

# SCMA - Schedule Manager

## 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...)

Check the different possibilities for this transaction:

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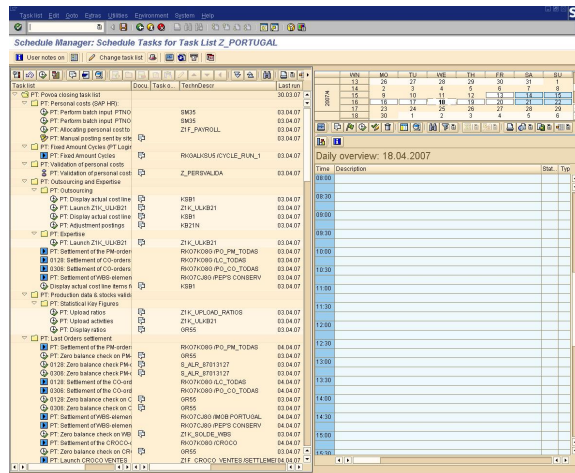
STEP 1

Launch the Transaction **SCMA**:

Use transaction code:



SCMA - Create a Tasklist:  
Initial Screen



**STEP 2**

**Create a tasklist**

To create a tasklist, it is possible to do it in two different ways:

- 1) In the tool bar click on "tasklist" and after on create. A new screen will be launched in order to define the new Tasklist name. Provide the new Tasklist name and click "Ok".
- 2) A new tasklist can be created with reference of an existing one by going to the tool bar, clicking on "tasklist", choosing a tasklist with a similar structure to the one foreseen to be created. After click on "save as". A new screen will be launched in order to define the new Tasklist name. Provide the new Tasklist name and click "Ok".


**Note**

- The second option is less time consuming, although the adjustment to the new structure shall be made and and check/simulation must be done afterwards
- Each tasklist must start with "Z\_" + country name codification

**STEP 3**

**Save a tasklist**

After inserting all the tasks (described on the following point), save the tasklist by clicking on .

In order to exit the change mode, please select the following icon  Return to scheduling.

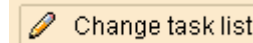
**Note**

In order not to lose any information while creating a new tasklist, the best practice is to save the changes from time to time.

**STEP 4**

**Change a taslist**

In order to access the change mode of SAP Schedule Manager, please click on the following icon



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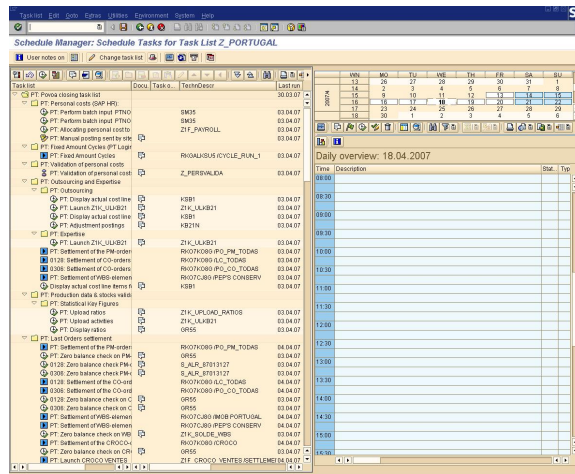
3. On the left section, describe the steps. On the right section, insert respective print screens and additional guidelines, if needed (e.g. Main selections of the transaction...)

**STEP 1**

Use transaction code:

 SCMA - Create a Tasklist:  
Initial Screen

Launch the Transaction **SCMA**:




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**STEP 1**

On business workplace (transaction SBWP), the following alternatives will appear:

**Use transaction code:**

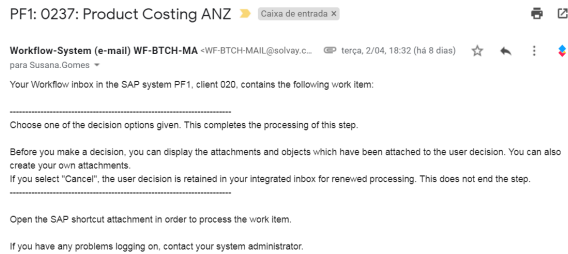


SCMA - Workflows: Initial Screen

A flow definition consists of individual flow steps. These steps might include validation workflows (in case of VWF) and/or a sequence of programs (having a variant predefined).

By releasing a Flow Definition SAP System will:

- 1) Interact with a Distribution List by e-mail (in case of Validation WFs – e.g. below);



On business workplace (transaction SBWP), the following alternatives will appear:

**Choose one of the following alternatives**

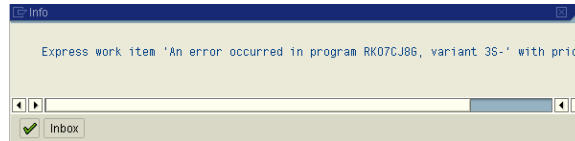
**Start Next Task**

**Cancel Whole Procedure**

**Cancel and keep work item in inbox**

Alternatives	Description
<b>Start Next Task</b>	The workflow will be released and the workflow will continue run.
<b>Cancel Whole Procedure</b>	It will stop the workflow.
<b>Cancel and keep work item in inbox</b>	It will cancel only the line that is requesting in the question, however the rest of the workflow will keep continuing.

2) Interact with the user which releases the EWF (in case of error in a program's sequence) by express work items boxes (e.g. below for FR Partial Capitalization).

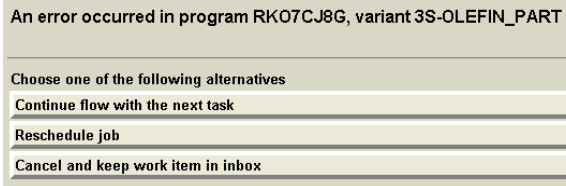


As behind a Program there is a Job creation, the operator needs to verify the outcome of the Program run in the monitoring option in SCMA or in SM37. After analyzing the errors and correct them, the operator must request the user which had Scheduled and Released the SAP SM in order to enter in the SBWP inbox and validate the task (Inbox button – outcome below) in order to update the status accordingly.




**Note**

In case of a canceled job, the system takes around 30m to send a message to the user and only in SM37 you will be able to check the problem.



Alternatives	Description
<b>Continue flow with the next task</b>	It will start to do the next task.
<b>Reschedule job</b>	It will go back to the tasks that gives the error message.
<b>Cancel and keep work item in inbox</b>	It will cancel only the line that is requesting in the question, however the rest of the workflow will keep continuing.

In both cases SAP Business Workplace (transaction SBWP or icon  available in SAP Main screen Access) is the basis for this interaction.

**STEP 2**

**Request IS the creation of a workflow**

The creation of workflows can only be done by IS .

There are two types of workflows:

- **Validation:** a validation is given to start a certain task (by e-mail):
  - A Freshdesk must be sent to IS with the following information:
    - Description Name of the workflow.
    - Distribution list (names of the people that should receive the e-mail).
- **Execution:** SAP will automatically launch a task or group of tasks.

A Freshdesk must be sent to IS with the following information:

- Description Name of the workflow.
- List of the programs (+ variants) and/or Validation WFs needed.

