|  |  |
| --- | --- |
|  |  |
| Test ScriptSAP S/4HANA - 18-09-20 | public |
| Consumable Purchasing (BNX\_DE) |

Table of Contents

[1 Purpose 3](#_Toc51339128)

[2 Prerequisites 4](#_Toc51339129)

[2.1 System Access 4](#_Toc51339130)

[2.2 Roles 4](#_Toc51339131)

[2.3 Master Data and Organizational Data 5](#_Toc51339132)

[2.4 Business Conditions 5](#_Toc51339133)

[2.5 Preliminary Steps 6](#_Toc51339134)

[2.5.1 Activate Flexible Workflow for Purchase Order 6](#_Toc51339135)

[2.5.1.1 Activate Flexible Workflow for Purchase Order Approval 6](#_Toc51339136)

[2.5.1.2 Configure Flexible Workflow for Purchase Order 7](#_Toc51339137)

[2.5.2 Create Purchasing Info Record (Optional) 8](#_Toc51339138)

[2.5.3 Activate Flexible Workflow for Supplier Invoice 10](#_Toc51339139)

[2.5.3.1 Activate Scenario for Supplier Invoice Flexible Workflow 10](#_Toc51339140)

[2.5.3.2 Activate Flexible Workflow for Supplier Invoice 11](#_Toc51339141)

[2.5.3.3 Check Workflow for Supplier Invoice 12](#_Toc51339142)

[2.5.3.4 Update Cost Center for User Responsible 13](#_Toc51339143)

[2.5.3.5 Update Profit Center for User Responsible 14](#_Toc51339144)

[2.5.4 Edit User-Specific Parameters for Supplier Invoices (Optional) 14](#_Toc51339145)

[2.5.5 Create Purchase Contract 15](#_Toc51339146)

[3 Overview Table 18](#_Toc51339147)

[4 Test Procedures 20](#_Toc51339148)

[4.1 Create Purchase Requisition 20](#_Toc51339149)

[4.2 Convert Purchase Requisition to Purchase Order 23](#_Toc51339150)

[4.3 Create Purchase Order 24](#_Toc51339151)

[4.4 Execute Mass Changes to Purchase Orders (Optional) 27](#_Toc51339152)

[4.5 Redistribute Workload (Optional) 29](#_Toc51339153)

[4.6 Change Purchase Order (Optional) 31](#_Toc51339154)

[4.7 Approve Purchase Order (Optional) 32](#_Toc51339155)

[4.8 Monitor Purchase Order Items (Optional) 33](#_Toc51339156)

[4.9 Post Goods Receipt 34](#_Toc51339157)

[4.10 Preview Goods Receipt Slip (Optional) 36](#_Toc51339158)

[4.11 Monitor Purchase Order Items by Account Assignment (Optional) 37](#_Toc51339159)

[4.12 Create Supplier Invoice 39](#_Toc51339160)

[4.12.1 Option A: Create Supplier Invoice with PO/GR relation 39](#_Toc51339161)

[4.12.2 Option A: Release Completed Supplier Invoice (Optional) 42](#_Toc51339162)

[4.12.3 Option B: Create Supplier Invoice with PO/GR relation (with Invoice Reduction) (Optional) 44](#_Toc51339163)

[4.12.4 Option B: Print Complaint Letter in case of Invoice Reduction (Only relevant for S/4HANA) 46](#_Toc51339164)

[4.13 Release Blocked Supplier Invoice (Optional) 48](#_Toc51339165)

[4.14 Multiple Account Assignment for consumable purchasing 49](#_Toc51339166)

[4.14.1 Create Purchase Order 49](#_Toc51339167)

[4.14.2 Post Goods Receipt 51](#_Toc51339168)

[4.14.3 Create Supplier Invoice 52](#_Toc51339169)

[5 Appendix 55](#_Toc51339170)

[5.1 Process Integration 55](#_Toc51339171)

[5.2 Succeeding Processes 55](#_Toc51339172)

[5.3 Setup Mail Notification for Supplier Invoice Workflow 55](#_Toc51339173)

# Purpose

This scope item contains the creation and approval of purchase orders for consumables. Alternatively, the process can also be triggered via a purchase requisition, which can then be converted to a purchase order. Subsequently, the goods receipt and invoice processes are triggered.

Both standard and limit items can be procured with this scope item. As the value of the consumable goods is directly expended to an account assignment category, no inventory is provided.

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

## 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 |
| Purchasing Manager | SAP\_BR\_PURCHASING\_MANAGER |  |  |  |
| Purchaser | SAP\_BR\_PURCHASER | Operational Purchasing | SAP\_BR\_PURCHASER |  |
| Warehouse Clerk | SAP\_BR\_WAREHOUSE\_CLERK | Inventory Processing | SAP\_BR\_WAREHOUSE\_CLERK |  |
| Accounts Payable Accountant - Procurement | SAP\_BR\_AP\_ACCOUNTANT\_PROCUREMT |  |  |  |
| Configuration Expert - Business Process Configuration | SAP\_BR\_BPC\_EXPERT | Business Process Configuration | SAP\_BR\_BPC\_EXPERT |  |
| Cost Accountant - Overhead | SAP\_BR\_OVERHEAD\_ACCOUNTANT | Overhead Accounting | SAP\_BR\_OVERHEAD\_ACCOUNTANT |  |
| Divisional Accountant | SAP\_BR\_DIVISION\_ACCOUNTANT | Divisional Accounting | SAP\_BR\_DIVISION\_ACCOUNTANT |  |

## Master Data and Organizational Data

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | Details | Comments |
| Company code | 1010 | Company Code 1010 |  |
| Plant | 1010 | Production Plant 1010 |  |
| Supplier | 10300001 | Consumable material supplierNote To send form print outs by e-mail instead of using the print functionality, ensure that you have maintained a valid e-mail address in the vendor master data. |  |
| Purchase organization | 1010 | Purch. Org. 1010 |  |
| Material | NS0001 | Note You can use material with or without material numbers for purchase. |  |

For more information on creating master data objects, see the following [Master Data Scripts (MDS)](https://support.sap.com/content/dam/SAAP/Sol_Pack/BP_OP_ENTPR/BP_OP_ENTPR_S4HANA2020_7_Master_Data_EN_XX.htm)

Table 1: Master Data Script Reference

|  |  |
| --- | --- |
| MDS | Description |
| BNE | Create Supplier Master |
| BHD | Create Purchasing Info Record |

## Business Conditions

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

|  |  |
| --- | --- |
| Scope Item | Business Condition |
| BNZ - Create New Open MM Posting Period | You have completed the step described in the Create New Open MM Posting Period (BNZ) master data script. Posting Period is up to date. |

## Preliminary Steps

### Activate Flexible Workflow for Purchase Order

#### 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_8)  [page ] 7.

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 Orders Activate Flexible Workflow for Purchase Orders Document Type: NB
2. Choose Save.
3. You may be asked to enter a customizing request number, either choose your own customizing request or create a new one, then choose Continue.

