# Value Increasing Documentation

## Excellence in Process & Application Documentation

A step-by-step approach to restructure your process and application documentation and establish an integrated testing, training and documentation repository

# Discovered pain points

## Why a solution on an integrated approach is urgently required?

**Pain points – preventing from having the lowest T(otal)C(ost) of O(wnership)**:

- Companies and organizations are struggling in setting-up a clear and redundancy-free maintainable and always latest digital process and application documentation due to a missing approach and method
- This is causing the consequence that the more user generations are running an ERP-system the more the knowledge moves to the surface (fast handover instead of repeatable sustainable trainings)

### Why is this?

- Identical business processes/ functions are documented several times for different purposes
- Application documentation is up-to-date after the initial implementation project and usually become outdated after the first changes have been applied to the system.
- Thus there is no reliable basic training for new employees (or a possibility for self-studying) in the proper business processes and application handling and errors/ problems of understanding are multiplied one-to-one in handover sessions

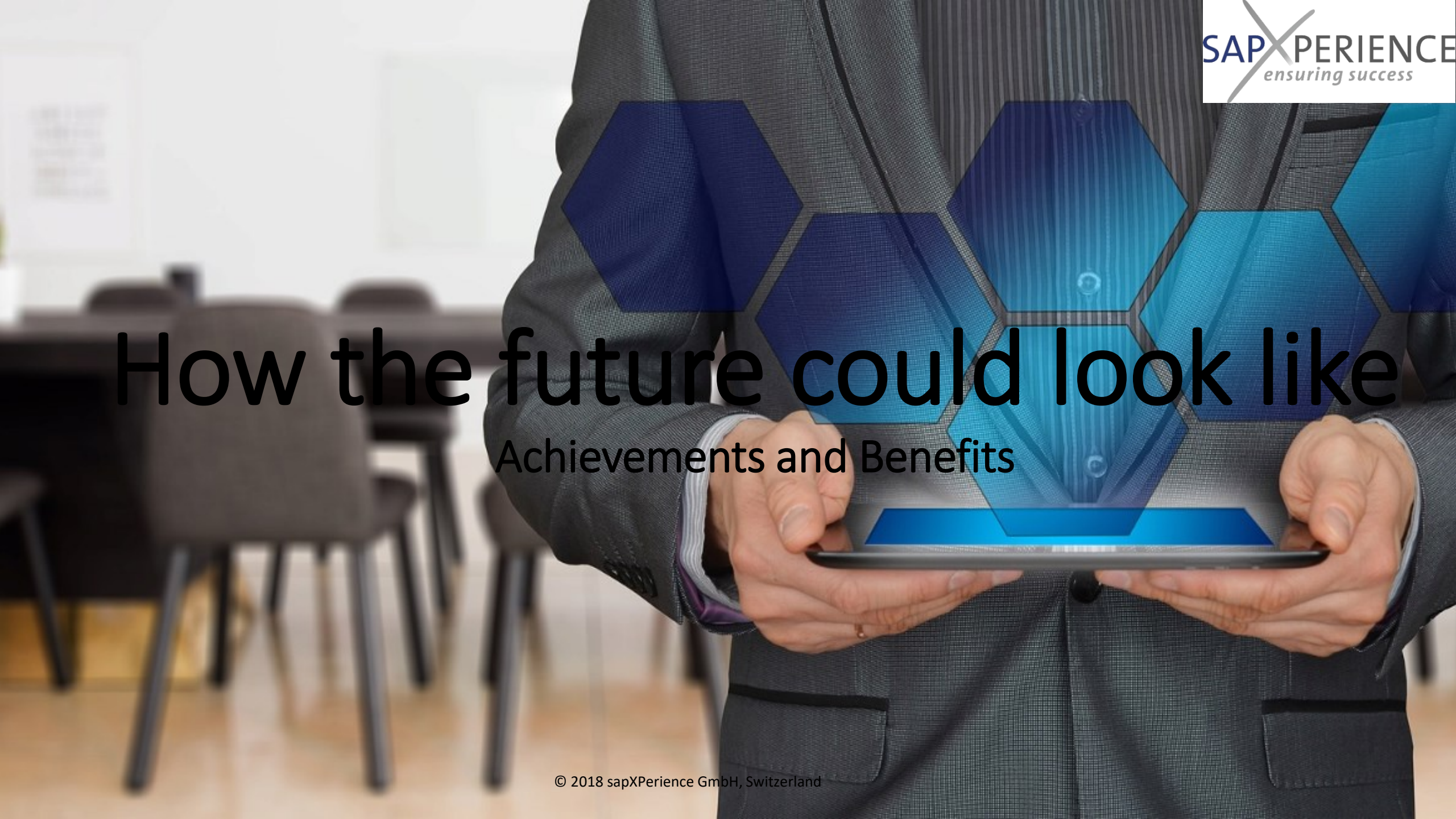


### How could this happen?

- Today the companies BPM usually is documented within a tool or Suite (MS-VISIO or any BPM-Suite)
- Created application documentation is not properly integrated into the BPM documentation and for this reason do exist redundant is both systems → Significant increase in workload and complexity in case of required updates
- This results in inconsistent, outdated documentation that is no longer accepted as a reliable source by the users. → Those may start to create their own documentation separately

# What does it need to get started to eliminate those pain points? → Not that much!

- A tool for the Business Process Management documentation (most probably this does exist already in your company (VISIO or any BPM-Suite like i.e. ARIS, ViFlow or the Symbio Suite)
- A state-of-the-art C(omputer)B(ased)T(raining) authoring software like Datango or SAP's "Enable now"
- The approach and required facilitating tools to build a consistent and efficient combination of those two basic elements



# How the future could look like

## Achievements and Benefits

# Achievements – Deliverables related

- A consistent set of integrated, aligned and redundance-free documentation deliverables:
- A completely developed Business Process Master List (BPML) showing the dependencies between external (market or customer driven) influences/events on your e2e processes
- The Business Process Management (BPM) documentation giving a complete overview on all tasks/ responsibilities to be performed to run your business (i.e. for certification purposes) independent from the application you are using to run those
- A set of computer based trainings (CBTs), which can be run in demo, train, test and navigation mode describing the application specific execution of the tasks within your BPM within the (different?) applications you are using to run those – the digital end-user-documentation (EUD)
- A complete set of evolutionary growing test scripts to run and manage efficient e2e oriented testing of all e2e process variants relevant to your business

# Achievements – Maintenance related

- A completely developed view on your company from an end-to end process perspective or selected part of it on the basis of your choice
- A transparent and consistent Change-Management Process for your documentation that allows for actual and consistent updates in line with the changes in your processes or applications facilitated by the fact, that redundancy is absent, responsibilities are clearly defined and documentation updates are integrated part of the changes testing and release process
- And last but not least a recommendation and defined approach on how to create and manage the interrelations and link them together in a manner, that allows your editors to create and keep everything up-to-data with the lowest effort and your users to efficiently navigate through the created documentation and self-train themselves in case of changes

Benefits for your…

# Authors

- Your BPM will be broken down to a defined and application independent level only and thus be easily kept actually up-to-date as changes in underlying applications will not be reflected in your BPM →The use of different applications (i.e. Oracle, Microsoft or SAP R/3 or S/4 HANA) does NOT need to be reflected within your BPM
- Your application specific end-user documentation and training material (CBTs) will be generated as a spin-off when test-running your end-to-end processes (and their to be tested variants) within the different applications and thus will be automatically updated by any integration test for new functions or regression testing of existing ones → The End-User-Documentation (EUD) will be kept always on an actual level based upon the build-in update and release approach
- This both will also lead to a clearly defined and split responsibility and defined way of collaboration between the responsibles for maintaining the BPM (your QM department?) and the EUD (your key-users or application experts?) and also lead to
  - a massive decrease on effort to be spent by your auditors to create and maintain the documentation (up to 80% savings) and thus allow them to keep it always on the newest level
  - a complete elimination of all efforts (and confusion) raised today by the fact, that parts of your process and/or application documentation are maintained redundantly
  - …and you should also consider how the motivation of your auditors will increase facing these facts

And imagine, what it will mean to your support organization, if your users will be provided with such an self-learning and supportive environment; The Key-Users can focus on continuous improvement again

Benefits for your…

# Users

- Your users will be provided with an environment where they can easily navigate though the processes and process parts relevant to them and on task level jump into the application specific CBTs relevant to their specific part of the organization, which will lead to:
  - A massive decrease in training efforts for new users when joining the company or changing the job
  - A massive decrease in the need for delta-trainings into new applications for your existing user community (i.e. when changing from any legacy to SAP or from SAP R/3 to S/4HANA) as they are able to review and self-study the task specific before (legacy) / after (new system) situation repetitively and always again when required
- There will be no loss of (background) knowledge anymore with each new user generation as all (new) end-users are trained and provided with the documentation to the same efficient level of depth and (self-) training and studying

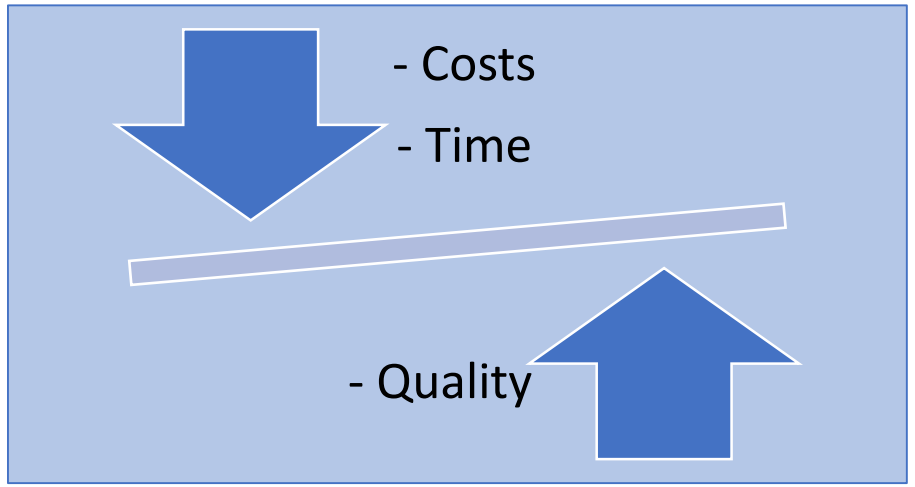
And imagine, what it will mean to your users community, if they are realizing, that ALL training and documentation for ALL different applications and releases they are using in different parts of the organization are following THE SAME SIMILAR approach and logic and do have THE SAME look and feel with your Business Process Management as the overlaying navigator

# What does is need to get it done

## Method and recommended tools to create a Value Increasing Documentation

# Why is structured state-of-the-art documentation approach integrating Process-, Application and Testing documentation the key?

