

# SCMA - Schedule and Release

## 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"

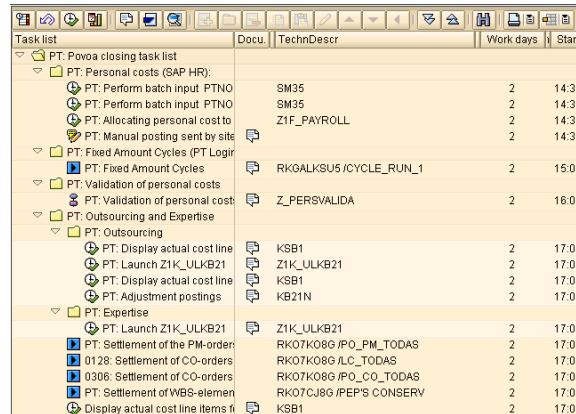
3. On the left section, describe the steps. On the right section, insert respective print screens and additional guidelines, if needed (e.g. Main selections of the transaction...)

STEP 1

Use transaction code:

 SCMA - Schedule and Release: Initial Screen

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



Task list	Docu	TechnDescr	Work days	Start
PT: Poooa 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	RK07K06G /PO_PM_TODAS		2	17:00
0128: Settlement of CO-orders	RK07K06G /LC_TODAS		2	17:00
0306: Settlement of CO-orders	RK07K06G /PO_CO_TODAS		2	17:00
PT: Settlement of WBS-elemen	RK07CJ8G /PEPS CONSERV		2	17:00
Display actual cost line items if	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:

Schedule Task Plan	
Task list to be scheduled	
Task list	Z_FRANCE
Description	FR: France closing task list
Run data	
<input type="radio"/> Today	
<input checked="" type="radio"/> Start date	03.06.2009
<input checked="" type="checkbox"/> Release jobs in task list	
Instance text	SAP SM FR 06 Closing Tasklist



#### 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:

Scheduling Flows: Detail Screen	
Flow to be scheduled	
Flow definition	ZWF_FRWBS
Description	FR: Partial Capitalization to WBS
Run data	
<input type="radio"/> Immediately	
<input checked="" type="radio"/> Start date	03.06.2009
StartTime	13:00

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:

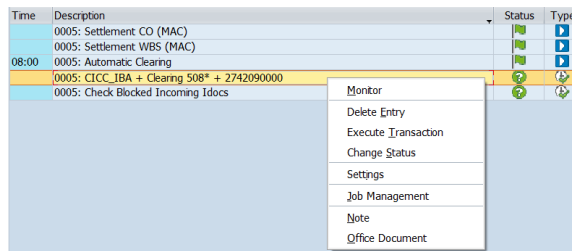
Scheduling Jobs: Detail Screen	
Task to be scheduled	
Task	TA: Zero balance check on WBS elements
Program name	ZDJP1000
Variant	FR TAVAUX
Run data	
<input type="radio"/> Immediately	
<input checked="" type="radio"/> Start date	03.06.2009
StartTime	13:00
<input checked="" type="checkbox"/> Release task	

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

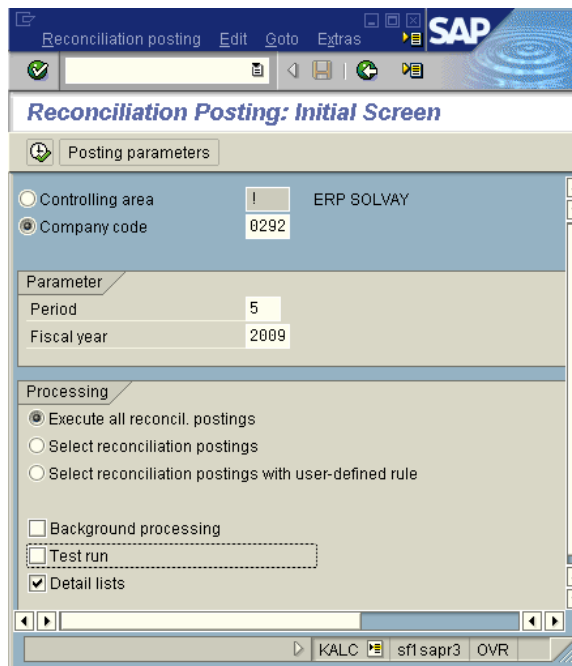
3) In case of a **transaction**, as mentioned above, only the programs and workflows and launched automatically.