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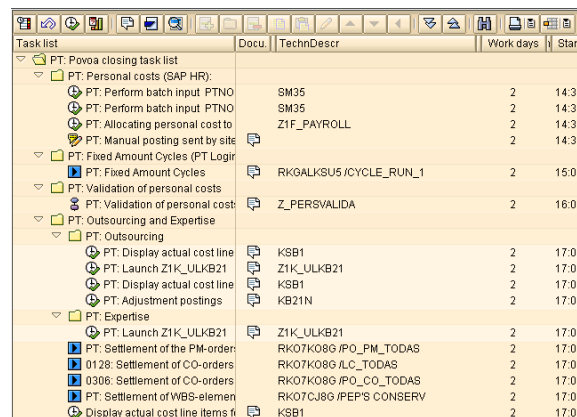
3. On the left section, describe the steps. On the right section, insert respective print screens and additional guidelines, if needed (e.g. Main selections of the transaction...)

STEP 1

Use transaction code:

 SCMA - Schedule and Release: Initial Screen

After creating a tasklist, the following screen will be retrieved:



Task list	Docu	TechnDescr	Work days	Start
PT: Povo closing task list				
PT: Personal costs (SAP HR):				
PT: Perform batch input. PTNO	SM35		2	14.30
PT: Perform batch input. PTNO	SM35		2	14.30
PT: Allocating personal cost to	Z1F_PAYROLL		2	14.30
PT: Manual posting sent by site			2	14.30
PT: Fixed Amount Cycles (PT Logir				
PT: Fixed Amount Cycles	RKGALKSU5/CYCLE_RUN_1		2	15.00
PT: Validation of personal costs				
PT: Validation of personal cost	Z_PERSVALIDA		2	16.00
PT: Outsourcing and Expertise				
PT: Outsourcing				
PT: Display actual cost line	KSB1		2	17.00
PT: Launch Z1K_ULKB21	Z1K_ULKB21		2	17.00
PT: Display actual cost line	KSB1		2	17.00
PT: Adjustment postings	KB21N		2	17.00
PT: Expertise				
PT: Launch Z1K_ULKB21	Z1K_ULKB21		2	17.00
PT: Settlement of the PM-order:	RK07K08G /PO_PM_TODAS		2	17.00
0128: Settlement of CO-orders	RK07K08G /LC_TODAS		2	17.00
0306: Settlement of CO-orders	RK07K08G /PO_CO_TODAS		2	17.00
PT: Settlement of WBS-elemen	RK07CJ8G /PEP'S CONSERV		2	17.00
Display actual cost line items fi	KSB1		2	17.00

The last 2 columns on the right side are related with the relative time defined.

SAP SM can be schedule and release for a complete tasklist, a single task or a group of task.



**In SCMA we have the possibility to Schedule and Release a SAP SM**

- To **Schedule** a



Tasklist implies providing the system the match between the first relative time defined in SAP SM and the first calendar day of the SAP SM run. The scheduling will be reflected in the Daily overview.

- To **Release** a Tasklist () implies unlock of the automatic launch of Programs and Workflows.

- If we don't release a Tasklist, all programs will remain with the following status

◇ Processing is not active

and will not be launched automatically.

- If we release a Tasklist, all programs will have the following status

🚩 Release processing

and will be launched autonomously at the scheduled Day and hour.

STEP 2

**Complete tasklist schedule and release**

Select the highest node of the tasklist (example:

▼ 📁 FR: France closing task list )

Click on the icon



Specify to which calendar day concerns the first day of the closing tasks defined in SAP SM (first relative time). Additionally add a text specifying the country and closure to which concerns the Schedule and Release of SAP SM:

**Note**  
The Schedule and Release must be done one day before the first calendar day foreseen for the first task run.

**STEP 3**

**Task schedule and release:**

- 1) Flow Definition
- 2) Program
- 3) Transaction

Check the task schedule and release for different cases:

1) In case of a **Flow Definition** select the task on the tasklist and with the right button of the mouse, select the option "Schedule" accessing the following screen:

Please define the day and hour for the Flow Definition Run..

**Note**  
By Scheduling a Flow Definition the Release is immediately performed (we don't have the option "Release Jobs").

2) In case of a **Program**, select the task on the tasklist and with the right button of the mouse, select the option "Schedule" accessing the following screen:

Scheduling Jobs: Detail Screen

Task to be scheduled

Task: TA: Zero balance check on WBS elements

Program name: ZDJP1000

Variant: FR TAVAUX

---



Run data

Immediately

Start date: 03.06.2009

Start Time: 13:00

Release task

Then, define the date and time for the task execution. The program can be scheduled  and additionally released .

**3)** In case of a **transaction**, as mentioned above, only the programs and workflows and launched automatically.

When it's time to perform a certain transaction, please follow the next steps:

- Select the task to be executed with the right mouse button (in the daily overview – example below "0005: CICC\_IBA + Clearing 508\* + 2742090000")

Time	Description	Status	Type
	0005: Settlement CO (MAC)		
	0005: Settlement WBS (MAC)		
08:00	0005: Automatic Clearing		
	0005: CICC_IBA + Clearing 508* + 2742090000		
	0005: Check Blocked Incoming Idocs		

Context menu for selected row:

- Monitor
- Delete Entry
- Execute Transaction
- Change Status
- Settings
- Job Management
- Note
- Office Document

- Choose "execute", the system will drive the user directly to the screen of the transaction (as shown in the example).

SAP

Reconciliation posting Edit Goto Extras

Reconciliation Posting: Initial Screen

Posting parameters

Controlling area: ERP SOLVAY

Company code: 0292

Parameter

Period: 5

Fiscal year: 2009

Processing

Execute all reconcil. postings

Select reconciliation postings

Select reconciliation postings with user-defined rule

Background processing

Test run

Detail lists



KALC sf1 sapr3 OVR

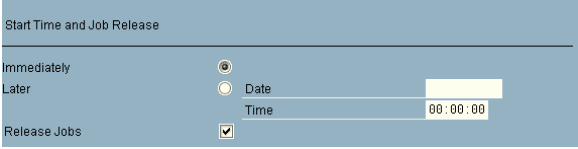
- Then, the user input is needed for the task execution. For transactions which allow variants, these shall be selected to proceed with the task performance.

**STEP 4**

**Task Group Schedule and release**

Task groups can be scheduled and released via transaction Z\_SCMA\_TASKLISTSCHED:

- Fill the fields "Task list", choose the option  and drill-down on "group number" to select the group task you want to release 
- Select the time you want to release



**Attention**

The options "immediately" and "later" will define the day 0 of the group task you selected. For instance, if day 2 is the current date and the program is defined to be run in day 3, by selecting the option "immediately", the program is released to be run at day 5.

Therefore, we recommend its use by:

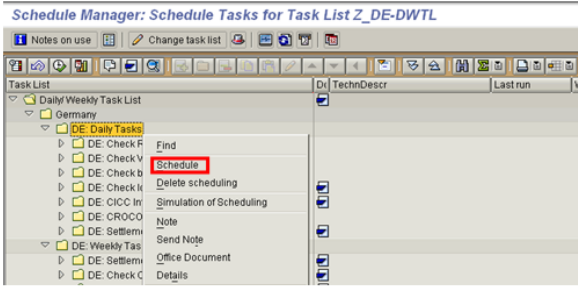
- Applying it until the day 0 of the closure.
- Combining it with the change of task time.
- Be aware that its only possible to Schedule the entire task list if there is no tasks defined in the past (considering the actual date you want to perform the schedule of the tasklist).

