consumption of components. |
| [Create Supplier Invoice](#unique_26) [page ] 31 | Accounts Payable Accountant | Create Supplier Invoice (F0859) | Invoice document and journal entry. |

# Test Procedures

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

## Part 1: Subcontracting without Serial Number Management

### Convert Purchase Requisition to 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

In this activity, a purchase requisition for planned subcontracting is assigned and a corresponding purchase order is created.

If you want to use the Save Draft feature in this app, you have to use a personalized user.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Open the Fiori Launch Pad using the Purchaser role. | The Fiori Launch Pad is displayed. |  |
| 2 | Open Manage Purchase Requisitions | Open Manage Purchase Requisitions (F1048). | A list of Requisitions is displayed. |  |
| 3 | Select Purchase Requisition | Search for a Purchase Requisition for material SG23 with Sources available, and choose the link of the sources. | The Select Source of Supply screen is displayed. |  |
| 4 | Assign Source to Purchase Requisition | Choose a displayed source with a real price (not zero). | The assignment of one source to the requisition is done. The Purchase Requisitions list is displayed. |  |
| 5 | Prepare the Purchase Order | Select the purchase requisition where the assigned supplier is displayed and choose Create Purchase Order (Original). | The Purchase Order Preview screen is displayed. |  |
| 6 | Create the Purchase Order | Select Standard order from Purchase Order Type drop down list, and choose Submit. | The purchase order is created. |  |
| 7 | Back to Manage Purchase Requisition | In the dialog box, choose OK. | Purchase Requisition list is displayed again. The converted Purchase Requisition has disappeared from the list. |  |

### Create 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 activity creates a purchase order for subcontract material. . This activity is only required if you do not convert an existing purchase requisition as described in Assign Purchase Requisition / Create Subcontract Order.

Note You can store purchase order data as template for frequently used data. To save the data to a template, choose Save as Template. To load data from a template, choose Load from Template.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Open the Fiori Launch Pad as a Purchaser . | The Fiori Launch Pad is displayed. |  |
| 2 | Access the App | Open Manage Purchase Orders (F0842A). | The Create Purchase Order (Original) screen is displayed with a list of existing Purchasing Document Items. |  |
| 3 | Start Purchase Order creation | Without making any selection, choose Create Purchase Order . | The Purchase Order Screen is shown. |  |
| 4 | Create Purchase Order data | Enter the following data and choose Enter:  Supplier :10300007  Purchasing Org: 1010  Purchasing Group :001  Company Code: 1010  Currency: EUR  In the Items section, choose Add:  Item Category: Subcontracting  Material (Original) : SG23  Quantity: x PC  Net. Price: x EUR  Plant: 1010  Storage Location: 101B |  |  |
| 5 | Save Purchase Order | Choose Order and when the purchase order number is displayed, write it down for further use. | A Purchase Order is created. |  |

### Monitor Subcontracting Document (Optional)

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 | Access the Fiori App | Open Monitor Subcontracting Documents (F3095). | The Monitor Subcontracting Documents screen displays. |  |
| 3 | Monitor Subcontracting Document | Enter the following data:  Subcontractor: 10300007  Choose Go.  If the subcontractor field does not appear on the screen, select the field on Adapt Filter. |  |  |
| 4 | Monitor Subcontracting Document | Click View to check the Assembly Flow. | If you have multi-level subcontracting, the graph can be displayed here. |  |
| 5 | Manage Purchase Order | Check the details of your subcontracting document by clicking the item. |  |  |

### Approve Purchase Orders (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

All the purchase orders that require release by an authorized person are listed and must be approved. About the PO approve user setting, please refer to the step Configure Your Release Conditions for PO Approval (Only for SAP S/4HANA Enterprise Management Cloud) in J45.

Note Only POs with a value higher than 500.00 EUR can be released in this transaction. POs with a value under this amount do not need to be released. For POs under this amount, this step can be skipped.

