|  |  |
| --- | --- |
|  |  |
| Test ScriptSAP S/4HANA - 18-09-20 | public |
| Procurement of Direct Materials (J45\_DE) |

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# Purpose

This purchasing process uses purchase requisitions that are generated either by the Material Requirements Planning (MRP) process or manually by a requester. The conversion from a purchase requisition to a purchase order can either be done manually (in case adoptions are necessary) or automatically (applicable for large volumes). Alternatively, the purchase orders can be generated manually.

The purchase order can be subject to approval before being issued to a supplier. Goods are shipped from the supplier and the goods receipt is created with reference to the corresponding purchase order. Subsequently the invoicing process is triggered. The user can monitor the progress throughout the entire procurement process and can initiate reactive actions if needed.

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 |
| Master Data Specialist - Product Data | SAP\_BR\_PRODMASTER\_SPECIALIST | Product | SAP\_BR\_PRODMASTER\_SPECIALIST |  |
| Master Data Specialist - Business Partner Data | SAP\_BR\_BUPA\_MASTER\_SPECIALIST | Business Partner | SAP\_BR\_BUPA\_MASTER\_SPECIALIST |  |
| Purchaser | SAP\_BR\_PURCHASER | Operational Purchasing | SAP\_BR\_PURCHASER |  |
| Purchasing Manager | SAP\_BR\_PURCHASING\_MANAGER |  |  |  |
| Inventory Manager | SAP\_BR\_INVENTORY\_MANAGER | Inventory Management | SAP\_BR\_INVENTORY\_MANAGER |  |
| Warehouse Clerk | SAP\_BR\_WAREHOUSE\_CLERK | Inventory Processing | SAP\_BR\_WAREHOUSE\_CLERK |  |
| Accounts Payable Accountant | SAP\_BR\_AP\_ACCOUNTANT | Accounts Payable | SAP\_BR\_AP\_ACCOUNTANT |  |
| 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 |  |

## Master Data, Organizational Data, and Other Data

The organizational structure and master data of your company have been created in your system during implementation. The organizational structure reflects the structure of your company. The master data represents materials, customers, and suppliers, 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:

|  |  |  |  |
| --- | --- | --- | --- |
| Master data | Value | Master. data details | Comments |
| Plant | 1010 | Plant 1 DE |  |
| Storage Location | 101A | Standard storage 1 | Shop floor w/o lean WM |
| Storage Location | 101B | Standard storage 2 | Shop floor w/o lean WM |
| Company Code | 1010 | Company Code 1010 |  |
| Purchase Organization | 1010 | Purch. Org. 1010 |  |
| Purchasing group | 001/002 | Group 001/Group 002 | depending on material |
| Supplier | 10300001 | Domestic 10 Supplier 1 |  |
| Supplier | 10300003 | Domestic DE Supplier 3 |  |
| Material | TG0011 | Trading Good 0011,PD,Regular Proc. |  |

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

Table 1: Master Data Script Reference

|  |  |
| --- | --- |
| Master Data Script ID | Description |
| BNF | Create Product Master of Type "Trading Good" |
| BNE | Create Supplier Master |

## Business Conditions

|  |  |
| --- | --- |
| 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 master data script. Posting Period is up to date. |

## Preliminary Steps

### Open New MM Period

External Process

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

Closing MM Period and Opening New Posting Period

### 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 TG0011 and suppliers (10300001, 10300002 and 10300003) 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 onto 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 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 Info Record Category: StandardPurchasing Organization: 1010Supplier: 10300001Material: TG0011Plant: 1010Purchasing Group: 002 | Header data is added. |  |
| 5 | Enter General Information | Make the following entries:Available From: TodayAvailable To: 31.12.9999 | General Information is added. |  |
| 6 | Enter Purchasing Data | Make the following entries:Incoterm: EXWIncoterm Location 1: VENDOR | Purchasing Data is added. |  |
| 7 | Enter Delivery and Quantity Data | Make the following entries:Delivery Time in Days: 1Under Delivery Tolerance in %: 10.0Over Delivery Tolerance in %: 10.0Tax Code: V1Tax Rate Valid From: Select value from F4 helpNote When the TDT(time dependent tax) is activated via SSCUI 101016 (Define Tax Codes for Sales and Purchases) for Country of company code and Tax Code is given, the Tax Rate Valid From field is mandatory. You can enter current date, which will be adjusted to validity start date of tax code according to the setting in SSCUI.Order Unit: PCStandard Order Quantity: 10Goods-Receipt-Based Invoice Verification: selectNo Evaluated Receipt Settlement: select | Delivery and Quantity Data is added. |  |
| 8 | Enter Condition Data | In the Conditions section, choose Create.In the General Information area, make the following entries:Valid From: TodayValid To: 12.31.9999Amount: 30.00Pricing Unit: 1Currency: EURChoose 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 TG0011 and Supplier 10300002, its net price is 35 EUR.

Note Repeat the above step to create the Info Record for Material TG0011 and Supplier 10300003, its purchase group is 001, and its net price is 25 EUR. Repeat the above steps and for step 7, don’t select No Evaluated Receipt Settlement.

### Create Purchase Requisition

Purpose

Purchase Requisition can be created via MRP run (refer to J44 - Material Requirements Planning ) or they 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.zt |  |
| 2 | Access App | Open Manage Purchase Requisitions - Professional (F2229) . | The Manage Purchase Requisitions - Professional screen displays. |  |
| 3 | Create New Purchase Requisition | Choose Create. | The Purchase Requisition screen displays. |  |
| 4 | Enter Document Type | From the Document Type drop-down, select Purchase Requisition (NB). |  |  |
| 5 | Add Item | In the Items section, choose Add (+) then choose Material. | The Purchase Requisition screen displays. |  |
| 6 | Enter detail data | Enter the following values in the General Information section:Item Category: StandardMaterial: TG0011Plant: 1010Enter the following values in the Quantity and Date section:Quantity:10Delivery Date: default valueRequisition Date: default valueRelease Date: default valueEnter the following values in the Contact Information section:Requirement Tracking Number: For example, TestTrackPurchasing Organization:1010Purchasing Group:001 or 002Choose Apply. And you automatically go back to the Purchase Requisition screen. |  |  |
| 7 | Save your entries | Choose Save. | A purchase requisition is created. |  |

Result

The Purchase Requisition is created.

### 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 and [Configure Flexible Workflow for Purchase Order](#unique_10)  [page ] 12.

Procedure

1. Access the activity using the following navigation option:

|  |  |
| --- | --- |
| SAP IMG Path | SPRO > Materials Management > Purchasing > Purchase Order > Release Procedure 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 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

Purpose

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

Note 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.

Note For the Workflow Name and Steps Name, you can translate to other languages via app Workflow Content Translation, for example translate it from English to German.

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:Workflow Name: <Test Workflow for Purchase Order>From the START CONDITIONS section, add the following preconditions: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, 500.00Currency: EURIn the STEP SEQUENCE area, choose Add and make the following entries:Step Type: Release of Purchase OrderIn the RECIPIENTS area, make the following entries:Assignment By: UserUser: Select User from value help (with Employee ID PURCHASING\_MANAGER)Choose OK.Step to be completed by: One of the recipients.Choose Apply.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.

Configuration Expert

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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### Manage Conditions to Restart Flexible Workflow

Procedure

1. Access the activity using the following navigation option:

|  |  |
| --- | --- |
| SAP IMG Path | SPRO > Materials Management > Purchasing > Purchase Order > Flexible Workflow for Purchase Orders > Manage Conditions to Restart Flexible Workflow |
| Transaction Code | S\_ER9\_52001716 |

1. You can verify that the Purchase Order Attributes have been enabled for the Restart Flexible Workflow for PO.
2. Choose Back.

Result

The conditions to Restart Flexible Workflow for Purchase Order has been verified.