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")



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





- 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

Start Time and Job Release

Immediately

Later  Date

Time

Release Jobs

**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:

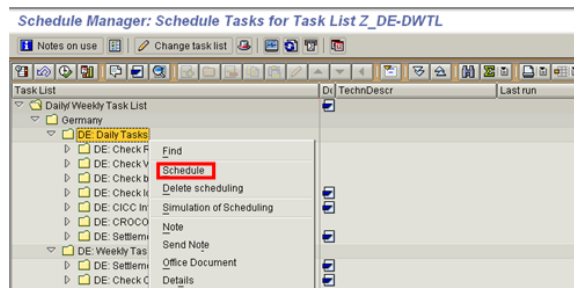
- Applying it until the day 0 of the closure.
- Combining it with the change of task time.
- Be aware that its only possible to Schedule the entire task list if there is no tasks defined in the past (considering the actual date you want to perform the schedule of the tasklist).

STEP 5

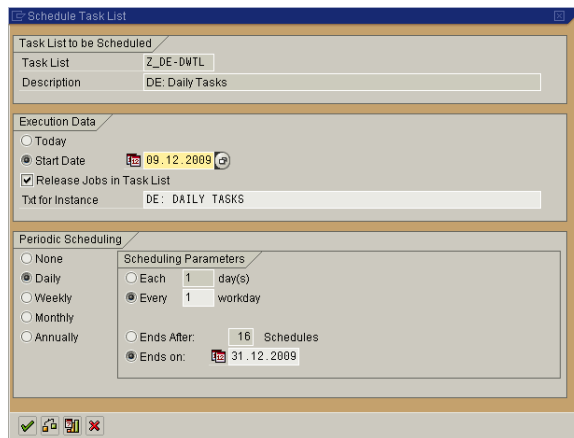
**Daily/Weekly tasklist schedule and release**

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

1) Right-click the mouse button in the folder you want to release and choose the option “Schedule”:



The following screen will appear:

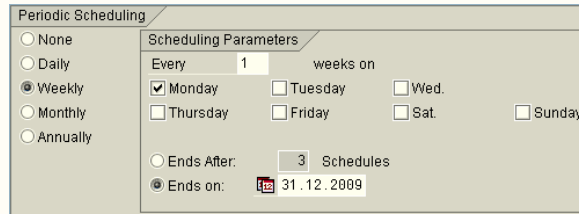


2) Fill the following information:

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

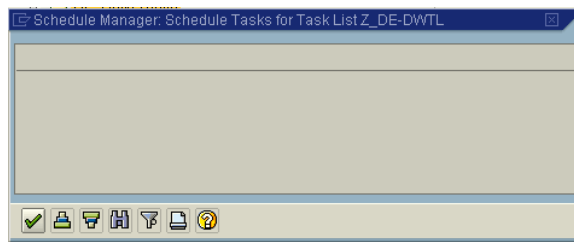


When releasing Weekly tasks take into account that we can only choose 1 weekday per folder.



3) When you're done press

If the following screen appears click again on



The Tasklist was now released.

**STEP 6**

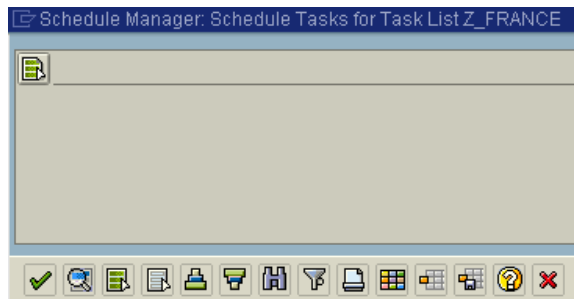
**Undo the release of a complete tasklist, if applicable**

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

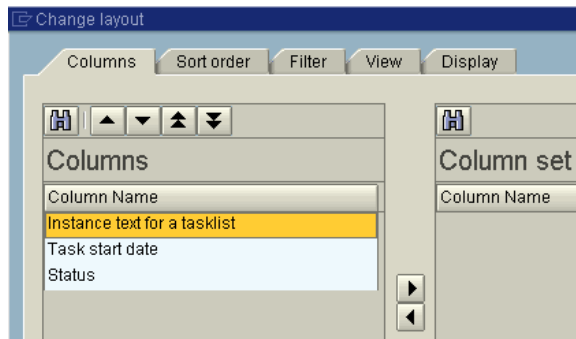
1) Select the highestnode of the task list

2) Click on the icon

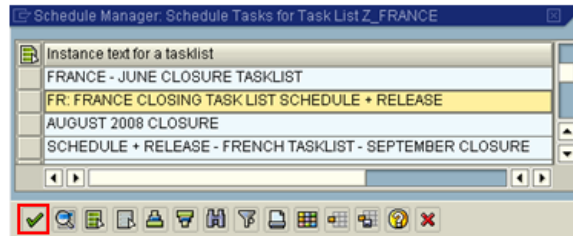
3) If the following screen appears, click on the icon , to change the layout and transferring all the items to the left side of the box:



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

#### 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.

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

1) In case of Task/Program anticipation:

- Delete the entry in the Daily overview (in the foreseen day).
- Execute the task directly from SCMA Structure when needed.

2) In case of Task/Program postponing:





- 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.
- 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