

Work Stream

XYZ

Version #

1.0

Last Revised Date

**Process Implementation
Date**

SOP Owner

SOP Approver

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1. Overview

1.1 General Information

Audience	Global Process Users and Service Line Users
Frequency	As and when required

1.2 Related Internal Policies and Processes

Upstream/Downstream processes	Upstream: NA Downstream:
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1.3 Systems/Tools

1.3.1 Global Systems/Tools

System/Tool	System ID/Name	Description
Fiori	P41	Fiori Production
MDG	P45	MDG Production
SAP S/4 HANA	P40	S/4 HANA Production
SAP ECC	P08	SAP Legacy Production

1.3.2 Market-specific/Regional Systems/Tools

System/Tool	System ID	Description
NA	NA	NA

2. Executive Summary

2.1 Synopsis

The ABC Company has transactions with companies from all over the world. These transactions need to be tracked and the Country Code is a field used to identify transactions of ABC with an associate company from another country.

Any request to update a Country Code is raised in the Finance Request Form through Fiori. The request is initiated by the Requestor. The key field for the Country Code form is Title, as the Country Code itself cannot be a mandatory field at the Requestor level due to the business requirements.

The Requestor uses the search functionality to display all the Country Codes created within the Master Data Governance (MDG) framework to check if the Country Code (for which the request is raised) exists in the system. If the Country Code exists, the request to update the Country Code is created. However, if the Country Code does not exist, the Requestor then raises a request to create the Country Code. The ISO Country Code is the key field to be filled in the FRF as the Country Code itself cannot be a mandatory field at the Requestor level due to the business requirements. Once the Requestor enters the title, it cannot be changed.

When a Country Code needs to be updated, a request is created by the Requestor through the FRF in Fiori. The Requestor fills the FRF by answering a series of questions and submits the form to trigger the approval workflow.

The roles involved in updating a country code are:

- Requestor (Generic)
- Business Process Steward
- Business Process Leader (BPL)
- IT Configuration Team

The Business Process Steward receives the request through an e-mail notification in his/her inbox along with a hyperlink. He/she reviews the request and searches for the Country Code (for which the update request has been submitted) in Fiori.

If the queried Country Code is not found, the Business Process Steward adds relevant comments in the FRF and terminates the request by rejecting it. An e-mail notification along with a hyperlink is triggered to the Requestor to notify the action taken on the request.

However, if the queried Country Code is found, the Business Process Steward enriches the FRF and performs one of the following actions:

- **Approve:** The request is approved and routed to the Business Process Lead.
- **Reject:** The request is rejected and is automatically terminated. The Business Process Steward enters the appropriate comments citing the reason for rejection.
- **Return:** The request is sent back to the Requestor to gather additional information. The Business Process Steward adds his/her comments, seeking additional information that needs to be added to the change request.

This triggers an e-mail notification with a hyperlink to the Requestor, who then performs one of the following actions:

- Re-submit the request back to the Business Process Steward
- Withdraw the request

After the Business Process Steward approves the request, an e-mail notification is triggered to the Business Process Lead (BPL) that contains the hyperlink to access it. Based on his/her review, the BPL performs one of the following actions:

- **Approve:** The request is approved, triggering an e-mail notification to the Business Process Steward, Requestor, and IT Configuration Team to confirm that the request has been completed.
- **Return:** The request is sent back to the Requestor, seeking additional information in the change request.

If the change request is not approved, the BPL updates the Notes section, citing the missing requirements and clicks the Send for Revision button. An e-mail notification along with the hyperlink is triggered to the Requestor for review, who may then decide whether to resubmit or withdraw the request after reviewing the comments.

The Requestor reviews the request and validates if he/she wants to continue with the request. If no, the Requestor withdraws the request thus, ending/closing it. However, if the Requestor decides to continue with the request, he/she then enriches the request and resubmits it. This triggers an e-mail notification with the hyperlink of the action taken to the Business Process Lead.

Once the change request is approved by the BPL, the IT Configuration Team configures/updates the required Country Code in the S/4 HANA system by creating an incident through the Change Request Management (ChARM) approval process in the Solution Manager. The configuration (Country Code update) that is done in the S/4 HANA system is transported to MDG using the SAP Landscape Transformation Replication Server (SLT). The IT Configuration Team performs the dual maintenance in the P08 system.

Note: The Country Code will be available for transaction after quarterly finance maintenance week (fourth week of every quarter on Thursday for quarter months, March, June, September, and December).

2.2 Objective

This process enables you to create and approve a Change Request to update a Country Code.

2.3 Process-specific Service Level Agreements (SLAs)

Note: Governance ppt link will be added here once it is received from the Business.

2.4 Risks and Controls

2.4.1 Global Risks and Controls

Risk	Control

2.4.2 Market-Specific Risks and Controls

Risk	Control
NA	NA

2.5 Roles and Responsibilities

Role	Responsibilities
Requestor	<ul style="list-style-type: none">Searches for the Country Code in FioriPopulates the FRF in Fiori to Update Country Code
Business Process Steward	<ul style="list-style-type: none">Reviews the requestEnriches the RequestRejects, returns or approves the requestSubmits the request to the Business Process Lead
Business Process Lead	<ul style="list-style-type: none">Reviews the request received by from Business Process StewardValidates and approves if the request is valid Return the request along with providing reasons for the return

IT Configuration Team

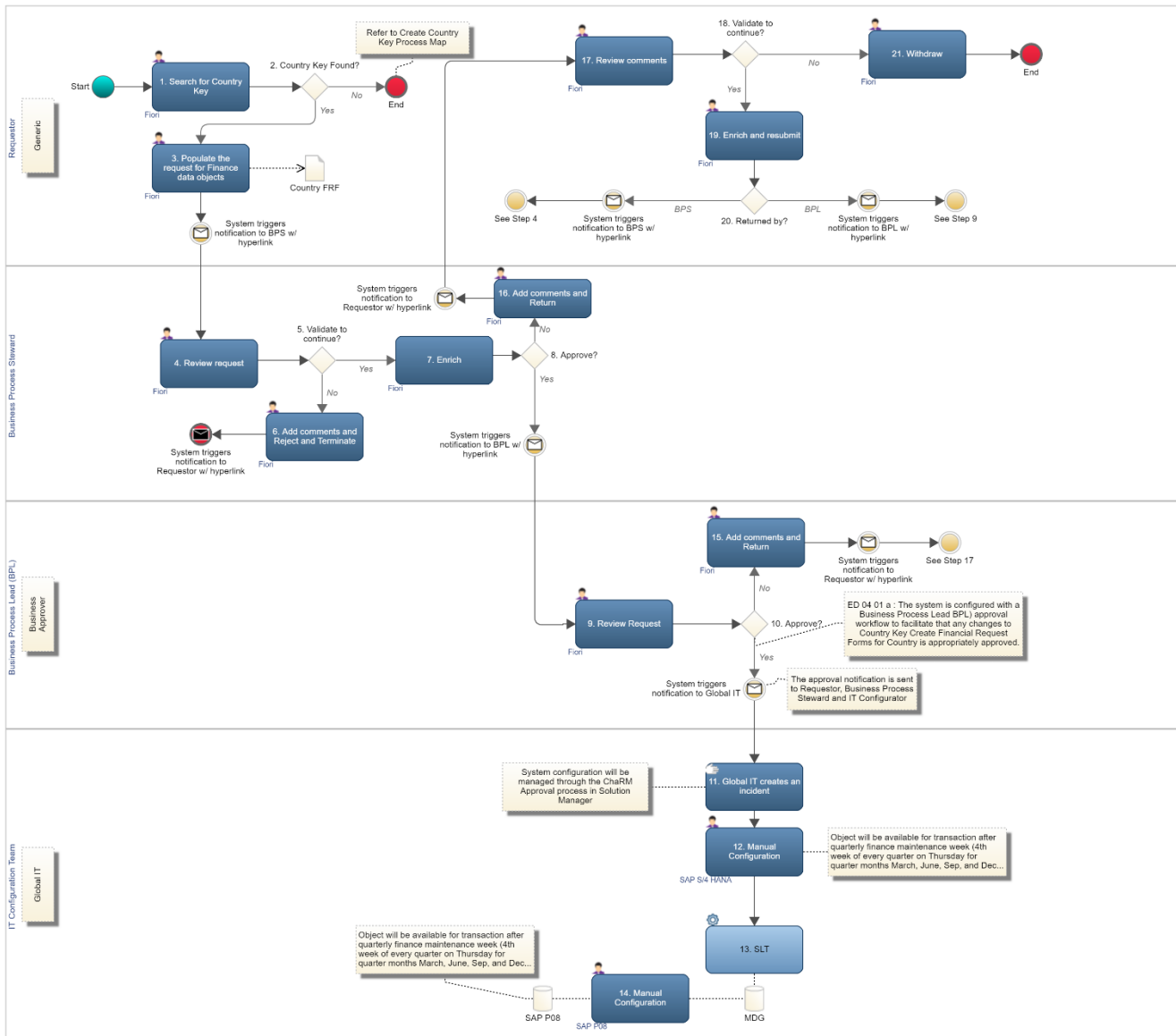
- Updates the Country Code in S/4 HANA system.
- Performs Dual Maintenance in P08

3. Inputs

Input	File Type and Location	Frequency	Owner	Purpose/Usage
Email		As per business requirement		Updating a Country Code

4. Process Map

Given below is a high-level process map that describes this process:



5. Process Description

Disclaimer!

Please note that the screenshots used in this document are purely for illustration purposes. For example, the Change Request numbers between the screenshots of the 'email with the hyperlink' and other steps will not be aligned since the hyperlink feature is new and was not a part of the original release.

4.1 Submit the Request to Update a Country Code

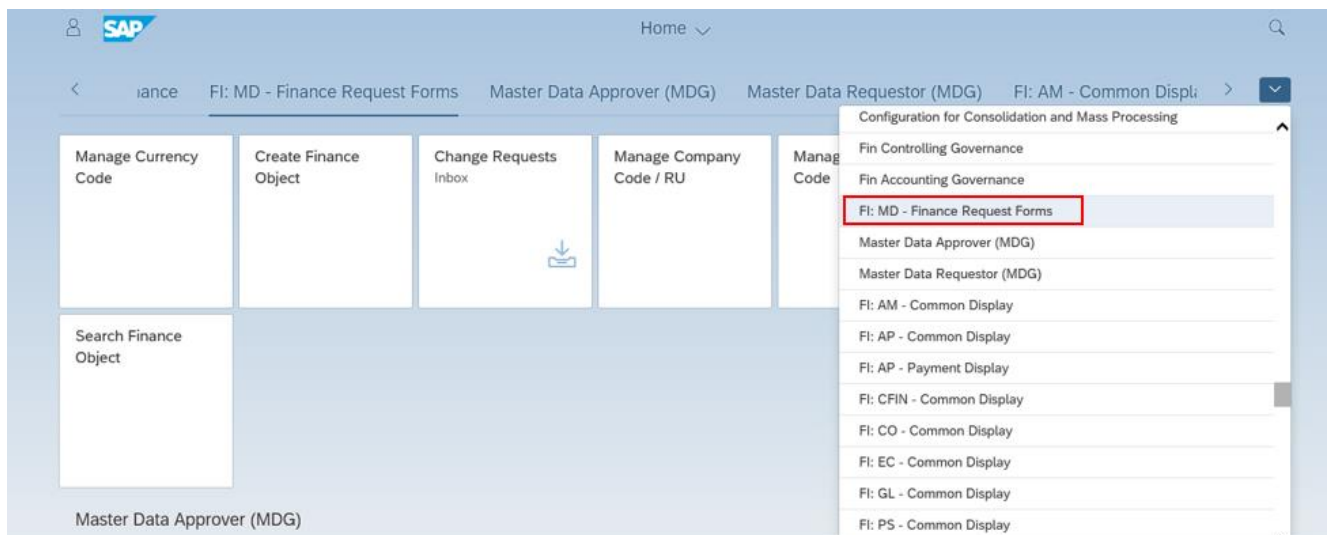
The Requestor will perform the following actions to request Update the Country Code:

1. Log in to the P41 Fiori system using the Requestor ID and password.

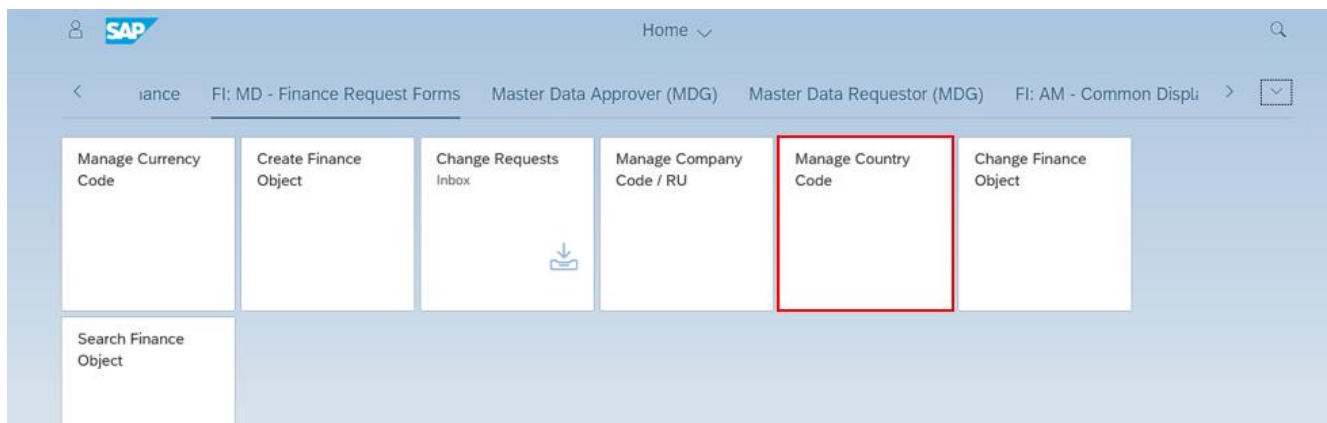
Note: To navigate directly to Fiori, click the following link:

<https://t41ixa01.na.ko.com:4300/sap/bc/ui2/flp?sap-client=030&sap-language=EN#Shell->

2. The default SAP Fiori home page is displayed. At the top-right side, click the drop-down arrow and select the **FI: MD - Finance Request Form** list option.



3. From the **FI: MD - Finance Request Forms** tab, select the **Manage Country Code** tile.



4. The **Search section: ISO Country Code** page is displayed. In the **ISO Country Code** field, click the required Country Code.

The screenshot shows the SAP Search: ISO Country Code interface. The search method is set to 'Database Search'. The search criteria are as follows:

Field	Operator	Value
ISO Country Code	is	[Redacted]
Changed On	is	
Changed By	is	
Created On	is	

Additional options include 'Maximum Number of Results' set to 100, and buttons for 'Search', 'Clear Entries', and 'Reset to Default'. The 'Result List' section is currently empty.

5. Once the required Country Code is entered, click the **Search** button to search for the Country Code in Fiori.

The screenshot shows the same SAP Search: ISO Country Code interface, but now the 'ISO Country Code' field contains the value 'AB'. The 'Search' button is highlighted with a red box, indicating the next step in the process.

6. The **Results** section displays the queried Country Code. If no Country Code is found, then the request is terminated, and the process for a new Country Code needs to be followed.

The screenshot shows the SAP Search: ISO Country Code interface. The search criteria are: ISO Country Code is AB, Changed On is is, Changed By is, and Created On is. The maximum number of results is set to 100. The result list shows 1 record found, which is highlighted with a red box. The record is: AB, Rank 100,00, Created On 10.10.2019 11:13:09, Created By O57653, Accounting M... NOT-APPL, Cash Flow Fr... NR.

Pendin...	ISO Country Code	Rank	Changed On	Changed By	Created On	Created By	Active / Inactive S...	Accounting M...	Cash Flow Fr...
<input type="checkbox"/>	AB	100,00			10.10.2019 11:13:09	O57653		NOT-APPL	NR

7. From the **Result List** section, click the queried Country Code hyperlink.

The screenshot shows the same SAP Search: ISO Country Code interface. The search criteria are the same as in the previous screenshot. The result list shows 1 record found, which is highlighted with a red box. The record is: AB, Rank 100,00, Created On 10.10.2019 11:13:09, Created By O57653, Accounting M... NOT-APPL, Cash Flow Fr... NR.

Pendin...	ISO Country Code	Rank	Changed On	Changed By	Created On	Created By	Active / Inactive S...	Accounting M...	Cash Flow Fr...
<input type="checkbox"/>	AB	100,00			10.10.2019 11:13:09	O57653		NOT-APPL	NR

8. **Country Code** page is displayed. Click the **Edit** hyperlink to enrich the Finance Request Form.

The screenshot shows the SAP 'Country Code' page in a view mode. The title bar includes the SAP logo and the text 'Country Code'. Below the title bar, there are navigation options: 'Undo', 'Redo', 'Side Panel', and two icons. The main content area is titled 'Country Code' and has an 'Edit' link highlighted with a red box. The data is presented in a key-value format:

ISO Country Code:	AB	Currency:	USD
Long Description:	UPDATE COUNTRY CODE	One Time Item Default Event:	7777777777
Short Description:	UPDATE COMPANY CODE	Structural Default Event:	8888888888
Active / Inactive Status:		Representative:	NOT-APPL
Operating Segment:		Currency Neutral Type:	NOT-APPL
Key Operation:		Sales Curve Type:	NOT-APPL
Volume-Country Hierarchy-Curr...:		Entity Grouping:	NOT-APPL
Liquidation Status:		Accounting Method:	NOT-APPL

At the bottom right, there are 'Save' and 'Cancel' buttons.

9. Enrich the Finance Request Form by updating the Finance Data object fields.

The screenshot shows the same SAP 'Country Code' page, but now in edit mode. The title bar includes 'Refresh' and 'Check' buttons. The 'Edit' link is now active. The data fields are now input boxes:

ISO Country Code:	AB	Currency:	USD
* Long Description:	UPDATE COUNTRY CODE	One Time Item Default Event:	7777777777
* Short Description:	UPDATE COMPANY CODE	Structural Default Event:	Need info
Active / Inactive Status:		Representative:	NOT-APPL
Operating Segment:		Currency Neutral Type:	NOT-APPL
Key Operation:		Sales Curve Type:	NOT-APPL
Volume-Country Hierarchy-Curr...:		Entity Grouping:	NOT-APPL
Liquidation Status:		Accounting Method:	NOT-APPL
Company:		Cash Flow Frequency:	NR

At the bottom right, there are 'Save', 'Submit', and 'Cancel' buttons. The 'Structural Default Event' field is highlighted with a red box.

10. Once the Change Request details are entered, click the **Check** hyperlink to detect any errors in the FRF.

The screenshot shows the SAP 'Country Code' form. The 'Check' button in the top navigation bar is highlighted with a red box. The form contains the following fields:

ISO Country Code:	AB	Currency:	USD
* Long Description:	UPDATE COUNTRY CODE	One Time Item Default Event:	777777777777
* Short Description:	UPDATE COMPANY CODE	Structural Default Event:	Need info
Active / Inactive Status:		Representative:	NOT-APPL
Operating Segment:		Currency Neutral Type:	NOT-APPL
Key Operation:		Sales Curve Type:	NOT-APPL
Volume-Country Hierarchy-Curre...:		Entity Grouping:	NOT-APPL
Liquidation Status:		Accounting Method:	NOT-APPL
Company:		Cash Flow Frequency:	NR

11. If no errors are found, a notification appears on the bottom-left corner of the screen, indicating that there are no errors in the request.

The screenshot shows the same SAP 'Country Code' form, but now with a notification box in the bottom-left corner. The notification box contains the text 'All 1' and 'No errors found'. The 'Check' button in the top navigation bar is no longer highlighted. The form fields are the same as in the previous screenshot.

ISO Country Code:	AB	Currency:	USD
* Long Description:	UPDATE COUNTRY CODE	One Time Item Default Event:	777777777777
* Short Description:	UPDATE COMPANY CODE	Structural Default Event:	888888888888
Active / Inactive Status:		Representative:	NOT-APPL
Operating Segment:		Currency Neutral Type:	NOT-APPL
Key Operation:		Sales Curve Type:	NOT-APPL
Volume-Country Hierarchy-Curre...:		Entity Grouping:	NOT-APPL
Liquidation Status:		Accounting Method:	NOT-APPL
Company:		Cash Flow Frequency:	NR

12. Click the **Submit** button.

The screenshot shows the SAP 'Country Code' form. The form contains two columns of fields. The left column includes: ISO Country Code (AB), Long Description (UPDATE COUNTRY CODE), Short Description (UPDATE COMPANY CODE), Active / Inactive Status (dropdown), Operating Segment (dropdown), Key Operation (dropdown), Volume-Country Hierarchy-Curre... (dropdown), Liquidation Status (dropdown), and Company (text field). The right column includes: Currency (USD), One Time Item Default Event (7777777777), Structural Default Event (888888888888), Representative (NOT-APPL), Currency Neutral Type (NOT-APPL), Sales Curve Type (NOT-APPL), Entity Grouping (NOT-APPL), Accounting Method (NOT-APPL), and Cash Flow Frequency (NR). At the bottom right, the 'Submit' button is highlighted with a red box. A notification box at the bottom left shows 'All 1' and 'No errors found'.

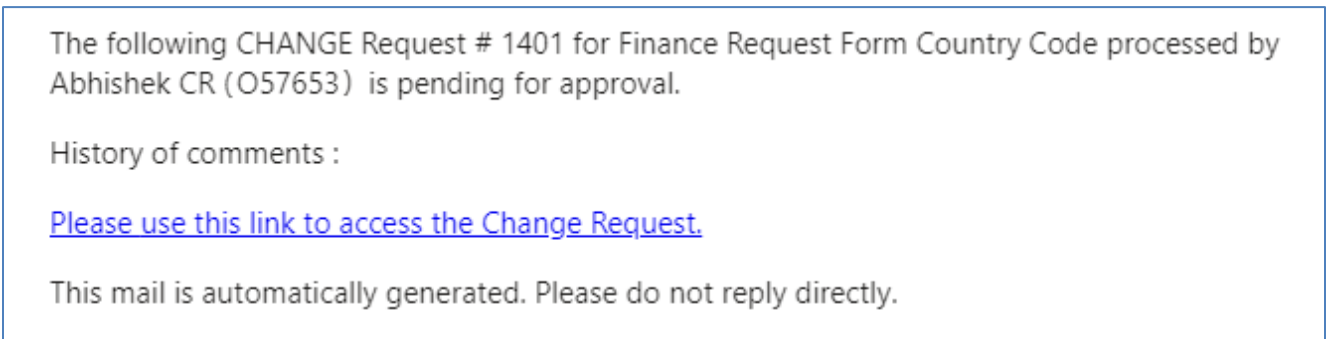
13. Notifications appear at the bottom-left corner of the screen, indicating that the Change Request has been submitted to the Business Process Steward.

This screenshot shows the same SAP 'Country Code' form as above. The 'Submit' button is no longer highlighted. A notification box at the bottom left, outlined in red, now displays 'All 2' and two messages: 'No errors found' and 'You have submitted change request 416'. The rest of the form content remains identical to the previous screenshot.

4.2 Review the Submitted Change Request

Once the request to update Country Code is submitted by a Requestor, a system triggered e-mail notification with a hyperlink to access the change request is sent to the Business Process Steward. The email notification will also contain any notes added in the Finance Request Form while submitting the request by requestor. Business Process Steward needs to check the notes to go through the relevant information.

A sample of the e-mail notification is displayed below:



User can access the change request either through the hyperlink from the email notification or going through the Fiori Launch Pad. Enable Now SOP will contain both the process to access the Change Request, for User Training.

The subsequent steps are shown with Fiori steps, however to proceed to the next step using the hyperlink from the email, go to section 4.2.4.