### Create Ready-to-Use Situation Type for Cash Discount at Risk

Purpose

In this procedure, you create Ready-to-Use Situation Type for Cash Discount at Risk.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori Launchpad as a Configuration Expert - Business Process Configuration . | The SAP Fiori Launchpad displays. |  |
| 2 | Access the App | Open Manage Situation Types (F2947) . | The Manage Situation Types screen displays. |  |
| 3 | Copy standard template | Choose Standard Templates tab and choose Go to display Standard Situation Templates.Choose standard template with ID: MM\_CASHDISCOUNTATRISK and choose Copy. | The Situation Type screen displays. |  |
| 4 | Create custom Situation Type | On the Situation Type screen, make the following entries:ID: Z\_MM\_CASHDISCOUNTATRISK (for example).Name: Cash Discount at Risk;Display Sequence: HighGo to section Conditions and make sure that Processing Order 1 is set as Open, and Send Notification is selected.On the Used Filters section, remove all values for Criteria Cash Discnt Due Date, and ensure it is blank.Go to section Batch Job Scheduling and make the following entries:Time Zone: Any Data (select a time zone from input help based on your location)Start Batch Job At: Any DataGo to section Situation Display.Message Details: <default value>Go to section Notifications and do the following:Aggregate Notifications: Select.Resend Notifications: Select.Go to section Recipients.Member Function: Select Operational Purchasing from the dropdown list.Go to section Situation Monitoring and select Monitor Instances. |  |  |
| 5 | Save Situation Type | Choose Save. | The Situation Type is saved. |  |
| 6 | Enable Situation Type | From the Enable Situation Type dialog box, select Yes. | The Situation Type is enabled. |  |

### Create Team and Responsibilities

Purpose

In this procedure, you create team and responsibilities for Cash Discount at Risk.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori Launchpad as a Configuration Expert - Business Process Configuration. | The SAP Fiori Launchpad displays. |  |
| 2 | Access the App | Open Manage Teams and Responsibilities - Procurement (F2412) . | The Manage Teams and Responsibilities screen displays. |  |
| 3 | Create team and responsibilities | Choose Create and make following entries:Name: Z\_MM\_CASHDISCOUNTATRISKGlobal ID: Z\_MM\_CASHDISCOUNTATRISKDescription: for Cash Discount at RiskStatus: EnabledType: OPPURGo to Team Owners area, use the default team owner value. If the default team owner does not have, then choose Create, and make the following entries:Business Partner: Select from F4 help help. For example: search Last Name for \*Bpc\_expert\* to get the user ID.Go to Team Members area, choose Create, and make the following entry:Business Partner: Select from F4 help. For example: search Last Name for \*Accounts Payable Accountant\* to get the user ID.Choose OK.Functions: Select OP\_PURCH from F4 help |  |  |
| 4 | Save Team | Choose Save. | The team is saved. |  |

Configure Users

The user for Business Partner must be an employee user.

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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### Master Data Update for Automatic Purchase Order Creation from Purchase Requisition

Note If you want to perform the step [Automatic Purchase Order Creation from Purchase Requisition](#unique_15) [page ] 79, run these Preliminary steps.

Prerequisite

By default, you have completed the creation of master data, including material master data, supplier master data and Info Record.

You can find general information on how to create master data objects in the Master Data Scripts (MDS) BNF and BNE.

#### Change Material Master Data - Purchasing Data

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 following procedure provides instructions for changing material master data.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad using the Master Data Specialist - Product Data role. | The SAP Fiori launchpad displays. |  |
| 2 | Access App | Open Change Material (MM02). | The Change Material (Initial Screen) displays. |  |
| 3 | Enter Material Basic Data | On the Change Material screen, make the following entries:Material: for example, TG0011Choose Select View(s). | The Select View(s) screen displays. |  |
| 4 | Choose Views | On the Select View(s) screen, choose Purchasing and Continue. | The Organizational Levels displays. |  |
| 5 | Enter Organizational Levels Data | On the Organizational Levels screen, make the following entries:Plant: <Plant>, for example, 1010Choose Continue. | The Change Material XXXXX (Material general) displays. |  |
| 6 | Select Autom.PO | Scroll down to the General Data section and select the following:Autom.PO: <selected> | Autom.PO is selected. |  |
| 7 | Save your data | Choose Save. | The material master data is updated. |  |

Result

The Autom.PO checkbox is selected.

#### Change Supplier Master Data - Purchasing Organization Data

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 following procedure provides instructions for changing supplier master data.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the SAP Fiori launchpad using the Master Data Specialist - Business Partner Data role. | The SAP Fiori launchpad displays. |  |
| 2 | Access App | Choose Maintain Business Partner (BP) . | The Maintain Business Partner screen displays. |  |
| 3 | Enter Business Partner | Make the following entry and choose Enter:Find: Business PartnerBy: Supplier NumberSupplier Number: for example, 10300001Choose Start. The Supplier row displays.Double-click the Supplier Partner row. | The Supplier information screen displays. |  |
| 4 | Switch to Change mode | Ensure you are in Change mode. Otherwise, select Switch Between Display and Change. | The Change mode screen displays. |  |
| 5 | Change BP role | In the Change in BP role field, choose the following value: Supplier (Maintained) |  |  |
| 6 | Open Purchasing Organization Data | Choose the Purchasing tab at the top of the screen. | The Purchasing Organization sub section screen displays. |  |
| 7 | Enter Purchasing Data | Choose Switch Organization.Make the following entry and choose Enter:Purch. Organization: <Purchasing Organization>, for example, 1010 |  |  |
| 8 | Select Automatic PO checkbox | From the Purchasing Data section, scroll down to the Additional Purchasing Data section, make the following entry:Automatic PO: <selected> | The Automatic PO checkbox is selected. |  |
| 9 | Save your data | Choose Save. | The Supplier change is saved. |  |

#### Generate Source List

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 following procedure provides instructions for creating source list.

If you have more than one supplier, choose one fixed supplier in the source list.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad using the Purchaser role. | The SAP Fiori launchpad displays. |  |
| 2 | Access App | Open Manage Source Lists (F1859). | The Manage Source Lists screen displays. |  |
| 3 | Create Source List | Choose Create. | The Source List screen displays. |  |
| 4 | Enter General Information | Go to General Information area and make the following entries:Material: for example, TG0011Plant: <Plant>, for example, 1010Choose Generate. |  |  |
| 5 | Search these sources for the material and plant | On the Generated Sources sceen, make the following entries:Valid From: <Currect Date>Valid To: <31.12.9999>Choose Go, | The Sources are displayed. |  |
| 6 | Choose Sources | Go to Sources (X) area.Choose all lines of items.Choose Replace Existing.If you have warning message, choose OK. |  |  |
| 7 | Choose an fixed Source | Go to Supplier 10300001 and make the following entry:Status: Fixed Status (Fixed) | The Supplier has been assigned to Fixed Supplier. |  |
| 8 | Save your data | Choose Save. | The Source List is created. |  |

### 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. For APP Create Supplier Invoice – Advanced, user needs to logout and login again to make it take effective. | Change has been saved successfully. |  |

Result

Parameter Display Journal Entry has been set successfully.

# Overview Table

This scope item consists of several process steps that are listed in the following table.

