

SCMA - Create a Task

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"

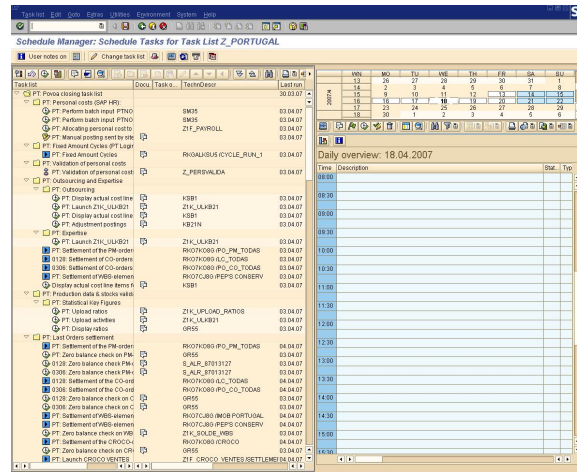
3. On the left section, describe the steps. On the right section, insert respective print screens and additional guidelines, if needed (e.g. Main selections of the transaction...)

STEP 1

Use transaction code:

**SCMA - Create a Task:
Initial Screen**

Launch the Transaction **SCMA**:



In order to create a task or make any adjustment in SAP SM, please access the **change mode function** by clicking in the button "change the tasklist".

Prior to start inserting the tasks, a main folder (node) must be created having as reference the following codification: Country Code: Country + Closing Tasklist. Example:

FR: France closing task list

The only exception for this rule is SAP SM created at Business Level (Solexis Example):

Solexis Closing Task List

STEP 2

Insert the task and define the description

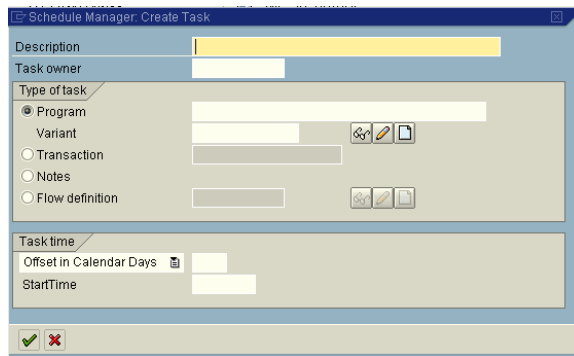
Click on the icon to insert a task group or to insert a task. In case of selecting:

- **A task group (folder):** it is only necessary to insert the description of the task

Note

The description of all folders must differ taking into account that when two folders are created with the same description the transactions of the first folder will be automatically transferred to the second one. The first folder becomes empty

- **A task:** there is the need to choose the type of task (see below).



The description must obey to a specific codification:





- If it is run at a company level, the description has to start by the four digits of the company code, then ":" and finally the description of the task itself.
- If it is run at a country level, the description has to start by the country code, then ":" and finally the description of the task itself.
- The tasks which are common to several countries have to obey to the same description. Therefore, please copy the descriptions used to the other countries.

The task owner is a non mandatory field to define who is responsible for the execution of task. It can be finance operation or service units ().

STEP 3

Choose the more suitable type of task (Note, Task, Program or Flow Definition)

Choosing the more suitable type of task:

- **Program**  - transaction programmed in advance based on a relative time and which will run automatically on the scheduled day and hour. It can be used for cycles run, settlements, depreciation run, etc. There is always a variant assigned to a program.
- **Transaction**  - it is used when the user intervention is needed or an automatic program is not the most suitable option. (Ex: checks, close and open of MMRV, etc).
- **Notes**  - it is used as an additional information, a reminder or for procedure.
- **Flow Definition**  - can be split into 2 Groups of Flow Definitions:
 - Validation WorkFlows: automatic and standard messages sent to a distribution list in order to ensure the validation of certain task (e.g. Validation of the Product Costing + Material Ledger).
 - Execution WorkFlows:
 - With Validation: includes a Validation Workflow plus a sequence of automatic programs with variants (which are launched autonomously after the validation considering the interdependency between them).
 - Without Validation: Sequence of Automatic Programs with variants which are launched automatically based on the relative time.

Note

The difference between having a sequence of Programs only or an Execution WF containing a sequence of Programs is that via EWF if a program retrieves error the sequence will be stopped (out of EWF all programs will be launched at the scheduled time).

The EWF are created by IS according to the request made by Service center.

STEP 4

Create the task itself (variants + necessary documentation):

- A) Programs**
- B) Transactions**

A) Programs:

After inserting a new task, insert its description, task owner (search inserting *WF* if needed), flag the

option "program" and click on the match code .

