

Miscellaneous Tasks

• Objective and Scope	1
• Definitions	1
• 1 Mass Modifications	1
◦ Performing changes using XK99	2
• 2 Clerk's internet addition to PI1	6
◦ Obtaining report with e-mails to be added	6
◦ Adding Clrk's Internet to PI1	8
• 3 Employee bank detail update	11
• 4 VWF receiver change	13
• 5 Finalize Composite Material vendor inactivation	17
• 6 SE16 and SE16n reporting	17
◦ Locating the table name	17
◦ Creating report in SE16	19
▪ User specific settings	19
▪ Initial screen	19
▪ Selection Screen	20
▪ View entries	21
◦ Creating a report in SE16N	23
▪ General Table Display	23
▪ Display of entries found	24
◦ SAP PE1 Vendor report by commodity codes	24
◦	27
◦ Tricks and tips	27
• 7 Baan report / refreshable query	29
◦ Creating a report from Baan	29
• 8 7723 contact list update	32

Objective and Scope

Objective of this Procedure

This document describes the following processes:

- Handling Mass Modification of Vendor Master Data in SAP environments using XK99 transaction and describes the roles and responsibilities of each actor in this process.
- Adding Clerk's internet information to CICC (PI1_020) for new vendors.
- Process for employee bank detail updates, based on HtR reports.
- Steps for changing vendor workflow receiver.
- Finalization of vendor inactivation in PE1_300 and Baan environments.
- Steps for creating reports using SE16 and SE16n transactions

Scope

Data Operations Team based in Riga is responsible to handle all Vendor Master Data from NAM, LAM, APAC and EMEA regions for Technology Solutions (except for Intercompany and Commission Agent vendor records) and Composite Material businesses.

For Technology Solutions exceptions:

- Requests for Intercompany creation/name, address and bank detail change and Commission Agent vendor records creation/modification should be forwarded to Lisbon SBS team using Fresh Desk ticketing system.
- Intercompany records company code and purchasing organization data can be done by Riga Data Operations.

Definitions

Abbreviation	Description
PRS	Permanent Reference System (PF1_50)
RCS	Rhodia Core system (WP1_400)
SBS	Solvay Business Services
PO	Purchase Order
OA	"Ordering Address" partner role
VN	"Vendor" partner role
PI	"Invoice Presented By" partner role
GS	"Good Supplier" partner role

1 Mass Modifications

System: SAP

Mass modification – changing information for several vendor records simultaneously. This can be applied in cases when update is required for more than 20 records.

Data Operations Riga team can perform mass modifications using XK99 transaction for following tables:

- LFA1 - Vendor Master (General Section)

- LFB1 - Vendor Master (Company Code)
- LFAS - Vendor master (VAT registration numbers general section)
- LFBS - Vendor master (dunning data)
- LFBK - Vendor Master (Bank Details)
- LFBW - Vendor master record (withholding tax types) X
- LFM1 - Vendor master record purchasing organization data
- LFM2 - Vendor Master Record: Purchasing Data
- WYT1 - Vendor Subrange
- WYT2 - Vendor Sub-Range Description
- WYT3 - Partner Functions

In case required field/table is not available:

- For Technology Solutions FD ticket with load files should be submitted to FD D&A EMEA team.
- For Composite Materials SDE ticket with load files should be submitted to COE_SD group.

Performing changes using XK99

1. Go to transaction XK99.
2. Upon opening the new screen you will receive informational message about choosing tables correctly. Please find full message text below. Press the green checkmark to proceed to the next screen.

Mass Maintenance

Object Type: LFA1

Variant Name:

Information

Selecting Tables

In mass maintenance, you must decide which tables of an object type are to be changed. It is possible to make changes in multiple tables at the same time. If you select multiple tables, only objects that meet your selection criteria in every table are changed.

Procedure

Only select multiple tables if, for consistency, the changes are to be made in all tables at the same time. Otherwise, process the tables in turn since

☐ Do not display this information again

☒

"Selecting Tables

In mass maintenance, you must decide which tables of an object type are to be changed. It is possible to make changes in multiple tables at the same time. If you select multiple tables, only objects that meet your selection criteria in every table are changed.

Procedure

Only select multiple tables if, for consistency, the changes are to be made in all tables at the same time. Otherwise, process the tables in turn since selecting multiple tables can slow down the system considerably.

If you import data from files or the clipboard, you can change only one table or the fields from one table."

1. Choose the table/field to be updated. Note, that you will be able to add fields later on as well, but it should be done at this stage, if you want to import data from file or clipboard.

Mass Maintenance: Vendors

Import Data from File
 Import Data from Clipboard

Object Type LFA1 Vendors

Variant Name

Tables Fields

Short Description	Table Name
Vendor Master (General Section)	LFA1
Vendor Master (Company Code)	LFB1
Vendor master (VAT registration numbers general section)	LFA5
Vendor master (dunning data)	LFB5
Vendor Master (Bank Details)	LFBK
Vendor master record (withholding tax types) X	LFBW
Vendor master record purchasing organization data	LFM1
Vendor Master Record: Purchasing Data	LFM2
Vendor Subrange	WYT1
Vendor Sub-Range Description	WYT1T
Partner Functions	WYT3

1. Choose the data to be changed. You have four available options (you'll find more detailed description down below):

- a. - Execute
- b. Import Data from File
- c. Import Data from Clipboard

Before moving to the next screen you will receive the following warning message:

Warning

Please note that many objects can be changed simultaneously in mass maintenance. When you save your changes, the system checks them for consistency. They then take immediate effect for all objects chosen.

For this reason, please proceed carefully.

1. Execute – choose vendor records to be changed
 - o To choose several vendor records press "Multiple Selection button"
 - o To add additional search criteria press "Choose selection fields" at the bottom of the screen.

Mass Maintenance: Vendors

Get variant

☒ Data Records to Be Changed
 ☐ Data Records to Be Created

☐ Do Not Change Existing Data

Restrict Data Records to Be Changed

Vendor To



1. Import data from file:

- i. Choose load file from your files. It should contain vendor number and fields with the new values.
- ii. Define Upload Parameter - usually nothing should be changed in this window.

Define Upload Parameter

Format Specification

Decimal point format: 1.234.567,89
 Date Format: 1 DD.MM.YYYY
 Time Format: 0 24 Hour Format (Exa...
 Import Language: EN English

Upload

☒ Without Header Line
 ☐ With Header Line

Initialization Character: ~


 Check

1. Import data from clipboard:

- i. Copy (ctrl+c) the columns from your file. They must contain vendor number and should contain fields with the new values.

Define Upload Parameter

Delimiter

☐ Semicolon
 ☐ Comma
☒ Tab
 ☐ Space
☐ Other

☐ Merge Consecutive Delimiter

Text Qualifier

Format Specification

Decimal point format: 1.234.567,89
 Date Format: 1 DD.MM.YYYY
 Time Format: 0 24 Hour Format (Exa...
 Import Language: EN English
 Code Page (Character Set): 1404 Microsoft Windows ...

Upload

☒ Without Header Line
 ☐ With Header Line

Initialization Character

Check

- ii. Define Upload Parameter - usually nothing should be changed here.

For Imported data - assign columns to the correct fields by pressing the button at the top of the table and choosing the field that corresponds to the correct values in the column. If you have columns in your file, that you do not want to use leave them unassigned.

Preview Imported Spreadsheet

Sheet SHEET1 (Assigned to Table LFA1)

A	B
Vendor	Search t...
122898	*****
114060	*****
56375	*****

Assign a Field from Table LFA1 to Column A (1) 3 Entries found

Restrictions

Field name	Field Description	Key Field
<Unassigned>		
LIFNR	Vendor	
SORTL	Search term	

3 Entries found

Preview Imported S

Sheet SHEET1 (As

Vendor	Search term
Vendor	Search ter
122898	*****
114060	*****
56375	*****
115195	*****
62190	*****
64532	*****
59062	*****
90290	*****
130859	*****
2823766	*****
60878	*****
122886	*****
121553	*****
502562093	*****
118260	*****

1. Verify the changes / change the existing values.

Mass Maintenance: Vendors

Restrictions
 Old Values

✓ Vendor Master (General Section)

38 Entries

Vendor	Name	Search term
New Values		

Vendor	Name	Search term
51015	BLOCH #USE VENDOR 102137996#	*****
51244	#Use vendor 102131131# ARPEGE MASTE	*****
51351	DELL COMPUTER SA #use 102135335#	*****

- Restrictions** - Add value to be replaced. This option will enable you to replace only specific values form the list.
 - Old Values** - Lets you see current values of the vendor.
 - Copies the value form "New Values field" to all vendors in the table below. In case there are restrictions applied, the new values will be applied only to the applicable vendors.
1. Submit the change for execution. This can be done by pressing "Save" button. You will receive change log, indicating whether the change was carried out successfully:

Messages from the Update Task

Long text

Messages Were Saved in the Application Log MASS LFA1 048652

Errors: 0 Warning: 0 Information: 38

Mass Maint. Status		
Icon	Message Text	Notifica
	0000051015 : Changes have been made	F2056
	0000051244 : Changes have been made	F2056
	0000051351 : Changes have been made	F2056
	0000051944 : Changes have been made	F2056

2 Clerk's internet addition to PI1

System – SAP (WP1_400, PI1_020)

Clerk's Internet - e-mail address stored in WP1 company code data. This e-mail is used to send remittance advices to the supplier. Due to system restrictions this information is not being transferred from WP1 to PI1 automatically.

Remit-to e-mail cannot be added to PI1 upon vendor creation, as the supplier record will be open for company code only after first invoice posting will be made in WP1.

Following chapters will outline daily activities done for populating this data in PI1 based on additions made on previous day.