#### Configure Flexible Workflow for Purchase Order

Pupose

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

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

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration . | The Fiori launchpad is displayed. |  |
| 2 | Access the App | Open Manage Workflows for Purchase Orders (F2872). | The Manage Workflows screen is displayed. |  |
| 3 | Create Manage Workflow | Choose Add and make the following entries:Name: Test Workflow for Purchase OrderSelect Preconditions, and in the Preconditions area, make the following entries:Purchasing group of purchase order is: SelectedPurchasing Group: 003Choose Add another condition and make the following entries:Total net amount of purchase order is greater than: SelectedAmount: For example, 500.00 ,Currency: EUR .In the STEP SEQUENCE area, choose Add and make the following entries:Type: Release Purchase OrderIn the RECIPIENTS area, make the following entries:Assignment By: UserUser: Select User from value help (with Employee ID PURCHASING\_MANAGER )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

The user of PO approver must be an employee user.

For the steps of user configuration, please refer to the sections in the Administration Guide for the Implementation of SAP Best Practices for SAP S/4HANA Admin Guide: [Creating approvers](https://help.sap.com/viewer/S4HANA1809_AdminGuide).

### Create Purchasing Info Record (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. |

Note If the Info Record for the material NS0001 and suppliers (10300001 and 10300002) already exists in the system, you can skip this step.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Purchaser . | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Choose Manage Purchasing Info Records (F1982) . | The Manage Purchasing Info Records screen 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 Organization: 1010
* Purchasing Info Record Category: Standard
* Supplier: 10300001
* Material: NS0001
* Plant: 1010
* Purchasing Group: 001
* Material Group: YBMM01
 | 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: 1
* Under Delivery Tolerance in %: 10.0
* Over Delivery Tolerance in %: 10
* Tax Code: V1
* Order Unit: PC
* Standard Order Quantity: 10

Goods-Receipt-Based Invoice Verification: selectNo Evaluated Receipt Settlement: select | 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: 10.00
* Pricing Unit: 1
* Unit of Measure: PC
* 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. |  |

Note Repeat the above steps to create the Info Record for Material NS0001 and Supplier 10300002,the field entries for this Info Record are the same with Material NS0001 and supplier 10300001.

### Activate Flexible Workflow for Supplier Invoice

#### Activate Scenario for Supplier Invoice Flexible Workflow

Purpose

In this procedure, you activate scenario for supplier invoice flexible workflow.

Procedure

1. Access the activity using the following navigation option:

|  |  |
| --- | --- |
| SAP IMG Path | SPRO > SAP NetWeaver > Application Server > Business Management > SAP Business Workflow > Flexible Workflow > Scenario Activation |
| Transaction Code | SM30 V\_SWF\_FLEX\_SCACT |

1. Check option: WS00800251 and WS00800303, then choose Save.

Result

Scenario: WS00800251 and WS00800303 are activated.

#### Activate Flexible Workflow for Supplier Invoice

Purpose

In this procedure, you activate flexible workflow for supplier invoice.

If you want to use the flexible workflow to approve the supplier invoice, you have to process the steps: Activate Flexible Workflow for Supplier Invoice and Configure Flexible Workflow for Supplier Invoice.

Procedure

1. Access the activity using the following navigation option:

|  |  |
| --- | --- |
| SAP IMG Path | SPRO > Materials Management > Logistics Invoice Verification > Incoming Invoice > Activate Flexible Workflows for Supplier Invoices |
| Transaction Code | SM30 T169WF02 |

* 1. Select checkbox Payment Block: Flexible Workflow is Active,
	2. Select checkbox Release Completed Invoice: Flexible Workflow is Active,
	3. Choose Save.

Result

The Payment Block Flexible workflow and Release Completed Invoice Flexible workflow are activated.

#### Check Workflow for Supplier Invoice

Purpose

In this procedure, you make sure Workflow for Supplier Invoice is activated.

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 App | Open Manage Workflows for Supplier Invoices (F2190). | The Manage Workflows screen displays. |  |
| 3 | Check Workflow for Parked Invoice as Complete | In Workflows dropdown list, choose Workflow for Parked Invoice as Complete, make sure workflow Release completed invoice is in active status. If not, select it and choose Activate.Note Choose the line and go to the Workflow Details screen. Go to the Step Sequence tab, and check the column Recipients in Step Sequence defines the user who handles invoice in the particular step, for example Creator of Purchase Order, cost center responsible or profit center responsible. If this particular user doesn’t have My Inbox APP, you need to assign business catalog SAP\_CA\_BC\_MYINBOX to business role of the user. This action is also required for other invoice workflow. | The Workflow Item is activated. |  |
| 4 | Check Workflow for Blocked Invoice | In Workflows dropdown list, choose Workflow for Blocked Invoice, make sure workflow Release blocked Invoice by Accounting Responsibles is in active status. If not, select it and choose Activate. | The Workflow Item is activated. |  |

#### Update Cost Center for User Responsible

Purpose

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

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Cost Accountant - Overhead. | The Fiori launchpad is displayed. |  |
| 2 | Access App | Open Manage Cost Centers (F1443A) | The Manage Cost Centers screen is displayed. |  |
| 3 | Filter Cost Center | Cost Center: e.g. 10101101Choose Go, select cost center in search results, then choose Edit. | Cost Center detail information screen is displayed. |  |
| 4 | Input User Responsible | In General Information section,User Responsible: Select from F4. For example, search short description for purchasing\_manager to get the user ID.Person Responsible: For example purchasing\_manager |  |  |
| 5 | Save Data | Choose Save. | Cost center is saved. |  |

#### Update Profit Center for User Responsible

Purpose

If precondition Account assignment category Profit Center is used in workflow, you need to update your profit center user responsible for Invoice workflow.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Divisional Accountant. | The Fiori launchpad is displayed. |  |
| 2 | Access App | Open Manage Profit Centers (F3516). | The Manage Profit Centers screen is displayed. |  |
| 3 | Filter Profit Center | On Manage Profit Centers screen, input Profit Center YB600Choose Go, select profit center in search results, then choose Edit. | Profit center detail information screen is displayed. |  |
| 4 | Input User Responsible | In General tab,User Responsible: Select from F4. For example: search short description for \*purchasing\_manager\* to get the user ID.Responsible Person: For example Purchasing\_Manager |  |  |
| 5 | Save Data | Choose Save. | Profit center is saved. |  |

### Edit User-Specific Parameters for Supplier Invoices (Optional)

Purpose

In this procedure, you will edit User-Specific parameters for supplier invoices.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Accounts Payable Accountant - Procurement role. | The Fiori launchpad is displayed. |  |
| 2 | Access the App | Open Edit Supplier Invoice Settings (F3813) | The Edit Supplier Invoice Settings screen is displayed. |  |
| 3 | Set parameter | Check parameter Display Journal Entry: XNote If parameter is checked, when invoice is created, system message contains invoice and journal entry number.If parameter is unchecked, when invoice is created, system message contains invoice number only.When this parameter is changed, for APP Create Supplier Invoice, it will take effective immediately. | Change has been saved successfully. |  |

Result

Parameter Display Journal Entry has been set successfully.

