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| Test Script  SAP S/4HANA - 17-09-20 | public |
| Advanced Credit Management (1QM\_DE) |

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# Purpose

The credit worthiness and payment behavior of your business partners has an immediate effect on the business results of your company. Efficient receivables and credit management reduce the risk of financial losses, helping you to optimize business relationships with your business partners. Advanced Credit Management supports your company with making an early determination of the risk of losses on receivables from your business partners and with efficiently making credit decisions. Using automatic calculation via preconfigured formulas, the Credit Controller can efficiently and quickly make credit decisions. Advanced Credit Management checks the exposure against the current credit limit for the business partner. Moreover, credit limit requests can be executed. In addition, you can also perform other checks, such as oldest open item, maximum dunning level, or last payment. If the new order is blocked, the blocked order can be released or rejected by authorized staff.

Implementation Type

Caution This Test Script is NOT relevant for SAP Best Practices for SAP S/4HANA Cloud for Professional Services.

This document provides a detailed procedure for testing this scope item after solution activation, reflecting the predefined scope of the solution. Each process step, report, or item is covered in its own section, providing the system interactions (test steps) in a table view. Steps that are not in scope of the process but are needed for testing are marked accordingly. Project-specific steps must be added.

# Prerequisites

This section summarizes all the prerequisites for conducting the test in terms of systems, users, master data, organizational data, other test data and business conditions.

## System Access

|  |  |
| --- | --- |
| System | Details |
| System | Accessible via SAP Fiori launchpad. Your system administrator provides you with the URL to access the various apps assigned to your role. |

## Roles

Assign the following business roles to your individual test users. Alternatively, if available, you can create business roles using the following spaces with pages and predefined apps for the SAP Fiori launchpad and assign the business roles to your individual test users.

Note These roles or spaces are examples provided by SAP. You can use them as templates to create your own roles or spaces.

For more information about business roles, refer to Assigning business roles to a user in the [Administration Guide to Implementation of SAP S/4HANA with SAP Best Practices](https://help.sap.com/viewer/S4HANA2020_AdminGuide) .

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name (Role) | ID (Role) | Description (Space) | ID (Space) | Log On |
| Administrator | SAP\_BR\_ADMINISTRATOR | Administration | SAP\_BR\_ADMINISTRATOR |  |
| Credit Controller | SAP\_BR\_CREDIT\_CONTROLLER | Credit Management | SAP\_BR\_CREDIT\_CONTROLLER |  |
| Internal Sales Representative | SAP\_BR\_INTERNAL\_SALES\_REP | Internal Sales | SAP\_BR\_INTERNAL\_SALES\_REP |  |

## Master Data, Organizational Data, and Other Data

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | Details | Comments |
| Customer | 10100011 |  |  |
| Company Code | 1010 |  |  |
| Credit Segment | 1000 |  |  |
| Sales organization | 1010 |  |  |
| Distribution channel | 10 |  |  |
| Division | 00 |  |  |

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

Table 1: Master Data Script Reference

|  |  |
| --- | --- |
| Master Data ID | Description |
| BND | Create Customer Master |

## Business Conditions

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

|  |  |
| --- | --- |
| Scope Item | Business Condition |
| BD9 -Sell from Stock | To run through this scope item, the materials must be available in stock.  You can create stock using the Manage Stock or Transfer Stock apps. |
| BDN -Sales of Non-Stock Item with Order-Specific Procurement | Execute step Create Sales Order (Optional). |
| BJE - Make-to-Order Production - Finished Goods Sales and Final Assembly | Execute step Create Sales Order. |

## Preliminary Steps

### Import Credit Analyst

Purpose

In this activity, you create an employee data template and import a credit analyst into the system to be used in the test procedures.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Administrator. |  |  |
| 2 | Access the SAP Fiori App | Open Import Employees (F2323). |  |  |
| 3 | Import the CSV Template | Enter the following data and choose Download Templates:  Import Type : Basic Employee Import | The BasicEmployeeDataTemplate.csv file is downloaded. |  |
| 4 | Save | Choose Save.  The Download Complete dialog box displays the You can find the downloaded Basic Employee Data Template file in the Downloads folder notification.  Choose OK . | The template is saved to your local PC. |  |
| 5 | Modify the Template | Note This step happens outside of the system.  Open the template and modify it to your requirements.  Enter information for the following mandatory fields:  PersonalExternalID  BusinessPartnerRole  Supplier  FirstName  LastName  CompanyCode  StartDate(YYYYMMDD)  EndDate(YYYYMMDD)  and enter other data as required.  Save the changes. | An updated Basic Employee Data Template is available on your local PC. |  |
| 6 | Upload the Template | In the Import Employees view, under Import Data (.csv), go to Employee/Employment Data and choose Browse.  From the dialog box, locate your updated Basic Employee Data Template, select the file and choose Open. | The dialog box closes and the Import Employees view is displayed. The Employee/Employee Data field now displays your imported template file name. |  |
| 7 | Import the Template | Enter the following:  Import Name: <the person's name you created in the template>  Choose the Import button.  The system displays the message Your request has been submitted. Please check the Monitor Employees Import app for monitoring. You can use the Maintain Business Users app to maintain business roles for successfully created employees.  Choose OK to close the dialog box. | The Application Logs view displays. |  |
| 8 | Review the Log | Review the application log. If the file created without error, Information displays in the Severity column. | Information is successfully imported. |  |

### Assign Credit Analyst

Purpose

In this activity, after the Credit Analyst has been imported, you assign the Credit Analyst to a business partner.

Prerequisite

A Credit Analyst has been imported in the previous procedure.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Credit Controller. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Business Partner - Credit Profile (UKM\_BP). |  |  |
| 3 | Select Customer | Enter the desired Customer to process:  Business Partner: 10100011  and choose Enter. | The Display Organization:10100011 role SAP Credit Management view displays. |  |
| 4 | Change Role | Change BP role as follows:  Display in BP role: SAP Credit Management | The Display Organization:10100011, role SAP Credit Management view displays |  |
| 5 | Edit | Choose the Switch Between Display and Change button. | The Change Organization:10100011 role SAP Credit Management view displays. |  |
| 6 | Manage Relationship | Choose the Relationships button. | The Display Organization: 10100011, role SAP Credit Management view displays. |  |
| 7 | Add Relationship | In the Overview section, enter the following information:  Relationship Cat: In Credit Management is managed by  Credit Segment: Credit Segment 1000  Relationship to BP: choose the search button.  In the Business Partner Number (1) dialog box, enter the Last name and First name created in the previous procedure, Import Credit Analyst.  and choose Find  The dialog box displays the search results. Select the employee from the results and Select. | The Organization: 10100011, maintain relationships view displays. |  |
| 8 | Create | Choose the Create button. |  |  |
| 9 | Save | Save your entries. | Changes have been saved. |  |

# Overview Table

If your system administrator has enabled spaces and pages on the SAP Fiori launchpad, the homepage will only contain the essential apps for performing the typical tasks of a business role.