**STEP 5**

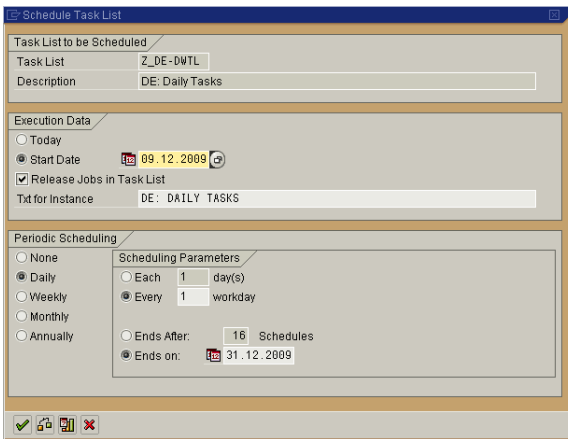
**Daily/Weekly tasklist schedule and release**

The Daily/Weekly tasklist can be scheduled and released in transaction SCMA.

- Right-click the mouse button in the folder you want to release and choose the option "Schedule":



The following screen will appear:

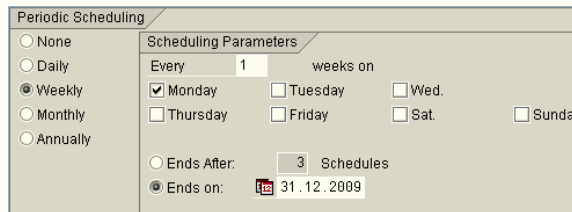



2) Fill the following information:


- Start Date
- Flag Release Jobs in Task List
- Txt for Instance
- Choose the Period Scheduling
- Select workday
- Ends on

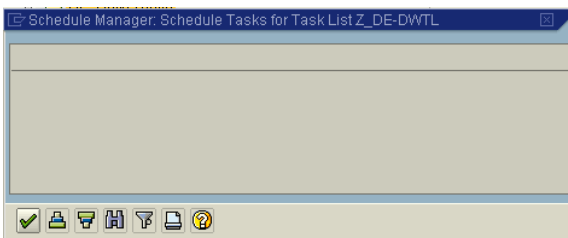


When releasing Weekly tasks take into account that we can only choose 1 weekday per folder.



3) When you're done press 

If the following screen appears click again on 




The Tasklist was now released.


**STEP 6**

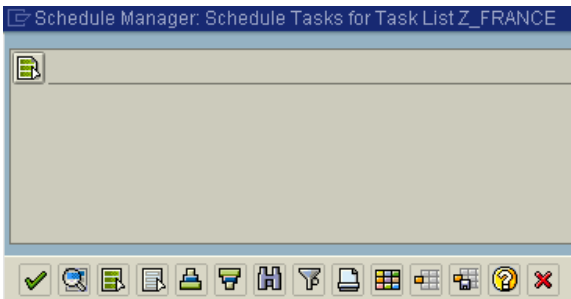
**Undo the release of a complete tasklist, if applicable**

In case there is the need to undo the release of a tasklist, please proceed as follows:

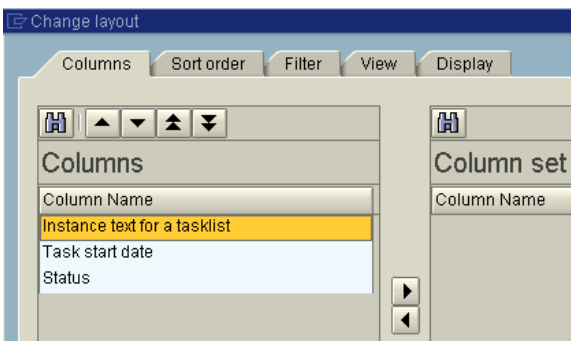
1) Select the highestnode of the task list

2) Click on the icon 

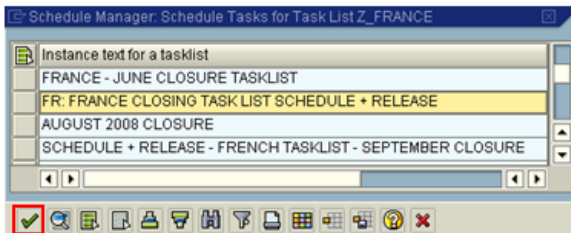
3) If the following screen appears, click on the icon  , to change the layout and transferring all the items to the left side of the box:



4) Change the Layout in order to access the Schedule+Release list:





The system retrieves the list of the Schedule and Release made in the chosen Tasklist.



5) Then delete entry concerned to the Scheduling + Release Description foresaw. Click "continue" and then "yes".

**Note**

Be aware with the "notes"  , because even though you undo the release of a tasklist the "notes"  will remain released. In this case you must delete them manually.

**STEP 7**

**Anticipate or delay the performance of a task**

If a task is anticipated or postponed, the following actions shall be taken:

- 1) In case of Task/Program anticipation:
  - o Delete the entry in the Daily overview (in the foreseen day).
  - o Execute the task directly from SCMA Structure when needed.
- 2) In case of Task/Program postponing:
  - o When the scheduled day and hour of a task/program is up to occurring and there is the Local input to postpone the task/program, service center must delete the entry in the Daily Overview prior its occurrence.

**! Important**

It is also possible to perform the transaction tasks through the daily overview however, in case of anticipation or postponing it won't provide the correct time of performance but the scheduled one. Therefore, for a suitable time tracking of the performance of the tasks, the procedure to be used is the one described above.

- As the postponing happens in the sequence of a Local input, a new input will be need in order to Service center proceed with the task. After having this validation, the task must be executed directly from SCMA Structure.



If the anticipated or postponed task/program is not deleted from the Daily Overview, the tasks will be duplicated and in case of program these will be launched automatically at the scheduled day and hour.

## Workflow history

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

May 23, 2019	Actor	Type	Activity	Version
Published	Cátia Pinto	State	changed state to <b>Published</b> at 3:52 pm	v5
Draft	Cátia Pinto	State	gave <i>Approvers</i> approval at 3:52 pm	
Apr 17, 2019				
	Joana Tavares	Edit	updated the page at 3:33 pm	
	Joana Tavares	Edit	created the page at 1:08 pm	
		State	changed state to <b>Draft</b> at 9:25 am	v1

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**Use transaction code:**




 SCMA - Update the Status: Initial Screen

**STEP 2**

**Update the status**

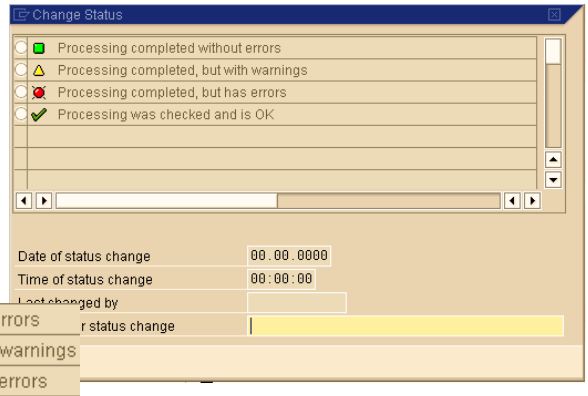
 **Program Status**

Since the programs run autonomously, the status is automatically updated and can be displayed as following:





-  Processing completed without errors
-  Processing completed, but with warnings
-  Processing completed, but has errors


After correcting or validating the warning and error messages, the status can be updated manually as for the transactions.