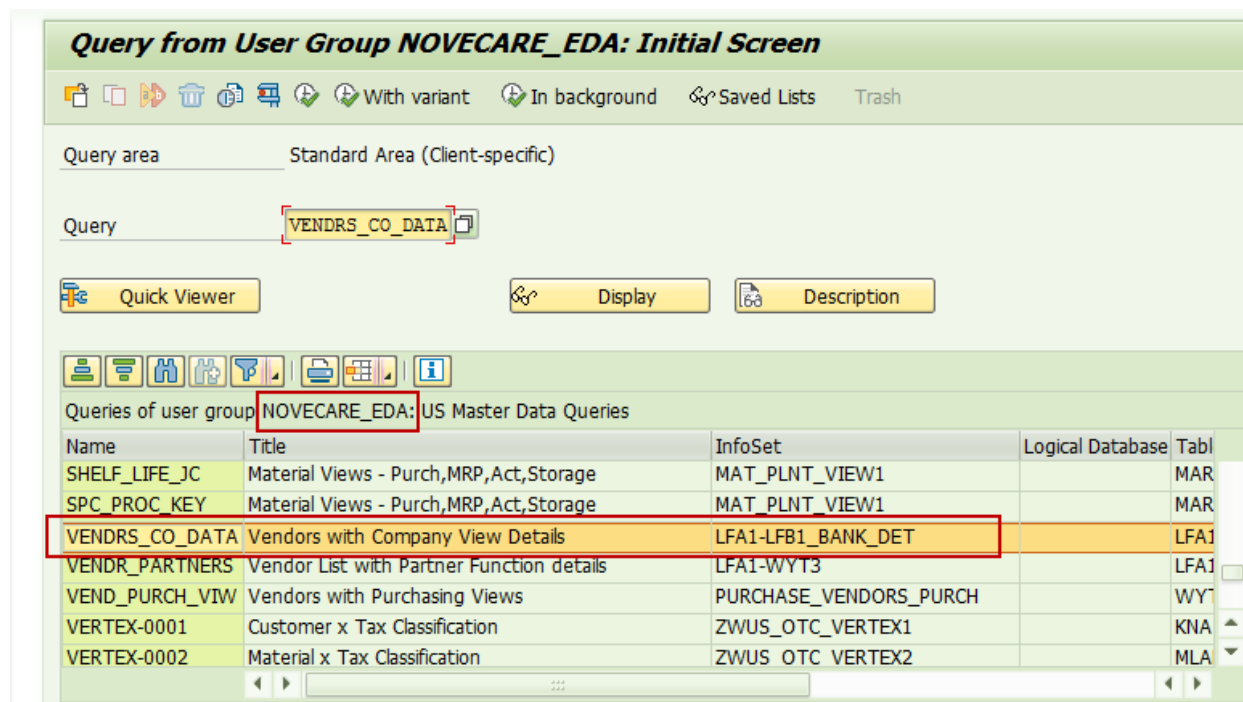
Scope of the review:

- NAM**
 - 7008 – Cytec Industries Inc
 - 7752 – Cytec Canada Inc
 - 7723 – Cytec de Mexico SA de CV
 - 7427 – Cytec Technology Corp
 - 7030 – Piney River Recovery Corp
- EMEA**
 - 7794 – Cytec Industries BV
 - 7764 – Solvay Business Services Latvia Sia
 - 7726 – Cytec Belgium Bvba
 - 7210 – Umeco Ltd
 - 7714 – Cytec UK Holdings Ltd
- APAC**
 - 7786 – Cytec Australia Holdings Pty Ltd

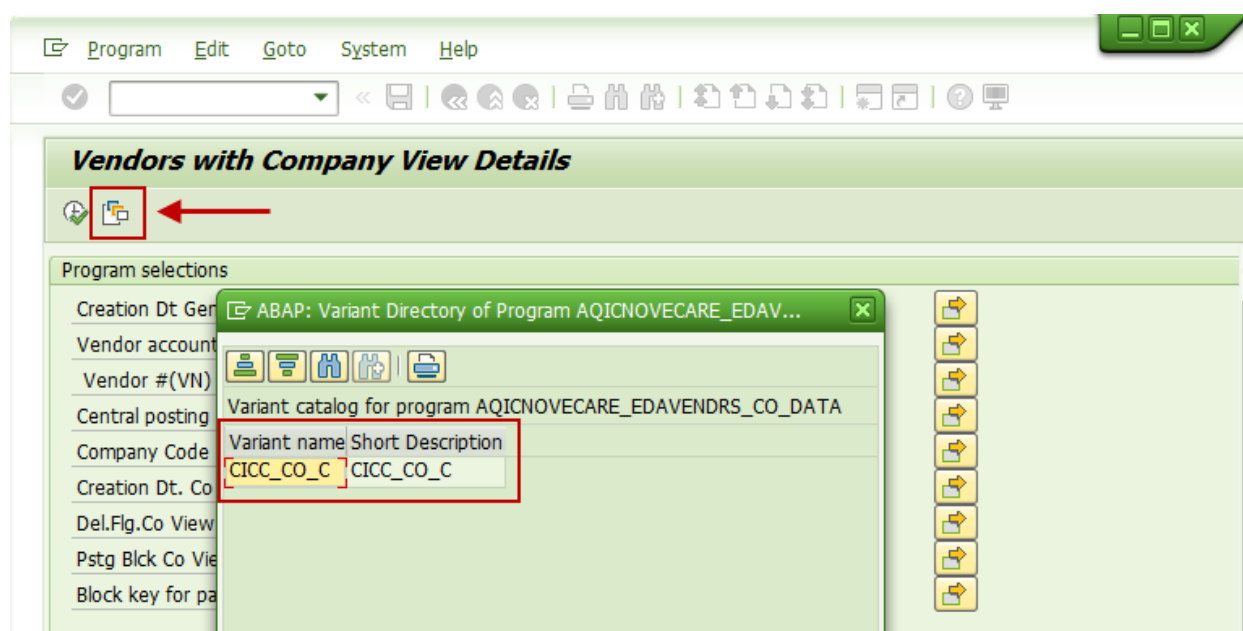
Obtaining report with e-mails to be added

Daily report should be run to collect information about company codes created in the previous day. Results containing e-mail addresses must be added to the list [here](#).

1. Go to WP1 transaction SQ00:
 - a. User Group: NOVECARE_EDA
 - b. Query: VENDRS_CO_DATA



1. Set query to return information about vendors opened for company codes in CICC scope in previous day.
 - a. Get variant CICC_RIGA_CS. In case new company within Riga scope starts using CICC, please add it to the variant list.



- a. Set creation date to the day before. Format ddmmyy.
- b. Select output format. In order to make information transfer to GDrive easier you can choose one of the options below:
 - i. Export the report as spreadsheet;
 - ii. Use SAP List Viewer with view /CLRKS1

Vendors with Company View Details

Program selections

Creation Dt Gen View	7008	to		
Vendor account group		to		
Vendor #(VN)		to		
Central posting block		to		
Company Code	7008	to		
Creation Dt. Co View	15.05.2018	to		
Del.Flg.Co View		to		
Pstg Blck Co View		to		
Block key for payment		to		

Output format

☒ SAP List Viewer

☐ ABAP List ☐ Display as table

☐ Graphic ☐ Word processing

☐ ABC analysis ☒ Spreadsheet

☐ Executive Info System (EIS) ☐ Private file

☐ File Storage

☐ Save with ID

OR

1. Run the query and paste the records with field Clerk's internet address populated in this [GDrive file](#).

Note: Only PRS vendor codes should be populated in the file.

Note PRS vendor number and remittance e-mail for vendors located in **US, CANADA, MEXICO, EU and AUSTRALIA**

Vendor (PI party)	WP1 Company code	Name	E-mail
2156091	7008	SOYVENTIS NORTH AMERICA LLC	shivali.shah@soyventis.com
2156541	7008	MORIN PROCESS EQUIPMENT	accounting@morinprocess.com
2156861	7008	CMG PROCESS INC	srg@apexep.com
2100080	7008	VIKING AUTOMATIC SPRINKLER CO	margaret.oneill@vfpfire.us
2157014	7008	COWLEY CONTAINER CORP	lhunt@cowleycontainer.com

Adding Clrk's Internet to PI1

Vendors in PI1 for company code are opened automatically upon first invoice posting in WP1. Daily report must be run to check, if any vendors from the list mentioned in the previous chapter are open in PI1.

1. Go to PI1 transaction S_ALR_87012086.
2. In "Dynamic Selections" set company code creation date to the previous day. In order to enable "Created On" field, find and double click on the "Created on" under the "Company code folder".

Vendor List

1

• VAT Registration No.
 • Last ext.review
 • SCAC
 • Company Code
 • **Created on** 2
 • Created by
 • Posting block for company code
 • Deletion flag for company code
 • Reconciliation acct

City
 Postal Code
 Trading Partner
 Company Code
 Created on 21.05.2018 3
 Reconciliation acct
 Accounting clerk

Vendor selection

Vendor account to
Company code to

1. Copy the list of vendors from [GDrive file](#).
2. Go to "Vendor account" fields "Multiple Selection" option and paste the list of vendors using "Upload from clipboard".

Note! Only PRS vendor numbers can be used.

Vendor selection

Vendor account to 1
Company code to

Multiple Selection for Vendor account

Select Single Values Select Ranges Exclude Single Values Exclude Ranges

O. Single value

3

2

Multiple selection..

1. Go to "Company code" fields "Multiple selection" option and add following company code values:
 - 4044 – for payments to Canada, US, Mexico.
 - 0231 – for payments to Europe and Australia.

Vendor selection

Vendor account to

Company code to

 1



Multiple Selection for Company code

Select Single Values Select Ranges Exclude Single Values Exclude Ranges

O. Sin... 2

☐ 4044

☐ 0231

3

       Multiple selection..   

1. You will receive a list with vendors for whom company code view has been created in the previous day.

Vendor List							
CICC Bruxelles		Vendor List				Time 18:46:4 RFKKVZ00/VITKO	
Sort:		Vendor					
Name 1	Contents 1	Name 2	Contents 2	Name 3	Contents 3	Name 4	Contents 4
Vendor	2308942	Company Code	Company Code Name				
Section	TECHNICAL DATA						
SearchTerm	ONTARIO LI	Acct Group Z3C0					
Created by	BECICC	Created on 26.02.2018					
Section	COMMUNICATION WITH VENDOR						
660567	ONTARIO LTD	Language			EN	Telephone1 519 336 7301	
O/A	PROVINCIAL CONTROLS	Fax Number			519 330 8082		
P.O.	Box 2946						
SARNIA ON	N7T 1Z6						
CANADA							
Vendor	302316604	Company Code	Company Code Name				
Section	TECHNICAL DATA						
SearchTerm	EVELATUS	Acct Group ZQ00					
Created by	BECICC	Created on 17.05.2018					
Section	COMMUNICATION WITH VENDOR						
EVELATUS	SIA	Language			EN	Telephone1 22334401	
AINAVAS	IELA 2A, 14						
LV-1084	RIGA						

1. Add e-mails to "Clerk's Internet" field for these vendors, based on the [GDrive file](#).

Note! This should be done using FK02 due to access restrictions in PI1.