You can find all other apps not included on the homepage using the search bar.

If you want to personalize the homepage and include the hidden apps, navigate to your user profile and choose Settings > App Finder .

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Set a Credit Limit](#unique_10) [page ] 14 | Credit Controller | Maintain Business Partner (BP) | Credit limit is set. |
| Calculation of Score, Risk Class, and Credit Limit |  |  |  |
| [Calculate Credit Rating](#unique_11) [page ] 16 | Credit Controller | Manage Business Partner - Credit Profile (UKM\_BP) | The Credit Rating is calculated. |
| Credit Limit Request |  |  |  |
| [Create Credit Limit Request](#unique_12) [page ] 19 | Internal Sales Representative | Manage Credit Cases (UKM\_CASE) | The Case is created. |
| [Approve Credit Limit Request](#unique_13) [page ] 20 | Credit Controller | Manage Credit Cases (UKM\_CASE) | The Case is approved successfully. |
| [Review Credit Limit in Business Partner](#unique_14) [page ] 22 | Credit Controller | Manage Business Partner - Credit Profile (UKM\_BP) | The Credit case is updated. |
| [Sales Order Processing: Sale from Stock](#unique_15) [page ] 23 |  | Procedure described in the Sell from Stock(BD9) test script. | Sales Order for the Business Partner is created. |
| [Sales of Non-Stock Item with Order-Specific Procurement (Optional)](#unique_16) [page ] 24 |  | Execute the Create Sales Order procedure from the Sales of Non-Stock Item with Order-Specific Procurement(BDN) test script | Sales Order for the Business Partner is created. |
| [Make-to-Order Production – Finished Goods Sales and Final Assembly](#unique_17) [page ] 25 |  | Execute all the steps under the Quotation Processing MTO and the Create Sales Order with Ref. to Follow-On Quotation procedures described in the Make-to-Order Production - Finished Goods Sales and Final Assembly(BJE) test script. | Sales Order for the Business Partner is created. |
| [Display Credit Accounts](#unique_18) [page ] 25 | Credit Controller | Manage Business Partner Master Data (F3163) | You displayed the credit accounts. |
| Management of Blocked Orders |  |  |  |
| [Assign Credit Cases](#unique_19) [page ] 27 | Credit Controller | Manage Credit Cases (UKM\_CASE) | The Sales order is reviewed. |
| [Review and Release or Reject a Sales Order](#unique_20) [page ] 30 |  |  |  |
| [Review Sales Order](#unique_21) [page ] 30 | Credit Controller | Manage Credit Cases (UKM\_CASE) | The Sales order is reviewed. |
| [Release Sales Order](#unique_22) [page ] 32 | Credit Controller | Manage Documented Credit Decisions (UKM\_MY\_DCDS) | The Sales order is released. |
| [Reject Sales Order](#unique_23) [page ] 33 | Credit Controller | Manage Credit Cases (UKM\_CASE) | The Sales order is rejected. |
| Reporting |  |  |  |
| [Credit Management Reporting - Credit Exposure](#unique_24) [page ] 35 | Credit Controller | Credit Management Reporting - Credit Exposure (F4492) | You reviewed the credit exposure. |
| [Display Credit Account Data](#unique_25) [page ] 37 | Credit Controller | Display Credit Account Data (F4825) | The Credit Data is displayed. |
| [Display Credit Exposure](#unique_26) [page ] 38 | Credit Controller | Display Credit Exposure (F4826) | The Credit Exposure is displayed. |
| [Analyze Credit Exposure](#unique_27) [page ] 39 | Credit Controller | Analyze Credit Exposure - By Country (F2541) | Credit Exposure analytics display. |
| [Display Credit Log](#unique_28) [page ] 41 | Credit Controller | Display Credit Management Log (F2162) | The log is displayed. |
| [Display Credit Limit Utilization](#unique_29) [page ] 42 | Credit Controller | Credit Accounts who have used more than 80% of their credit limit (F1751) | The Credit Limit Utilization is displayed. |
| [Credit Limit Utilization](#unique_30) [page ] 43 | Credit Controller | Credit Accounts who have used more than 80% of their credit limit (F1751) | The Credit Limit Utilization shown. |
| [Schedule Background Jobs for Credit Check on SD Documents](#unique_31) [page ] 44 | Credit Controller | Schedule Credit Management Jobs (F3748) | Credit Checks are scheduled. |
| [Assign Credit Management Role to Business Partners](#unique_32) [page ] 46 | Credit Controller | Schedule Credit Management Jobs (F3748) | Assignment of the roles to business partners is scheduled. |
| [Update Score for Business Partners](#unique_33) [page ] 48 | Credit Controller | Schedule Credit Management Jobs (F3748) | Changes to scores are scheduled. |
| [Update Credit Limit for Business Partners](#unique_34) [page ] 50 | Credit Controller | Schedule Credit Management Jobs (F3748) | Changes to credit limits are scheduled. |
| [Update Rule for Scoring and Credit Check](#unique_35) [page ] 51 | Credit Controller | Schedule Credit Management Jobs (F3748) | Changes to rules and check rules are scheduled. |
| [Send Delta of Payment Behavior Summary](#unique_36) [page ] 53 | Credit Controller | Schedule Credit Management Jobs (F3748) | You scheduled the delta job. |
| [Rebuild Credit Exposure](#unique_37) [page ] 55 | Credit Controller | Rebuild Credit Management Data (F4234) | You scheduled the rebuild job. |
| [Recreate Payment Behavior Summary](#unique_38) [page ] 56 | Credit Controller | Rebuild Credit Management Data (F4234) | You scheduled the recreation job. |
| [Delete Credit Exposure](#unique_39) [page ] 58 | Credit Controller | Delete Credit Management Data (F4802) | You scheduled the deletion job. |
| [Delete Payment Behavior Summary](#unique_40) [page ] 60 | Credit Controller | Delete Credit Management Data (F4802) | You scheduled the deletion job. |

# Test Procedures

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

## Set a Credit Limit

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 set a credit limit for the customer. The credit limit currency in all company codes is set to use the group currency, which is defined when the solution is activated.

Note The credit limit currency in all company codes is set to use the group currency which is defined when the solution is activated.