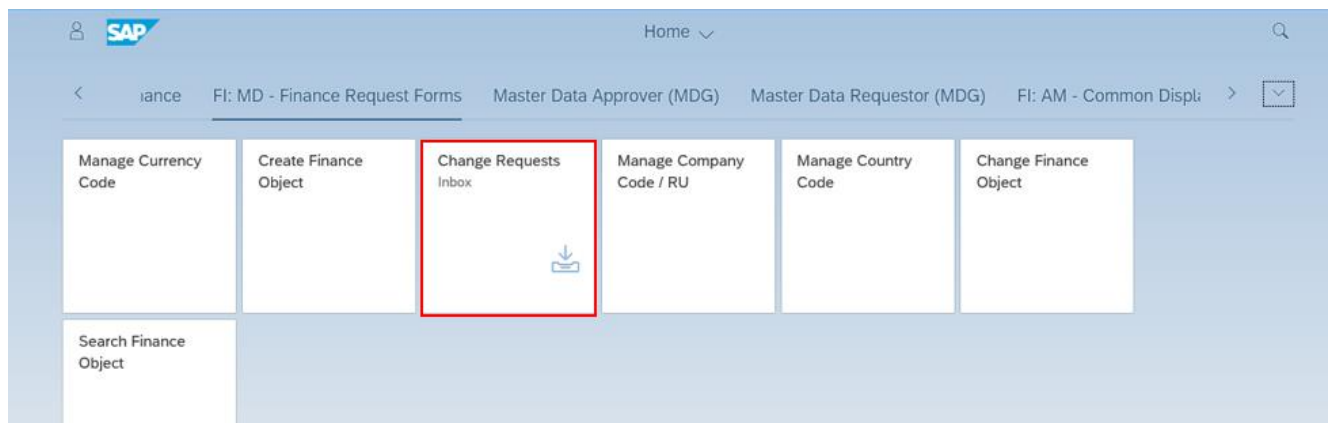
To review the submitted request, as a Business Process Steward, perform the following steps:

1. Log in to the P41 Fiori system using your Business Process Steward ID and password.

Note: To navigate directly to Fiori, click the following link:

<https://t41ixa01.na.ko.com:4300/sap/bc/ui2/flp?sap-client=030&sap-language=EN#Shell->

2. From the **Finance Request Form** tab, select the **Change Requests** tile.



- The **MDG: Change Requests** page is displayed and shows all the Change Request items, including the request to update the Country Code. In the **Subject** column, click the **Process Change Request** number hyperlink.

Change Requests (6)

View: **Standard View** | Process Change Request | Display Workflow Log | Complete Processing | Not Responsible | Complete | Resubmit | End Resubmission | Print Version

Subject	From	Sent On	Status
Process Change Request 364 (create country code)	Pranavi Anireddy	10.10.2019 11:18:51	Pending with BPS
Process Change Request 363 (Update Country Code)	Abhishek CR	10.10.2019 11:13:39	Pending with BPS
Process Change Request 358 (create company code)	Pranavi Anireddy	10.10.2019 10:59:46	Pending with BPS
Process Change Request 351 (Update Company Code)	Abhishek CR	10.10.2019 10:52:02	Pending with BPS
Process Change Request 350 (create country code)	Pranavi Anireddy	10.10.2019 10:27:13	Changes to Be Executed
Process Change Request 346 (Update Company Code)	Abhishek CR	10.10.2019 10:08:10	Changes to Be Executed

- The **Country Code** page is displayed and shows the default **General** tab. Review the request in the **General**, **Notes**, and the **Attachments** tab.

Note: While reviewing the submitted request, the Business Process Steward ensures that the change request is a valid request. The Business Process Steward reviews that the Country Code updated details mentioned in the **General Data**, **Notes**, and **Attachments** are correct. If any of the required parameters are missing or are wrong, the request is terminated or returned along with comments supporting the rejection/return. If the request is valid, the request is submitted for further processing.

Country Code

Refresh | Check | Change Documents | Workflow Log | Undo | Redo | Side Panel | ? | ?

Change Request | Edit

General | Notes | Attachments

General Data	Process Data
Change Request ID: 363	Status: Pending with BPS
Description: Update Country Code	Current Workitem: Process Change Request 363 (Update Country Code)
Priority:	Created On/By: 10.10.2019 11:10:44 Abhishek CR
Due Date:	Changed On/By: 10.10.2019 11:13:38 Abhishek CR
Reason:	

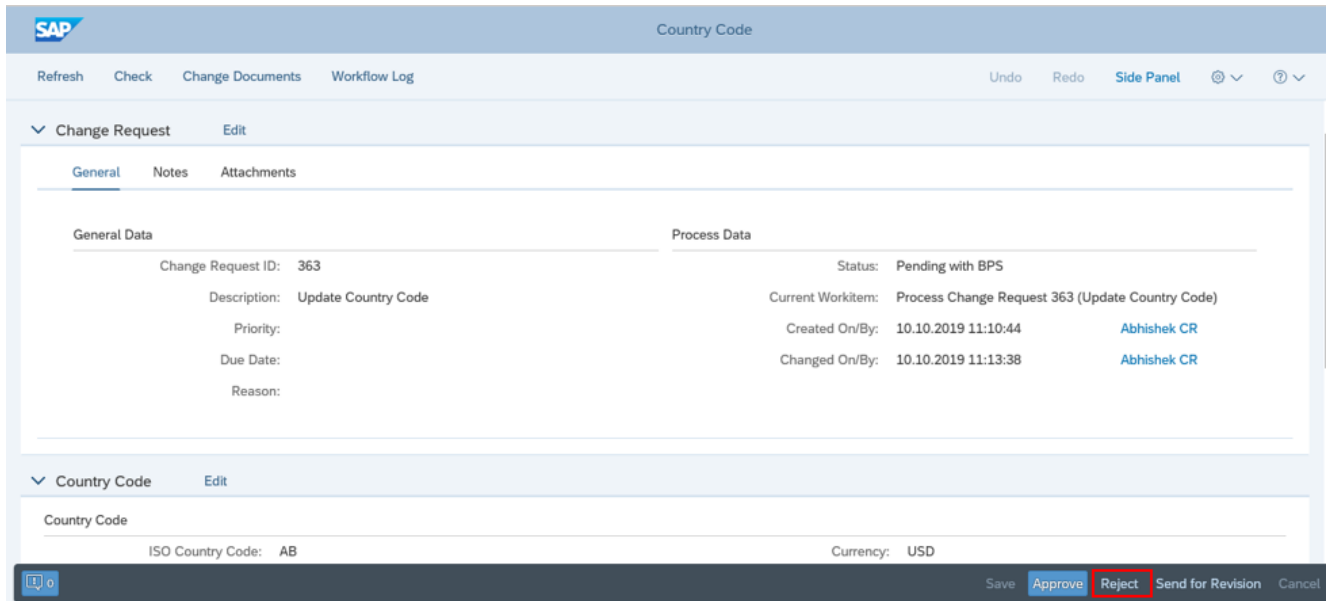
Country Code | Edit

Country Code

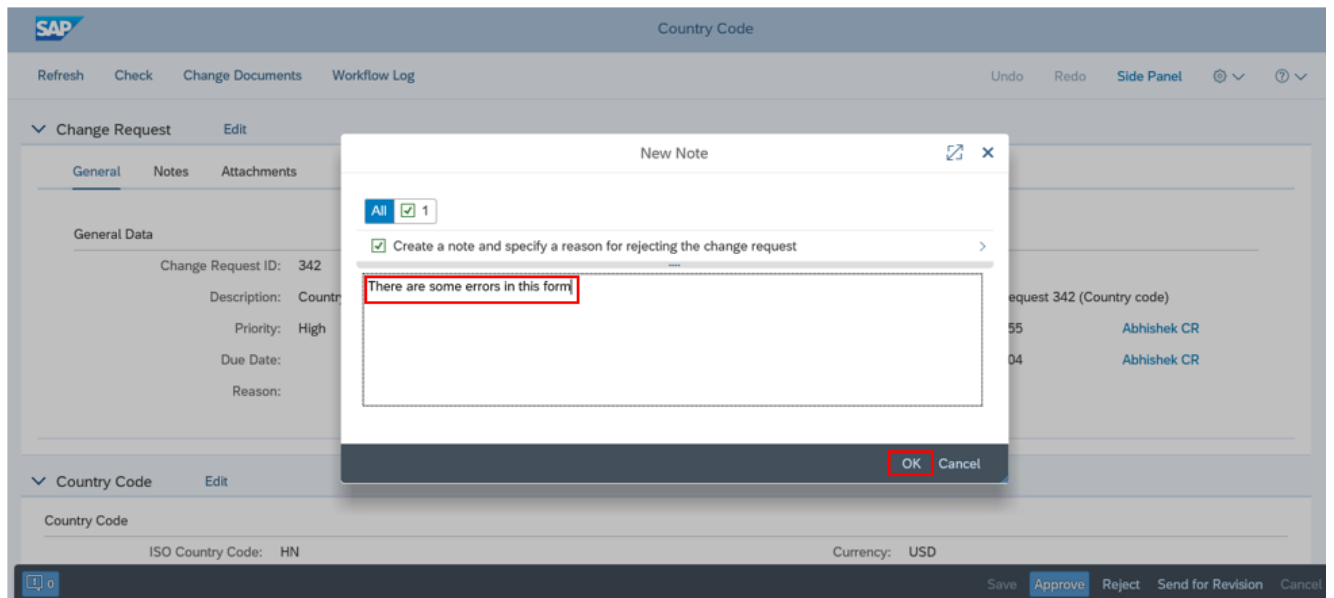
ISO Country Code: AB | Currency: USD

Save | **Approve** | Reject | Send for Revision | Cancel

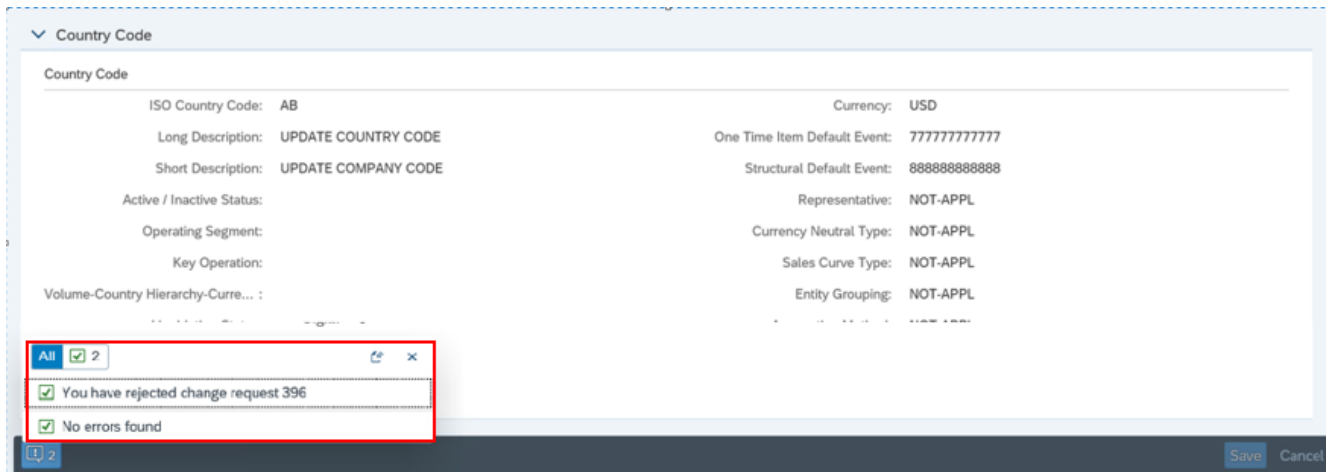
5. If the request submitted by the Requestor is not valid, click the **Reject** button.



6. A **New Note** pop-up is displayed. It is mandatory to provide supporting comments for the rejection. Add supporting comments for the rejection in the **New Note** box and click the **OK** button.



7. Notifications appear at the bottom-left corner of the screen, indicating that the request has been rejected. This request is terminated, and the Requestor must create a new request.

