|  |  |
| --- | --- |
|  |  |
| Test Script  SAP S/4HANA - 18-09-20 | public |
| Internal Order - Actual (BEV\_DE) |

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# Purpose

An internal order is a self-contained simple project cost object. It is a collector of costs, but not a full project with a work breakdown structure.

For additional information on internal orders, go to SAP note [2865342](https://launchpad.support.sap.com/#/notes/2865342).

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.

Note The following roles are provided as example roles from SAP. You can use these as templates for your own roles.

|  |  |  |
| --- | --- | --- |
| Business Role | Business Role ID as Delivered by SAP | Log On |
| Cost Accountant - Overhead | SAP\_BR\_OVERHEAD\_ACCOUNTANT |  |
| General Ledger Accountant | SAP\_BR\_GL\_ACCOUNTANT |  |
| Purchaser | SAP\_BR\_PURCHASER |  |
| Warehouse Clerk | SAP\_BR\_WAREHOUSE\_CLERK |  |

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).

## 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 |
| OPERATING CONCERN | A000 |  |  |
| CONTROLLING AREA | A000 |  |  |
| COMPANY CODE | 1010 |  |  |
| G/L ACCOUNT | 10010000 |  | G/L account for posting |
| COST CENTER | 10101501 |  | R&D cost center |
| COST CENTER | 10101601 |  | Marketing cost center |
| INTERNAL ORDERS |  | Business Conditions in SAP S/4HANA on-premise internal orders continue to be supported. For additional information on internal orders, please refer to [https://launchpad.support.sap.com/#/notes/](https://launchpad.support.sap.com/#/notes/https://launchpad.support.sap.com/#/notes/) 2865342.  Internal Order type Y100 (Research and Development)  Internal order type Y020 (overhead cost orders)  Internal order type Y400 (marketing internal orders |  |
| MATERIAL | TG0011 |  |  |
| MATERIAL | TG0012 |  |  |

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 |
| BNG | Create G/L Account and Cost Element |
| BNM | Create Cost Center and Cost Center Group |
| BNF | Create Trading Good (“HAWA”) |

## Business Conditions

Internal orders continue to be supported. For additional information on internal orders, refer to note [2865342](https://launchpad.support.sap.com/#/notes/2865342).

## Preliminary Steps

### User Settings - Set Controlling Area

Purpose

The controlling area must be set before you carry out the first steps in controlling.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Step # | Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log on to the SAP Fiori launchpad as a Cost Accountant - Overhead. | The SAP Fiori launchpad displays. |  |
| 2 | Choose User Preferences | Choose the user icon on the top right corner of the screen, and choose Settings.  Choose Default Values. | The Default Values screen displays. |  |
| 3 | Enter Data | On the CO Area field,  enter the following value: A000.  Choose Save. | Controlling area A000 is set for your user. |  |

# Overview Table

The scope item consists of several process steps. Choose the appropriate entity provided in the tables 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 .

Table 2: Internal Order – Actual

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Create Internal Order](#unique_9) [page ] 8 | Cost Accountant - Overhead | Manage Internal Orders (F1022) | Internal Order is created for R&D and other overhead costs. |
| [Enter General Ledger Account Document](#unique_10) [page ] 10 | General Ledger Accountant | Post General Journal Entries (F0718) | The General Ledger Accountant account document is entered and posted. |
| [Consumable Purchasing (Only for R&D Order)](#unique_11) [page ] 12 | Purchaser | Create Purchase Order - Advanced (ME21N) | Consumables are purchased. |
| [Consumable Purchase Receiving (Only for R&D Order)](#unique_12) [page ] 14 | Warehouse Clerk | Post Goods Movement (MIGO) | Consumable purchases receipts are acknowledged. |
| [Post Goods Issue to R&D Internal Order (Only for R&D Order)](#unique_13)  [page ] 15 | Warehouse Clerk | Post Goods Movement (MIGO) | Goods issue to the R&D internal order are posted. |
| [Create Settlement Rule with Cost Center](#unique_14) [page ] 17 | Cost Accountant - Overhead | Manage Internal Orders (F1022) | A settlement rule to settle an order to a R&D cost center is created. |
| [Execute Settlement Internal Order](#unique_15) [page ] 19 | Cost Accountant - Overhead | Run Settlement - Orders - Actual (Collective) (KO8GH) | Settlement internal order is executed. |

Table 3: Analytics

|  |  |  |  |
| --- | --- | --- | --- |
| Process Step | Business Role | Transaction/App | Expected Results |
| [Internal Order Actuals](#unique_16) [page ] 20 | Cost Accountant - Overhead | Internal Orders - Actuals (F0941A) |  |

# Test Procedures

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

## Internal Order - Actual

### Create Internal 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. |

Context

In this activity, you create an internal order for R&D for other overhead costs or a statistical order for marketing costs.