Prerequisite

Business partner master record 10100011 is already created with credit management profile.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Credit Controller. |  |  |
| 2 | Access the SAP Fiori App | Open Maintain Business Partner (BP) when you cannot find Manage Business Partner - Credit Profile (UKM\_BP). |  |  |
| 3 | Select Customer | Enter the desired Customer to process, for example:  Business Partner: 10100011  and choose Start and then double-click the row in the Worklist. | The Display Organization:10100011 role SAP Credit Management view displays. |  |
| 4 | Change Role | Change BP role as follows:  Display in BP role: SAP Credit Management | The Display Organization:10100011, role SAP Credit Management view displays |  |
| 5 | Edit | Choose the Switch Between Display and Change button or use F6. | The Change Organization:10100011role SAP Credit Management view displays. |  |
| 6 | Credit Profile | Choose the Credit Profile tab. Enter or review the following information in the Scoring section.  Rules: Standard Rule Without Automatic Calculation  Risk Class: Medium Default Risk  Check Rule: 01 Default - All Checks Active |  |  |
| 7 | Credit Segment | At the top of the view, choose the Credit Segment Data button. Review or enter the following values:  Credit Segment: 1000 Credit Segment 1000(Maintained) . |  |  |
| 8 | Credit Limit | In the Credit Limit and Control section, make the following entries:  Limit Defined: Selected  Limit: 2.00  Valid To: <End of Year> | Amount and validity date for credit limit is set. |  |
| 9 | Save | Save your entries. | Changes have been saved. |  |
| 10 | Save | Choose Save. |  |  |

## Calculation of Score, Risk Class and Credit Limit

### Calculate Credit Rating

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 Set Rules, Calculate Score, Risk Class, and Credit Limit for the customer.

Note The credit limit currency in all company codes is set to use the group currency, which is defined when the solution is activated.

Note If the license for Credit Agency Integration (1RY) was purchased, there is also the opportunity to import external credit information provided by an external credit agency. Please see test script 1RY for detailed information on the process.

Prerequisite

Business partner master record 10100011 is already created with credit management profile.

You have completed your own mapping on [SAP S/4HANA Cloud for credit integration](https://help.sap.com/viewer/p/SAP_S4HANA_FINANCE_CLOUD_FOR_CREDIT_INTEGRATION)(separate license is required) for using external credit risk information and predefining risk formulas.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Credit Controller. |  |  |
| 2 | Access the SAP Fiori App | If you are logged on as a Credit Controller, open Maintain Business Partner (BP). |  |  |
| 3 | Select Customer | Enter the desired customer to process,  Business Partner: 10100011  and choose Enter. | The Display Organization:10100011 role SAP Credit Management view displays. |  |
| 4 | Change Role | Change BP role as follows :  Display in BP role: SAP Credit Management. | The Display Organization:10100011, role SAP Credit Management view displays. |  |
| 5 | Edit | Choose the Switch Between Display and Change tab. | The Change Organization:10100011role SAP Credit Management view displays. |  |
| 6 | Credit Profile | Select the Credit Profile tab and enter or review that the following information in the Scoring section exists.  Rules: SAP\_ALL - All External Agencies & Int. Scoring & Limit rule  Check Rule: 01 Default - All Checks Active (Stat. Credit Limit). |  |  |
| 7 | Calculate Credit Limit | In the External Credit Information area, make the following entries and choose Enter:  Rating Procedure: SAP\_0CRCH  Rating: 80  Rating Procedure: SAP\_0CREDS  Rating: 82  Rating Procedure: SAP\_0ELLI  Rating: 78  Rating Procedure: SAP\_0INT  Rating: 90 | The credit score values, which are delivered from the respective credit agencies in scope, can be mapped to a master scale on the SAP S/4HANA Cloud for credit integration.  Using SAP S/4HANA Cloud for credit integration, access the Configure Credit Agency Integration app and go to Credit Rating under the Maintain Mapping section.  At this location you maintain your own master scale. The rating values you use should be 0 - 100 on the master scale (0 = No rating; 1 = Worst value to 100 = Best value). The predefined formulas then works with these credit score values.  Restriction SAP S/4HANA Cloud for credit integration requires a separate license. Also, additional role authorization may be required for the Credit Controller role to provide access to the credit integration solution app. For more information, see the [SAP Help Portal](https://help.sap.com/viewer/p/SAP_S4HANA_FINANCE_CLOUD_FOR_CREDIT_INTEGRATION). |  |
| 8 | Calculate External Credit Limit | To access External Credit information using Credit Agency integration, refer to the Credit Agency Integration (1RY) test script. | Credit Limit and Risk class are automatically calculated based on the 50% Internal rating and 50% External Rating. Please note that when you import multiple external ratings, the ratings are weighted equally within the 50% External Rating.  Note If you do not set Internal rating in step 7, then the Credit Limit and Risk class are calculated based on 100% External Rating. |  |
| 9 | Credit Segment | Choose Credit Segment Data from the top of the view. Verify or enter the following value:  Credit Segment: 1000 |  |  |
| 10 | Credit Limit | In the Credit Limit and Control section, review the Credit Limit entries. The credit limit is automatically calculated based the last year sales with the respective business partner.  By default, there is no sales data entered on this business partner, so the credit limit displays zero. |  |  |
| 11 | Save | Save your entries. | Changes have been saved notification displays. |  |

## Credit Limit Request

### Create Credit Limit 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

The credit controller requests a new credit limit for the business partner. In this activity, you create the Credit Limit Request.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Internal Sales Representative. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Credit Cases (UKM\_CASE).  Note If the Change to a Different RMS view appears, select UKM\_CREDIT\_CASE and choose Continue. | The SAP Credit Management view displays. |  |
| 3 | Create Credit Limit Request | In the Role-Based View, open the folder SAP Credit Management -- Credit Case, open the folder Cases and double-click Credit Limit Request. | The Case Create: Case (Created) (Credit Limit Request) displays. |  |
| 4 | Enter Criteria | Enter the following data :   * Status : Keep the default value New * Business Partner : 10100011 * Requested : 5 * Reason : 01 - Credit Limit for New Customer * Processor : Credit Controller User ID * Credit Segment : 1000   Choose the Save icon above the Header Data. | A new case is created and the Case ID field is populated with the case number. |  |
| 5 | Exit | Choose Exit to return to the Home view. |  |  |

### Approve Credit Limit 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

In this activity, you approve the credit limit request created in the previous procedure.