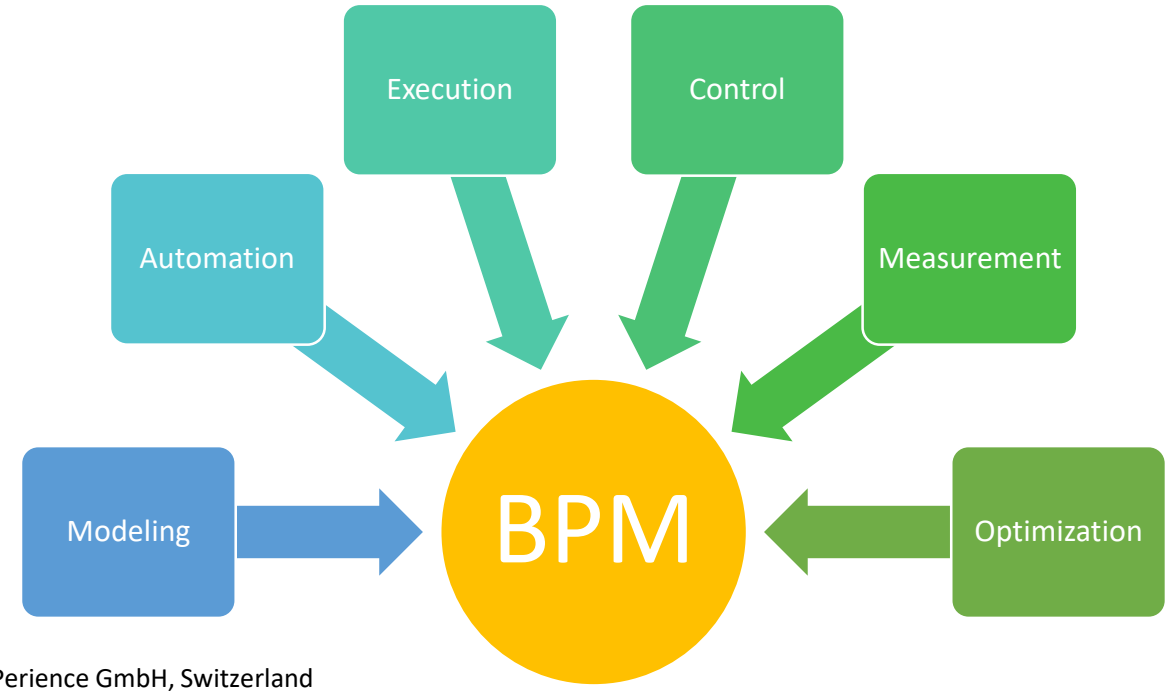
- It provides a central, standardized knowledge base, that is always up to date. Everyone is on the same level due to the lack of redundant documentation.
- A lot of time during the business day is spend with searching (e.g. forms or information) that could be used for more important tasks.
- The knowledge within the company is kept on a constantly increasing level. The risk of losing process- or application-knowledge if a trained employee leaves the company is minimized and newly joining colleges are trained on a similar or higher level like their predecessors.
- It allows a continuous improvement of the business processes integrating test- and documentation updates with the ones of system functions and processes



# What is BPM?

- BPM stands for **B**usiness **P**rocess **M**anagement
- It is a management concept to control, adjust and optimize business processes.
- It includes the integration of the processes into the company structure.

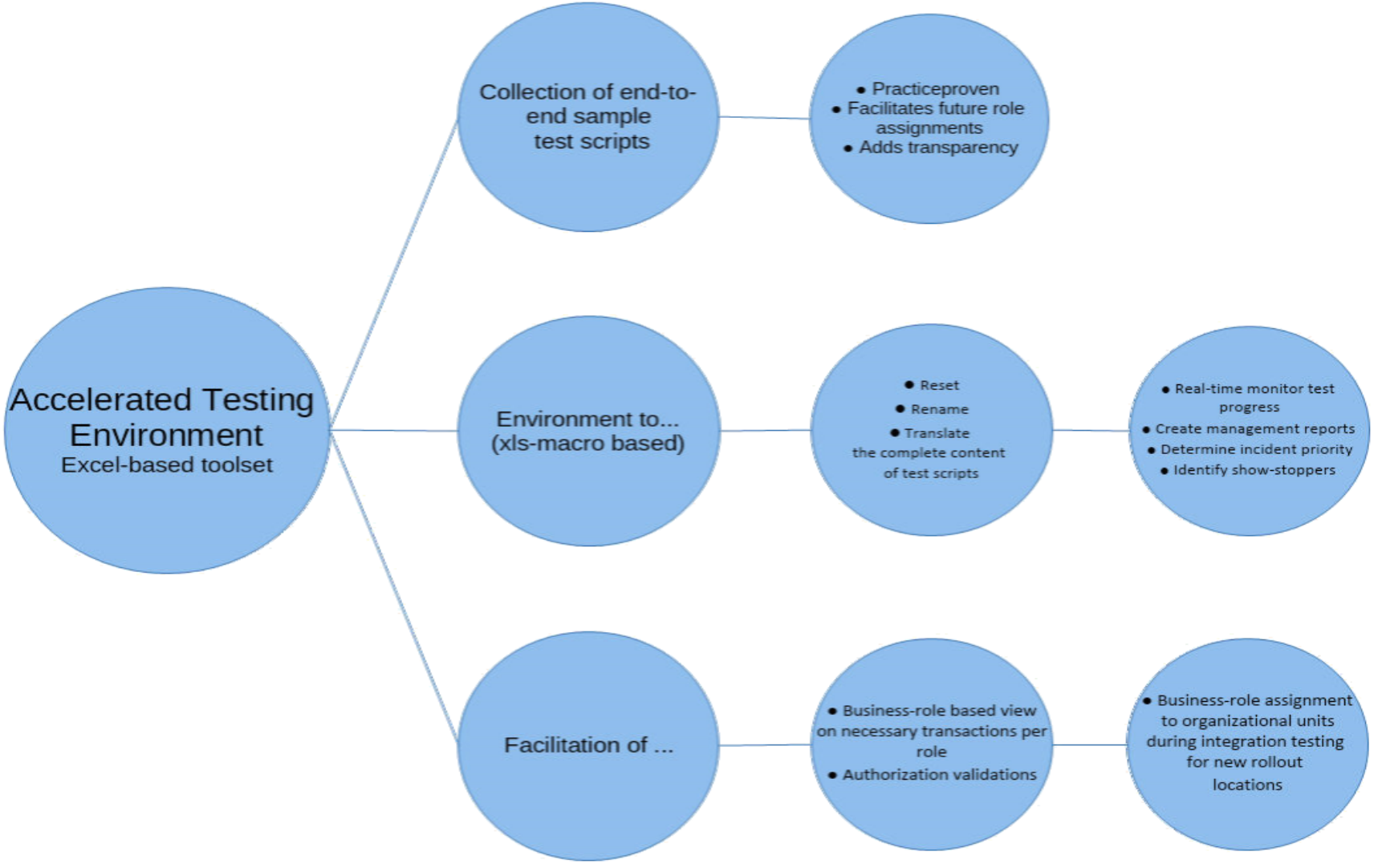
- It allows the company to become more agile and adapt to changes more easily.
- The BPM usually is maintained within a flow-tool like VISIO or BPM-Suite like i.e. ARIS, ViFlow or the Symbio Suite)
- SAP AG provides standard process flows inBPMN2 Format as of S/4 HANA Rel. 1809



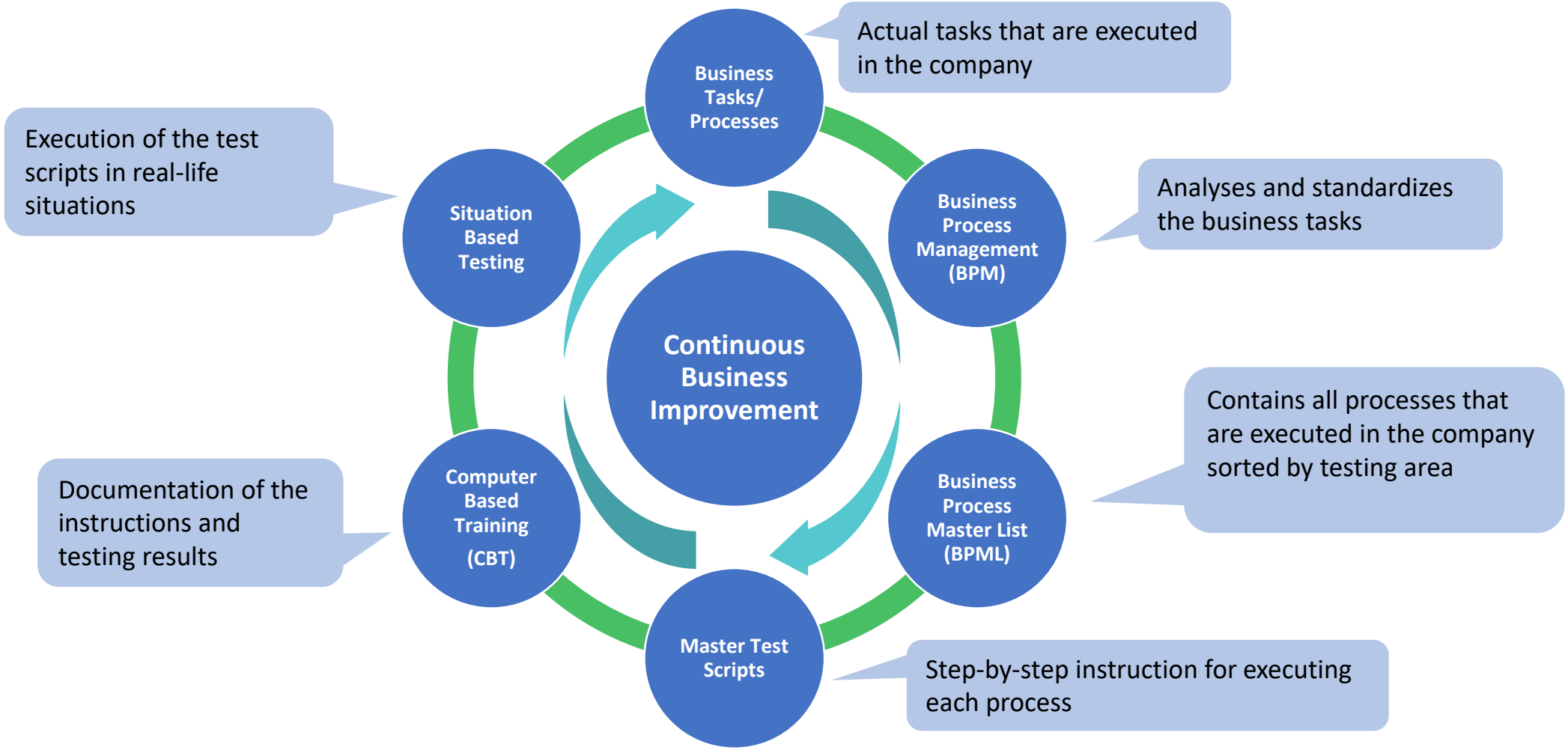
# What is CBT?

- CBT (**C**omputer **B**ased **T**raining) allows old and new employees to get the same knowledge, easy and all in one place.
- It is self-educating, which means a shorter time of training from colleagues is needed.
- Expensive trainings can be reduced. Once the knowledge is in the business, everyone can profit from it.
- The training doesn't necessarily need to be text based. There is also the possibility of video training or simulations.
- CBT's are created using a state-of-the-art CBT auditing software like SAP's enable now or datango (contact us for a demo & quotation)

