|  |  |
| --- | --- |
|  |  |
| Test Script  SAP S/4HANA - 15-09-20 | public |
| Sales Processing using Third-Party without Shipping Notification (BDK\_DE) |

Table of Contents

[1 Purpose 3](#_Toc51101835)

[2 Prerequisites 4](#_Toc51101836)

[2.1 System Access 4](#_Toc51101837)

[2.2 Roles 4](#_Toc51101838)

[2.3 Master Data, Organizational Data, and Other Data 5](#_Toc51101839)

[2.4 Business Conditions 6](#_Toc51101840)

[2.5 Preliminary Steps 6](#_Toc51101841)

[2.5.1 Activate Flexible Workflow for Purchase Order Approval 6](#_Toc51101842)

[2.5.2 Configure Flexible Workflow for Purchase Order 7](#_Toc51101843)

[2.5.3 Create Purchasing Info Record 8](#_Toc51101844)

[2.5.4 Create Condition Records (Optional) 10](#_Toc51101845)

[3 Overview Table 11](#_Toc51101846)

[4 Test Procedures 13](#_Toc51101847)

[4.1 Sales Inquiry (1IQ) (Optional) 13](#_Toc51101848)

[4.2 Sales Contract Management (I9I) (Optional) 14](#_Toc51101849)

[4.3 Sales Quotation (BDG) (Optional) 14](#_Toc51101850)

[4.4 Create Sales Order 15](#_Toc51101851)

[4.5 Process Sales Order Approval (Optional) 18](#_Toc51101852)

[4.6 Create Attachment for Sales Order (Optional) 18](#_Toc51101853)

[4.7 Change Order Quantity (Optional) 19](#_Toc51101854)

[4.8 Credit Management Check for Sales Order (Optional) 21](#_Toc51101855)

[4.9 Display List of Purchase Requisitions to be Assigned 21](#_Toc51101856)

[4.10 Convert Assigned Requisitions to Purchase Orders 22](#_Toc51101857)

[4.11 Approve and Release Purchase Order (Optional) 23](#_Toc51101858)

[4.12 Create Supplier Invoice 25](#_Toc51101859)

[4.13 Accounts Payable (Optional) 28](#_Toc51101860)

[4.14 Create Billing Document 28](#_Toc51101861)

[4.15 Create Attachment for Billing (Optional) 30](#_Toc51101862)

[4.16 Create Pro Forma Invoice - for Free of Charge Items (Optional) 32](#_Toc51101863)

[5 Appendix 34](#_Toc51101864)

[5.1 Process Integration 34](#_Toc51101865)

[5.1.1 Succeeding Processes 34](#_Toc51101866)

[5.2 Scheduling Job (alternative) 34](#_Toc51101867)

[5.2.1 Job Scheduling for Billing Creation (Alternative) 34](#_Toc51101868)

[5.2.2 Job Scheduling for Billing Release (Alternative) 36](#_Toc51101869)

[5.2.3 Job Scheduling for Billing Output (Alternative) 37](#_Toc51101870)

# Purpose

This scope item enables you to automatically create a purchase requisition for the materials to be delivered by the third-party vendor. The incoming invoice from the vendor updates the billing quantity. You can only create the customer billing document after entering the invoice from the vendor.

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 prerequisites needed to conduct the test in terms of system, users, master data, organizational data, and 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 |
| Internal Sales Representative | SAP\_BR\_INTERNAL\_SALES\_REP | Internal Sales | SAP\_BR\_INTERNAL\_SALES\_REP |  |
| Purchasing Manager | SAP\_BR\_PURCHASING\_MANAGER |  |  |  |
| Purchaser | SAP\_BR\_PURCHASER | Operational Purchasing | SAP\_BR\_PURCHASER |  |
| Accounts Payable Accountant - Procurement | SAP\_BR\_AP\_ACCOUNTANT\_PROCUREMT |  |  |  |
| Billing Clerk | SAP\_BR\_BILLING\_CLERK | Billing | SAP\_BR\_BILLING\_CLERK |  |
| Configuration Expert - Business Process Configuration | SAP\_BR\_BPC\_EXPERT |  |  |  |

