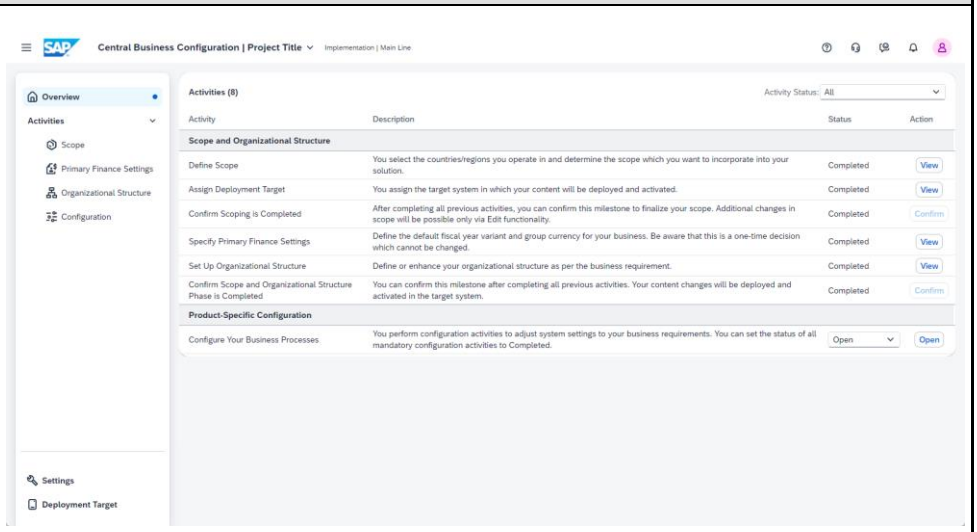
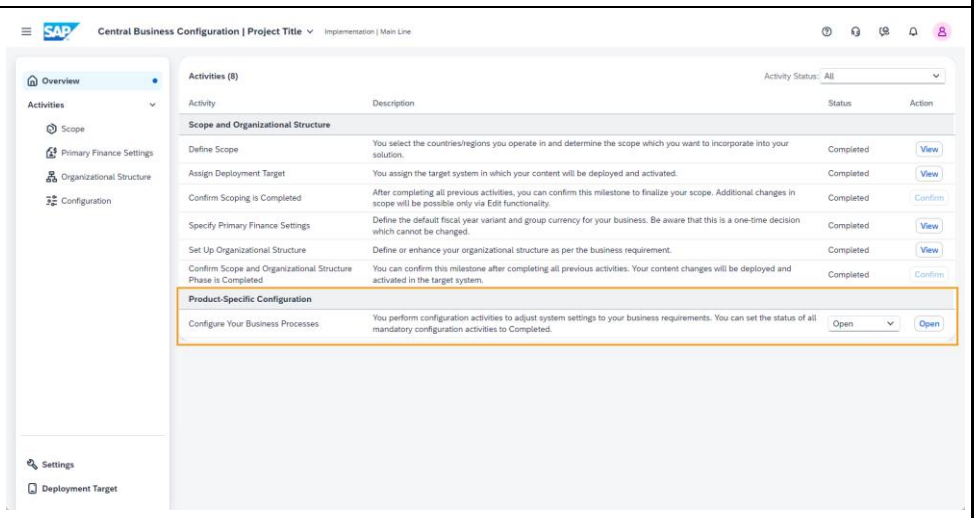
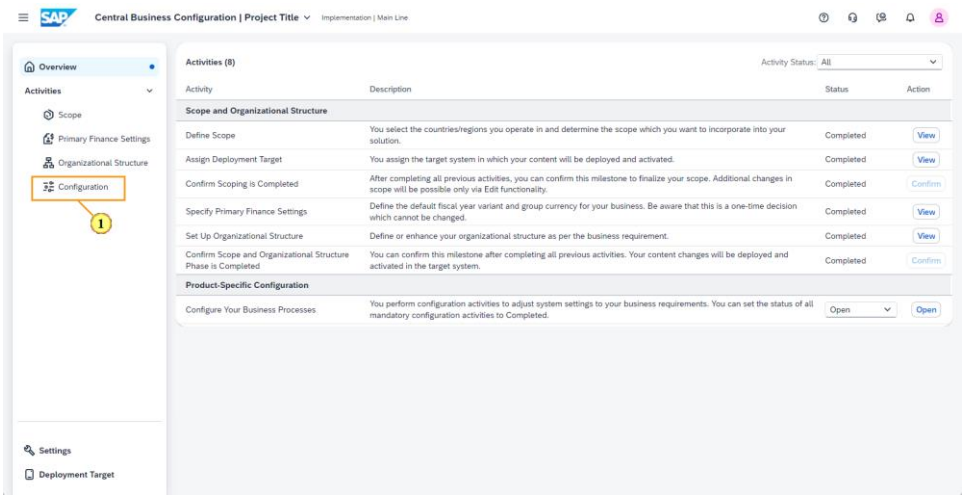
Configure Business Processes (3SL)

Explanation	Screenshot
ⓘ To learn more about how a project manager or key user performs configuration activities in an SAP S/4HANA Cloud 3-system landscape (3SL) to configure a business process, follow this interactive tutorial.	
ⓘ To configure your business processes and adjust the configuration settings to your business requirements, you need to have reached the *Product-Specific Configuration* phase, having completed all preceding activities.	
1. First, go to *Configuration*.	

