

**Test Scenario No.** \_\_\_\_\_ **Pass:**    **Yes**    **No**    (circle one)

SCENARIO:	example: <b>Vendor Handling</b>	OWNER:
BUSINESS CASE:	example: Vendor invoice posting with cost center	STATUS:
DESCRIPTION:	example: Incoming invoice/debit postings /various cost centers and various tax codes	RUN NO.:
EXPECTED RESULTS:		RUN DATE:

**SETUP DATA**

DATA OBJECT	VALUE/CODE	DESCRIPTION	COMMENTS AND NOTES
Company code	(Master Data Record)		
Vendor Master	(Master Data Record)		
G/L account	(Master Data Record)		Cost element is needed
Cost center	(Master Data Record)		
Tax code	(Master Data Record)		All possible tax codes should be tested

**TRANSACTIONAL STEPS**

No.	BUSINESS PROCESS STEPS / BPP NUMBER	TRANS. CODE	INPUT DATA / SPECIAL INFORMATION	OUTPUT DATA / RESULT	TESTER / TEAM	OK / ERROR
10	Fill Out New Vendor Form	Manual				
20	Route for New Vendor Approval	Manual				
30	Create New Vendor Master Record Centrally	XK01				
40	Incoming invoice posting via batch input		File			
50	Post incoming invoice/debit	FB01	Batch Input or manually Doc. type: Tax code:	Doc.no.: Cost account: Tax account:		
60	Display posted invoice/debit and check accounts and tax	FB03	Doc.no.:			
70	Change payment terms, if allowed	FB02	Doc.no.:	Check document change rules		
80	Display and check cost center posting	KSB5	CO Doc.no.:			
90	Payment run	F110				

**Comments:**

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**Additional testing or ad hoc requirements:**

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**Test Approval:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Completion Approval (including Ad Hoc or variant testing):** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_