Procedure-SETUP

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Open the Fiori Launch Pad with the Purchasing Manager role. | The Fiori Launch Pad is displayed. |  |
| 2 | Open Approve Purchase Order | Open My Inbox - All Items (F0862). | The My Inbox (Original) screen is displayed. |  |
| 3 | Check Purchase Order Status | Search for Purchase Order with Need Approval Status. | The Purchase Orders without follow-on documents (w/o status Follow-On Documents) and a net value of 500 EUR or more have the status In Approval. |  |
| 4 | Release Purchase Order | Select the Purchase order in left of the screen and click Approve in bottom right. | The Submit Decision dialog box is displayed. |  |
| 5 | Enter Release Reason | Enter the approval reason if needed, then choose Submit. | The Purchase Order is approved. |  |
| 6 | Back to Fiori Launch Pad | Choose the Home button to go back to the Fiori Launch pad. | The Fiori Launch Pad is displayed. |  |

### Option 1 : Outbound Delivery

The purpose of this activity is to create the delivery and post goods issue.

#### Create Outbound Delivery

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 | Pass / Fail / Comment |
| 1 | Logon | Log on to the SAP Fiori launchpad as an Inventory Manager. | The Fiori Launch Pad is displayed. |  |
| 2 | Access the App | Open Subcontracting Cockpit (F2948). | The Subcontracting Cockpit (Original) screen is displayed. |  |
| 3 | Search for Component or Assembly | Set values to some filters to search Components. :  Subcontractor: 10300007  Plant: 1010  Choose GO. | The search results show the details with the respective filter Criteria. Following columns must contain relevant data:  Component  Plant  Subcontractor  Stock Balance |  |
| 4 | Display Purchase Order Item for a component | Choose small Arrow next to Component to expand the details | All purchase order with items number corresponding to the component must be displayed in “Purchase Order Items” column. |  |
| 5 | Create Delivery | Choose a PO Item and then choose Create Delivery. |  |  |
| 6 | Enter detail data | Make the following entries:  Material (Original): RM13/RM14  Storage Location: 101C  Shipping Point: 1010  Please make sure the RM13/RM14 have stock in the storage location. If no, please do initial stock for them.  It's also possible to post goods issue towards reservation if there's any. |  |  |
| 7 | Item OK | Verify if the processing status is Valid. |  |  |
| 8 | Post | Post Delivery. | The system displays the message  Delivery 4900000XX XXXX posted  . |  |

#### Pick and Post Goods Issue

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 | Pass / Fail / Comment |
| 1 | Log on | Log on to the SAP Fiori launchpad as a Shipping Specialist. | The SAP Fiori launchpad displays. |  |
| 2 | Access App | Open Change Outbound Delivery (VL02N). | The app name screen displays. |  |
| 3 | Change Outbound Delivery (Original) | Enter the following data:  Outbound Delivery: <your delivery>  Choose Continue. |  |  |
| 4 | Picking | Choose Picking tab.  Enter picked quantity equal to the delivery quantity.  Choose Save. |  |  |
| 5 | Post Goods Issue (Original) | On the Change Outbound Delivery (Original) screen, choose Post Goods Issue (Original). |  |  |

### Option 2: Transfer Posting

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 | Pass / Fail / Comment |
| 1 | Logon | Log on to the SAP Fiori launchpad as an Inventory Manager. | The Fiori Launch Pad is displayed. |  |
| 2 | Access the App | Open Subcontracting Cockpit (F2948) | The Subcontracting Cockpit (Original) screen is displayed. |  |
| 3 | Search for Component or Assembly | Set values to some filters to search Components. :  Subcontractor: 10300007  Plant: 1010  Choose GO. | The search results show the details with the respective filter Criteria. Following columns must contain relevant data:  Component  Plant  Subcontractor  Stock Balance |  |
| 4 | Display Purchase Order Item for a component | Choose small Arrow next to Component to expand the details | All purchase order with items number corresponding to the component must be displayed in “Purchase Order Items” column. |  |
| 5 | Post Goods Issue (Original) | Choose a PO Item and then choose Post Goods Issue (Original). | There will be navigation to the ‘Post Goods Issue’ app. |  |
| 6 | Enter detail data | Make the following entries:  Material (Original) :　RM13/RM14  Storage Location: 101C  Please make sure the RM13/RM14 have stock in the storage location. If no, please do initial stock for them.  It's also possible to post goods issue towards reservation if there's any. |  |  |
| 7 | Item OK | check if the processing status is Valid |  |  |
| 8 | Post | Select all the items and Post Goods Issue (Original). | The system displays the message Material  document 4900000XX XXXX posted . |  |

### Receive Goods from Subcontracting PO

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 step, you post the goods receipt for the material against the subcontracting PO.