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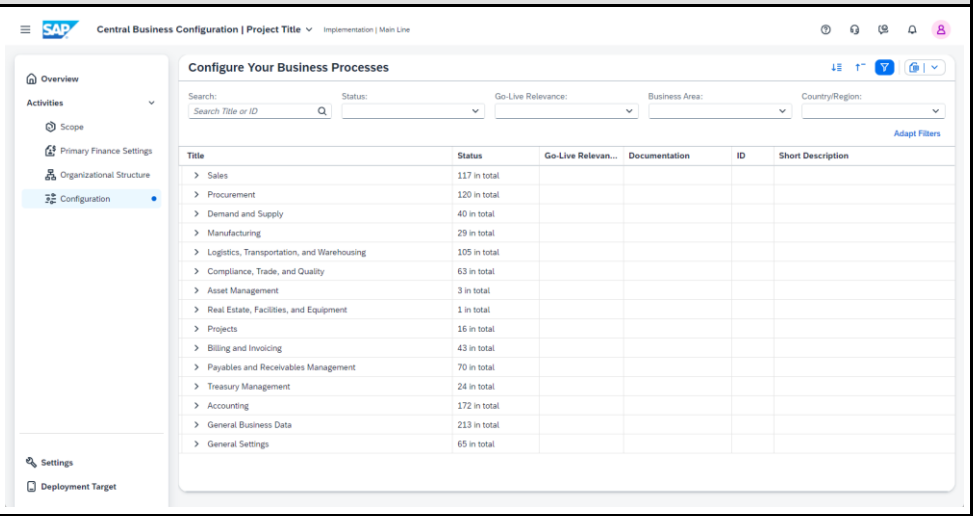
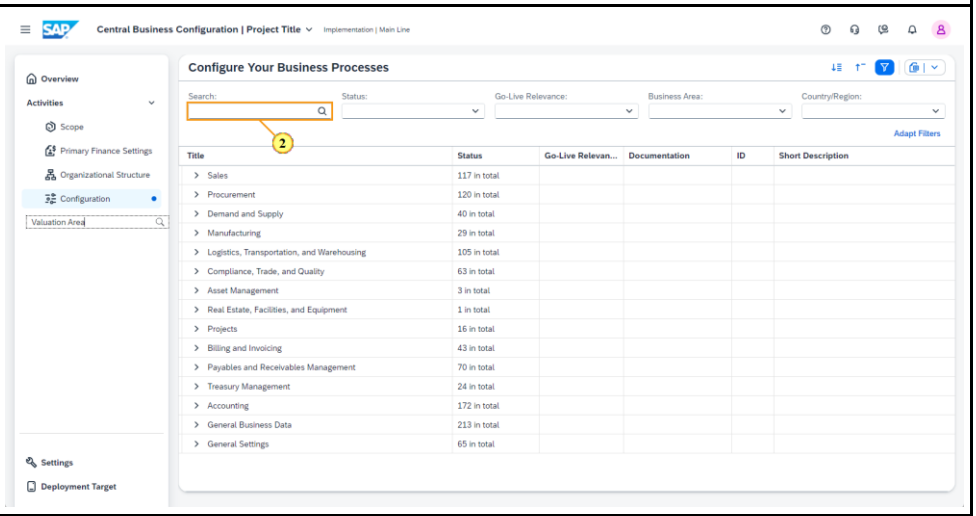
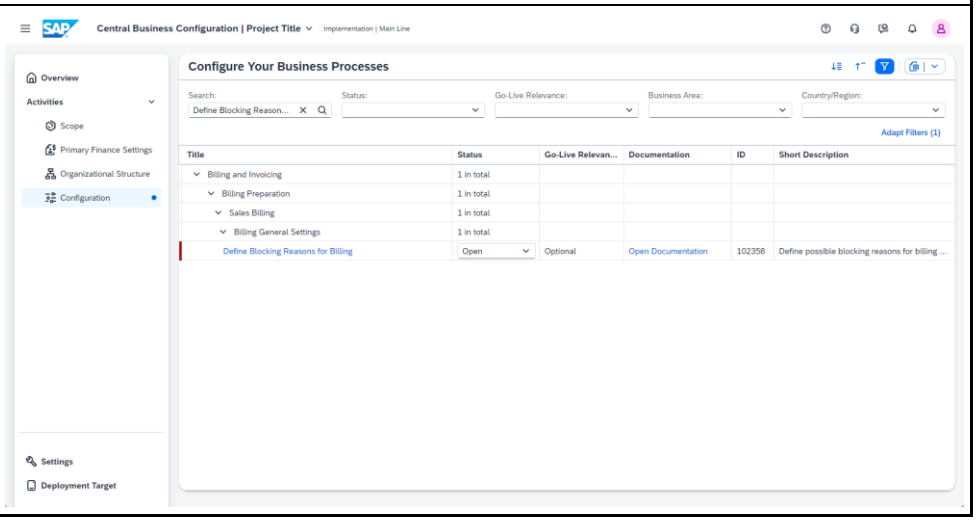
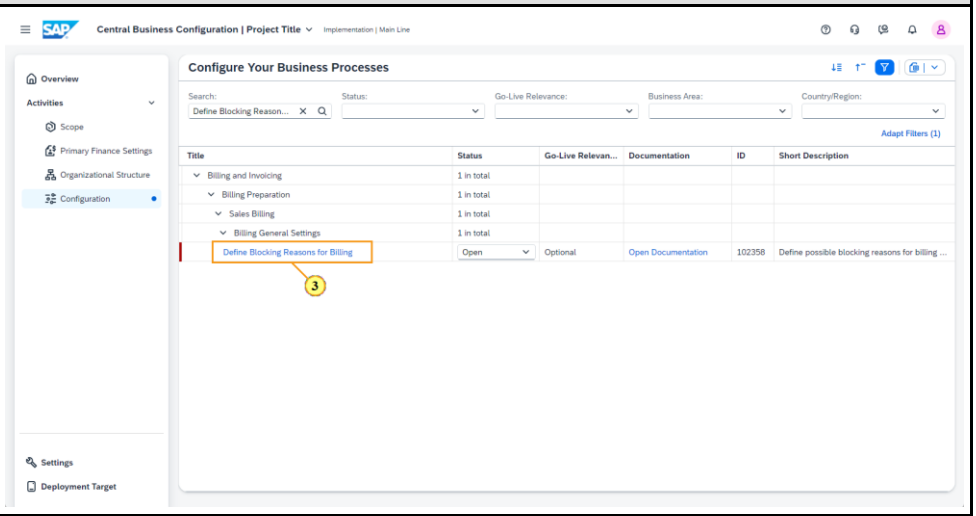
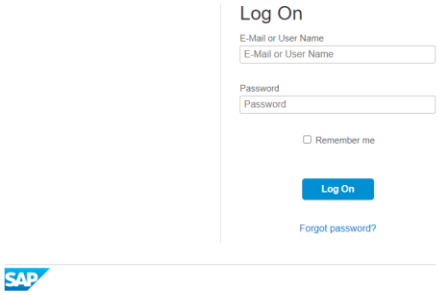
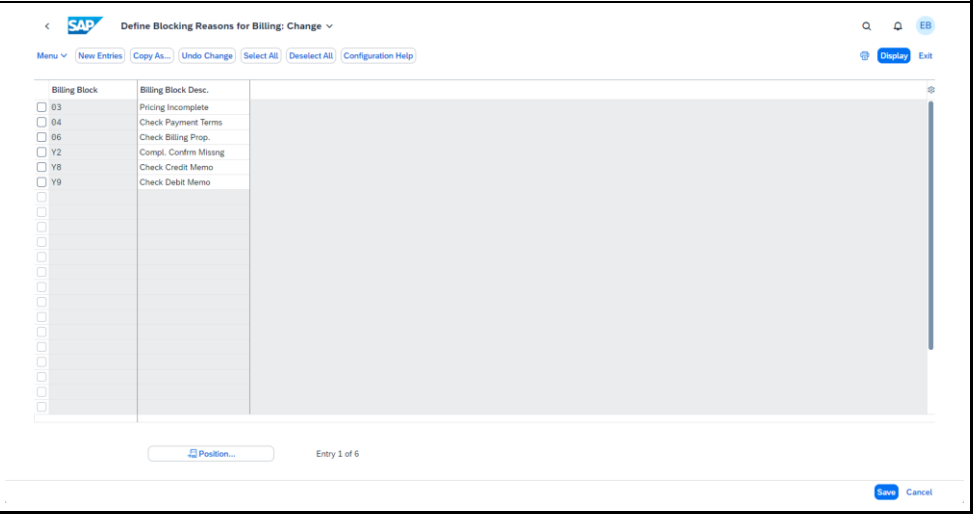
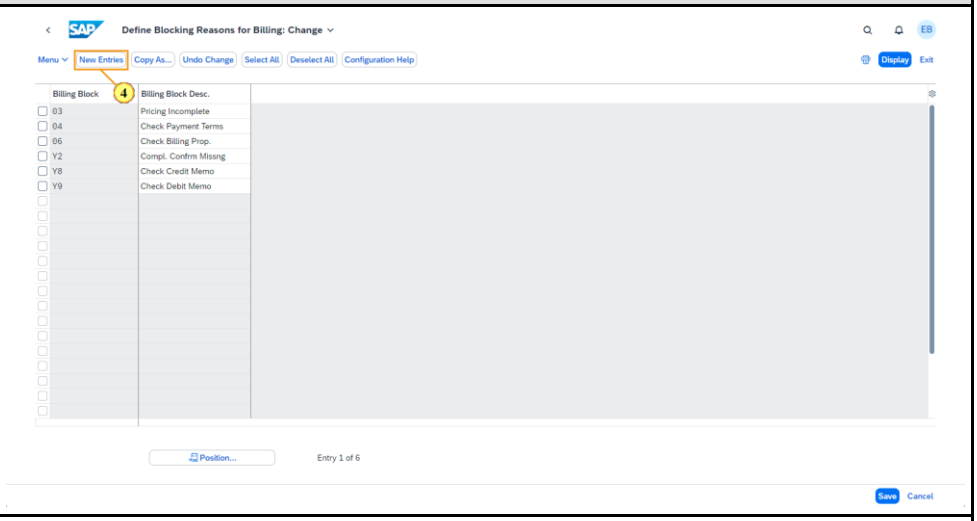
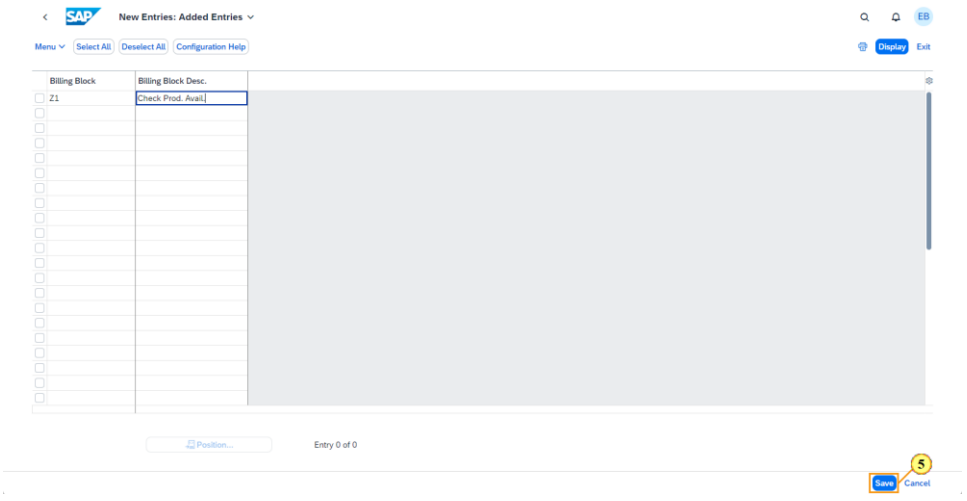
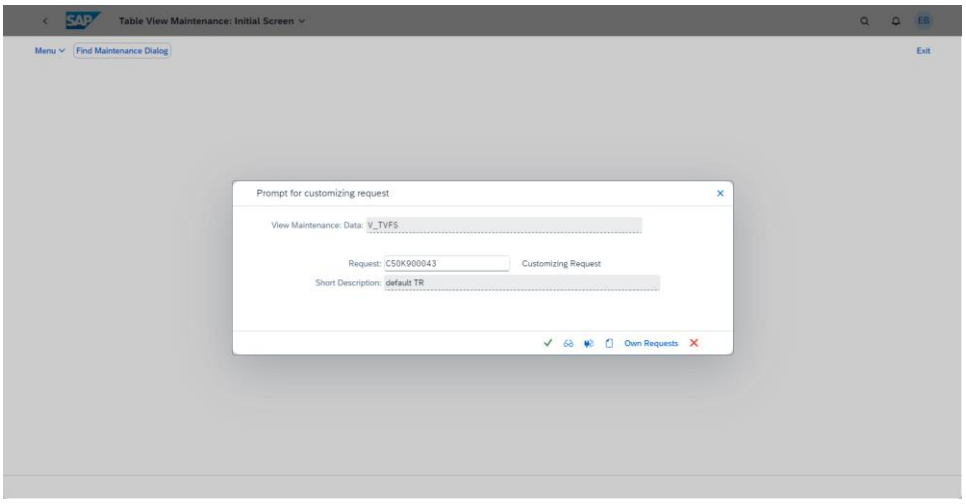
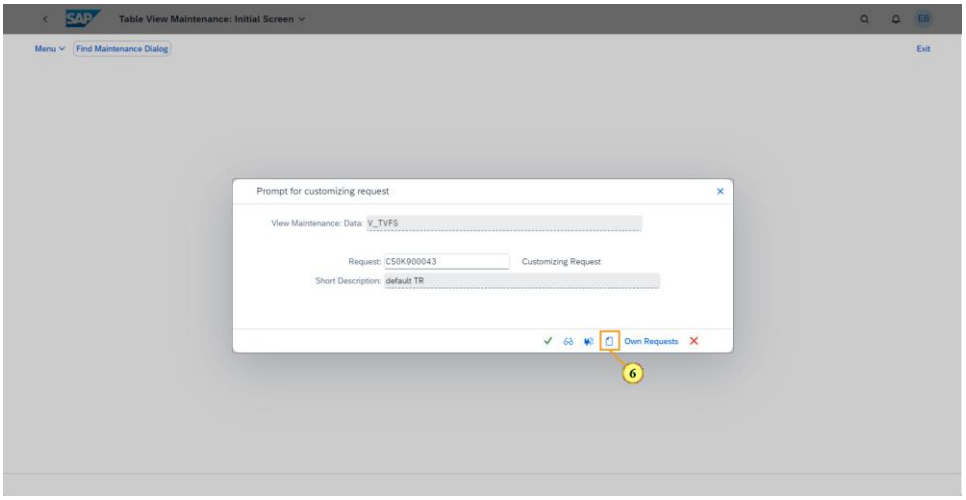
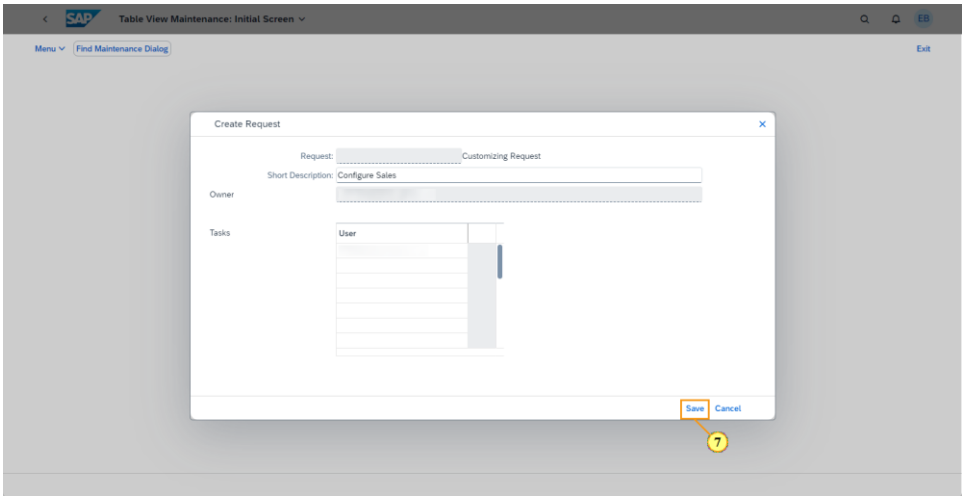
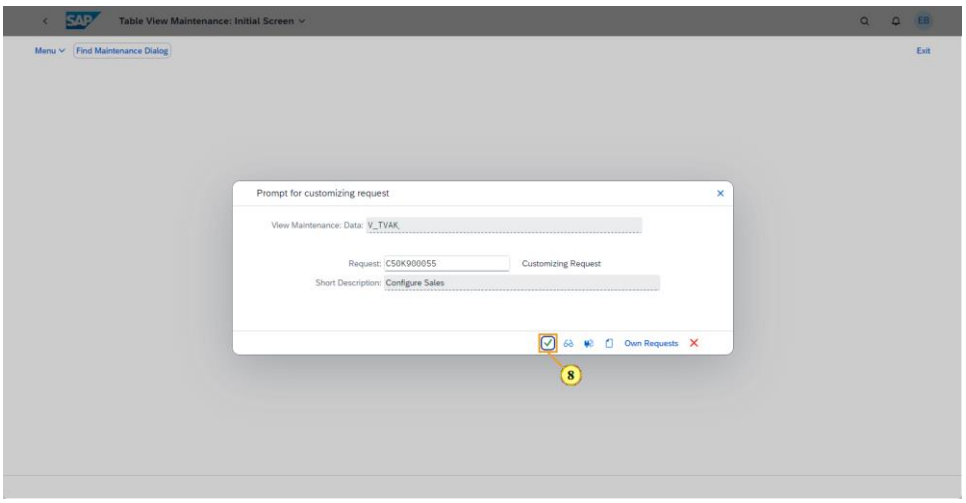
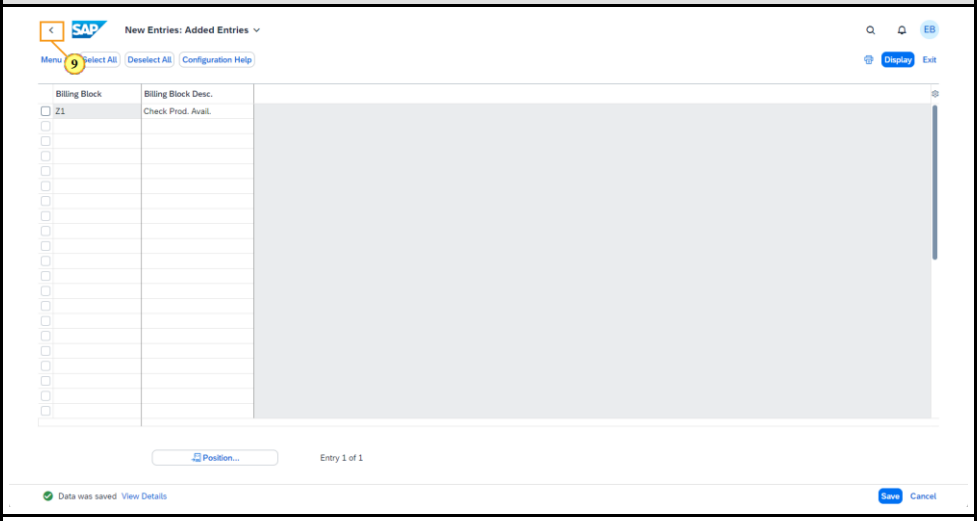
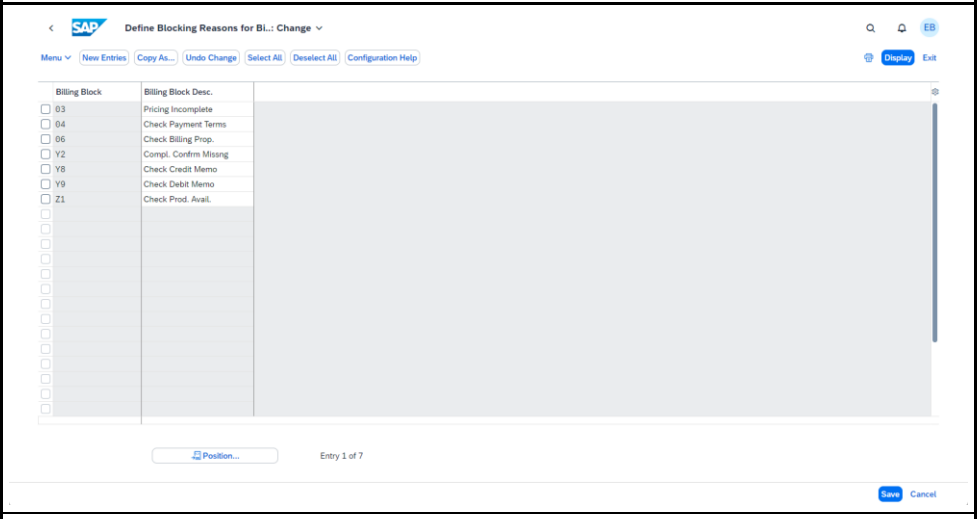
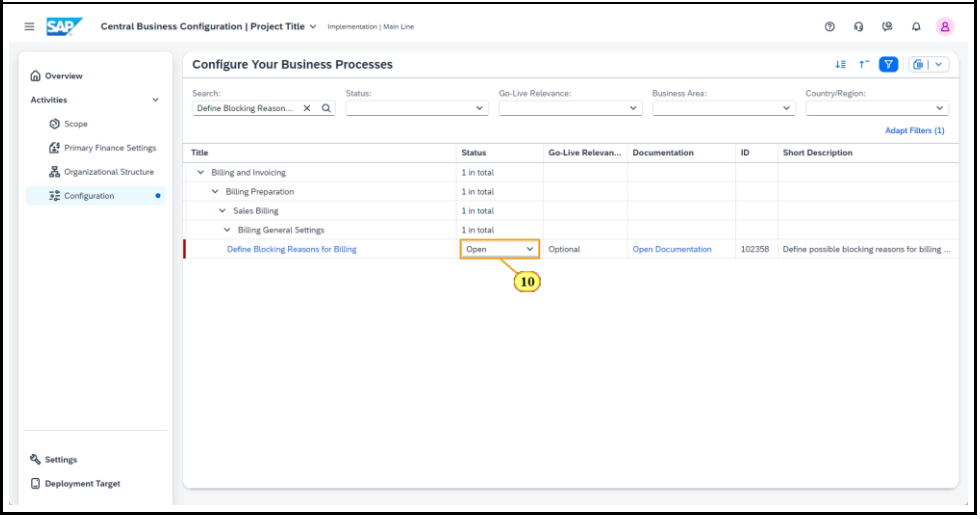
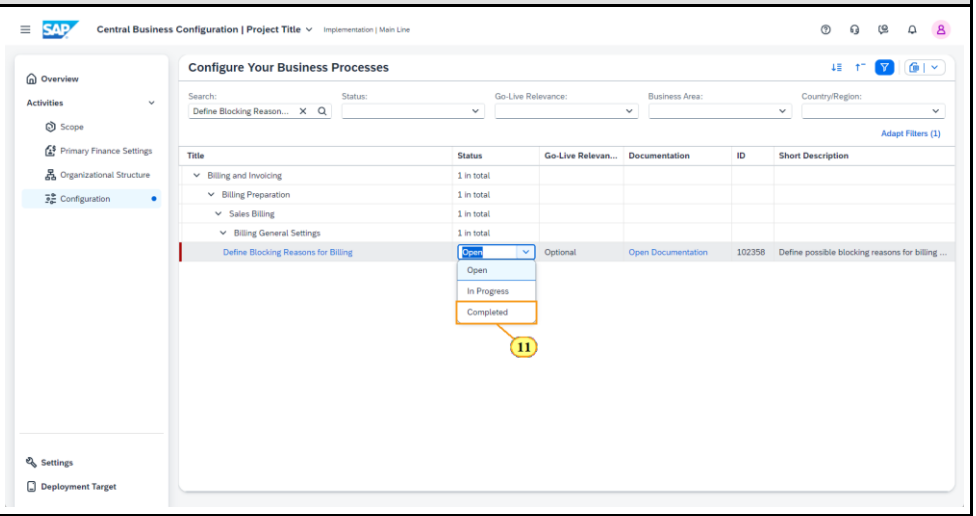
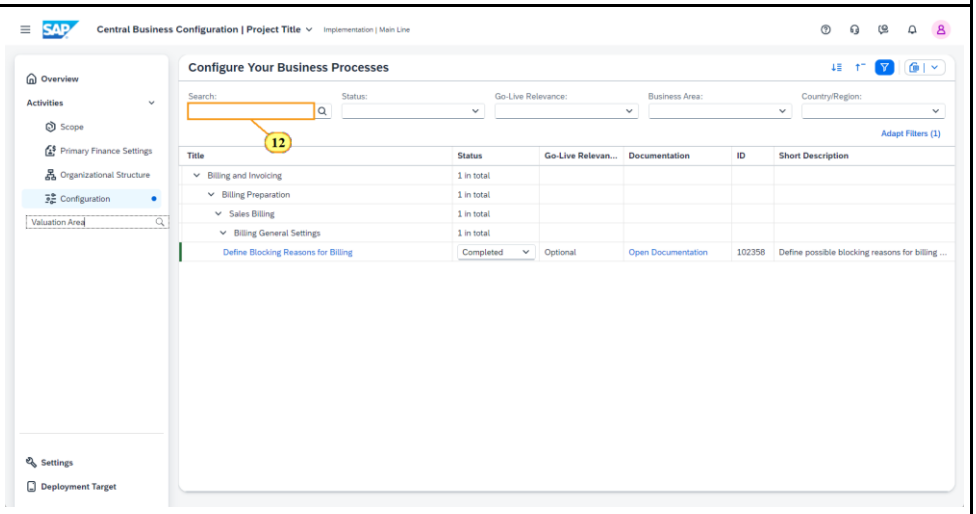
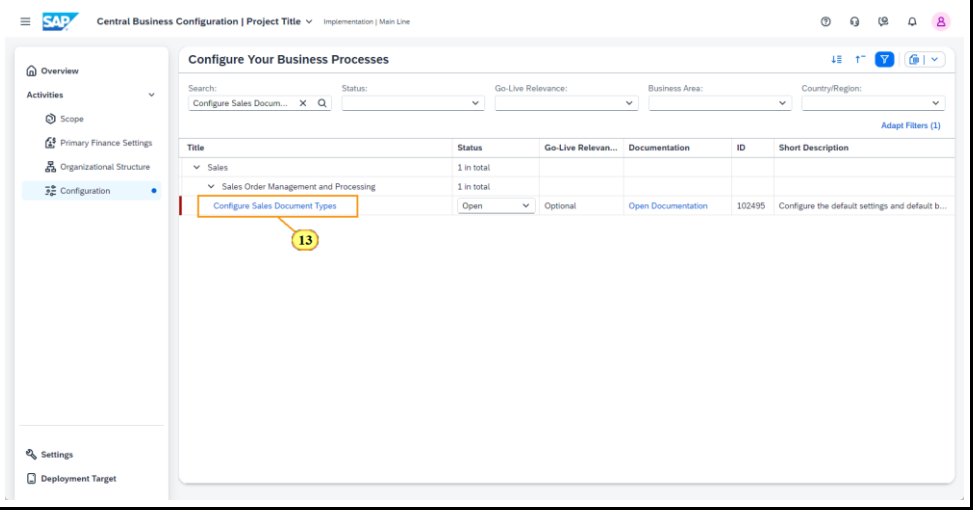
ⓘ Here, you can use the filter bar, for example to filter by status, business area, country/region, or to display only mandatory activities (marked with an asterisk).	
2. Or you can search by the name or ID of the configuration activity. For example, enter **Define Blocking Reasons for Billing** and press Enter.	
ⓘ The table columns provide you with additional information about the configuration activity: status, go-live relevance, link to the documentation, configuration activity ID, and short description.	