## Master Data, Organizational Data, and Other Data

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

Use your own master data to go through the test procedure. If you have installed an SAP Best Practices baseline package, you can use the following baseline package sample data:

|  |  |  |  |
| --- | --- | --- | --- |
| Data | Sample Value | Details | Comments |
| Material | TG13 | Trading Good for Regular Trading (reorder point planning) with item category group CBNA  no batch |  |
| Sold-to party | 10100001 | Customer domestic 01 | You can test the test script using another domestic customer. |
| Ship-to party | 10100001 | Domestic DE Customer 1 |  |
| Payer | 10100001 | Domestic DE Customer 1 |  |
| Vendor | 10300001  10300002  10300084 (EDI) | Domestic 10 Supplier 1  Domestic 10 Supplier 2  Domestic DE Supplier 84 (EDI) |  |
| Plant | 1010 |  |  |
| Storage Location | 101A |  | w/o lean WM |
| Shipping Point | 1010 |  |  |
| Sales organization | 1010 |  |  |
| Distribution channel | 10 |  |  |
| Division | 00 |  |  |
| Company Code | 1010 |  |  |
| Currency | EUR |  |  |

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

Table 1: Master Data Script Reference

|  |  |
| --- | --- |
| MDS | Description |
| BNF | Create Product Master of Type "Trading Good"– MDS |
| BND | Create Customer Master– MDS |
| BNE | Create Supplier Master– MDS |

## Business Conditions

The business process described in this Test Script is part of a bigger chain of integrated business processes or scope items. As a consequence, you must have completed the following processes and fulfilled the following business conditions before you are able to start going through this scope item:

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

## Preliminary Steps

### Activate Flexible Workflow for Purchase Order Approval

Purpose

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

If you want to use the flexible workflow to approve the purchase order, you have to process this step [Configure Flexible Workflow for Purchase Order](#unique_8)  [page ] 7.

Procedure

1. Access the activity using the following navigation option:

|  |  |
| --- | --- |
| SAP IMG Path | SPRO > Materials Management > Purchasing > Purchase Order > Flexible Workflow for Purchase Orders > 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

This process step shows you how to 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.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Configuration Expert - Business Process Configuration . | The Fiori launchpad is displayed. |  |
| 2 | Access the App | Open Manage Workflows for Purchase Orders (F2872) . | The Manage Workflows screen is displayed. |  |
| 3 | Create Manage Workflow | Choose Add and make the following entries:  Name: Test Workflow for Purchase Order  In the PRECONDITIONS area select Purchasing group of purchase order is and enter 003 value:  Choose Add alternative conditions and make the following entries:  Choose Total net amount of purchase order is greater than  PurchaseOrderTotalNetAmount: For example, 500.00  PurchaseOrderCurrency: EUR  In STEP SEQUENCE area, choose Add and make the following entries:  Type: Release of Purchase Order  In RECIPIENTS area:  Assignment By: User  User: Select User with Purchasing\_manager from F4 help.  Step to be completed by: One of the recipients.  Choose Add.  Choose Save. | The Workflow for Purchase Order is configured. |  |
| 4 | Activate Workflow Item | Select the just created Workflow Item and choose Activate. | The Workflow Item is activated. |  |

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

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)

.

### 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

In this activity, you create a Purchase Info Record.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as Purchaser. | The SAP Fiori launchpad displays. |  |
| 3 | Open Create Purchasing Info Records | Choose the Create Purchasing Info Record (ME11). | The Create Info Record: Initial Screen displays. |  |
| 4 | Enter Data | Make the following entries:  Supplier: 10300001 / 10300002  Material: TG13  Purchasing Organization: 1010  Plant: 1010  And press Enter. | The Create Info Record: General Data screen displays. |  |
| 5 | Enter  Purchasing Data | Make the following entries:  Delivery Time in Days: 2 Days  Purchasing Group: 001  Standard Quantity: 10  Tol. Underdl. 10  Tol. Overdl: 10  Tax Code: V1  TxValidFrm: MM/DD/YYYY  Note When TDT is active for country of company code and Tax Code is given, the Tax Valid From field is mandatory. When TXA is active for company code and Tax Code is given, the Tax Country field is mandatory."  Net Price: <Net Price>  Incoterm: EXW  Incoterm Location 1: VENDOR | Purchasing Data is added. |  |
| 6 | Save your data | Choose Save. | A purchasing info record is saved. |  |

### Create Condition Records (Optional)

Purpose

In case you have finetuned the access sequence of SAP pre-shipped condition types, the relative condition records should be created accordingly.

