

SAP WP1 FI and MM Web-Cycle Routing table

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1 Objective and Scope

1.1 Objective of this Procedure

This covers the SAP – Readsoft transactions related to Web Cycle Routing for FI Documents (coded invoices) and MM Documents (PO invoices).

1.2 Scope

This applies to Technology Solutions GBU working with SBS Latvia.

2 Definitions

These tables are used by **all** zones. Please make sure you are only adding, modifying or deleting entries related to the Technology Solutions GBU.

3 Main part

3.1 Transaction ZWFA05P – List of coder

This transaction controls the routing of the FI Coding web cycle based on the value populated on the Site field of a cockpit document.

This table does not require any recurring maintenance (i.e. daily, weekly, monthly etc.). It will only have to be updated, if a new coder is taking over responsibility for a Site/GBU.

Request will come from the GBU, Plant manager or Controller. They will provide the name, phone number and email address of the user and which site code they will now be handling.

When the request is received, DMO team will check to see if the user has a Web Cycle ID. If not, they will create a new ID via transaction **/COCKPIT/WUM** and then update table **ZWFA05P** with the new Web Cycle ID and confirm back to the requester when the task has been completed.

3.1.1 Steps for ZWFA05P – List of coder

Change View "List of coder": Overview

New Entries      

CoCd	Site	Vendor	Coder
7008	WPK		PT99375503
7424	ACC		VWILLIAM
7424	ACC	103950	USXHSCO
7424	ACE		FELDRETH
7424	ACE	103950	USXHSCO
7424	ALP		VWILLIAM
7424	ALP	103950	USXHSCO
7424	APF		AHARTMAN
7424	APF	103950	USXHSCO
7424	APF	103952	USXHSCO
7424	BAL		SMARSHA1
7424	BAL	103950	USXHSCO

Position... Entry 1.493 of 2.785

New Entries

To add an entry, click on the **New Entries** button. The following fields must be populated:

- **CoCd**: Company Code;
- **Site**;
- **Vendor**: Optional, there are some cases where a specific person handles a specific vendor;
- **Coder**: Web Cycle ID of the coder.



Click the save button when completed.

To update the table use the **Position** option to locate the correct entry. Transaction ZWFA05P already places user in the change mode, thus you can immediately proceed with the changes.

Another entry

Company Code: 7008

Site: WID

Vendor:

Position... Entry 1

3.2 Transaction ZWFA05N – list of approvers for EU

NOTE! Please ignore the title of this transaction it is not for EU only, back in 2009 it was developed at the request of EU. This table is actually used by **ALL Zones**.

This transaction controls the routing of the FI Validation Web Cycle by Company Code, Site and Vendor (optional).

There can be up to three different approvers for each Company code and Site. Note that the approvers are defined in the relation of invoice amount.

Approver 1 up to Superior Limit 1

Approver 2 up to Superior Limit 2

Approver 4 over Superior Limit 2

In cases when two approvers are required for the same site and same invoice limit a PO should be created instead.

This table is only updated, if the approvers for a GBU/Site have changed or a new Site has to be added to the table.

We can also receive requests from Accounts Payable, to add an approver for a specific site and vendor code.

Note! There always has to be at least one entry for each Site code in this table. Even if the approver is defined for a cost center, an entry for Company Code and Site has to be made in this table to catch any FI request that comes in referencing a cost center not defined on table ZWFA05O.

If asked to add a new approver for a specific vendor code or change an existing one, an approval needs to be arranged from the default approver of the site (site controller). Persons involved need to be informed as well.

When the request is received, DMO team will check to see if the user(s) have a Web Cycle ID. If not, they will create a new ID(s) via transaction /COCKPIT/WUM and then update table ZWFA05N with the new Web Cycle ID(s) and confirm back to the persons involved when the task has been completed.

3.2.1 Steps for ZWFA05N – list of approvers for EU

When you access transaction **ZUFA05N** it automatically places you in CHANGE mode.