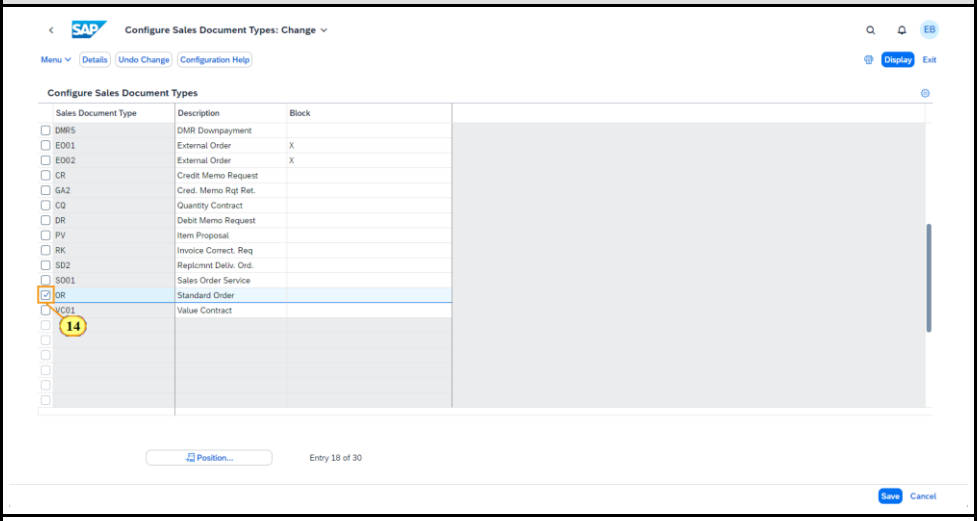
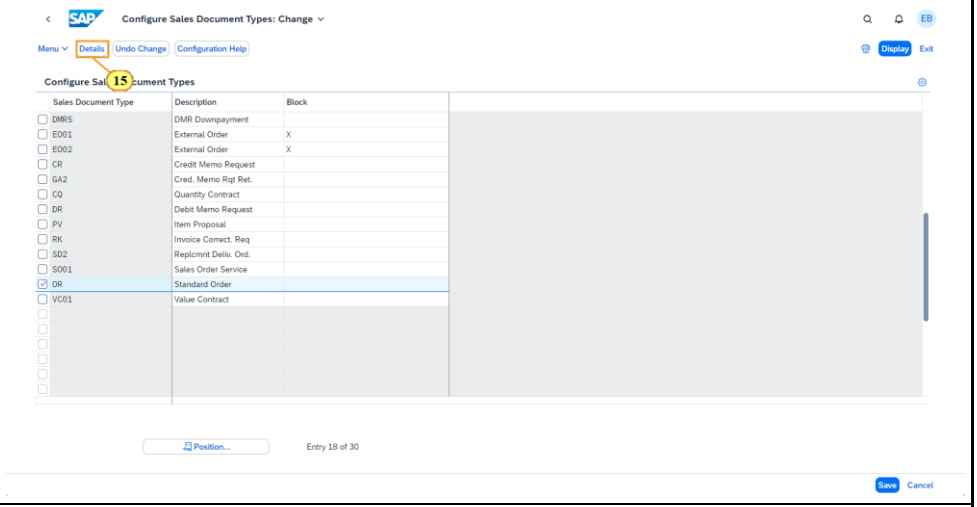
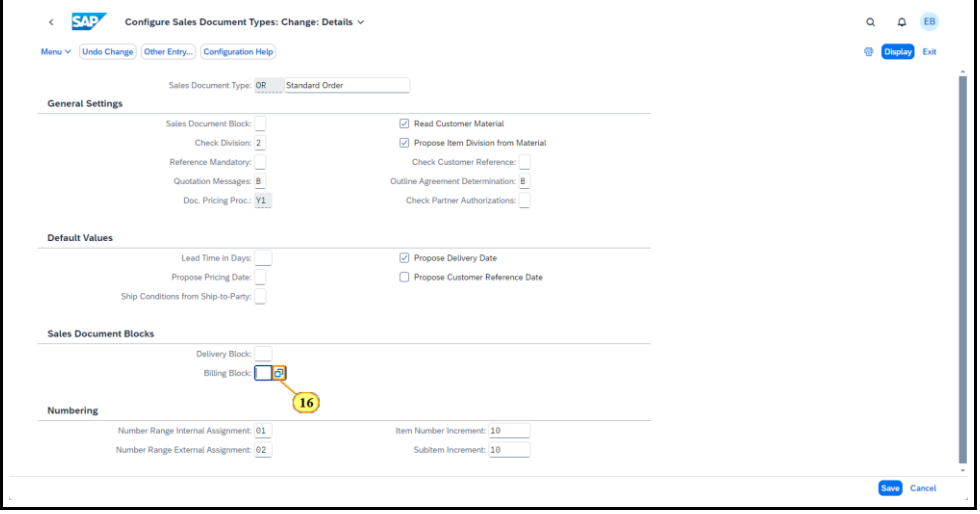
Explanation	Screenshot
3. Choose *Define Blocking Reasons for Billing.*	
ⓘ You're seamlessly guided to SAP S/4HANA Cloud, where you need to log on once per active browser session with your credentials.	
ⓘ In configuration activities, you can create new entries, change existing entries, or delete non-SAP entries (depending on the configuration activity in question) and save your changes.	