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

Table 2: Master Data Script Reference

|  |  |
| --- | --- |
| Master Data ID | Description |
| BET | Create Sales Pricing Condition |

# Overview Table

The test script Sales Processing using Third-Party without Shipping Notification (BDK) consists of several process steps, reports, items provided in the table below.

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

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

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

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/ App | Expected Results |
| [Sales Inquiry (1IQ) (Optional)](#unique_12) [page ] 13 | Internal Sales Representative | See scope item no. 1IQ |  |
| [Sales Contract Management (I9I) (Optional)](#unique_13) [page ] 14 | Internal Sales Representative | See scope item no. I9I |  |
| [Sales Quotation (BDG) (Optional)](#unique_14) [page ] 14 | Internal Sales Representative | See scope item no. BDG |  |
| <#unique_15> | Purchaser | Create Purchasing Info Record (ME11) | Purchase Info Record is created successfully . |
| [Create Sales Order](#unique_16)  [page ] 15 | Internal Sales Representative | Manage Sales Orders (F1873) | The Manage Sales Order screen displays. |
| [Create Attachment for Sales Order (Optional)](#unique_17)  [page ] 18 | Internal Sales Representative | Manage Sales Orders (F1873) | The Display Sales Order: Initial Screen displays. |
| [Change Order Quantity (Optional)](#unique_18) [page ] 19 | Internal Sales Representative | Manage Sales Orders (F1873) | The Manage Sales Orders screen displays. |
| [Credit Management Check for Sales Order (Optional)](#unique_19) [page ] 21 | See scope item BD6 | See scope item BD6 |  |
| [Display List of Purchase Requisitions to be Assigned](#unique_20) [page ] 21 | Purchaser | Manage Purchase Requisitions (F1048) | The Manage Purchase Requisitions screen displays. |
| [Convert Assigned Requisitions to Purchase Orders](#unique_21)  [page ] 22 | Purchaser | Manage Purchase Requisitions (F1048) | The Manage Purchase Requisitions screen displays. |
| [Approve and Release Purchase Order (Optional)](#unique_22) [page ] 23 | Purchasing Manager | My Inbox |  |
| <#unique_23> | Purchaser | Manage Sales Orders (F1873) | Purchase Order Message is created successfully. |
| <#unique_24> | Purchaser | Manage Sales Orders (F1873) | Order Confirmation is received from Supplier. |
| <#unique_25> | Internal Sales Representative | Manage Sales Orders (F1873) | Order Confirmation (Update) is sent to customer. |
| [Create Supplier Invoice](#unique_26) [page ] 25 | Accounts Payable Accountant - Procurement | Create Supplier Invoice - Advanced (MIRO) |  |
| [Accounts Payable (Optional)](#unique_27) [page ] 28 | See Accounts Payable (J60) scope item | See Accounts Payable (J60) scope item |  |
| [Create Billing Document](#unique_28) [page ] 28 | Billing Clerk | Create Billing Documents (F0798) | The Create Billing Document screen displays. |
| [Create Attachment for Billing (Optional)](#unique_29) [page ] 30 | Billing Clerk | Display Billing Documents - Missing translation in language EN (VF03) | The Display Billing Document screen displays. |
| [Create Pro Forma Invoice - for Free of Charge Items (Optional)](#unique_30) [page ] 32 | Billing Clerk | Create Billing Documents (F0798) | The Pro Forma Invoice is created. |

# Test Procedures

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

The Enterprise Search function provides a central entry point for finding business objects in your company from different sources using a single search request. You can search for objects such as: apps, fact sheets for business objects. From the data found, you can go directly to the respective apps and fact sheets to display, edit the data or find related objects.

How to access and check a fact sheet:

1. Log on to the SAP Fiori launchpad as a respective user, for example, Internal Sales Representative.
2. Access the Enterprise Search Bar by choosing the magnifying glass icon in the upper right corner.
3. The Enterprise Search bar displays two filter fields next to the search icon: all dropdown menu and a search field. Enter your Search Criteria and choose the business object type, for example, select Sales orders from the dropdown menu, and enter a sales order number in the search field and choose Search, the sales order lists.
4. Choose the sales order number link. The system navigates to the fact sheet screen and sales order related information is integrated and summarized in one Fiori page. You can get detailed data by choosing the corresponding links.