### Create Purchase Contract

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 Manage Purchase Contracts (F1600) . | The Manage Purchase Contracts screen displays. |  |
| 3 | Enter Contract Header details | Choose Create and make the following entries:Contract Type: Choose CMK Qty Contract-PSEValid From: Start date of the contractValid To: Today+12 monthsPurchasing Organization: For example, 1010Purchasing Group: For example, 001Supplier: 10300001 |  |  |
| 4 | Enter Contract Item details | In the Item tab, choose Create and make the following entries:Account Assignment Category: KMaterial: NS0001Plant: For example, 1010Enter the following values in Quantity and Price section:Target Quantity: <Enter total quantity 50000 PC>Net price: <10>EUR per PCChoose Account Assignment section. Make the following entries: G/L Account: for example, 51600000 for materials with a material number, The G/L account will be determined automatically. Go to the section Account Assignment and click on the corresponding line to go to Account Assignment screen, and enter Cost Center: 10101101 in the appearing screen.Choose Apply.Choose Apply. |  |  |
| 5 | Save Contract | Choose Save. | The purchase contract is created. |  |

# Overview Table

The scope item Procurement of Third Party Resources consists of several process steps provided in the following table.

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | APP | Expected Results |
| [Create Purchase Requisition](#unique_19) [page ] 20 | Purchaser | Manage Purchase Requisitions - Professional (F2229) | The Manage Purchase Requisitions Professional: initial screen appears. |
| [Convert Purchase Requisition to Purchase Order](#unique_20)  [page ] 23 | Purchaser | Manage Purchase Requisitions (F1048) | A list of Requisitions is displayed. |
| [Create Purchase Order](#unique_21) [page ] 24 | Purchaser | Manage Purchase Orders (F0842A) | Purchase Order for consumable material is created. |
| [Execute Mass Changes to Purchase Orders (Optional)](#unique_22) [page ] 27 | Purchaser | Mass Changes to Purchase Orders (F2593) | Purchase Order can be changed in bulk. |
| [Redistribute Workload (Optional)](#unique_23) [page ] 29 | Purchaser | Redistribute Workload (F2504) | Purchase Order for purchase group is changed. |
| [Change Purchase Order (Optional)](#unique_24) [page ] 31 | Purchaser | Manage Purchase Orders (F0842A) | Purchase Order for consumable material is changed. |
| [Approve Purchase Order (Optional)](#unique_25) [page ] 32 | Purchasing Manager | My Inbox - All Items (F0862) | Purchase Order for consumable material is approved |
| [Monitor Purchase Order Items (Optional)](#unique_26) [page ] 33 | Purchaser | Monitor Purchase Order Items (F2358) |  |
| [Post Goods Receipt](#unique_27) [page ] 34 | Warehouse Clerk | Post Goods Receipt for Purchasing Document (F0843) | Goods receipts are posted |
| [Preview Goods Receipt Slip (Optional)](#unique_28) [page ] 36 | Warehouse Clerk | Material Documents Overview (F1077) | A Good Receipt Slip is created in a PDF format |
| [Monitor Purchase Order Items by Account Assignment (Optional)](#unique_29) [page ] 37 | Accounts Payable Accountant - Procurement | Purchase Order Items by Account Assignment (F2420) |  |
| [Create Supplier Invoice](#unique_30) [page ] 39 |
| [Option A: Create Supplier Invoice with PO/GR relation](#unique_31) [page ] 39 | Accounts Payable Accountant - Procurement | Create Supplier Invoice (F0859) | Invoice is posted |
| [Option A: Release Completed Supplier Invoice (Optional)](#unique_32) [page ] 42 | Purchasing Manager | My Inbox - All Items (F0862) | The invoice is released. |
| [Option B: Create Supplier Invoice with PO/GR relation (with Invoice Reduction) (Optional)](#unique_33)  [page ] 44 | Accounts Payable Accountant - Procurement | Create Supplier Invoice (F0859) | Invoice is posted |
| [Option B: Print Complaint Letter in case of Invoice Reduction (Only relevant for S/4HANA)](#unique_34)  [page ] 46 | on-premise ONLYAccounts Payable Accountant - Procurement | Print Supplier Invoices (MRM\_PRINT\_WRAPPER) | Complaint letter is printed |
| Multiple Account Assignment for consumable purchasing |
| [Create Purchase Order](#unique_35) [page ] 49 | Purchaser | Manage Purchase Orders (F0842A) | Purchase Order with the multiple account assignment is created. |
| [Post Goods Receipt](#unique_36)  [page ] 51 | Warehouse Clerk | Post Goods Receipt for Purchasing Document (F0843) | Goods receipts are posted |
| [Create Supplier Invoice](#unique_37)  [page ] 52 | Accounts Payable Accountant - Procurement | Create Supplier Invoice (F0859) | Invoice is created |

# Test Procedures

## Create Purchase Requisition

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

Purchase Requisition can be created manually.