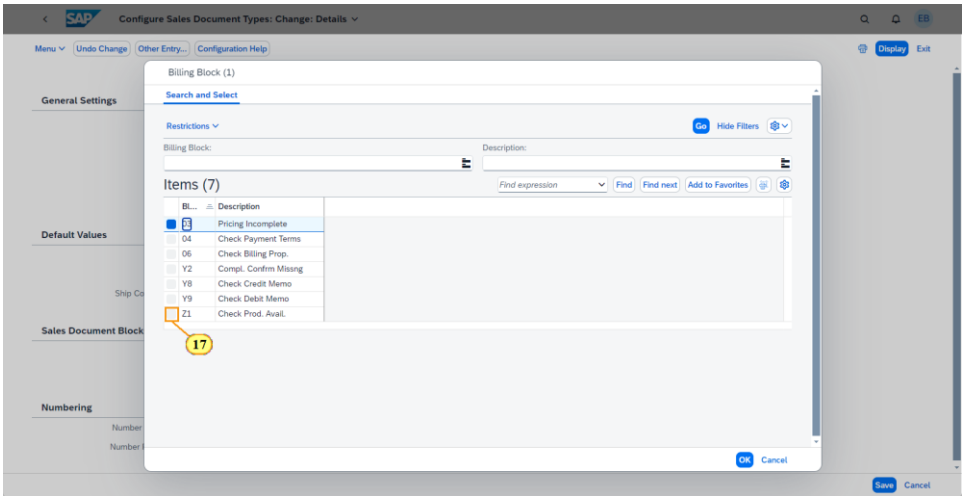
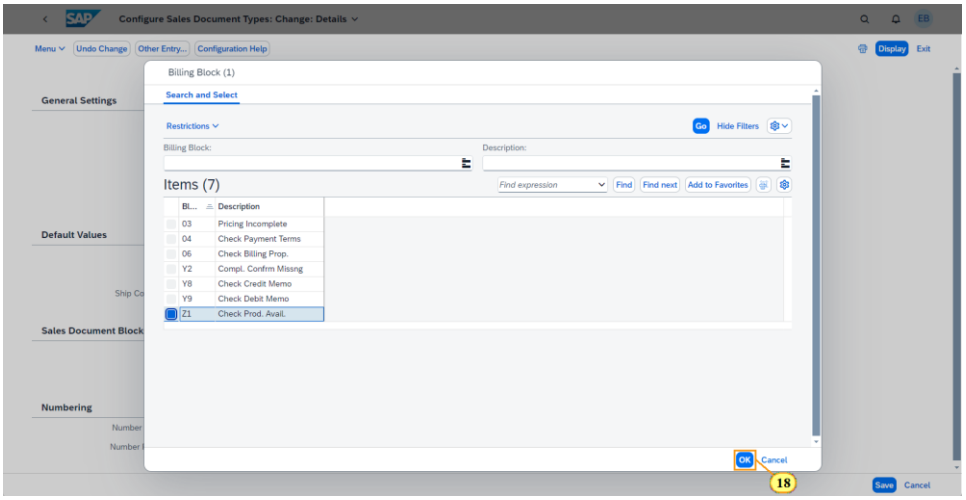
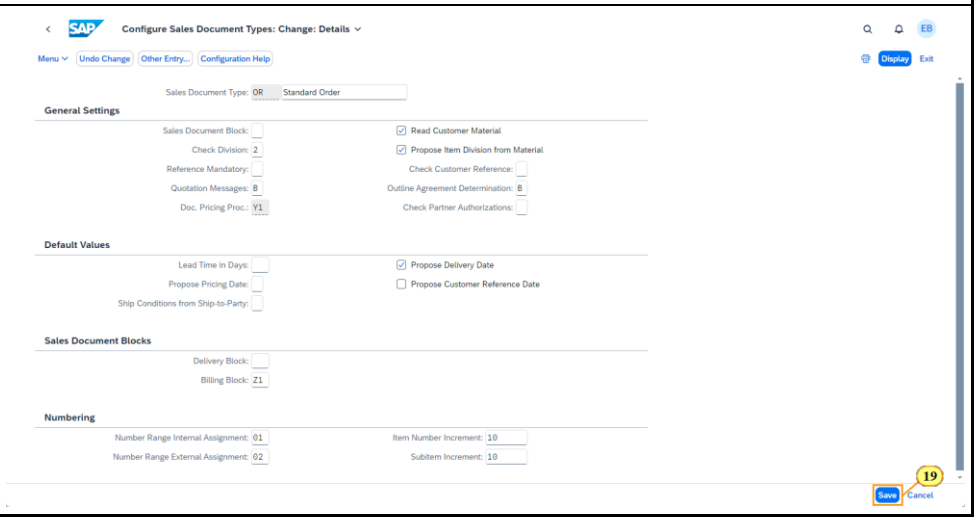
Explanation	Screenshot
4. For example, choose *New Entries*.	
5. Enter your data and choose *Save*.	
ⓘ Assign your changes to a transport request. You can assign the changes to a new customizing request or to an existing one. If you log on to the system for the first time, you need to create a new request.	