# What is the “Accelerated Testing Environment” ?



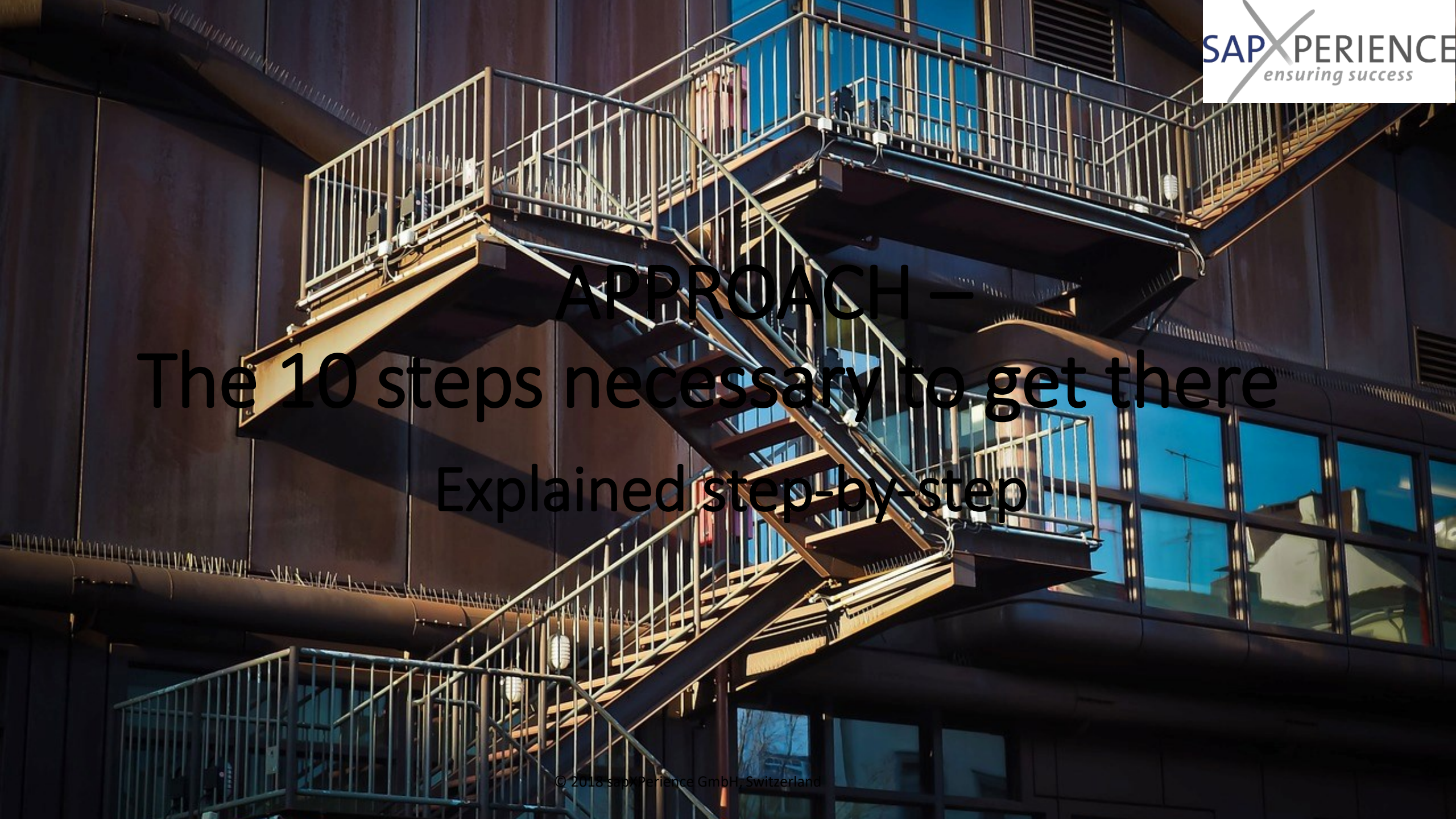

# Interrelations between the tools mentioned




If an error or an abnormal situation occurs in any of these steps, it can be corrected and the change influences the other steps. Therefore the business processes are always up-to-date.

# When is the rig


| Recommended | Optional |
| --- | --- |
| Start with documenting your current processes and application handling and profit from having a complete set of test scripts and up to 90% savings in delta trainings and when onboarding new employees | Use the HANA momentum. Use your S/4HANA implementation project to build up your documentation following the described approach in order to assure the best lifecycle Return-on-Investment and lowest Total-Cost-Of Ownership |



# APPROACH –
# The 10 steps necessary to get there
## Explained step-by-step

# Overview

| | |
|---|---|
| Step 1 | • Build the company specific process house with the BPM and define the process naming and numbering conventions |
| Step 2 | • Assign/map the e2e testing areas within the BPM process house |
| Step 3 | • Build the Business Process Master List (BPML) |
| Step 4 | • Create the Master-Test-Scripts for all e2e processes to be tested |
| Step 5 | • Combine Process-Steps to be executed in the applications into business tasks (sequence of steps to be executed by the same business-role at the same time) |
| Step 6 | • Create the repository of documentation containers for the CBTs |
| Step 7 | • Integrate the business tasks into the BPM process description |
| Step 8 | • Link from the business tasks in the BPM to the related CBTs |
| Step 9 | • Execute the master-test-scripts and record the CBTs per business task |
| Step 10 | • Create all to be tested process variants by replicating and adjusting the master-test-scripts and execute those (while recording additional CBTs, if specifically required) |

Step 1

# • Build the company specific process house with the BPM and define the process naming and numbering conventions

**What:**

- Describe the specific Business Process Model including organizational functions, business roles and organizational units as required for certifications
- Define important roles within the release procedure of processes (i.e. process owners) and naming conventions for the items that are created

**How:**

- Divide the business areas into process areas and within those break down the processes into the different business tasks to be executed
- Mark Business Tasks to be executed in any application with a specific shape (shapes may differ by application type like ERP, CAD, Office, but should not be application specific)

**Tool to be used:**

- Any BPM tool or better BPM suite – your existing one or evaluate a new one (you can refer to this overview provided in the www)

**Important principles:**

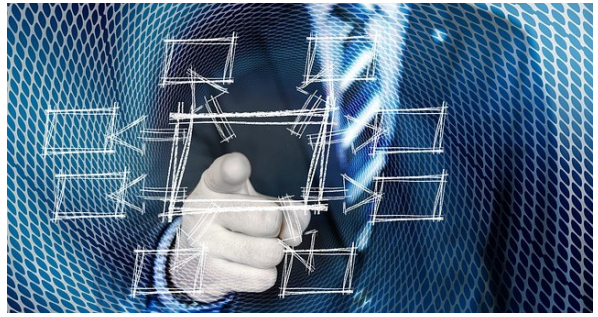
- Follow the common building principles and distinguish on the highest level between Management-, Value-Creating- and Supporting processes
- Make sure the lowest level of sub-processes (or business tasks) will remain application independent

**Starting with:**

- Either rework your existing process model according to these principles or build a new one starting with a common model

**Accelerators provided by sapXP:**

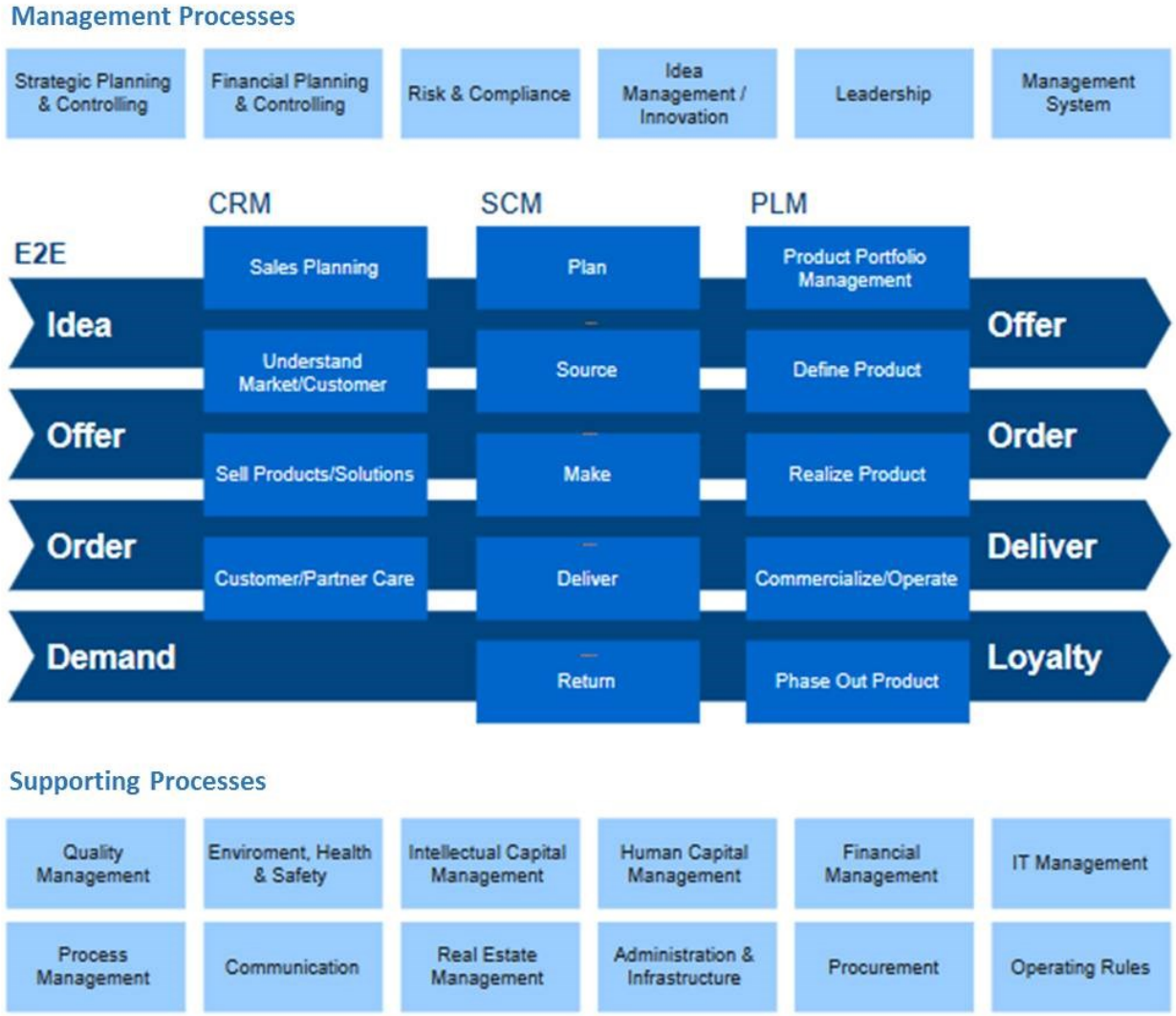
- Example proposals for definitions, naming conventions, business role models and basic process models



**Final result**

The company business process model is completely defined within the BPM Suite individually for each company.
→ It can serve as a process guidebook for certifications and trainings.

# Sample:
# Process-House within the in BPM System



Step 2

# • Assign/map the e2e testing areas within the BPM process house

**What:**

- In order to have a clearly defined start and end for each of the processes relevant for application, testing it is necessary to map or assign the application specific e2e process testing areas against the processes defined within the defined BPM process house

**How:**

- Assign the different e2e testing areas to the building blocks within the business model


**Tool to be used:**

- Can be documented within or even also outside the BPM-Suite

**Important principles:**

- Document the assignment in the field within the BPM-Tool that can be used for reporting
- Ensure that the assignment happens for all processes containing application supported business ta

**Starting with:**

- The defined business model (reworked to the principles according to step 1)

**Accelerators provided by sapXP:**

- Defined end-to-end testing areas with start/ end and definition/ description of the covered business functions
- Remote training and coaching sessions for those employees that are in duty to execute this step, i.e. BPM Auditor and Application Managers jointly

**Final result**

Transparency on the assignment of the different processes within the specific business model to the e2e testing areas

