

EMEA - FASC Matrix Tables Maintenance

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 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](#)

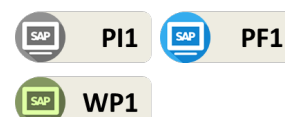
Table of contents

• Scope	1
• ERP	1
• References	1
• Attachments	1
• Objective	1
• Definitions	1
• FASC Tables (fournisseur autorisé sans commandes)	1
• FI TABLES	2
◦ ZWFA05C - Limit Amounts by Company	2
◦ ZWFA05N – List of Approvers EU	3
◦ ZWFA05Q – List of Vendor	3
◦ ZWFA05P - List of coder	4
◦ ZWFA05B - Coding data	4
◦ FI Annual Review	4
• MM TABLES	4
◦ ZWFA05K – Key Procurer	4
◦ ZWFA05H – List of Generic Mail	4
◦ ZWFA05I – List of Procurer	5
◦ ZWFA05G - List of Default Recipient	5
◦ ZWFA05U - WF data admin	6
◦ ZWFA05R - Data admin	6
◦ MM Annual Review	6

Scope



ERP



References

Attachments

Objective

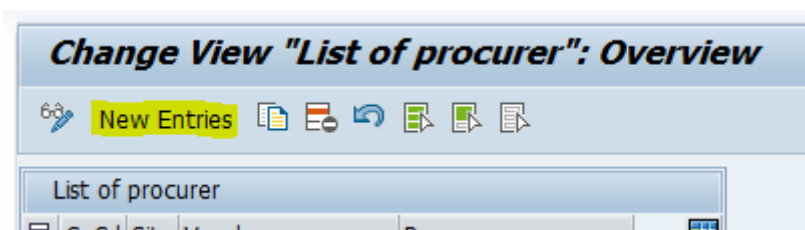
This procedure covers the SAP transactions tables related to the List of Approved FI vendors, Web Cycle Routing for FI Documents (coded invoices), Web Cycle Routing for MM Documents (PO invoices), Web Cycle User ID Creation.

Definitions

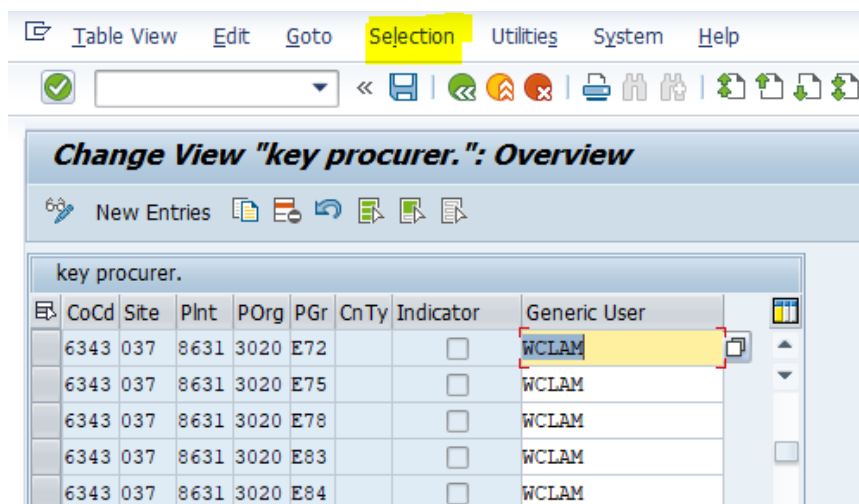
Abbreviation	Description
FI	Financial vendor posted without using a PO
GBU	Global Business Unit
LAM	Latin America
NAM	North America
PO	Purchase Order
RO	Regional Office
User ID	User Identification
Web cycle	Tool used to communicate with Data team and buyers.