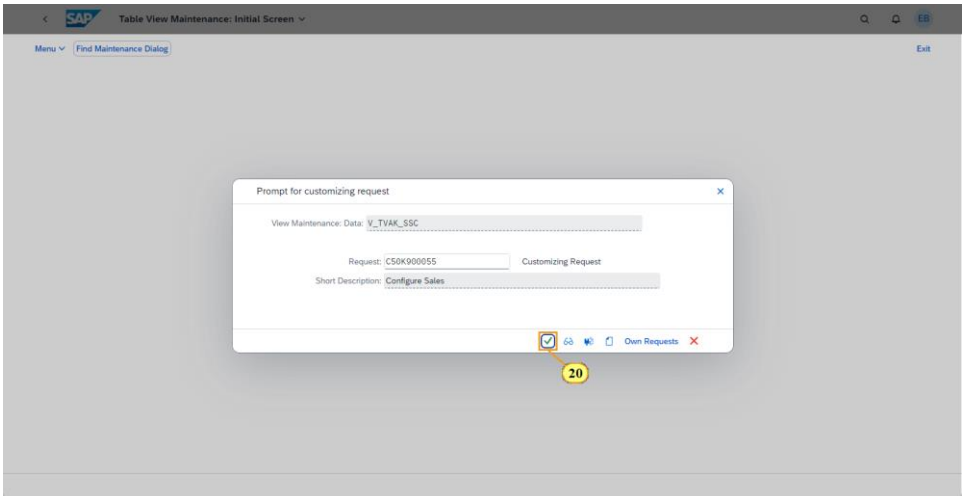
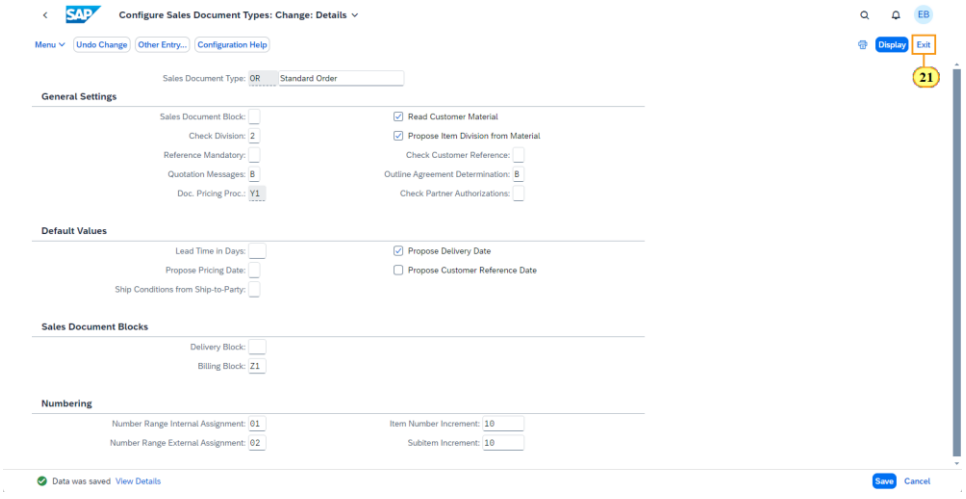
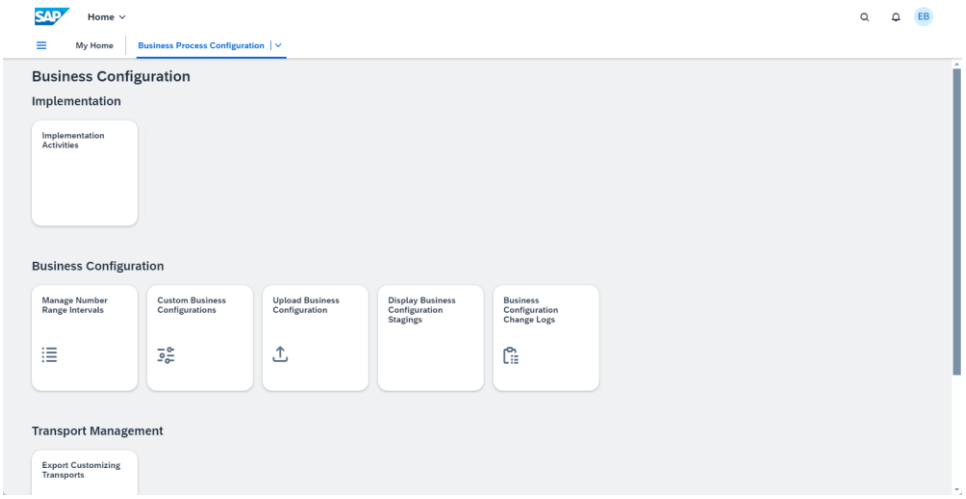
Explanation	Screenshot
6. Choose *Create Request*.	
7. Enter a short description and choose *Save*.	
8. The newly created request is selected automatically. Choose *Save* to assign the changes to the customizing request.	

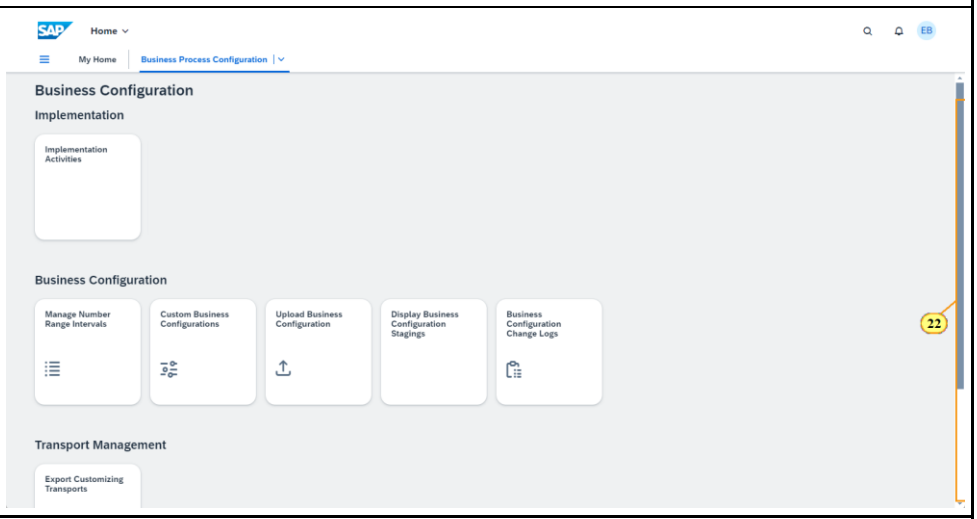
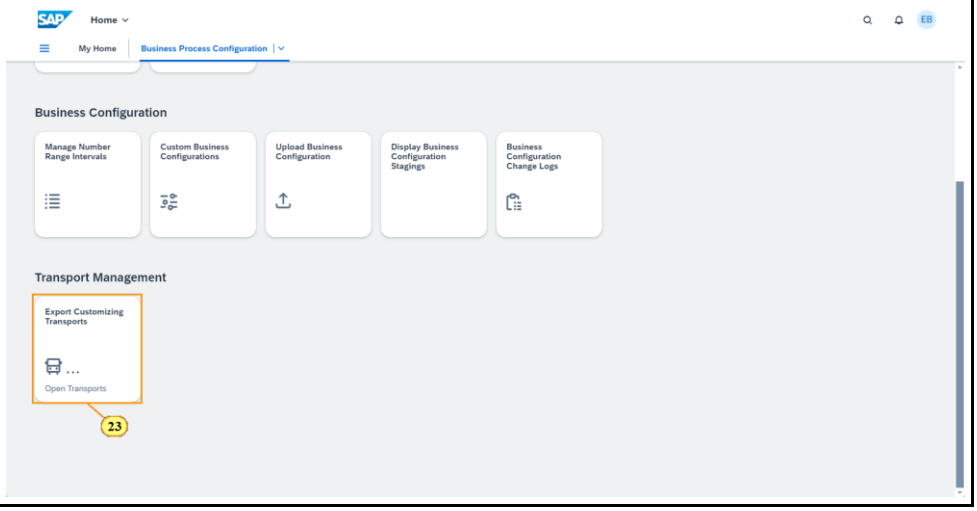
Explanation	Screenshot
9. Choose *Back*.	
ⓘ The new entry has been added to the list. Now that you've defined a blocking reason for billing, close the window and go back to SAP Central Business Configuration.	
10. Open the dropdown list.	