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 Manage Purchase Requisitions - Professional (F2229) . | The Manage Purchase Requisitions Professional: initial screen appears. |  |
| 3 | Create New Purchase Requisition | Choose Create. | The Purchase Requisition screen appears. |  |
| 4 | Enter Document Type | Enter Document Type: Purchase Requisition.Choose Automatic Source Determination. |  |  |
| 5 | Case 1:Purchase with Material Master | In the Items section, choose the Add (+) button then choose Material to add new items to Purchase RequisitionsEnter the following values in General Information section:Item Category: StandardMaterial: NS0001Plant: 1010Account Assignment Category: K (Cost Center)Enter the following values in Quantity and Date section:Quantity:1Delivery Date: default valueRequisition Date: default valueRelease Date: default valueChoose Account Assignment section.Make the following entries: G/L Account: for example, 51600000 for materials with a material number, The G/L account will be determined automatically.Go to the section Account Assignment and click on the corresponding line to go to Account Assignment screen, and enter Cost Center: 10101101 in the appearing screen.Choose Apply.Choose Contact Information section.Make the following entries:Purchasing Organization: 1010Purchase Group: 001Choose Source of Supply section: Agreement/Item:46xxxxxxxxx/00xxIf the source does not automatically determine, then you can choose Assign Source of Supply. On the Select Source Of Supply screen, choose the contract which is created in the Preliminary step.On the Purchase Requisition Item screen, choose Apply. | The Add Purchase Requisition Item screen appears. |  |
| Case 2: Purchase for Limit Item (N/A for Brazil) | In the Limit Items area on Purchase Requisition screen, choose Add.Choose Material and enter the following values:Item Description: for example, LimitFixed Supplier: 10300001Expected Value: 100 EUROverall Limit: 105 EURProduct Type Group: Material (1)Plant: 1010Acct Assignment Cat.: Cost center (K)Material Group: YBMM00 and choose Enter.Go to the section Requisition Period and enter the following values:Start Date:<Today>End Date: For example: <Today+12 month>Requisition Date:<Default Date>Release Date: <Today>65100000 is for material group YBMM00. The G/L account will be determined automatically.Go to the section Account Assignment and click on the corresponding line to go to Account Assignment screen, and enter Cost Center:10101101 in the appearing screen.Choose Apply.Go to the section Contact Information and enter the following values:Purchasing Organization: 1010Purchasing Group: 001On the Purchase Requisition Limit Item screen, choose Apply |  |  |
| 6 | Save your entries | On the Purchase Requisition screen, choose Save. | A purchase requisition is created. |  |

Result

The Purchase Requisition is created.

## 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

You perform this activity when you want to convert assigned Purchase Requisitions to Purchase Orders.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Purchaser. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open Manage Purchase Requisitions (F1048) .Note If you want to use the Save Draft feature in this app, you have to use a personalized user. | A list of Requisitions is displayed. |  |
| 3 | Search for Purchase Requisition | Enter the Purchase Requisition number and choose Go. | The Purchase Requisition is shown depending on material. |  |
| 4 | Prepare the Purchase Order | Check whether the Purchase Requisition is assigned of Source of Supply and choose Create Purchase Order. | The Purchase Order Preview screen is displayed. |  |
| 5 | Create the Purchase Order | Select the Purchase Order. Make the following entries:Purchase Order Type: Standard PO.Choose Save. | The purchase order is created. |  |
| 6 | Back to Manage Purchase Requisition | In the dialog box, choose OK. | Purchase Requisition list is displayed again.The Processing Status of Purchase Requisition has been changed to PO created. |  |

Result

The Purchase Requisition is converted to Purchase Order.

## 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

The purpose of this activity is to formalize a specific requirement for a material from the vendor by creating a purchase order.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Purchaser. | The SAP Fiori launchpad displays. |  |
| 2 | Access App | Open Manage Purchase Orders (F0842A) . | The Manage Purchase Orders screen displays. |  |
| 3 | Start Purchase Order creation | Without making any selection, choose Create. | The New Purchase Order screen displays. |  |
| 4 | Enter Purchase Order data | Make the following entries:In the Basic Data area:PO Type: Standard PO (NB)Supplier: 10300001Currency: EURPurchasing Group: 001Purchasing Organization: 1010Company Code: 1010Choose tab Notes on the head level. Choose > or < to search for Header text. On the Header text column, enter the free text:xxx for testing. |  |  |
| Case 1: Purchase material without material number | In the Items area:Choose Create and make the following values:Short Text: Enter appropriate description, for example, <office supplies>Material Group: YBMM00Plant: 1010Order Quantity: <XX PC >Net Order Price: <XX>If you want the purchase order to be assigned to an approver, then choose a quantity and total net amount of purchase order is greater than 500 EUR for Purchasing Groups 003Choose the item and go to the Purchase order Item screen and enter the following values:Item Category: StandardAcct Assignment Cat.: Cost centerGo to the Tax area:Tax Code: V0Choose Account Assignment.65100000 for material without material number. The G/L account will be determined automatically.Go to the section Account Assignment and click on the corresponding line to go to Purchase Order Item Account Assignment screen, and enter Cost Center:10101101 in the appearing screen.Choose Apply and go back to Purchase order screen. |  |  |
| Case 2: Purchase for Limit item | In the Limit Items area:Choose Create and enter the following values:Short Text: for example, <Limit>Expected Value: 100 EUROverall Limit: 105 EURAcct Assignment Cat.: Cost center (K)Product Type Group: Material (1)Plant: 1010Choose the item and go to the Purchase Order Limit Item screen and enter the following values:Material Group: YBMM00 and choose Enter.Go to the Tax area:Tax Code: V0G/L Account: for example, 65100000 for material without material number. The G/L account will be determined automatically.Go to the section Account Assignment and click on the corresponding line to go to Purchase Order Item Account Assignment screen, and enter Cost Center:10101101 in the appearing screen.Choose Apply. |  |  |
| 5 | Save Purchase order | After choose Apply to go back to Purchase order screen. Choose Order to save the purchase order. | The Purchase Order is created. |  |

Note If you do not know who should approve the purchase orders you created, then you can use App Manage Purchase Orders to display the created purchase order: Go to the Approval Details tab and check the approvers listed in section Approval Details.

## Execute Mass Changes to 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

In this procedure, you can apply changes to multiple selected Purchase Orders in bulk.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori Launchpad as a Purchaser. | The SAP Fiori Launchpad displays. |  |
| 2 | Access App | Open Mass Changes to Purchase Orders (F2593) . | The Mass Changes to Purchase Orders screen displays. |  |
| 3 | Search for Purchase Orders Items | Set values to some filters to search Purchase Orders. For example:Material GroupPurchasing OrganizationPurchasing GroupPlantThen choose GO. | The search results show the details with the respective filter Criteria.By Default, all the Purchase Orders items are selected for Mass Change operation. |  |
| 4 | Select Purchase Order | Select an individual PO by clicking the checkbox beside the purchase order number. | Purchase Order has been selected. |  |
| 5 | Choose Mass Edit | After selecting an individual purchase order, then choose Mass Edit. |  |  |
| 6 | Apply Mass Changes | Set new values in the given desired fields:For example: Terms of Payment: <Replace Field Value> 0003.Choose Apply Mass Changes . Choose Apply to confirm the Apply Mass Changes screen. Choose Close to close the Success screen. | New values will be set to desired fields for selected Purchase Orders/Items. |  |
| 7 | Check Application Jobs | Choose Monitor Mass Changes.On Monitor Mass Changes screen, enter the Created At with Today and remove Created By filter as blank. Choose Go and then choose Mass Change Jobs tab. Navigate to the selected Mass Change Job by clicking on the Chevron (>) or by directly clicking on the Mass Change Job line. | It will navigate to Monitor Mass Changes screen.Verify if the job is successful for the selected Purchase Orders. |  |

## Redistribute Workload (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

To run through this test script, the relevant Purchasing Document would be listed. By choosing Purchasing Document/Documents, the Reassign Purchasing Group button will be enabled . Thereafter, the user may select the Respective Purchasing Group from the list of respective Purchasing group by choosing F4. The user can then choose Simulate, this shall list the possibility whether the Purchasing Group would be changed or not for the selected Purchasing document. Then the User can confirm (either Cancel or OK or Save ) to get it updated accordingly.