Vendor	2308942	660567 ONTARIO LTD
Company Code	4044	SOLVAY FINANCE (US)

General data

- ☐ Address
- ☐ Control
- ☐ Payment transactions

Company code data

- ☐ Accounting info
- ☐ Payment transactions
- ☒ Correspondence
- ☐ Withholding tax

1. Remove rows containing information for these vendors from the [GDrive file](#).

3 Employee bank detail update

System – SAP, BAAN

Cytec Legacy employee reimbursements are processed via WP1_400, PE1_300 and Baan instead of PP2. In order to ensure, that employee data is updated in a timely manner, daily reports are sent to Data Operations by HtR team, to inform us of any changes in bank account used for US employee reimbursements. This solution will be in place until Composite Materials migrates to Solvay ERP and T&E program. Please see an example of HtR (sbs.htsupport@solvaysbs.freshdesk.com) e-mail below.

US_T&E bank changes on 15.05.2018

HR report x



SBS.HtRSupport May 16 (5 days ago) ★

to viktorija.kalu., Kathleen.robbi., me

Dear All,

Please find attached the T&E Bank changes introduced in the system yesterday, May 15th.

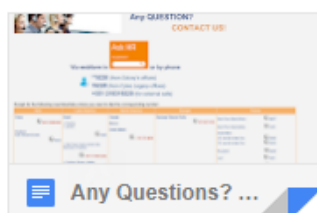
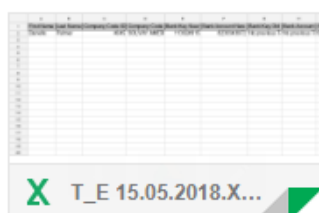
We remain at your disposal for any question you may have.

If you would like to be contacted, please reply to this e-mail or contact us through the phone number available [here](#).

Thank you and best regards,
Claudia
Global Contact Center

How would you describe our services? Your [Feedback](#) is important to us.
Please do not change the subject of this e-mail, it will help us follow up your request in a better way.

Contact us
Visit our website by clicking [here](#).

**2 Attachments**

1. Save the file - the attached excel file (if any) must be saved in a designated [GDrive folder](#), in a subfolder dedicated for the running month.

Name ↑	Owner
 2018.01	me
 2018.02	me
 2018.03	me
 2018.04	me
 2018.05	me
 2018.06	me
 [UPDATE FINAL] mm.yyyy 	me

1. Check whether any of the entries in the excel file contain details for Cytec legacy employees.

EE	First Name	Last Name	Company Co	Company Co	Bank Key Ne	Bank Account New	Bank Key Old	Bank Account	Start Date
63029030	Franklyn	Ballentine	7008	CYTEC-US/ST	21101108	1247613324	No previous	No previous	01.06.2018

- 1.

All records relating to Cytec legacy employees should be copied in the **[UPDATE FINAL] mm.yyyy** file for the corresponding month. Template of the file can be found [here](#) and it should be copied to the folder of the corresponding month.

First Name	Last Name	Company Code	Company Code	Bank Key New	Bank Account New	Bank Key Old	Bank Account	Start Date	Vendor code	Comments	Responsible	Tckt
James	Mccallum	7008	CYTEC INDUST	122100024	263152131	No previous T&E account	No previous T&E	01.04.2018	926354		Everita	
Matthew	Soderstrom	7008	CYTEC INDUST	122105744	6755377668	No previous T&E account	No previous T&E	01.04.2018	926445		Everita	
James	Lee	7008	CYTEC INDUST	211178200	2439119	No previous T&E account	No previous T&E	01.04.2018	926320		Everita	
Blake	Acton	7008	CYTEC INDUST	125200057	5912669057	No previous T&E account	No previous T&E	01.04.2018	No vendor		N/A	
Erik	Hancock	7008	CYTEC INDUST	323274270	3355210	No previous T&E account	No previous T&E	01.04.2018	No vendor		N/A	

1. At the first date of the next month divide the entries between team members and share the file with them asking to update bank details. Corresponding ticket numbers should be noted in the file upon completion.

"I kindly ask you to update the employee bank details in SAP and Baan based on the attached file of T&E bank changes in HtR system?"

- Please create one ticket for the change.
- Do not forget to attach bank validations (Routing number mostly).
- Add the corresponding ticket number to the attached file.

I would really appreciate if this could be done till middle of the day. "

Note! Excel tends to exclude "0" from beginning of the routing numbers. If routing number provided is 8 instead of 9 digits, please try validating by adding "0" at the beginning.

4 VWF receiver change

System – SAP (PF1_050)

Following approach is to be used for:

- purchasing approver change in spot cases (i.e. approver is on vacation without a substitute or approver has left the company and the approver matrix is not yet updated);
- releasing VWF from approver inbox after it has been approved (to fix system glitch);
- releasing VWF for colleagues inbox in spot cases.

Please follow the steps below in order to change the approver.

1. Enter the VWF using transaction **Z1S_VWF_REQUEST**

SBS Data - Management of Vendor Requests

My requests Display Change

Request for Creation of a new master record

☐ Search Term
City
Country

Request for Modification of an existing vendor's master

☐ Update data of a vendor
Vendor

☐ Unblock a vendor
☐ Block a vendor

Request for Modification of an existing vendor's master via webform

☐ Request bank data
Vendor

Display or change an existing request

☒ Request number

1. Once in the VWF display run transaction **"WF_ID"**

wf_ID

Display the Request for Change of a Vendor

Changes history Change

Request to Unblock Vendor 2500043280 (MANUPORT LOGISTICS DO BRASIL LTDA)

Request Number	357798	Waiting for Procure-to-Pay to approve	Segment code	P053	LO-SEA FORWARDING
Requester	GABRIELA RODRIGUES VIEIRA	0055 41 3883 3603	Company Code	7523	RHODIA POLIAMIDA ESP
E-mail address	Gabriela.Vieira@solvay.com		Business Unit	CB CBS & NBD	

1. Copy the VWF ID.

Display the Request for Change of a Vendor

Created by BRBC0942 ID 12260323 in Inbox of

Creation date 20.12.2017 Waiting for Procure-to-Pay to approve Approvers

Creation time 13:22:46 VVFF Status Data Controllers

Changed by APINT01

Last change 21.12.2017 Last change status N 20.12.2017 13:22:46

Last change 14:29:09 Last change status D 00:00:00

Data Controller

APDC Date 21.12.2017 Last change status 1 21.12.2017 14:29:09 Last change status 2 00:00:00

APDC Time 14:29:09 Last change status 3 00:00:00 Last change status 4 00:00:00

XD01 Client Last change status 5 00:00:00

XD01 Factoring Last change status 6 00:00:00

Status forced Last change status 7 00:00:00

1. Go to transaction **"SW11"**
2. Populate the VWF ID in the **"Identification"** field and press **"Run"**

Selection Report for Work Items

Selection Using Work Item ID

Identification to 

Selection Using Work Item Properties

Type to 

Status to 

Priority to 

Deadline Status to 

Task to 

Task Group 

☐ Top-Level Work Items Only

Selection Using Time Period

Creation Date to 

Creation Time to 

Output Options (+Version, +Administrator)

☐ Switch On

Restriction of Selection

Maximum No. of Hits

1. Double click on the ID line

Work Item Selection (1 Entry)

ID	Status	Workflow	Work Item Type	Task	CreateDate	CreateT...	Work item text
12047016	STARTED		(Sub)workflow	WS99900146	22.09.2017	22:05:31	Vendor creation for Request 347536

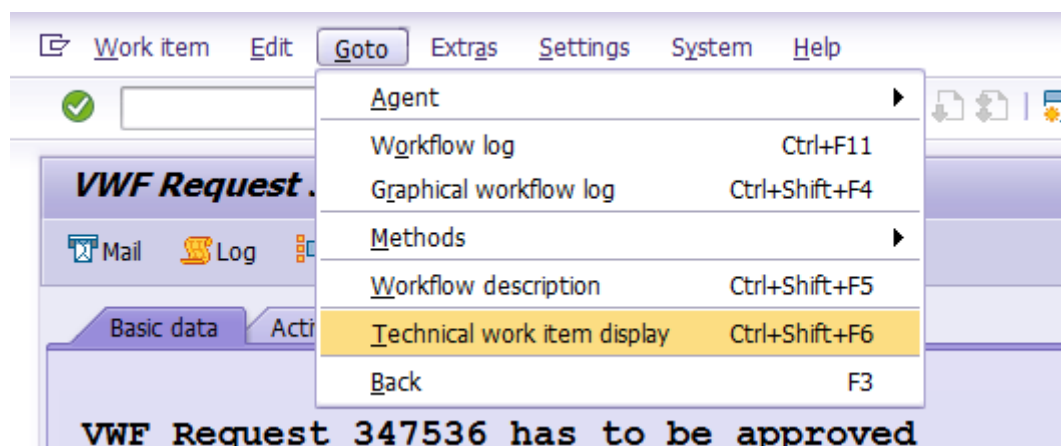
1. Select the last options showing "VWF request ***** has to be approved"