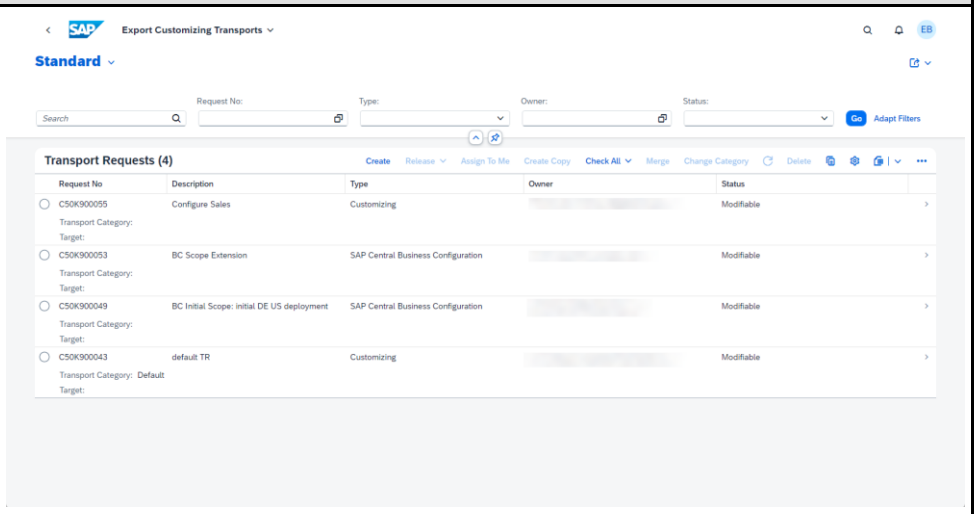
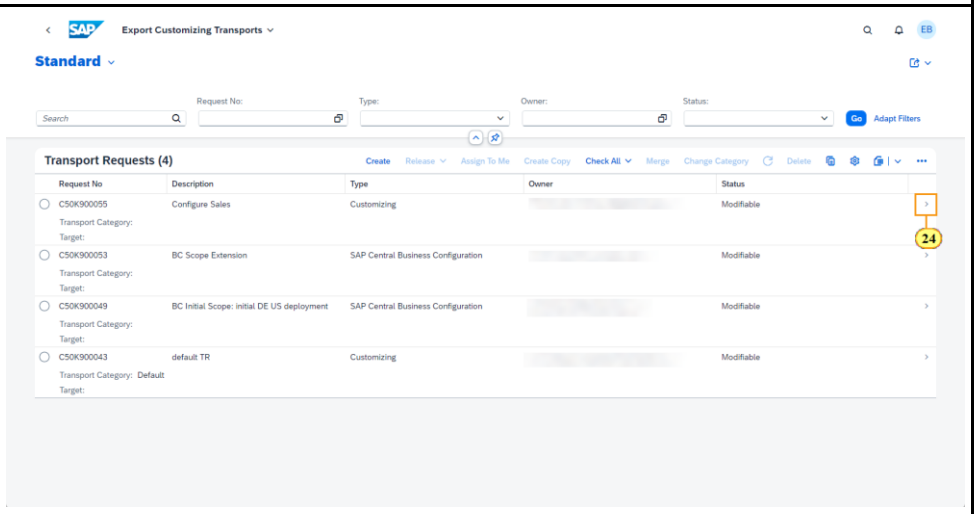
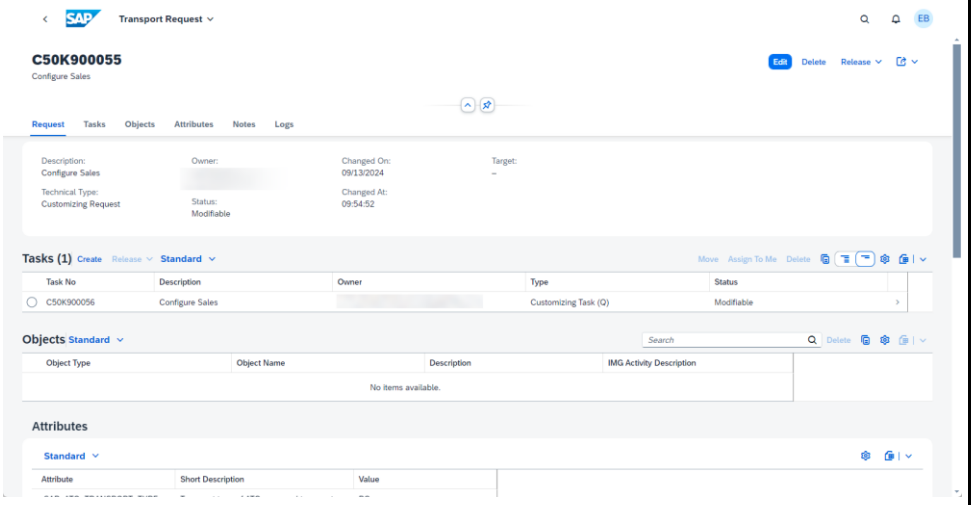
Explanation	Screenshot
11. Select *Completed.*	
12. Now, let's assign the billing block to the document type. Enter **Configure Sales Document Types** and press Enter.	
13. Choose *Configure Sales Document Types.*	

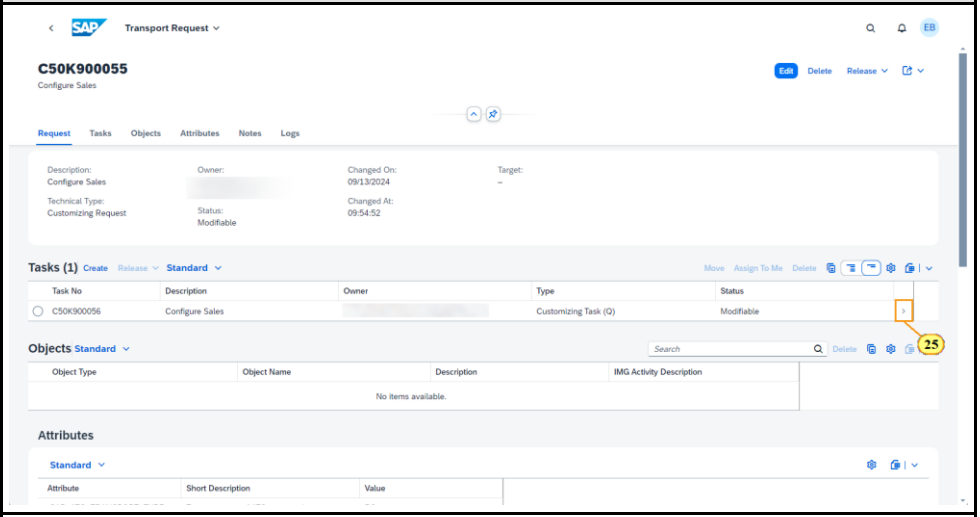
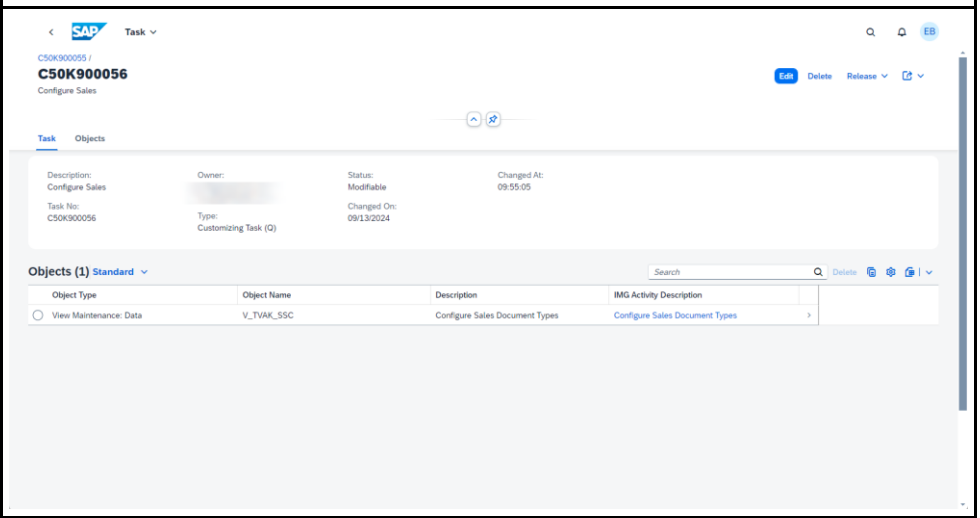
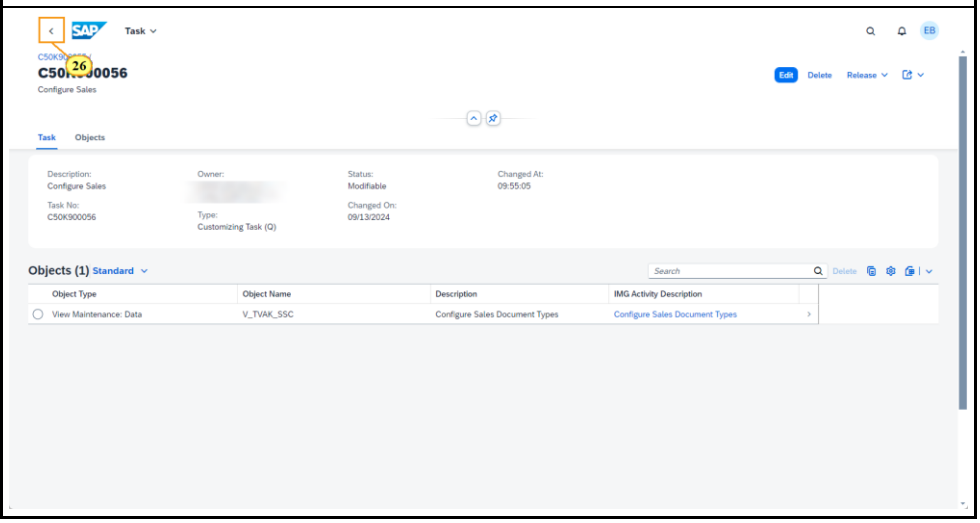
Explanation	Screenshot
14. For example, select *OR*.	
15. Choose *Details*.	
16. Open the value help for *Billing Block*.	

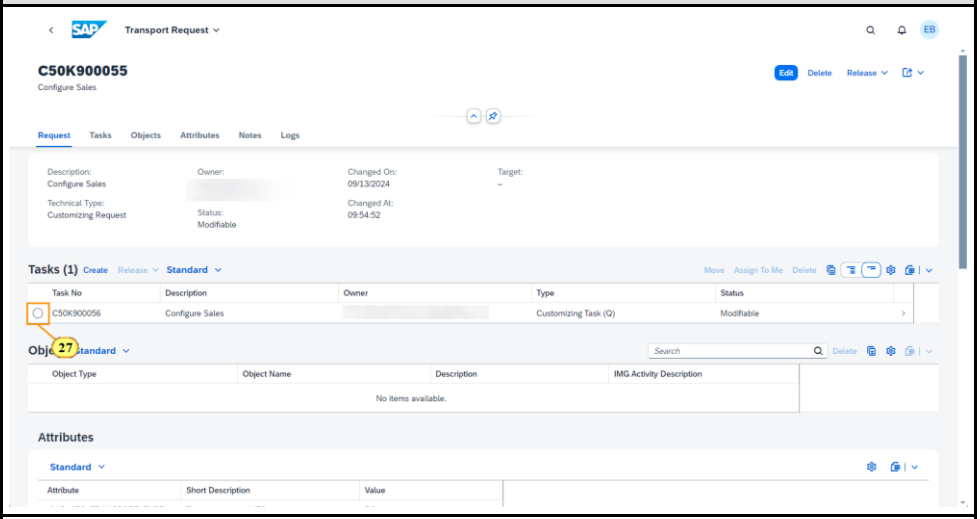
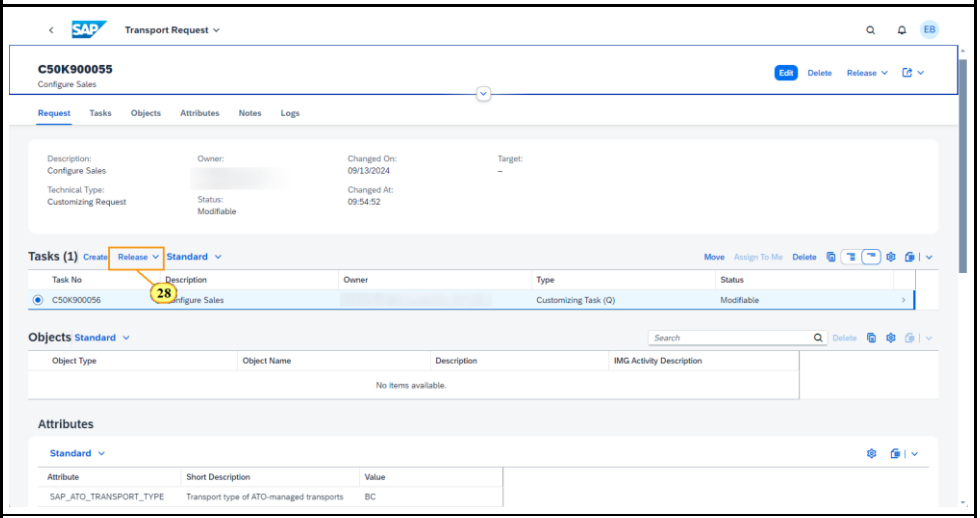
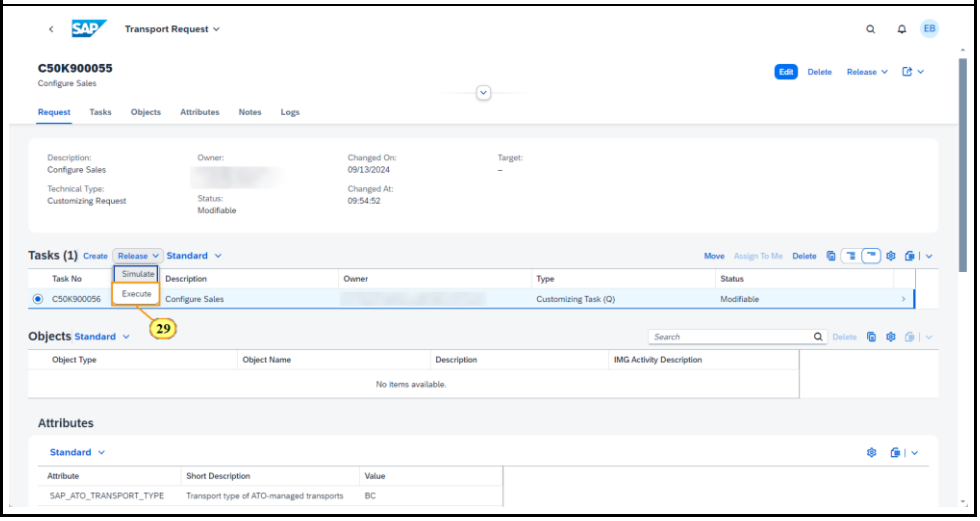
Explanation	Screenshot
17. Select the previously created *Z1* entry.	
18. Choose *OK*.	
19. Choose *Save*.	