→ This will provide consistency when creating the e2e master test scripts

# End-to-End testing areas (ERP-System)

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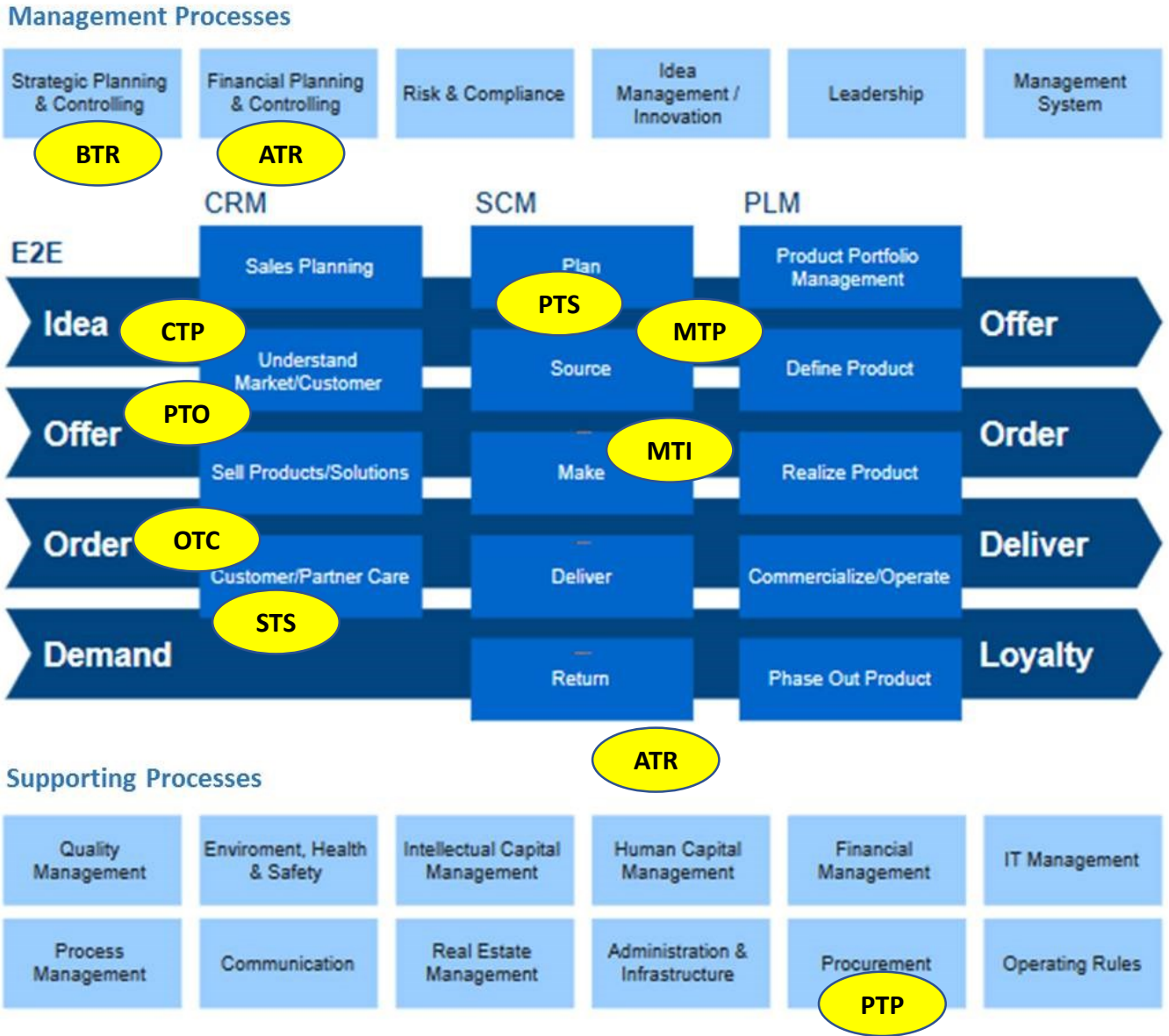
| End-to-End testing area | | START | END | DEFINITION | Support by SAP@Borger |
|---|---|---|---|---|---|
| BUDGET TO REPORT | BTR | Budget preparation | As-Is versus Budget analysis | Budget to Report encompasses all business functions necessary to identify, collect, measure, accumulate, analyse, interpret, and communicate cost information to accomplish the many objectives associated with control, decision making, planning, and reporting. | CO (-OM; -PA; PCA)<br>PC<br>SAP-BI |
| HIRE TO RETIRE | HTR | HR Budget | employee retired | Hire to Retire encompasses all Business functions necessary to plan for, hire, develop, assign, sustain, and separate personnel resources. | HR |
| ORDER TO CASH | OTC | Customer Inquiry | cleared customer item (FI) | Order to Cash encompasses all business functions necessary to accept and process customer orders for parts or machines. This includes such functions as managing customers, accepting orders, prioritization of orders, fulfilling orders, performing distributions, managing receivables, and managing cash | SD (-MD; -SLS; -SHP; -TR; -BIL; -EDI)<br>LE |
| MAKE TO INVENTORY | MIT | Mat. Requirement to be produced | produced finished good on stock | Make to Inventory encompasses all business functions to produce machines and parts. This includes process like make to order, make to stock, production supply or production order controlling. | PP (-SFC; -KAB; -REM)<br>QM |
| PROCURE TO PAY | PTP | Mat. Requirements To be procured (from MRP or other) | cleared vendor item (FI) | Procure to Pay encompasses all business functions necessary to obtain goods and services. This includes such functions as requirements identification, sourcing, contract management, purchasing, payment management, and receipt/debt management. | MM (-PUR; -EDI)<br>QM |
| PLAN TO STOCK | PTS | Sales Forecast | Material Requirements (from MRP) | Plan to Stock encompasses all functions around strategis, tactical and operational planning with all business scenarios. This area should ensure that all material is available at the right time with the right quantity. | PP (-MRP)<br>MM (-IM; -CBP)<br>WM |
| SERVICE TO SATISFACTION | STS | to be serviced item @ customer | Analysis on customer satisfaction | Service to Satisfaction encompasses all business functions necessary to determine service requirements from customers and execute measures to customer satisfaction. | CS |
| REQUEST TO RESOLUTION | RTR | to be serviced item @ ownAssets | maintained tools and assets | Request to Resolution ist the process of performing maintenance on materiel/assets requiring repair or complete rebuild of parts, assemblies, subassemblies, and end-items, including the manufacture of parts, modifications, testing, and reclamation as required. | PM |
| PROSPECT TO ORDER | PTO | qualified lead | customer inquiry | Prospect to Order encompasses all business functions necessary to generate and sustain sales by pursuing qualified leads, employing effective sales techniques, efficient order processing, maintaining customer relationships, and providing support functions to include service, personnel, and financial | SD-CAS<br>(SAP-CRM) |
| MARKET TO PROSPECT | MTP | Marketing measures | identified potential customer requirement (qualified lead) | Market to Prospect encompasses all business functions necessary to establish marketing plans, identify target markets, plan and define marketing campaigns, execute marketing campaigns, and evaluate the performance of marketing campaigns. | |
| CONCEPT TO PRODUCT | CTP | Idea | created master data required for production | Concept to Product encompasses all business functions necessary to effectively identify product needs, and plan and execute all necessary activities to bring a product from initial concept to full production. | PS<br>SAP-PLM? |
| ACCOUTING TO REPORT | ATR | Booking on financial Account | External Reporting | Accounting to Report encompasses all business functions necessary to plan, formulate, create, execute against and report on the budget and business activities of the entity. This includes updates to the general ledger. | FI |

# Mapping of typical ERP e2e testing areas to the process house

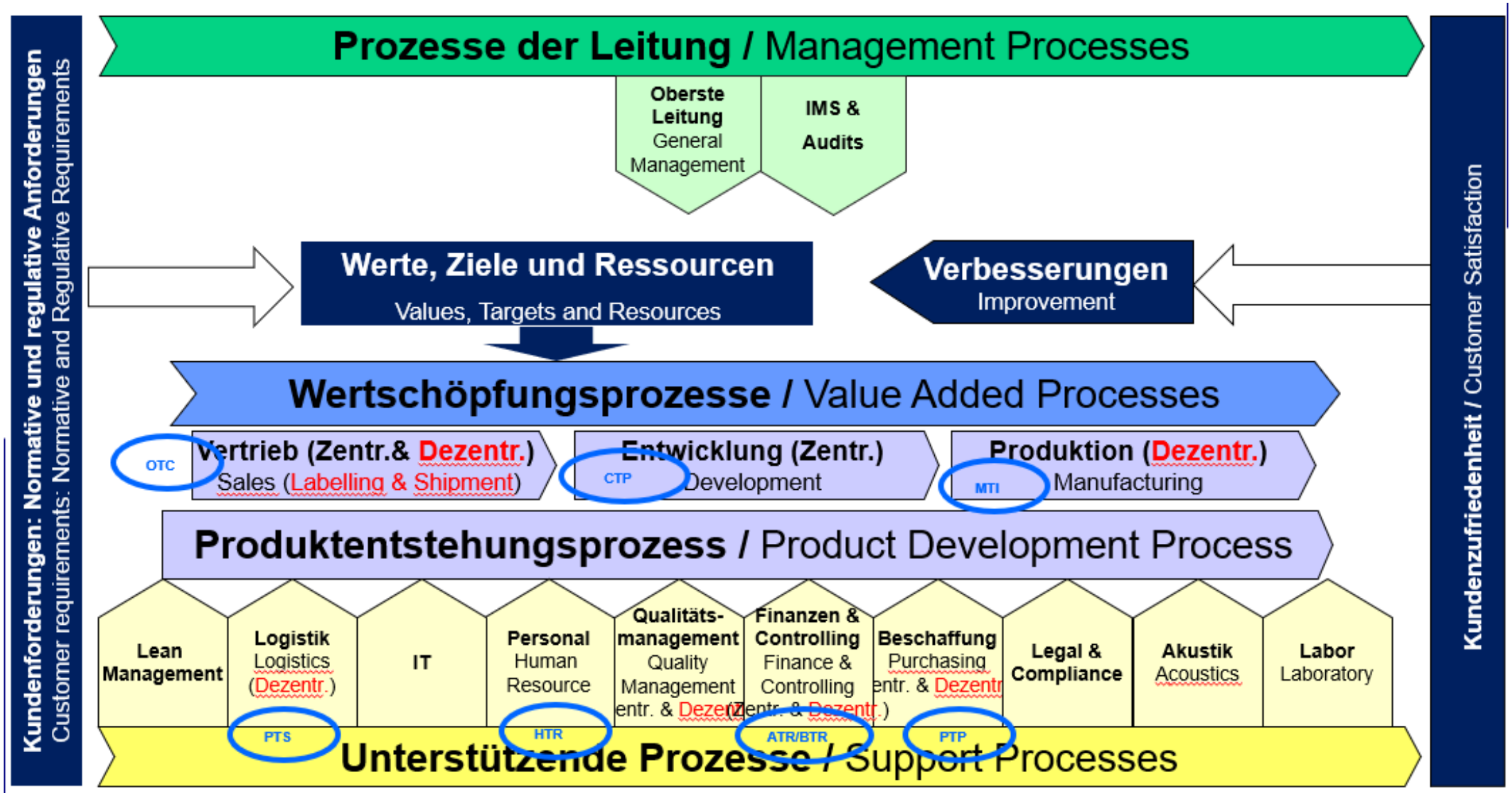
SAP XPERIENCE ensuring success

**ERP e2e testing areas**

| | |
|---|---|
| BUDGET TO REPORT | BTR |
| HIRE TO RETIRE | HTR |
| ORDER TO CASH | OTC |
| MAKE TO INVENTORY | MIT |
| PROCURE TO PAY | PTP |
| PLAN TO STOCK | PTS |
| SERVICE TO SATISFACTION | STS |
| REQUEST TO RESOLUTION | RTR |
| PROSPECT TO ORDER | PTO |
| MARKET TO PROSPECT | MTP |
| CONCEPT TO PRODUCT | CTP |
| ACCOUTING TO REPORT | ATR |



# Another mapping sample



Step 3

# • Build the Business Process Master List (BPML)

**What:**

- Mapping of the required application specific e2e application processes & variants (application specific terms) per e2e testing area against the different (market or customer driven) business processes/ occurrences within the company (business specific terms)

**How:**

- List all different real-life business processes/ occurrences required by the customers in the columns and provide one concrete typical real-life example (i.e. Customer/ material combination)
- List the different e2e testing areas as sub-header-lines in the rows; list the different application processes in use in the application system thereunder
- Within the matrix mark the valid combinations of business processes and application processes with a „x“

**Tool to be used:**

- BPML in MS-Excel

**Important principles:**

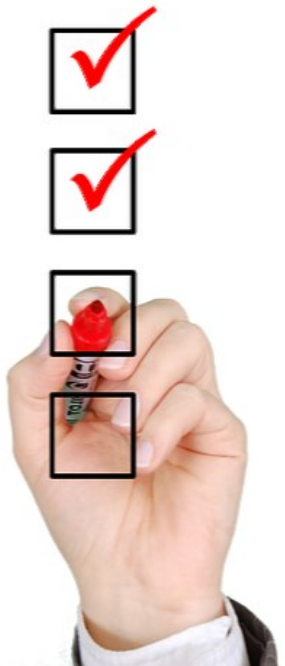
- No different processes should appear in the columns other than driven by the market or customers as they may create the need for additional application proce usage of different application processes disconnected from the customer interface is (i.e. discrete or repetitive manufacturing) up to the individual decision with company and thus not directly derived from any external influence

**Starting with:**

- Sample BPML
- Identified e2e testing areas to be addressed within the application

**Accelerators provided by sapXP:**

- Sample BPML
- Remote training and coaching sessions for those employees that are in duty to execute this step, i.e. Business Process Experts & Application Managers jointly



**Final result**

Complete list of to be used/ valid e2e handling variants within each occurring business process (customer perspective)