Table 2: Procurement of Stock Material

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Convert Purchase Requisitions to Purchase Orders](#unique_21) [page ] 28 | Purchaser | Manage Purchase Requisitions (F1048) | A list of Requisitions is displayed. |
| [Create Purchase Order](#unique_22)  [page ] 30 | Purchaser | Manage Purchase Orders (F0842A) | The Manage Purchase Orders screen is displayed with a list of existing Purchasing Document Items. |
| [Approve Purchase Order (Optional)](#unique_23) [page ] 33 | Purchasing Manager | My Inbox - All Items (F2097) | A list of already created Purchase Orders is displayed. |
| [Preview Purchase Order (Optional)](#unique_24) [page ] 34 | Purchaser | Manage Purchase Orders (F0842A) | The Manage Purchase Orders screen is displayed.A list of already created Purchase Orders is displayed. |
| [Change Purchase Order (Optional)](#unique_25) [page ] 35 | Purchaser | Manage Purchase Orders (F0842A) | The Manage Purchase Orders screen is displayed.A list of already created Purchase Orders is displayed. |
| [Monitor Purchase Order Items (Optional)](#unique_26)  [page ] 36 | Purchaser | Monitor Purchase Order Items (F2358) | The Monitor Purchase Order Items screen is displayed also, the numbers of current overdue PO items are listed. |
| [Execute Mass Changes to Purchase Orders (Optional)](#unique_27) [page ] 38 | Purchaser | Mass Changes to Purchase Orders (F2593) | The Mass Changes to Purchase Orders screen is displayed. |
| [Post Goods Receipt](#unique_28)  [page ] 39 | Warehouse Clerk | Post Goods Receipt for Purchasing Document (F0843) | The Post Goods Receipt for Purchase Order screen is displayed. |
| [Preview Goods Receipt Slip and Label (Optional)](#unique_29) [page ] 41 | Warehouse Clerk | Material Documents Overview (F1077) | The Material Documents Overview is displayed. |
| [Check Goods Receipt Details (Optional)](#unique_30) [page ] 42 | Warehouse Clerk | Material Documents Overview (F1077) | The Material Documents Overview is displayed. |
| [Reverse Goods Receipt (Optional)](#unique_31) [page ] 43 | Warehouse Clerk | Material Documents Overview (F1077) | The Material Documents Overview is displayed. |
| [Analyze Stock Overview (Optional)](#unique_32) [page ] 45 | Inventory Manager | Stock - Single Material (F1076) | The Stock Single Material screen is displayed. |
| [Analyze Material Document (Optional)](#unique_33) [page ] 46 | Inventory Manager | Material Documents Overview (F1077) | The Material Document Overview screen displayed. |
| [Manage Stock (Optional)](#unique_34) [page ] 47 | Inventory Manager | Manage Stock (F1062) | The Manage Stock screen is displayed. |
| [Create Supplier Invoice](#unique_35) [page ] 49 |
| [Option A: Create Supplier Invoice with PO/GR relation](#unique_36) [page ] 49 | Accounts Payable Accountant - Procurement | Create Supplier Invoice (F0859) | The Create Supplier Invoices screen is displayed. |
| [Option B: Create Supplier Invoice with PO/GR relation (with Invoice Reduction) (Optional)](#unique_37)  [page ] 52 | Accounts Payable Accountant - Procurement | Create Supplier Invoice (F0859) | The Create Supplier Invoices screen is displayed. |
| [Option B: Print Complaint Letter in case of Invoice Reduction (Only relevant for S/4HANA)](#unique_38)  [page ] 54(On-premise) | Accounts Payable Accountant - Procurement | Print Supplier Invoices (MRM\_PRINT\_WRAPPER) | The Output Message in Logistics Invoice Verification screen displays. |
| [Create Supplier Invoice without PO/GR (Optional)](#unique_39) [page ] 56 | Accounts Payable Accountant - Procurement | Create Supplier Invoice (F0859) | The Create Supplier Invoice screen is displayed. |
| [Detect Critical Cash Discount Situations](#unique_40)  [page ] 58 |
| [React to Critical Cash Discount Situations](#unique_41) [page ] 58 | Accounts Payable Accountant - Procurement | Supplier Invoices List (F1060A) |  |
| [Create Credit Memo (Optional)](#unique_42) [page ] 60 | Accounts Payable Accountant - Procurement | Create Supplier Invoice (F0859) | Credit Memo is created |
| [Check Supplier Invoice List (Optional)](#unique_43) [page ] 62 | Accounts Payable Accountant - Procurement | Supplier Invoices List (F1060A) | The Supplier Invoices list screen is displayed. |
| [Approve Supplier Invoice (Optional)](#unique_44) [page ] 64 | Accounts Payable Accountant - Procurement | Supplier Invoices List (F1060A) | The Supplier Invoices list screen is displayed. |
| [Reverse Invoice (Optional)](#unique_45) [page ] 65 | Accounts Payable Accountant - Procurement | Supplier Invoices List (F1060A) | The Supplier Invoices list screen is displayed. |
| [Clear GR / IR (Optional)](#unique_46) [page ] 67 | Accounts Payable Accountant - Procurement | Clear GR/IR Clearing Account (MR11) | The Clear GR / IR Clearing Account screen opens |
| [Cancel Journal Entry (Optional)](#unique_47) [page ] 68 | Accounts Payable Accountant - Procurement | Display/Cancel Account Maintenance Document (MR11SHOW) | The Display / Cancel Account Maintenance Document screen opens |
| Monitor Down Payment process |
| [Create Purchase Order Manually for Down Payment](#unique_48) [page ] 69 | Purchaser | Create Purchase Order - Advanced (ME21N) | The Create Purchase Order screen is displayed. |
| [Monitor Down Payments (Optional)](#unique_49) [page ] 71 | Accounts Payable Accountant - Procurement | Monitor Purchase Order Down Payments (F2877) | The Monitor Purchase Order Down Payments screen displays. |
| [Create Down Payment Request](#unique_50)  [page ] 72 | Accounts Payable Accountant - Procurement | Monitor Purchase Order Down Payments (F2877) | The Monitor Purchase Order Down Payments screen displays. |
| [Create Down Payment](#unique_51)  [page ] 74 | Accounts Payable Accountant | Post Outgoing Payments (F1612) | The Monitor Purchase Order Down Payments screen displays. |
| [Post Goods Receipt](#unique_52)  [page ] 76 | Warehouse Clerk | Post Goods Receipt for Purchasing Document (F0843) | The Post Goods Receipt for Purchase Order screen is displayed. |
| [Create Supplier Invoice for Down Payment (Optional)](#unique_53)  [page ] 77 | Accounts Payable Accountant - Procurement | Create Supplier Invoice (F0859) | The Create Supplier Invoices screen is displayed. |
| [Automatic Purchase Order Creation from Purchase Requisition](#unique_15) [page ] 79 |
| [Create Purchase Requisition](#unique_54) [page ] 80 | Purchaser | Manage Purchase Requisitions - Professional (F2229) | The Manage Purchase Requisitions - Professional screen is displayed. |
| [Automatic Conversion of Purchase Requisition to Purchase Order](#unique_55)  [page ] 82 | Purchaser | Schedule Purchasing Jobs - Advanced (F1702) | The Application Jobs screen is displayed. |
| [Post Goods Receipt](#unique_56) [page ] 83 | Warehouse Clerk | Post Goods Receipt for Purchasing Document (F0843) | The Post Goods Receipt for Purchasing Document screen is displayed. |
| [Create Supplier Invoice](#unique_57) [page ] 84 | Accounts Payable Accountant | Create Supplier Invoice (F0859) | The Create Supplier Invoices screen is displayed. |

# Test Procedures

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

## Procurement of Stock Material

### Convert Purchase Requisitions to Purchase Orders

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

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) .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 displayed. |  |
| 4 | Select Purchase Requisition | Select the Purchase Requisition. | The Purchase Requisition has been selected for source assignment. |  |
| 5 | Assign Source to Purchase Requisition | If the Purchase Requisition has been assigned the source, then you don't need to assign source again for this step. If the Purchase Requisition hasn't been assigned the source, choose Edit, and then enter a source. | The assignment of one source to the requisition is done. |  |
| 6 | Prepare the Purchase Order | Select the purchase Requisition where the assigned supplier is displayed and choose Create Purchase Order. | The Manage Purchase Requisitions screen is displayed. |  |
| 7 | Create the Purchase Order | In the New Purchase Order screen, make the following entries:Purchase Order Type: Standard PO.Choose Save. | The purchase order is created. |  |
| 8 | 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. |  |

### 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

In this procedure, you create a purchase order for stock material directly.

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 Orders (F0842A) . | The Manage Purchase Orders screen is displayed. |  |
| 3 | Start Purchase Order Creation | Without making any selection, choose Create. | The Purchase Order Screen is shown. |  |
| 4 | Enter Purchase Order Data | Enter all of the necessary data.General Information:PO Type: Standard PO (NB)Supplier: 10300001Company Code: 1010Purchasing Organization:1010Purchasing Group:001Currency: EUROn the tab Delivery and Invoice, make the following entries and choose Enter:Payment Terms: 0003Go to Tab Supplier Contact Data, the Supplier Address, Telephone, Fax, Contact Person are shown.On the tab Notes, choose > or < to search for Header text. On the Header text column, enter the free text:xxx for testing.On the tab Items, from the Purchase Order Items screen, select the Create icon and make the following entries:Material: TG0011Plant: 1010Order Quantity:<quantity>Net Order Price: <price>Navigate to the selected item by clicking on the Chevron (>) or by directly clicking on the item line.From the Purchase Order Item section, choose Process Control tab.The following entries display:Goods Receipt: yesInvoice Receipt: <selected>Verify Goods-Receipt-Based Invoice Verification is selected.On the tab Delivery Details, make the following entry:Storage Location: 101AOn the tab Tax, check the following entries:Tax Code: <Default Value>;Tax Date: <Default Value>On the tab Schedule Lines, make the following entry:Delivery date: a date in the futureFrom the Purchase Order Item section, choose Attachments tab. Choose Upload to upload an attachment.Note If you want your purchase order to be assigned to an approver, choose a quantity and total net amount of purchase order higher than 500 EUR (for Purchase Groups= 003) | The Purchase Order screen is displayed. |  |
| 5 | Add Freight Cost | From the Items section, choose the tab Pricing.Choose Add pricing elements (+).In the Add Price Element section, enter one of the following three condition types for freight and choose Enter:* FGW1 (Freight / Gr. Weight 1), freight is calculated based on gross weight.
* FQU1 (Freight / Quantity 1), freight is calculated based on quantity.
* FVA1 (Freight / Value 1), freight is a fixed value.

If you use FQU1 as an example, enter the following values:* Condition type: FQU1
* Price Element Amount 4.00 EUR Per PC

Choose Add, then the freight cost condition will be inserted into the Pricing Element panel.Choose Apply to go back Purchaser Order screen. |  |  |
| 6 | Verify Purchase Order for completeness and Save Purchase Order | Choose Order to save the Purchase Order. | A new Purchase Order is created if no error is displayed in the dialog box. |  |

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.

### 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

In this procedure, you release a purchase order. If the total amount of PO > 500 EUR and purchase group is 003, then the PO should do the approval. To decide which POs need approval, please refer to [Configure Flexible Workflow for Purchase Order](#unique_10)  [page ] 12 in Preliminary step.