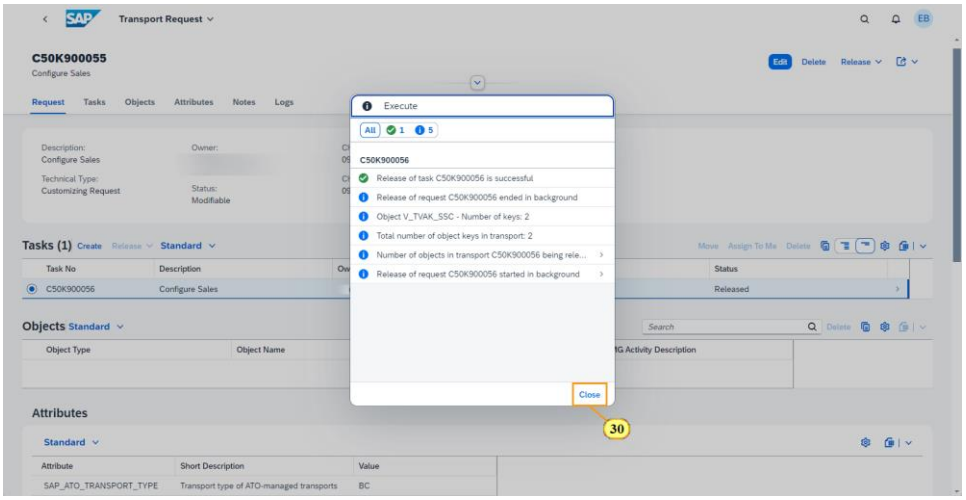
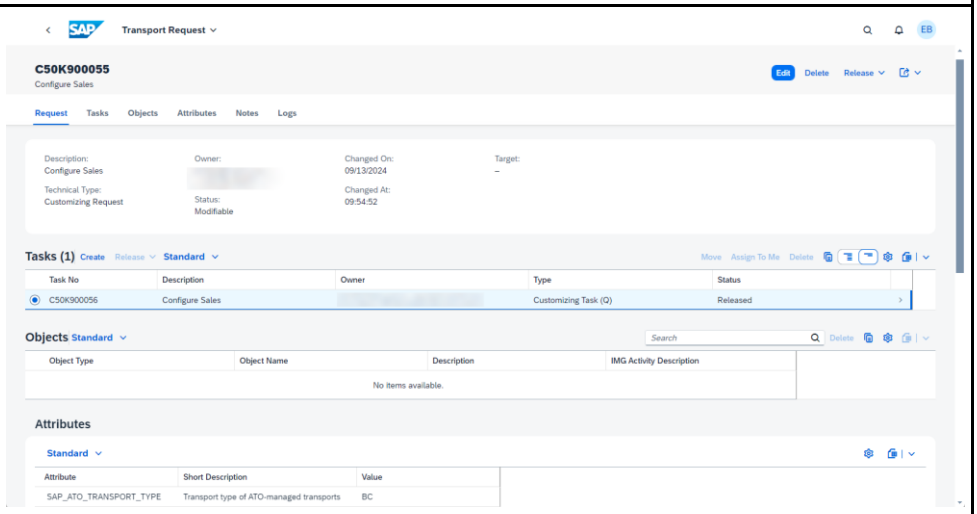
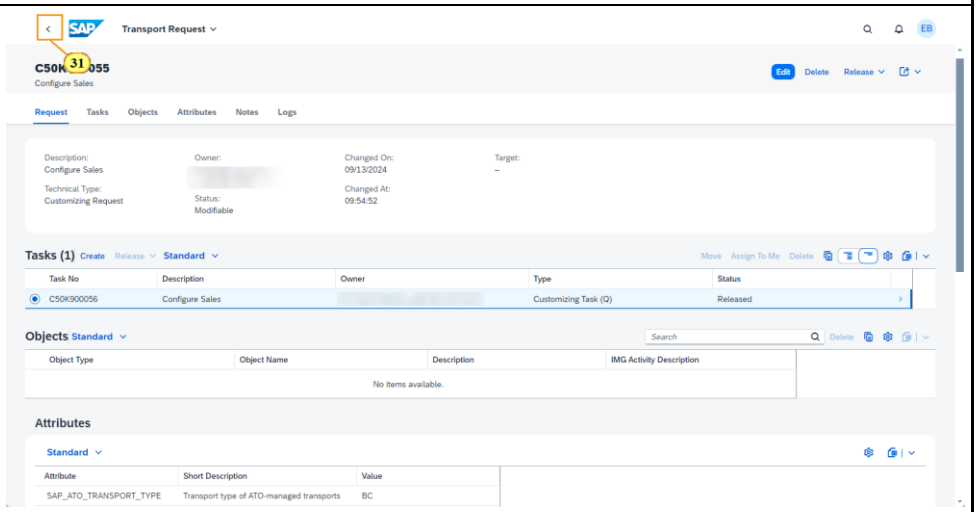
Explanation	Screenshot
20. Assign your changes to a customizing request and choose *Save*.	
21. Now that you've assigned the billing block to the document type, choose *Exit*.	
ⓘ The changes need to be assigned to one or multiple customizing requests. After the customizing requests have been saved, you can further check them in the *Export Customizing Transports* app. You can then release the transport to bring changes from the development system to the test system and to the production	

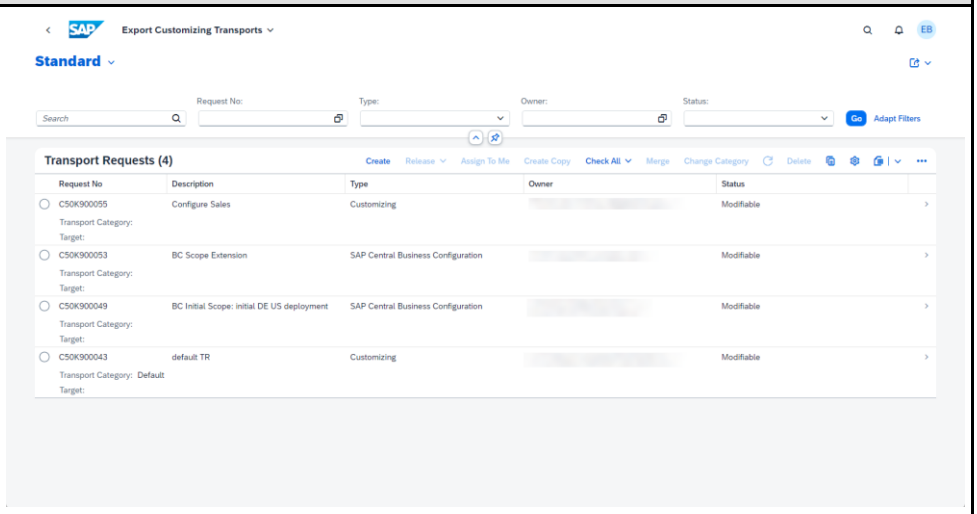
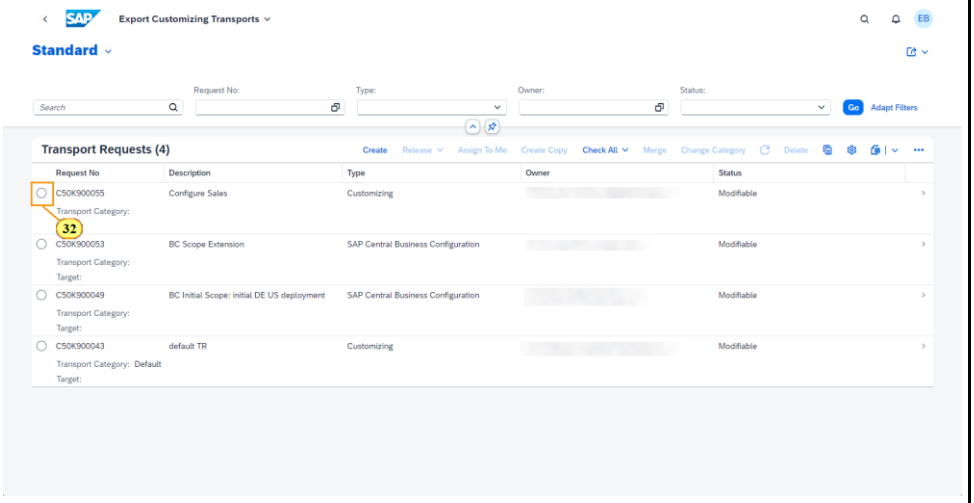
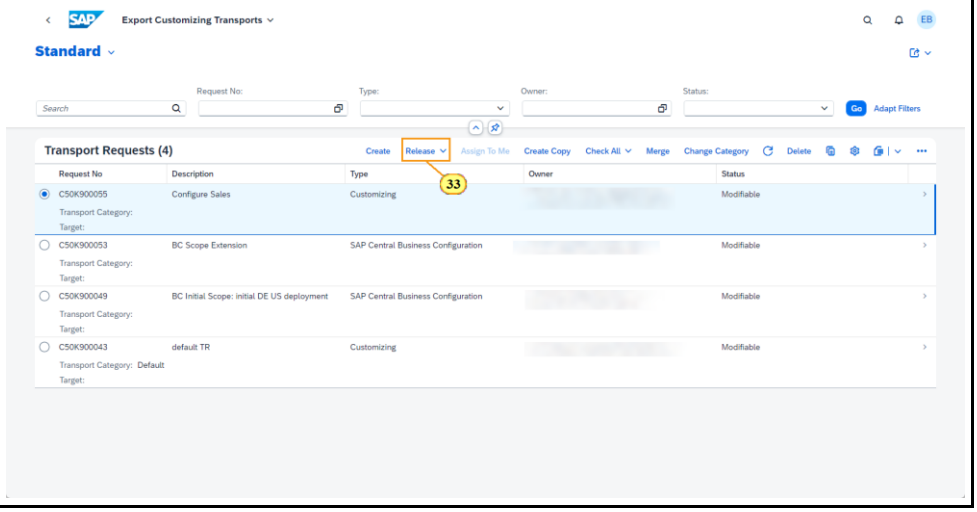
Explanation	Screenshot
system. In case of issues, you can overwrite the changes by assigning new changes to the existing transport request.	
22. Select the scroll bar to scroll down.	
23. Choose *Export Customizing Transports*.	