Prerequisite

Credit Limit Request is created.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Credit Controller. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Manage Credit Cases (UKM\_CASE).  Note If the Change to a Different RMS screen appears , select UKM\_CREDIT\_CASE and choose Continue. | The SAP Credit Management view displays. |  |
| 3 | Credit Limit Request - Search | In the Role-Based View, open the folder SAP Credit Management -- Credit Case, open the folder Cases and double-click Credit Limit Request - Search. | Case Search displays. |  |
| 4 | Execute Search | Enter the following data:  Credit Segment : 1000  Choose Search. | Search returns display in a table. |  |
| 5 | Select Case | Select row of a Case ID to process. | Case Display: Case (XXXXX) (Credit Limit Request) view displays, with XXXXX representing the Case ID you selected. |  |
| 6 | Change to Edit | Choose the Display <--> Change icon above the Header Data. | View changes to allow editing. |  |
| 7 | Process Credit Limit | Enter the following data:  Status: In Process  and choose the Save icon above the Header Data. | In process status is saved. |  |
| 8 | Approve Credit Limit | Enter the following data:  Approved : 5  Status : Approved  and choose the Save icon above the Header Data. | Case Save: "Case (XXXXX)" dialog box displays with XXXXX representing the Case ID. |  |
| 9 | Save | Choose Yes.  A By switching the status you can no longer edit the Case after saving. Do you still want to save? notification appears.  Choose Yes. | The case is saved. |  |
| 10 | Exit | Choose Exit to return to the Home view. |  |  |

### Review Credit Limit in Business Partner

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 review the credit limit for a business partner.

Note The credit limit currency in all company codes is set to use the group currency, which was defined when the solution is activated.

Prerequisite

A Create Credit Limit Request and the approval of the request is complete.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Credit Controller. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Manage Business Partner - Credit Profile (UKM\_BP). | The Maintain Business Partner view displays. |  |
| 3 | Enter Business Partner | Make the following entry:  Business Partner: 10100011  and choose Enter. | The Display Organization : 10100011 role SAP Credit Management view displays. |  |
| 4 | Change Role | Change BP role as follows :  Display in BP role: SAP Credit Management | BP role is entered. |  |
| 5 | Credit Segment | At the top of the view, choose Credit Segment Data. Verify or enter the following value:  Credit Segment: 1000 | Credit segment is verified. |  |
| 6 | Credit Limit | In the Credit Limit and Control section, review the following values:  Limit: 5  Valid To: <End of Year> | Amount and validity date for credit limit is reviewed. |  |
| 7 | Exit | Choose Exit to return to the Home view. |  |  |

## Sales Order Processing: Sale from Stock

Context

This scope item describes the entire process sequence for a standard sales process (sale from stock) with a customer.

To test credit management, execute the Create Sales Order procedure, described in the Sell from Stock (BD9) test script. Only the Create Sales Order procedure is required, other procedures in that scope item are optional.

Prerequisites

Sales order with customer 10100011 must be created.

Procedure

Complete all activities regarding the creation of a sales order using the master data from the Sell from Stock (BD9) test script.

## Sales of Non-Stock Item with Order-Specific Procurement (Optional)

Context

In this activity, a customer orders a material that is currently not in stock. The material is procured from an external supplier.

In order to test credit management, execute the Create Sales Order procedure from the Sales of Non-Stock Item with Order-Specific Procurement (BDN) test script. Any additional procedures from that test script are optional.

Note This step should only be executed if Enterprise Management Cloud is active in your system.

Prerequisites

Sales order with customer 10100011 must be created.

Procedure

Complete all activities regarding the creation of a sales order using the master data from the Sales of Non-Stock Item with Order-Specific Procurement (BDN) test script.

## Make-to-Order Production – Finished Goods Sales and Final Assembly

Context

This activity describes the entire process for a standard Make-to-Order (MTO) sales process with a customer.

In order to test credit management, execute all the steps under the Quotation Processing MTO and the Create Sales Order with Ref. to Follow-On Quotation procedures described in the Make-to-Order Production - Finished Goods Sales and Final Assembly (BJE) test script. Completeing the remainder of procedures for that test script is optional.

Note These procedures can be executed only if you have a license for SAP S/4HANA Enterprise Management Cloud.

Prerequisites

Sales order with customer 10100011 must be created.

Procedure

Complete all activities regarding the creation of a sales order using the master data from the Make-to-Order Production - Finished Goods Sales and Final Assembly (BJE) test script.

## Display Credit Accounts

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 review the credit accounts.

Prerequisite

Business partner master record 10100011 is already created with credit management profile.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Credit Controller. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Business Partner Master Data (F3163). | The Manage Business Partner view displays. |  |
| 3 | Select Business Partner | Make the following entries and choose Go:  Business Partner: 10100011  Role: SAP Credit Management | The Business Partner List displays. |  |
| 4 | Enter into Business Partner Details Views | For the row for Business Partner: 10100011, choose the arrow button at the right of the row. |  |  |
| 5 | Roles | Choose the Roles tab. |  |  |
| 6 | Drill Down | For the row with the Business Partner Role of SAP Credit Management, choose the arrow button at the right of the row. |  |  |
| 7 | Review Credit Accounts | Select the respective view to review the Credit Accounts. The available views include:  - Credit Profile  - Credit Segment  - Overdue Grid  - External Rating  - Notes  - Blocked Sales Documents  - Partner Hierarchy  - Credit Insurances  - Collateral  - Negative Credit Events of Customer  - Check Exceptions |  |  |

## Management of Blocked Orders

### Assign Credit Cases

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 sales order failed the credit check. In this activity, you review blocked sales orders and assign a credit analyst or a person responsible to a credit case.

A credit case ID is automatically created when a sales order is blocked by credit management.

Caution Using an automatic assignment of credit cases to the Credit Controller or Credit Analyst cannot be established for the respective roles using the Manage Business Partner - Collection Profile (UDM\_BP) SAP Fiori app. While the relationship between the Credit Controller or Credit Analyst and the relevant Business Partner is maintained using the Manage Business Partner - Collection Profile (UDM\_BP) SAP Fiori app, the roles must be created and maintained using, for example, SAP SuccessFactors Employee Central and following the procedures in the Core HR with SAP SuccessFactors Employee Central (JB1) test script, or using an API and then using the Import Employees (F2323) SAP Fiori app.

