**Set Checking Tool User Guide**

**Step 1: Execute Transaction in SAP**

1. Open SAP and navigate to the **Transaction ZIRN\_VIEW\_LINES**.
2. Enter your plant code & date range. Execute the transaction to display the required data.

**Step 2: Set and Save Layout**

1. Arrange the columns in the following order:
   * **SOF**
   * **Document No.**
   * **Bill Date**
   * **Customer Code**
   * **Customer Name**
   * **Town**
   * **Material Code**
   * **Description**
   * **Quantity**

Only above-mentioned columns required in SAP.

1. Save this layout for future use. As this transaction code not support global layout selection, we need to create and save user specific layout for each ID.

**Step 3: Export Data**

1. Right-click anywhere in the data area.
2. Select **Export** and choose to export the data as a **Spreadsheet**.

**Step 4: Open Exported File**

1. Once the spreadsheet opens automatically, navigate to the **"M R F"** tab, which is located next to the **Home** tab in Excel.

**Step 5: Run the Set Checker**

1. Under the **"M R F"** tab, click on the **"Set Checker"** icon.
2. The tool will execute the necessary checks and complete the process. Review the results in automatically created worksheet **“Billing Errors”**.