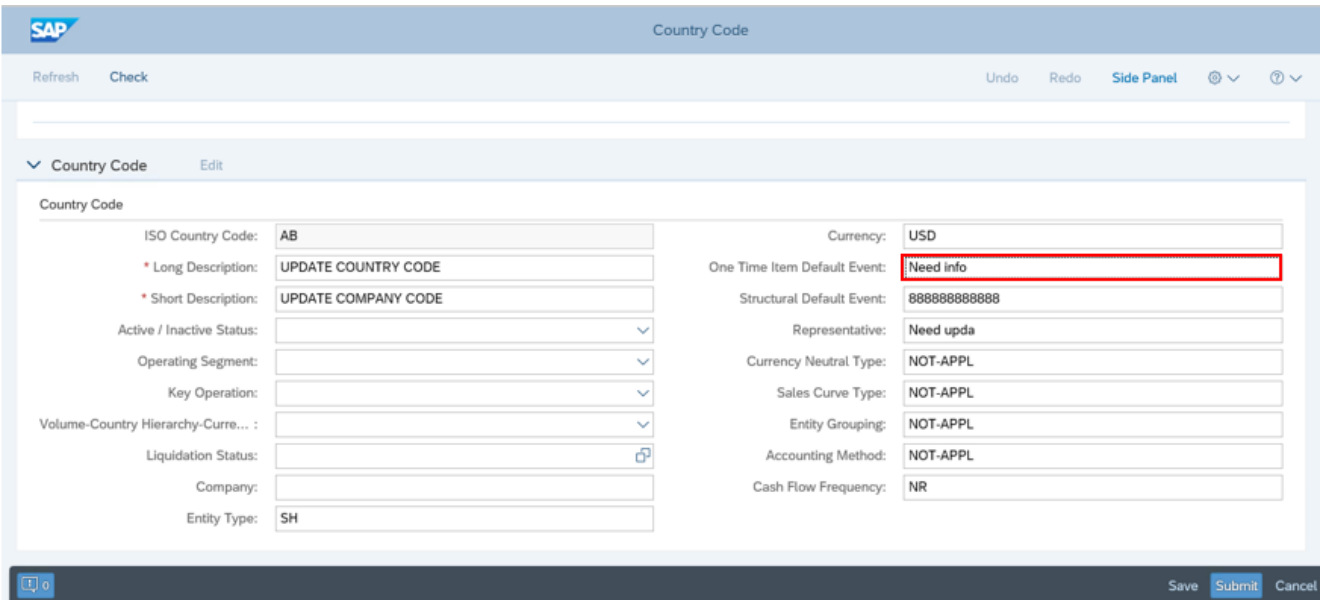


This triggers an automatic e-mail notification to the Requestor informing them about the status of the change request. The e-mail contains the hyperlink to access the change request. A sample of the e-mail notification is displayed below:



If the request is a valid request, the Business Process Steward proceeds to enrich the request to update the Country Code that already exists in the MDG system.

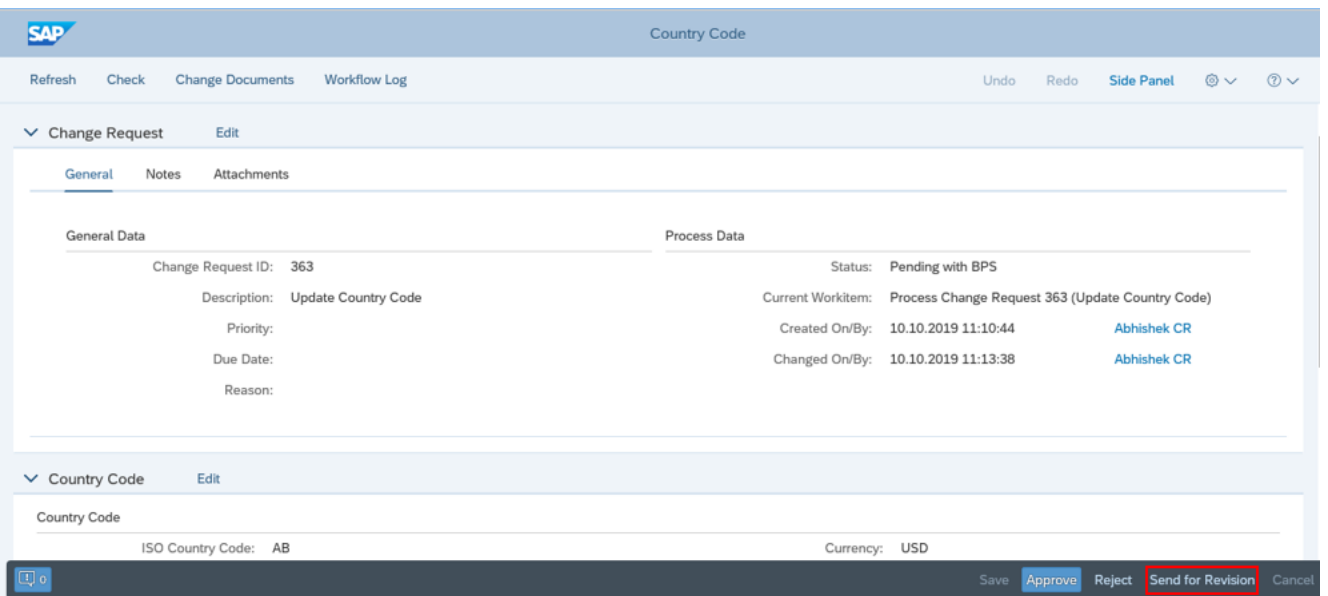
8. The Business Process Steward enriches the request by adding additional information in the Change Request fields.



The screenshot shows the SAP 'Country Code' form. The 'Country Code' section is expanded, showing various fields. The 'One Time Item Default Event' field is highlighted with a red box and contains the text 'Need info'. Other fields include ISO Country Code (AB), Currency (USD), Long Description (UPDATE COUNTRY CODE), Short Description (UPDATE COMPANY CODE), and Entity Type (SH).

ISO Country Code:	AB	Currency:	USD
* Long Description:	UPDATE COUNTRY CODE	One Time Item Default Event:	Need info
* Short Description:	UPDATE COMPANY CODE	Structural Default Event:	888888888888
Active / Inactive Status:		Representative:	Need upda
Operating Segment:		Currency Neutral Type:	NOT-APPL
Key Operation:		Sales Curve Type:	NOT-APPL
Volume-Country Hierarchy-Curre... :		Entity Grouping:	NOT-APPL
Liquidation Status:		Accounting Method:	NOT-APPL
Company:		Cash Flow Frequency:	NR
Entity Type:	SH		

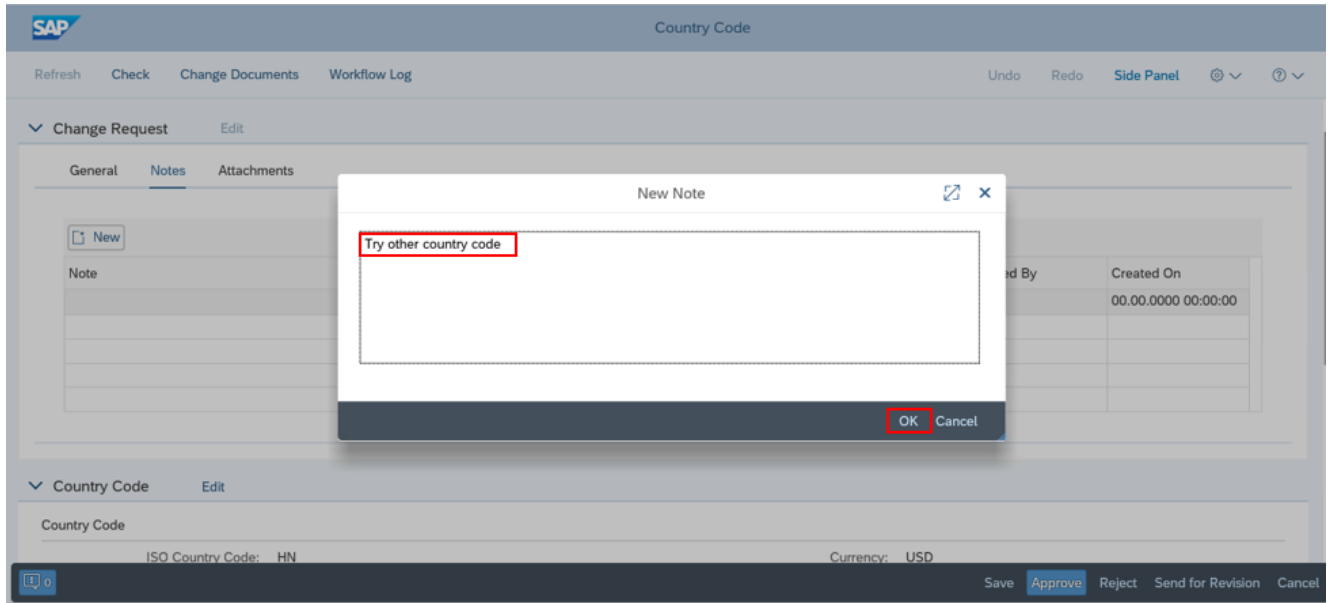
9. If the Change Request still lacks some information that needs to be added, the Business Process Steward clicks the **Send for Revision** button.



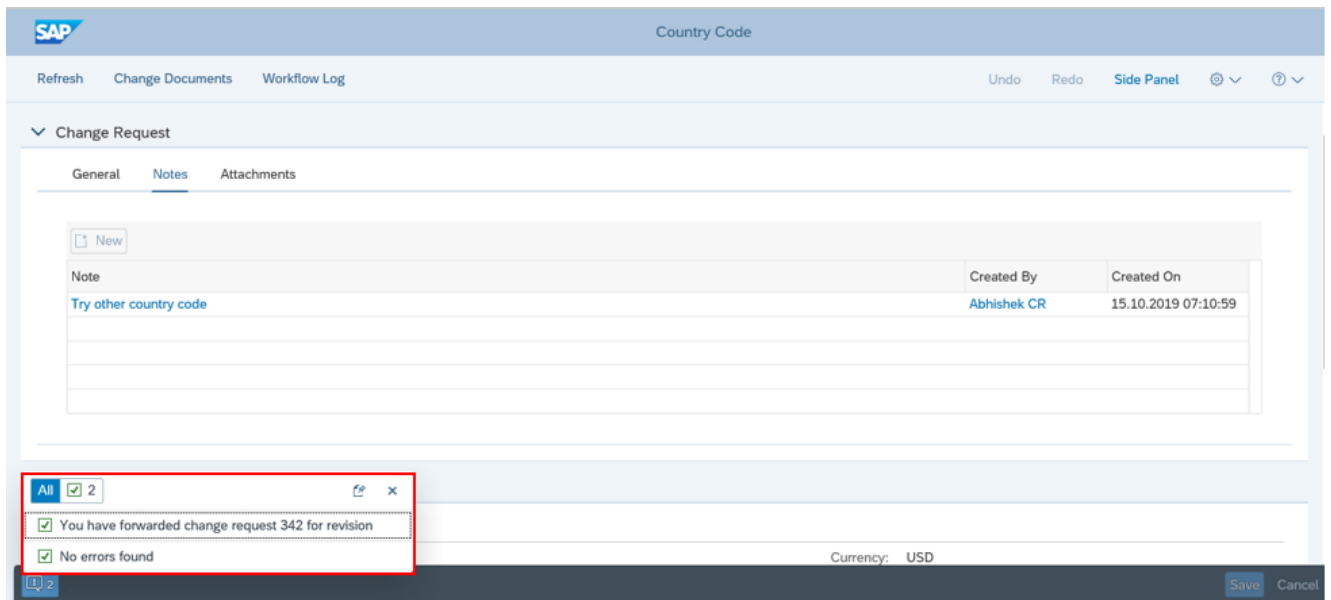
The screenshot shows the SAP 'Change Request' form. The 'Change Request' section is expanded, showing 'General Data' and 'Process Data'. The 'Send for Revision' button is highlighted with a red box. The 'General Data' section includes Change Request ID (363), Description (Update Country Code), Priority, Due Date, and Reason. The 'Process Data' section includes Status (Pending with BPS), Current Workitem (Process Change Request 363 (Update Country Code)), Created On/By (10.10.2019 11:10:44, Abhishek CR), and Changed On/By (10.10.2019 11:13:38, Abhishek CR).

General Data		Process Data	
Change Request ID:	363	Status:	Pending with BPS
Description:	Update Country Code	Current Workitem:	Process Change Request 363 (Update Country Code)
Priority:		Created On/By:	10.10.2019 11:10:44 Abhishek CR
Due Date:		Changed On/By:	10.10.2019 11:13:38 Abhishek CR
Reason:			

10. A **New Note** pop-up is displayed. It is mandatory to provide supporting comments for the return. Add supporting comments for the return of the request in the **New Note** box and click the **OK** button.



11. Notifications appear at the bottom-left corner of the screen, indicating that the Change Request has been sent back to the Requestor for revision.



After the Business Process Steward sends the request back, the change request is returned to the Requestor. This triggers an automatic e-mail notification containing the hyperlink to access the change request to the Requestor informing him/her about the status of the change request. The Requestor then decides upon withdrawal or resubmitting it for approval.