# Sample
# Business Process Master List (BPML) – Structure

| | Basic Business Process | Globale Festlegungen | Customer Projects | Sample | Einzelverkauf zu Einzelbestellur | Träger na Dagro (0046845, 43 | Regulärer LAB/FAB Prozess Oc | "Side shield" nach Volvo (006: | Regulärer LAB Prozess mit GTI | HTB hinten nach BOS (006992 | Regulärer PUS Prozess | Seitenwand nach GM Poland ( | Regulärer JIS Prozess mit PUS | KoMa & Ladeboden nach PSA | Regulärer Mengenabruf JIS | HTB Durchlade nach Audi (00 | JIS Abwicklung mit Perlenkette | HTB D4 nach Audi (0069415, | Lohnbearbeitung mit Beistellung | Macan SW nach Porsche (008 | Lieferabruf EDL | Macan Klappe nach Porsche ( | Regulärer LAB/FAB Prozess Fo | Koffermatte nach Ford (00808 | Regulärer LAB/FAB Prozess Fo | Koffermatte nach Ford FCSD | Regulärer LAB Prozess mit Zoll | F25 Klappe nach Borgers USA | Regulärer LAB Prozess mit BEL | F31 Halter nach BMW (00794 | Auslieferauftrag mit GM PUS | Nosnik B6 Combi nach Škoda | Auslieferauftrag mit ETI9 (inkl. C | Touran na Valeo (0074465, 45 | Auslieferauftrag mit RAN | Koffermatte nach Renault (008 | Streckengeschäftsauftrag mit Li | PES nach Feltex (0009596-03 | Werkzeugverkauf | Werkzeugverkauf | Dienstleistungsverkauf | Dienstleistungsverkauf | Muster + Erstmusterverkauf | Musterverkauf | Kundenretouren mit physischer | Kundenretouren mit physische | Kundenretouren ohne physische | Kundenretouren ohne physisc | Gut-/Lastschriften für Wertdiffer | Gut-/Lastschriften für Wertdiff | Gut-/Lastschriften für Mengendi | Gut-/Lastschriften für Mengen | Gut-/Lastschriften für Mengen- | Gut-/Lastschriften für Mengen |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **OTC** | **Order-to-Cash** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SA-OTC-010 | Sales Order Processing Materials | | | | X | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| SA-OTC-013 | Sales Order Processing Tools | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | | | | | |
| SA-OTC-016 | Sales Order Processing Services | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | | | |
| SA-OTC-020 | Third-party-orders / Drop shipments | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | X | | | | | X | | | | |
| SA-OTC-030 | scheduling agreement release (LAB only) | | | | | | | | X | | | | | | | | | | | | | | | | | | X | X | | | | | | | | | | | | | | | | | | |
| SA-OTC-030 | scheduling agreement release (only LAB / FAB) | | | | | X | | | | | | | | | | | | | | | | | X | X | | | | | | | | | | | | | | | | | | | | | | |

# Sample
# Business Process Master List (BPML) – Application Processes

| OTC | Order-to-Cash |
|---|---|
| SA-OTC-010 | Sales Order Processing Materials |
| SA-OTC-013 | Sales Order Processing Tools |
| SA-OTC-016 | Sales Order Processing Services |
| SA-OTC-020 | Third-party-orders / Drop shipments |
| SA-OTC-030 | scheduling agreement release (LAB only) |
| SA-OTC-030 | scheduling agreement release (only LAB / FAB) |
| SA-OTC-040 | scheduling agreement release with delivery order (PUS) |
| SA-OTC-040 | scheduling agreement release with delivery order (PUS-JIS) |
| SA-OTC-040 | scheduling agreement release  with JIT call (MAB-JIS) |
| SA-OTC-050 | Scheduling Agreements with consignment EDL |
| SA-OTC-060 | Scheduling Agreements with pearl necklace |
| SA-OTC-070 | Scheduling Agreements with subcontracting EDL |
| SA-OTC-080 | Scheduling Agreements with NLK time slice |
| SA-OTC-090 | Scheduling Agreements with inventory control VMI |
| SA-OTC-100 | Credit and debit-note processing |
| SA-OTC-100_01 | Credit and debit-note processing for value differences |
| SA-OTC-100_02 | Credit and debit-note processing for quantity differences |
| SA-OTC-100_03 | Credit and debit-note processing for quantity and value differences |
| SA-OTC-110 | Customer returns |

| BTR | Budget-to-Report |
|---|---|
| CO-BTR-010 | Product Costing |
| CO-BTR-020 | Investment Managment |
| CO-BTR-030 | Overhaed Management |
| CO-BTR-040 | Period end Closing |

| ATR | Accounting-to-Report |
|---|---|
| AC-ATR-010 | Asset Management |
| AC-ATR-020 | Accounts Payables |
| AC-ATR-030 | Accounts Receivable |
| AC-ATR-040 | Banks |
| AC-ATR-050 | General Ledger |
| AC-ATR-060 | Cash register |
| LO-ATR-070 | Physical inventory |

| MTI | Make-to-Inventory |
|---|---|
| ME-MTI-010 | Discrete manufacturing |
| ME-MTI-020 | Repetitive Manufacturing |
| ME-MTI-030 | Pre-Produciton in another plant |
| ME-MTI-040 | Joint production |
| ME-MTI-050 | KANBAN processing |
| ME-MTI-060 | Rework processing |
| ME-MIT-080 | Sample production |
| LO-MTI-005 | master data maintenance - warehouse management |
| LO-MTI-010 | Storage process goods receipt |
| LO-MTI-020 | internal replenishment |
| LO-MTI-030 | cross plant replenishment |
| LO-MTI-040 | cross plant replenishment (from central raw material storage) |
| LO-MTI-050 | corss plant returns |
| QM-MTI-020 | Management of blocked stock |
| QM-MTI-030 | inspection during production |
| QM-MTI-040 | process the Firewall |

| PTP | Procure-to-Pay |
|---|---|
| PR-PTP-010 | Purchase Request processing |
| PR-PTP-020 | Procurement into stock (Single purchase) |
| PR-PTP-040 | Procurement into consumption |
| PR-PTP-050 | Procurement of Services |
| PR-PTP-060 | Subcontract order processing |
| QM-PTP-010 | Returns processing |
| QM-PTP-020 | quality inspection for the receiving department |
| SC-PTP-010 | Procurement based on scheduling agreements and quotation (for production) |
| SC-PTP-010 | Procurement based on scheduling agreements (for production) |

| RTR | plant maintenance |
|---|---|
| PM-RTR-010 | preventative maintenance |
| PM-RTR-020 | repairs |

Step 4

# • Create the Master-Test-Scripts for all e2e application processes → Master test cases

**What:**

- Test-scripts are showing the sequence of the steps to be performed within the application including the assigned business role and the to be used master data during test execution

**How:**

- For each row in the BPML at least one test script is created starting with the templates and sample scripts provided by us

**Tool to be used:**

- The most pragmatic way to document and manage testing is to use the MS-Excel based test-scripts and testing environment provided by sapXP. Please refer to the respective amendment in this presentation for further details.

**Important principles:**

- Test-scripts can be finally completed and adjusted during the test-runs, thus it is not necessary to try to create a 100% solution initially; a good, almost complete, even rough first draft is fine for the beginning

**Starting with:**

- Test-script samples

**Accelerators provided by sapXP:**

- sapXP accelerated testing environment – an Excel based toolset consisting of:
  - A collection of end-to-end sample-test-scripts proven in practice and which is facilitating the future role assignment within the organization and thus also brings transparency into the required organizational change
  - An environment to reset, rename and translate the complete content of the test scripts (xls-macro based; facilitating central repositories and different translation methods
  - An environment to real-time monitor test-progress, create management reports and identify show-stopping incidents (xls-macro based)
- Remote training and coaching sessions for those employees that are in duty to execute this step, i.e. Business Process Experts & Application Managers jointly

**Final result:**

With the finalization of the master test scripts a starting point for a first integration test run is created

→ It is recommended to completely run through this test in order to verify the correctness and completeness of the scripts created or adjust them accordingly before replicating errors into the test-variant scripts (see step 10)

# Sample
# Test script

| | |
|---|---|
| **End-to-End** | **Make-To-Inventory** |
| **Function group** | PP |
| **Test case** | ME-MTI-010_01_EN_Discrete Manufacturing_HU |
| **Reponsible** | |
| **Status Date** | 15.07.2016 |

| **Analysis steps** | | |
|---|---|---|
| Overall | 16 | |
| E - Successful | 0 | 0% |
| U - Unclear | 0 | 0% |
| F - Fault | 0 | 0% |
| O - Open | 16 | 100% |

| Team | Step Number | Business Role | Process Step | Test Data | TCODE | Document created | Status | Tested by |
|---|---|---|---|---|---|---|---|---|
| MTI | ME-MTI-010-16-01 | 104 - Operation planner | Check work center | Tested: Plant XX01; Workplace: 7500A25; 7500A45; | CR03 | | o | |
| MTI | ME-MTI-010-16-02 | 104 - Operation planner | Check routing | Tested: Plant XX01; Material 10003967 | CA03 | | o | |
| MTI | ME-MTI-010-16-03 | 104 - Operation planner | Check material BOM | Tested: Plant XX01; Material 10003967 | CS03 | | o | |
| MTI | ME-MTI-010-16-04 | 104 - Operation planner | Check production versions | Tested: Plant XX01; Material 10003967 | MM03 | | o | |
| MTI | ME-MTI-010-16-05 | 104 - Operation planner | Material master work scheduling - view | Tested: Plant XX01; Material 10003967 | MM02 | | o | |
| MTI | ME-MTI-010-16-06 | 104 - Operation planner | Check palletization data material master, these data are used in the transport order | Tested: Plant XX01; Material 10003967 | MM02 | | o | |
| MTI | ME-MTI-010-16-07 | 104 - Operation planner | Check packing instruction | Tested: Plant XX01; Material 10003967 | POP3 | | o | |
| MTI | ME-MTI-010-16-08 | 104 - Operation planner | Packing instruction - check determination record | Tested: Plant XX01; Material 10003967 | POF3 | | o | |
| MTI | ME-MTI-010-16-09 | 105 - Production planner | MRP Single-Item, Multi-Level | Tested: Plant XX01; Material 10003967 | MD02 | | o | |
| MTI | ME-MTI-010-16-10 | 105 - Production planner | Convert planned order in production order | Tested: Plant XX01; Material 10003967 | MD04 | | o | |
| MTI | ME-MTI-010-16-11 | 106 - Shift-Leader | Print order PrOrd-paper | Tested: Plant XX01; Material 10003967 | CO02 | | o | |
| MTI | ME-MTI-010-16-12 | 107 - Production worker | Confirm operation with the new transaction on the scanner | Movement: XX01; Material 10003967; RM No: 258123 | YRFPP01 | | o | |
| MTI | ME-MTI-010-16-13 | 107 - Production worker | Print HU - Label | | YRFPP01 | | o | |
| MTI | ME-MTI-010-16-14 | 107 - Production worker | Confirmation scrap | Movement: XX01; Material 10003967; RM No: 258123 | YRFPP01 | | o | |
| MTI | ME-MTI-010-16-15 | 105 - Production planner | Complete order | Movement: XX01; Material 10003967; | COOIS | | o | |
| MTI | ME-MTI-010-16-16 | 105 - Production planner | Check goods movements | Movement: XX01; Material 10003967; | COGI | | o | |