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 Redistribute Workload. | The Redistribute Workload screen displays. |  |
| 3 | Search Purchasing Document Entry / Entries | Set values to some filters to search purchasing documents for which you want to redistribute workload, then choose GO.For example:Creation DateDocument NumberDocument TypePurchasing OrganizationPurchasing GroupDocument Category | The search results show the purchasing documents details with the respective filter Criteria. |  |
| 4 | Reassign Purchasing Group | Select Purchasing Document Entry / Entries you want to redistribute workloadChoose Reassign Purchasing Group and select a Purchasing Group from the list. | The Reassign Purchasing Group dialog box displays and new Purchasing Group can be selected. |  |
| 5 | Simulate | Choose Simulate.Note If all the purchase documents have error in Simulation and Purchasing Group cannot be updated for the documents (For example purchase documents already have follow-on document or get locked), you need to choose Cancel and go back to the previous step to select different purchase documents. | This shall list the simulation messages as to whether the Reassignment is feasible or not. |  |
| 6 | Save the Reassignment | Choose Save to save the Reassignment when the simulation shows the Reassignment is feasible. | The Purchasing Group shall get reassigned accordingly with system message Purchasing Group has been assigned to documents. |  |
| 7 | Check Application Jobs Change Log | Choose Change Log. | It will navigate to Application Logs page containing the list of Job IDs for all Purchase documents.Verify if the job is successful for the selected Purchase documents |  |

## Change Purchase Order (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori Launchpad as a Purchaser. | The SAP Fiori launchpad displays. |  |
| 2 | Access App | Open Manage Purchase Orders (F0842A) . | The Manage Purchase Orders screen displays. A list of Purchase Orders is displayed. If needed, you can enter search criteria to find your purchase order. |  |
| 3 | Select Purchase Order | Choose the line of the purchase order you want to change. | The purchase order is opened in display mode. |  |
| 4 | Change Purchase Order | Choose Edit.Change certain field values of the purchase order.Note Ensure that the total amount of the PO is higher than 500 EUR and purchase group is 003, to be available for the next step, Approval | The purchase order values are changed. |  |
| 5 | Save Purchase Order | Choose Order to save the purchase order. | If a message is displayed, you must correct the purchase order. If no message is displayed, the purchase order is complete. |  |

## Approve Purchase Order (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

If the total amount of PO is > 500 EUR and purchase group is 003, then the PO should be approved. To decide which POs need approval, please refer to Configure Flexible Workflow for Purchase Order in Preliminary step.

If the approval user does not have My Inbox APP, you have to check whether business catalog SAP\_PRC\_BC\_PURCHASING\_MNGR has been assigned to the business role of the approval user.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1. | Log On | Log on to the SAP Fiori launchpad as a Purchasing Manager. | The SAP Fiori launchpad displays. |  |
| 2. | Access App | Open My Inbox - All Items (F0862) . | A list of already created purchase orders displays. |  |
| 3. | Search for Purchase Order Status | Make the following entry and choose Enter:Search: <Purchase Order number> | The Purchase Order is displayed. |  |
| 4. | Approve Purchase Order | Select the Purchase Order on the left side of the screen and choose Approve at the bottom right. | The Submit Decision screen is displayed. |  |
| 5. | Enter Approval Reason | Enter the approval reason if necessary, and then choose Submit. | The Purchase Order is approved. |  |

## Monitor Purchase Order Items (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this procedure, you can monitor each item in purchase orders.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Purchaser. | The SAP Fiori launchpad displays. |  |
| 2 | Access App | Open Monitor Purchase Order Items (F2358) . | The Monitor Purchase Order Items screen displays. The numbers of current overdue PO items are listed. |  |
| 3 | Search for Purchase Orders | The basic filters are available:* Display Currency
* Purchase Order
* Material Group
* Material, Supplier
* Plant, and so on

Make the below entries accordingly, and then choose Go . | The search results show the details with the respective filter criteria.You can choose Adapt Filters to select filters. |  |
| 4 | Display Purchase Order | Select an individual line item of the Purchase Order to display the PO details. | The Purchase Order Item screen displays. |  |
| 5 | Verify Data | Verify data displayed on the object page. | The data is logically in-sync with the purchase order. |  |

## Post Goods Receipt

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This activity posts the goods receipt for the purchase order.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori as a Warehouse Clerk. | The SAP Fiori launchpad displays. |  |
| 2 | Access App | Open Post Goods Receipt for Purchasing Document (F0843) . | The Post Goods Receipt for Purchasing Document screen displays. |  |
| 3 | Search for the Purchase Order | On the Post Goods Receipt for Purchasing Document screen, enter the purchase order number and choose Enter. | The purchase order displays. |  |
| 4 | Enter Delivery Note | Make the following entries:* Delivery Note: <note number>
* Printing: Choose Individual slip from the drop-down list.

And choose Enter. |  |  |
| 5 | Select Item | Select the items for which a goods receipt is to be posted and input delivered quantity. |  |  |
| 6 | Post | Choose Post. | The system message confirms that the goods receipt posted successfully. |  |

## Preview Goods Receipt Slip (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this step, the material document is previewed.