Prerequisite

Sales orders exceeding the Credit Limit settings are blocked due to credit check block.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Credit Controller. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Credit Cases (UKM\_CASE).  Note If the Change to a Different RMS screen appears, select UKM\_CREDIT\_CASE and choose Continue. | The SAP Credit Management view displays. |  |
| 3 | Select Documented Credit Decision - Search | In the Role-Based View column, open the folder SAP Credit Management -- Credit Case, open the folder Cases and double-click Documented Credit Decision - Search. | The Case Search displays. |  |
| 4 | Execute Search | Choose Search. | A table of results displays by Case ID. |  |
|  | Option 1 | Use change options from SAP Credit Mangement view. |  |  |
| 5 | Select Case | Select the row of a Case ID to process. |  |  |
| 6 | Credit Analyst | Select Credit Analyst from the Change Field Content dropdown menu. | The Enter New Field Value dialog box is displayed. |  |
| 7 | Enter Processor | Make the following entry:  Processor: <Your User ID>  and choose Continue.  Choose the Continue (Enter) icon on the dialog box. | The Display logs dialog box displays with details of changes and after closing, returns to the SAP Credit Management view. |  |
| 8 | Person Responsible | Select row for a Case ID to process.  Select Person Respons. from the Change Field Content dropdown menu. | A Enter New Field Value dialog box displays. |  |
| 9 | Change | Make the following entry:  Person Respons.: <Your User ID>  and choose Continue. | The Display logs dialog box displays with details of changes and after closing, returns to the SAP Credit Management view. |  |
|  | Option 2 | Make changes on the Case ID details page. |  |  |
| 10 | Repeat Steps 1 through 4 | Repeat steps 1 through 4. |  |  |
| 11 | Select Case | Double-click a Case ID to process. | Case Display: DCD (3##########) (Documented Credit Decision) view displays. |  |
| 12 | Edit | Choose the Display - Change icon to be able to update data. | Fields are available for editing. |  |
| 13 | Change | Update all the case fields as desired.  Status: For example, In Processing  Credit Analyst: <Your User ID>  Person Responsible : <Your User ID> | Case data is changed. |  |
| 14 | Save | Choose Save button. | Changes are saved. |  |

### Review and Release or Reject a Sales Order

Context

The sales order failed the credit check. In following procedures, you review blocked sales orders and resolve any credit issues.

Prerequisites

Sales orders exceeding the Credit Limit settings are blocked due to credit check block.

Credit case has been assign to a Credit Analyst or Person Responsible.

#### Review Sales Order

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

The sales order failed the credit check. In this activity, you review blocked sales orders.

Prerequisites

Sales orders exceeding the Credit Limit settings are blocked, due to credit check block.

Credit case has been assign to a Credit Analyst or Person Responsible.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Credit Controller. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Credit Cases (UKM\_CASE).  Note If the Change to a Different RMS view appears, select UKM\_CREDIT\_CASE and choose Continue. | The SAP Credit Management view displays. |  |
| 3 | Select Documented Credit Decision - Search | From the Role-Based View column, select SAP Credit Management -- Credit Case > Casesand double-click Documented Credit Decision - Search.  Note If the Change to a Different RMS dialog box is displayed, in the RMS ID field select UKM\_CREDIT\_CASE and choose ContinueEnter. | The Case Search view displays. |  |
| 4 | Execute Search | Choose Search. | A list of Case ID cases displays. |  |
| 5 | Select Case | Double-click a Case ID to process. | The Case Display: DCD (3##########) (Documented Credit Decision) view displays. |  |
| 6 | Review Credit Case | Review to ensure that the credit case has:   1. In Processing status 2. The Credit Analyst and the Person Responsible are correctly assigned.   If these require updating, proceed to the following steps. |  |  |
| 7 | Enable Editing | Choose Display <-> Change icon to update data. | The Case Change: DCD (3##########) (Documented Credit Decision) view displays. |  |
| 8 | Update Case Data | Update Header Data fields to your requirements:  Status: For example, In Processing  Credit Analyst: <Your User ID>  Person Responsible: <Your User ID> | The Case ID data is updated. |  |
| 9 | Save | Choose the Save icon. | The changes are saved. |  |

#### Release Sales Order

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

The sales order failed the credit check. In this activity, you release sales orders.

Prerequisites

Sales orders exceeding the Credit Limit settings are blocked due to credit check block.

A credit case has been assigned to a Credit Analyst or Person Responsible.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Credit Controller. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Documented Credit Decisions (UKM\_MY\_DCDS). | The Documented Credit Decisions view displays. |  |
| 3 | Display Cases | Choose either the Credit Analyst or the Person Responsible from the dropdown to display the cases assigned to you in that role. | The Case ID list for the chosen role displays.  Note The cases displayed are assigned to the log on user, Credit Controller. If cases are assigned to a different user, you must log on as that other user to display the assigned cases. |  |
| 4 | Select Case | Select the checkbox for the row of a Case ID to process. |  |  |
| 5 | Release | Choose Release and then choose Yes in the Confirmation Prompt dialog box. | The log displays. |  |

#### Reject Sales Order

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

The sales order failed the credit check. In this activity, you reject sales orders.

Prerequisites

Sales orders exceeding the Credit Limit settings are blocked due to credit check block.

A credit case has been assigned to a Credit Analyst or Person Responsible.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad using as a Credit Controller. |  |  |
| 2 | Access the SAP Fiori App | Open Manage Credit Cases (UKM\_CASE). | The SAP Credit Management view displays. |  |
| 3 | Select Documented Credit Decision - Search | From the Role-Based View column, select SAP Credit Management -- Credit Case > Casesand double-click Documented Credit Decision - Search. | The Case Search view displays. |  |
| 4 | Execute Search | Choose the Search button. | A list of cases displays by Case ID. |  |
| 5 | Select Case | Double-click a Case ID to process. | The Case Display: Case (3##########) (Documented Credit Decision) view is displayed. |  |
| 6 | Enable Editing | Choose Display <-> Change to be able to update data. | The Case Change: Case (3##########) (Documented Credit Decision) view is displayed. |  |
| 6.1 | Enter Reason for Rejection | In the lower left of the view, choose Notes and from the Description menu, select Reason for Rejection. In the text area, enter the reason, for example: Item replaced with a new item.  and from the top of the view, choose the Save icon. |  |  |
| 7 | Reject | Choose Reject. | The Reason for Rejection dialog box displays. |  |
| 8 | Select Rejection Reason | Make the following entry and choose Continue:  Rejection reason: 61  On the Display logs dialog box that displays, choose Continue (Enter). | The sales order is rejected and the Case Display: Case (3##########) (Documented Credit Decision) view displays. Under the Header Data, the Status changes to Closed Automatically and Document Status changes to Rejected. |  |

## Reporting

### Credit Management Reporting - Credit Exposure

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 analytic activity, you review the Credit Management Reporting and monitor Customer Credit in respective tabs, for example:

* Credit Limit Utilization
* Credit Exposure
* Credit Limit Validity
* Credit Limit Review
* Accounts in Focus
* Accounts with Tasks
* Open Limit Requests
* Closed Limit Requests
* Blocked Sales Documents
* Blocked Sales Orders

At the left side of each tab, you may select dimensions and filters according to your needs.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Credit Controller. |  |  |
| 2 | Access the SAP Fiori App | Open Credit Management Reporting - Credit Exposure (F4492). | The Credit Management Reporting view displays the respective tabs for you to monitor the customer credit. |  |
| 3 | Respective Review in Credit Management Reporting | Choose the respective tab. | The system displays the respective tab. |  |

### Display Credit Account 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

In this activity, the credit data by business partner is generated.