Prerequisite

The responsible cost center must be assigned to the internal order and the internal order is released. This step can be skipped if the internal order is already created for planning purposes.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Cost Accountant - Overhead. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Manage Internal Orders (F1022). | The Manage Internal Orders screen displays. |  |
| 3 | Create Internal Order | Choose Create. |  |  |
| 4 | Enter Data | In the Internal Order: New screen, make the following entries:  Controlling Area: A000  Order Type: Y100  Choose Continue. | The Controller creates an internal order. Cost planning is performed on this order. Also costs incurred for the project can then be posted on the order. |  |
| 5 | Enter Data | In the General Data section, make the following entries:  Order: R&D Internal Order, for example  Note If you plan to create a statistical internal order type Y090 in the Control section, you must enter the actual posted cost center and ensure that the statistical box is selected.  Currency: EUR  In the Assignment section, make the following entries:  Company Code. 1010  Object Class: Overhead Costs  Profit Center: YB110  Cost Center Responsible: for example, 10101501 |  |  |
| 6 | Change System Status | In the Status section, choose Change System Status and a dialog box opens. Select from the list:  Change System Status: BFRE, Release |  |  |
| 7 | Save | Save your entries. |  |  |
| 8 | Make Note | Note the order number for the subsequent transactions. |  |  |

### Enter General Ledger Account 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. |

Context

When you carry out postings to G/L accounts, you enter document header data (usually document date, document type, company code, posting date, and currency) as well as a posting key, G/L account number, and the first line item. The posting key and the field status group for the G/L account determine which fields are displayed on the next screen.

The system carries out consistency checks before saving the data. When the debits equal the credits and the data is complete, post the document. If errors exist, the data is not saved, and the system proposes adjustments.

The system updates the document file and the G/L account balances.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a General Ledger Accountant. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Post General Journal Entries (F0718). |  |  |
| 3 | Enter Header Data | In the header area, make the following entries:  Journal Entry Date : <Enter Current Date>  Posting Date: <Enter Current Date>  Journal Entry Type: X1 (G/L Account Document)  Company Code: 1010  Transactions Currency: EUR |  |  |
| 4 | Enter Data | In Line Items (2), make the following entries:  Company Code: 1010  G/L Account: For example, 65002000  Debit: <enter an amount> for example, 5500  Choose Enter. |  |  |
| 5 | Enter Additional Detail | In the expanded section, make the following entries:  Tax Code: V0  Order: For example, order created in previous step  Choose Enter. |  |  |
| 6 | Close Expanded Detail | Select left arrow of the first line item to collapse detail.  Note For the Amount in Document Currency field above, make the entry in the debit or credit column as appropriate. |  |  |
| 7 | Enter Second Line Item Detail | In Line Items (2) second line, make the following entries :  Company Code: 1010  G/L Account: For example, 11001000  Credit: <amount> for example, 5500  Choose Enter. |  |  |
| 8 | Enter Additional Detail | In the expanded section, make additional entries:  Value date: <Enter Current Date>  House Bank: <House Bank> for example, DEBK1  House Bank Account: <House Bank> for example, DEAC1  Note The Value Date field is required for cash accounts. |  |  |
| 9 | Save | Choose Post. | The General Ledger Accountant account document is posted. The system has automatically added the Input tax amount. |  |
| 10 | Make Note | Write down the document number for the subsequent transactions. |  |  |

### Consumable Purchasing (Only for R&D 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. |

Context

Once the order is created, you require external services. In this activity, you purchase consumable items.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log on to the SAP Fiori launchpad as a Purchaser. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Create Purchase Order - Advanced (ME21N). | The Create Purchase Order screen displays. |  |
| 3 | Enter Supplier | Make the following entries and press Enter:  Supplier: For example, 10300001 |  |  |
| 4 | Enter Org. Data | In the Header section, Org. Data tab, make the following entries:  Purch. Org.: 1010  Purch.Group: 001  Company Code: 1010 |  |  |
| 5 | Enter Item Overiew | Expand the Item Overview section, make the following entries and select Enter:  "A" Acct Ass. Cat.: For example, F  Material: For example, TG0012  PO Quantity: 1  Net Price: 300  Currency: EUR  Plnt: 1010 |  |  |
| 6 | Enter Item Detail | Expand the Item Overview section,select the Account Assignment tab and make the following entries:  Order : For example, order created in the step Create Internal Order. |  |  |
| 7 | Assign Tax Code | Choose the Invoice tab and make the following entries:  Tax Code: V1 |  |  |
| 8 | Save | Choose Save.  Note If information messages appear after saving, acknowledge all messages by choosing Enter, then choose Save again. |  |  |
| 7 | Document Number | Write down the document number for subsequent transactions. |  |  |

### Consumable Purchase Receiving (Only for R&D 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. |

Context

In this activity, you acknowledge receipt of the purchased consumable items.