Prerequisite

A purchase order must exist for release.

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 is displayed. |  |
| 2 | Access the App | Open My Inbox - All Items (F2097) . | A list of existing Purchase Orders is displayed. |  |
| 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. |  |

Note If an attachment is uploaded during purchase order creation, in My Inbox APP, the attachment can be found under Attachments tab of the purchase order. The attachment will be renamed with prefix “H\_”.

### Preview 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 preview 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 is displayed. |  |
| 2 | Access App | Open Manage Purchase Orders (F0842A) .If you want to use the Save Draft feature in this app, you have to use a personalized user. | The Manage Purchase Orders screen is displayed. |  |
| 3 | Select Purchase Order | Enter the Purchase Order number in the Purchase Order search box, and choose Go. Select the row for the Purchase Order you want to preview and use the little arrow on the right side to check the PO detail. | The Purchase Order screen is displayed. |  |
| 4 | Preview the Purchase Order | Go to the Output Management tab. Choose Open Output Details, on the Message Output screen, select the Purchase Order and choose Display Message. | The Purchase Order is opened in PDF format. |  |

### 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 is displayed. |  |
| 2 | Access App | Open Manage Purchase Orders (F0842A) .If you want to use the Save Draft feature in this app, you have to use a personalized user. | The Manage Purchase Orders screen is displayed. |  |
| 3 | Select Purchase Order | Enter the Purchase Order number in the Purchase Order search box, and choose Go. Select the row for the Purchase Order you want to change and use the little arrow on the right side to enter the PO detail, then choose Edit. | The Purchase Order screen is shown.The Purchase order is opened in change mode. |  |
| 4 | Change Purchase Order | Change certain field values of the Purchase Order. | The Purchase Order values are changed. |  |
| 5 | Check Purchase Order for completeness | Choose Order. | The Purchase Order is complete. |  |
| 6 | Messages (Optional) | Choose Messages(if possible). | If a message is displayed, you must correct the Purchase Order. If no message is displayed, the Purchase Order is complete. |  |
| 7 | Save Purchase Order | Choose Order to save the Purchase Order. | The Purchase Order has been saved. The system displays a success message Purchase order xxx has been saved. |  |

### 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, but by default only overdue items would be listed in the app.

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 Monitor Purchase Order Items (F2358) . | The Monitor Purchase Order Items screen is displayed. |  |
| 3 | Search for Purchase Orders | The basic filters are displayed.Purchase Order, Display Currency, Material Group, Material, Supplier, Plant, and so on.Make the above entries accordingly, 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 | Choose the individual line item of the Purchase Order for which you want to display the PO details. | The Purchase Order Item screen is shown. |  |
| 5 | Verify data | Verify the data displayed on the object page. | The data should correspond to the Purchase Order. |  |

### 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 on to the SAP Fiori launchpad as a Purchaser . | The Fiori Launch Pad is displayed. |  |
| 2 | Access App | Open Mass Changes to Purchase Orders (F2593) app. | The Mass Changes to Purchase Orders screen is displayed. |  |
| 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. |  |
| 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 . | A dialog box will open displaying fields for 2 categories – Header fields, Item fields for which values can be changed. |  |
| 6 | Apply Mass Changes | Set new values in the given desired fields.For example: Terms of Payment: Replace Field Value: 0002.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 the 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 |  |

### 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

Goods ordered by a purchase order arrive at warehouse. The goods receipt is to be posted.

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 is displayed. |  |
| 2 | Access App | Open Post Goods Receipt for Purchasing Document (F0843) . | The Post Goods Receipt for Purchase Order screen is displayed. |  |
| 3 | Enter Purchase Order | Enter the Purchase Order ID and choose Enter. | The system displays the data for the goods receipt on the Goods Receipt screen. |  |
| 4 | Enter Delivery Note | Make the following entries and choose Enter:Delivery Note: xxxPrinting: Individual slip |  |  |
| 5 | Select Item | From the Items section, select the goods receipt item to be posted.Note Select an item with a quantity of two or more pieces. | You can see that the Post button is activated. |  |
| 6 | Distribute | Choose the Distribution button. A new line item displays.Note If the storage location does not exist, then you should enter the storage location 101A (for example).In the Stock Type field, select Blocked from the drop-down. Transfer of blocked stock will take place.Delivered: (default quantity -1) PCStock Type: Unrestricted useDelivered: 1 PCStock Type: Blocked | A new item line is displayed. |  |
| 7 | Post | Choose Post. | The system displays the message material document xxx posted. |  |

### Preview Goods Receipt Slip and Label (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. |

Context

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 is displayed. |  |
| 2 | Access App | Open Material Documents Overview (F1077) | The Material Documents Overview is displayed. |  |
| 3 | Search for Goods Receipts Material Document | Make the following entries and choose the Go button.Plant: 1010Material Document: Material document number, in previous step | The relevant Material Document item displays. |  |
| 4 | Select Material Document for Goods Receipt | Select the row for which you would like to see the material documents. | The Material Document screen displays. |  |
| 5 | Check Goods Receipt Details | Check the General Information, Attachments , Item , Document Flow and Process Flow . | In the General Information section, you can see the Posting Date, Document Date . |  |
| 6 | Select the Material Document Item | In the Items section, select the row of material document item that you want to preview. | The Material Document Item screen displays. |  |
| 7 | Preview the Material Document Goods Receipt Slip | In the Output Management section, choose Display Document icon in the item of which Output Type is GOODS\_RECEIPT\_PO\_SLIP. | The Goods Receipt Slip is opened in PDF format. |  |
| 8 | Preview the Material Document Goods Receipt Label | In the Output Management section, choose Display Document icon in the item of which Output Type is GOODS\_RECEIPT\_LABEL. | The Goods Receipt Label is opened in PDF format. |  |
| 9 | Back to Launch Pad | Choose the Home button to go back to the SAP Fiori launchpad. | The SAP Fiori launchpad is displayed. |  |

### Check Goods Receipt Details (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 goods receipt fact sheet is displayed.

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 is displayed. |  |
| 2 | Access App | Open Material Documents Overview (F1077) . | The Material Documents Overview screen is displayed. |  |
| 3 | Search for Goods Receipts Material Document | Make the following entries and choose Go:Plant: 1010Material Document:xxx | On the Material Documents Overview screen, the relevant Material Documents / Material Document items are shown. |  |
| 4 | Select Material Document for Goods Receipt | Select the row for which you would like to see the material documents. | The list of the Material Documents is displayed.The Goods Receipts Details are shown. |  |
| 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 are shown. |  |
| 6 | Display Document Flow | Switch to the section Process Flow. | The Process Flow shows the Purchase Order and the Material Document as a flow chart. |  |
| 7 | Back to Launch Pad | Choose Home to go back to the SAP Fiori launchpad. | The SAP Fiori launchpad is displayed. |  |

### Reverse Goods Receipt (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 goods receipt posted in the previous chapter is reversed.

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 is displayed. |  |
| 2 | Access App | Open Material Documents Overview (F1077) . | The Material Documents Overview is displayed. |  |
| 3 | Search for Goods Receipts Material Document | Make the following entries and choose the Go button.Plant: 1010Material Document:xxx | The relevant Material Documents / Material Document items are shown. |  |
| 4 | Select Material Document for Goods Receipt | Select your Goods Receipt by choosing the relevant row. | The list of the Material Documents is displayed.The Goods Receipts Details are shown. |  |
| 5 | Choose Reverse | Choose Reverse. | The Reverse Goods Receipt dialog box is displayed. |  |
| 6 | Post Reverse | Select the items you want to reverse in the pop up screen, then choose OK. |  |  |

### Analyze Stock Overview (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 stock overview is displayed.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the SAP Fiori launchpad as a Inventory Manager. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open Stock - Single Material (F1076) . | The Stock Single Material screen is displayed. |  |
| 3 | Enter Material | Enter the following entry in the Material field.Select the material from the interactive value help.Material: TG0011 | The Stock Overview for the Material is shown. |  |
| 4 | Change View | Change to a graphical view by choosing Stock by Plant/Storage Location. | A Bar Chart for the stock by Plant / Storage Location is displayed. |  |
| 5 | Back to SAP Fiori Launchpad | Choose Home to go back to the SAP Fiori launchpad. | The SAP Fiori launchpad is displayed. |  |

### Analyze Material Document (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 displayed.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Inventory Manager. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open the Material Documents Overview (F1077) . | The Material Documents Overview screen is displayed. |  |
| 3 | Search for Material Documents | Enter the following entries in the data fields.Select the Go button.Plant: 1010Material: TG0011 | The relevant Material Document items for the material are shown. |  |
| 4 | Analyze Material Document | Select your Material Document by choosing the according row. | The Material Document Details are shown. |  |
| 5 | Check Material Document Details | Check the General Information and the Material Document Items. | The Status of the Material Document is correct; in the section General Data the correct Posting Date, Document Date and the Delivery Note are shown. |  |
| 6 | Back to Launch Pad | Select the Home button to go back to the SAP Fiori launchpad. | The SAP Fiori launchpad is displayed. |  |

### Manage Stock (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

Materials must be scrapped as they are damaged and they should not appear any longer in the stock overview.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Inventory Manager. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open Manage Stock (F1062) . | The Manage Stock screen is displayed. |  |
| 3 | Open Stock Overview | Enter the following data in the fields.Plant: 1010Material: TG0011 | The Manage Stock screen is displayed.The Stock Overview of the Material is shown. |  |
| 4 | Select stock | Select the icon beside the stock that you want to scrap. | The Manage Stock dialog box opens. The Storage Location, Stock Type, and Current Quantity are displayed according to your entries in the previous steps. |  |
| 5 | Scrap Items | Enter the following data in the following data fields and choose the Post button.Stock Change:ScrappingCost Center: for example, R & DReason Code: for example, : QualityQuantity: x | The system displays Material document xxx created. The stock has been scrapped. |  |

### Create Supplier Invoice

#### 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:

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 with PO/GR relation. For more information, see the next two tasks.

