

SCMA - Daily Overview Monitoring

Tasks to be completed when documenting an SAP Transaction, Report or Message code.

1. Title of the page = SAP Transaction code, SAP Report or SAP Message

2. Add the following Labels, respectively:

- SAP Transaction => "sap_transaction"
- SAP Report => "sap_report"
- SAP Message => "sap_msg"

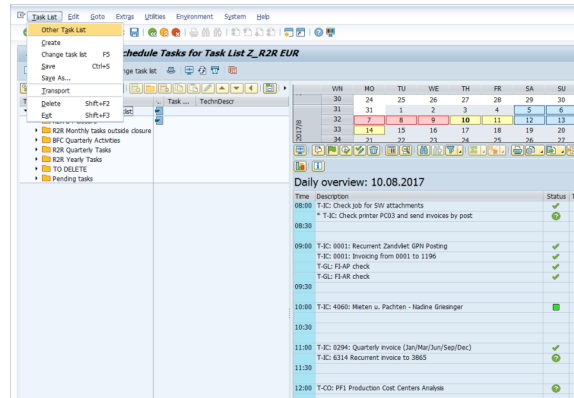
3. On the left section, describe the steps. On the right section, insert respective print screens and additional guidelines, if needed (e.g. Main selections of the transaction...)

STEP 1

Use transaction code:

SCMA - Daily Overview Monitoring: Initial Screen

Launch the transaction SCMA and select the option "other task list" (only when launched for the first time) and choose the task list of your country.



STEP 2

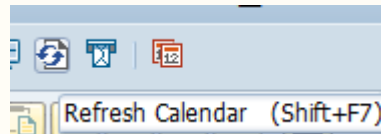
Analyse the daily overview

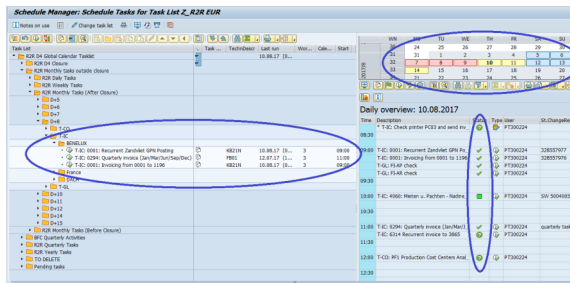
Through the navigation on the calendar (monthly overview), the user is able to analyze the daily overview (see example below):

- The tasks scheduled according to the relative time defined previously for each task (the fact of being programmed doesn't prevent to postpone or to anticipate a certain task if the local users requires it to Finance Operations or Service Units, depending on the ownership of the task execution);
- The status of each task after its execution.

Important Note

When monitoring, anytime you want the most updated information, refresh your screen:





STEP 3

Perform an overall follow-up of the monthly closure

Besides the detailed daily overview, an overall follow-up of the monthly closure is available by interpreting the colors of each day on the calendar (which is based on the Brussels one – holidays and time):

White	Nothing foreseen for that day
Blue	Day off: 5
Green	All tasks are correct: 29
Yellow	Warning exists: 11
Red	Defects have been confirmed: 9

STEP 4

Obtain other view of the monitoring



Select the description of the daily overview and press the button "monitor" to obtain another view of the monitoring:

Daily overview: 10.08.2017				
Time	Description	Status	Type	User
08:30	* T-IC: Check printer PC03 and send invoices by post	?	PT30	PT30
09:00	T-IC: 0001: Recurrent Zandvliet GPN Posting	✓	PT30	PT30
	T-IC: 0001: Invoicing from 0001 to 1196	✓	PT30	PT30
	T-GL: FI-AP check	✓	PT30	PT30
	T-GL: FI-AR check	✓	PT30	PT30
09:30				

Then, you obtain the following screen:

Schedule Manager: Monitor

Notes on use

Entries found	S...	Start date	Start...	Run...
▶ T-IC: VFX3 Check BENELUX	■	10.08.2017	07:00:17	
▶ T-IC: VFX3 Check DACH	■	10.08.2017	07:00:17	
▶ T-IC: VFX3 Check IBUKITFI	■	10.08.2017	07:00:20	
▶ T-IC: VFX3 Check FR	■	10.08.2017	07:00:20	
▶ T-IC: VFX3 Check BG	■	10.08.2017	07:00:20	
▶ T-IC: Check blocked idocs FR	?	10.08.2017	07:30:02	
▶ T-IC: Check blocked idocs IBUKITFI	?	10.08.2017	07:30:02	
▶ T-IC: Check blocked idocs DACH	?	10.08.2017	07:30:02	
▶ T-IC: Check blocked Idocs BENELUX	?	10.08.2017	07:30:02	
▶ T-IC: Check blocked idocs BG	?	10.08.2017	07:30:02	
⊕ T-IC: Check job for SW attachme	✓	10.08.2017	08:00:00	
⊕ T-IC: Check printer PC03 and sen	✓	10.08.2017	08:00:00	
⊕ T-IC: 0001: Recurrent Zandvliet C	✓	10.08.2017	09:00:00	
⊕ T-IC: 0001: Invoicing from 0001 t	✓	10.08.2017	09:00:00	
⊕ T-GL: FI-AP check	✓	10.08.2017	09:00:00	
⊕ T-GL: FI-AR check	✓	10.08.2017	09:00:00	
⊕ T-IC: 4060: Mieten u. Pachten - f	■	10.08.2017	10:00:00	
⊕ T-IC: 0294: Quarterly invoice (Jar	✓	10.08.2017	11:00:00	
⊕ T-IC: 6314 Recurrent invoice to 3	?	10.08.2017	11:00:00	
⊕ T-CO: PF1 Production Cost Cente	?	10.08.2017	12:00:00	
⊕ T-IC: Check Parked Documents	?	10.08.2017	16:30:00	
▶ T-IC: KALC BENELUX	■	10.08.2017	18:00:00	
▶ T-IC: KALC IBUKITFI	■	10.08.2017	18:00:00	
▶ T-IC: KALC FR	■	10.08.2017	18:00:00	
▶ T-IC: KALC BG	■	10.08.2017	18:00:00	
▶ Info: Cycles Changes Deadline	■	10.08.2017	18:00:00	
▶ T-IC: KALC DACH	■	10.08.2017	18:30:00	
⊕ T-IC: Check croco ventes BENELU	?	10.08.2017	18:30:00	
⊕ T-IC: Check croco ventes IBUKITI	?	10.08.2017	18:30:00	
⊕ T-IC: Check croco ventes FR	?	10.08.2017	18:30:00	
⊕ T-IC: Check croco ventes BG	?	10.08.2017	18:30:00	
⊕ T-IC: Check croco ventes DACH	?	10.08.2017	18:35:00	

This will provide you the status of all tasks from the day in analyze.



The status of the tasks which are run manually (type) have to be updated manually by Finance Operations or Service Units' users depending on the tasks' ownership:

Icon Legend	
Icon	Descript.
	Processing status for a task
	Processing is not active
	Release processing
	Processing is active
	Processing completed without errors
	Processing completed, but with warnings
	Processing completed, but has errors
	Processing terminated
	Processing was checked and is OK
	No status information available

Flag	When the task is related to checks
Green square	When the task is related to executions
Question mark	As default for transactions that where not executed

STEP 5

Check other SCMA overviews

Other SCMA overviews:

- [SCMA - Programs Monitoring](#)
- [SCMA - Workflows Monitoring](#)
- [SCMA - Other Monitoring Options](#)

STEP 6

Check other schedule manager transactions

Other schedule manager transactions:

- [SCMO - Schedule Manager Monitor](#)
- [Z_SCMO_TASKLIST - Schedule Manager](#)

Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

Mar 27, 2019	Actor	Type	Activity	Version
Published	Cátia Pinto	State	changed state to Published at 5:15 pm	v4
Draft	Cátia Pinto	State	gave <i>Approvers</i> approval at 5:15 pm	
		Edit	updated the page at 12:53 pm	



Joana Tavares

State changed state to **Draft** at 11:53 am [v4](#)

Dec 21, 2018

Published



Cátia Pinto

Edit updated the page at 6:00 pm

State changed state to **Published** at 5:00 pm [v3](#)

Draft



Cátia Pinto

State gave *Approvers* approval at 5:00 pm