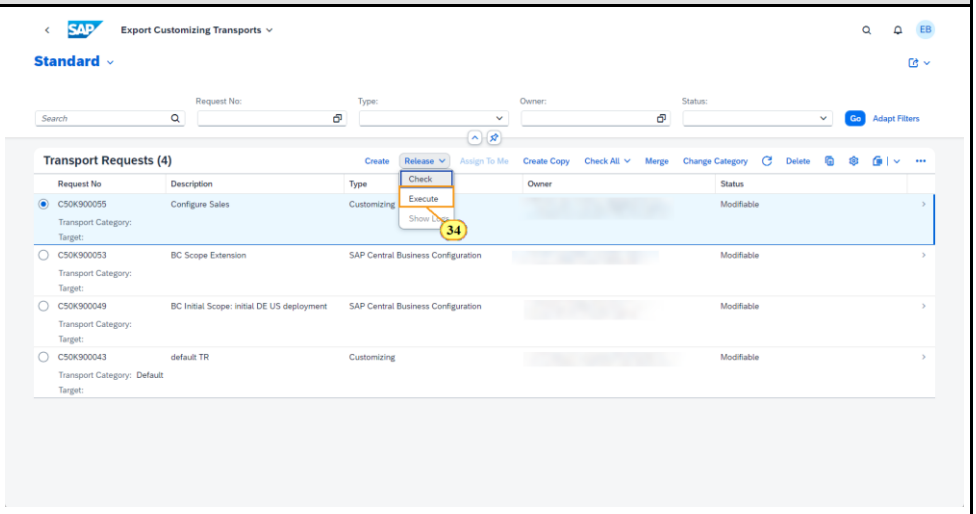
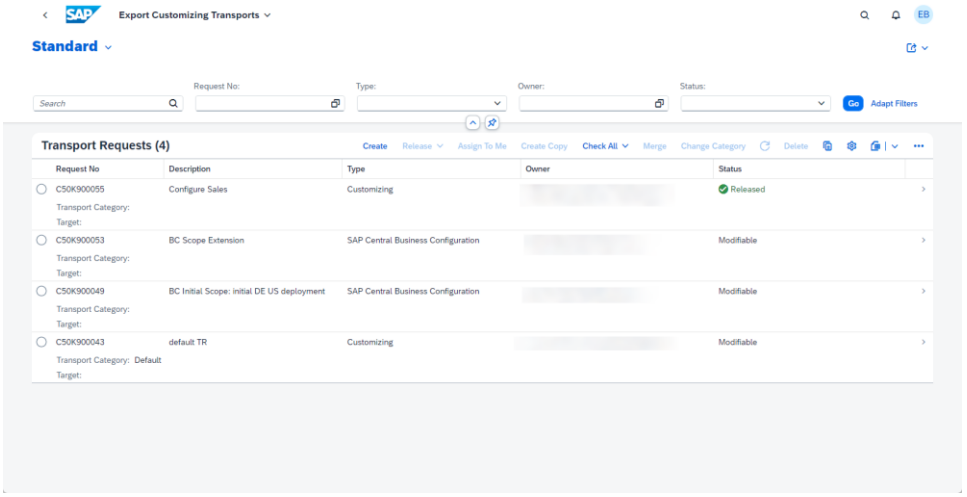
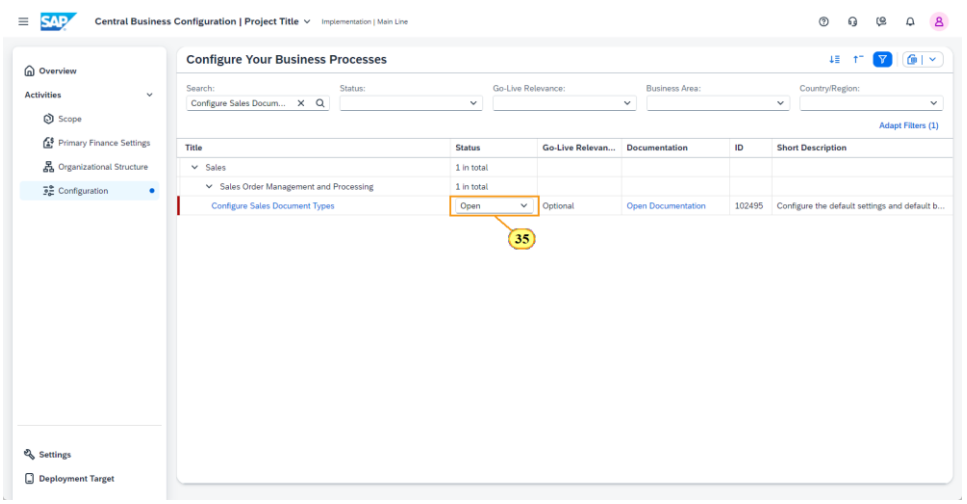
Explanation	Screenshot
ⓘ An overview of all transport requests and their statuses is displayed here.	
24. Expand the new transport request to display detailed information.	
ⓘ More details such as the owner, the date of the last change or the type is visible, as well as the included customizing tasks. The displayed information is required to identify the right configuration activity, for example via the unique task number.	

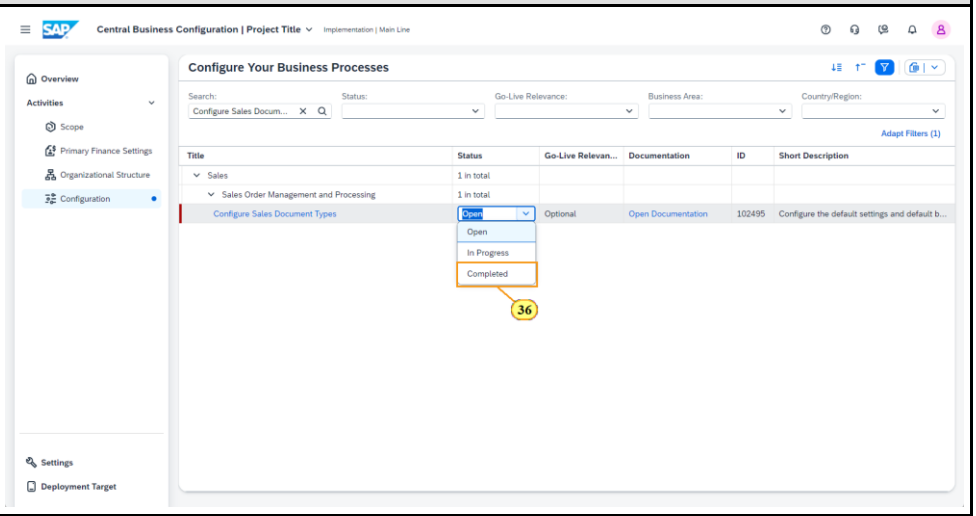
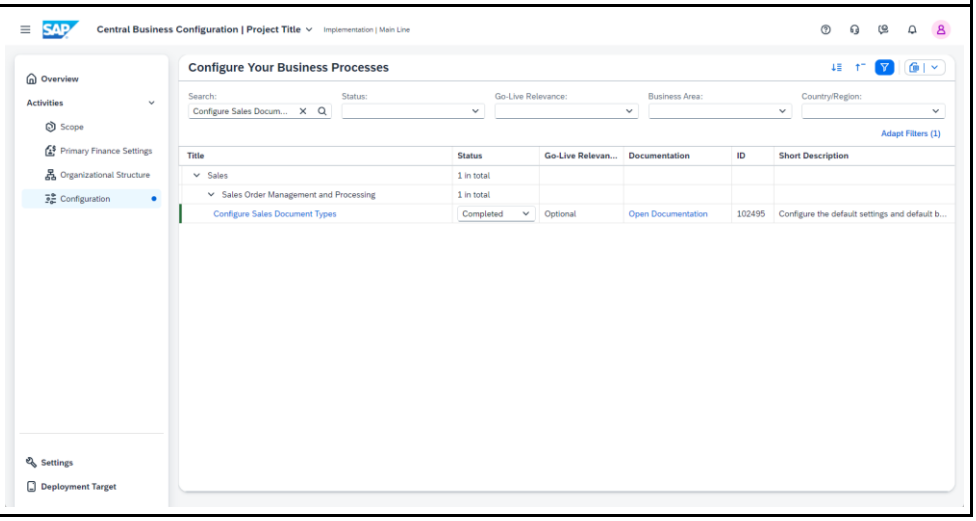
Explanation	Screenshot
25. To display the detailed configuration changes within the transport task, choose the arrow icon.	
ⓘ The configuration changes are displayed in the *Objects* section.	
26. Choose *Back*.	

Explanation	Screenshot
27. Select a transport task with the *Modifiable* status which needs to be released.	
28. You can now release or delete the selected task. Choose *Release*.	
29. You can either simulate the release to check for possible errors in the process or you can directly execute it. Choose *Execute*.	

Explanation	Screenshot
30. Choose *Close*.	
The status of the transport task changes to *Released*.	
31. Choose *Back*.	

Explanation	Screenshot
ⓘ After you've released the transport tasks, you can execute the transport request to transport your changes from the development system to the test system.	
32. Select the transport request which needs to be executed.	
33. Choose *Release*.	

Explanation	Screenshot
34. Choose *Execute*.	
ⓘ After the status of the transport request has changed to *Released*, the data is synchronized between SAP S/4HANA Cloud and SAP Central Business Configuration. Close the window and go back to SAP Central Business Configuration.	
35. Open the dropdown list.	

Explanation	Screenshot
36. Finish by selecting *Completed.*	
ⓘ You've successfully released a transport task, executed a transport request, and completed two configuration activities. This concludes the interactive tutorial.