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 - 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 | 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:10300001For now, if you move the mouse to the Invoicing Party in the header of the supplier invoice, then click the Invoicing Party, the Company Date with Address and Contact Details are displayed.In 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 USD)Invoice 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 | Add Notes (Optional) | Enter notes on Note tab if you want to add more detailed long text for the supplier invoice. |  |  |
| 6 | 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. |  |
| 7 | 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. |  |
| 8 | 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 . |  |
| 9 | 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. Click Check and on the lower part of the details screen, the Blocking Reasons section shows the text Manual. Click Back to Supplier Invoice. | The item is blocked with a blocking reason. |  |
| 10 | Check the balance | Calculate the tax by choosing Propose Tax. Check the balance (difference between the calculated amount and the gross Amount you entered in step 3). | The balance should be zero (or within the defined tolerance). |  |
| 11 | Simulate Supplier Invoice and Check Messages | Choose Simulate.You can check the simulation results in Simulation Overview and Simulation Details area. | The Supplier Invoice is simulated. |  |
| 12 | Post Invoice | Choose Post. | The invoice is posted. The system message is shown. |  |

#### 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. |  |

#### Create Supplier Invoice without PO/GR (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 without purchase order reference. Follow below procedure to create an individual invoice. If need to mass upload supplier invoice, please refer to scope item Accounts Payable (J60) .

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 Invoice screen displays. |  |
| 3 | Enter General Data | In section General Information, make the following entries:Transaction: InvoiceCompany Code: 1010Gross Invoice Amount: xxxCurrency: EURInvoice Date: TodayPosting Date: TodayReference: xxx(reference invoice number from invoicing party) |  |  |
| 4 | Enter Invoicing Party | Make the following entries.General DataInvoicing Party: 10300001 |  |  |
| 5 | Enter G/L Account Item | Choose Add G/L Account Item.Make the following entries.Debit/Credit: DebitG/L Account: 65008300Amount: xxx | A new row for a GL/ Account Item displays with entry fields for the side of the Account, the G/L Account, and the Amount. |  |
| 6 | Enter G/L Account Item details | Select the arrow icon to the left of field Debit / CreditMake the following entries.Cost Center 10101201Tax Code:If there is no tax, specify tax code V0 | Details for a GL/ Account Item display with entry fields for the cost center and the tax code. |  |
| 7 | Simulate Supplier Invoice and Check Messages | Choose the Simulate button.If there are no differences(or if the value is 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 is,V0 you do not have any tax amount) | Invoice is consistent.In case that an error message is displayed, a correction of the entries is necessary |  |
| 8 | Post Invoice | Select the Post button to post the Supplier Invoice. | The Invoice is posted. |  |

### Detect Critical Cash Discount Situations

The system automatically detects critical situations, which could lead to the loss of the cash discount. The detection process is automatically triggered by the system on a regular basis and indicates critical cash discount situations to the accounts payable accountant, using the notification functionality on the home screen. This enables the accounts payable accountant to proactively react to situations, where the cash discount is at risk. Therefore, negative financial effects to the business of the company can be avoided.

### React to Critical Cash Discount Situations

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This step can be enhanced using the machine learning capabilities of scope item 2XX.

In this procedure, supplier invoices with payment block are displayed. Blocked for Payment is a dynamic link which is visible only in invoice header when the invoice is blocked for payment. The Tab contains data relevant for explaining the block situation and its possible resolution e.g. Actions to contact supplier/purchaser, Block related statistics etc.

Situation and Notification will be triggered according to Selection Criteria set in preliminary steps. System automatically detects cash discount situations by daily job, and indicates critical situations using the notification functionality on the home screen. This enables Team Member to proactively react to potential cash discount overdue and avoid negative implications to the business processes of the company.

Note You must perform step Create Ready-to-Use Situation Type for Cash Discount at Risk and Create Team and Responsibilities before testing 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 an Accounts Payable Accountant - Procurement. | The SAP Fiori launchpad displays. |  |
| 2 | Access App | Open Supplier Invoices List (F1060A) . | The Supplier Invoice List screen displays. |  |
| 3 | Search for Supplier Invoices | Make the following entries and choose Go。Invoice Document No.: invoice created above | The relevant supplier invoice is displayed |  |
| 4 | Check Supplier Invoice Detail | In the list of the Supplier Invoices, select an Invoice Document by clicking the entire row.If the invoice is blocked for payment, choose Blocked for Payment link to go to Payment status page. You can check the information below:* Information

The system shows: This Invoice is blocked for payment.* Actions

Contact Supplier: Supplier contact information.Contact Purchaser: Purchaser contact information.* Blocked Invoice Items

Showing blocking reason on line item level.* Invoice Timeline

Showing dates, such as invoice document date, invoice posting date, invoice payment due date, cash discount deadline if there is any discount)* Statistics of Supplier

Blocked Invoices Amount by Reason:Shows amount of invoices blocked for the supplier and particular company codeBlocked Invoices Count by Reason:Shows count of invoices blocked for the supplier and particular company codePayment Blocked by Reason:Shows percentage of block reasons/occurrences | The Payment block tab is displayed. |  |
| 5 | Check Supplier Invoices with Cash Discount Notification | Choose the Notifications icon at top right of screen.Choose notification, for example:X Supplier Invoices are blocked for payment.Cash Discount at Risk due to invoice pay | The X supplier invoices which at cash discount risk are displayed in Supplier Invoices List. |  |
| 6 | Check Situation Message in Supplier Invoice | Select one invoice in the above list to go to Supplier Invoice page. If notification is triggered for invoice, Situations tab will be added in supplier invoice. You can choose Close Situation and pick a reason for closing this situation. | Situation Message is shown and closed. |  |

### Create Credit Memo (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 credit memo.

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 Invoice screen displays. |  |
| 3 | Enter General Data | In section General Data, make the following entries:Transaction: Credit MemoCompany Code: 1010Gross Invoice Amount: Invoice amountCurrency: EURInvoice Date: TodayPosting Date: TodayReference: xxxInvoicing Party: 10300001 |  |  |
| 4 | Enter Purchase Order References | In Purchase Order References section, add the references.Make the following entries (use a PO you created previously).Reference: Purchase OrderPurchase 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 credit memo 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 | Add Amount and Quantity | Check the Items that you want to post, and enter the following field entries.Amount: xxxQuantity: xxxThen choose the Check button at the bottom right of the screen. | The Amount, the Quantity, the Tax Code are consistent. |  |
| 7 | Check Tax | In the section Tax, check if the Tax Amount equals the sum of Amount multiplied by Tax Code value of the selected items in Step 6 | The section tax is displayed. |  |
| 8 | Simulate Credit memo and Check Messages | Choose the Simulate button.If there are no differences(or if the value is 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 is,V0 you do not have any tax amount) | Invoice is consistent.In case that an error message is displayed, a correction of the entries is necessary |  |
| 9 | Post Credit Memo | Select the Post button to post the Credit Memo | The Invoice is posted. The system displays the message Invoice xxx posted. |  |

Result

The supplier Invoice is complete to post.

### Check Supplier Invoice List (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, all supplier invoices are displayed.

Payment block tab is a dynamic tab which is visible only in case the invoices blocked for payment (based on payment block status in FI Module)

The Tab contains data relevant for explaining the block situation and its possible resolution e.g. Actions to contact supplier/purchaser, Block related statistics etc.

