

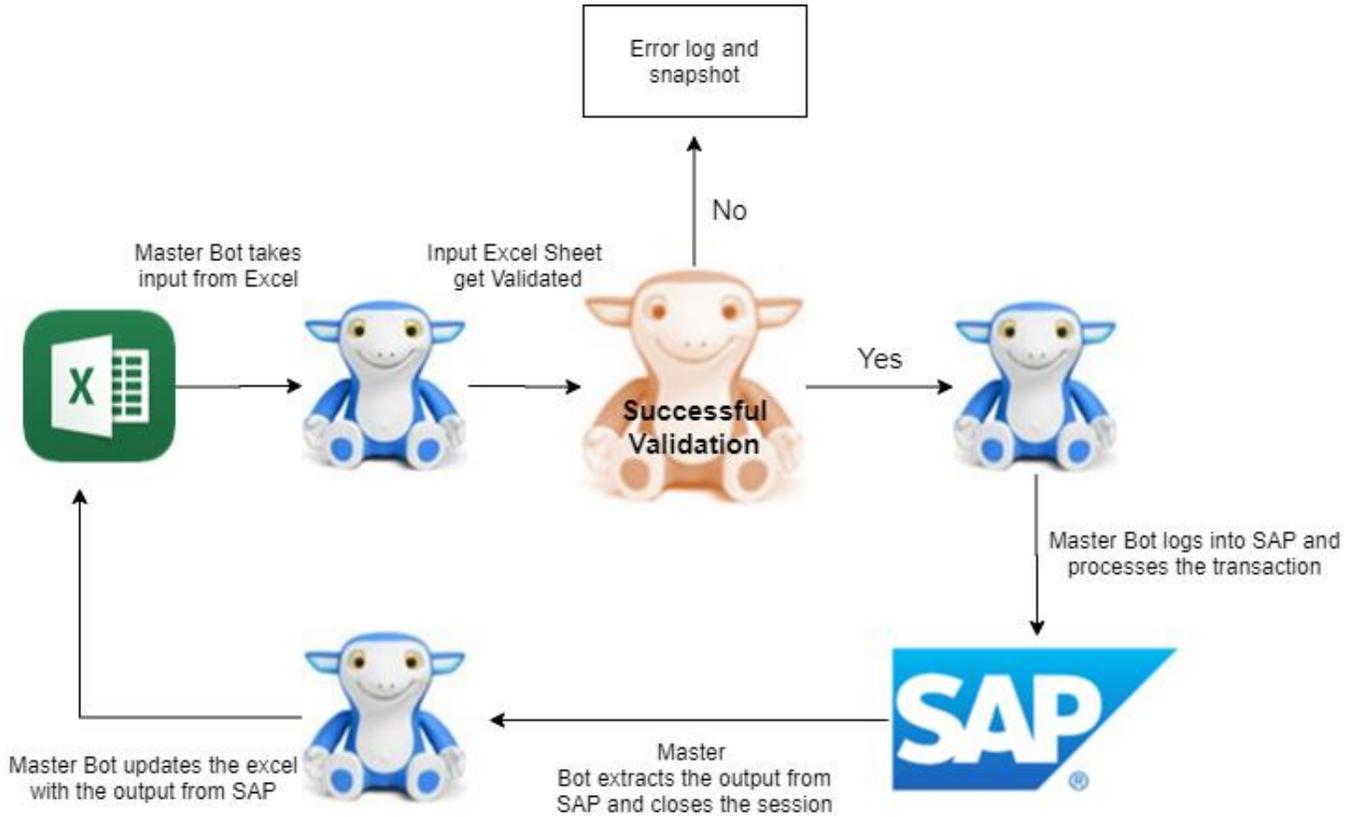
VA01 Create Sales Order
Readme

Bot Overview

This bot performs the following:

- Login- Logs into your SAP instance.
- Business Process- Create Sales Order.
- Close and Disconnect connection- Logs out of SAP instance and closes SAP GUI desktop application.