There are fact sheets available for the following objects (visible depending on the assigned role):

* Sales order
* Quotation
* Billing document
* Credit Memo
* Debit Memo
* Customer 360 Fact sheet

## Sales Inquiry (1IQ) (Optional)

Sales Inquiry (1IQ)

Purpose

This scope item describes the process for a standard Sales Inquiry.

Procedure

Complete all the activities described in the Test script of the scope item: Sales Inquiry (1IQ).

If you want to use the optional link between scope item Sales Inquiry (1IQ) and Sales Processing using Third-Party without Shipping Notification (BDK) this reference only works if you use consistent master data (such as Business Partner for the customer quotation and the customer sales order).

## Sales Contract Management (I9I) (Optional)

Sales Contract Management (I9I)

Purpose

This scope item describes the process for Sales Quantity contract.

Procedure

Complete all the activities described in the Test script of the scope item: Sales Contract Management (I9I).

If you want to use the optional link between scope item Sales Contract Management (I9I) and Sales Processing using Third-Party without Shipping Notification (BDK) this reference only works if you use consistent master data (such as Business Partner for the customer quotation and the customer sales order).

## Sales Quotation (BDG) (Optional)

Sales Quotation (BDG)

Purpose

This scope item describes the process for a standard sales quotation.

Procedure

Complete all the activities described in the Test script of the scope item: Sales Quotation (BDG).

If you want to use the optional link between scope item Sales Quotation (BDG) and Sales Processing using Third-Party without Shipping Notification (BDK) this reference only works if you use consistent master data (such as Business Partner for the customer quotation and the customer sales order).

## Create 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

In this activity, you create a Third-Party Sales Order.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto SAP Fiori launchpad | Log onto the SAP Fiori launchpad using the role Internal Sales Representative. | The SAP Fiori launchpad displays. |  |
| 2 | Access Sales order worklist | Manage Sales Orders (F1873) . | The Manage Sales Orders screen displays. |  |
| 3 | Navigate to Create Sales Order Screen | On the Manage Sales Order screen, choose Create, then select Create Sales Orders - VA01 (VA01). |  |  |
| 4 | Enter Sales Document Type | Make the following entries and choose Enter:   * Order Type: OR * Sales Organization: 1010 * Distribution Channel: 10 * Division: 00 | The Create Standard Order: Overview screen displays. |  |
| 5 | Enter order details | Make the following entries:   * Sold-to Party: 10100001 * Cust. Reference: <Reference number> * Cust. Reference Date: <Date> * Material: <Material Number> For example,TG13 * Order Quantity: <Quantity>For example, 10 * Item Category: CB2Please check the entry is correctly set   Note 1. You can manually change the item category to CB4 if the item is free of charge for 3rd party sales order without shipping notification.  2. You can manually change the item category to DB2 if the item is down pay-ment relevant for 3rd party sales order without shipping notification, and proceed with following steps: Change Sales Orders (Remove Billing Block), Create Down Payment Request and Post a Down Payment from scope item Sales Order Processing with Customer Down Payment.  . |  |  |
| 6 | Save | Choose Save Document.  If it pops up the screen Standard Order:Purchase Order Scheduling, choose Complete dlv. and then choose Save. | The third-party sales order is created. A Purchase Requisition is created automatically. The order confirmation is only processed when the purchase requisition is converted into a purchase order.  Make a note of the sales order number: And, you can find Purchase Requisition number in the tab of Schedule lines at item level. |  |

The print-out of the order confirmation is executed automatically, or manually only after the purchase requisition has been transferred to a purchase order For instructions on manually printing the output, see detail below.

Printing form- NAST output

Printing form- Output Management

Only After implement the note "2298826 - Switch for enabling NAST condition based output for OnPremise for activate Output Management function", please process the output procedure steps in this section.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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. | The SAP Fiori launchpad displays.Open |  |
| 2 | Access the App | Open Manage Sales Orders (F1873). | The Manage Sales Order screen displays. |  |
| 3 | Search for Sales Order | Enter search terms in filter bar and choose Go  For example, enter sales order number in Sales Order field. | Sales order is displayed in result list. |  |
| 4 | Navigate to Sales Order Screen | Click sales order number, and choose Display Sales Orders.  Note If there is not a Display Sales Orders, then click Define Links. Select Display Sales Orders, and choose OK. | The Display Sales Orders xxx: Overview screen displays. |  |
| 5 | Check Output Condition | On the Display Standard Order xxx: Overview Open screen, choose Header Output Preview . | The document prints. |  |

It can also be navigated to a factsheet screen in app Manage Sales Orders (F1873):

1. On the Manage Sales Orders (Original) screen, enter search terms in filter bar and choose Go.
2. In search result, choose your Sales Order Number and choose More Links.