In the field 'Program name' insert the transaction in between two asterisks and press F4. (E.g. entering *KSU5* the following screen will be accessed) or check the information list of available programs in the information box below.

C) Notes

Other transactions linked to the SM

- **Z_SCMA_RSBDCS UB:** It is used to run a batch input in background and it is possible to monitor but we don't see the real result. The advantage compared to the previous one is the fact that we can see the spool.
- **Z_SCMA_MAIL:** It enables to send an e-mail, through the SM.
- **Z_SCMO_JOB:** It enables to monitor by job name.
- **Z_SCMA_TVARV:** Job programmed to be run every first day of the month in order to update the variables in the variants of the program tasks.
- **Z_SCMABOX:** It allows starting a program after another one is finished.

Description	Appl.	Program
CO-OM-CCA: Actual Assessment	CO-OM-CCA	RKGALKSU5

Possible programs SCMA

There are several programs that allow us to perform in an automatic way the performance of the closure:

SAP Transaction	Program in SCMA
KSU5	RKGALKSU5
KSV5	RKGALKSV5
KEU5	RKGALKEU5
KO8G	RKO7KO8G
CJ8G	RKO7CJ8G
KALC	RKAKALBT
SAP Transaction	Program in SCMA
S_ALR_87012360	RFUMSV25
OB52	Z1F_OB52
SAP Transaction	Program in SCMA
AFAB	RABUCH00
ASKB	RAPERB00
Z1AANNUL	Z1AANNUL
SAP Transaction	Program in SCMA
KSS2	RKSS0_KSS2
KSII	RKSPI_KSII
KKN1	RKAZKKN2
KKPX	RKKPAB03
KKP5	RKKP2B03
KK88	RKO7KK89
SAP Transaction	Program in SCMA
SM35	Z_SCMA_RSBDCSUB
SAP Transaction	Program in SCMA
Z1K_SOLDE_WBS	ZZJP1000
S_ALR_87013127	RKKBALV1
MB5L	RM07MBST
Z1V_BILLING_INDEX	AQ20OF_SUPPORT==Z_BILLING_INDX

- SCMA_PERIO (for from_p and and to_p) and SCMA_GJAHR (GJAHR)

If the program should run in the **next** period, choose

- SCMA_PERIOM+1 and SCMA_GJAHRM+1

If the program should run in the **2,3 or 4 periods in advance**, choose

- SCMA_PERIOM+2, SCMA_PERIOM+3 or SCMA_PERIOM+4 and SCMA_GJAHRM+2, SCMA_GJAHRM+3 or SCMA_GJAHRM+4

▪ **Cumulative Period:**

In order to choose a cumulative period (currently used for the Matcheops program only) please follow the next steps:

Click on the arrow, finding the option **Z1K_MATCHEOPS**

For selection criteria "D - Dynamic date calculation":

▪ **Dates:**

Click on the arrows to choose one of the following options:

Save

B) Transactions

Flag the option 'Transaction' and insert the transaction code.

C) Notes

Flag the option 'Note'. In this case the description will be the task to be executed (example: procedure Clearing Payroll Accounts in the image below).

All SAP SM tasks have predefined a Type of Day and Start time.

Generally SCMA allows 2 Types of days definition (image below), namely:

- Offset in work days – defines the foreseen working day (relative time) of a task execution (strongly recommended one);
- Offset in calendar days – defines the real date for a task run.

STEP 5

Define the relative time for the task performance





Schedule and Release

The Schedule and Release of the SAP SM will perform the match between the relative time defined and the calendar days (described in detail in [SCMA - Schedule and Release](#)).

Task time	
Offset in Work Days	6
Offset in Calendar Days	12:00:00
Offset in Work Days	

SAP SM in Solvay does not work on calendar days. The majority of SAP SM tasks have defined a Working Day relative time (Exception release Cost estimate).

STEP 6

Other task options

Check other options:

- **Delete a task**, you just need to select it and to click on the icon
- **Insert a note** in a task by clicking with the right button of the mouse. Additional comments added to support the run of a certain transaction (variants, reminders, etc...). Only locally accessible in EN login.
- **Insert a office document** by clicking on the button . It is used to complement the transaction to be launched with an office document (e.g. MS Word, Excel, etc). Normally, it is used to include the link to the correspondent procedure. It has the advantage of combining the notes mentioned above with an office document. Only locally accessible in EN login. Locally accessible in different logins.

It is possible to combine both types of documents with the same task in the same column. The icon will assume the format of an office document. When clicking on it, you will be able to choose the one you want via the box below:

Document Type Selection

Office document

Long txt