Prerequisite

A business partner has been created and credit management profile has been maintained.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Credit Controller. |  |  |
| 2 | Access the SAP Fiori App | Open Display Credit Account Data (F4825). | The Display Credit Account Data view displays. |  |
| 3 | Execute Search | Make the following entries and choose Go:  Business Partner: 10100011 |  |  |
| 3.1 | Display Master Record | For the business partner, choose Details (>). |  |  |
| 3.2 | Select Credit Segment | Select the credit segment to review the credit data. |  |  |
| 4 | Display Credit Data | The information available includes:   * Block Reason * Exposure * Utilization % |  |  |

### Display Credit Exposure

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, the Credit Exposure by a business partner is generated.

Prerequisite

A business partner has been created and credit management profile has been maintained.

Sales orders have been created.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Credit Controller. |  |  |
| 2 | Access the SAP Fiori App | Open Display Credit Exposure (F4826). | The Display Credit Exposure view displays. |  |
| 3 | Execute Search | Make the following entries and choose Go:  Business Partner: 10100011 | A list of credit exposure by business partner is displayed. |  |
| 4 | Business Partner | For the Business Partner, choose the arrow button at the right of the row. |  |  |
| 4 | Display Data in Different Formats | Review the credit exposure items. You can choose the arrow button at the right of a row to view details. |  |  |

### Analyze Credit Exposure

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 analyze credit exposure.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Credit Controller. |  |  |
| 2 | Access the SAP Fiori App | Open Analyze Credit Exposure - By Country (F2541). |  |  |
| 3 | Navigation | Use the filters at the top of the view to analyze credit exposure. The required filters are:   * Critical Utilization * Exchange Rate Type * Display Currency * Read FI Line Items   Additional filters can be applied according to your requirements.  Use the dropdown menu to view credit exposure:   * By Risk Class * By Risk Class (table) * By Business Partner * By Business Partner (table) * By Credit Segment * By Credit Segment (table) * By Country * By Country (table) | Different views display. |  |

### Display Credit Log

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, Credit Application Logs are displayed.

Prerequisite

A business partner has been created and credit management profile has been maintained.

Sales orders have been created.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Credit Controller. |  |  |
| 2 | Access the SAP Fiori App | Open Display Credit Management Log (F2162). | The Application Logs view displays. |  |
| 3 | Search Criteria | Enter the following:  Severity: select all options available  Date From To: |  |  |
| 4 | Execute Search | Choose Go. | A list of Application Logs are displayed. |  |
| 5 | Select Log | Choose any log to display details. | Log details are displayed with results of credit checks. |  |

### Display Credit Limit Utilization

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, Credit Limit Utilization by business partner is generated.

Prerequisite

A business partner has been created and credit management profile has been maintained.

Sales orders have been created.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Credit Controller. | . |  |
| 2 | Access the SAP Fiori App | Open Credit Accounts who have used more than 80% of their credit limit (F1751) | SAP Credit Management: Credit Exposure List view displays. |  |
| 3 | Execute Search | Choose Execute. | A list of credit limit utilization by business partner is displayed. |  |
| 4 | Display Data in Different Formats | Use the icons at the top of the view, and select a row or a column to display data in other formats. | Business partner details are displayed, sorted, totals and subtotals can be created. |  |

### Credit Limit Utilization

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 review the Key Performance Indicator (KPI) Credit Limit Utilization, that is, the utilization of a business partner's credit limit.

Prerequisite

Sales orders have been created, credit check has been executed and cases have been created.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Credit Controller. |  |  |
| 2 | Access the SAP Fiori App | Open Credit Accounts who have used more than 80% of their credit limit (F1751). |  |  |
| 3 | Navigation | To change the view, choose the drill down button or other buttons in the report.  You can view credit limit utilization and credit exposure according to business partner, credit segment, country, and region.  You can drill down by the top 10 business partners with the highest credit limit utilization and by the top 10 business partners with the highest credit exposure. |  |  |

## Schedule Background Jobs for Credit Check on SD Documents

Test Administration

Customer project: Fill in the project-specific parts.

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

Purpose

In this activity, you schedule background jobs for new credit checks for sales and distribution (SD) documents.

In the following procedure mentioned, the job is executed as a single run. You may choose to schedule the job on a regular basis, typically once a day, in order to facilitate a credit recheck of open sales orders (credit-blocked or non credit-blocked).

For the credit-blocked sales orders, the intention is to verify if the credit situation of the customer has improved since the initial credit check, which led to the credit block. For example, because the customer made a payment since the initial credit check. The sales order would pass the credit check successfully and no manual interaction is required.

For the non credit-blocked sales orders the intention is to verify if the credit situation has worsened since the initial credit check, which was passed successfully. For example, because the customer has overdue invoices now outstanding. Typically, you review sales orders that are approaching their delivery date for this purpose.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Credit Controller. |  |  |
| 2 | Access the SAP Fiori App | Open Schedule Credit Management Jobs (F3748). | The Schedule Credit Management Jobs view displays. |  |
| 3 | Create Job | Choose Create. | The New Job view displays. |  |
| 4 | Add General Information | In Template Selection section, make the following entries and choose Step 2:  Job Template: Check Credit on SD Documents  Job Name: Check Credit on SD Documents |  |  |
| 5 | Scheduling Options | In Scheduling Options, make the following entries and choose Step 3  Start Immediately: Selected  Recurrence Pattern: Single Run  Note To schedule a recurrence pattern, choose the Define Recurrence Pattern button and in the Scheduling Information dialog box, enter your parameters and choose OK. |  |  |
| 6 | Parameter Section | In the Parameter Section, enter:  Credit Segment: 1000  Credit Account: leave blank  Risk Class: leave blank  SD document: leave blank  Overall document status: use default value  Overall credit status: use default value  Next shipping date: leave blank  Date of next credit check: leave blank  Sales documents: selected  Deliveries: selected |  |  |
| 8 | Schedule | Choose Schedule. | The job is scheduled. |  |

## Schedule Background Jobs for Business Partner Update

In this activity, you schedule background jobs for business partner update.