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 App | Open Material Documents Overview (F1077) . | The Material Documents Overview displays. |  |
| 3 | Search for Goods Receipts Material Document | Make the following entries and choose Go.Plant: 1010Material Document: xxx | The relevant Material Document items for the material display. |  |
| 4 | Select Material Document for Goods Receipt | Select the row for which you would like to see the material documents. | The Material Document Details screen displays. |  |
| 5 | Check Goods Receipts Details | Check the General Information, and the Material Document Items. | In the General Data section, the correct Posting Date, Document Date, and the Delivery Note display. |  |
| 6 | Select the Material Document Item | Choose the material document item you want to preview by choosing the row . | A new screen with the General Information and Output Management displays. |  |
| 7 | Preview the Material document | In the Output Management section, choose Display Document in the Preview column. | The Goods Receipt Slip is opened in PDF format. |  |
| 8 | Back to Launchpad | Choose Home to go back to the SAP Fiori launchpad. | The SAP Fiori launchpad displays. |  |

## Monitor Purchase Order Items by Account Assignment (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this procedure, you can monitor each item in Purchase orders based on account assignment.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Accounts Payable Accountant - Procurement. | The SAP Fiori launchpad displays. |  |
| 2 | Access App | Open Purchase Order Items by Account Assignment (F2420) . | The Purchase Order Items by Account Assignment screen displays. |  |
| 3 | Search for Purchase Orders | All basic filters are displayed:Purchase OrderAcct Assignment CategoryCost CenterWBS ElementAssetSupplierPlantPurchasing OrganizationPurchasing GroupSelect your filtering requirement from the available filters and then choose Go. | The search results show the details with the respective filter criteria.By default data is filtered by Cost Center.You can choose Adapt Filters to list filters to add adapt filters.This app only displays the purchase order which status is open. |  |
| 4 | Display Purchase Order | Select an individual line item of the Purchase Order Item and choose Details by choosing > at the right side of the row. | The Purchase Order Item screen displays. The Object page provides following three tabs:1.General Information2.Delivery Schedule3.Account Assignment |  |
| 5 | Verify data displayed on the object page | Verify data displayed on the object page. | The data matches the data of the purchase order. |  |
| 6 | Change grouping and Sorting | Choose Back (<) to return to the main page.Choose Settings and make changes to the Grouping and Sorting options and then choose Go. | The data reloads according to your selected Grouping and Sorting options. |  |

## Create Supplier Invoice

Context

In this activity, you create the supplier invoice. You have the following two options to create the supplier invoice:

* Option A: Create Supplier Invoice with PO/GR relation.
* Option B: Create Supplier Invoice with PO/GR relation (with Invoice Reduction)

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

Only choose option A or B (not both).

### Option A: Create Supplier Invoice with PO/GR relation

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you create the supplier invoice with PO/GR relation. You have two options to create the supplier invoice:

Choose Option A: Create Supplier Invoice with PO/GR relation.

Choose Option B: Create Supplier Invoice with PO/GR relation (with Invoice Reduction)

You can choose either option A or option B to execute the supplier invoice creation with PO/GR relation. For more information, see the next two tasks.

Note Only choose either option A or B (not both).

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.Log on to the SAP Fiori launchpad as an Accounts Payable Accountant - Procurement . | The SAP Fiori launchpad displays. |  |
| 2 | Access App | Open Create Supplier Invoice (F0859) . | The Create Supplier Invoices screen displays. |  |
| 3 | Enter General Data | In case of purchase orders created with local currency in your system, make the following entries.Transaction: InvoiceCompany Code: 1010Gross Invoice Amount : <XXX>Currency: EURInvoice Date: <Today>Posting Date: <Today>Reference: <xxx>(reference invoice number from invoicing party)Invoice Party:10300001In case of purchase orders created with foreign currency in your system, make the following entries.Transaction: InvoiceCompany Code: 1010Gross Invoice Amount : <XXX>Currency: XXX (change the invoice currency, for example from EUR to USDInvoice Date: <Today>Posting Date: <Today>Reference: <xxx>(reference invoice number from invoicing party)Invoice Party:10300001Select See More at header area, make the following entries.Exchange Rate: <XXX> | The Exchange Rate should be changed from USD in EUR according to the customizing settings. The Exchange Rate is changeable |  |
| 4 | Enter Purchase Order References | In Purchase Order References section, add the references.Make the following entries (use a PO you created previously).References Document Category: Purchase Order/ Scheduling AgreementPurchase Order: <xxx> | All items of the referenced Purchase Order are added to the Invoice Items section. |  |
| 5 | Select Invoice Items | Select the Invoice Items you want to create invoice for. | You should see material items, which refer to the entered purchase order document. |  |
| 6 | Check the Invoice Items data | If the invoice item is Limit, then enter the Amount is < 105 EUR Amount, the Quantity, the Tax Code (there may already be a tax code that was copied from the purchase order). | The Amount, the Quantity, the Tax Code are consistent. |  |
| 7 | Check Tax code | In the section Tax, check if there is tax code information and enter the tax amount if the tax code value is greater than zero. | In the Tax area, you should see the same tax codes as in the items.If there is no tax, specify the tax code V0 . |  |
| 8 | Block invoice on item level (Optional) | Choose the invoice item arrow on the right side of the item to navigate to the item details.On the next screen, set flag for Manually Blocked. Choose Check and on the lower part of the details screen, the Blocking Reasons section shows the text Manual. Choose Back to Supplier Invoice. | The item is blocked with a blocking reason. |  |
| 9 | Check the balance | Calculate the tax by choosing Propose Tax. Check the balance to make sure that the balance is zero. | The balance should be zero. |  |
| 10 | Simulate Supplier Invoice and Check Messages | Choose Simulate.You can check the simulation results in Simulation Overview and Simulation Details area. Choose Back. | The Supplier Invoice is complete to post. |  |
| 11 | Post Invoice or Save as completed invoice | Optional A: Choose Post. When you choose Post, then you have to process the step: [Release Blocked Supplier Invoice (Optional)](#unique_38) [page ] 48.Optional B: Choose Save as Completed, then you have to process the step: [Option A: Release Completed Supplier Invoice (Optional)](#unique_32) [page ] 42.Note If Invoice triggers Workflow for Parked Invoice as Complete, Approval Details tab will be shown in supplier invoice with workflow steps and processor.Only choose option A or B (not both). You can choose Park to park the invoice first. After that, you can edit the created supplier invoice to choose Save as Completed. | The system message is shown. |  |

### Option A: Release Completed Supplier Invoice (Optional)

Purpose

In this activity, if the system displays message Price too high (tolerance limit of XXX exceeded) when you run Save As Completed, please choose Option A, otherwise choose Option B.

Only choose either option A or B.

Table 2: Option A

|  |  |  |
| --- | --- | --- |
| No. | Workflow sequence | Business Role |
| 1 | Release by purchaser | PurchaserNote If this particular user doesn’t have My Inbox APP, you need to assign business catalog SAP\_CA\_BC\_MYINBOX to the business role of the user. This action is also required for other invoice workflow. |
| 2 | Release by Cost Center Responsible | Approver is set in preliminary step [Update Cost Center for User Responsible](#unique_14)  [page ] 13. |
| 3 | Release by Profit Center Responsible | Approver is set in preliminary step [Update Profit Center for User Responsible](#unique_15)  [page ] 14. |

Table 3: Option B

|  |  |  |
| --- | --- | --- |
| No. | Workflow sequence | Business Role |
| 1 | Release by Cost Center Responsible | Approver is set in preliminary step [Update Cost Center for User Responsible](#unique_14)  [page ] 13. |
| 2 | Release by Profit Center Responsible | Approver is set in preliminary step [Update Profit Center for User Responsible](#unique_15)  [page ] 14. |

Procedure

Once the completed supplier invoice is released, you could check details on the Approval Details Tab of the corresponding supplier invoice via APP Supplier Invoices List.