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 Fiori Launch Pad is displayed. |  |
| 2 | Open Post Goods Movement tile | Open Post Goods Receipt for Purchasing Document (F0843). | The Post Goods Receipt for Purchasing Document screen is displayed. |  |
| 3 | Select Goods Receipt Order screen | Enter your PO number or search your subcontracting purchase order. | The items of the selected Purchase Order display. |  |
| 4 | Select Item | Select the item for which a goods receipt is to be posted. |  |  |
| 5 | Post | Choose Post. | The system displays the message  Material document 5000000XX 201X posted. |  |

### Create Supplier Invoice

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you perform the invoice verification.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Open the SAP Fiori launchpad with the Accounts Payable Accountant - Procurement role. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the app | Open Create Supplier Invoice (F0859). | The Create Supplier Invoices screen is displayed. |  |
| 3 | Enter General Data | In case of purchase orders created with local currency in your system, make the following entries.  Transaction: Invoice  Company Code: 1010  Reference: <xxx> (reference invoice number from invoicing party)  Gross Invoice Amount : <XXX>  Currency: EUR  Invoice Date: <Today>  Posting Date: <Today>  Invoice Party: 10300001 | The Create Supplier Invoices screen displays. |  |
| 4 | Enter Purchase Order References | In Purchase Order References, make the following entries (use a PO you created previously) and choose Enter.  Make the following entries (use a PO you created previously).  References Document Category: Purchase Order/ Scheduling Agreement  Purchase Order: <PO number> | The Purchase Order References screen displays. |  |
| 5 | Select Purchase Order Items | Check the selection of the Purchase Order Items.  Confirm the warning messages. | All items of the selected Purchase Order are added to the Purchase Order Item table.  You should see material items which refer to the entered purchase order document. |  |
| 6 | Check the Invoice Items data | Check the Amount, the Quantity, the Tax Code (there may already be a tax code that was copied from the purchase order). | The Purchase Order Item's table displays. |  |
| 7 | Check Tax code | In the section Tax check if there is tax code information. | In the Tax tab, you should see the same tax codes as in the items.  If there is no tax, specify the tax code V0. |  |
| 8 | Check the balance | Calculate the tax amount from the item amount multiplied by the tax value. | The balance should be zero (or within the defined tolerance). |  |
| 9 | Simulate Supplier Invoice and Check Messages | Choose Simulate.  If there are no differences(or if the value is within the defined tolerance), a new screen Simulation appears. You can check the simulation results in Simulation Overview and Simulation Details area.  The Supplier Invoice is complete to post. Check the Gross Invoice Amount against the items plus tax amount (if tax code is,V0 you do not have any tax amount) | The supplier invoice is complete to post. |  |
| 10 | Post Invoice | Choose Post. | The invoice is posted. |  |

### Review Supplier Invoice (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the SAP Fiori launchpad as an Accounts Payable Accountant. | The Fiori Launch Pad is displayed. |  |
| 2 | Open the Fiori App | Open Supplier Invoices List (F1060A). | . |  |
| 3 | Enter General Data | Make the following entries:   * Invoice Party: 10300007 * Company Code: 1010   Choose Go. |  |  |
| 4 | Check invoice | Check Display to check the invoice. |  |  |

## Part 2: Subcontracting with Serial Number Management

### Create 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 activity creates a purchase order for subcontract material.. This activity is only required if you do not convert an existing purchase requisition as described in Assign Purchase Requisition / Create Subcontract Order.