Workflow Log

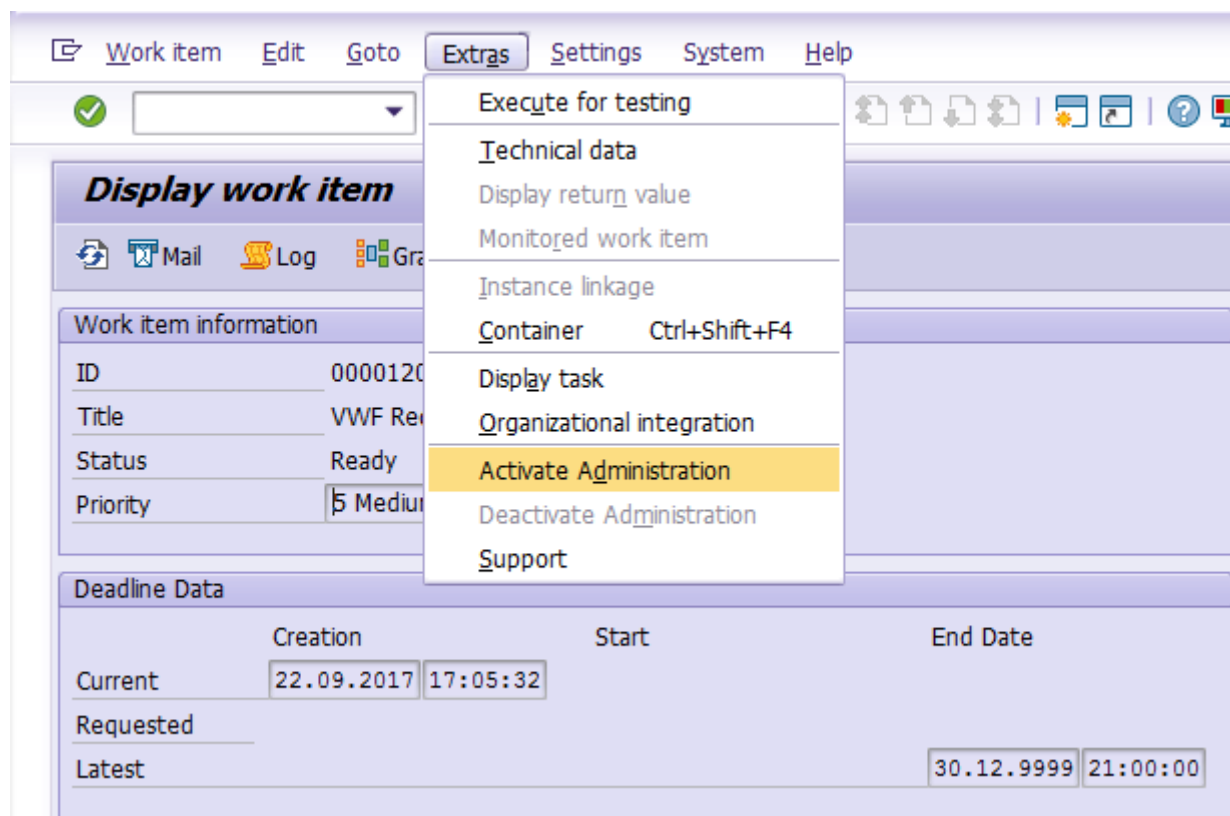
View: WF Chronicle View: Workflow Agents View: Workflow Objects

Workflow and task	Details	Graphic	Agent	Status	Result	Date	Time
Vendor creation for Request 347536				In Process	Workflow started	22.09.2...	17:05...
• Workflow initialization for Vendor Request 3				Completed		22.09.2...	17:05...
• Authorized validator deadline time determin				Completed	Step completed	22.09.2...	17:05...
• VWF Request 347536 has to be approved				Ready		22.09.2...	17:05...

1. Click on "Goto" -> "Technical work item display"



1. Click on "Extras" -> "Activate Administration"



1. On the right hand panel you will have several options to choose from:
 - Execute Agent Rules – release VWF form approvers queue (makes available for other approvers).
 - Forward – approver needs to be replaced. You will need to populate the new WF receiver in a pop-up window. User names can be found in transaction "SU01D"
 - Replace Manually – release VWF form co-workers queue.

Display work item

Mail Log Graphic

Service Name		Work item information																
Services for Administration		ID: 000012047019 Title: VWF Request 347536 has to be approved Status: Ready Priority: 5 Medium																
Change Container	Execute	Deadline Data <table border="1"> <thead> <tr> <th></th> <th>Creation</th> <th>Start</th> <th>End Date</th> </tr> </thead> <tbody> <tr> <td>Current</td> <td>22.09.2017</td> <td>17:05:32</td> <td></td> </tr> <tr> <td>Requested</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Latest</td> <td></td> <td></td> <td>30.12.9999 21:00:00</td> </tr> </tbody> </table> Description Could you please either approve or return or reject following request within http://solia.solvay.com/inj/porta/Services/uwl ? If you want to return or reject the request, do not forget to justify it.		Creation	Start	End Date	Current	22.09.2017	17:05:32		Requested				Latest			30.12.9999 21:00:00
	Creation		Start	End Date														
Current	22.09.2017		17:05:32															
Requested																		
Latest				30.12.9999 21:00:00														
Lock for Execution	Execute																	
Change Work Item Text	Execute																	
Change Work Item Language	Execute																	
Change Priority	Execute																	
Logically Delete	Execute																	
Start Execution	Execute																	
Complete Manually	Execute																	
Forward	Execute																	
Forward to Itself	Execute																	
Set Enqueue Lock	Execute																	
Execute Agent Rules	Execute																	
Execute	Execute																	
Change deadlines	Execute																	
Start Execution in Browser	Execute																	

5 Finalize Composite Material vendor inactivation

System – Baan/Maximo/SAP (PE1)

As often vendors cannot be inactivated straight away due to open activity monthly checks should be done to finalize the inactivation of such vendors once open items have been cleared.

On the first work day of the month records pending inactivation must be reviewed for open activity as per Work Instructions. Please see below criteria for vendors pending inactivation:

- Baan:
 - Active vendor account;
 - "DO NOT USE" at the end of the name
- Maximo:
 - Active vendor account
 - "DO NOT USE" at the beginning of the name
- SAP (PE1):
 - Active vendor account
 - Purchasing block applied (list of exceptions can be found [here](#))

AND/OR

- Deletion flag for specific company code with no posting block applied.

List of the vendors to be inactivated should be saved in [this folder](#) with the following file name:

YYYY-MM -inactivation review.

Vendor accounts inactivated must be registered in the FD ticketing system and noted in the [log file](#).

6 SE16 and SE16n reporting

Transactions described in this chapter can be used to extract data from SAP environments either for reporting or analysis purposes.

SE16 is available in PE1_300, PF1_050, PF1_020 and WP1_400.

SE16n is available in PE1_300, PF1_050, PF1_020.

SE16 and SE16n will provide the same data, but the interfaces are different. It does not really matter, which transaction is used for creating the report.

Locating the table name

All data in SAP is stored in different tables. To see in which table a field is located:

1. Go into any vendor account.
2. Left click the field, you wish to extract.
3. Choose Help (**F1**)

1. On the top of the pop-up screen choose button for "Technical Information" 
2. In the following pop-up screen you will find the "**Table Name**" in "Field Data" section.

Note! In case the "Table Category" is anything else but "Transparent table", you will not be able to use the Table Name in SE16 transaction. Check for the table name in the table below or use Google search including field name and following key words "SAP", "Table".

Below are listed some tables you might need related to vendor, customer, material or maintenance.

Table	Description
LFA1	Vendor general data
LFB1	Vendor company code data
LFM1	Vendor purchasing org data
LFBK	Vendor bank account details
WYT3	Vendor partner function data
ADRC	Vendor/Customer address data including Search term 2 (address number can be found in LFA1/KNA1)
ADR6	Vendor/Customer general e-mail (address number can be found in LFA1/KNA1)
Z1S_VWF_APPROVER	VWF approver matrix
T001W	Plant data (view vendor and customer account linked to plant)
KNA1	Customer general data
KNB1	Customer company code data
KNVV	Customer sales area data
KNVP	Customer partner function data

KNVK	Customer master contact partner
EKPA	Vendor PO partners
TFACD	Vendor Factory calendar
EINA	PIR General Data
EINE	PIR Purchasing Organization Data
EKKO	Contract - Purchasing Document Header
EKPO	Contract - Purchasing Document Item data
MARA	General Material Data
MARC	Plant Data for Material data
T001W	Plants/Branches data
CDHDR	Change document header data
CDPOS	Change document items data
ZMM_VND_MASTER_DATA	Allows to extract Vendor Master Data information from General Data, Purch. View and Company Code View in a single report

Creating report in SE16

User specific settings

To make report easier to use it is advisable to adjust some user parameters. Usually it is enough to do it only once, as system will remember your choices for the future.

User specific settings can be accessed in the initial screen. Go to **Settings/User Parameters...** or press **F6**.

- **Width of Output List** – determines how many characters will be shown in a report line. It is advised to set this to the maximum number – **1023 char**.
- **Display type** - determines the display of the final report (ALV Grid Display is recommended):
 - **ALV Grid Display**
 - **ALV List**
 - **SE16 Standard List**
- **Keyword** – determines display of the field names in the selection screen
 - **Field Name** – technical name of the field
 - **Field Label** – regular vendor name

User-Specific Settings

Data Browser | Internet Transaction Server | Business Server Page

Output List

Width of Output List: 1023

Maximum Number of Hits: 500

☐ Display Maximum Number of Hits

☐ ALV Grid Display

☒ ALV List

☐ SE16 Standard List

Keyword

☐ Field Name

☒ Field Label

Format

☐ Respect Conversion Exit

Initial screen

Go to the transaction **SE16**. In the **Initial screen** insert the name of the table you wish to extract and press "**Enter**".

Data Browser: Initial Screen

Table Name

Selection Screen

In **Selection Screen** you can set different search criteria.

Populate fields to narrow down search criteria or indicate specific records you wish to view. For example, in the screenshot below, we are running a report with all US suppliers whose name starts with "A".

Data Browser: Table LFA1: Selection Screen

Number of Entries

Vendor		to		
Country	US	to		
Name	A*	to		
Deletion flag		to		
Posting Block		to		
Purch. block		to		
Width of Output List	1023			
Maximum No. of Hits				

You can change the fields visible in **Settings/Fields for selection**. In this list you can find and choose all fields available in the table. Please note that you can choose only up to 40 records for selection.