For more information, see below procedure:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as approver set in preliminary step. | The SAP Fiori launchpad displays. |  |
| 2 | Access App | Open My Inbox - All Items (F0862) . | The My Inbox screen displays. |  |
| 3 | Check Supplier Invoice Status | Search for supplier invoice created above. | The List of Supplier Invoice displays. |  |
| 4 | Approve Supplier Invoice | On the Release Completed Invoice XXXXXXXX screen, select the Release button at the bottom of the screen.On the Submit Decision screen, add note if necessary and select Submit button. | Task successfully processed. |  |

### Option B: Create Supplier Invoice with PO/GR relation (with Invoice Reduction) (Optional)

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you create the supplier invoice with invoice reduction.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Accounts Payable Accountant - Procurement. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open Create Supplier Invoice (F0859) | The Create Supplier Invoices screen is displayed. |  |
| 3 | Enter General Data | Make the following entries.Transaction: InvoiceCompany Code: 1010Gross Invoice Amount: XXX(Invoice (overall) amount (incl. Tax) of the (fictive) invoice)Currency:EURInvoice Date: <Today>Posting Date: <Today>Reference: <xxx>(reference invoice number from invoicing party)Invoicing Party: 10300001 | The Create Supplier Invoices screen is displayed. |  |
| 4 | Enter Purchase Order References | In Purchase Order Reference section, add the references.Make the following entries (use a PO you created previously).References Document Category: Purchase Order/ Scheduling AgreementPurchase Order: <xxx> | All items of the referenced Purchase Order are added to the Invoice Items section. |  |
| 5 | Select Invoice Items | Select the Invoice Items you want to create invoice for. | You should see material items and delivery costs items, which refer to the entered purchase order document. Check if items for planned delivery costs have an item text. |  |
| 6 | Check the Invoice Items data | Check the Amount, the Quantity, the Tax Code (there may already be a tax code that was copied from the purchase order). | The Amount, the Quantity, the Tax Code are consistent. |  |
| 7 | Reduce Invoice | Choose the item to navigate to the details screen.Choose the Reduce invoice button in the bottom.On the Reduce Invoice dialog box, make the following entries:Amount from Supplier: XX (Larger than amount in PO)Quantity from Supplr.: XX (Larger than quantity in PO)Choose OK to close the dialog box and choose Back to Supplier Invoice. | Supplier Invoice amount is reduced |  |
| 8 | Check Tax code | In the section Tax check if there is tax code information and enter the tax amount, when the tax code value is greater than zero | In the Tax area, you should see the same tax codes as in the items.If there is no tax, specify tax code V0 |  |
| 9 | Verify the balance | Verify the Gross Invoice Amount that you entered in step 3, against the items plus tax amount (for invoice reduction item, Amount Acc. Suppl. is used for calculation)If tax code you selected is zero tax, you do not have any tax amount. | The balance should be zero (or within the defined tolerance). |  |
| 10 | Simulate Supplier Invoice and Check Messages | Choose Simulate .You can check the simulation results in the Simulation Overview and Simulation Details area. | The supplier invoice is simulated. |  |
| 11 | Post Invoice | Choose Post . | The invoice is posted. |  |

### Option B: Print Complaint Letter in case of Invoice Reduction (Only relevant for S/4HANA)

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

If you want to output these messages you have to start the output manually.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Accounts Payable Accountant - Procurement. | The SAP Fiori launchpad displays. |  |
| 2 | Access App | Open Print Supplier Invoices (MRM\_PRINT\_WRAPPER) | The Output Message in Logistics Invoice Verification screen displays. |  |
| 3 | Search for Supplier Invoice | On the Output messages in Logistics Invoice Verification screen, make the following entries:Output Type: REKLProcessing Mode: 1Invoice Document: Document number from previous stepFiscal Year: Current fiscal yearCompany Code: 1010Choose Execute. |  |  |
| 4 | Complaint Letter Overview | Select your document and choose Print preview. | The complaint letter opens as a PDF file. |  |
| 5 | Print Complaint Letter | On the Display page, you can select Print from menu with a right-click. | The output items are sent to the printer queue. |  |

## Release Blocked 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

Once the blocked supplier invoice is released, you could check details on the Approval Details Tab of the corresponding supplier invoice via APP Supplier Invoices List.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an approver set in preliminary step, cost center responsible | The SAP Fiori launchpad displays. |  |
| 2 | Access App | Open My Inbox - All Items (F0862) . | The My Inbox screen displays. |  |
| 3 | Check Supplier Invoice Status | Search for supplier invoice created above. | The List of Supplier Invoice displays. |  |
| 4 | Release Supplier Invoice | On the Release of Blocked Invoice XXXXXXXX screen, select the Release button at the bottom of the screen.On the Submit Decision screen, add note if necessary and select Submit button. | Task successfully processed. |  |

## Multiple Account Assignment for consumable purchasing

### 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

The purpose of this activity is to create the purchase order with the multiple account assignment function.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Purchaser. | The Fiori Launchpad is displayed. |  |
| 2 | Access App | Open Manage Purchase Orders (F0842A). | The Manage Purchase Orders screen is displayed. |  |
| 3 | Start Purchase Order creation | Without making any selection, choose Create. | The New Purchase Order screen is displayed. |  |
| 4 | Enter Purchase Order data | Enter the following values:Basic Data:* Supplier: 10300001
* Company Code: 1010
* Purchasing Org: 1010
* Purchasing Group: 001
* Currency: EUR

Enter the following data for each item:Items – choose Create.Purchase material without material number:* Short Text: Enter appropriate description, for example, office supplies
* Material Group: for example, YBMM00
* Plant: 1010
* Order Quantity: XX PC
* Net Order Price:XX
 |  |  |
| 5 | EnterAccount Assignment data | Click on your item to Purchase Order Item screen.Item Category: StandardAcct Assignment Cat.: Cost centerTax Code: for example,V0Choose Account AssignmentMake following data:* G/L Account: for example, 65100000 for material without material number. The G/L account be determined automatically.
* Choose Create to add another account assignment line.