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 Supplier Invoices List (F1060A) . | The Supplier Invoices list screen is displayed. |  |
| 3 | Search for Supplier Invoices | On the Supplier Invoice List screen, make the following entries and choose the Go button.Invoicing Party: 10300001 | The relevant Supplier Invoices are shown, grouped by status Posted, Reversal and Reversed. |  |
| 4 | Check Supplier Invoice Detail | In the list of the Supplier Invoices, select an Invoice Document by clicking the entire row.If the invoice is blocked for payment, you check below information by choosing Blocked for Payment.* Information

Showing ‘This Invoice is blocked for payment.’* Actions

Contact Supplier: Supplier contact information.Contact Purchaser: Purchaser contact information.* Blocked Invoice Items

Showing blocking reason on line item level.* Timeline

Showing dates with focus on cash discount deadline (e.g. invoice document date, invoice posting date, cash discount deadline date if there is any discount)* Charts with statistics

1st chart shows the amounts of invoices blocked for the supplier and particular company code2nd chart shows count of invoices blocked for the supplier and particular company code3rd chart shows the percentage of block reasons/occurrences | The invoice document is displayed. |  |

### Approve 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

In this step, a supplier invoice is approved.

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 Supplier Invoices List (F1060A) . | The Supplier Invoices list screen is displayed. |  |
| 3 | Filter Supplier Invoice List | Fill in search criteria fields or leave them blank, and choose Go. | The Supplier Invoices list is displayed. |  |
| 4 | Check Supplier Invoice Detail | In the list of the Supplier Invoices, select an Invoice Document by clicking the entire row, which is blocked for payment. | The invoice document is displayed. |  |
| 5 | Release the Invoice | Choose Release. | The invoice is released. |  |
| 6 | Back to SAP Fiori Launch Pad | Choose Home to go back to the SAP Fiori launchpad. | The SAP Fiori launchpad is displayed. |  |

### Reverse 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

In this step, a supplier invoice is reversed.

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 Supplier Invoices List (F1060A) . | The Supplier Invoices list screen is displayed. |  |
| 3 | Search for Supplier Invoices | On the Supplier Invoice List screen, make the following entries and choose the Go button.Invoicing Party: 10300001 | The relevant Supplier Invoices are shown, grouped by status Posted and Reversal. |  |
| 4 | Check Supplier Invoice Detail | In the list of the Supplier Invoices, select the invoice created in the previous step by clicking on the row to display the invoice. | The invoice document is displayed. |  |
| 5 | Reverse the Invoice | Choose Reverse. | The Reverse Invoice dialog box opens. |  |
| 6 | Enter Reason for Reversal | Reason for Reversal: <Default Value>Posting Date: <Today>Choose OK. | The Invoice is reversed. |  |
| 7 | Back to SAP Fiori Launch Pad | Choose the Home button to go back to the SAP Fiori launchpad. | The SAP Fiori launchpad is displayed. |  |

### Clear GR / IR (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, one or more postings are cleared.

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 Clear GR/IR Clearing Account (MR11) . | The Maintain GR/IR Clearing Account screen opens. |  |
| 3 | Search for Purchasing Documents | Make the following entries and choose the Execute (F8) button.Company Code:1010Plant: 1010Purchase Order Date to: <today> | The relevant Purchase Orders are shown. |  |
| 4 | Post Clearing | If Purchase Orders exist that need clearing, select one and choose Post (Ctrl + F12). | The clearing document is created. |  |
| 5 | Write down Clearing Document Number | The clearing document is created. Write down its number as it is needed for the next step. |  |  |
| 6 | Back to SAP Fiori Launch Pad | Choose the Home button to go back to the SAP Fiori launchpad. | The SAP Fiori launchpad is displayed. |  |

### Cancel Journal Entry (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 GR / IR clearing posting is reversed.

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 Display/Cancel Account Maintenance Document (MR11SHOW) . | The Display / Cancel Account Maintenance Document screen opens |  |
| 3 | Search for Accounting Maintenance Document | Make the following entries and choose the Overview (Enter) (F9) .Acct Maint.Document / fiscal year<Journal Entry> / <Fiscal year> from previous step | The accounting maintenance document is displayed.The Display / Cancel Account Maintenance Document screen is displayed. |  |
| 4 | Reverse Journal Entry | Select the line item created in the previous step and choose the Reverse Document. | The Reversal Document Post Date screen opens. |  |
| 5 | Reverse Journal Entry | In the Reversal Document Posting Date window, the original date is default in Posting Data field, you can manually choose another date via F4 button or choose Current Date, then choose Reverse (Shift+F1). . | The Accounting Maintenance Document is reversed. The reversal document number is displayed. |  |
| 6 | Back to the SAP Fiori launchpad | Choose Home to go back to the SAP Fiori launchpad. | The SAP Fiori launchpad is displayed. |  |

### Monitor Down Payment process

#### Create Purchase Order Manually for Down Payment

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. |  |  |
| 2 | Access App | Open Create Purchase Order - Advanced (ME21N) . | The Create Purchase Order screen is displayed. |  |
| 3 | Enter Purchase Order data | Enter all of the necessary data.Order type: NB Standard POSupplier: 10300003In Header section, on the Org. Data tab, make the following entries:Purchasing Org.: 1010Purchasing Group:002Company Code: 1010In Items section,Material: TG0011Plant: 1010Storage Location: 101AQuantity: 100Net Price: X EURGo to Invoice Tab and enter Tax Code V0 .Tax Date: <Default Value>DP Category: Mandatory Down PaymentERS: deselectChoose EnterDown Payment %: 10Due Date:　the last day of this Month | The Create Purchase Order screen is displayed. |  |
| 4 | Save Purchase Order | Choose Save and when the purchase order number is displayed, write it down for further use. | A new Purchase Order is created.Purchase Order Number is displayed. |  |

#### Monitor Down Payments (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

A down payment request is created.

Prerequisite

The Supplier master record has been entered.

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 Monitor Purchase Order Down Payments (F2877) . | The Monitor Purchase Order Down Payments screen displays. |  |
| 3 | Search for Purchase Orders | Enter the following filters values for the PO Down Payments.Display Currency: EURSupplier: 10300003Choose Go. | The down payment PO has been searched. |  |
| 4 | Display Down Payment PO | Check the Down Payment Purchase Order for the detail information as Down Payment %, Amount, Release Amount, PO/items, etc. |  |  |

#### Create Down Payment Request

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

A down payment request is created.

Prerequisite

The Supplier master record has been entered.

Note When you run this step, you should assign Accounts Payable Accountant and Accounts Payable Accountant - Procurement role.

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 Monitor Purchase Order Down Payments (F2877) . | The Monitor Purchase Order Down Payments screen displays. |  |
| 3 | Search for Purchase Orders | Enter the following filters values for the PO Down Payments.Display Currency: EURSupplier: 10300003Choose Go. | The down payment PO has been searched. |  |
| 4 | Access the SAP Fiori App | Highlight the PO which is created in step [Create Purchase Order Manually for Down Payment](#unique_48) [page ] 69.Choose Create Down Payment Request to open Manage Supplier Down Payment Requests screen.You should have an Accounts Payable Accountant role to choose Create Down Payment Request. | The Manage Suppliers Down Payment Requests screen displays. |  |
| 5 | Header | Choose > and make the following entries:Company Code: 1010Journal Entry date: Today’s datePosting date: Today’s dateJournal Entry Type: KZTransaction Currency: EUR |  |  |
| 6 | Items | Make the following entries:Supplier: 10300003Trg. Spec. G/L Ind: A (Default value, do not change)Amount: <PO total amount \* 10%> EURPurchasing Document: <Default Value>Purchasing Doc. Item: <Default Value>Tax Code: <Default Value> Tax Amount:<Default Value>Baseline Date: Today’s date |  |  |
| 7 | Post | Choose Post. | The Success screen is displayed showing the journal entry XXX posted. |  |
| 8 | Other | Select the desired action in the Success screen:* Display
* Go Back
 |  |  |

#### Create Down Payment

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

A payment for a down payment request is generated.

Actually, this step refers to the chapter Post Outgoing Payment in the Accounts Payable (J60) scope item. Please make sure the down payment has not been blocked in any payment run and payment proposal.