Select Fields for Selection

Field Name	Field Label
Selected table fields for the selection.	
☒ LIFNR	Vendor
☒ LAND1	Country
☒ NAME1	Name
☒ NAME2	Name 2
☒ NAME3	Name 3
☒ NAME4	Name 4
☒ ORT01	City
☐ ORT02	District
☐ PFACH	PO Box
☐ PSTL2	P.O. Box Postal Code
☐ PSTLZ	Postal Code
☐ REGIO	Region
☒ SORTL	Search term
☐ STRAS	Street

☐ ☐ ☐ ☐ ☐ ☐

In this step you can also already indicate what fields you will want to see in the final report. It can be done in **Settings/Format List/Choose fields....**

Data Browser: Column Selection for Table LFA1

Field Name	Field Label
☐ MANDT	Client
☒ LIFNR	Vendor
☐ LAND1	Country
☒ NAME1	Name
☐ NAME2	Name 2
☐ NAME3	Name 3
☐ NAME4	Name 4
☐ ORT01	City
☐ ORT02	District
☒ PFACH	PO Box
☐ PSTL2	P.O. Box Postal Code
☐ PSTLZ	Postal Code
☐ REGIO	Region
☐ SORTL	Search term
☐ STRAS	Street
☐ ADRNR	Address
☐ MCOD1	Name
☐ MCOD2	Name 2
☐ MCOD3	City

☒ Apply ☐ ☐ ☐ Save for Background Processing ☐ ☐ ☐

View entries

Next screen will show a list of your entries. The layout and options will differ depending on the display type indicated in "User specific settings. Please note that for ALV List and SE16 Standard List the list will end on the character 1023 and not all information will be shown.

- ALV Grid Display

Table Entry Edit Goto Settings System Help

Check Table...

Data Browser: Table LFA1 Select Entries 2,799

Vendor	Name 1	PO Box
0000053063	AAPLE FABRICATING INC	
0000053065	ABS QUALITY EVALUATION INC	915092
0000053069	ADVANCED ENTERPRISE SOLUTIONS	
0000053070	ADVANCED PLASTIC & MATERIAL	
0000053072	AIR-MASTER	
0000053073	ALBEMARLE CORP	
0000053076	AMERICAN CUTTING EDGE INC	37
0000053077	AMERICHEM INC.	75618
0000053081	ARBOR SPRINGS WATER CO INC	

SAP WP1 (1) 400 wp1app07 INS

- allows you to view full details of the selected entry
- refreshes the table
- select/unselect all records
- sort selected column ascending/descending, filter selected column
- download the data in preferable format. In order save as Excel file use .
- change, choose existing one or save current layout

◦ ALV List

Table Entry Edit Goto Settings System Help

Check Table...

Data Browser: Table LFA1 Select Entries 2,799

Vendor	Name 1	PO Box
☐ 0000053063	AAPLE FABRICATING INC	
☐ 0000053065	ABS QUALITY EVALUATION INC	915092
☐ 0000053069	ADVANCED ENTERPRISE SOLUTIONS	
☐ 0000053070	ADVANCED PLASTIC & MATERIAL	
☐ 0000053072	AIR-MASTER	
☐ 0000053073	ALBEMARLE CORP	
☐ 0000053076	AMERICAN CUTTING EDGE INC	37
☐ 0000053077	AMERICHEM INC.	75618

SAP WP1 (1) 400 wp1app07 INS

- moves column selection to first/previous or next/last column

◦ SE16 Standard List

Data Browser: Table LFA1 Select Entries 2,799

Table: LFA1
Displayed Fields: 3 of 3 Fixed Columns: List Width 1023

Vendor	Name	PO Box
0000053063	AAPLE FABRICATING INC	
0000053065	ABS QUALITY EVALUATION INC	915092
0000053069	ADVANCED ENTERPRISE SOLUTIONS	
0000053070	ADVANCED PLASTIC & MATERIAL	
0000053072	AIR-MASTER	
0000053073	ALBEMARLE CORP	

In order to download the table in SE16 Standard list press the right button and choose **Download... Text with Tabs** add **.xls** at the end of the filename.

Creating a report in SE16N

General Table Display

General Table Display

Background Number of Entries All Entries

Table: LFA1 Vendor Master (General Section)

Text table: ☐ No texts

Layout:

Maximum no. of hits: 500 ☐ Maintain entries

Field name	O.	Fr. Value	To value	More	Output	Technical name
Client						MANDT
Vendor					☒	LIFNR
Country					☒	LAND1
Name					☒	NAME1
Name 2					☒	NAME2
Name 3					☒	NAME3
Name 4					☒	NAME4

- **Table** – populate the table from which the records have to be pulled
- **Layout** – apply existing layout for this table. (Optional)
- **Maximum no. of hits** – remove, if you wish to display all records

Selection Criteria – add selection criteria

- Option - filter type (equal, exclude, etc).
- **Fr. Value** – criteria for selection
- **To Value** – criteria for selection in case of range
- **More** – add additional criteria in case of several values are required (e.g., records located in US and Canada)

- **Output** – checkmark if this field should be visible in the report.

 **Background** **Number of Entries**

- run report, run report in background and display number of entries available based on current selection criteria.

     **All Entries**

- select all, select only key fields, unselect all, clear selection criteria for chosen field, clear selection criteria for all fields.

Display of entries found

Next screen will show a list of your entries.

 **LFA1: Display of Entries Found**

 <<          

LFA1: Display of Entries Found

Table to be searched	LFA1	Vendor Master (General Section)
Number of hits	5.376	
Runtime	0	Maximum no. of hits

Vendor	Name 1	PO Box
2100355	ABBOTT LABORATORIES	22
2100766	ALTERNATIVE MAILING & SHIPPING	
2100960	AIRGAS SOUTH INC	532609
2101651	ALMAC CLINICAL SERVICES LLC	
2101762	AMETEK BROOKFIELD	
2101823	AT&T 770 M24 9447 447	105503



- refresh the list / view selection criteria



- view details for a specific entry



- sort selected column ascending/descending, search in the data, filter selected column



- print data, change view (List output, Grid (default), Excel inplace), export data (in order to save as excel file choose Spreadsheet), change data layout (change, choose existing one or save current layout).

SAP PE1 Vendor report by commodity codes

In order to get vendor report by vendor commodity transaction XK03 can be used, since this data cannot be obtained by using SE16 or SE16N transactions.

Filter type: Vendors by Class.

Display Vendor: Initial Screen

Vendor: 11001383

Company Code:

Purch. Organization:

General data

☒ Address

☒ Control

☒ Payment transactions

☒ Contact Persons

Company code data

☐ Accounting info

☐ Payment transactions

☐ Correspondence

☐ Withholding tax

Purchasing organization data

☐ Purchasing data

☐ Partner functions

Selection of Input Help

Choose

- Vendors by Company Code
- Vendors by Country
- Vendors by Personnel Number
- Vendors by Address Attributes (...)
- Proceed Initially According to Cr...
- ☒ Vendors by Class
- Vendors: Purchasing
- Vendors by Material
- Vendors by External Manufacturer
- Vendor by Real Estate Contract
- Vendors (General) Custom searc...
- Vendors by Country/Company c...
- Vendors by Tax information Cust...
- Vendors by address attributes C...
- Vendors with Plant reference Cu...
- Vendors by Purchasing organizati...

Hot key

Selected class: ZCYVC_CLASS_VEN

Class type: 10

☒ Find in initial class

Find Objects in Classes

Find in initial class | Include subordinate classes | Reselect

Initial Class

Class: ZCYVC_CLASS_VEN

Class Type: 010

Specific commodity code can be indicated, if needed. If no specific code has been selected, report will show commodity codes for all vendors in the system.

To run the report *Find in initial class* should be selected.