Note If you do not find Distribution (%) column and Cost Center column on Account Assignment Tab, then you have to choose Settings to select Distribution (%) and Cost Center on the View Settings screen. After that, you should choose OK to confirm the View Settings screen.* Choose the Account Assgmt No. 1 item
* Enter Cost Center:10101101 and Distribution (%) : for example: for example:20
* Choose the Account Assgmt No. 2
* Enter Cost Center:10101401 and Distribution (%) : for example: for example: 80
 |  |  |
| 6 | Save Purchase Order | Choose Apply to go back to Purchase Order screen. Choose Order to save the purchase order. | The Purchase Order created. |  |

If Scope Item 2I3 (Commitment Management) has been activated for controlling area from a chosen fiscal year in the system, then you can display commitments by App Manage Purchase Orders. Once the PO is approved, you can navigate to Item tab and choose Display Commitments in App Manage Purchase Orders. You can check the commitment amount of the Purchase Order Item.

### Post Goods Receipt

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This activity posts the goods receipt for the purchase order.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Warehouse Clerk. | The SAP Fiori launchpad displays. |  |
| 2 | Access App | Open Post Goods Receipt for Purchasing Document (F0843) . | The Post Goods Receipt for Purchasing Document screen displays. |  |
| 3 | Search for the Purchase Order | On the Post Goods Receipt for Purchasing Document screen, enter the purchase order number and choose Enter. | The purchase order displays. |  |
| 4 | Enter Delivery Note | Make the following entries:* Delivery Note: <note number>
* Printing: Choose Individual slip from the drop-down list.

And choose Enter. |  |  |
| 5 | Select Item | Select the items for which a goods receipt is to be posted and input delivered quantity. |  |  |
| 6 | Post | Choose Post. | The system message confirms that the goods receipt posted successfully. |  |

### 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 | Log on to the SAP Fiori launchpad as an Accounts Payable Accountant - Procurement . | The SAP Fiori launchpad displays. |  |
| 2 | Access App | Open Create Supplier Invoice (F0859) . | The Create Supplier Invoices |  |
| 3 | Enter General Data | In case of purchase orders created with local currency in your system, make the following entries. screen displays.Transaction: InvoiceCompany Code: 1010Reference: <xxx>(reference invoice number from invoicing party)Gross Invoice Amount : <XXX>Currency: EURInvoice Date: <Today>Posting Date: <Today>Invoice Party:10300001 | The Create Supplier Invoices screen displays. |  |
| 4 | Enter Purchase Order References | In Purchase Order References screen section, make the following entries (use a PO you created previously) and choose Enter.References Document Category: Purchase Order/ Scheduling Agreement | 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 and delivery costs items which refer to the entered purchase order document. Check if items for planned delivery costs have an item text. |  |
| 6 | Check the Purchase Order Items data | Check the Amount, the Quantity, the Tax Code (there may already be a tax code that was copied from the purchase order).You can choose invoice item to display multiple account assignment detail in next screen. | The Purchase Order Item's table displays. |  |
| 7 | Check Tax code | In the section Tax, check if there is tax code information and enter the tax amount if the tax code value is greater than zero. | In the Tax area, you should see the same tax codes as in the items.If there is no tax, specify 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 differences are within the defined tolerance), the Supplier Invoice is complete to post.Check the Gross Invoice Amount against the items plus tax amount (If tax code you selected is zero tax, you do not have any tax amount.) | The Supplier Invoice is complete to simulate. |  |
| 10 | Post Invoice | Choose Post. | The invoice is posted. |  |

# Appendix

## Process Integration

The process to be tested in this test script is part of a chain of integrated processes.

## Succeeding Processes

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

Table 4:

|  |  |
| --- | --- |
| Process | Business Condition |
| Real-Time Reporting and Monitoring for Procurement(1JI) | The Procurement Overview page provides the Purchaser the most important and relevant information at a glance – instead of navigating through many different transactions and reportsThe Global Filter helps the Purchaser to filter the 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. |
| Accounts Payable (J60) | Outgoing Payment |

## Setup Mail Notification for Supplier Invoice Workflow

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

Copy the predelivered email template to the exactly named custom template.

Procedure

Note Please check email address has already maintained for the approver.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto Fiori Launchpad | Log onto the SAP Fiori launchpad using the Administrator role. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Maintain Email Templates (F1306) . | The templates displays. |  |
| 3 | Create Email Template | On the Maintain Email Templates screen, choose Predelivered (X), search Template: SWF\_CRT\_NOTIFY\_RECIPIENTS.Choose email template then choose Copy then make bellow entries:Email Template: For example, YY1\_00800251\_CRT\_ALLName: Release of Supplier InvoiceChoose Copy.For Release Blocked Invoice workflow, the custom template must follow these naming pattern:YY1\_00800251\_CRT\_10 or YY1\_00800251\_CRT\_ALL(Both work the same way, as there is only one relevant node in the workflow)For Parked Invoice as Complete workflow, the custom template must follow these naming pattern:YY1\_00800303\_CRT\_19 Email is triggered in case of work item to approve invoiceYY1\_00800303\_CRT\_30 Email is triggered in case of work item to rework invoiceYY1\_00800303\_CRT\_ALL Email is triggered in case of work item to approve or rework invoice | Email Template copied. |  |
| 4 | Adjust the text of the mail template | Choose Custom tab.Choose Email template, for example YY1\_00800251\_CRT\_ALL then go to Email Template screen. | Custom Email Template opened. |  |
| 5 | Choose Language | Choose Language, for example English. Then go to Email Template Content screen.You can edit the Body HTML part and Body Plain Text part as your request then choose Save. | The Email Template adjusted. |  |

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. |

|  |
| --- |
|  |
| www.sap.com/contactsap |
| © 2020 SAP SE or an SAP affiliate company. All rights reserved.No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP SE or an SAP affiliate company. The information contained herein may be changed without prior notice. Some software products marketed by SAP SE and its distributors contain proprietary software components of other software vendors. National product specifications may vary.These materials are provided by SAP SE or an SAP affiliate company for informational purposes only, without representation or warranty of any kind, and SAP or its affiliated companies shall not be liable for errors or omissions with respect to the materials. The only warranties for SAP or SAP affiliate company products and services are those that are set forth in the express warranty statements accompanying such products and services, if any. Nothing herein should be construed as constituting an additional warranty. SAP and other SAP products and services mentioned herein as well as their respective logos are trademarks or registered trademarks of SAP SE (or an SAP affiliate company) in Germany and other countries. All other product and service names mentioned are the trademarks of their respective companies. See [www.sap.com/copyright](http://www.sap.com/copyright) for additional trademark information and notices. |