### Assign Credit Management Role to Business Partners

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. |

Use

In this activity, you schedule the assignment of the credit management role to the business partners.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Credit Controller. |  |  |
| 2 | Access the SAP Fiori App | Open Schedule Credit Management Jobs (F3748). |  |  |
| 3 | Create Job | Choose Create. | The New Job view displays. |  |
| 4 | Create Job | Make the following entries and choose Step 2:  Template Selection section:  Job Template: Assign Credit Management Role to Business Partners  Job Name: Assign Credit Management Role to Business Partners  Make the following entries and choose Step 3:  Scheduling Options section:  Start Immediately: Selected  Recurrence Pattern: Single Run  Note To schedule a recurrence pattern, choose the Define Recurrence Pattern button and in the Scheduling Information dialog box, enter your parameters and choose OK.  Make the following entries and choose Schedule:  Parameters section:  Business Partner: enter the Business Partner needed for the change  Note To make the change on multiple Business Partners, choose the Drop Down button and in the Select: Business Partner (List displays max. 500 hits. If available, use the filter to see all values.)dialog box, enter your parameters and choose OK.  Test Run: Deselected  Update Run: Selected | The job is scheduled. |  |

### Update Score for Business Partners

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. |

Use

In this activity, you schedule the update of the scores for business partners.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Credit Controller. |  |  |
| 2 | Access the SAP Fiori App | Open Schedule Credit Management Jobs (F3748). |  |  |
| 3 | Create Job | Choose Create. | The New Job view displays. |  |
| 4 | Create Job | Make the following entries and choose Step 2:  Template Selection section:  Job Template: Update Score for Business Partners  Job Name: Update Score for Business Partners  Make the following entries and choose Step 3  Scheduling Options section:  Start Immediately: Selected  Recurrence Pattern: Single Run  Note To schedule a recurrence pattern, choose the Define Recurrence Pattern button and in the Scheduling Information dialog box, enter your parameters and choose OK.  Make the following entries and choose Schedule  Parameters section:  Rules: enter the Rules needed for the change  Business Partner: enter the Business Partner needed for the change  Note To make the change on multiple Business Partners, choose the Drop Down button and in the Select: Business Partner (List displays max. 500 hits. If available, use the filter to see all values.)dialog box, enter your parameters and choose OK.  Test Run: Deselected  Update Run: Selected | The job is scheduled. |  |

### Update Credit Limit for Business Partners

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. |

Use

In this activity, you schedule the update of credit limits for business partners.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Credit Controller. |  |  |
| 2 | Access the SAP Fiori App | Open Schedule Credit Management Jobs (F3748). |  |  |
| 3 | Create Job | Choose Create. | The New Job view displays. |  |
| 4 | Create Job | Make the following entries and choose Step 2:  Template Selection section:  Job Template: Update Credit Limit for Business Partners  Job Name: Update Credit Limit for Business Partners  Make the following entries and choose Step 3:  Scheduling Options section:  Start Immediately: Selected  Recurrence Pattern: Single Run  Note To schedule a recurrence pattern, choose the Define Recurrence Pattern button and in the Scheduling Information dialog box, enter your parameters and choose OK.  Make the following entries and choose Schedule:  Parameters section:  Business Partner: enter the Business Partner needed for the change  Note To make the change on multiple Business Partners, choose the Drop Down button and in the Select: Business Partner (List displays max. 500 hits. If available, use the filter to see all values.)dialog box, enter your parameters and choose OK.  Test Run: Deselected  Update Run: Selected | The job is scheduled. |  |

### Update Rule for Scoring and Credit Check

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. |

Use

In this activity, you schedule the update rule for scoring and credit check.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Credit Controller. |  |  |
| 2 | Access the SAP Fiori App | Open Schedule Credit Management Jobs (F3748). |  |  |
| 3 | Create Job | Choose Create. | The New Job view displays. |  |
| 4 | Create Job | Make the following entries and choose Step 2:  Template Selection section:  Job Template: Update Rule for Scoring and Credit Check  Job Name: Update Rule for Scoring and Credit Check  Make the following entries and choose Step 3:  Scheduling Options section:  Start Immediately: Selected  Recurrence Pattern: Single Run  Note To schedule a recurrence pattern, choose the Define Recurrence Pattern button and in the Scheduling Information dialog box, enter your parameters and choose OK.  Make the following entries and choose Schedule:  Parameters section:  Rules: enter the Rules needed for the change  Business Partner: enter the Business Partner needed for the change  Note To make the change on multiple Business Partners, choose the Drop Down button and in the Select: Business Partner (List displays max. 500 hits. If available, use the filter to see all values.)dialog box, enter your parameters and choose OK.  Change Rule: Enter the rule needed to set  Change Check Rule to: Enter the check rule needed to set  Test Run: Deselected  Update Run: Selected | The job is scheduled. |  |

## Schedule Background Jobs to Send Delta of Payment Behavior Summary

In this activity, you schedule background jobs to send delta of payment behavior summary.

### Send Delta of Payment Behavior Summary

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 schedule background jobs to send delta of payment behavior summary.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Credit Controller. |  |  |
| 2 | Access the SAP Fiori App | Open Schedule Credit Management Jobs (F3748). | The Schedule Credit Management Jobs view displays. |  |
| 3 | Create Job | Choose Create. | The New Job view displays. |  |
| 4 | Add General Information | In Template Selection section, make the following entries and choose Step 2:  Job Template: Send Delta of Payment Behavior Summary  Job Name: Send Delta of Payment Behavior Summary |  |  |
| 5 | Scheduling Options | In Scheduling Options, make the following entries and choose Step 3:  Start Immediately: Selected  Recurrence Pattern: Single Run  To schedule a recurrence pattern, choose the Define Recurrence Pattern button and in the Scheduling Information dialog box, enter your parameters and choose OK. |  |  |
| 6 | Parameter Section | In the Parameterssection, make the following entries:  Company Code: <enter the Company Code needed for the change>  Customer: <enter the Customer needed for the change>  To make the change on multiple Customers, choose the Drop Down button and in the Select: Customer (List displays max. 500 hits. If available, use the filter to see all values.)dialog box, enter your parameters and choose OK.  Test Run: <leave blank>  Update Run: selected |  |  |
| 8 | Schedule | Choose Schedule. | The job is scheduled. |  |

## Schedule Background Jobs to Rebuild Credit Management Data

In this activity, you schedule background jobs to rebuild credit management data.