☒ Find in initial class

Include subordinate classes | Reselect

Class Hierarchy

010 ZCYVC_CLASS

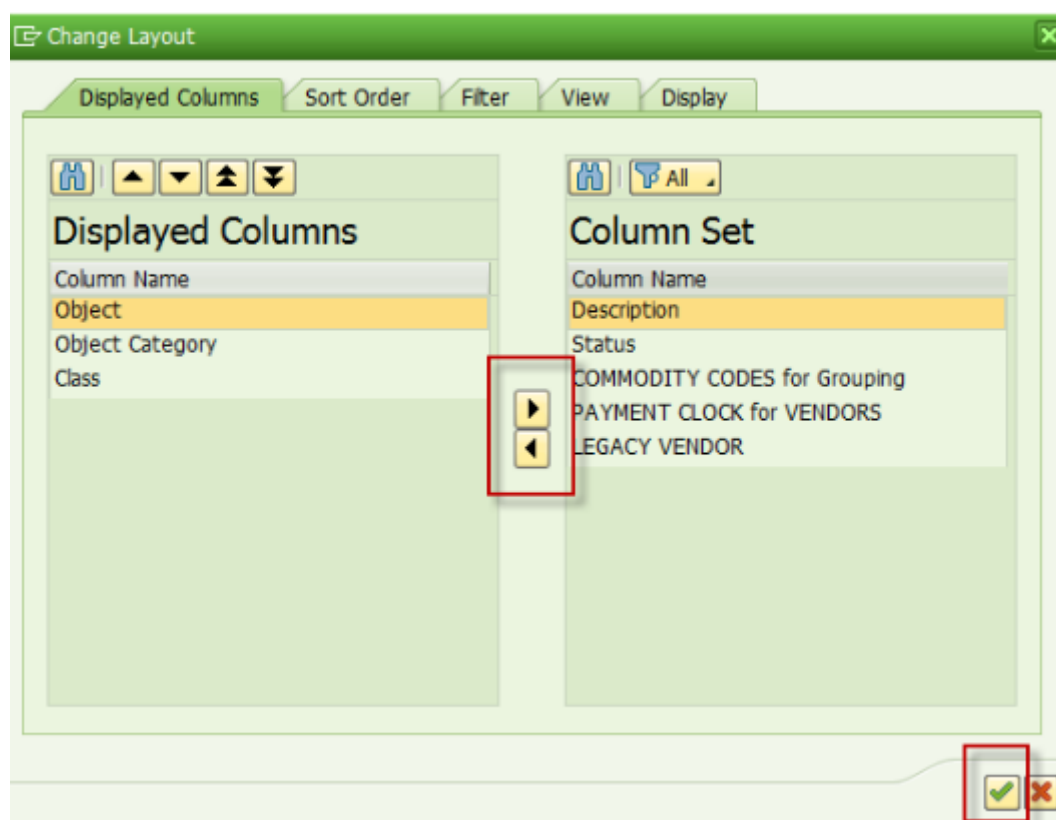
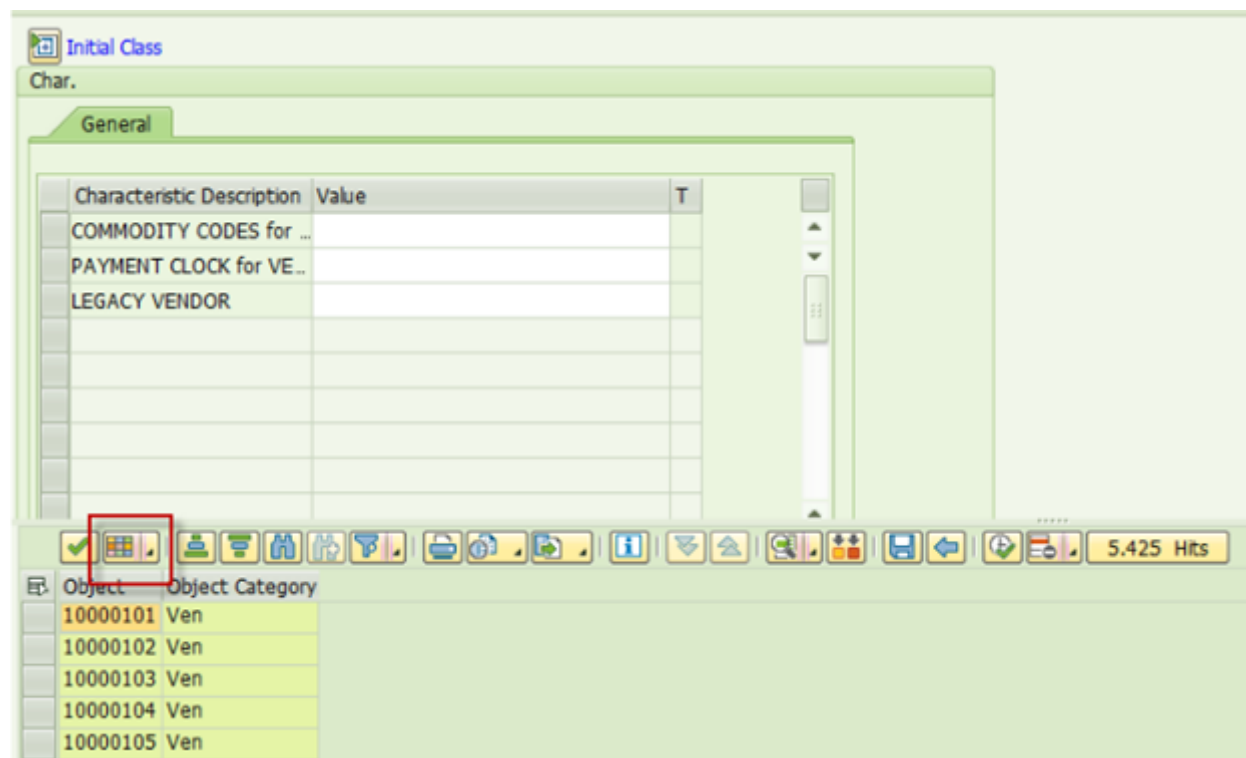
Initial Class

Char.

General

Characteristic Description	Value	T
COMMODITY CODES for		
PAYMENT CLOCK for VE...		
LEGACY VENDOR		

By Change layout option columns with necessary information can be added or removed from the report.



Once **Commodity codes for grouping** is added to **Displayed columns**, by pressing Transfer (Enter) - green check mark , table with commodity codes will be generated.



Number of hits restriction can be removed by Extras User Settings Find object Maximum hits (value should be removed)

Maintain User Settings

Profile

Char. val. asmt Find object General settings Default values

Display options for search result

☒ Object key
☐ Description
☐ Object key and description
☒ Obj. Type
☐ Classification status

Sorting of search result

☒ Sort ascending
☒ Sort by object type first
☐ No Sorting
☒ By object key
☐ By object name

Find object

☒ Default find string
☒ Display class hierarchy

Scope of search result

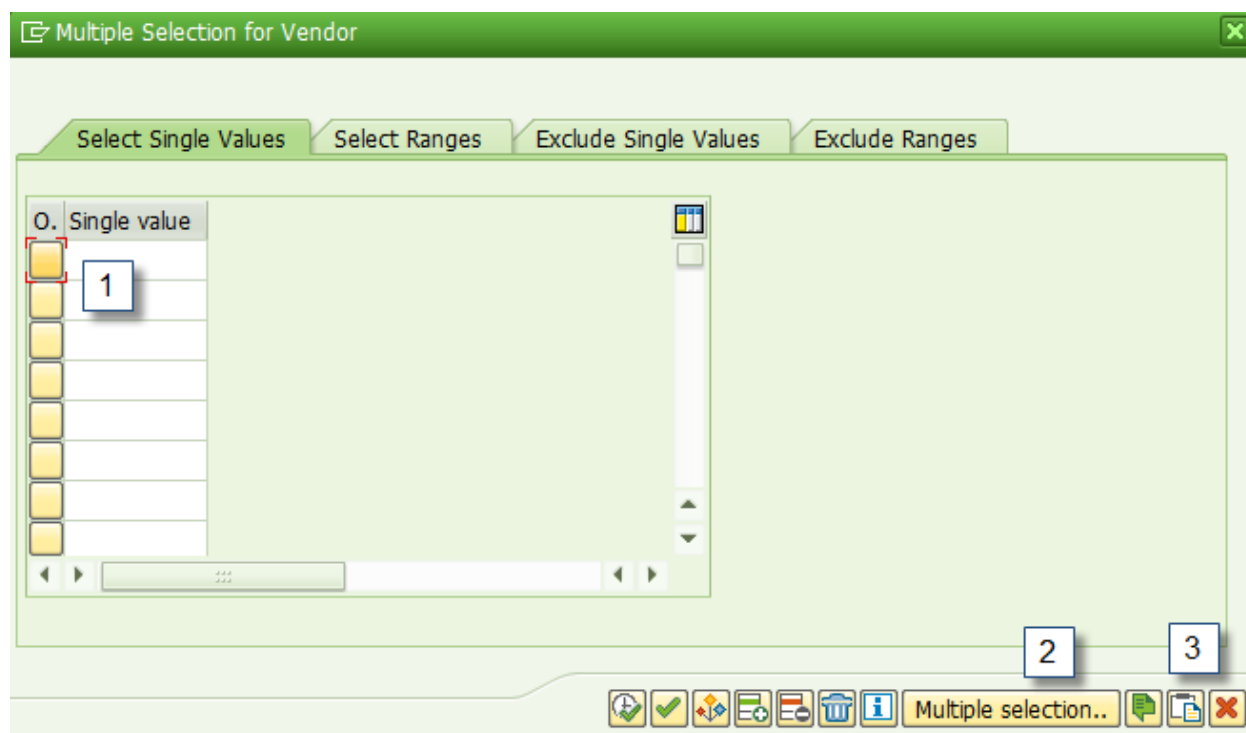
☐ Objs with chars but no values
☐ Locked assignments
☐ Incomplete assignments
☒ With released assignments

Maximum hits

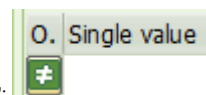
Tricks and tips

Below you will find some tips for selection:

- Use **Multiple selection**  to set several criteria for single field:



- a. Define selection options for the specific value.



For example, to exclude empty fields leave this field blank and set this value to "Not equal to":

- a. Add several records based on the regular search function.

For example, you can search and add all vendors with "BASF" in their name.

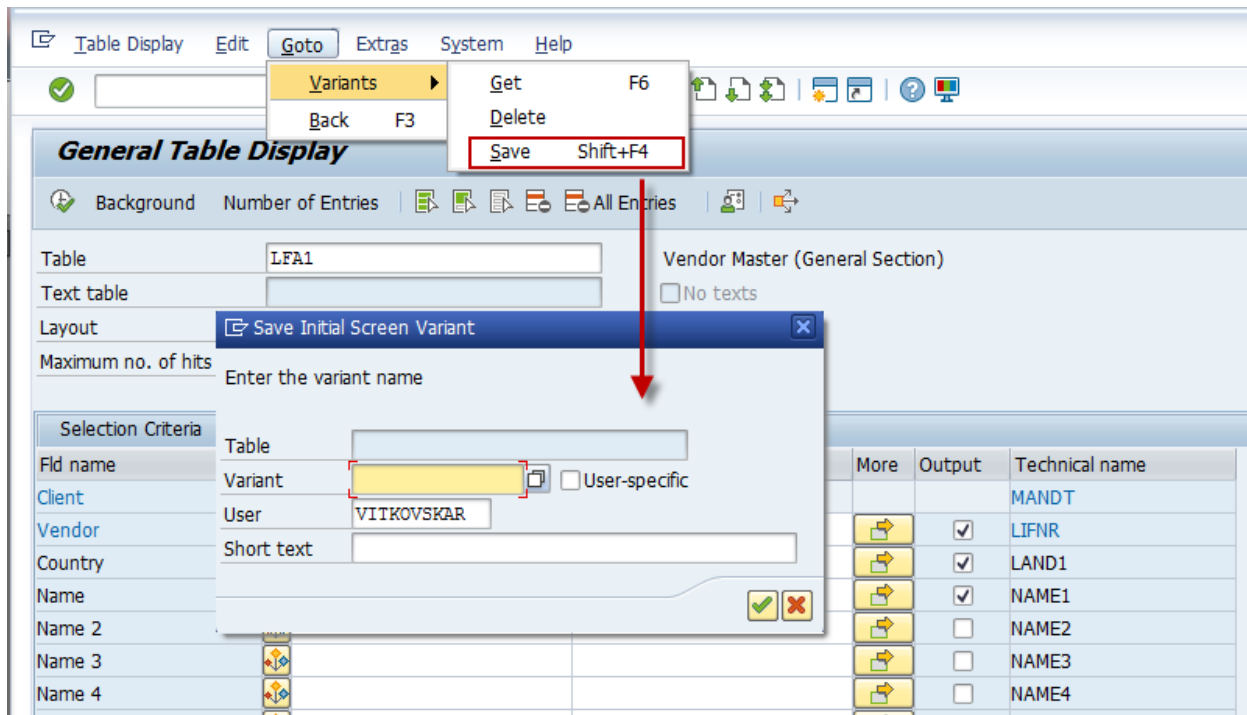
SearchTerm	Cty	PostalCode	City	Name 1	V
****	BE	1170	BRUXELLES	BASF COATINGS SERVICES	1
****	BE	8530	KLUBNE	BASF MASTERBATCH N.V.	7

- a. Populate list with values, you've copied from other places. To use this function Ctrl+C the list of values and press "3".

