

WW - Data Maintenance by External Users Report

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Scope



ERP



References

[List of SOPS related to PRO 20.1](#)

Attachments

INTRODUCTION

Objective

This procedure has the purpose to help Data Controllers in the process to check if all updates performed directly in Master Data for Vendors are justified by external users, respecting Data & Analysis procedures.

Explains how to extract information and how to check and confirm that the updates were properly executed. And if needed, to revert the actions performed together with the warning to the users not performing valid updates.

Scope

This OP applies to manual activities to non authorized users in master data.

MAIN PARTS

Responsibilities and description of the steps to follow.


Responsibility (who does what)

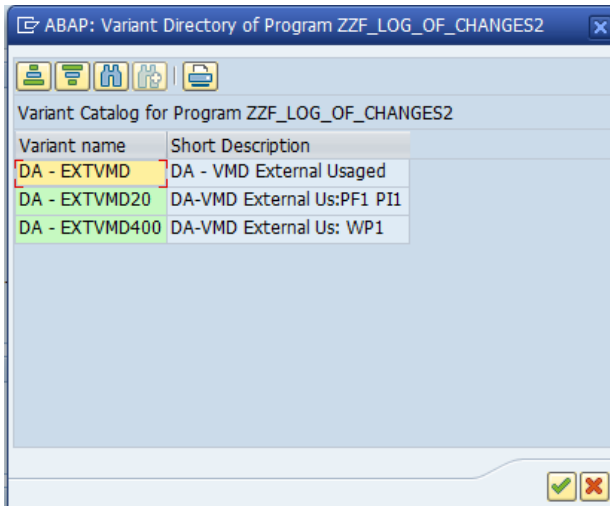
Data Controllers (Data Operations Team members) - check if all updates are performed by authorized users (the variants are updated every year).

Procedure

Verification through the transaction **ZZR_CUS_VEND_LOG_CH2** (on the PF1_050) of what were the actions performed in the previous working day beyond the data controllers (belonging to D&A teams in all SC sites).

PF1_050 Variant

Select icon  and then the first variant:




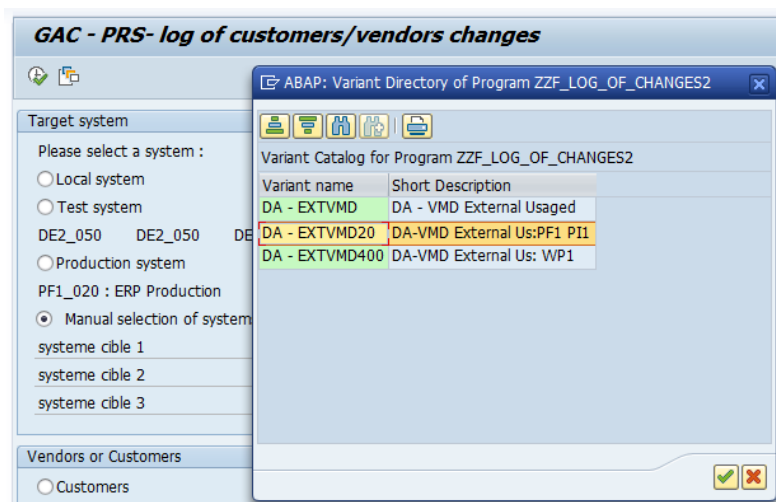
Only need to choose between Vendors or Customers (all the other options should remain as in the variant).

Press . If detected changes you select  and then . If not you can start other variant.

Save the file as type Microsoft Office Excel Workbook with name: PRS Output DDMMYYYY.xls (for PRS vendors and customers). This file is then updated to the [Google Drive](#).

PF1_020 and PI1_020 Variant

Select icon  and then the second variant:




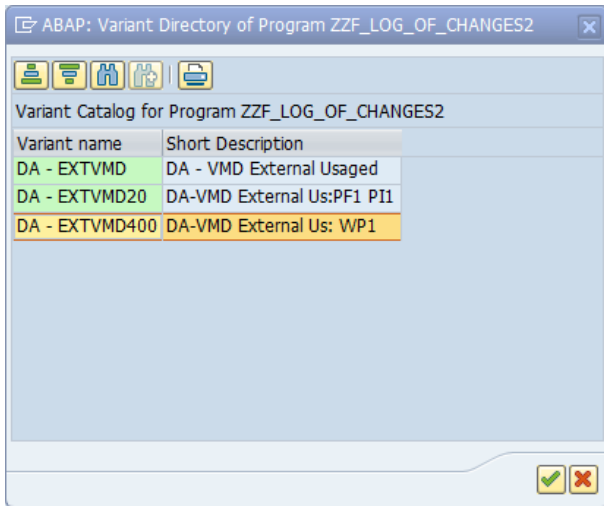
Only need to choose between Vendors or Customers (all the other options should remain as in the variant).

Press . If detected changes you select  and then . If not you can start other variant.

Save the file as type Microsoft Office Excel Workbook with name: PF1/PI1 Output DDMMYYYY.xls (for PF1 vendors and customers). This file is then updated to the [Google Drive](#).

WP1_400

Select icon  and then the third variant:



Only need to choose between Vendors or Customers (all the other options should remain as in the variant).

NOTE: Do not exclude users in this variant.

Press . If detected changes you select  and then . If not you can start other variant.

Save the file as type Microsoft Office Excel Workbook with name: WP1 Output DDMMYYYY.xls (for PRS vendors and customers). This file is then updated to the [Google Drive](#).

Corrective Actions

In case of non SBS authorized user performed a change the following message must be sent:

"Dear User,
While performing internal controls to all changes made either in the Vendor or in Customer Master Data records, we detected that a change was made by you. If this relates to manual alignment, please insert a comment mentioning the Freshdesk Ticket number linked to the need of update.
Please provide the supporting documentation for your update so we can properly archive the information or include the Ticket number in the Comments field of the customer(s) updated.
Thank you."

Important:

- If **not** provided a feedback from the user **the revert of the data need to be performed**.
- In case of update in one of the target systems (**PF1_020**, **PI1_020** or **WP1_400**) run the IDOC transport transaction **Z2RA** (vendors) or **Z2R8** (customers) to transfer the master data from PRS to the target systems, thus overwriting any local update by the data from PRS (thus following the Solvay Group rules).
- **If the update is related to BANK ACCOUNTS, revert the operation immediately.**
- **Rusvynil** colleagues can create and modify vendors at company level.

Report Storage

Reports are to be stored in an accessible storage location to be retrievable in case of need. They are kept in GDrive shared folder: [PRS External Users](#).

Empty files are not stored.



When performing the task the operator needs to register the action in the file: [Control File](#).





Users selection cleaning

The list of users excluded from the extractions is updated every year (December) by the Team Leader - [Data Operations - authorized users](#) and the variants should be updated accordingly.

Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

Jul 06, 2021	Actor	Type	Activity	Version
Published	 Marta Almeida	Edit	updated the page at 2:50 pm	
	 Rui Cabrita	State	gave <i>Approvers</i> approval at 1:45 pm	

		State	changed state to Published at 1:45 pm	v17
To be approved	 Rui Cabrita	State	gave <i>Approvers</i> approval at 1:45 pm	
	 Marta Almeida	State	assigned approval <i>Approvers</i> to  Rui Cabrita at 1:12 pm <i>- Mention to customers removed - Mentioned to other service centers removed - List updated</i>	
		State	changed state to To be approved at 12:50 pm	v17
For Review	 Marta Almeida	State	gave <i>Reviewers</i> approval at 12:50 pm	
		State	changed state to For Review at 12:50 pm	v17