## Process Sales Order Approval (Optional)

Follow the procedure for Process Sales Order Approval steps in the scope item Sell from Stock (BD9).

Purpose

This process step shows you how to review the sales orders that might need to be approved.

Procedure

Complete the activities of Process Sales Order Approval step described in the scope item Sell from Stock (BD9).

## Create Attachment for Sales 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

This process step shows you how to create attachment for a sales order.

Procedure

Note In order to perform the following steps, the user parameter "SD\_SWU\_ACTIVE" must be "X".

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad as an Internal Sales Representative. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Manage Sales Orders (F1873). | The Manage Sales Orders screen displays. |  |
| 3 | Navigate to Display Sales Order Screen | On the Manage Sales Orders screen, enter the respective order number created in previous step in the Sales Order and choose Go.  Choose the sales order line that displays. |  |  |
| 4 | Create Attachment for Sales Order | Choose Services for Object on the top right corner of screen, choose Create Attachment. | The Import File screen displays. |  |
| 5 | Import File | Choose OK in the File Upload dialog box.  In the Open view, choose local path and file, and choose Open. | The attachment was successfully created. |  |
| 6 | Check Attachment | Choose Services for Object on top right corner of screen, choose Attachment List. | Attachment brings up on the Service: Attachment list screen. |  |

## Change Order Quantity (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 change the order quantity. This step is optional.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto SAP Fiori Launchpad | Log onto the SAP Fiori Launchpad using the role Internal Sales Representative. | The SAP Fiori Launchpad displays. |  |
| 2 | Access the Sales order worklist | Open Manage Sales Orders (F1873) | The Manage Sales Orders (Original)screen displays |  |
| 3 | Navigate to Create Sales Order Screen | On the Manage Sales Orders screen, enter the respective order number created in previous step in the Sales Order and choose Go. | Choose the sales order line that displays. |  |
| 4 | Change Documents | Change the quantity and save your entries. |  |  |
| 5 | Save Documents | Save your entries. | The sales order quantity has changed. If a PO existed, you have changed the PO quantity. Otherwise, you have changed the requisition quantity. |  |

If a PO has not been created yet, to confirm the quantity change in the requisition, change the sales order by select the item and choose Schedule lines for item. Double-click schedule line with the confirmed quantity. Choose the Procurement tab. Choose Edit and check if the quantity for the purchase requisition is updated. If a PO has already been created, to confirm the PO change you must select the purchase order and choose Display Document.

## Credit Management Check for Sales Order (Optional)

External Process

For this activity, run the following steps from the Basic Credit Management (BD6) test script to review the sales orders that might have been blocked due to the credit limit check:

* Management of Blocked Sales Orders

## Display List of Purchase Requisitions to be Assigned

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 is performed when you want to review your Purchase Requisitions and assign them to a vendor.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the SAP Fiori Launchpad using the role Purchaser. | The SAP Fiori Launchpad displays. |  |
| 2 | Access the SAP Fiori 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. | The Manage Purchase Requisitions (F1048)screen displays. |  |
| 3 | Find the purchase requisition | Enter the following values and choose Go:  Plant: For example, 1010  Search field: Enter the Purchase Requisition number | You can find the purchase requisition number in step Creating Sales Order. |  |
| 4 | Choose the sources of supply | Click the X source in the line of your purchase requisition, and choose one by click.  Once the supplier has been assigned, it goes for automatic approval. Hence it disappears from the list and you will be able to see once you search for it.  For EDI, choose vendor 10300084 | The Source of Supply is assigned. |  |