- Remove "500" from **Maximum No. of Hits**, if you need to view all available records.

Width of Output List	1023
Maximum No. of Hits	

- Under **Number of Entries** you can see how many records system will return with the current selection.
- If you have some reports that you are running regularly with the same criteria you can save them as "**Variants**".
 - Mark the criteria that you want to use;
 - Goto/Variants/Save**
 - Populate the fields and save the variant:
 - Variant – variant name
 - User specific – if this field is not checked, all users will be able to access it.
 - Short text – description of the variant



Now when you need to run the report **Goto/Variants/Get** or press **F6** and choose your variant

7 Baan report / refreshable query

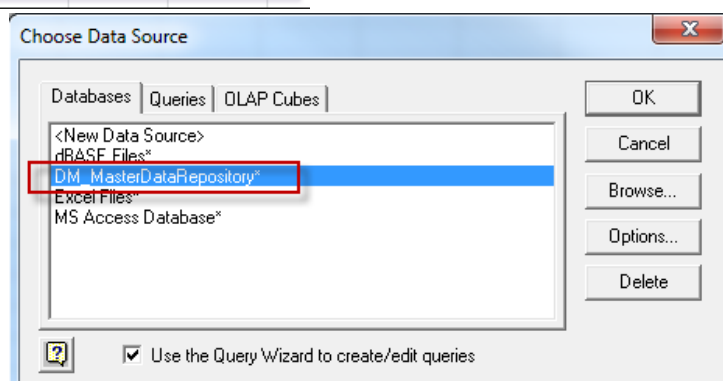
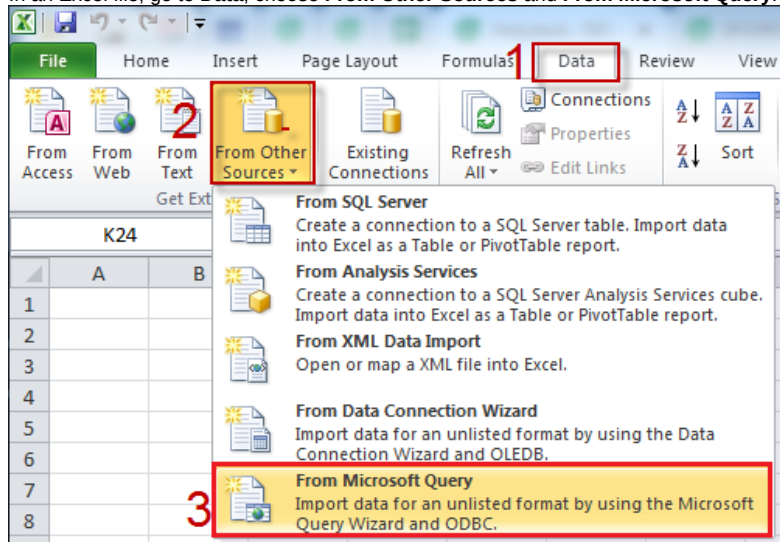
Transactions described in this chapter can be used to extract data from Baan environment either for reporting or analysis purposes.

Creating a report from Baan

Tools that will be needed for the creation of this report:

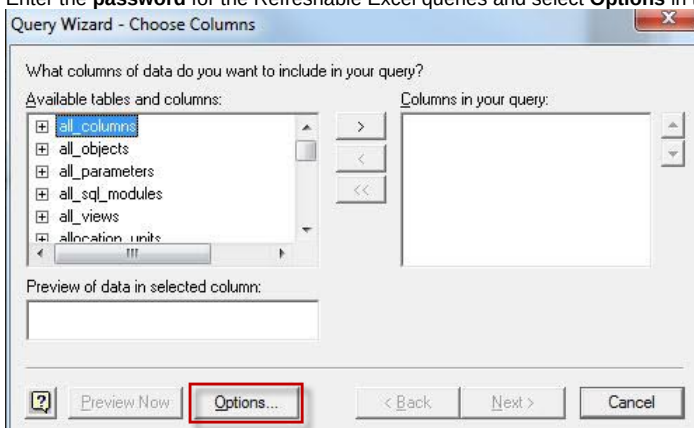
- Open blank Excel file
- File with Baan tables, their fields and descriptions

In an Excel file, go to **Data**, choose **From Other Sources** and **From Microsoft Query**:



Choose **DM MasterDataRepository** as Data Source:

Enter the **password** for the Refreshable Excel queries and select **Options** in the next window.

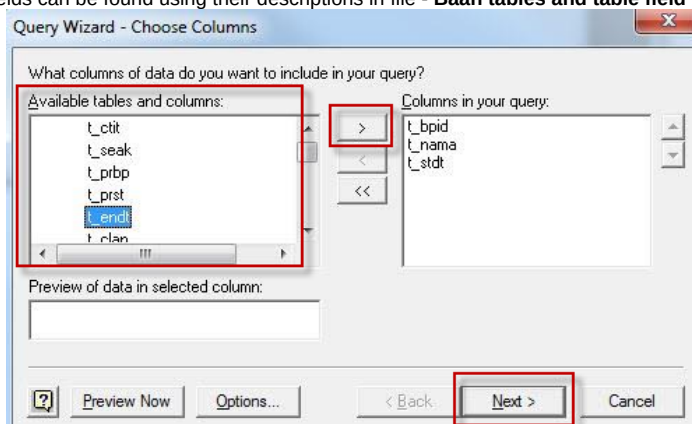


Choose owner as **dbo**:



In the next window, select the right Baan table from available tables and select the desired Baan fields for the report.

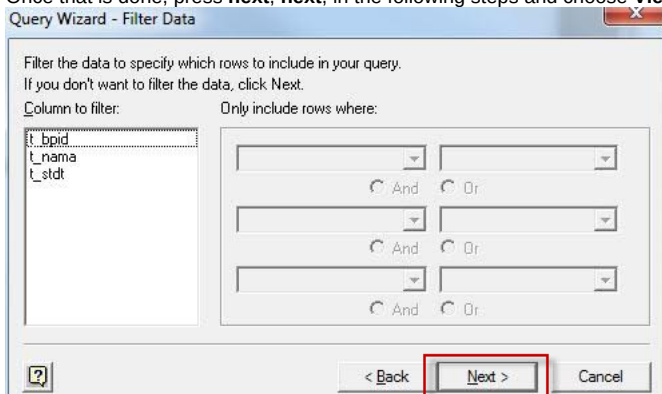
Please note that correct Baan tables and correct fields can be found using their descriptions in file - **Baan tables and table field names**. Push required Baan

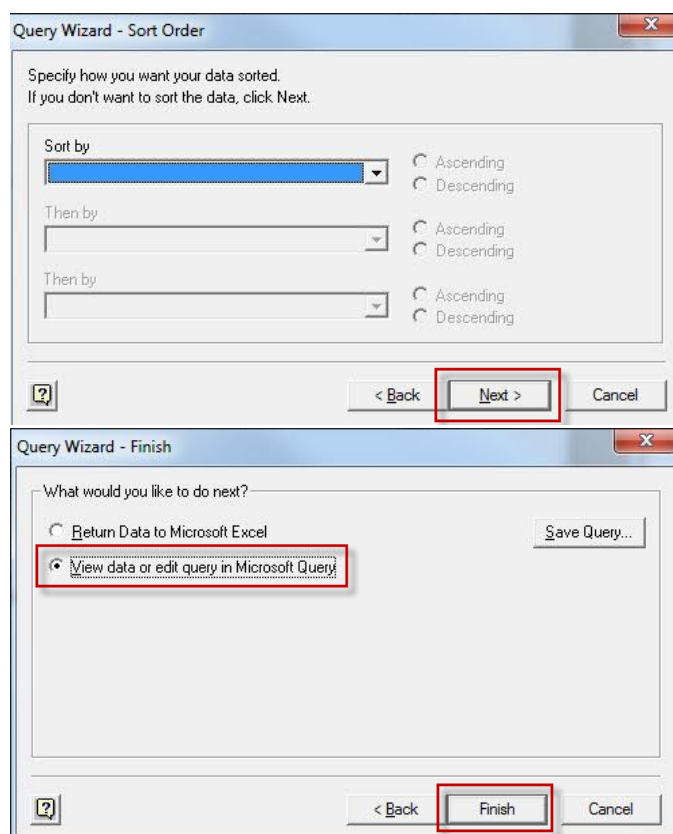


fields to the columns in your query and press **next**:

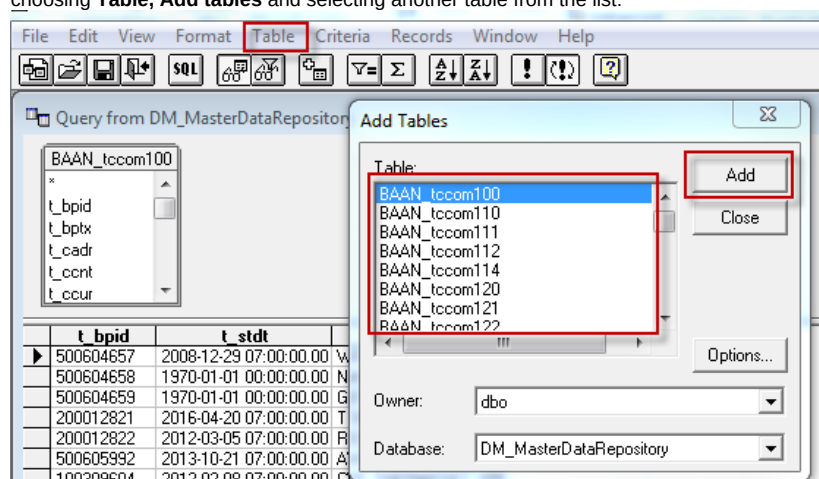
It is always best to select just the core fields in this step as later on you can always add more fields and fields from different tables. (E.g. table tccom100 for BP #, name, start date)

Once that is done, press **next, next**, in the following steps and choose **View data or edit query in Microsoft Query**, then press **Finish**.