Note You can store purchase order data as template for frequently used data. To save the data to a template, choose Save as Template . To load data from a template, choose Load from 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 Purchaser. | The Fiori Launch Pad is displayed. |  |
| 2 | Open Create Purchase Order | Open Create Purchase Order - Advanced (ME21N). | The Create Purchase Order (Original) screen is displayed with a list of existing Purchasing Document Items. |  |
| 3 | Enter Purchase Order data | Enter the following data and choose Enter:  Order type : Standard PO  Supplier (Original) : 10300007  In the area of Header / Org. Data :  Purchasing Org : 1010  Purchasing Group : 001  Company Code: 1010  In the area of Item Overview:  Item Category : L  Material (Original) : SG27  Quantity: 2 PC  Net. Price: x EUR  Plant: 1010  Storage Location: 101B  In the area of Item Detail:  Switch to Delivery Schedule, and choose Assign Serial Number. Choose Create Serial Number Automatically, and then choose Continue. | All data is entered. The Item Detail screen displays.  Depending on the relevance of chain liability for the supplier on a purchase order, some steps or fields may or may not be displayed. If chain liability is relevant, you must enter the start and finish dates for the work, along with the number of hours to be worked. If you are posting a portion of the invoice to your sub-contractor’s blocked account, enter the percentage of the line items that are wage-relevant. This enables the system to propose the amount to be posted to the blocked account. |  |
| 4 | Save Purchase Order | Choose Save and when the purchase order number is displayed, write it down for further use. | A Purchase Order is created. |  |

### Approve Purchase Orders (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

All the purchase orders that require release by an authorized person are listed and must be approved. About the PO approve user setting, please refer to the step Configure Your Release Conditions for PO Approval (Only for SAP S/4HANA Enterprise Management Cloud) in J45.

Note Only POs with a value higher than 500.00 EUR can be released in this transaction. POs with a value under this amount do not need to be released. For POs under this amount, this step can be skipped.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the SAP Fiori launchpad as a  Purchasing Manager. | The Fiori Launch Pad is displayed. |  |
| 2 | Access the App | Open My Inbox - Approve Supplier Invoice (F0545A). | The My Inbox (Original) screen is displayed. |  |
| 3 | Check Purchase Order Status | Search for Purchase Order with Need Approval Status. | The Purchase Orders without follow-on documents (w/o status Follow-On Documents) and a net value of 500 EUR or more have the status In Approval. |  |
| 4 | Release Purchase Order | Select the Purchase Order on the left side of the screen and choose Approve at the bottom right. | The Submit Decision screen is displayed. |  |
| 5 | Enter Release Reason | Enter the approval reason if necessary, and then choose Submit. | The Purchase Order is approved. |  |
| 6 | Back to Fiori Launch Pad | Choose the Home button to go back to the Fiori Launch pad. | The Fiori Launch Pad is displayed. |  |

### Create Outbound Delivery

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 | Pass / Fail / Comment |
| 1 | Log on | Log on to the SAP Fiori launchpad as a Purchaser. | The SAP Fiori launchpad displays. |  |
| 2 | Access App | Open Display Subcontracting Stocks by Supplier (ME2ON). | The app name screen displays. |  |
| 3 | Subcontracting Cockpit (Original) | Enter the following data:  Supplier (Original) : 10300007  With Reqts from SC Requisns: X  W.Ext.Receipts from Requisns: X  With Ext.Receipts from POs: X  Choose Execute. |  |  |
| 4 | Subcontracting Cockpit (Original) | Expand the group of Requirements via SC Orders for below materials:  Material (Original) : RM33 and RM34  Find the line items with your purchase order number. Use Ctrl to select both lines.  Select (More -) Create Delivery. |  |  |
| 5 | Creating Delivery for Subcontracting Purchase Orders | Enter Stor.Location for both lines:  Stor.Location: 101C  Use Ctrl to select the both lines and choose Create Document (Original).  Note down your delivery number. |  |  |

### Pick and Post Goods Issue

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 | Pass / Fail / Comment |
| 1 | Log on | Log on to the SAP Fiori launchpad as a Shipping Specialist. | The SAP Fiori launchpad displays. |  |
| 2 | Access App | Open Change Outbound Delivery (VL02N). | The app name screen displays. |  |
| 3 | Change Outbound Delivery (Original) (Original) | Enter the following data:  Outbound Delivery: <your delivery>  Choose Continue. |  |  |
| 4 | Picking | Choose Picking tab.  Enter picked quantity equal to the delivery quantity. |  |  |
| 5 | Serial number | Select Line Item 10  Choose More -> Extra -> Serial number.  Choose Create serial number automatically.  Note down the serial number created.  Choose Continue. |  |  |
| 6 |  | Repeat above step for line item 20. |  |  |
| 7 | Post Goods Issue (Original) (Original) | On the Change Outbound Delivery (Original) screen, choose Post Goods Issue (Original). |  |  |

### Receive Goods from Subcontracting PO

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 step, you post the goods receipt for the material against the subcontracting PO.