In the daily overview, click on the icon , accessing the next screen:



Choose one of the four types of status. The Reason for status change field can be used in order to provide additional information for monitoring purposes. Finally click "ok".


Type of Status	Description
 Processing completed without errors	Always that you input something in the system (e.g. Upload of Statistical Key Figures).
 Processing completed, but with warnings	Input, check or job which should be done a further analysis or a follow up later on.
 Processing completed, but has errors	Input, check or job which was retrieved errors during the process.
 Processing was checked and is OK	Normally a check that was successfully done (e.g. Check output Reports).

 **Remark**

The field related with the "reason for the status change" might be a value added information, however, it is only visible by entering in the Status Change box .

## Workflow history

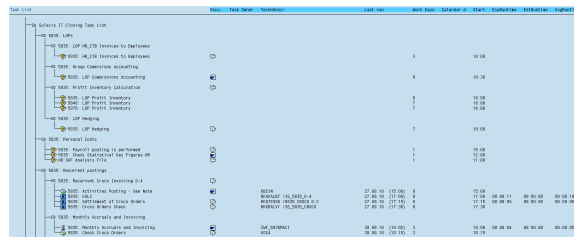
This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

May 23, 2019	Actor	Type	Activity	Version
Published	 Cátia Pinto	State	changed state to Published at 3:53 pm	v3



3) Press  Print Overview, select Print preview of entire hierarchy

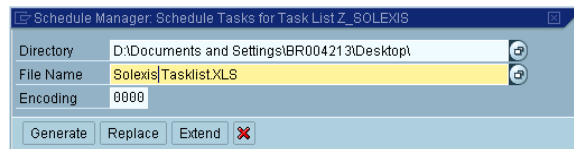
**Print preview of entire hierarchy**, you will retrieve the following screen:



Task Name	Task ID	Task Type	Task Status	Task Start	Task End	Task Duration	Task Priority	Task Owner
SOLEXIS - LP - H2B - Decision to Deliver	1	D	3	10/08				
SOLEXIS - LP - H2B - Decision to Deliver	2	D	3	10/08				
SOLEXIS - LP - H2B - Decision to Deliver	3	D	3	10/08				
SOLEXIS - LP - H2B - Decision to Deliver	4	D	3	10/08				
SOLEXIS - LP - H2B - Decision to Deliver	5	D	3	10/08				
SOLEXIS - LP - H2B - Decision to Deliver	6	D	3	10/08				
SOLEXIS - LP - H2B - Decision to Deliver	7	D	3	10/08				

4) Go to System > List > Save > Local File > Spreadsheet

Select the directory that you want to save the file, give a name and press generate.



Will be generated, automatically, an Excel file following your instructions (Directory and File Name).

**STEP 3**

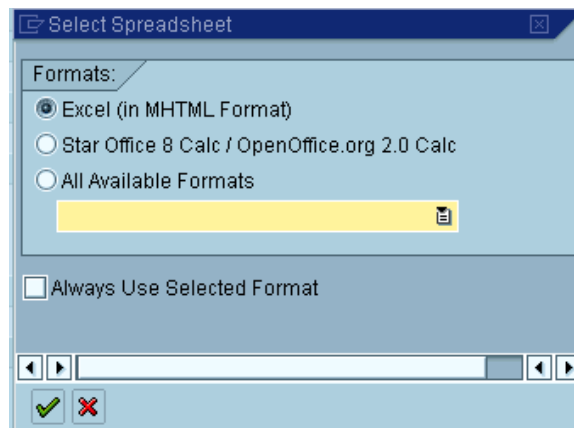
**Daily Overview Extraction**

In order to retrieve all the information that you have on daily overview (right side of SCMA), you should follow the next steps:

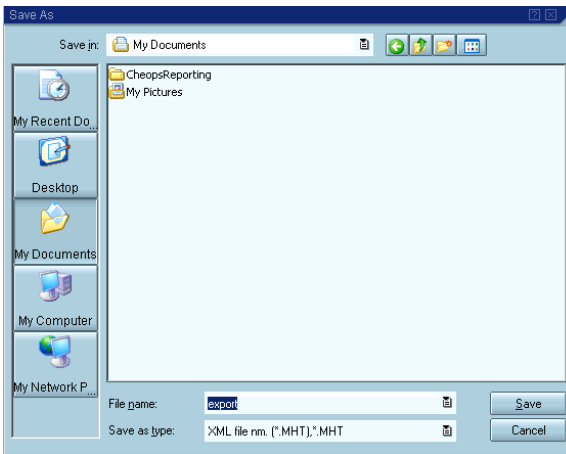
1) Select the day that you want to retrieve the information.

2) Press  Export > Spreadsheet.

3) Select Excel (in MHTML Format) and press 



4) Select the directory that you want to save the file, give a name and save.



5) Automatically will open a Excel sheet with the daily tasks overview for the corresponding day that you've selected.

	A	B	C	D	E
1	Time	Description	Status	Type	User
2	00:00				
3					
4	00:30				
5					
6	01:00	5843: Close accounts D+2	✓	▶	BR004225
7					
8	08:00	5843: Depreciation and Periodic Posting	✓	⊗	BR004225
9					
10	08:30				
11					
12	09:00	* 5835: Check CROCO IMPUT batch-input	✓	⊗	PT300170
13		5835: Revaluation of Accounts - Analyse accounts	✓	⊗	PT300170
14		5835: CROCO IMPUT	✓	⊗	PT300170
15	09:30	5835: Closing of Assets	✓	⊗	PT300170
16		5835: Check Z1AANNUL batch-input	✓	⊗	PT300170
17	10:00	5835: Cycles	✓	⊗	PT300170
18		5835: Revaluation of Accounts	✓	⊗	PT300170
19	10:30	* 5835: LOP Commissions Accounting	✓	⊗	PT300170
20					
21	11:00				
22					
23	11:30	* 5843: Check Z1AANNUL batch-input	✓	⊗	BR004225
24		* 5843: Execute batch-input	✓	⊗	BR004225
25		* 5843: Elimination posting	✓	⊗	BR004225
26	12:00	* 5843: Update the Excel File for Checks FI_AA	✓	⊗	BR004225
27		* 5843: Update the Excel File for Checks FI-PS	✓	⊗	BR004225

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STEP 1

Use transaction code:

**i** SCMA - Tasklist Massive Change of Work or Calendar Days: Initial Screen



This massive change of the Tasklist(s) should be done when it is necessary to readjust a big number of items due to the need to readjust to the actual calendar due to for example a public holiday extension or other event not recognized by the alignment of working and calendar days.

Thus, it will be executed exceptionally by process specialists that prior to executing the steps below will ensure no member is displaying or changing the mentioned tasklist(s).

Also note that the table in SM30 should only be accessed by one person at a time avoiding inconsistencies.