## Convert Assigned 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. |

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

Purpose

You perform this activity to convert the assigned requisitions into purchase orders.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1. | Log onto SAP Fiori launchpad | Log onto the SAP Fiori launchpad using the role Purchaser. | The SAP Fiori launchpad displays. |  |
| 2. | Access the 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. | The Manage Purchase Requisitions (F1048) screen displays. |  |
| 3. | Find the purchase requisition | Input the filters in Filter Bar and choose Go if necessary   * Plant: 1010 |  |  |
| 4. | Create Purchase Order - Advanced (ME21N) | Choose the purchase requisition and select Create Purchase Orders. | The Purchase Orders Preview screen displays. |  |
| 5. | Submit the purchase order | Choose the purchase order and select Save at the bottom of the screen.  The purchase order number would be shown in the screen. If there is any warning message displayed, choose OK. | The purchase order is created in the SAP system. The system creates a message for the purchase order, so the information from the purchase order can be transmitted to the vendor. |  |

The print-out of the order confirmation is executed after the Purchase Order is created automatically and immediately.

For printing handling and the processing of purchase orders, see Building Block Procurement of Direct Materials, Step Review Purchase Order.

## Approve and Release 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.

Prerequisite

A purchase order must exist for release.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Purchasing Manager. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open My Inbox - All Items (F0862). | A list of previously created Purchase Orders display. |  |
| 3 | Search for Purchase Order Status | Enter the Purchase order number in the search area, and then choose the Search. | The Purchase Orders without follow-on documents (w/o status Follow-On Documents) and a net value of 500 EUR or more have the status In Approval. |  |
| 4 | Release Purchase Order | Select the Purchase order in left of the screen and choose Release in bottom right. | The Submit Decision dialog box displays. |  |
| 5 | Enter Release Reason | Enter the approval reason if needed, and then choose Submit. | The Purchase Order is approved. |  |
| 6 | Back to SAP Fiori Launchpad | Choose Home to go back to the SAP Fiori launchpad. | The SAP Fiori launchpad displays. |  |

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\_”.

## 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 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.

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

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Open the SAP Fiori launchpad with the Accounts Payable Accountant - Procurement role. | The SAP Fiori launchpad is displayed. |  |
| 2 | Open Create Supplier Invoice App | Open Create Supplier Invoice (F0859). | The Create Supplier Invoices screen is displayed. |  |
| 3 | Enter General Data | In case of purchase orders created with local currency in your system, make the following entries.   * Transaction: Invoice * Company Code: 1010 * Gross Invoice Amount : <XXX> * Currency: EUR * Invoice Date: <Today> * Posting Date: <Today> * Reference: <xxx>   (reference invoice number from invoicing party)   * Invoice Party:   In case of purchase orders created with foreign currency in your system, make the following entries.   * Transaction: Invoice * Company Code: 1010 * Gross 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:   Select 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 Agreement  Purchase 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 | Check Tax code | In the section Tax, check if there is tax code information and enter the tax amount if the tax code value is greater than zero. | In the Tax area, you should see the same tax codes as in the items.  If there is no tax, specify the tax code V0. |  |
| 8 | Block invoice on item level (optional) | Choose the invoice item arrow on the right side of the item to navigate to the item details.  On the next screen, set flag for Manually Blocked. 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. |  |
| 9 | 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. |  |

## Accounts Payable (Optional)

External Processes

For this activity, run the following steps from theAccounts Payable (J60) test script to post the outgoing payment:

* Post Outgoing Payment
* Create Manual Payment

## Create Billing Document

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 handle billing.

Create Billing Document

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad using the role Billing Clerk. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Create Billing Documents (F0798) - . | The Create Billing Document screen displays. |  |
| 3 | Define billing setting | Choose Billing Settings in the right bottom of the screen.  There are four settings, that should be selected as ON.   1. Enter Billing Data before billing 2. Separate Billing Documents for Each Billing Due List Item. 3. Automatically Post Billing Documents 4. Display Billing Document after creation. |  |  |
| 4 | Search for billing list | In the search condition, use criteria if necessary. | Sales document(s) will display in the result. |  |
| 5 | Choose Individual Billing Document | Select a row of sales document created previously and choose Create. | The Create Billing Documents (F0798) window displays. |  |
| 6 | Maintain Billing Date | Choose billing type Invoice (F2) and maintain billing date, for example current date, then choose OK. | The new billing document will be created. |  |
| 7 | Display Billing Document after Creation | The billing document automatically displays, make a note of the billing document number: \_\_\_\_\_\_\_\_\_\_. | The system generates an invoice for billing. |  |