# Sample
# Repository of master test scripts

- Txxx-ME-MTI-010_01_EN_Discrete Manufacturing_HU.xlsx
- Txxx-ME-MTI-020_01_EN_Repetitive Manufacturing.xlsx
- Txxx-ME-MTI-040_01_EN_Processing Set Tools.xlsx
- Txxx-ME-MTI-050_01_EN_KANBAN-Processing.xlsx
- Txxx-ME-MTI-060_01_EN_Rework processing_HU.xlsx
- Txxx-ME-MTI-080_01_EN_Samples_Production.xlsx
- Txxx-ME-MTI-090_01_EN_MIN_MAX_PVB.xlsx
- Txxx-PM-RTR-010-001_EN_preventive maintenance.xlsx
- Txxx-PM-RTR-010-003_EN_other measures.xlsx
- Txxx-PM-RTR-010-004_EN_Investments.xlsx
- Txxx-PM-RTR-020-002_EN_Repairs.xlsx
- Txxx-PM-RTR-050-001_EN-_Reporting.xlsx
- Txxx-PM-RTR-060-001_EN_Master_Data.xlsx
- Txxx-PR-PTP-020_01_EN_Procurement to Stock (Single Purchase)_Vendor outside EU.xlsx
- Txxx-PR-PTP-020_02_EN_Procurement to Stock (Single Purchase) of EU-Vendors.xlsx
- Txxx-PR-PTP-040_01_EN_Procurement into Consumption.xlsx
- Txxx-PR-PTP-050_01_EN_Procurement of Services.xlsx
- Txxx-QM-MD-001_01_EN_Master Data.xlsx
- Txxx-QM-MD-002_01_EN_Inspection Plan_GR.xlsx
- Txxx-QM-MD-003_01_EN_Inspection Plan_Production.xlsx
- Txxx-QM-MD-004_01_EN_Master Data for Test Equipment.xlsx
- Txxx-QM-MTI-020_01_EN_Management of the Blocked Stock.xlsx
- Txxx-SA-OTC-016_01_EN_Service Sale.xlsx
- Txxx-SA-OTC-020_01_EN_Third-Party Order Processing.xlsx
- Txxx-SA-OTC-030_03_EN_Scheduling Agreement Releases (only LAB) - Odette.xlsx
- Txxx-SA-OTC-030_05__EN_Sales of ROH (Return Transfers).xlsx
- Txxx-SA-OTC-035_01_EN_Scheduling Agreement Releases (LABFAB) - Odette.xlsx
- Txxx-SA-OTC-040_01_EN_Scheduling Agreement Releases with Delivery Order (PUS) - GM GTL.xlsx
- Txxx-SA-OTC-050_01_EN_Delivery Schedule with Consignment EDL.xlsx
- Txxx-SA-OTC-070_01_EN_Delivery Schedule with Subcontracting EDL.xlsx
- Txxx-SA-OTC-100_03_EN_Credit and Debit Memos for Quantity and Value Variances.xlsx
- Txxx-SA-OTC-110_01_EN_Customer Returns with physical goods return.xlsx
- Txxx-SA-OTC-110_02_EN_Preference Determination.xlsx
- Txxx-SC-PTP-010_01_EN_Procurement Using Scheduling Agreements (for production).xlsx
- Txxx-SC-PTP-010_01_EN_Procurement Using Scheduling Agreements and Quota Arrangement (for production).xlsx
- Txxx-AC-ATR-020-01_EN_Accounts Payable.xlsx
- Txxx-AC-ATR-030-01_EN_Accounts Receivable.xlsx
- Txxx-AC-ATR-040-01_EN_Bank Accounting.xlsx
- Txxx-AC-ATR-050-01_EN_General Ledger Accounting_DE.xlsx
- Txxx-AC-ATR-060-01_EN_Cash Journal.xlsx
- Txxx-CO-BTR-010_01_EN_Product Costing.xlsx
- Txxx-CO-BTR-020_01_EN_Invest Management.xlsx
- Txxx-CO-BTR-030_01_EN_Overhead Cost Controlling.xlsx
- Txxx-CO-BTR-040_01_EN_Period-End Closing Controlling.xlsx
- Txxx-LO-ATR-070_01_EN_Physical Inventory_IM.xlsx
- Txxx-LO-ATR-070_02_EN_Inventory_WM.xlsx
- Txxx-LO-MTI-010_01_EN_Putaway Process Goods Receipt_BORGR_1.xlsx

Step 5

# • Combine Process-Steps to be executed in the applications into business tasks

**What:**

- Within this step the logical connection between the application and the BPM documentation is defined by combining the steps executed within the application into business tasks which are represented within the BPM documentation

**How:**

- The created test scripts are simplified (and verified within a first test-run) and can use a very simple approach at a first attempt: ALL APPLICATION STEPS WHICH ARE EXCECUTED BY THE SAME PERSON (BUSINESS ROLE) IN A SEQUENCE AT THE SAME TIME CAN BE COMBINED INTO A BUSINESS TASK THAT IS REPRESENTED IN THE BPM

**Tool to be used:**

- MS-Excel based test scripts. If sapXP's accelerated testing environment is in use, a view can be created and used across all test scripts created so far

**Important principles:**

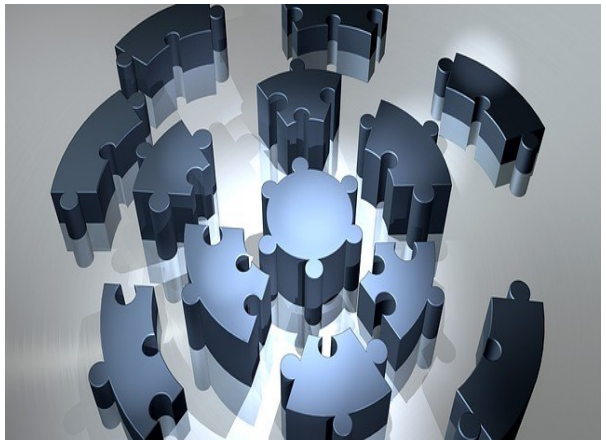
- Do not name a business tasks within the BPM with an application specific term in order to remain on an application independent level within the BPM documentation

**Starting with:**

- Test scripts created (and verified within a first test-run)

**Accelerators provided by sapXP:**

- Accelerated testing environment
- Remote training and coaching sessions for those employees that are in duty to execute this step, i.e. Business Process Experts & Application Managers jointly



**Final result**

Upon finalization of this step a complete inventory/mapping of the steps to be executed within the application against the related business tasks within the BPM system is created. As in our system the business tasks are also defining the names of the related documentation containers, wherein the related CBT's for handling the tasks in the different applications can be found, the involved employees can work simultaneously from now on:

The QM-Department to complete the BPM documentation (Step 6) (including links to the related documentation containers from each business task (Step 7 & 9) and the key-users to run tests, create the CBTs for all involved transactions and systems and fill the documentation containers (step 8)

# Sample
# Combine Process-Steps

| Team | Step Number | Business Role | Process Step | Test Data | TCODE |
|---|---|---|---|---|---|
| MTI | ME-MTI-010-16-01 | 104 - Operation planner | Check work center | Tested: Plant XX01; Workplace: 7500A25; 7500A45; | CR03 |
| MTI | ME-MTI-010-16-02 | 104 - Operation planner | Check routing | Tested: Plant XX01; Material 10003967 | CA03 |
| MTI | ME-MTI-010-16-03 | 104 - Operation planner | Check material BOM | Tested: Plant XX01; Material 10003967 | CS03 |
| MTI | ME-MTI-010-16-04 | 104 - Operation planner | Check production versions | Tested: Plant XX01; Material 10003967 | MM03 |
| MTI | ME-MTI-010-16-05 | 104 - Operation planner | Material master work scheduling - view | Tested: Plant XX01; Material 10003967 | MM02 |
| MTI | ME-MTI-010-16-06 | 104 - Operation planner | Check palletization data material master, these data are used in the transport order | Tested: Plant XX01; Material 10003967 | MM02 |
| MTI | ME-MTI-010-16-07 | 104 - Operation planner | Check packing instruction | Tested: Plant XX01; Material 10003967 | POP3 |
| MTI | ME-MTI-010-16-08 | 104 - Operation planner | Packing instruction - check determination record | Tested: Plant XX01; Material 10003967 | POF3 |
| MTI | ME-MTI-010-16-09 | 105 - Production planner | MRP Single-Item, Multi-Level | Tested: Plant XX01; Material 10003967 | MD02 |
| MTI | ME-MTI-010-16-10 | 105 - Production planner | Convert planned order in production order | Tested: Plant XX01; Material 10003967 | MD04 |
| MTI | ME-MTI-010-16-11 | 106 - Shift-Leader | Print order PrOrd-paper | Tested: Plant XX01; Material 10003967 | CO02 |
| MTI | ME-MTI-010-16-12 | 107 - Production worker | Confirm operation with the new transaction on the scanner | Movement: XX01; Material 10003967; RM No: 258123 | YRFPP01 |
| MTI | ME-MTI-010-16-13 | 107 - Production worker | Print HU - Label | | YRFPP01 |
| MTI | ME-MTI-010-16-14 | 107 - Production worker | Confirmation scrap | Movement: XX01; Material 10003967; RM No: 258123 | YRFPP01 |
| MTI | ME-MTI-010-16-15 | 105 - Production planner | Complete order | Movement: XX01; Material 10003967; | COOIS |
| MTI | ME-MTI-010-16-16 | 105 - Production planner | Check goods movements | Movement: XX01; Material 10003967; | COGI |

Packing the steps into 5 to be distinguished business tasks (also our CBT documentation containers):

1. Check production master data
2. Execute production planning
3. Prepare production execution
4. Confirm production
5. Finalize production order

Step 6

# • Create the repository of documentation containers for the CBTs

**What:**

- In order to allow to link from each business task to the relevant CBTs of the respective application create a separate folder for each business task within the repository system used to store the CBTs

**How:**

- Create folders on the lowest level using the defined names of the business-tasks as folder names; the overlaying high structure could be created i.e. in accordance with the key-user areas responsible for the CBT creation and maintenan

**Tool to be used:**

- Any repository-system (Recommendation: Use a system which allows the folder links by using URL-adresses)

**Important principles:**

- Make sure the system created is extendable for future changes
- If it looks reasonable, allow to combine succeeding business tasks with few transactions only into one folder

**Starting with:**

- The identified business tasks and the defined overlaying structure

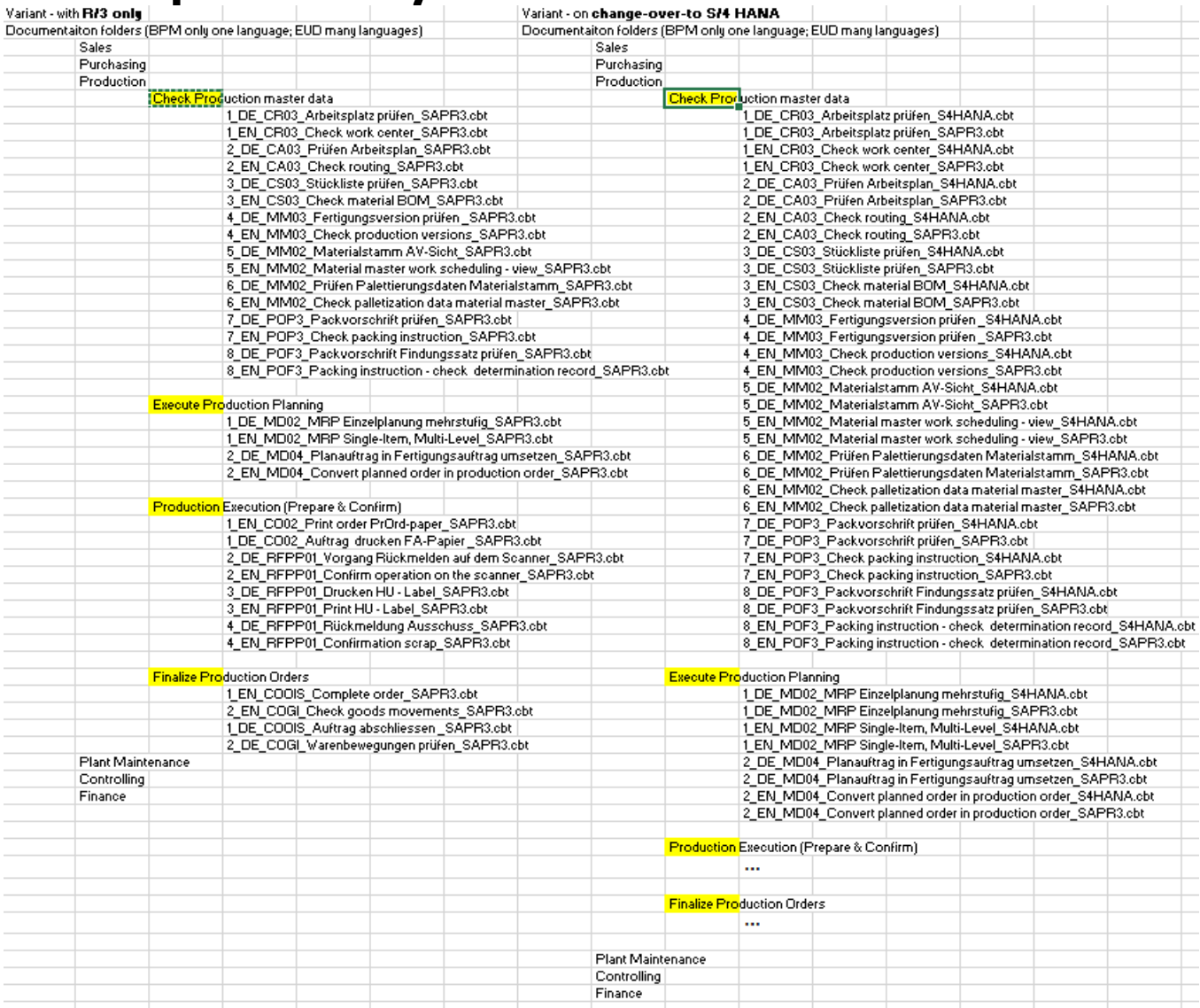
**Accelerators provided by sapXP:**

- Remote training and coaching sessions for those employees that are in duty to execute this step, i.e. Business Process & Application Managers jointly