Prerequisite

A down payment request has been posted.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Accounts Payable Accountant. | The SAP Fiori launchpad displays. |  |
| 2 | Access App | Open Post Outgoing Payments (F1612). | The Post Outgoing Payments screen displays. |  |
| 3 | Enter Payment Data | Make the following entries and choose Show Items.In the General Information section:Company Code: 1010Posting Date: today's dateJournal Entry Date: today's dateValue Date: today's dateReference (optional): referenceJournal Entry Type: KZIn the Bank Data section:G/L Account: 11001000House Bank / Account: DEBK1/DEAC1Amount / Currency: <PO total amount \* 10% > EURFees: OptionalAssignment: OptionalExchange Rate: OptionalAmount / Code Currency:OptionalIn the Open Item Selection section:Account Type/Account ID: Supplier 10300003 | A list of open items is displayed in the Open Items section. |  |
| 4 | Select More | To display only the special G/L transactions choose the Select More button, deselect all entries in Line Item Type field and select:Line Item Type: Special G/L TransactionsChoose OK. | Document with special G/L transactions are displayed. |  |
| 5 | Select/Deselect | Select a downpayment which is created in previous step, and in the Clear column, choose Clear. | The downpayment to pay is transferred to the Items to be Cleared section. |  |
| 6 | Post | Choose Post. | The Success screen is displayed showing the journal entry number is successfully posted. |  |

#### 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. |  |  |
| 6 | Post | Choose Post. | The system message confirms that the goods receipt posted successfully. |  |

#### Create Supplier Invoice for Down Payment (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. |

Prerequisite

Purchase Order for down payment has been created successfully in step: [Create Purchase Order Manually for Down Payment](#unique_48) [page ] 69.

Down payment has been posted successfully in step: [Create Down Payment](#unique_51)  [page ] 74.

Purpose

The invoice verification is done in this activity and you can do the down payment clearing.

If purchase order is not for the down payment and down payment didn’t post for the purchase order successfully, please skip this step directly. Please make sure the down payment has not been blocked in any payment proposal.

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 Fiori Launchpad is displayed. |  |
| 2 | Access App | Open Create Supplier Invoice - Advanced (MIRO) . | The Create Supplier Invoice Advanced screen is displayed. |  |
| 3 | Enter General Data | Make the following entries and choose Enter:* Company Code: 1010
* Transaction: Invoice
* Invoice date: Today
* Posting Date:Today
* Amount: value in PO
* Calculate Tax: X
* Reference: <xxx>(reference invoice number from invoicing party)
* Tax code: same with tax code in PO: V0
* Text: <enter text value>
 |  |  |
| 4 | Enter Purchase Order References | References Document Category: Purchase Order/ Scheduling AgreementPurchase Order: PO number which is created in step [Create Purchase Order Manually for Down Payment](#unique_48) [page ] 69. Choose Enter. Choose Continue if there is a dialog about Information appears which relevant Down Payment. |  |  |
| 5 | Check the Purchase Order Items data | Check the Amount, the Quantity, and the Tax Code. |  |  |
| 6 | Choose Down Payment Clearing (Optional) | Down Payment Clearing and on the Choose Down Payment Clearing screen.Amount Entered: same with Available AmountChoose Copy |  |  |
| 7 | Simulate Supplier Invoice and Check Messages | Take the amount of the items as input for the Amount field in the Basic Data section. Make sure the invoice balance is 0. | The Supplier Invoice is simulated. |  |
| 8 | Post Invoice | Choose Post. | The invoice is posted. The system message is shown. |  |

## Automatic Purchase Order Creation from Purchase Requisition

When you perform the following steps Automatic Purchase Order Creation from Purchase Requisition, you have to run Master Data update on the Preliminary Step:

[Master Data Update for Automatic Purchase Order Creation from Purchase Requisition](#unique_14) [page ] 17

### 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 screen displays. |  |
| 3 | Create Purchase Requisition | Choose Create. | The Purchase Requisition screen displays. |  |
| 4 | Enter Document Type | Enter Document Type: Purchase Requisition. |  |  |
| 5 | Add Item | Automatic Source Determination: <selected>In the Items section, choose the Add (+) button then choose Material to add new items to Purchase Requisitions. | The Add Purchase Requisition Item screen appears. |  |
| 6 | Enter detail data | Enter the following values in General Information section:Item Category: StandardMaterial: TG0011Plant: 1010Enter the following values in Quantity and Date section:Quantity:10Delivery Date: default valueRequisition Date: default valueRelease Date: default valueEnter the following values in Contact Information section:Purchasing Organization: 1010, and choose Enter.Purchasing Group: 002, and choose Enter.Go to Source of Supply area and make sure one source has been assigned.Choose Apply. |  |  |
| 7 | Save your entries | Choose Save. | The purchase Requisition is created. |  |

Result

The Purchase Requisition is created.

### Automatic Conversion of 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. |

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 Schedule Purchasing Jobs - Advanced (F1702). | The Application Jobs screen displays |  |
| 3 | Create Job | Choose Create. | The New Job screen displays. |  |
| 4 | Define a Job | On the New Job: Automatic Creation of Purchase Orders from Requisitions screen, make the following entries:Choose 1 Template Selection and go to 1. Template Selection area.Job Template: <Job Template>, for example, Automatic Creation of Purchase Orders from RequisitionsJob Name: <Job Name>, for example, Automatic Creation of Purchase Orders from RequisitionsChoose 2. Scheduling Options and go to 2. Scheduling Options area and make the following entries:Start Immediately : <selected>Start: <Current Time>If the job needs to be run on a regular basis, choose Define Recurrence Pattern.Choose Step 3 and go to 3. Parameters area and make the following entries:Per Requisition:<selected>Per Company Code: <selected>Per Contract: <selected>Set Parameter settings according to your needs.Choose Schedule. | The job is created. |  |
| 5 | Convert Purchase Requisition to Purchase Order | On the Application Jobs screen.Go to Jobs (X) area and check the status until it changes to Finished. | The Job automatically converts Purchase Requisition to Purchase Order. |  |
| 6 | Check Result | Choose Result. | The Purchase Order is created. |  |

You may go to the Fiori Launchpad main screen. On the Fiori Launchpad main screen, choose Search button on the top. Choose Purchase Order from the drop-down box, and enter the Purchase Order number in the field Search In: Purchase Orders. Select the Purchase Order you want to display on the Search screen.

### 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 receipt of goods with reference to 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 Warehouse Clerk. | The SAP Fiori launchpad is displayed. |  |
| 2 | Access App | Open Post Goods Receipt for Purchasing Document (F0843) . | The Post Goods Receipt for Purchasing Document screen is displayed. |  |
| 3 | Search for Purchase Order | Open Purchasing Document Search. | A list of Purchasing Document displays. |  |
| 4 | Select Purchase Order | Select your purchase order (if not in the PO, the storage location must be speci­ fied). | The system displays the data for the goods receipt on the Goods Receipt screen. |  |
| 5 | Enter Delivery Note | Make the following entries and choose EnterDelivery Note: xxx | The Post Goods Receipt screen displays. |  |
| 6 | Select Item | Select the items for which a goods receipt is to be posted.Choose Storage Location (for example) 101A |  |  |
| 7 | Post | Choose Post. | The system is displayed the message material document xxx 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 | 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 | In case of purchase orders created with local currency in your system, make the following entries.Transaction: InvoiceCompany Code: 1010Reference: Enter the reference document number of the supplier for example: 12345678Gross Invoice Amount : <XXX>Currency: EURInvoice Date: <Today>Posting Date: <Today>Baseline Date: <Today> (in Payment tab)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.References Document Category: Purchase Order/ Scheduling AgreementPurchase 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 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). | 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.when the tax code value is greater than zero. | 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. Check the balance (difference between the calculated amount and the gross Amount you entered in step 3). | 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.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 simulate. |  |
| 10 | Post Invoice | Choose Post. | The invoice is posted. The system displays the message that the invoice xxx has been posted and document no. 51xxxxxxxx has been created. |  |

# Appendix

## Process Integration

The process to be test 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:

|  |  |
| --- | --- |
| Process | Business Description |
| Accounts Payable- (J60) | Outgoing Payment |

### Goods Receipt Blocked Stock

Purpose

If you wish to accept goods from a supplier conditionally (for example, because a certificate is missing) you initially post the goods to the non-valuated Goods Receipt Blocked stock upon receipt. When the conditions for the acceptance of the delivery have been fulfilled, you release the Goods Receipt Blocked stock to Unrestricted-use stock, Quality Inspection stock or Blocked stock. The valuation and updating of the stock data does not take place until the material is released.

Prerequisite Process

Before you proceed to test this function, please follow the above detailed process in Step Create Purchase Order. Please note that if Purchase Order needs to be approved, please process the optional Step Approve Purchase Order.

#### Post Goods Receipt Blocked Stock

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this procedure, you can post the goods to the non-valuated Goods Receipt blocked stock upon receipt.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as Warehouse Clerk . | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Choose Post Goods Receipt for Purchasing Document (F0843) | The Post Goods Receipt for Purchasing Document screen displays. |  |
| 3 | Search for Purchase Order | Search for Purchaser Order number and choose Enter. |  |  |
| 4 | Select Item | Select the items for which a goods receipt is to be posted. Check the checkbox on the beginning of the item row. |  |  |
| 5 | Post to Goods Receipt Blocked Stock | Enter the number of items to be posted to GR blocked stock in Delivered field. Choose a storage location in Storage Location field.For example:Delivered: 1 PCStorage Location: 101AChoose Goods Receipt Blocked Stock from Stock Type drop down list.Choose Post. | System displays Material Document XXX posted. |  |

#### Release Goods Receipt Blocked Stock

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this procedure, you can release the Goods Receipt Blocked Stock to Unrestricted used stock, stock in Quality Inspection, or Blocked stock.