Financial postings:

|  |  |  |  |
| --- | --- | --- | --- |
| Material | Debited Accounts | Credited Accounts | Cost Element / CO Object |
| Trading Good (HAWA) | 12100000 G/L (for Item category CB2)  44002000 G/L (for Item category CB4) | 41000000 Rev Domestic Prod  22000000 Output tax (MWS)  (only for CB2) beside the output tax | none |

Manage Billing Documents

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1. | Access APP | Open APP Manage Billing Documents (F0797). | The screen Manage Billing Document displays. |  |
| 2. | Search the billing document created in previous step | Input the Billing document number recorded in previous step. Choose Enter. | The billing document created in previous step displays. |  |
| 3. | Display the billing document | Select the billing document item, and choose Display. | The billing document will displays. |  |
| 4. | Check Output Condition | On the Billing Document (F1901) screen, choose the last assignment block - Output Items. | There is one entry in the item and the output type is BILLING\_DOCUMENT.  Only After implement the [2790427](https://launchpad.support.sap.com/#/notes/2790427) Billing Document Output Management, then process the output procedure steps in this section. |  |
| 5. | Display Print Preview | On the Billing Document (F1901) screen, choose Preview. | Preview for PDF document displays. |  |
| 6. | Cancel Billing Document (Optional) | Select certain Billing document and choose Cancel Billing Docs | The log displays - Billing Document Canceled. |  |
| 7. | Update new Attachment (Optional) | In the Edit mode, add, delete and update the attachments. Choose Save in the footer bar. |  |  |
| 8. | Update new Text (optional) | In the Edit mode, you can add, delete and update texts. Choose Save in the footer bar. |  |  |

## Create Attachment for Billing (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

This process step shows you how to create an attachment for a billing document.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Comments |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Billing Clerk. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Manage Billing Documents (F0797). | The Manage Billing Document screen displays. |  |
| 3 | Search Billing | Make the following entry, and choose Enter:  Billing Document: <Billing Document Number Created Previously> |  |  |
| 4 | Choose Billing Number | On the Manage Billing Documents screen, select your billing document created in the previous step, and choose Display. | The Billing Document screen displays. |  |
| 5 | Edit | On the Billing Documents screen, choose Edit. |  |  |
| 6 | Create Billing Attachment | Scroll down and choose Upload in the ATTACHMENTS section. | The Open File screen displays. |  |
| 7 | Import File | In the Open window, select a local path or file and choose Open.  Choose Save. | The attachment is successfully created. |  |
| 8 | Check Attachment | In the ATTACHMENTS section, you can see the uploaded document. Choose the document you want to open. |  |  |

## Create Pro Forma Invoice - for Free of Charge 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 activity, you handle Pro Forma invoice.

Only when you are using item category CB4 in previous steps.

Create Billing Document

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log onto SAP Fiori Launchpad | Log onto the SAP Fiori Launchpad using role Billing Clerk. |  |  |
| 2 | Access the App | Open Create Billing Documents (F0798). | The Create Billing Documents (F0798) screen displays. |  |
| 3 | Define billing setting | Choose Billing Settings in the right bottom of the screen, make all of these settings to ON, then choose OK:   * Enter Billing Data before billing * Separate Billing Documents for Each Billing Due List Item. * Automatically Post Billing Documents * Display Billing Document after creation. |  |  |
| 4 | Search for billing list | In the search condition, use criteria if necessary. | Sales document(s) displays in the result. |  |
| 5 | Choose Individual Billing Document | Select the row of delivery document created previously and choose button Create. | The window Create Billing Documents (F0798) displays. |  |
| 6 | Maintain Billing Date | Choose billing type Pro Forma for Order (F5) and maintain billing date, for example current date, then choose OK . | The new billing document will be created |  |
| 7 | Display Billing Document after Creation | The billing document displays automatically, make a note of the billing document number: \_\_\_\_\_\_\_\_\_\_. | The system generates an invoice for billing. |  |