**Final result**

Documentation containers (folders) are created and prepared to be filled with the CBTs for all identified business tasks

# Sample
# Repository structure of CBTs



Variant - with **R/3 only**
Documentaiton folders (BPM only one language; EUD many languages)

- Sales
- Purchasing
- Production
  - Check Production master data
    - 1_DE_CR03_Arbeitsplatz prüfen_SAPR3.cbt
    - 1_EN_CR03_Check work center_SAPR3.cbt
    - 2_DE_CA03_Prüfen Arbeitsplan_SAPR3.cbt
    - 2_EN_CA03_Check routing_SAPR3.cbt
    - 3_DE_CS03_Stückliste prüfen_SAPR3.cbt
    - 3_EN_CS03_Check material BOM_SAPR3.cbt
    - 4_DE_MM03_Fertigungsversion prüfen _SAPR3.cbt
    - 4_EN_MM03_Check production versions_SAPR3.cbt
    - 5_DE_MM02_Materialstamm AV-Sicht_SAPR3.cbt
    - 5_EN_MM02_Material master work scheduling - view_SAPR3.cbt
    - 6_DE_MM02_Prüfen Palettierungsdaten Materialstamm_SAPR3.cbt
    - 6_EN_MM02_Check palletization data material master_SAPR3.cbt
    - 7_DE_POP3_Packvorschrift prüfen_SAPR3.cbt
    - 7_EN_POP3_Check packing instruction_SAPR3.cbt
    - 8_DE_POF3_Packvorschrift Findungssatz prüfen_SAPR3.cbt
    - 8_EN_POF3_Packing instruction - check determination record_SAPR3.cbt
  - Execute Production Planning
    - 1_DE_MD02_MRP Einzelplanung mehrstufig_SAPR3.cbt
    - 1_EN_MD02_MRP Single-Item, Multi-Level_SAPR3.cbt
    - 2_DE_MD04_Planauftrag in Fertigungsauftrag umsetzen_SAPR3.cbt
    - 2_EN_MD04_Convert planned order in production order_SAPR3.cbt
  - Production Execution (Prepare & Confirm)
    - 1_EN_CO02_Print order PrOrd-paper_SAPR3.cbt
    - 1_DE_CO02_Auftrag drucken FA-Papier _SAPR3.cbt
    - 2_DE_RFPP01_Vorgang Rückmelden auf dem Scanner_SAPR3.cbt
    - 2_EN_RFPP01_Confirm operation on the scanner_SAPR3.cbt
    - 3_DE_RFPP01_Drucken HU - Label_SAPR3.cbt
    - 3_EN_RFPP01_Print HU - Label_SAPR3.cbt
    - 4_DE_RFPP01_Rückmeldung Ausschuss_SAPR3.cbt
    - 4_EN_RFPP01_Confirmation scrap_SAPR3.cbt
  - Finalize Production Orders
    - 1_EN_COOIS_Complete order_SAPR3.cbt
    - 2_EN_COGI_Check goods movements_SAPR3.cbt
    - 1_DE_COOIS_Auftrag abschliessen _SAPR3.cbt
    - 2_DE_COGI_Warenbewegungen prüfen_SAPR3.cbt
- Plant Maintenance
- Controlling
- Finance

Variant - on **change-over-to S/4 HANA**
Documentaiton folders (BPM only one language; EUD many languages)

- Sales
- Purchasing
- Production
  - Check Production master data
    - 1_DE_CR03_Arbeitsplatz prüfen_S4HANA.cbt
    - 1_DE_CR03_Arbeitsplatz prüfen_SAPR3.cbt
    - 1_EN_CR03_Check work center_S4HANA.cbt
    - 1_EN_CR03_Check work center_SAPR3.cbt
    - 2_DE_CA03_Prüfen Arbeitsplan_S4HANA.cbt
    - 2_DE_CA03_Prüfen Arbeitsplan_SAPR3.cbt
    - 2_EN_CA03_Check routing_S4HANA.cbt
    - 2_EN_CA03_Check routing_SAPR3.cbt
    - 3_DE_CS03_Stückliste prüfen_S4HANA.cbt
    - 3_DE_CS03_Stückliste prüfen_SAPR3.cbt
    - 3_EN_CS03_Check material BOM_S4HANA.cbt
    - 3_EN_CS03_Check material BOM_SAPR3.cbt
    - 4_DE_MM03_Fertigungsversion prüfen _S4HANA.cbt
    - 4_DE_MM03_Fertigungsversion prüfen _SAPR3.cbt
    - 4_EN_MM03_Check production versions_S4HANA.cbt
    - 4_EN_MM03_Check production versions_SAPR3.cbt
    - 5_DE_MM02_Materialstamm AV-Sicht_S4HANA.cbt
    - 5_DE_MM02_Materialstamm AV-Sicht_SAPR3.cbt
    - 5_EN_MM02_Material master work scheduling - view_S4HANA.cbt
    - 5_EN_MM02_Material master work scheduling - view_SAPR3.cbt
    - 6_DE_MM02_Prüfen Palettierungsdaten Materialstamm_S4HANA.cbt
    - 6_DE_MM02_Prüfen Palettierungsdaten Materialstamm_SAPR3.cbt
    - 6_EN_MM02_Check palletization data material master_S4HANA.cbt
    - 6_EN_MM02_Check palletization data material master_SAPR3.cbt
    - 7_DE_POP3_Packvorschrift prüfen_S4HANA.cbt
    - 7_DE_POP3_Packvorschrift prüfen_SAPR3.cbt
    - 7_EN_POP3_Check packing instruction_S4HANA.cbt
    - 7_EN_POP3_Check packing instruction_SAPR3.cbt
    - 8_DE_POF3_Packvorschrift Findungssatz prüfen_S4HANA.cbt
    - 8_DE_POF3_Packvorschrift Findungssatz prüfen_SAPR3.cbt
    - 8_EN_POF3_Packing instruction - check determination record_S4HANA.cbt
    - 8_EN_POF3_Packing instruction - check determination record_SAPR3.cbt
  - Execute Production Planning
    - 1_DE_MD02_MRP Einzelplanung mehrstufig_S4HANA.cbt
    - 1_DE_MD02_MRP Einzelplanung mehrstufig_SAPR3.cbt
    - 1_EN_MD02_MRP Single-Item, Multi-Level_S4HANA.cbt
    - 1_EN_MD02_MRP Single-Item, Multi-Level_SAPR3.cbt
    - 2_DE_MD04_Planauftrag in Fertigungsauftrag umsetzen_S4HANA.cbt
    - 2_DE_MD04_Planauftrag in Fertigungsauftrag umsetzen_SAPR3.cbt
    - 2_EN_MD04_Convert planned order in production order_S4HANA.cbt
    - 2_EN_MD04_Convert planned order in production order_SAPR3.cbt
  - Production Execution (Prepare & Confirm)
    - ...
  - Finalize Production Orders
    - ...
- Plant Maintenance
- Controlling
- Finance

Step 7

# • Integrate the business tasks into the BPM process description

**What:**

- Make sure all identified application related business tasks are represented within the BPM System

**How:**

- Compare, if the business tasks, identified within the test scripts, are represented with the correct role assignment and in the corr within the BPM
- Create an application documentation link to the respective folder in the CBT repository system where the folder name equals the name

**Tool to be used:**

- The BPM tool or better BPM suite in use

**Important principles:**

- Standardize the naming
- Use the same set of roles which has been used within the test scripts; align upfront with the role-master-file in the Accelerated te environment
- Prevent redundancy caused by having the same sequence of business tasks in different test scripts
- Recommended: use different shape colors within your BPM for the different application-types (i.e. ERP, CAD) to have a more clea

**Starting with:**

- The process house within the BPM system

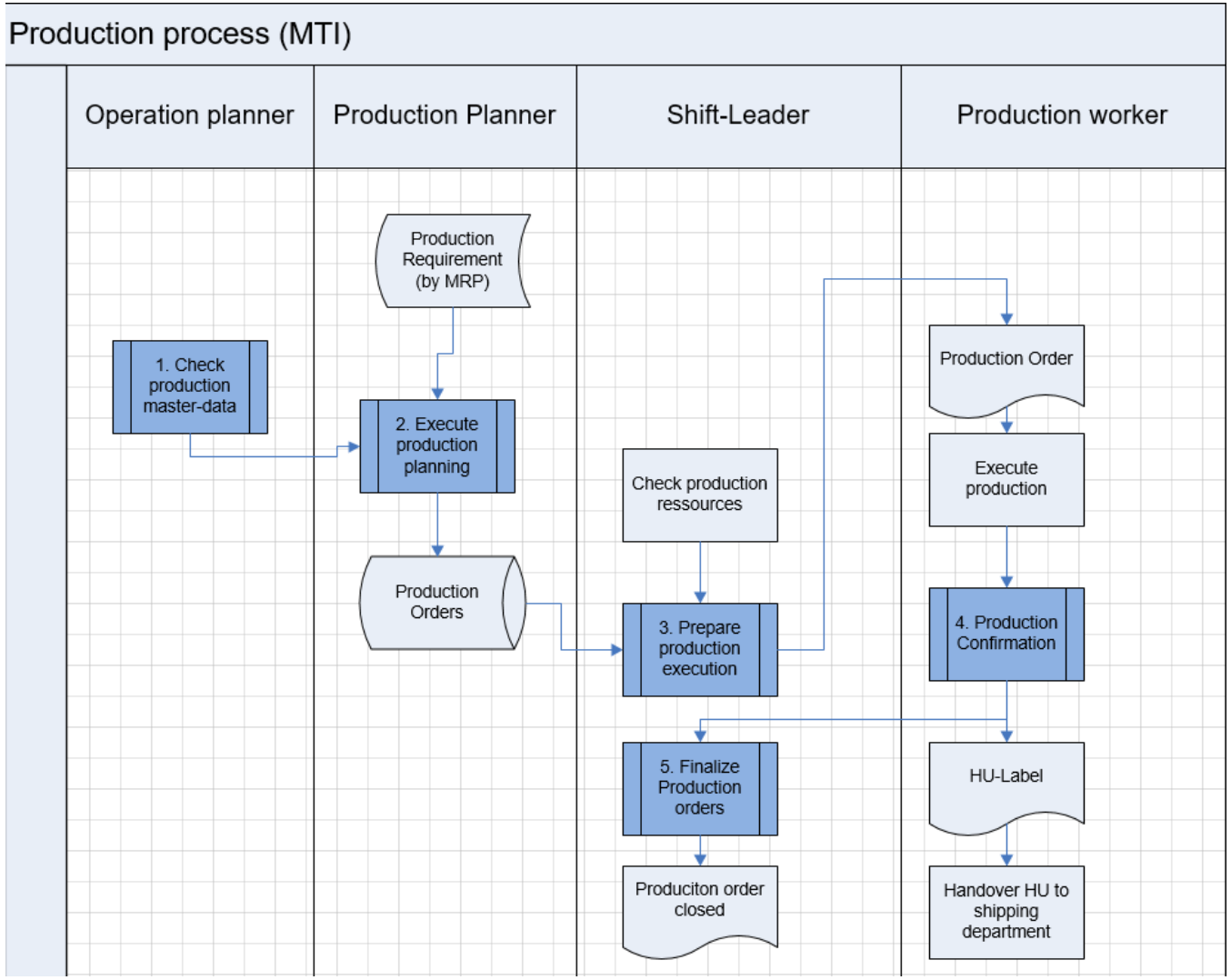
**Accelerators provided by sapXP:**

- Remote training and coaching sessions for those employees that are in duty to execute this step, i.e. Quality Manager responsible to maintain the BPM jointly