FASC Tables (fournisseur autorisé sans commandes)

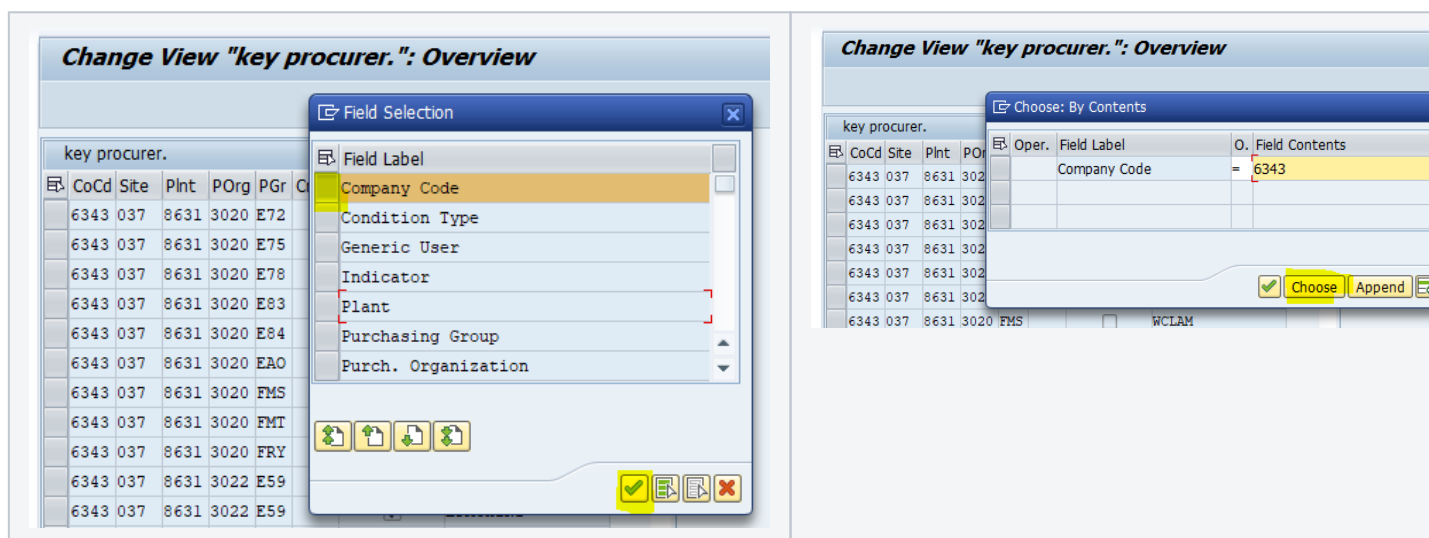
- **To entry new data** in this tables you click in the field "New Entries":



- To edit an entry click in the option Selection:



Then select the option by "Contents...". Here it is able to select the information needed. For example by company:



- To create a new user the procedure [EMEA - WORK CYCLE User Management](#) must be followed.

FI TABLES

ZWFA05C - Limit Amounts by Company

This transaction controls the approver levels for FI validation workcycle. Based on the amount of the invoice, the system sends out workcycle approvals until it reaches the workcycle approver that can approve that amount.

This table is only updated when a new site code has been created. If this table is not populated, the FI Validation workcycle flow will not work for the new site code.

Requester/ controller/ buyer will advise the Data team team when there is a new site code. They will provide the company code and site code.

When the request is received, Data team team will insert a new entry to transaction **ZWFA05C** (WP1 system) for the new site code and advise the requester when complete.

Info: is also possible to use **SM30 / Table ZWFAT153**

Change View "Limit amounts by company": Overview

New Entries

CoCd	Site	Superior limit 1	Superior limit 2	Crcy
1044	M82	1.000.000.000,00	1.000.000.000,00	EUR
1044	M99	1.000.000.000,00	1.000.000.000,00	EUR
3865	M11	1.000.000.000,00	1.000.000.000,00	EUR
3865	M82	1.000.000.000,00	1.000.000.000,00	EUR
3899	M23	1.000.000.000,00	1.000.000.000,00	EUR
3899	M82	1.000.000.000,00	1.000.000.000,00	EUR
3919	M99	1.000.000.000,00	1.000.000.000,00	EUR
3944	M22	1.000.000.000,00	1.000.000.000,00	EUR
3944	M82	1.000.000.000,00	1.000.000.000,00	EUR
3972	M82	1.000.000.000,00	1.000.000.000,00	EUR
3972	M99	1.000.000.000,00	1.000.000.000,00	EUR

ZWFA05N – List of Approvers EU

One approver dedicated to one supplier on one jurical entity and one plant.