STEP 2

Massive change of tasklist(s)

1) Enter SM30 transaction insert table Z1F\_SCMATREE and click in "Maintain";

The system will display all the task lists in the system (standard SAP task lists included)

Task List	Node ID	Relative Offset	Relative Offset	Description
0-PBC-FYC	00000000000			
0-PBC-FYC	00000000001			
0-PBC-FYC	00000000003			
0-PBC-FYC	00000000005			
0-PBC-FYC	00000000006			
0-PBC-FYC	00000000007			
0-PBC-FYC	00000000008			
0-PBC-FYC	00000000009			
0-PBC-FYC	00000000010			
0-PBC-FYC	00000000011			
0-PBC-FYC	00000000012			
0-PBC-FYC	00000000013			
0-PBC-FYC	00000000014			
0-PBC-FYC	00000000015			
0-PSM-DC	00000000000			
0-PSM-DC	00000000001			
0-PSM-DC	00000000002			
0-PSM-DC	00000000003			
0-PSM-DC	00000000004			
0-PSM-DC	00000000005			
0-PSM-DC	00000000006			
0-PSM-DC	00000000007			

2) Press "Position" at the bottom of your screen to choose the task list that needs to be changed.

Another entry

Task List: Z\_SIS

Node ID: [ ]

[OK] [Cancel]



Note

Both offset days columns have the same description; it was not possible to change it.

Its correspondence is as follow:

- First column – "Relative Offset" – refers to "Work Days"
- Second column – "Relative Offset" – refers to "Calendar Days"

3) Change the values as necessary and save the table.

There are different overviews for this transaction:

## 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"

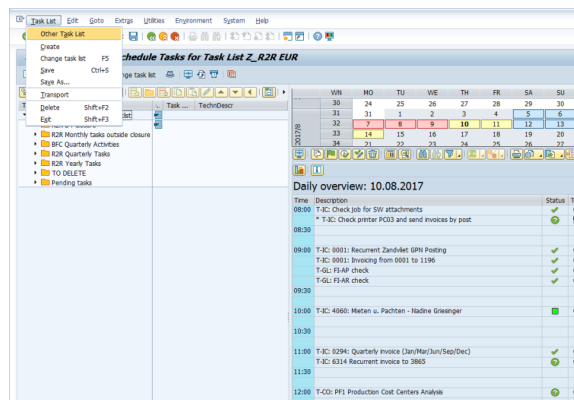
3. On the left section, describe the steps. On the right section, insert respective print screens and additional guidelines, if needed (e.g. Main selections of the transaction...)

### 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.



Time	Description	Status
08:00	T-AC: Check job for SW attachments	✓
08:30	T-AC: Check printer FC03 and send invoices by post	✓
09:00	T-AC: 0001: Recurrent ZandMet GPH Posting	✓
	T-AC: 0001: Invoicing from 0001 to 1196	✓
	T-GL: F5-AP check	✓
	T-GL: F5-AR check	✓
09:30		
10:00	T-AC: 4060: Meten u. Pachten - Nadine Griesinger	✓
10:30		
11:00	T-AC: 0294: Quarterly invoice (Jan/Mar/Jun/Sep/Dec)	✓
	T-AC: 0314: Recurrent invoice to 3860	✓
11:30		
12:00	T-CO: PFI Production Cost Centers Analysis	✓

### STEP 2

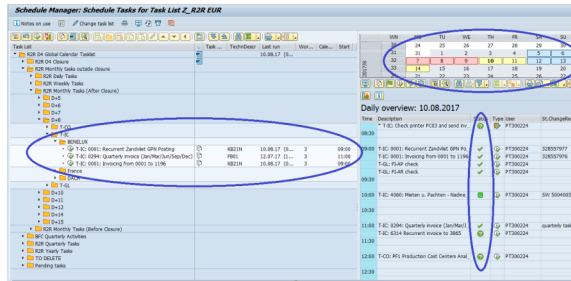
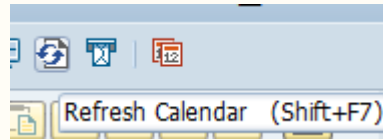
Analyse the daily overview

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):

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

#### 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
09:00	T-IC: 0001: Recurrent Zandvliet GPN Posting	✓		PT30
	T-IC: 0001: Invoicing from 0001 to 1196	✓		PT30
	T-GL: FI-AP check	✓		PT30
09:30	T-GL: FI-AR check	✓		PT30

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 G	✓	10.08.2017	09:00:00	
• T-IC: 0001: Invoicing from 0001 t	✓	10.08.2017	09:00:00	
• T-GL: FI-AR 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 (Jan	✓	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 IBUKITFI	?	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

<b>Flag</b>	When the task is related to checks
<b>Green square</b>	When the task is related to executions
<b>Question mark</b>	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](#)

## 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", Transaction code "xxxx"
- 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...)

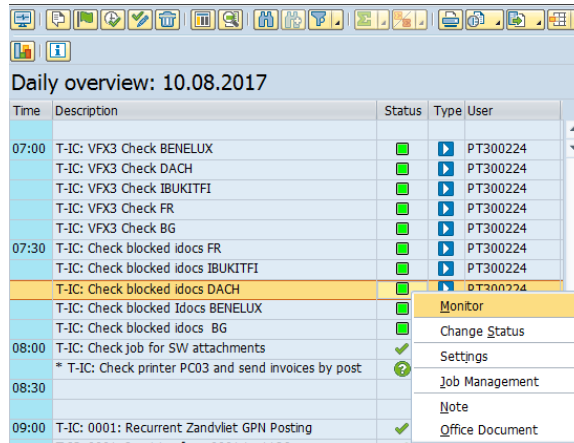
**STEP 1**

**Use transaction code:**

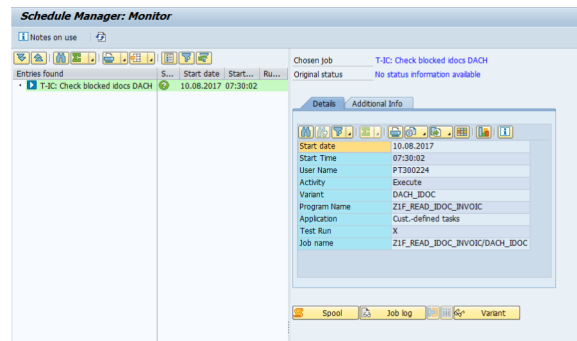
**SCMA - Programs Monitoring: Initial Screen**

To monitor programs/jobs  you have two options:

1. Double click on the task (daily overview)
2. Press the right mouse bottom, and choose monitor

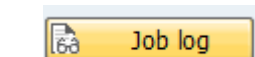
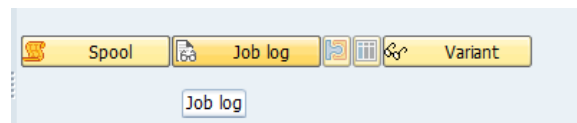


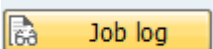
Independent on your choice you will receive the following screen:





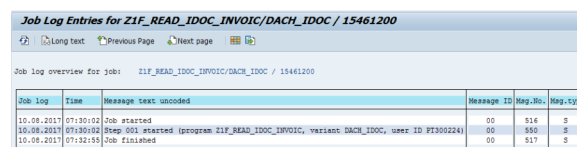
**STEP 2**

**Check the job/program details**



On  you will check the general messages that SAP gives you, like start time, job finished at, possible errors and possible document numbers.