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 Fiori Launch Pad is displayed. |  |
| 2 | Open Post Goods Movement tile | Open Post Goods Movement (MIGO). | The Post Goods Receipt for Purchase Order (Original). screen is displayed. |  |
| 3 | Select Goods Receipt Order screen | On the Goods Receipt Order screen, make the following entries and choose Enter:  Goods Receipt: <Select>  Purchasing Order: <Select>  Order number:<Purchase Order number>  GR goods receipt:101 | The items of the selected Purchase Order display. |  |
| 4 | Choose the Quantity tab and confirm the quantity | Confirm the quantity. |  |  |
| 5 | Select Item ok Indicator | Select the Item OK checkbox. |  |  |
| 6 | Serial number | Expand item SG27.  Select the line item for raw material RM33.  In detailed data, switch to Serial Number tab.  Enter the serial number noted in last chapter for RM33.  Select the line item for raw material RM34.  In detailed data, switch to Serial Number tab.  Enter the serial number noted in last chapter for RM34. |  |  |
| 7 | Post | Choose Post. | The system displays the message  Material document 5000000XX 201X posted  . |  |

### Create Supplier Invoice

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you perform the invoice verification.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Open the SAP Fiori launchpad with the Accounts Payable Accountant - Procurement role. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the app | Open Create Supplier Invoice (F0859). | The Create Supplier Invoices screen is displayed. |  |
| 3 | Enter General Data | In case of purchase orders created with local currency in your system, make the following entries.  Transaction: Invoice  Company Code: 1010  Reference: <xxx> (reference invoice number from invoicing party)  Gross Invoice Amount : <XXX>  Currency: EUR  Invoice Date: <Today>  Posting Date: <Today>  Invoice Party: 10300001 | The Create Supplier Invoices screen displays. |  |
| 4 | Enter Purchase Order References | In Purchase Order References, make the following entries (use a PO you created previously) and choose Enter.  Make the following entries (use a PO you created previously).  References Document Category: Purchase Order/ Scheduling Agreement  Purchase Order: <PO number> | The Purchase Order References screen displays. |  |
| 5 | Select Purchase Order Items | Check the selection of the Purchase Order Items.  Confirm the warning messages. | All items of the selected Purchase Order are added to the Purchase Order Item table.  You should see material items which refer to the entered purchase order document. |  |
| 6 | Check the Invoice Items data | Check the Amount, the Quantity, the Tax Code (there may already be a tax code that was copied from the purchase order). | The Purchase Order Item's table displays. |  |
| 7 | Check Tax code | In the section Tax check if there is tax code information. | In the Tax tab, you should see the same tax codes as in the items.  If there is no tax, specify the tax code V0. |  |
| 8 | Check the balance | Calculate the tax amount from the item amount multiplied by the tax value. | The balance should be zero (or within the defined tolerance). |  |
| 9 | Simulate Supplier Invoice and Check Messages | Choose Simulate.  If there are no differences(or if the value is within the defined tolerance), a new screen Simulation appears. You can check the simulation results in Simulation Overview and Simulation Details area.  The Supplier Invoice is complete to post. Check the Gross Invoice Amount against the items plus tax amount (if tax code is,V0 you do not have any tax amount) | The supplier invoice is complete to post. |  |
| 10 | Post Invoice | Choose Post. | The invoice is posted. |  |

# Appendix

## Succeeding Processes

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

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

Typographic Conventions

|  |  |
| --- | --- |
| Type Style | Description |
| Example | Words or characters quoted from the screen. These include field names, screen titles, pushbuttons labels, menu names, menu paths, and menu options.  Textual cross-references to other documents. |
| Example | Emphasized words or expressions. |
| EXAMPLE | Technical names of system objects. These include report names, program names, transaction codes, table names, and key concepts of a programming language when they are surrounded by body text, for example, SELECT and INCLUDE. |
| Example | Output on the screen. This includes file and directory names and their paths, messages, names of variables and parameters, source text, and names of installation, upgrade and database tools. |
| Example | Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation. |
| <Example> | Variable user entry. Angle brackets indicate that you replace these words and characters with appropriate entries to make entries in the system. |
| EXAMPLE | Keys on the keyboard, for example, F2 or ENTER. |

|  |
| --- |
|  |
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