### Rebuild Credit Exposure

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 schedule background jobs to rebuild credit exposure.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Credit Controller. |  |  |
| 2 | Access the SAP Fiori App | Open Rebuild Credit Management Data (F4234). |  |  |
| 3 | Create Job | Choose Create. | The New Job view displays. |  |
| 4 | Add General Information | In the Template Selection section, make the following entries and choose Step 2:  Job Template: Rebuild Credit Exposure  Job Name: Rebuild Credit Exposure |  |  |
| 5 | Scheduling Options | In Scheduling Options, make the following entries and choose Step 3:  Start Immediately: Selected  Recurrence Pattern: Single Run  To schedule a recurrence pattern, choose the Define Recurrence Pattern button and in the Scheduling Information dialog box, enter your parameters and choose OK. |  |  |
| 6 | Parameter Section | In the Parameters Section, make the following entries:  Credit Segment: <enter the Credit Segment needed for the change>  Business Partner: <enter the Business Partner needed for the change>  To make the change on multiple Business Partners, choose the Drop Down button and in the Select: Business Partner (List displays max. 500 hits. If available, use the filter to see all values.)dialog box, enter your parameters and choose OK.  Test Run: leave blank  Update Run: selected |  |  |
| 8 | Schedule | Choose Schedule. | The job is scheduled. |  |

### Recreate Payment Behavior Summary

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 schedule background jobs to recreate payment behavior summary.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Credit Controller. |  |  |
| 2 | Access the SAP Fiori App | Open Rebuild Credit Management Data (F4234). |  |  |
| 3 | Create Job | Choose Create. | The New Job view displays. |  |
| 4 | Add General Information | In the Template Selection section, Make the following entries and choose Step 2: :  Job Template: Recreate Payment Behavior Summary  Job Name: Recreate Payment Behavior Summary |  |  |
| 5 | Scheduling Options | In Scheduling Options, Make the following entries and choose Step 3:  Start Immediately: Selected  Recurrence Pattern: Single Run  To schedule a recurrence pattern, choose the Define Recurrence Pattern button and in the Scheduling Information dialog box, enter your parameters and choose OK. |  |  |
| 6 | Parameter Section | In the Parameters Section, make the following entries:  Company Code: <enter the Company Code needed for the change>  Customer: <enter the Customer needed for the change>  To make the change on multiple Customers, choose the Drop Down button and in the Select: Customer (List displays max. 500 hits. If available, use the filter to see all values.)dialog box, enter your parameters and choose OK.  Credit Segment: enter the Credit Segment needed for the change  Customers w/o OIs: select  Test Run: <leave blank> |  |  |
| 8 | Schedule | Choose Schedule. | The job is scheduled. |  |

## Schedule Background Jobs to Delete Credit Management Data

### Delete Credit Exposure

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 schedule background jobs to delete credit exposure.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Credit Controller. |  |  |
| 2 | Access the SAP Fiori App | Open Delete Credit Management Data (F4802). |  |  |
| 3 | Create Job | Choose Create. | The New Job view displays. |  |
| 4 | Add General Information | In the Template Selection section, make the following entries and choose Step 2:  Job Template: Delete Credit Exposure  Job Name: Delete Credit Exposure |  |  |
| 5 | Scheduling Options | In the Scheduling Options section, make the following entries and choose Step 3:  Start Immediately: Selected  To schedule a recurrence pattern, choose the Define Recurrence Pattern button. In the Scheduling Information dialog box, enter Recurrence Pattern: Single Run and choose OK. |  |  |
| 6 | Steps Optional | In the Steps Optional section, make the following entries and choose Step 4:  Review the default step: Delete Credit Exposure. |  |  |
| 7 | Parameter Section | In the Parameters section, make the following entries and choose Schedule:  Business Partner: <enter the Business Partner needed for the deletion>  To make the change on multiple Business Partners, choose the Drop Down button and in the Select: Business Partner (List displays max. 500 hits. If available, use the filter to see all values.)dialog box, enter your parameters and choose OK.  Credit Segment: <enter the Credit Segment needed for the deletion>  Credit Exposure Category: <enter the Credit Exposure Category needed for the deletion>  Key Date: leave blank  Settings: select the additional Settings according to your requirement | The job is scheduled. |  |

### Delete Payment Behavior Summary

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 schedule background jobs to delete the payment behavior summary.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Credit Controller. |  |  |
| 2 | Access the SAP Fiori App | Open Delete Credit Management Data (F4802). |  |  |
| 3 | Create Job | Choose Create. | The New Job view displays. |  |
| 4 | Add General Information | In the Template Selection section, make the following entries and choose Step 2:  Job Template: Delete Payment Behavior Summary  Job Name: Delete Payment Behavior Summary |  |  |
| 5 | Scheduling Options | In the Scheduling Options section, make the following entries and choose Step 3:  Start Immediately: Selected  To schedule a recurrence pattern, choose the Define Recurrence Pattern button. In the Scheduling Information dialog box, enter Recurrence Pattern: Single Run and choose OK. |  |  |
| 6 | Steps Optional | In the Steps Optional section, make the following entries and choose Step 4:  Review the default step: Delete Payment Behavior Summary. |  |  |
| 7 | Parameter Section | In the Parameters section, make the following entries and choose Schedule:  Business Partner: <enter the Business Partner needed for the deletion>  To make the change on multiple Business Partners, choose the Drop Down button and in the Select: Business Partner (List displays max. 500 hits. If available, use the filter to see all values.)dialog box, enter your parameters and choose OK.  Credit Segment: <enter the Credit Segment needed for the deletion>  Test Run: leave blank  Display Details: Selected | The job is scheduled. |  |

# Appendix

## Succeeding Processes

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

|  |  |
| --- | --- |
| Process | Business Condition |
| Sell from Stock (BD9) (optional) | Entire process sequence for a standard sales process (sale from stock) with a customer.  Using the master data from this document, complete the following activities described in the test script:   * Process Sales Order: Sale from Stock |
| Sales of Non-Stock Item with Order-Specific Procurement (BDN) (optional) | Customer orders a material that is currently not in stock. The material is procured from an external supplier.  Using the master data from this document, complete the following activities described in the test script:   * Sales of Nonstock Item with Order-specific Procurement |
| Sales Order Fulfillment Monitoring (BKK) (optional) | Collection of periodic activities such as day ending activities or legal requirements like Intrastat and Extrastat reporting.  Using the master data from this document, complete the following activities described in the test script:   * Sales: Period End Closing Operations (BKK) (Review Blocked Sales Orders section) |

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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