 If the job is still running , you must refresh until it's finished so that you can be able to see the details.



Once the job is finished you will be able to see:

- Any messages if applicable
- You are also able to see inside the Spool all the details related to the transaction run.



**STEP 3**

**Export the data to excel**



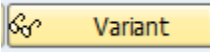
In the Daily Overview, click on the icon and choose HTML download (provides a better view than the option Spreadsheet).

Then, open (option "open with") this HTML file as an Excel one.

	A	B	C	D	E	F	G
37		T-IC: Check blocked idocs IBUKITFI			PT300224		
38		T-IC: Check blocked idocs DACH			PT300224		
39		T-IC: Check blocked idocs BENELUX			PT300224		
40		T-IC: Check blocked idocs BG			PT300224		
41	08:00	T-IC: Check job for SW attachments			PT300224		
42		* T-IC: Check printer PC03 and send invoices by post			PT300224		
43	08:30						
44							
45	09:00	T-IC: 0001: Recurrent Zandvliet GPN Posting			PT300224	328557977	
46		T-IC: 0001: Invoicing from 0001 to 1196			PT300224	328557976	
47		T-GL: FI-AP check			PT300224		
48		T-GL: FI-AR check			PT300224		
49	09:30						
50							
51	10:00	T-IC: 4060: Mieten u. Pachten - Nadine Griesinger			PT300224	SW 5004005560/61/62	

**STEP 4**

**Check information regarding the**



You will be able to see the variant name, settlement period and year and posting dates or even several selections, in this example Settlement of orders if it's a settlement or a reverse.

**ABAP: Selections of Variant DACH\_IDOC**

Catalog Values Attributes

Objects for selection screen

Selection	Scrn	Field name	Type	I/E	Option	frm	to
1000		Dates	S				
1000		IDOC Nr	S	E	EQ	0000000067977831	0000000000000000
1000		IDOC Nr	S	E	EQ	0000000067977832	0000000000000000
1000		IDOC Nr	S	E	EQ	0000000068916919	0000000000000000
1000		IDOC Nr	S	E	EQ	0000000069559092	0000000000000000
1000		IDOC Nr	S	E	EQ	0000000069590270	0000000000000000
1000		IDOC Nr	S	E	EQ	0000000069590277	0000000000000000
1000		IDOC Nr	S	E	EQ	0000000076176643	0000000000000000
1000		IDOC Nr	S	E	EQ	0000000076410453	0000000000000000
1000		Time	S				
1000		Receiver	S				
1000		IDOC Status	S	E	EQ	03	
1000		IDOC Status	S	E	EQ	53	
1000		IDOC Status	S	E	EQ	59	
1000		IDOC Status	S	E	EQ	68	
1000		Message Type	P			INVOIC	
1000		Message ID	S				
1000		Message N°	S				
1000		Country Key	S				
1000		Purchasing company	S	I	EQ	0125	
1000		Purchasing company	S	I	EQ	0212	
1000		Purchasing company	S	I	EQ	0274	
1000		Purchasing company	S	I	EQ	0276	
1000		Purchasing company	S	I	EQ	1196	
1000		Purchasing company	S	I	EQ	4056	
1000		Purchasing company	S	I	EQ	4060	
1000		Purchasing company	S	I	EQ	4061	

**STEP 5**

**Check other SCMA overviews**

Other SCMA overviews:

- [SCMA - Daily Overview 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

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", Transaction code "xxxx"
- 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...)

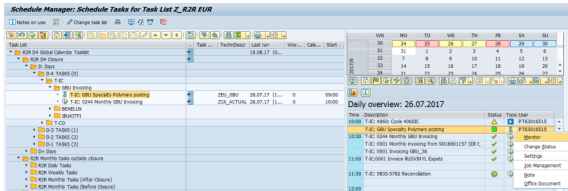
STEP 1

Use transaction code:

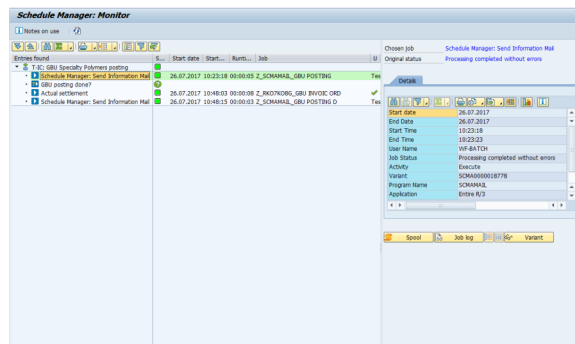
SCMA - Workflows Monitoring: Initial Screen

To monitor a workflow , you have two options:

- Double click on the task (daily overview)
- Press the right mouse button, and choose monitor



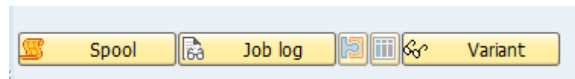
Independently of your choice, you will receive the following screen:

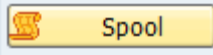


STEP 2

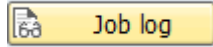
Check the job/program details

During the workflow execution you can always check each job/program that is already finished, you are able to see:





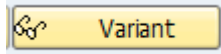
- Inside Spool you will see all details related to the transaction run.



- On Job log you will check the general messages that SAP gives you, like start time, job finished at, possible errors and possible document numbers.

Job log overview for job: Z\_RKO7K08G\_GBU INVOIC ORD / 10475700

Job log	Time	Message text uncoded	Message ID	Msg.No.	Msg.Type
26.07.2017	10:48:02	Job started	00	516	S
26.07.2017	10:48:02	Step 001 started (program RKO7K08G, variant SCMA0000048579, user ID WF-BATCH)	00	590	S
26.07.2017	10:48:04	Sender selection ...	KA	434	S
26.07.2017	10:48:04	1 Sender selected ...	KA	434	S
26.07.2017	10:48:09	Parallel processing has been started with 105 work processes	SPTA	020	I
26.07.2017	10:48:10	Parallel Processing has been completed	SPTA	020	I
26.07.2017	10:48:11	Job finished	00	517	S



- You can also check information regarding the Variant. You will be able to see the variant name, settlement period and year and posting dates or even several selections, in this example Settlement of orders if it's a settlement or a reverse.