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. 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.

NOTE: there always has to be at least one entry for each Site code in this table, even if the approvers have Cost Center approval, 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**.

Access the transaction table **ZWFA05N** in WP1_400 – Local system.

Info: is also possible to use **SM30 / Table ZWFAT166**

Change View "List of approvers EU": Overview

New Entries

CoCd	Site	Vendor	Approver 1	Approver 2	Approver 3
0849	CIM	85517	PTP-FO-FRANCE	PTP-FO-FRANCE	PTP-FO-FRANCE
0849	CIM	1006355	PTP-FO-FRANCE	PTP-FO-FRANCE	PTP-FO-FRANCE
0849	CIM	1009873	PTPOMB	PTPOMB	PTPOMB
1044	M82		PTP-FO-FRANCE	PTP-FO-FRANCE	PTP-FO-FRANCE
1044	M99	54256	FR40005	FR40005	FR40005
1044	M99	56172	NWINTERG	NWINTERG	NWINTERG

ZWFA05Q – List of Vendor

List of supplier eligible to supplier authorised without PO.

This table contains all vendors that can be posted as an FI transaction in cockpit. If a vendor is not listed on this table, the Accounts Payable processor will receive the following error in cockpit if they try to post an FI transaction against that vendor:

Everytime a new FI vendor is created, it needs to be added to this table and anytime an existing vendor that needs to have an FI document posted (ie. credit memo) again it will need to be added to the table.

If an Accounts Payable processor is trying to post an FI document and receives the error message, they will sent out the Update FI vendor list web cycle.

When the Update FI vendor list web cycle is received, Data team will update table **ZWFA05Q** with the vendor number and then approve the web cycle when the task has been completed.

Access the table **ZWFA05Q** in WP1_400 – Local system.

Info: is also possible to use **SM30 / Table ZWFAV003** or **ZWFAT170**

Change View "View list of vendor": Overview

New Entries

View list of vendor

CoCd	Vendor	Site	Name
1044	54256	M99	JOURNAL SPECIAL DES SOCIETES
1044	56172	M99	DBVIB CONSULTING
1044	56218	M99	GE ENERGY EUROPE B.V.
1044	67149	M99	MARSH SAS
1044	76439	M99	BNP PARIBAS SA
1044	90157	M99	FINERGAZ
1044	91208	M99	DELOITTE ET ASSOCIES
1044	91319	M99	KPMG AUDIT
1044	128115	M99	AIG EUROPE LIMITED

ZWFA05P - List of coder

ZWFA05B - Coding data

FI Annual Review

MM TABLES

ZWFA05K – Key Procurer

Design price discrepancy generic workflow box (except 3001 and 3007 OA).

If will only need to be updated if the Raw Material Operations Specialist changes.

Procurement Team leader for RO will advise Data team if there is a change in who the Raw Material Operations Specialist is. They will provide the name, phone number and email address of the new person in case Data needs to set up the user with a Web Cycle ID.

Info: is also possible to use **SM30 / Table ZWFAT159**

Change View "key procurer.": Overview

New Entries

key procurer.

CoCd	Site	Plnt	POrg	PGr	CnTy	Indicator	Generic User
ZBR1	027	8601	3022	EBH		☐	VMARCHES
ZBR1	027	8601	3022	EBH		☒	TCARVAL1
ZBR1	027	8601	3022	EBM		☐	VMARCHES
ZBR1	027	8601	3022	EBM		☒	TCARVAL1
ZBR1	027	8601	3022	EBQ		☐	VMARCHES
ZBR1	027	8601	3022	EBQ		☒	TCARVAL1

ZWFA05H – List of Generic Mail

Design No GR generic workflow box (except 3001 and 3007 OA).