CoCd	Site	Vendor	Approver 1	Approver 2	Approver 3
1044	M82		PTP-FO-FRANCE	PTP-FO-FRANCE	PTP-FO-FRANCE
1044	M99	54256	GMADJARI	GMADJARI	GMADJARI
1044	M99	56172	NWINTERG	NWINTERG	NWINTERG
1044	M99	56218	NWINTERG	NWINTERG	NWINTERG
1044	M99	67149	GMADJARI	ANIZET	ANIZET
1044	M99	76439	GMADJARI	GMADJARI	GMADJARI
1044	M99	90157	NWINTERG	NWINTERG	NWINTERG
1044	M99	91208	GMADJARI	GMADJARI	GMADJARI
1044	M99	91319	GMADJARI	GMADJARI	GMADJARI
1044	M99	128115	GMADJARI	GMADJARI	GMADJARI
1044	M99	128649	GMADJARI	GMADJARI	GMADJARI
1044	M99	1006651	NWINTERG	NWINTERG	NWINTERG

To add an entry, click on the **New Entries** button. Populate the following fields:

- **CoCd:** Company code;
- **Site:**
- **Vendor:** optional;
- **Approver 1:** Web Cycle ID of the approver;
- **Approver 2:** Web Cycle ID of the approver (site controller unless specified differently);
- **Approver 3:** Web Cycle ID of the approver (site controller unless specified differently).



Click the save button when completed.

To update the table use the **Position** option to locate the correct entry.

3.3 Transaction ZWFA05O – List of approvers for US

Note! Please ignore the title of this transaction, it is not for US only, back in 2008 it was developed at the request of US. This table is actually used by **ALL** Zones.

Transaction **ZWFA05O** controls the routing of the FI Validation Web Cycle by Company Code, Site and Cost Center.

There can be up to three different approvers for each Company code and Site. Note that the approvers are defined in the relation of invoice amount.

Approver 1 up to Superior Limit 1

Approver 2 up to Superior Limit 2

Approver 4 over Superior Limit 2

This table is only updated if the approvers for a GBU/Site/Cost Center have changed or a new Site has to be added to the table (and there are approvers defined at the cost center level). (**Note:** if there is no approver defined at the cost center level then this table does not need to be updated, only ZWFA05N)

Only the GBU can submit a request for a change or provide a list of approvers for a new Site code. They will send their request to James Weaver, who will provide the GBU/Site and vendor if applicable.

When the request from the GBU received, DMO team will check to see if the user(s) has a Web Cycle ID. If not, they will create a new ID(s) via transaction /COCKPIT/WUM and then update table ZWFA05O with the new Web Cycle ID(s) and confirm back to Front Office when the task has been completed.

3.3.1 Steps for ZWFA05O – List of approvers for US

When you access transaction **ZWFA05O** it automatically places you in CHANGE mode

Change View "List of approvers US": Overview

New Entries

CoCd	Site	Cost Center	Approver 1	Approver 2	Approver 3
7008	GMO	7008-9000	PT99375503	PT99375503	PT99375503
7154	SY1	7154-5001	KCHAUHAN	KCHAUHAN	KCHAUHAN
7154	SY1	7154-5002	KCHAUHAN	KCHAUHAN	KCHAUHAN
7154	SY1	7154-5003	KCHAUHAN	KCHAUHAN	KCHAUHAN
7154	SY1	7154-5800	KCHAUHAN	KCHAUHAN	KCHAUHAN
7154	SY1	7154-6000	KCHAUHAN	KCHAUHAN	KCHAUHAN
7154	SY1	7154-6001	KCHAUHAN	KCHAUHAN	KCHAUHAN
7154	SY1	7154-6003	KCHAUHAN	KCHAUHAN	KCHAUHAN

Position... Entry 1.006 of 1.773

To add an entry, click on the **New Entries** button. Populate the following fields:

- CoCd: Company code;
- Site;
- Cost center;
- Approver 1: Web Cycle ID of the approver;
- Approver 2: Web Cycle ID of the approver;
- Approver 3: Web Cycle ID of the approver;



Click the save button when completed.