**ABAP: Selections of Variant SCMA0000048579**

Catalog Values Attributes

Objects for selection screen

Selection Scrn	Field name	Type	I/E	Option	frm	to
1000	KOKRS	P			CHEF	
1000	REPIDTXT	P			Standard Selection for Internal Orders	
1000	Selection variant	P			GBU INVOIC ORD	
1000	Settlement period	P			008	
1000	Settlement year	P			2017	
1000	Processing type	P			1	
1000	Settlement	P			X	
1000	Reverse settlement	P				
1000	Test Run	P				
1000	Parallel Processing	P			X	
1000	Server Group	P			rfc_processing	
1000	Check transaction data	P				
1000	With list	P				
1000	Posting period	P			008	
1000	Posting Date	P			10.08.2017	
1000	Asset Value Date	P			00.00.0000	
1000	Value date	P			00.00.0000	
	WF_WITEM	P			000017818035	
	WF_OKEY	P			Z_RKO7K08G_GBU INVOIC ORD	1...
	WF_WLIST	P			000000000000	
	ORDERSEL	S				
	REPID	P			RKOSEL00	
	GRNDLIST	P			X	
	COUNT	P			10	
	ERRGR	P				
	RFC_NO	P			0	
	VAR_COS	P				
	VAR_WTP	P				

**STEP 3**

Check other SCMA overviews

Other SCMA overviews:

- [SCMA - Daily Overview Monitoring](#)
- [SCMA - Programs Monitoring](#)
- [SCMA - Other Monitoring Options](#)

**STEP 4**

Check other schedule manager transactions

Other schedule manager transactions:

- [SCMO - Schedule Manager Monitor](#)
- [Z\\_SCMO\\_TASKLIST - Schedule Manager](#)

You can also check what is the current status of a workflow, what is done or what is still to be done

**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", Transaction code "xxxx"
- 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:

**i** SCMA - Other Monitoring  
Options: Initial Screen

**i** Step 2

Check what is the **current status of a workflow**, what is done or what is still to be done.

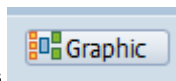
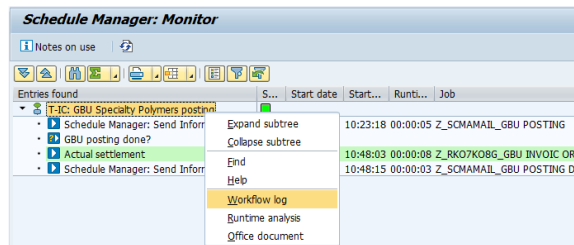
**i** Step 3

One of the options of workflow is the **integration of user decisions**. This option allows a better coordination of tasks between the task executor and the receiver of the information (can be CAM, Controller...)

STEP 2

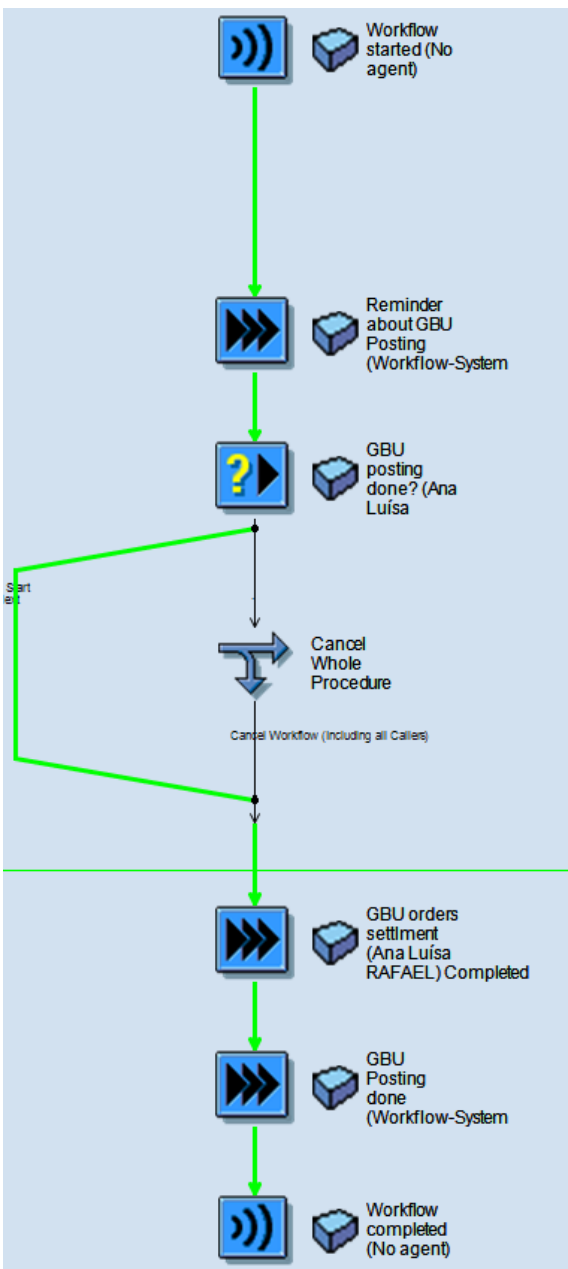
Check the current status of a workflow

Go to:



And then press :

- You will see in the left side the entire workflow structure:




If the workflow as a green line all over the workflow it means that is done.

If the workflow is still not complete, either it can still be running or waiting for a user decision.

STEP 3

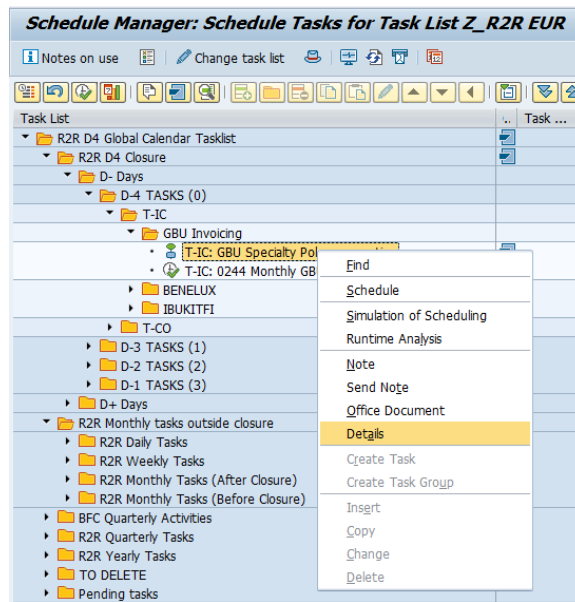
Go to monthly overview and:

**Find who is responsible for a user decision task**

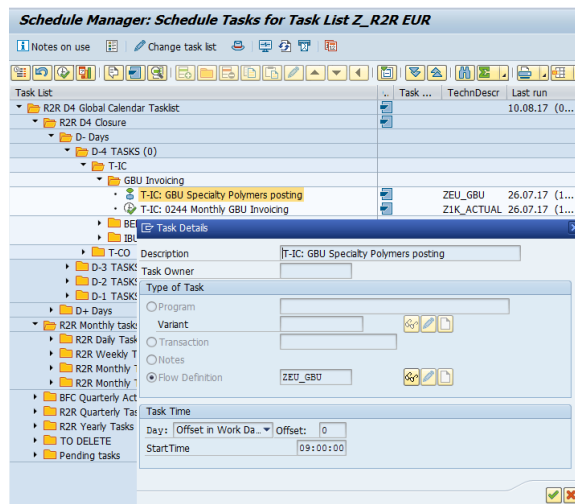
 The user decision is identified in the workflow structure with the following



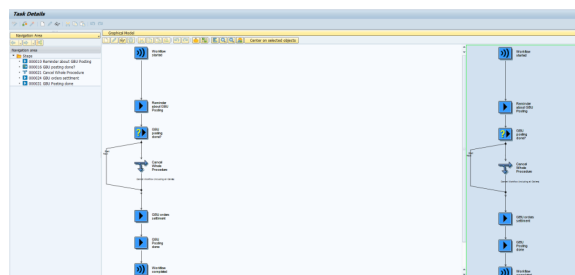
icon, every time you see this icon it means that a decision is needed.