Manage billing documents

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1. | Access APP | Open APP Manage Billing Documents (F0797). | The screen Manage Billing Document displays. |  |
| 2. | Search the billing document created in previous step | Input the Billing number recorded in previous step. Choose Enter. | The billing document created in previous step displays. |  |
| 3. | Display the billing document | Select the billing document item and choose Display. | The billing document shall be displayed. |  |
| 4. | Check Output Condition | On the Billing Document (F1901)screen, choose the last assignment block - Output Items. | There is one entry in the item and the output type is BILLING\_DOCUMENT. |  |
| 5. | Display Print Preview | On the Billing Document (F1901) screen choose Preview. | Preview for PDF document displays. |  |
| 6. | Cancel Billing Document (Optional) | Select certain Billing document and choose Cancel billing Docs. | There is log display - Billing Document Canceled. |  |
| 7. | Update new Attachment (Optional) | In the Edit mode, add, delete and update the attachments. Save your changes by pressing the button Save in the footer bar. |  |  |
| 8. | Update new Text (optional) | In the Edit mode, you can add, delete and update these texts. Save your changes by pressing the button Save in the footer bar. |  |  |

# Appendix

## Process Integration

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

### Succeeding Processes

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

|  |  |
| --- | --- |
| Scope Item | Business Condition |
| J59 - Accounts Receivable | Posting a Customer Invoice, etc.  Using the master data from this document, complete the following activities described in the test script:   * Accounts Receivable(J59) (Sections Posting a Customer Invoice in Accounting, Overdue Receivables, Display Customer Balances, Manage Customer Line Items ) |
| BKK - Sales Order Fulfillment Monitoring(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 Order Fulfillment Monitoring(BKK) (Sections Review Incomplete SD Documents (deliveries), Review Sales Documents blocked for billing, Review Log of collective invoice creation) |

## Scheduling Job (alternative)

### Job Scheduling for Billing Creation (Alternative)

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 schedule a background job for creation billing documents.

This app can be used as an alternative instead of the manual creation of billing documents.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a . | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Schedule Billing Creation (F1519). | The Application Jobs screen displays. The app automatically shows the history of application jobs. |  |
| 3 | Create Billing Creation Schedule | Choose New to define a new job for billing creation. | The New Job screen displays. Job Template should default as Schedule Billing Creation. |  |
| 4 | Job Parameters | Define scheduling options and parameters for the batch job if necessary.  Choose Check. | The system displays the message Go ahead and schedule the job. |  |
| 5 | Schedule | Choose Schedule. | A billing creation job is scheduled. Screen goes back to Application Jobs. |  |
| 6 | Check Billing Creation Job Log | On the Application Jobs screen, after job item’s status turned to Finish, choose Job Log.  Note Choose the Magnifier, and the job list will refresh. | The log details display. |  |

### Job Scheduling for Billing Release (Alternative)

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 schedule a background job for release billing documents to accounting.

This app can be used as an alternative instead of the manual release to accounting for billing documents.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Billing Clerk. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Schedule Billing Release (F1518). | The Application Jobs screen displays. The app automatically shows the history of application jobs. |  |
| 3 | Create Billing Release Schedule | Choose New to define a new job for billing creation. | The New Job screen displays. Job Template defaultly should be Schedule Billing Release. |  |
| 4 | Job Parameters | Define scheduling options and parameters for the batch job if necessary.  Choose Check. | The system displays the message Go ahead and schedule the job. |  |
| 5 | Schedule | Choose Schedule. | A billing release job is scheduled. Return to Application Jobs. |  |
| 6 | Check Billing Release Job Log | On the Application Jobs screen, after job item’s status turned to Finish, choose Job Log.  Note Choose Magnifier, and the job list will refresh. | The log details displays. |  |

### Job Scheduling for Billing Output (Alternative)

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 schedule a background job for when and how billing documents are sent to customer.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Billing Clerk. | The SAP Fiori launchpad displays. |  |
| 2 | Access the App | Open Schedule Billing Output (F1510). | The Application Jobs screen displays. The app automatically shows the history of application jobs. |  |
| 3 | Create Billing Output Schedule | Choose New to define a new job for billing creation. | The New Job screen displays. Job Template should default as Schedule Billing Output. |  |
| 4 | Job Parameters | Define scheduling options and parameters for the batch job if necessary.  Choose Check. | The system displays the message Go ahead and schedule the job. |  |
| 5 | Schedule | Choose Schedule. | A billing release job is scheduled. Return to Application Jobs. |  |
| 6 | Check Billing Output Job Log | On the Application Jobs screen, after job item’s status turned to Finish, choose Job Log.  Note Choose Magnifier, and the job list will refresh. | The log details display. |  |

Typographic Conventions

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

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