This transaction controls the routing of NOGR and Quantity Discrepancy web cycles to the Plant Generic Web cycle accounts.

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.

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. Regional Office should notify Data 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 the request is received, Data team team will insert a new entry to transaction **ZWFA05H** (WP1 system) for the new site code and advise the requester when complete.

Info: is also possible to use **SM30 / Table ZWFAT155**

Change View "List of generic mail": Overview

New Entries

CoCd	Site	Plnt	POrg	PGr	Generic User
3865	M11			E00	STOURHOV
3865	M11			FOP	PTP-FO-ENERGY
3865	M11			FOO	PTP-FO-ENERGY
3865	M11			FOR	PTP-FO-ENERGY
3865	M11			FRN	PTP-FO-ENERGY
3865	M11			FTE	PTP-FO-ENERGY
3865	M11			GCE	PTP-FO-ENERGY
3865	M11			GCK	PTP-FO-ENERGY
3865	M11			GCL	PTP-FO-ENERGY
3865	M11			GEH	PTP-FO-ENERGY

ZWFA05I – List of Procurer

Table for MRKO process: to allocate one point of contact for one supplier on one plant.

This transaction controls the routing of Invalid PO web cycles based on the site code populated on the cockpit document. The GBU, Plant manager or Regional Office will advise the Data 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, Data team team will insert a new entry to transaction **ZWFA05I** (WP1 system) for the new site code and advise the requester when complete.

Info: is also possible to use **SM30 / Table ZWFAT156**

Change View "List of procurer": Overview

New Entries

CoCd	Site	Vendor	Procurer
5723	M15		ESCALATLIS
6059	SW1		SMENTA
6062	ADM		CFONG
6062	ENG		LTHAN
6062	GMO		MHO
6062	HMR		AGOH
6062	ISF		RLIM
6062	LEG		CFONG
6062	FUR		JLIM1
6062	R&D		VWEE

ZWFA05G - List of Default Recipient

Generic SERV box by default when no requisitioner is found by the system.

The GBU, plant manager or buyer advises the Data team if there is a new controller for a site/plant. They provide the site ID, name, phone number and email address and who they are replacing.

When the request is received, Data team team will insert a new entry to transaction **ZWFA05G** (WP1 system) for the new site code and advise the requester when complete.

Info: is also possible to use **SM30 / Table ZWFAT154**

Change View "Default recipient": Overview

New Entries

CoCd	Site	Default Recipient
0849	CIM	PTP-FO-FRANCE
1044	M47	NR-SERV-M47
3865	M11	PTP-FO-ENERGY
3865	M82	ESCALATLIS
3899	M82	ESCALATLIS
3944	M22	PTP-FO-ENERGY
3944	M82	ESCALATLIS
5586	M60	PTP-FO-FRANCE
5586	M82	ESCALATLIS
5723	M15	ESCALATLIS
6059	SW1	IN00038

ZWFA05U - WF data admin

Info: is also possible to use **SM30 / Table ZWFAT171**

ZWFA05R - Data admin

Info: is also possible to use **SM30 / Table ZWFAT169**

MM Annual Review

The annual review is done WW by Data Operations Lisbon Team, normally on the middle of the year and the final report should be sent to the End-User Partner Team.

EUP TEAM Contacts:

- **EMEA** - Hartmut Schwartz
- **LAM** - Jose Trindade
- **NAM** - Nicole Colson
- **APAC** - Evonne Teow

All data should be storage in the [google drive](#) and the following steps should be followed:

1. Extract all the data available in SAP for all tables using the following transactions

- **ZWFA05K**
- **ZWFA05H**
- **ZWFA05I**
- **ZWFA05G**
- **ZWFA05U**
- **ZWFA05R**

2. Copy the [template](#) and add all tables in the corresponded sheet

3. Check for obsolete company codes