Then press details, ignore the information pop up messages by pressing twice "Enter".



You will find the following screen:



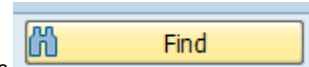
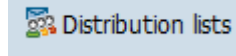
Where you can find all programs/steps and structure of this workflow.

Then you should double click on the user decision you want to check.


**Flow Definition: Detail of User Decision**

Navigation Area	Name	GBU posting done?	
Navigation area	Message title	GBU posting done?	
Steps	Message recipient	Distribution...	35-GBU
<ul style="list-style-type: none"> <li>000010 Reminder about GBU Posting</li> <li>000016 GBU posting done?</li> <li>000021 Cancel Whole Procedure</li> <li>000024 GBU orders settlement</li> <li>000031 GBU Posting done</li> </ul>	Priority of message	4 High	

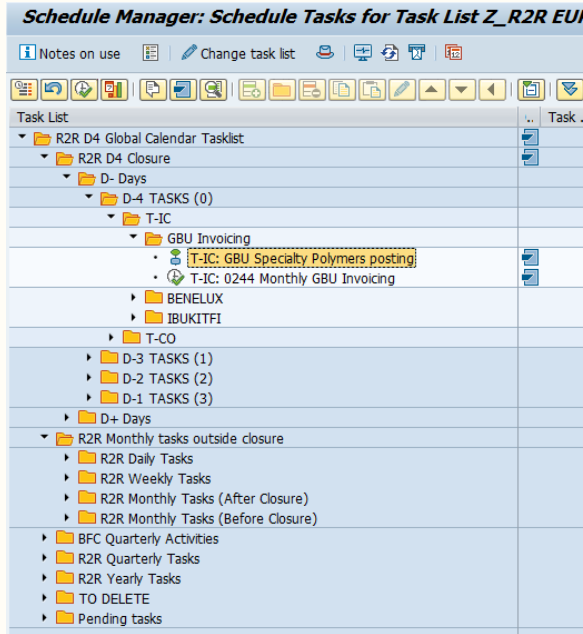
This information will appear at the right side of the screen, then pick the Message recipient, in this example to see the recipient go to SAP business workplace. Once in the workplace click on



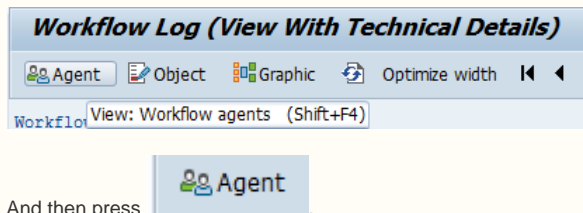
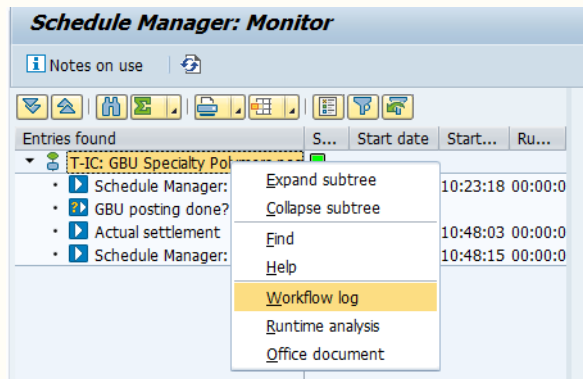
Then paste the message recipient in to field name and press

 **Note**

In some occasions the decision is pending and you may not know who is responsible or how to pick up the decision, (mainly in cases where there are more than one local in the distribution list) to check who as the decision go to:

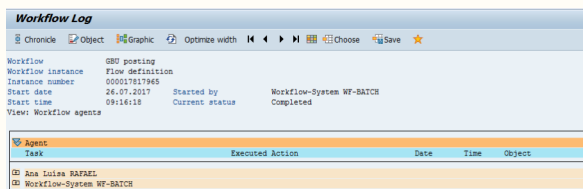


Then press Workflow log.



And then press

You will receive the names of the agents that are actively processing the workflow, if you double click in each name you will see all the steps and details of the tasks executed or pending steps by each agent.



STEP 4

Check other SCMA overviews

Other SCMA overviews:

- [SCMA - Daily Overview Monitoring](#)
- [SCMA - Programs Monitoring](#)
- [SCMA - Workflows Monitoring](#)

STEP 5





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	Edit	updated the page at 6:32 pm	
		State	changed state to <b>Published</b> at 5:32 pm	v5
Draft	 Cátia Pinto	State	gave <i>Approvers</i> approval at 5:32 pm	
From Dec 26, 2018 to Mar 27, 2019				
	 Joana Tavares	Edit	updated the page at 4:23 pm	
Dec 07, 2018				
	 Joana Tavares	Edit	created the page at 2:48 pm	
		State	changed state to <b>Draft</b> at 1:47 pm	v1

 Remark

1) **The SCMA tool updates the status of a task even if this one is ran on a test mode:** in a technical point of view the success of some tasks executed (namely SM35) depends on run of the transaction itself. The quality of the information executed (Test mode /Real mode; Period; CCode, etc.) needs a user analysis and assurance that the input to this type of programs are reliable.

2) Even if it has errors, **the performance of the batch-inputs is always reflected with the status “Processing completed without errors”** – green status: for the same reason as the one mentioned above.

3) **To have the most recent Analysis of the Status Update we must use refresh button**  so that the SCMA can provide us the most updated status possible.

4) **It is important, from service center point of view, to work with SCMA and Z\_SCMO\_TASKLIST in parallel,** since sometimes some status in the second transaction is not updated accordingly, above all with notes and workflows.


5) **When this exception is applicable,** if the changes implies workflows, these one must be deleted from SAP SM and rescheduled with the new information.

6) **All the assigned members to the companies is responsible for:**

- The consistency (sequence of the tasks, variants, recurrent errors, etc) of his company in the SAP SM;
- Give feedback related to the consistency of the SAP SM;
- Provide information about the updates needed, to the team Specialists, to improve the consistency and reliability of the tool right after the closure;
- Update always the status of the companies which are assigned to;
- Update the global operations file of the Country which complements the SCMA data.

7) **When running Programs which tasks are in advanced or postponed** we must always be aware if the programs concerns to the range time [D-5 till D-1] or [D+1 till D+4]. For instance a program which has the variants defined to run in the range [D-5 till D-1] can't be run in the range time [D+1 till D+4]. and *vice-versa*.






8) **-After having a status defined, the task cannot be deleted anymore.**

 As alternative, you can use other schedule manager transactions to monitor the tasks:

- [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.

May 23, 2019	Actor	Type	Activity	Version
Published	 Cátia Pinto	State	changed state to <b>Published</b> at 8:58 am	v20
Draft	 Cátia Pinto	State	gave <i>Approvers</i> approval at 8:58 am	
From Apr 17, 2019 to Apr 18, 2019				
	 Joana Tavares	Edit	updated the page at 1:03 pm	
	 Joana Tavares	State	changed state to <b>Draft</b> at 11:03 am	v11
Mar 27, 2019				
Published	 Cátia Pinto	State	changed state to <b>Published</b> at 4:59 pm	v10