If the Goods-Receipt-Based Invoice Verification has been selected in PO creation, then you have to use App: Post Goods Movement to run 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 Warehouse Clerk . | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Choose Post Goods Receipt for Purchasing Document (F0843) | The Post Goods Receipt for Purchasing Document screen displays. |  |
| 3 | Search for Purchase Order | Search for Purchaser Order number and choose Enter. |  |  |
| 4 | Release Goods Receipt Blocked Stock | Enter the number of items to be released from GR blocked stock in Delivered field. Choose a storage location in Storage Location field.For example:Delivered: 1 PCStorage Location: 101AChoose Stock Type from the drop down list:GR Blocked Stock to Unrestricted – UseNote You can also select other stock type if you would like to release stock to Quality Inspection Stock or Blocked StockChoose Post. | System displays Material Document XXX posted. |  |

### Setup Mail Notification for Purchase Order 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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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: \_00800238\_CRT\_ALLName: Workflow for Release of Purchase OrderChoose Copy.Following templates are available for purchase order workflow:Workflow for Release of Purchase Order:00800238\_CRT\_ALL00800238\_CRT\_19 | Email Template copied. |  |
| 4 | Adjust the text of the mail template | Choose Custom tab.Choose Email template, for example YY1\_\_00800238\_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. |  |

### Setup Mail Notification for Purchase Order Deadline

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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: MMPUR\_PO\_WFL\_DEADLINE\_EMAIL.Choose email template then choose Copy then make bellow entries:Prefix: YY1\_Email Template: MMPUR\_PO\_WFL\_DEADLINE\_EMAILName: Email Notification for Purchase Order DeadlineChoose Copy. | Email Template copied. |  |
| 4 | Adjust the text of the mail template | Choose Custom tab.Choose Email template, for example YY1\_MMPUR\_PO\_WFL\_DEADLINE\_EMAIL 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. |  |
| 6 | Display the Show Data Fields (Optional) | Click Show Data Fields to get the fields available to configure in the email template | The Show Data Fields displayed. |  |

### Configure Deadline in Manage Workflows for Purchase Orders

Purpose

In order to implement the email notifications for deadline purchase order, and inform the approvers about the PO's overdue for approval, then the deadline should be configured in Purchase Order 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 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:Workflow Name: <Test Workflow for Purchase Order>From the START CONDITIONS section, add the following preconditions: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, 500.00Currency: EURIn the STEP SEQUENCE area, choose Add and make the following entries:Step Type: Release of Purchase OrderIn the RECIPIENTS area, make the following entries:Assignment By: UserUser: Select User from value help (with Employee ID PURCHASING\_MANAGER)Choose OK.Step to be completed by: One of the recipients. | The Workflow for Purchase Order is configured. |  |
| 4 | Setup Deadlines | Go to DEADLINES section, choose Add, and make the following entries:If step is not completed by: The below timeline after start of the approval workflow.- < for example 2> Minute(s)Execute the following action: Send mail notificationE-Mail Template: Email Notification for Purchase Order DeadlineGo to Recipients, and make the following entries:Assignment By: UserUser: Select User from value help (for example: Employee ID PURCHASING\_MANAGER)Note This recipients user: for example PURCHASING\_MANAGER should assign the email address.Choose Add .Choose Save . |  |  |
| 5 | 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.

### Free Goods Purchasing

#### Change Material Master Data – For Free Goods

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 following procedure provides instructions for changing material master data.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad using the Master Data Specialist - Product Data role. | The SAP Fiori launchpad displays. |  |
| 2 | Access App | Open Change Material (MM02). | The Change Material (Initial Screen) displays. |  |
| 3 | Enter Material Basic Data | On the Change Material screen, make the following entries:Material: for example, TG0012Choose Select View(s). | The Select View(s) screen displays. |  |
| 4 | Choose Views | On the Select View(s) screen, choose Purchasing and Continue. | The Organizational Levels displays. |  |
| 5 | Enter Organizational Levels Data | On the Organizational Levels screen, make the following entries:Plant: <Plant>, for example, 1010Choose Continue. | The Change Material XXXXX (Material general) displays. |  |
| 6 | Select Autom.PO | Scroll down to the General Data section and select the following:Qual.f.FreeGoodsDis.: <2> | Autom.PO is selected. |  |
| 7 | Save your data | Choose Save. | The material master data is updated. |  |

Result

The Autom.PO checkbox is selected.

#### Change Supplier Master Data - For Free Goods

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 following procedure provides instructions for changing supplier master data.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the SAP Fiori launchpad using the Master Data Specialist - Business Partner Data role. | The SAP Fiori launchpad displays. |  |
| 2 | Access App | Choose Maintain Business Partner (BP) . | The Maintain Business Partner screen displays. |  |
| 3 | Enter Business Partner | Make the following entry and choose Enter:Find: Business PartnerBy: Supplier NumberSupplier Number: for example, 10300003Choose Start. The Supplier row displays.Double-click the Supplier Partner row. | The Supplier information screen displays. |  |
| 4 | Switch to Change mode | Ensure you are in Change mode. Otherwise, select Switch Between Display and Change. | The Change mode screen displays. |  |
| 5 | Change BP role | In the Change in BP role field, choose the following value:Supplier (defined) |  |  |
| 6 | Open Purchasing Organization Data | Choose the Purchasing tab at the top of the screen. | The Purchasing Organization sub section screen displays. |  |
| 7 | Enter Purchasing Data | Choose Switch Organization.Make the following entry and choose Enter:Purch. Organization: <Purchasing Organization>, for example, 1010 |  |  |
| 8 | Select Grant Free Goods checkbox | From the Purchasing Data section, scroll down to the Additional Purchasing Data section, make the following entry:Grant Free Goods: <selected> | The Grant Free Goods checkbox is selected. |  |
| 9 | Save your data | Choose Save. | The Supplier change is saved. |  |

#### Create Purchasing Info Record

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

This process step shows you how to create purchasing info record.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Purchaser . | The SAP Fiori launchpad is displayed. |  |
| 2 | Access the App | Open Create Purchasing Info Record (ME11). | The Create Info Record: Manage Purchasing Info Records screen is displayed. |  |
| 3 | Create New Purchasing Info Record for header data | On Create Info Record: Initial Screen, make the following entries and choose Enter.* Supplier: 10300003
* Material: TG0012
* Plant: 1010
* Purchasing Organization: 1010
* Standard Info category: select
 | The Purchasing Info Record Screen is displayed. |  |
| 4 | Enter Purch.Org. Data | ● Delivery Time in Days: 3● Purch.Group: 001● Under Delivery Tolerance in %: 10.0● Over Delivery Tolerance in %: 10%● Tax Code: V1● TxValidFrm: Select value from F4 help.● Order Unit: PC● Standard Order Quantity: 10● Net Price: 30● Incoterm: EXW● Incoterm Location 1: VENDOR | Purchase Organization data for Purchasing Info Record is added. |  |
| 5 | Maintain Free Goods | Choose Conditions to go to next screen.Highlight Condition Type PPR0 with price.Choose Free Goods (Ctrl+F1), and make the following entries:Supplier: 10300003Material: TG0012Plant: 1010Purchasing Organization: 1010Valid From: TodayValid To: 12/31/9999Infotype: 0Order Unit: PCMin Qty: 100For: 10Add. Qnty: 1Calc.Rule: 1Choose Enter. | The Free Goods condition has been maintained. |  |
| 6 | Save your data | Choose Save twice. | The purchasing info record is saved. |  |

#### Create Purchase Order Manually for Free Goods

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 is displayed. |  |
| 2 | Access App | Open Create Purchase Order - Advanced (ME21N) . | The Create Purchase Order screen is displayed. |  |
| 3 | Enter Purchase Order data | Enter all of the necessary data.Order type: NB Standard POSupplier: 10300003In Header section, on the Org. Data tab, make the following entries:Purchasing Org.: 1010Purchasing Group:002Company Code: 1010In Items section,Material: TG0012Plant: 1010Storage Location: 101AQuantity: 200Net Price: X EURChoose Enter.After choosing Enter in PO creation, the result as per the free goods scheme qty 20 PC becomes free automatically in second line item.Go to Invoice Tab and enter Tax Code V0 .Tax Date: <Default Value> | The Create Purchase Order Screen is shown. |  |
| 4 | Save Purchase Order | Choose Save and when the purchase order number is displayed, write it down for further use. | A new Purchase Order is created.Purchase Order Number is displayed. |  |

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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