

I create List of Networks Available Report

Tasks to be completed when documenting an operation (from creation to publication)

1. Enter the **Title of the operation / page**

2. Add the following Labels:

- Scope of applicability: ww, country_accounting
- Country or group of countries (if applicable): belux, china, france, italy, lam, nam,uk_ie, bulgaria, dach, netherlands, iberia, poland, latvia, australia, india, japan, south_korea, thailand, singapore, new_zealand, emea_transversal, apac_transversal
- Unit and Domain according to the [List of labels to be used in the Finance Service Line space](#)
 - E.g. 1: WW Operation in Financial Accounting under domain "Central Finance Processes & Compliance":
 - Labels to be used: **ww, financial_accounting, central_fin_proc_compliance**
 - E.g. 2: France Operation in Financial Accounting:
 - Labels to be used: **country_accounting, france, financial_accounting**
(for country operations, the Domain is always country_accounting)

3. Fill in all fields as described above

4. Name the title of each section using OPD methodology naming convention - **Infinitive verb without the "to", mainly action verb...something) -" I do something..."**

5. Once the description of the operation is completed, ensure it is approved and published by launching the [GBS-Finance approval workflow](#)

Domain: Investments & Divestments

Responsibility area: Control GBS IS Projects

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Scope



ERP

PF2

Frequency

References

Forms

Attachments

[I create WBS Elements Available Report](#)
<< [I create List of Networks Available Report](#) >>

1. Objective and Scope

1.1. Objective of this Operation

Provide the updated list of networks available for GBS IS projects to the GBS IS Controllers

1.2. Scope

The scope of List of Networks Available Report is for all legal entities in PF2.

2. Definitions

See Finance Glossary:

- [PF2](#)
- [NWA](#)

3. Tasks description

3.1. I extract the Networks available from SAP PF2

3.1.1. Run the transaction ZZJ20

- Enter the selection of the network : from 6000000 to 9999999
- Select the fields:
 - WBS element status active
 - Network status active
 - Exclude blocked WBS or Network
 - Include activities in result?

- Select : Download excel file and put where the excel file will be saved automatically

The excel file will be saved in the directory noticed in field "File path"

- Click on Execute (or F8)

The screenshot shows the 'Selection options' dialog box for transaction ZZJ20. It contains the following fields and options:

- Plant:** Two empty input boxes with 'to' between them and a selection icon.
- Company Code:** Two empty input boxes with 'to' between them and a selection icon.
- PS project:** Two empty input boxes with 'to' between them and a selection icon.
- WBS Element:** Two empty input boxes with 'to' between them and a selection icon.
- WBS element status active
- WBS element status inactive
- Network:** Input box with '6000000', 'to', input box with '6999999', and a selection icon.
- Network status active
- Exclude blocked WBS or Network
- Include activities in result?
- Download excel file?
- File path:** Input box containing 'C:\Users\pt300217\Desktop\Fecho Junho'

3.1.2. Download from Google drive the last version of the List of networks available report

- Change the date in the file name
- Open the file

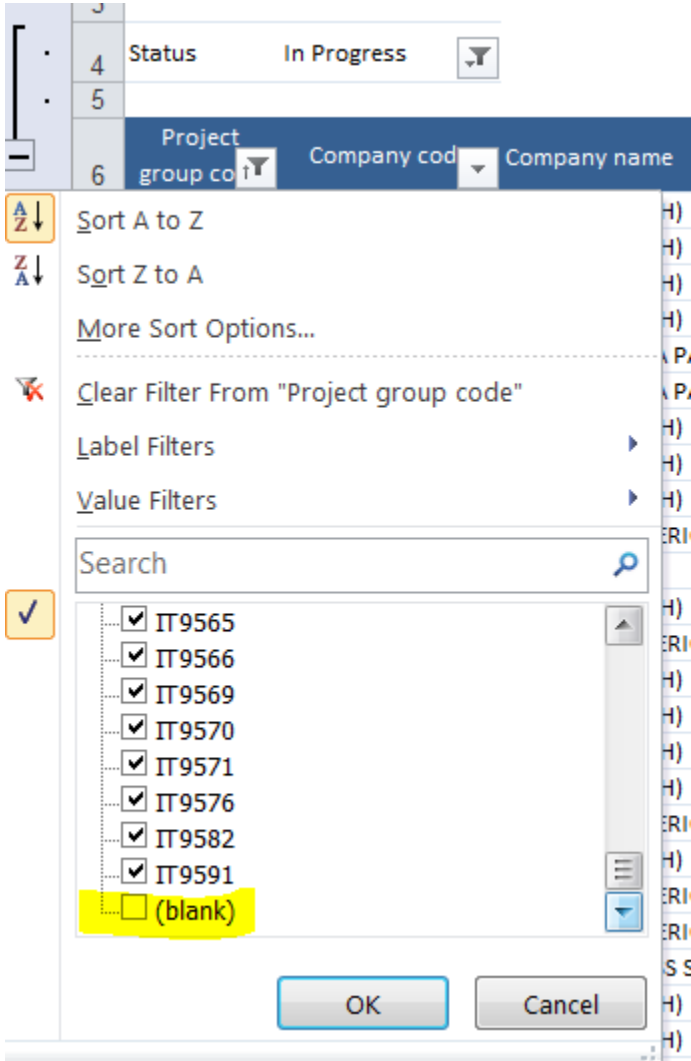
3.2. I perform the necessary consistency checks

- Unhide the tab "Networks activities detail" and past the extraction made in the point 3.1.1.
- In the columns K "Project Type" and L "Stream" : update the tab "Matrix" with data using a VLOOKUP with the "Project Type" (OTC or CAPEX) and with the IT Stream (use the column F-Team Leader of WBS Element request file)
- Be sure to eliminate the companies deleted from the system

- In columns O and P, check if the project code indicated in the WBS description and Network description match the project group in column A. If not, you need to validate what is the correct information and update in the system by using CJ20N transaction and update also in the file, so there will not appear "NOK"s in the Test columns.
- In tab "Recurrent activities" : update the pivot table with the following filter:

Status	Recurrent	
Project group	(blank)	

- In tab "Networks-projects available" : update the pivot table by removing the rows without Group code



- Hide the tabs "Networks activities detail" and "Matrix"
- Save the file


3.3. I upload the Networks Available report into Google drive

Upload the Networks Available report into Google drive in the correct year and month folder and convert the file to google sheets format.

3.4. I share the Networks Available report with IS Controllers

Hello all,

Find below the link to the list of networks available in PF1.

 [List of networks available in PF1 20190415](#)

Have a nice week.

Best regards,

End of document.