Prerequisite

Creation of purchase order, step Consumable Purchasing is a prerequisite.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori Launchpad as a Warehouse Clerk. | The SAP Fiori Launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Post Goods Movement (MIGO). |  |  |
| 3 | Enter Header Data | In the header area, make the following entries and select Execute:  Select Goods Receipt in the drop down control  Select Purchase Order in the drop down control  Document Date: <Enter Current Date>  Posting Date: <Enter Current Date>  Purchasing Document Number: For example, <Enter the purchase order created in the previous step>.  GR good receipt: For example, 101 |  |  |
| 4 | Enter Data | At the bottom of the screen, make the following entries:  Item OK: Select |  |  |
| 5 | Save | Choose Post. |  |  |

### Post Goods Issue to R&D Internal Order (Only for R&D 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. |

Context

Material is required from inventory for your R&D internal order. To facilitate this, you post a goods issue to the R&D internal order.

Prerequisite

Stock must be available in inventory to perform this step. There are several ways stock can be created. Executing test script J45 (Procurement Processing) will create material TG0011 in stock.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Warehouse Clerk. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Post Goods Movement (MIGO). |  |  |
| 3 | Enter Header Data | Make the following entries and choose Enter:  Choose Goods Issue from the dropdown list.  Choose Other in the dropdown list.  Document Date: <Current Date>  Posting Date: <Current Date> |  |  |
| 4 | Enter Detail Data | On the Material tab, for  Material: enter <your material code> For example, TG0011 |  |  |
| 5 | Enter Additional Data | Make the following entries in the various tab sections and press Enter:  Choose the Quantity tab.  Quantity: 1 |  |  |
| 6 | Enter Additional Data | Choose the Where tab.  Movement Type: 961 Ensure there field to the right is blank. Plant: 1010  Storage Location: For example, 101A .  Press Enter |  |  |
| 7 |  | Choose the Account Assignment tab and make the following entry :  Order: For example, order created in step Create Internal Order |  |  |
| 8 | Save | Choose Post.  Note If you receive a Deficit of SL unrestricted -use error, this means there is not enough inventory in stock. Inventory must be purchased and received using testscript J45. |  |  |

### Create Settlement Rule with Cost Center

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

In this activity, a settlement rule to settle an order to a R&D cost center will be created for R&D orders.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Log onto the SAP Fiori launchpad as a Cost Accountant - Overhead. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Manage Internal Orders (F1022). | The Manage Internal Orders screen displays. |  |
| 3 | Enter Company Code | Make the following entry :  Company Code: 1010  Select Go. |  |  |
| 4 | Select Order | Select the internal order you created previously by selecting the internal order number. In the window select Manage Internal Order. In the Internal Order: XXXX window select Edit. |  |  |
| 5 | Enter Actual Data | Select Maintain Settlement Rule and in the Distribution Rules section select Insert and make the following entries:  Category: Cost Center  Settlement Receiver: for example, 10101501  %: 100  Settlement type: Periodic Settlement  Rule Sequence: 001 |  |  |
| 6 | Enter Actual Data | In the Distribution Rules section, select Insert and make the following entires:  Category: Cost Center  Settlement Receiver: for example, 10101501  %: 100  Settlement type: Full Settlement  Rule Sequence: 002 |  |  |
| 7 | Mark as Done | Choose Done. |  |  |
| 8 | Save | Save your entries. | Settlement rule created. |  |

### Execute Settlement Internal 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. |

Context

In this activity, you execute the settlement. The internal order is settled to the responsible cost center in the case of internal orders with order type: R&D and overhead costs. Please note settlement for internal orders with order type: marketing costs is not allowed .

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log On | Log onto the SAP Fiori launchpad as a Cost Accountant - Overhead. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Run Settlement - Orders - Actual (Collective) (KO8GH). | The Actual Settlement: Orders screen displays. |  |
| 3 | Create Selection Variant | Make the following entries:  Selection Method: Standard Selection for Internal Orders  Selection Variant: Enter the variant name, for example, YBLMF\_RD and choose Create.  On the Edit Variants: Variant XXX screen, in the Order Type field, select the Multiple Selection icon on the right.  In the Multiple Select for Order Types screen, enter order types, for example, Y100.  Choose Copy.  On the Edit Variants: Variant XXX screen, choose Attributes.  In the Variant Attributes screen, enter a description, for example R&D Orders. |  |  |
| 4 | Save | Choose Save. |  |  |

## Analytics

### Internal Order Actuals

Test Administration

Customer project: Fill in the project-specific parts.

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

Context

This allows for viewing internal orders.

Procedure

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Test Step # | Test Step Name | Instruction | Expected Result | Pass / Fail / Comment |
| 1 | Log on | Logon to the SAP Fiori launchpad as a Cost Accountant - Overhead. | The SAP Fiori launchpad displays. |  |
| 2 | Access the SAP Fiori App | Open Internal Orders - Actuals (F0941A). |  |  |
| 3 | Enter Selection Criteria | Make the following entry :  Order: for example, the order you created in step one and enter a period. |  |  |
| 4 | Execute | Choose Execute. |  |  |

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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