**Final result**

Complete and consistent representation of all identified business tasks within the BPM system

# Sample
# Business tasks in Process Flow



Step 8

# • Link from the business tasks in the BPM to the related CBTs

**What:**

- Link all business tasks in the BPM to the related documentation container (folder) in the repository system of the CBTs

**How:**

- If not already completed in step 6, insert the link to the respective folder in your BPM

**Tool to be used:**

- The BPM tool or better BPM suite in use

**Important principles:**

- Make sure ALL application specific business tasks within the BPM are linked to the respective folders holding the application documentation

**Starting with:**

- Verification of links in the BPM

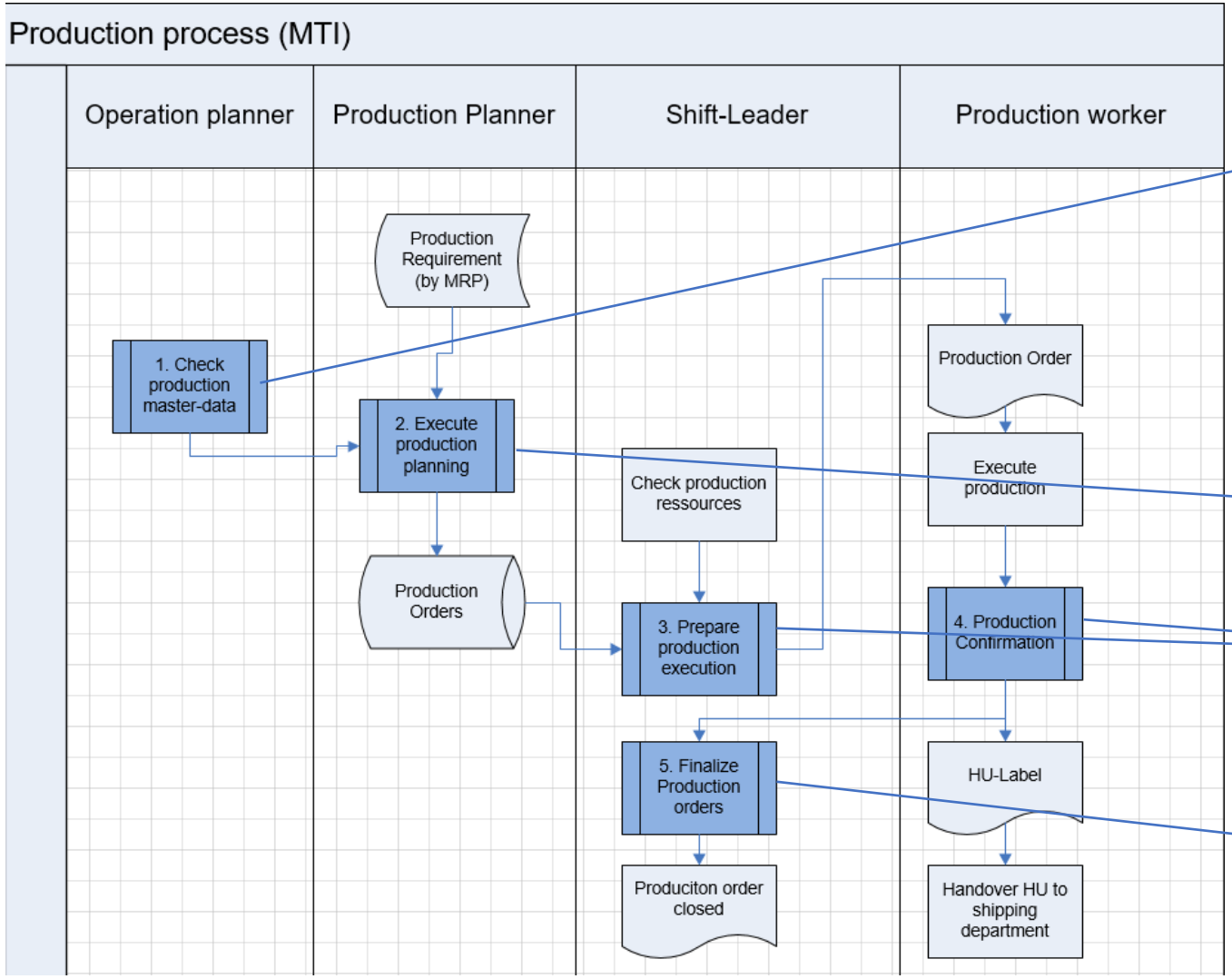
**Accelerators provided by sapXP:**

- None

**Final result**

All application specific business tasks in the BPM are linked to the related documentation containers (folders) in the repository system of the CBTs

# Sample
# Business tasks in Process Flow




Sales
Purchasing
Production
Check Production master data
1_DE_CR03_Arbeitsplatz prüfen_SAPR3.cbt
1_EN_CR03_Check work center_SAPR3.cbt
2_DE_CA03_Prüfen Arbeitsplan_SAPR3.cbt
2_EN_CA03_Check routing_SAPR3.cbt
3_DE_CS03_Stückliste prüfen_SAPR3.cbt
3_EN_CS03_Check material BOM_SAPR3.cbt
4_DE_MM03_Fertigungsversion prüfen_SAPR3.cbt
4_EN_MM03_Check production versions_SAPR3.cbt
5_DE_MM02_Materialstamm AV-Sicht_SAPR3.cbt
5_EN_MM02_Material master work scheduling - view_SAPR
6_DE_MM02_Prüfen Palettierungsdaten Materialstamm_SA
6_EN_MM02_Check palletization data material master_SAP
7_DE_POP3_Packvorschrift prüfen_SAPR3.cbt
7_EN_POP3_Check packing instruction_SAPR3.cbt
8_DE_POF3_Packvorschrift Findungssatz prüfen_SAPR3.cl
8_EN_POF3_Packing instruction - check determination recc
Execute Production Planning
1_DE_MD02_MRP Einzelplanung mehrstufig_SAPR3.cbt
1_EN_MD02_MRP Single-Item, Multi-Level_SAPR3.cbt
2_DE_MD04_Planauftrag in Fertigungsauftrag umsetzen_SA
2_EN_MD04_Convert planned order in production order_SAI
Production Execution (Prepare & Confirm)
1_EN_CO02_Print order PrOrd-paper_SAPR3.cbt
1_DE_CO02_Auftrag drucken FA-Papier_SAPR3.cbt
2_DE_RFPP01_Vorgang Rückmelden auf dem Scanner_SAP
2_EN_RFPP01_Confirm operation on the scanner_SAPR3.c
3_DE_RFPP01_Drucken HU - Label_SAPR3.cbt
3_EN_RFPP01_Print HU - Label_SAPR3.cbt
4_DE_RFPP01_Rückmeldung Ausschuss_SAPR3.cbt
4_EN_RFPP01_Confirmation scrap_SAPR3.cbt
Finalize Production Orders
1_EN_COO1S_Complete order_SAPR3.cbt
2_EN_COGI_Check goods movements_SAPR3.cbt
1_DE_COO1S_Auftrag abschliessen_SAPR3.cbt
2_DE_COGI_Warenbewegungen prüfen_SAPR3.cbt
Plant Maintenance
Controlling
Finance

Step 9

# • Execute the master-test-scripts and record the CBTs per business task

**What:**

- Create the application documentation for all transactions mentioned in the test scripts

**How:**

- Run the test for the master data test scripts and record the screen flow and entries with a CBT auditing software
- Alternatively it is possible to use a fixed quoted service to get the company specific CBTs created by a team of experts in order to minimize the effort in the initial creation for your Key-Users or application managers (contact us for details & quotation)
- Store the created CBT in the folder of the related business task
- Usually it is necessary to execute a finishing step for each CBT in order to add specific explanations, standards to be considered and tips and tricks

**Tool to be used:**

- A state-of-the-art CBT auditing software like SAP's enable now or datango (contact us for a demo & quotation)

**Important principles:**

- Have a naming convention for the CBTs in place that allows to represent the sequence of the transactions according to their appeara as well as the application system the CBT is recorded in (i.e. SAP R/3 or S4Hana)
- Make sure the transaction is running successful and without errors in your application system before starting recording

**Starting with:**

- Any already successfully executed test script

**Accelerators provided by sapXP:**

- Recording services and support
- Remote training and coaching sessions for those employees that are in duty to execute this step, i.e. Business Process Experts & App jointly

**Final result**

All application documentation is created and stored in the respective business task folders

Step 10

# • Create all to be tested process variants by replicating and adjusting the master-test-scripts and execute those

**What:**

- Create and test-run test scripts for all variants to be tested additionally besides the master-test-scripts

**How:**

- For each to be tested variant copy the related master-test script, adjust the sequence of transactions to be executed and specify the respective real-life master-data to be used in the test-script, typically representing the test variant

**Tool to be used:**

- Tool that has been used to create the master test scripts, i.e. sapXP accelerated testing environment

**Important principles:**

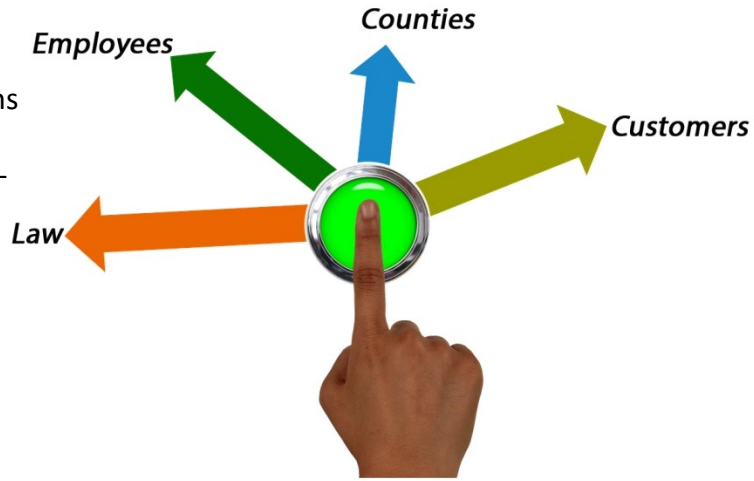
- Only create variants for test-scenarios based upon real-life occurrences, avoid to create test-scripts for situations, which theoretically can happen, but do not have any real life example out of the ongoing business
- Also avoid to create variants for occurrences, like breaks, that are occurring in real-life, but need to be handled within the execution of the already existing test-scripts
- Decide, if additional CBTs need to be created for actually missing transactions or for a special handling of a transactions within the specific defined test variant
- Have a clear naming and numbering concept for those test scripts identifying/assigning the variants under the master-test-script, they are derived of

**Starting with:**

- The BPML

**Accelerators provided by sapXP:**

- sapXP accelerated testing environment
- Remote training and coaching sessions for those employees that are in duty to execute this step, i.e. Business Process Experts & Application Managers jointly




**Final result**

Complete set of test-scripts for all processes and relevant variants to be tested

→ Complete workload for integration testing