Process Flow



(Blue bot signifies Master Bot and the Orange Bot is the Validation Bot)

Pre-Requisites

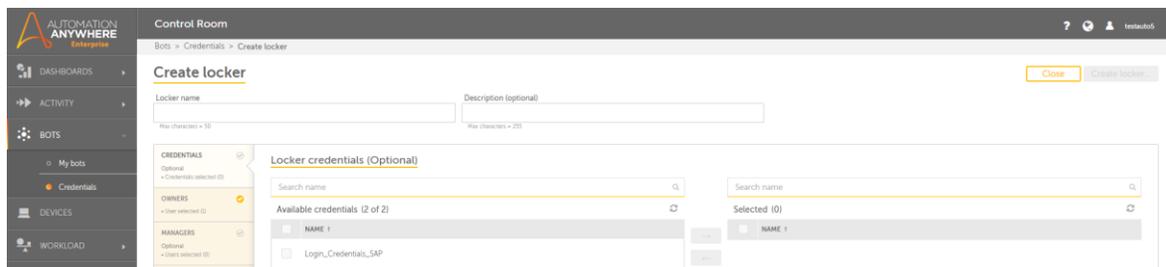
- Automation Anywhere Enterprise v11.1 and above
- SAP GUI desktop application SAP S/4 HANA FI/CO configuration
- Microsoft Excel
- Roles required in SAP for this transaction to execute: “Internal Sales Representative”
- SAP Credentials should be set in Credential Vault
- For best results set the display resolution to 1920 x 1080.

Setting Up Credential Vault

- Your admin needs to set the SAP Credentials in the Credential vault. There are two steps:
 1. Creation of Locker
 2. Creation of Credentials

1. Creation of Locker

The user with AAE-Locker Admin needs to create a locker. He/she should log into the control room and create a locker with name “Spectar_SAP”.



Assign this locker to the user who will be running the bot. The user will become a participant.

2. Creation of Credentials Attributes

The user logs into the Control room with his credentials. He/she will see that a locker with name “Spectar_SAP” has been assigned to him. He needs to create a credential named “Login_Credential_SAP”. The credential should have following 4 Attributes:

- i. Username
- ii. Password
- iii. Client
- iv. System

3. Inputting Credentials in Control Room

The user logs into the Control room with his credentials. He/she will need to navigate to ‘Credential Requests’ tab and edit the credential named “Login_Credential_SAP”. The credential should have values set for the following 4 Attributes:

- i. Username (Provide the Username from SAP Logon)
- ii. Password (Provide the Password from SAP Logon)
- iii. Client (Provide the Client from SAP Logon)
- iv. System (Provide the description from SAP Logon)

Please note that the password should be masked. These are the credentials to log into SAP. If these fields are not set properly the bot will fail to log into SAP.

Installation

1. Download the bot from Bot Store.
2. Double click on <Bot Name>.msi and follow the installation instructions.

For first time users, the "Bot Store" folder is created under <AA Directory>/My Tasks (on your local disk).

Installer creates the following folder structure with content under the <AADirectory>

<AA Directory>

- My Tasks
 - Bot Store
 - VA01 - Create Sales Order - SPECTAR (Folder)
 - My Task
 - VA01 Create Sales Order.atmx
 - Validation.atmx
 - Input Folder
 - VA01 InputFile.xlsx
 - Error Folder
 - Logs (Folder)
 - Error Logs Month-Day-Year.txt
 - Snapshots (Folder)
 - Error Snap Month-Day-Year.png
- a. My Metabot
 - i. SAP.mbot

How to Use the Bot:

Use the following information to configure your bot:

Parameter Name	Type	Direction	Additional Info
vAccessCode (Must be updated in the Variable Manager in Automation Anywhere)	String	Input	Provide Access Code given by Automation Anywhere
vErrorFolder	String	Value	The Error Folder is inside the bot folder which contains the Logs and Snapshots Folder
vLogFolder	String	Value	This Folder contains the Screenshot in case of error
vSnapshotFolder	String	Value	This Folder contains the logs in case of error
vInputFile	String	Value	Path of the Input File inside the Input Folder
Order Type	String	Input	Provide the Order type
Sales Organization	String	Input	Provide the Sales Organization
Distribution Channel	String	Input	Provide the Distribution Channel
Division	String	Input	Provide the Division
Sales Office	String	Input	Provide the Sales Office
Sales Group	String	Input	Provide the Sales Group
Sold-To-Party	String	Input	Provide the Sold to party
Cust Reference	String	Input	Provide the Customer Reference
Material	String	Input	Provide the Material
Order Quantity	String	Input	Provide the Order Quantity

Note: All input fields are mandatory here.

How to configure the Input File?

1. Open the Input Excel VA01 InputFile.xlsx
2. The input file is pre-configured with the basic field-value structure:

Spectar VA01 Input File	Order Type	Sales Organization	Distribution Channel	Division	Sales Office	Sales Group	Sold To Party	Cust Reference	Material	Order Quantity	Status
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- The header signifies the field name in the SAP GUI and the value denotes their respective value to be filled.
- If the input file is left as it is, it will fill only these values in the SAP
- If additional fields are needed to be filled, then additional column should be added in the excel after the Status column. The label of the column name should be the unique identifier and not the field name as appears on the screen. The next section describes how to find the unique identifier for the fields.
- Save the excel after making the changes.

How to Find the unique identifier for fields?

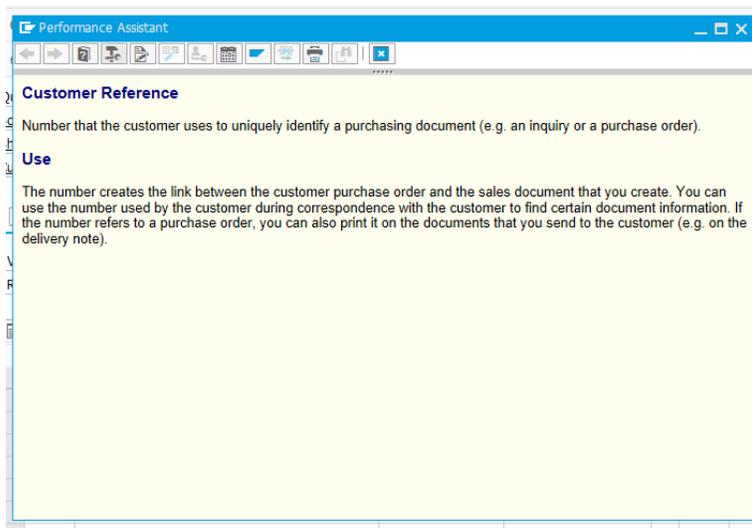
- Identify the field that needs to be filled in by the bot. For example, suppose Cust. Reference field needs to be filled.



- If 'Cust. Reference' is filled in the config excel sheet as the column name, the bot will not identify it. Its unique identifier needs to be evaluated.
- To find the unique identifier, click inside the field to activate it.



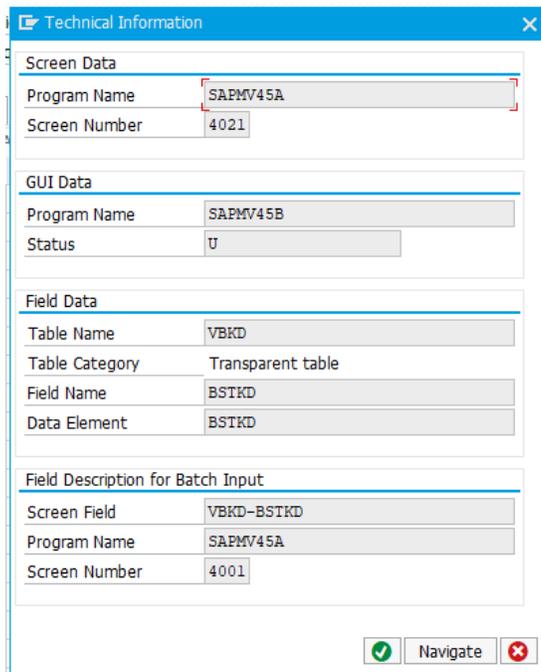
- Once activated a red envelope will appear around it.
- Press F1 function key. A window will pop-up.