A sample of the e-mail notification is displayed below:

The following CHANGE Request # 1403 for Finance Request Form Country Code processed by Abhishek CR (O576) has been sent for revision.

History of comments :

User: O576 Date: 10/15/2019 Time: 07:39:17 Request: 342

Check the company code again

User: O576 Date: 10/15/2019 Time: 07:10:59 Request: 342

Try other country code

[Please use this link to access the Change Request.](#)

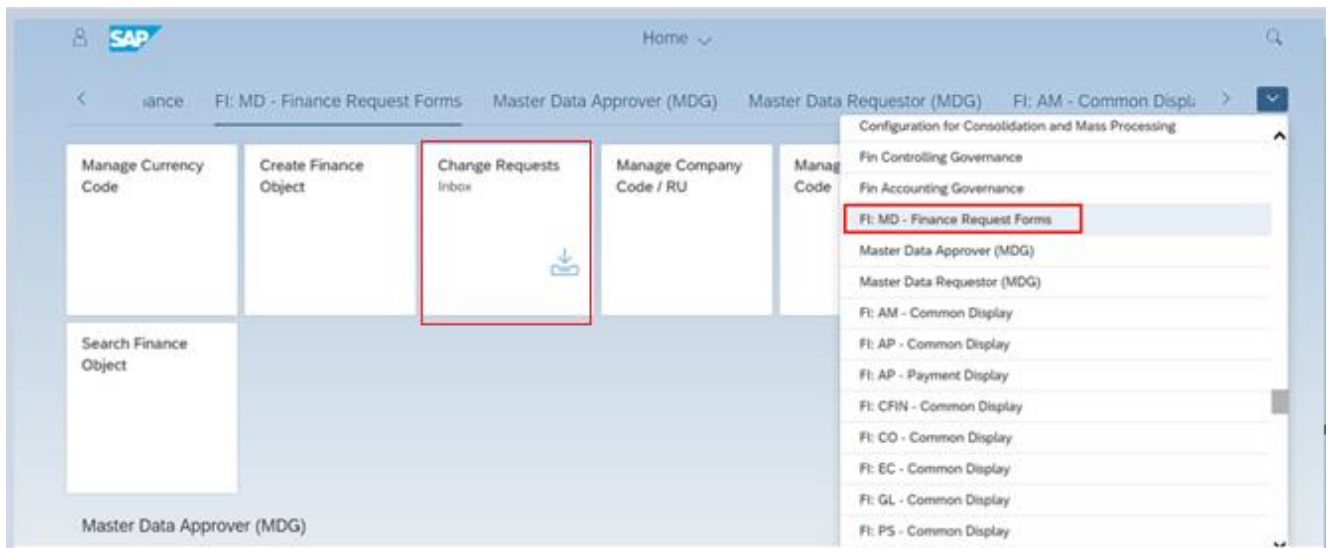
Once the request is sent back to the Requestor, the Requestor will decide whether to resubmit the request or not.

12. Requestor can re-submit the request or withdraw the request upon receiving the request sent back to him for revision from BPS.

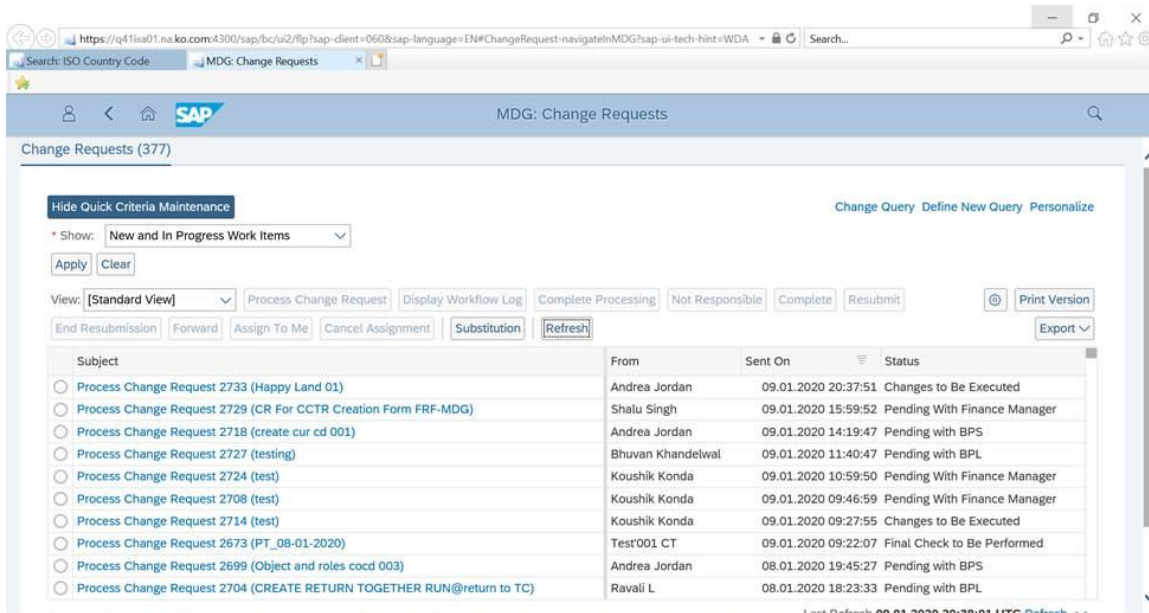
User can access the change request either through the hyperlink from the email notification or going through the Fiori Launch Pad. Enable Now SOP will contain both the process to access the Change Request, for User Training.

The subsequent steps are shown with Fiori steps, however to proceed to the next step using the hyperlink, go to section 4.2.12.3 below.

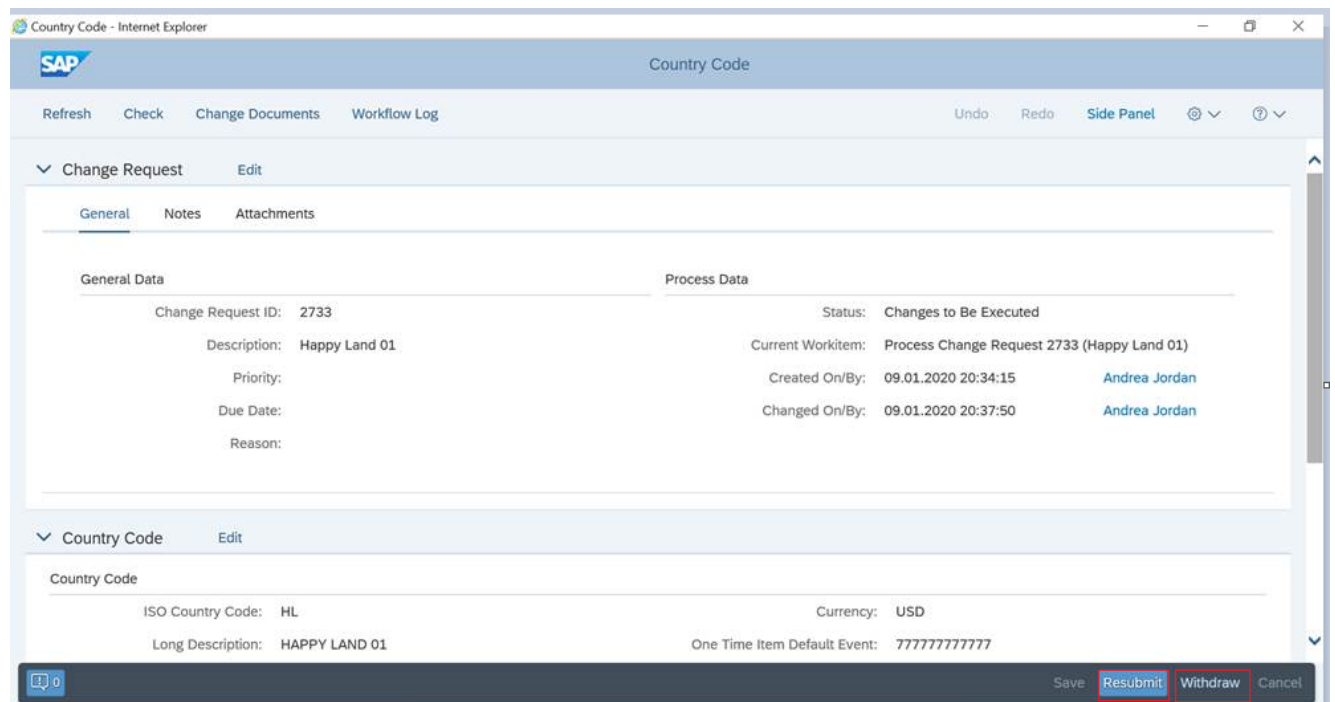
1. To re-submit the request, he/she performs the following steps:



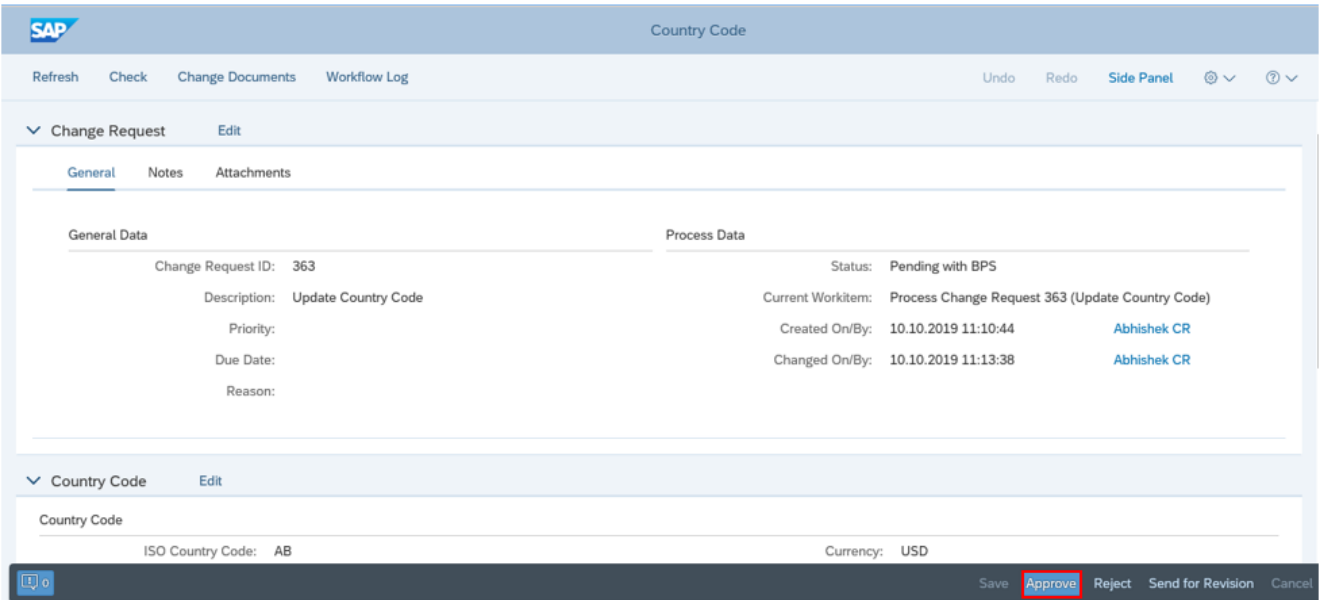
- From the **MDG: Change Requests** page, click the appropriate **Process Change Request** hyperlink.



