

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"
- 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:



Z_SCMO_TASKLIST -
Schedule Manager: Initial
Screen



With this transaction, the user can monitor according with the following parameters:

- **Tasklist** (in principle, we will work at the country level, each country will have its one);
- **Task owner:** defined owner of the task;
- **Level of the execution of the task:** company, site or country (it is possible to combine all on the same selection). As for other situations, you are able to create your own variant;
- **Task title**, since the description of the tasks will obey to a fixed codification;
- **Range of time.**

Launch the transaction Z_SCMO_TASKLIST and select the tasklist of your country (only mandatory field).

Then, you are able to choose the parameters you want to monitor.

In the example below, we are choosing to monitor the transactions performed and still to be performed, at a certain range of dates, at company level (0306) (combined with the ones at the site level if applicable).

To check tasks performed you must select the Type of Task: "All Tasks".

Note 409365 Schedule Manager: Monitoring a task list for several days

The screenshot shows the initial screen of the Z_SCMO_TASKLIST transaction. It includes the following fields and options:

- Task list:** Z_R2R PT
- Task owner:** (empty)
- Company:** 0306
- Country:** (empty)
- Country Site:** (empty)
- Task title:** (empty)
- From-date:** 01.08.2017
- To-date:** 01.08.2017
- Type of Task:**
 - ☐ Only Workflows
 - ☒ All Tasks
- Type of classification:**
 - ☒ Task list
 - ☐ Executed by



To be able to monitor properly, it is crucial to have a suitable codification of the sites and countries (e.g PO for Póvoa and PT for Portugal).

STEP 2

Create own variant

As for the other SAP transactions or reports, we recommend each user to create his own variant in order to better monitor.

Then, you will obtain the screen on the next page:

Task	Status	Start Date	Start Time	End Date	End Time	Task Name	Task Code	Task Description
0306: PM ORDER	✓	03.07.2017	04:00	03.07.2017	04:00	PM ORDER	0306	PM ORDER
0306: VBS ELEMENT	✓	03.07.2017	05:00	03.07.2017	05:00	VBS ELEMENT	0306	VBS ELEMENT
0306: NETV Check PCA Report	✓	03.07.2017	09:00	03.07.2017	09:00	NETV Check PCA Report	0306	NETV Check PCA Report
0306: Check PA-PCA	✓	03.07.2017	09:00	03.07.2017	09:00	Check PA-PCA	0306	Check PA-PCA
0306: Stock in Transit - Run the	✓	03.07.2017	10:00	03.07.2017	10:00	Stock in Transit - Run the	0306	Stock in Transit - Run the
0306: Accounting flows and busi	✓	03.07.2017	11:00	03.07.2017	11:00	Accounting flows and busi	0306	Accounting flows and busi
0306: Check Blocked Incoming of	✓	03.07.2017	11:00	03.07.2017	11:00	Check Blocked Incoming of	0306	Check Blocked Incoming of
0306: Control of FI SD (VPK3)	✓	03.07.2017	11:00	03.07.2017	11:00	Control of FI SD (VPK3)	0306	Control of FI SD (VPK3)
0306: Check of Billing due list	✓	03.07.2017	11:00	03.07.2017	11:00	Check of Billing due list	0306	Check of Billing due list
0306: Check Bank Cash Pooling	✓	03.07.2017	11:00	03.07.2017	11:00	Check Bank Cash Pooling	0306	Check Bank Cash Pooling
0306: Control of FI MM	✓	03.07.2017	11:00	03.07.2017	11:00	Control of FI MM	0306	Control of FI MM
0306: BPI & BBVA - Bank reconc	✓	03.07.2017	11:30	03.07.2017	11:30	BPI & BBVA - Bank reconc	0306	BPI & BBVA - Bank reconc
0306: PM ORDER	✓	03.07.2017	12:15	03.07.2017	12:15	PM ORDER	0306	PM ORDER

STEP 3

Monitor workflows, if necessary



It is recommendable to compare the status of the notes and workflows with the transaction SCMA, since sometimes the Z_SCMO_TASKLIST doesn't update it automatically. Finance Operations or Service Units' users will have to update it manually, accordingly.

In order to control the Workflows Validation done by the Finance Locals, we have also the possibility in Z_SCMO_Tasklist to choose "Only Workflows" in Type of Task.

Note 409365 Schedule Manager: Monitoring a task list for several days

Task list: Z_R2R PT to []

Task owner: [] to []

Company: 0306 to []

Country: [] to []

Country Site: [] to []

Task title: [] to []

From-date: 01.08.2017

To-date: 04.08.2017

Type of Task

☒ Only Workflows

☐ All Tasks

Type of classification

☒ Task list

☐ Executed by



Press on the button filter you will be able to select the status you want to monitor.

Task	Status	Start Date	Start Time	End Date	End Time	Task Name	Task Code	Task Description
0306: PM ORDER	✓	03.07.2017	04:00	03.07.2017	04:00	PM ORDER	0306	PM ORDER
0306: VBS ELEMENT	✓	03.07.2017	05:00	03.07.2017	05:00	VBS ELEMENT	0306	VBS ELEMENT
0306: NETV Check PCA Report	✓	03.07.2017	09:00	03.07.2017	09:00	NETV Check PCA Report	0306	NETV Check PCA Report
0306: Check PA-PCA	✓	03.07.2017	09:00	03.07.2017	09:00	Check PA-PCA	0306	Check PA-PCA
0306: Stock in Transit - Run the	✓	03.07.2017	10:00	03.07.2017	10:00	Stock in Transit - Run the	0306	Stock in Transit - Run the
0306: Accounting flows and busi	✓	03.07.2017	11:00	03.07.2017	11:00	Accounting flows and busi	0306	Accounting flows and busi
0306: Check Blocked Incoming of	✓	03.07.2017	11:00	03.07.2017	11:00	Check Blocked Incoming of	0306	Check Blocked Incoming of
0306: Control of FI SD (VPK3)	✓	03.07.2017	11:00	03.07.2017	11:00	Control of FI SD (VPK3)	0306	Control of FI SD (VPK3)
0306: Check of billing due list	✓	03.07.2017	11:00	03.07.2017	11:00	Check of billing due list	0306	Check of billing due list
0306: Check Bank Cash Pooling	✓	03.07.2017	11:00	03.07.2017	11:00	Check Bank Cash Pooling	0306	Check Bank Cash Pooling
0306: Control of FI MM	✓	03.07.2017	11:00	03.07.2017	11:00	Control of FI MM	0306	Control of FI MM
0306: BPI & BBVA - Bank reconc	✓	03.07.2017	11:30	03.07.2017	11:30	BPI & BBVA - Bank reconc	0306	BPI & BBVA - Bank reconc
0306: PM ORDER	✓	03.07.2017	12:15	03.07.2017	12:15	PM ORDER	0306	PM ORDER

You are also able to export this view to excel.

STEP 4

Export the view to excel

Press the button "print view" and choose the option: "Print preview of view".



Then, save it to Excel on the usual way: System / List / Save / Local file.

STEP 5

Check other schedule manager transactions

Other schedule manager transactions:

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