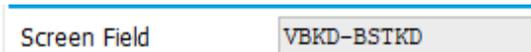
- Then press F4 function key. Alternatively, you can click on the Technical Information icon in the menu bar.



- Technical information Pop-up will appear:



- The screen field is the unique identifier of the field. In current case of Reference, it is VBKD-BSTKD.



- The field should be entered as a column name in the config file and below its value should be mentioned:

M	N	C
Status	VBKD-BSTKD	
	Ref100	

- If the field is a check box, its value should be mentioned as 'Check' or 'Yes'

K	
INVFO-XMWST	
Check	

- If data needs to be entered in the following dropdown list in SAP, use unique identifier as the field label and the below mentioned for the field value.

- o **Billing Block (Dropdown):**

- Check Credit Memo Y8
- Check Debit Memo Y9
- Check Payment Terms 04
- Compl Confirm Missng Y2
- Pricing Complete 03

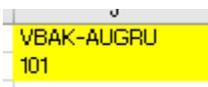
- **Order Reason (Dropdown):**
 - Poor Quality 101
 - Damaged in Transit 102
 - Free of Charge Sample 105
 - Price Difference: Price was too low 200
 - Sales Call 001
 - Trade Fair Sales Activity 002
 - Television Commercial 003
 - Customer Recommendation 004
 - Newspaper Advertisement 005
 - Excellent Price 006
 - Fast Delivery 007
 - Good Service 008

- **Delivery Block (Dropdown):**
 - Check Payment Terms 52
 - Check Repayment 53
 - Check Shipping Data 50
 - Missing Credit Limit 01
 - No Export Documents 04
 - Political Reasons 02
 - Pricing Incomplete 51

- **Reason For Rejection (Dropdown):**
 - Order Cancelled due to error 60
 - Item Cancelled & Substituted by new one 61
 - Rejected by Selling Company 62
 - Rejected by Seller – Business Reasons 63
 - Rejected by Seller – No Availability 64
 - Rejected by Customer 70
 - Rejected by Customer – Incorrect Order 71
 - Rejected by Customer – Incorrect Item 72
 - Rejected by Customer – Delay in Delivery 73
 - Rejected by Customer – Delay in Service 74
 - Rejected by Customer – Pricing Reasons 75
 - Customer rejects open Quantity / Service 76
 - Technical Change 12

For Example:

In SAP, the option Poor Quality needs to be selected from the Order Reason dropdown list. Then, the field label would be its unique identifier, in this case its VBAK-AUGRU. The Field value would be 101 (from the list above).



Exceptions

- If the user's login credentials are invalid, the SAP GUI will not be able to login into SAP. An error will be logged into the error log file. Please note that SAP locks the user after three wrong tries.
- If the input file is missing or locked by another application, the bot will throw an error. The exception will be logged in the file and a snapshot will be captured and saved in the Snapshots folder as discussed below.
- If the transaction is not completed due to any issue, the status in the input file will be updated with an exception saying the transaction was not completed.
- If all the mandatory fields in the input excel file are not present, the SAP transaction will not be completed and the status field will be updated.

Error Handling

- Each Bot folder contains the below hierarchy.
 - o Error Folder
 - Logs
 - Error Logs Month-Day-Year.txt: In case of any error, this file logs the error message along with a timestamp
 - Snapshots
 - Error Snap Month-Day-Year.png: In case of any error, this file captures a screenshot of the error.
- Task Status of the bot is set to fail in case of error.

Disclaimer

- The username and password of SAP should be rotated and changed frequently, because if someone has access to it he/she can access the system and violate the intended usage of the system.

Support

If there are any issues faced during the configuration of this bot or further inquiries, please contact: admin@spectargroup.com