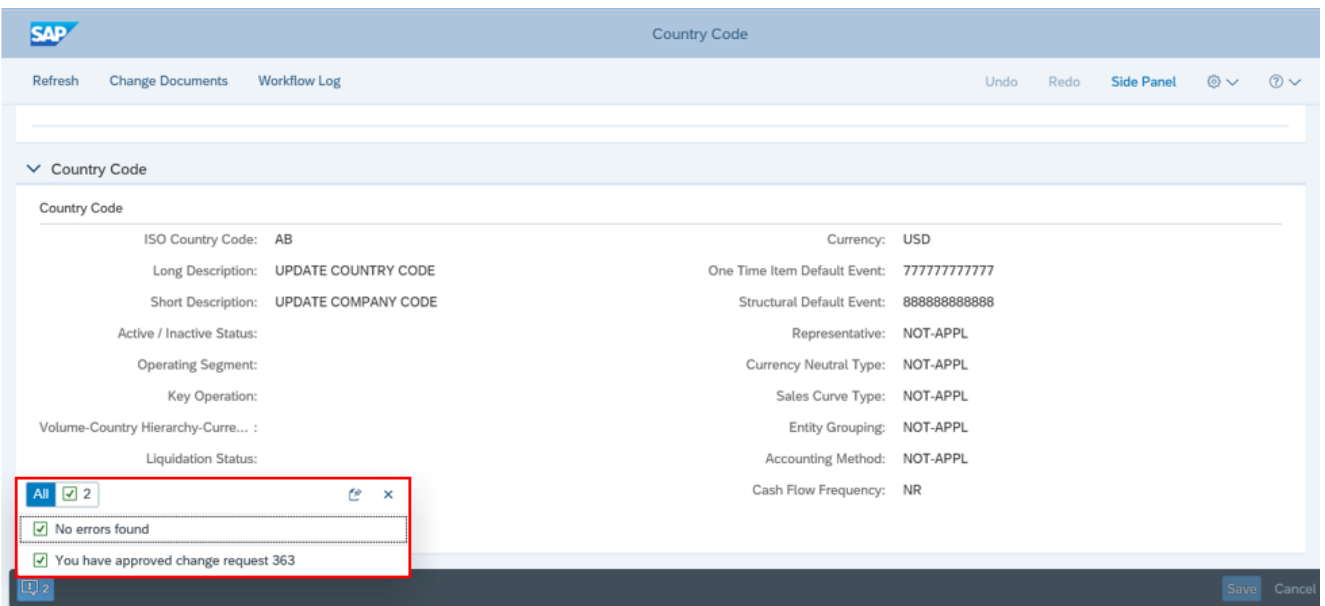
- Click the **Resubmit** button after making the necessary revisions to the change request.



13. If the request is valid and has no errors, the Business Process Steward approves the request by clicking the **Approve** button.



14. Notifications appear at the bottom-left corner of the screen, indicating that the Change Request has been approved.

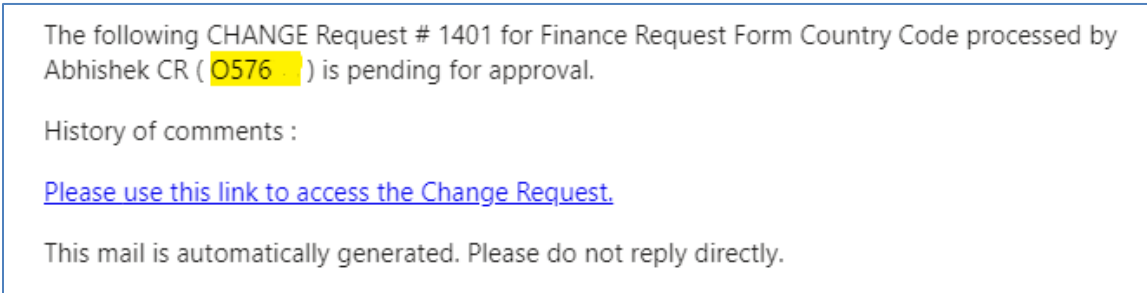


The Change Request is then forwarded to the Business Process Lead for further review.

4.3 Obtain Requisite Approval

After the Business Process Steward approves the change request, an e-mail notification with a hyperlink to access the change request is triggered to the BPL. The email notification will also contain any notes added in the Finance Request Form while submitting the request by requestor.

A sample of the e-mail notification is displayed below:



User can access the change request either through the hyperlink from the email notification or going through the Fiori Launch Pad. Enable Now SOP will contain both the process to access the Change Request for User Training.

The subsequent steps are shown with Fiori steps, however to proceed to the next step using the hyperlink, go to section 4.3.5.

He/she reviews the request and decides upon approving or sending the same for revision.

To review the submitted request, as a BPL, perform the following steps:

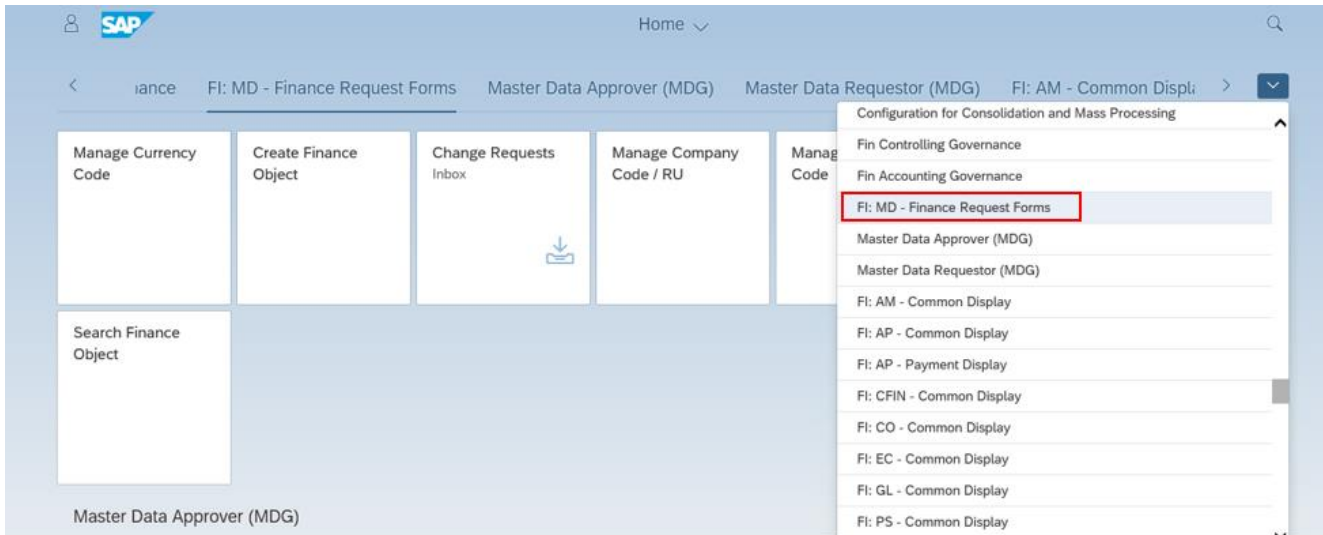
To review and approve the request to update the Country Code, the Business Process Lead needs to perform the following steps:

1. Log in to the P41 Fiori system with the Business Process Lead ID and password.

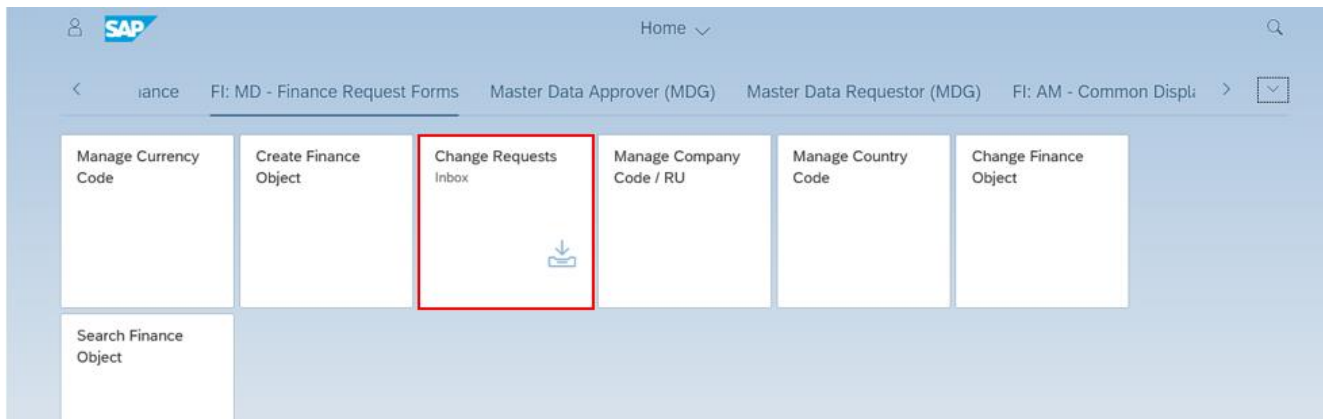
Note: To navigate directly to Fiori, click the following link:

<https://t41ixa01.na.ko.com:4300/sap/bc/ui2/flp?sap-client=030&sap-language=EN#Shell->

2. The default SAP Fiori Home page is displayed. At the top-right side, click the drop-down arrow and select the **FI: MD - Finance Request Form** list option.



3. From the **FI: MD - Finance Request Form** tab, select the **Change Request** tile.



- The **MDG: Change Requests** page is displayed and shows all the Change Request items, including the request to update the Country Code. In the **Subject** column, click the **Process Change Request** number hyperlink.

Change Requests (28)

Show Quick Criteria Maintenance Change Query Define New Query Personalize

View: [Standard View] Process Change Request Display Workflow Log Complete Processing Not Responsible Complete Resubmit End Resubmission Print Version

Forward Assign To Me Cancel Assignment Substitution Refresh Export

Subject	From	Sent On	Status
Process Change Request 363 (Update Country Code)	Abhishek CR	11.10.2019 11:27:36	Pending with BPL
Process Change Request 364 (create country code)	Pranavi Anireddy	10.10.2019 11:18:51	Pending with BPS
Process Change Request 358 (create company code)	Pranavi Anireddy	10.10.2019 10:59:46	Pending with BPS
Process Change Request 350 (create country code)	Pranavi Anireddy	10.10.2019 10:27:13	Changes to Be Executed
Process Change Request 349 (create country code)	Pranavi Anireddy	10.10.2019 10:06:58	Pending with BPS
Process Change Request 344 (Update Company Code)	Abhishek CR	04.10.2019 11:53:07	Changes to Be Executed
Process Change Request 342 (Country code)	Abhishek CR	01.10.2019 10:38:04	Pending with BPS
Process Change Request 341 (country code create)	Pranavi Anireddy	01.10.2019 09:19:56	Pending with BPS
Process Change Request 340 (country code create)	Pranavi Anireddy	01.10.2019 09:12:11	Pending with BPS
Process Change Request 316 (Changing Country Code)	Abhishek Alyappa	30.09.2019 11:54:01	Pending with BPS

- The **Country Code** page is displayed and shows the default **General** tab. Review the request in the **General**, **Notes**, and the **Attachments** tab.

Country Code

Refresh Check Change Documents Workflow Log Undo Redo Side Panel

Change Request Edit

General Notes Attachments

General Data	Process Data
Change Request ID: 363	Status: Pending with BPL
Description: Update Country Code	Current Workitem: Process Change Request 363 (Update Country Code)
Priority:	Created On/By: 10.10.2019 11:10:44 Abhishek CR
Due Date:	Changed On/By: 11.10.2019 11:27:35 Abhishek CR
Reason:	

