

Readsoft Webcycle user Administration

Main Part

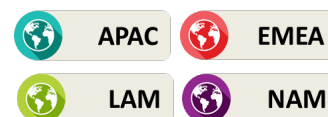
Tasks to be completed when creating an operating procedure (from creation to publication)

1. Enter the **Title of the procedure**.
2. Add the following **Labels**:
 - Region: [apac](#), [emea](#), [lam](#), [nam](#)
 - Domain & Process using the [List of labels to be used in the PtP space](#)
3. Fill all fields as described
4. Once the procedure is completed, publish it using the [PtP Procure to Pay approval workflow](#)

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Scope



ERP



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Objective and Scope

1.1 Objective of this Procedure

This OP covers the SAP transactions tables related to the List of Approved FI vendors, Web Cycle Routing for FI Documents (coded invoices), Web Cycle Routing for MM Documents (PO invoices), Web Cycle User ID Creation.

1.2 Scope

This organizational procedure (OP) applies to:

List of Approved FI vendors: WP1_400 NAM.

Web Cycle Routing for FI Documents (coded invoices): WP1_400 NAM.

Web Cycle Routing for MM Documents (PO invoices): WP1_400 NAM and LAM.

Web Cycle User ID Creation: WP1_400 NAM and LAM.

Web cycle users maintenance for PF1 is performed by Lisbon team.

1.3 Abbreviations

Abbreviation	Description
User ID	User Identification
RO	Regional Office (SBS team located in Princeton)
D&A	Data & Analysis team
AP	Accounts Payable team
LAM	Latin America
NAM	North America
Web cycle	Tool used by AP inside cockpit to communicate with D&A and buyers.

FI	Financial vendor posted without using a PO
PO	Purchase Order
CODIF	Codification Team= D&A
GBU	Global Business Unit

Main Part

2.1 Web Cycle user Administration

This transaction /COCKPIT/WUM is used to Create, Edit and Delete Web Cycle User IDs for WP1. This transaction allows people who do not have actual access to SAP, since resolve Web Cycle issues.

Most of the new web cycle IDs are created automatically. When a user is set up in SRM7, the system also creates a web cycle ID for the user. There is a report sent to a distribution list on Sunday if there have been new users created the week prior. The report lists the user name and web cycle ID. This transaction is also used to reset user passwords.

Manual Requests – RO can receive requests from a Controller, Manager or LPR requesting an employee to be set up with a web cycle ID. They will provide the employee's name and SAP and/or SRM7 user ID.

Manual requests can also be received by an AP processor who has an invoice with a valid PO listed and the requestor on the PO does not have a WC user ID yet.

SBS Help Desk receives requests for password resets - currently they forward them to RO to have the users password reset.

SRM7 System report – The report will contact the user name and web cycle ID. D&A team must edit the Web Cycle user id and add the Phone number, copy the SRM7 ID in the SAP user ID field and assign the ID to the NA zone.

Manual requests – The Web Cycle ID is based on the LAN ID for the employee. D&A team populates all the required fields and creates the new ID. There is an automated email sent to the employee with the new Web cycle ID, initial password and user guide.

Password resets – D&A team can either use the Initial password button or the change password button to reset the users ID. The system will send out an email to the user with the new password information.

2.1.1 Steps for /COCKPIT/WUM

To create a new web cycle user, enter their Web cycle user ID on the Web Cycle user box and then click on the fields must be populated:

Create User button. The following

After they have been populated click on the Customer fields button. A new window will appear:

Fill in every field. For Zone, North American users will always be set to NA and Latin American users will always be sent to LA.

When complete click the button. The system returns to the User Data window. Click the at the bottom to create the new Web cycle ID. A confirmation box will appear:

To update a Web Cycle user ID, enter the Web Cycle user ID in the WEB CYCLE user field and click on the Change button.

Enter the user's phone number and then click on the Customer Fields button.

Copy the SRM user name into the SAP user name field.

Under Zone, enter NA for North America and LA for Latin America.

Click on the button.

And again click on the button on the User Data screen to accept the changes.

The following confirmation message at the bottom of the screen is shown:

To reset a user's password, enter the Web Cycle user's id in the WEB CYCLE user field:

Option 1:

Initialize Password button. A warning message is shown:

Click on Y to initialize the password.

The system will confirm the new password.

And an email will be sent automatically to the user with the new password.

Option2:

Change password button. When clicking this button a pop up window will appear:

Enter the new password, and again the repeat password field.

Click on the green check mark to accept.

The following confirmation message at the bottom of the screen appears:

An email will be sent to the user with the new password.

When an employee leaves the company, a notification is sent by HR to a distribution list similar to the image below:

Upon receiving a Termination notification – Check to see if the user has any outstanding Web Cycle. If yes, please forward to the Regional Office for assistance in getting the outstanding web cycles redirected before locking the Web Cycle ID.

Once any outstanding Web Cycles have been removed from the user's account, proceed with the locking of the Web Cycle ID via Transaction /cockpit/wum.

NOTE: The ID should not be deleted, it should only be locked. If the user ID is deleted, all the user history in cockpit will be deleted as well.

Under Transaction /cockpit/wum pull up the user's Web Cycle ID.

Click on the CHANGE button.

In the User Data window replace the users name in the Complete Name field to OBSOLETE. Click on the Green Check Mark to save the changes.

Next click on the LOCK icon, to lock the Web cycle User ID.

At the confirmation window, click Y for yes.

A confirmation at the bottom of the screen informing that the user ID has been locked is received. The ID needs to be locked so that REPETITOR (the automated Web Cycle program) and AP processors cannot send a Web Cycle to that user ID.

The reason for changing the User name to OBSOLETE is so that AP, when using the search function for Web Cycle can tell the difference between an user that has left Solvay (name has been changed to OBSOLETE) and a user who's Web Cycle ID has been locked due to many failed attempts at entering their Web Cycle password. See example below:

Example of the Web Cycle user ID search function. Inactivated Web Cycles users will show as OBSOLETE in the Full Name field.

Example of the Web Cycle Launch screen – In the Complete Name Field it will Display OBSOLETE. AP processors will know that this is not a Web Cycle user ID they can request to be unlocked.

Appendix

Once most of the prints are showing NAM data, an additional file can be consulted in case of doubts related to LAM tables: [Web cycle user Management and Readsoft Tables - LAM](#)

End of document