To update the table use the **Position** option to locate the correct entry.

Another entry

Company Code: 7008

Site: WID

Cost Center: [Empty]

Position...

3.4 Transaction ZWFA05C – Limit amounts by company

This transaction controls the default approver of the Web Cycle based on the company code, site and invoice amount. The amount breakdown for **NA** is as follows:

- Superior Limit 1 = 250,000.00
- Superior Limit 2 = 5,000,000.00
- Currency = USD

These values are entered for every new site code that is created. If this table is not populated, the FI Validation web cycle flow will not work for the new Site code.

Only Mark Dahlinger (or his comparable level) can authorize the change in these values.

Front Office will advise the DMO team when there is a new site code. They will provide both: the Company Code and the Site code.

When the request is received, DMO team will add a new entry to transaction ZWFA05C for the new site code and inform the requester when completed.

3.4.1 Steps for ZWFA05C – Limit amounts by company

When you access transaction ZWFA05C it automatically places you in CHANGE mode

Change View "Limit amounts by company": Overview

New Entries

CoCd	Site	Superior limit 1	Superior limit 2	Crcy
7008	MPL	250.000,00	5.000.000,00	USD
7008	WPK	250.000,00	5.000.000,00	USD
7154	SY1	600.000,00	3.000.000,00	INR
7405	SH1	1,00	2,00	CNY
7418	SR1	700.000	7.000.000	JPY
7424	ACC	250.000,00	5.000.000,00	USD

Position...

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To add an entry, click on the **New Entries** button. Populate the following fields:

- CoCd: Company code;
- Site;
- Superior Limit 1: 250,000.00 (for NA)
- Superior Limit 2: 5,000,000.00 (for NA)
- Currency: USD

Click the  when complete.

3.5 Transaction ZWFA05H – List of generic mail

This transaction controls the routing of NOGR and Quantity Discrepancy Web Cycles to the Plant Generic Web cycle accounts (common mailbox) for Raw Material, Packaging and Industrial Supply POs based on purchasing organization and plant.

This table does not require any recurring maintenance (i.e. daily, weekly, monthly etc.). It will only have to be updated, if a new Site/Plant is set up in WP1 or a Site/Plant is being removed from WP1. This is rare.

Since these are the Generic Web Cycle Accounts for the plants/sites, there would only be requests to set up new sites or delete existing ones. Front Office should notify DMO team of a new site, providing new email address and company number/site code etc. if applicable. If it is a request for a deletion then Front office will provide the company number and site code of the existing location and reason for its removal.

When DMO team receives a request:

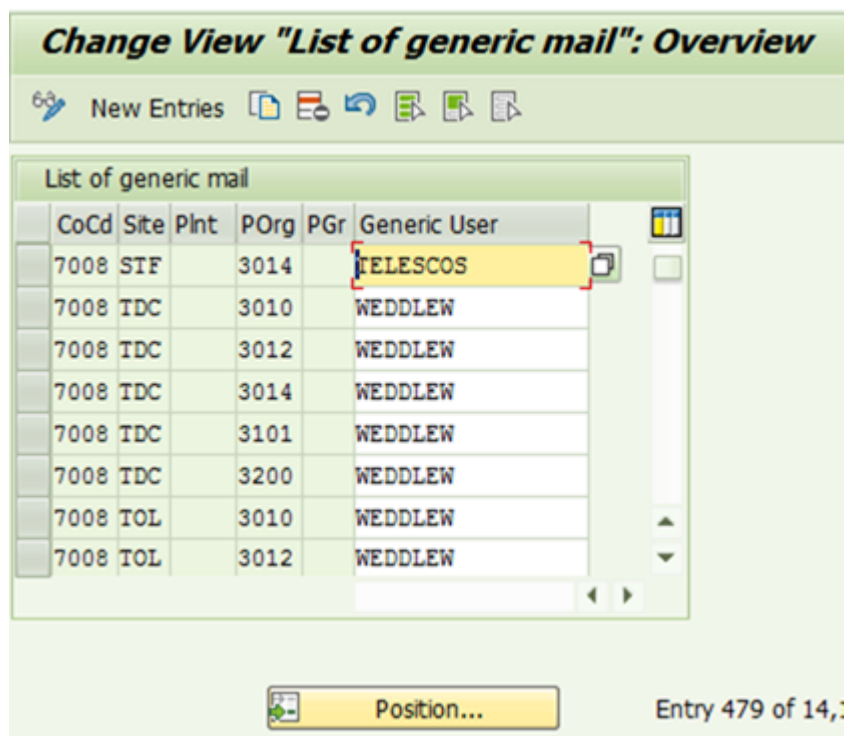
For a new plant/site:

1. DMO team will create a new generic Web Cycle ID via transaction /COCKPIT/WUM and link it to the email address provided by Front Office;
2. After the new ID is set up they can add the entries for the new site/plant in table **ZWFA05H** for each Purchasing Org: 3009, 3010, 3011, 3012, 3013, 3014, 3015, 3016 (for **NA**).
3. When the table has been updated DMO will let the requester know that it has been completed and the new Web Cycle ID and the initial password.

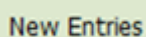
Deleting a plant/site:

1. After DMO team has received the request from Front Office, they must contact AP's team leader and ask them to check, if the Web Cycle ID has any outstanding Web Cycles. If there are, they should be re-directed to the new ID that will be handling them. Once completed, the AP Team Lead will advise DMO.
2. DMO team will remove all entries for the specific plant/site in the ZWFA05H transaction.
3. After the entries have been removed DMO team will delete the generic Web Cycle ID(s) via transaction /COCKPIT/WUM.
4. DMO team will notify the Front Office when completed.

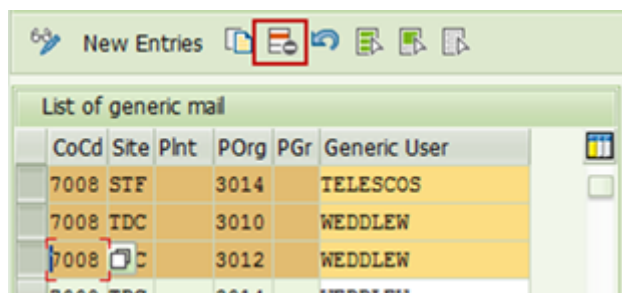
3.5.1 Steps for ZWFA05H – List of generic mail



New Entries

To add an entry, click on the  New Entries button. You need to make an entry for each Purchase Org.

To remove entries, highlight the lines you want to remove and press the delete button:



3.6 Transaction ZWFA05K – Key procurer

This transaction controls the routing of **Price Discrepancy** web cycles for **Raw Material** (3014) and **Packaging** (3010) to the Raw Material Operations Specialist.

This table does not require any recurring maintenance (i.e. daily, weekly, monthly etc.). It will only need to be updated if the Raw Material Operations Specialist changes.

Procurement Team lead for Front Office will advise DMO team, if there is a change in who the Raw Material Operations Specialist is. They will provide the information required to create a new Web Cycle ID for this person.

When the request from the Procurement FO Team Lead is received DMO team will create new Web Cycle ID for the Raw Material Operations Specialist via transaction /COCKPIT/WUM, in case it does not already exist. Then they will update table ZWFA05K with the Web Cycle ID and confirm back to the requester when the task has been completed.