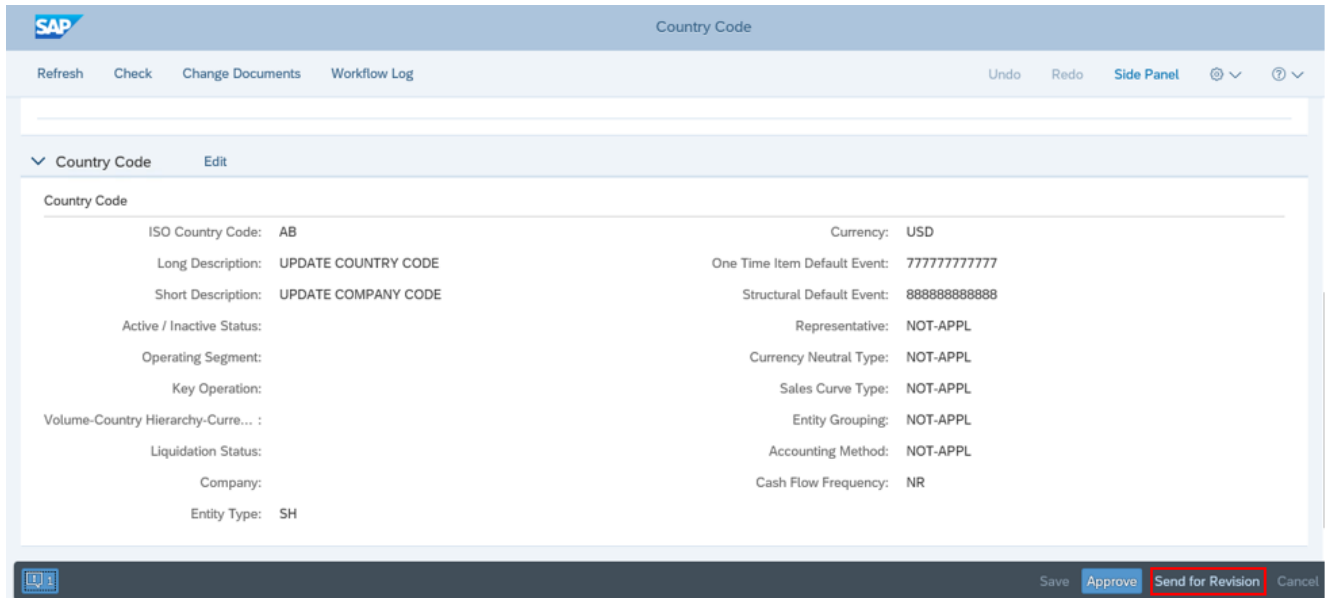
Country Code Edit

Country Code

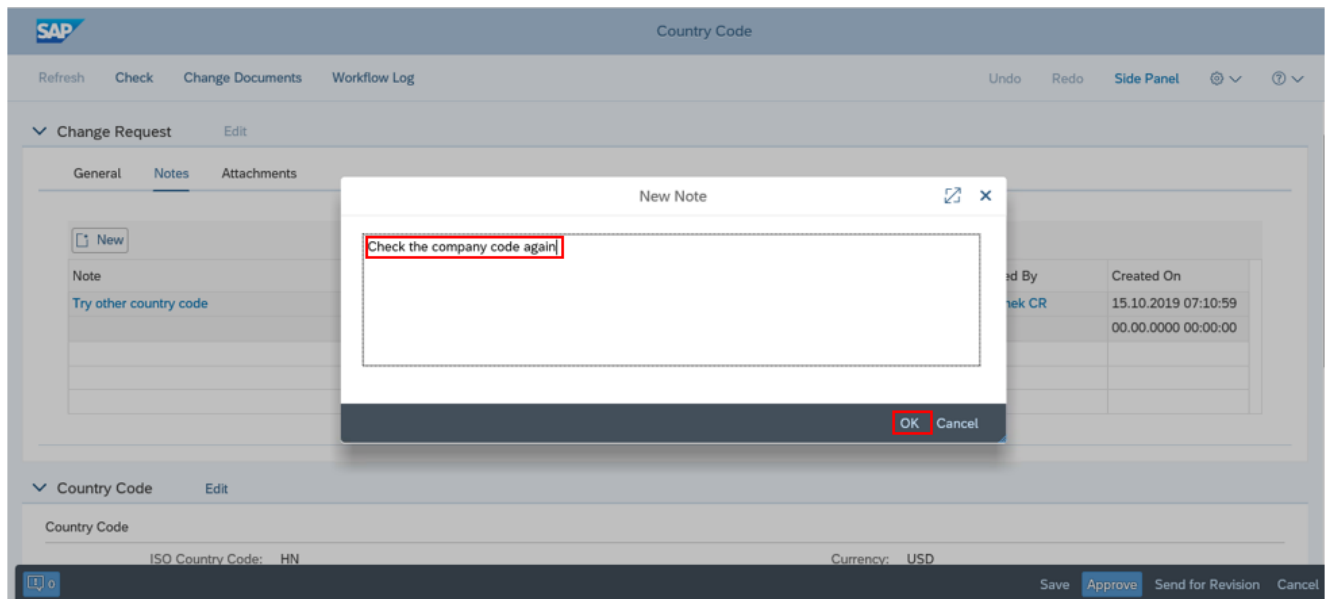
ISO Country Code: AB Currency: USD

Save Approve Send for Revision Cancel

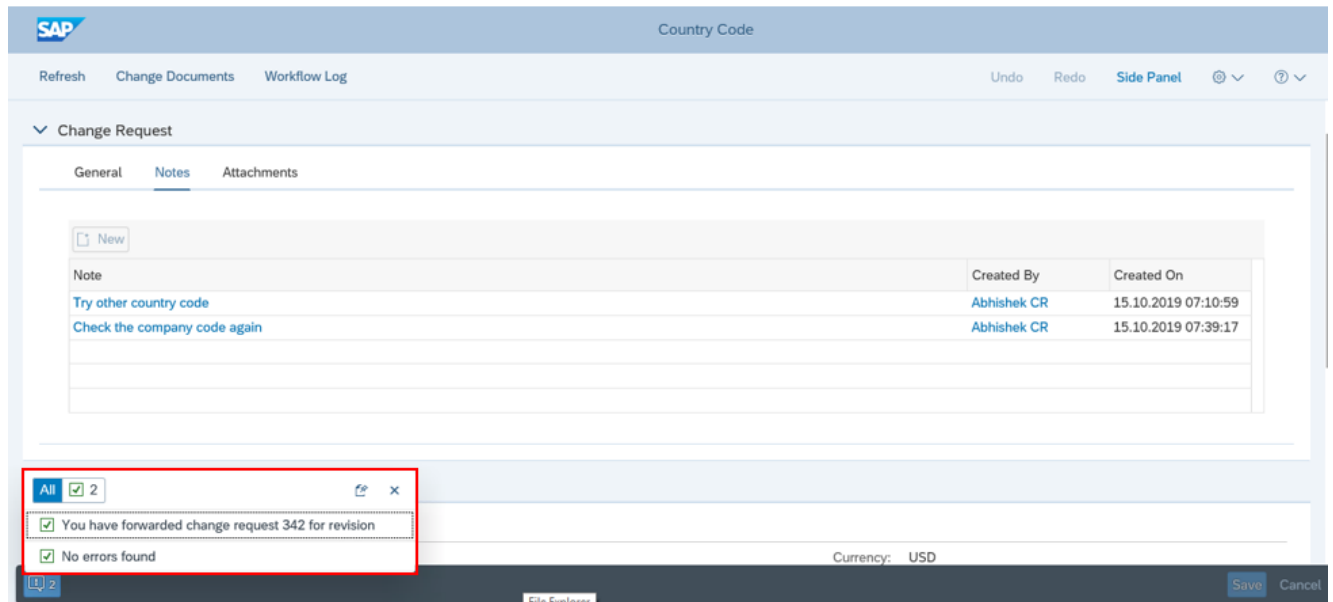
6. If the Change Request lacks some information that needs to be added, the Business Process Lead clicks the **Send for Revision** button.



7. A **New Note** pop-up is displayed. It is mandatory to provide supporting comments for the return. Add supporting comments for the return of the request in the **New Note** box and click the **OK** button.

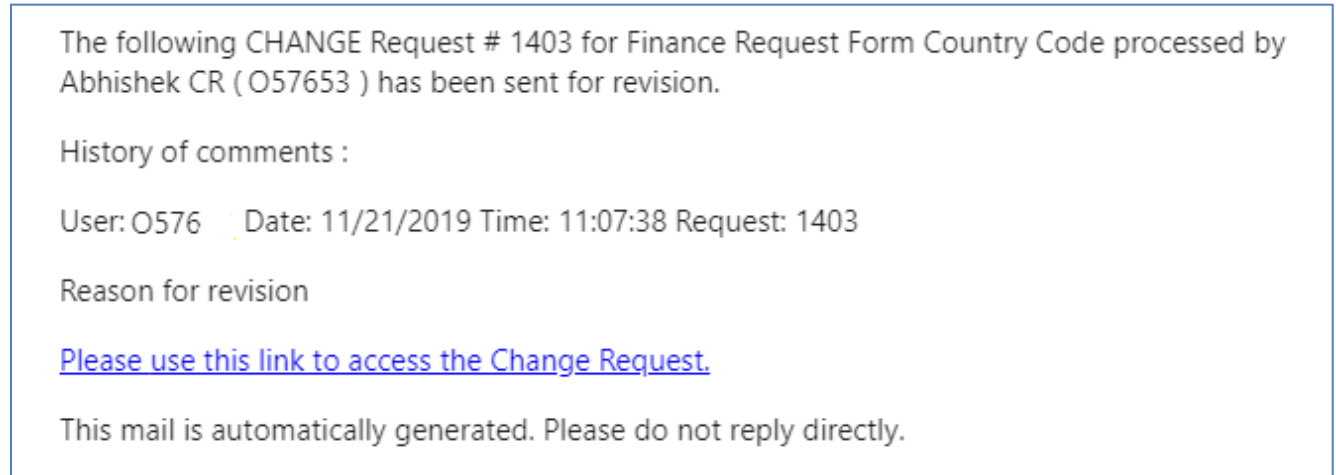


8. Notifications appear at the bottom-left corner of the screen, indicating that the request has been sent back to the Requestor for revision.



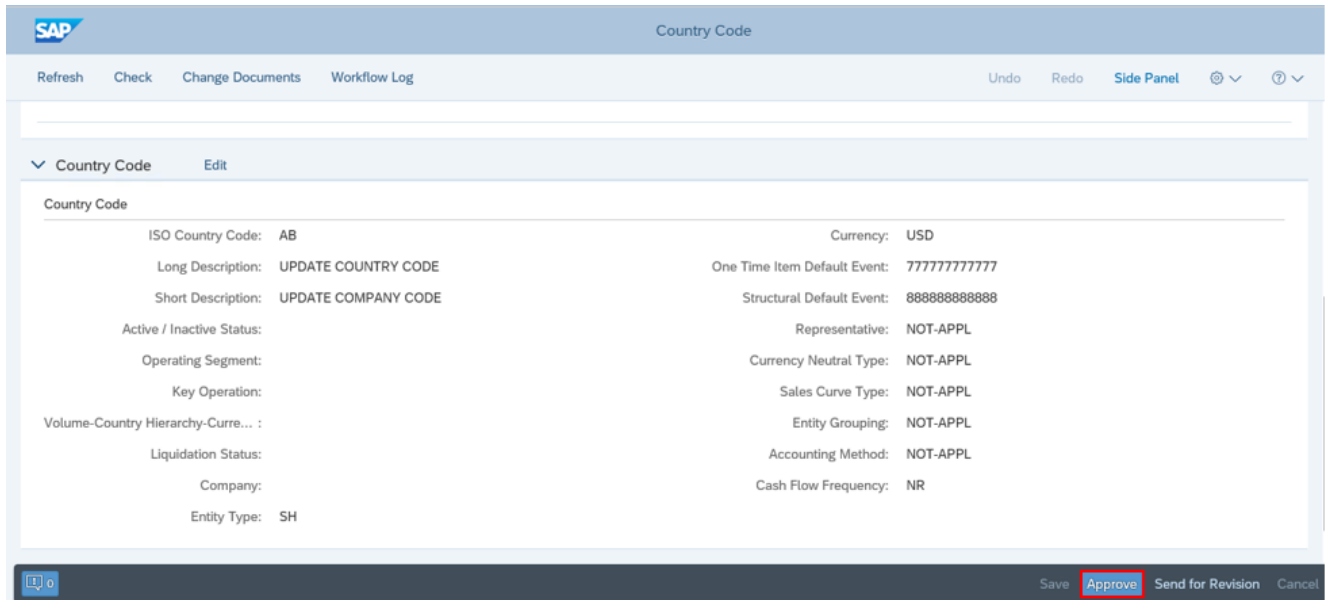
The change request is returned to the Requestor. This triggers an automatic e-mail notification containing the hyperlink to access the change request to the Requestor informing him/her about its status. The Requestor then decides upon withdrawal or resubmitting it for approval.