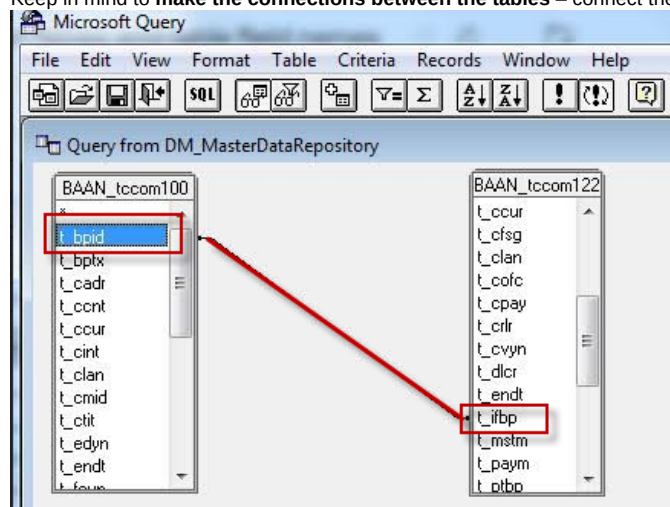




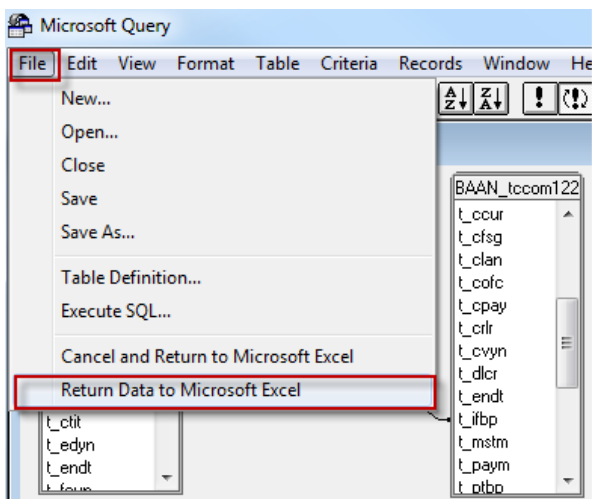
You will get your report data and if you want, you can add more fields by simply pulling them into your report from the field list or add more tables at this point by choosing **Table, Add tables** and selecting another table from the list:



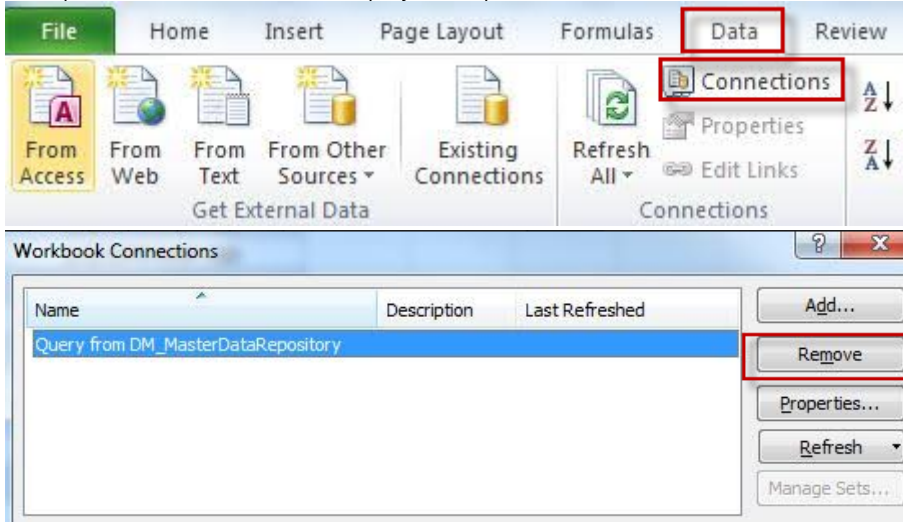
Keep in mind to **make the connections between the tables** – connect the field that is identical in both tables (e.g. BP number)



Once your report is finished, go to **File, Return Data to Microsoft Excel**:



It is important to **remove the link** to the query if the report is sent out to outside sources. For that select **Data, Connections, Remove link**:



Doing so makes the report as values only without having a link to Baan system, so the report is no longer refreshable and it can be shared with other people.

8 7723 contact list update

This is an excel sheet that contains contact details for all vendors that are opened for 7723. You can find the excel sheet [here](#). Action performed one every month.

1. Go to WP1 transaction SE16 and choose table LFB1
2. In Company Code field add 7723
3. In Created on field add the last day you checked till today's date and execute

Data Browser: Table LFB1: Selection Screen

Number of Entries

Vendor to

Company Code to

Created on to

Co.code post.block to

Co.cde deletion flag to

Payment methods to

House bank to

Clrk's internet to

Width of Output List

Maximum No. of Hits

4. Populate information about these vendors in the excel file

Data Browser: Table LFB1 Select Entries 9

Check Table...

Cl.	Vendor	CoCd	Pers.No.	Date	Created by
400	0002113681	7723	00000000	06.01.2020	KEVLES
400	0002500868	7723	00000000	27.12.2019	BRBC6527
400	0002501216	7723	00000000	26.12.2019	OPSCHEDULE
400	0002502576	7723	00000000	10.12.2019	ABRAMENKOA
400	0002502586	7723	00000000	20.12.2019	ABRAMENKOA
400	0002502590	7723	00000000	23.12.2019	ZULPAA
400	0002502595	7723	00000000	06.01.2020	CIEM0175
400	0202205663	7723	00000000	24.12.2019	OPSCHEDULE
400	0302303411	7723	00000000	10.12.2019	PAEGLEK

5. In the excel sheet, scroll down and populate the required fields

7723 Contact information.xlsx

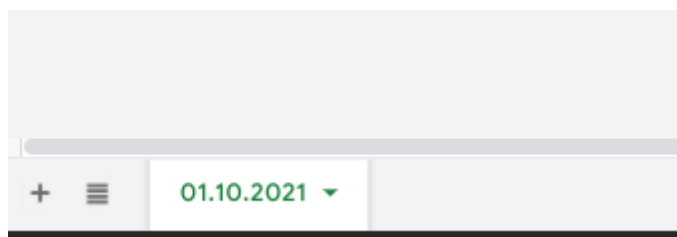
File Edit View Insert Format Data Tools Add-ons Help Last edit was made 1 hour ago by Iñaki Puyalá

100% 123 Arial 10

Vendor	City	Group	Def	Tax Number 1	Tax Number 2	Email	Country
2500768	2500768 MX	AGUILAR Y LOERA SC	Z3M0	ALM061003EWD		jperrez@aguliarloera.com	MX
2500968	2500968 MX	MANCERA S C	Z3M0	MAN0209143V1		MARTIN HUERTA@MX.EY.COM	MX
2501216	2501216 MX	AGUILAR LOERA Y MARTINEZ	Z3M0			cgonzalez@aguliarloera.com	MX
2502565	2502565 MX	ATLAS COUNTRY CLUB AC	Z3M0	ACC980116T69		eventos@atlascountry.com.mx	MX
2502566	2502566 MX	TRANSPORTES AEROMAR SA DE CV	Z3M0	TAE070129F98		Marisol.Baez@nissauto.com.mx	MX
2502570	2502570 MX	DAVID REYMUNDO GUERRERO MARTINEZ	Z3M0	GUMD841229SIA		robert.guerrero.ventas@gmail.com	MX
2502576	2502576 MX	JOSE GUADALUPE BECERRA MARES	Z3M0	BEJ06091110133		tpgonzalez@prodigy.net.mx	MX
2502586	2502586 MX	TRACTOCAMIONES KENWORTH DE MONTERRE	Z3M0	TKM020526232		federico.martinez@ivm.com.mx	MX
2502590	2502590 MX	EURO ALEMANA SA DE CV	Z3M0	EAL000505AH1		juan.gonzalez@euroalemana.com.mx	MX
2502595	2502595 MX	NISSAUTO SONORA SA DE CV	Z3M0	NSO030325B42		descobedo@nissauto.com.mx	MX
4010765	4010765 CN	NORBRIGHT INDUSTRY CO LTD	Z3C0			emma@norbright.com	CN
202205663	202205663 AT	ESIM CHEMICALS GMBH	Z410			info@esim-chemicals.com	AT
302303411	302303411 MX	SOLVAY FLUOR MEXICO SA DE CV	Z200			marco.garza@solvay.com	MX
9901020611	9901020611 MX	HSBC MEXICO SA INSTITUCION DE BANCA MULTIPLE GRU Z2CO		HMB950125K08		juan.reynoso@hsbc.com.mx	MX

A column – RCS vendor number
Vendor – PRS vendor number
Cty – Country of the vendor
D column – Vendor's name
Group – PRS account group
DelE – populate with "X" if vendor is marked for deletion, otherwise leave blank
Tax Number 1 and Tax Number 2 – populate if applicable
Email – email address from General view
Country – again country of the vendor
Telephone – populate if available
Extension – populate if available
Fax – populate if available
Company Code – always 7723
Remittance email – populate remittance email from Clrk's Internet field in company code view

6. Rename the sheet with the extraction date.



No further action is needed till next month.