3.6.1 Steps for ZWFA05K – Key procurer

Change View "key procurer.": Overview

New Entries

key procurer.	CoCd	Site	Plnt	POrg	PGr	CnTy	Indicator	Generic User
	7008	MPL		3009			☐	RIGAPROCIND
	7008	MPL		3010			☐	RIGAPROCNA
	7008	MPL		3011			☐	RIGAPROCIND
	7008	MPL		3012			☐	RIGAPROCIND
	7008	MPL		3014			☐	RIGAPROCNA
	7008	MPL		3015			☐	RIGAPROCIND
	7008	MPL		3016			☐	RIGAPROCNA
	7008	MPL		3200			☐	RIGAPROCNA

Position... Entry 470 of 2,821

When you access transaction ZUFA05K it automatically places you in CHANGE mode.

To update, navigate to the required company code, and change all entries to the Web Cycle ID of the new Raw Material Operations Specialist.

To add an entry, click on the **New Entries** button. Populate the following fields:

- **CoCd:** company code;
- **Site:**
- **POrg:** you need to make an entry for Purchasing Org. 3010 & 3014 only.
- **Generic User:** Web Cycle ID of the Raw Material Operations Specialist.

3.7 Transaction ZWFA05G – List of default recipient (Controller)

Default Site Controller for General Expense (3009), Industrial Service (3015) and Transportation Logistics (3016) POs. He will receive the Web Cycle in cases, if the requisitioners name listed on the PO is not linked to an active Web Cycle ID.

This table does not require any recurring maintenance (i.e. daily, weekly, monthly etc.). It will only need to be updated if the Controller for the site changes.

The GBU, plant manager or Front Office will advise the DMO team, if there is a new Controller for a site/plant. They will provide the Site ID, Name, Phone number and email address and who they are replacing.

When the request is received, DMO team will check to see, if the user has a Web Cycle ID. If not, they will create a new ID via transaction /COCKPIT/WUM and then update table ZWFA05G with the Web Cycle ID and confirm back to the requester when the task has been completed.

3.7.1 Steps for ZWFA05G – List of default recipient (Controller)

Default recipient

CoCd	Site	Default Recipient
7008	HBC	DIERCKSS
7008	MPL	EASTEPR
7008	STF	BRIGHTM
7008	TMP	BRIGHTM
7008	WID	ANDERSOND
7008	WPK	BRIGHTM
7154	SY1	KCHAUHAN
7405	SH1	PYANG1

Position...

When you access transaction ZUFA05G it automatically places you in CHANGE mode.

To update, navigate to the requested company code, and change the entry to the Web Cycle ID of the new Controller.

To add an entry, click on the **New Entries** button. Populate the following fields:

- CoCd: Company code;
- Site;
- Default Recipient: Web Cycle ID of the Controller

3.8 Transaction ZWFA05I – List of procurer

This transaction controls the routing of Invalid PO Web Cycles based on the site code populated on the cockpit document.

This table does not require any recurring maintenance (i.e. daily, weekly, monthly etc.). It will only need to be updated if the Procurer/LPR changes.

The GBU, plant manager or Front Office will advise the DMO team, if there is a new Procurer/LPR for a site/plant. They will provide the Site ID, Name, Phone number and email address and who they are replacing.

When the request is received, DMO team will check to see, if the user has a Web Cycle ID. If not, they will create a new ID via transaction /COCKPIT/WUM and then update table ZWFA05I with the Web Cycle ID and confirm back to the requester when the task has been completed.

3.8.1 Steps for ZWFA05I – List of procurer

List of procurer

CoCd	Site	Vendor	Procurer
6059	SW1		SMATHEW
6062	ADM		CFONG
6062	ENG		LTHAN
6062	GMO		MHO
6062	HMR		AGOH
6062	ISF		RLIM
6062	LEG		CFONG
6062	PUR		JLIM1

Position...

Entr

When you access transaction ZUFA05I it automatically places you in CHANGE mode.

To update, navigate to the company code requested, and change the entry to the Web Cycle ID of the new Procurer/LPR.

To add an entry, click on the **New Entries** button. Populate the following fields:

- CoCd: Company code;
- Site;
- Procurer: Web Cycle ID of the Procurer/LPR