A sample of the e-mail notification is displayed below:

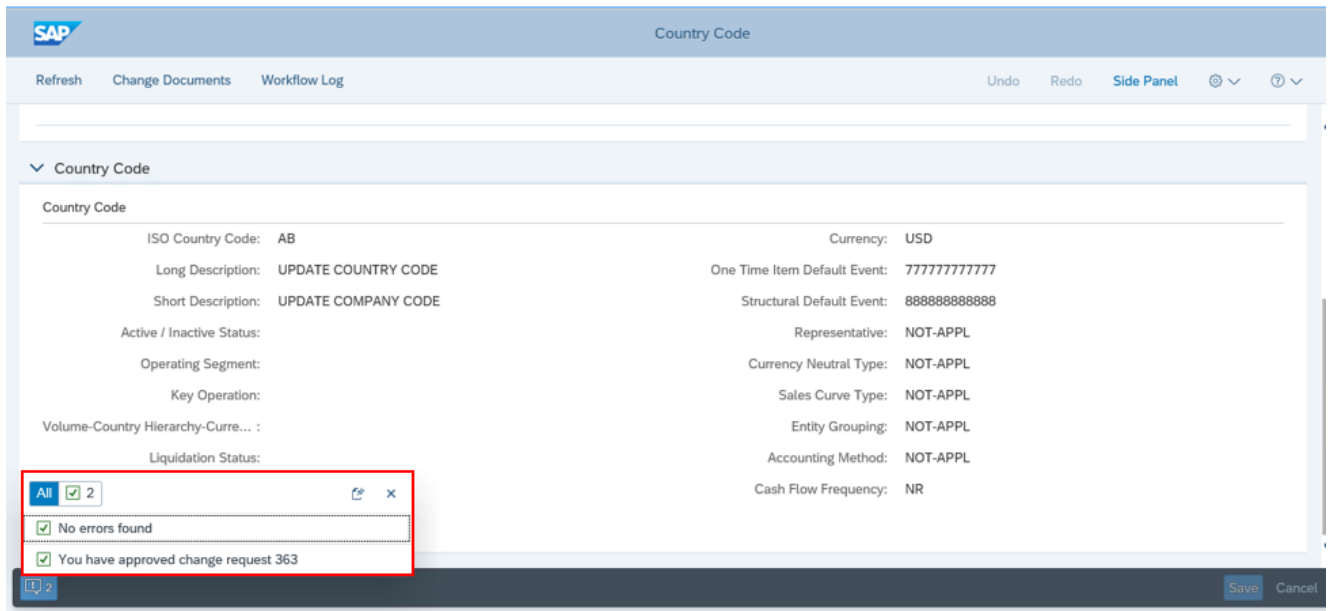


Requestor can resubmit the request or withdraw the request upon receiving the request sent back to him for revision from BPL. Please follow the steps for submitting/withdrawing the request as from [section 4.2.12](#).

9. If the request is valid and has no errors, the Business Process Steward approves the request by clicking the **Approve** button.



10. Notifications appear at the bottom-left corner of the screen, indicating that the request has been approved.



Once the request is approved. An automatic email notification is triggered to the Business Process Steward and Requestor to confirm that the request has been approved.

The following Request # 36 for Country Code has been approved and it is ready to be configured in the system.

This mail is automatically generated. Please do not reply directly.

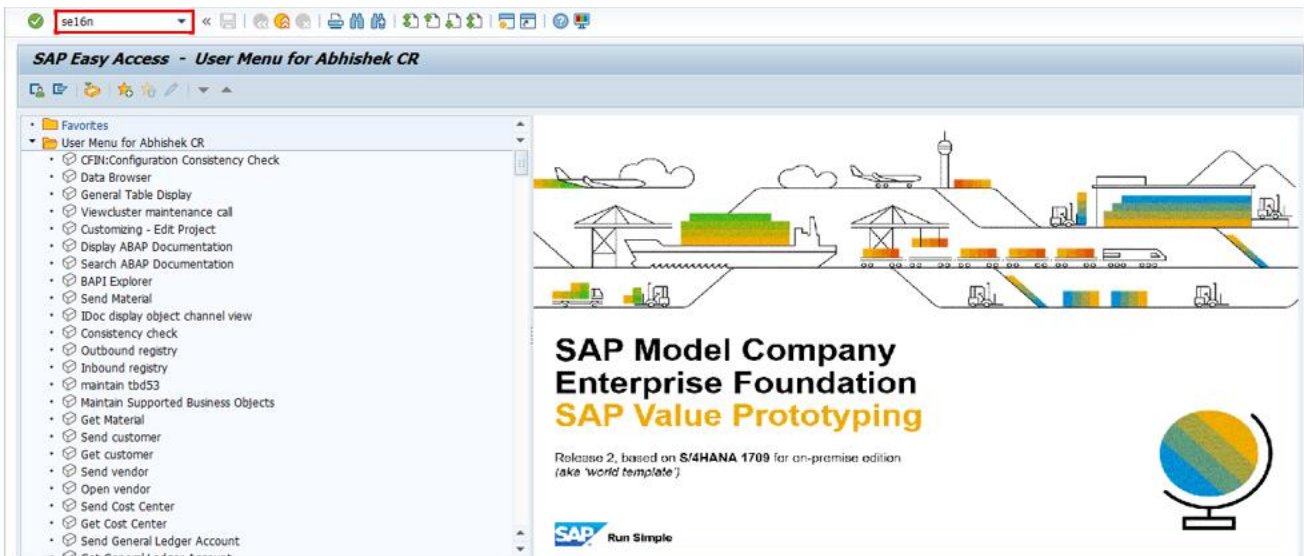
4.4 Replicate in S/4 HANA and P08 Systems

After the BPL provides the approval, the IT Configuration Team will update the required Country Code in the S/4 HANA (P40) and P08 systems by creating an incident through the ChaRM approval process in the Solution Manager. The configuration (update Country Code) will be transported to the MDG using the SAP Landscape Transformation Replication Server (SLT). The IT Configuration Team will perform the Dual maintenance in the P08 system. The new Country Code field will be available in the system for transaction after the quarterly maintenance Finance week i.e. the 4th Week of every quarter on a Thursday for the quarter months March, June, Sep and Dec.

4.4.1 Validate in the P40 system

To validate the replication of the update of the Country Code in the SAP S/4 HANA or P40 system, the Global IT Configuration Team or Requestor performs the following steps.

1. The **SAP Easy Access** screen is displayed. In the **Command Box**, enter the Transaction code and press the Enter key.



- The **General Table Display** screen is displayed. In the **Table** field, enter the updated Country Code recorded in P40 system.

The screenshot shows the 'General Table Display' interface. At the top, there is a navigation bar with a green checkmark icon and a dropdown menu. Below this, the title 'General Table Display' is followed by a toolbar containing icons for 'Background', 'Number of Entries', and 'All Entries'. The main form area includes a 'Table' field with the value 'T005K' highlighted in yellow. To the right of this field is a label 'Communication: country dialing code'. Below the 'Table' field are 'Text table' and 'Layout' fields, both empty. A 'Maximum no. of hits' field is set to '500'. There are two checkboxes: 'No texts' (unchecked) and 'Maintain entries' (unchecked). Below these fields is a 'Selection Criteria' table.

Fid name	O.	Fr.Value	To value	More	Output	Technical name
Client						MANDT
Country					<input checked="" type="checkbox"/>	LAND1
Tel.from					<input checked="" type="checkbox"/>	TELEFFROM
Tel. to					<input checked="" type="checkbox"/>	TELEFTO
Digit to delete					<input checked="" type="checkbox"/>	TELEFRM
Telex fr.					<input checked="" type="checkbox"/>	TELEXFROM
Telex to					<input checked="" type="checkbox"/>	TELEXTO
SMS-Enab.					<input checked="" type="checkbox"/>	MOBILE_SMS

- Once the Country Code is entered, click the **Execute** button shown as an icon in the top-left corner of the screen.

This screenshot is identical to the one above, but with a red box highlighting the 'Execute' button in the top-left corner of the main form area. The 'Table' field still contains 'T005K'.

4. The updated Country Code is replicated in SAP S/4 HANA (P40) system.

T005K: Display of Entries Found

Search in Table: T005K Communication: country dialing code
Number of hits: 253
Runtime: 0 Maximum no. of hits: 500

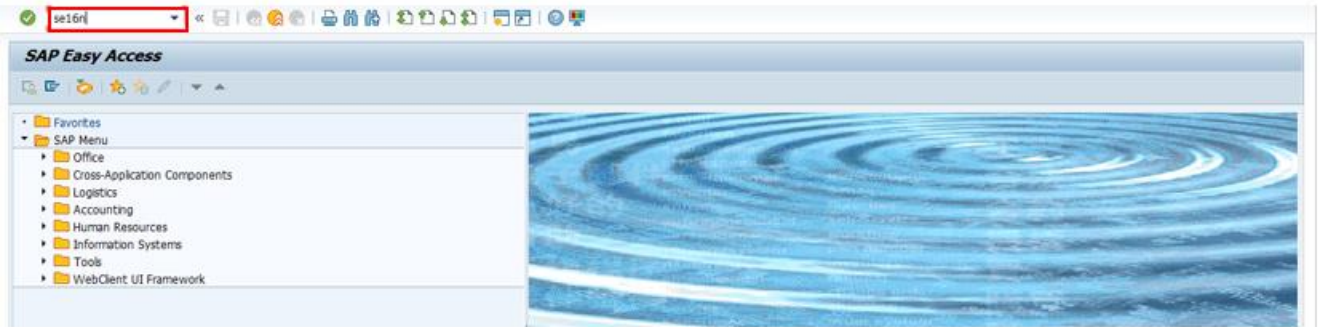
Ctr	Tel.from	Tel. to	Digit del.	TLX fr.	Telex to	SMS
AD	00	376				
AE	00	971				
AF	00	93	0		79	
AG	011	1809				
AI	011	1809				
AL	00	355				
AM		374				
AN	00	599				
AO		244	0			
AQ	00	672				
AR	00	54	0		33	
AS	011	684				
AT	00	43	0		47	
AU	0011	61	0		71	X
AW	00	297				
AX	00	358	0		57	

The updated Country Code will be available in the system for transaction after the quarterly maintenance Finance week i.e. the 4th Week of every quarter on a Thursday for the quarter months March, June, September and December.

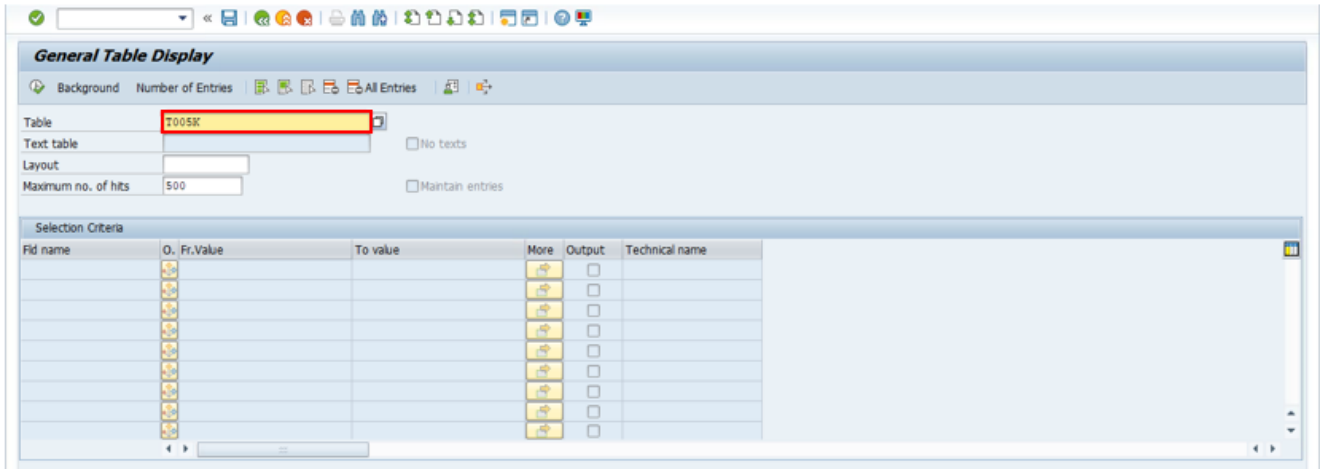
4.4.2 Validate in the P08 system

To validate the replication of the update of the Country Code in the P08 system, the Global IT Configuration Team performs the following steps.

1. The **SAP Easy Access** screen is displayed. In the **Command Box**, enter the Transaction code and press the Enter key.



2. The **General Table Display** screen is displayed. In the **Table** field, enter the updated Country Code recorded in P08 system.



6. Abbreviations/Acronyms

Short Form	Full Form
BPL	Business Process Lead
FRF	Finance Request Form
SLT	SAP Landscape Transformation Replication Server

7. Outputs

Output Name	Output Type	Output Location
		SAP S/4 HANA
		SAP P08

Version History

Version	Date	Change Owner	Change Request No.	Change Details
1.0	Month in words/Date/Year	Name of the change owner	Change request ID	Change description