

# Report Extraction

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## Scope

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## ERP

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## References

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## Attachments

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## Objective

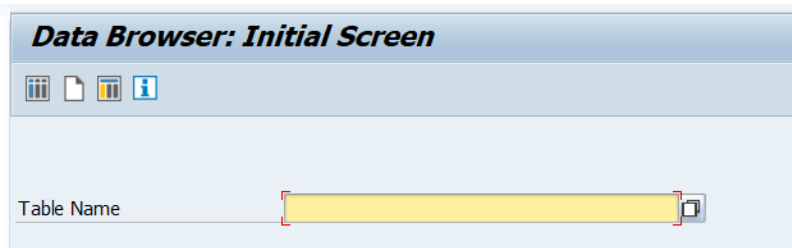
This procedure explains how to extract data from the SAP system.

The extraction of data can be requested by all SOLVAY colleagues.

## Tools

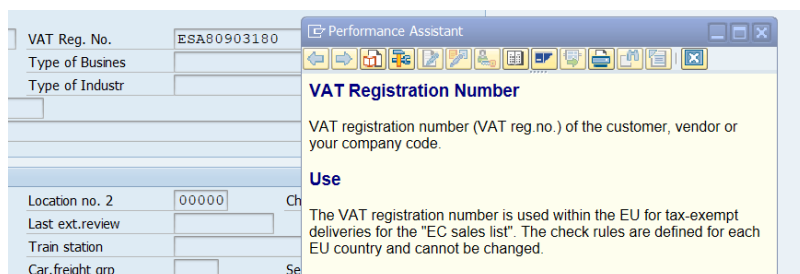
### SE16

The most common transaction to extract data from the SAP system is the **SE16**. It can be used in all the systems.



Inserting a Table code it is possible to extract all the respective information.

In the vendors master data you can find the Table code that is linked to a specific field by clicking on the field and then clicking on the F1 key. It appears a new window. VAT ID example:



Then clicking in the button "Technical Information"  the system will give the table code:

Technical Information	
<b>Screen Data</b>	
Program Name	SAPMF02K
Screen Number	0120
<b>GUI Data</b>	
Program Name	SAPMF02K
Status	120A
<b>Field Data</b>	
Table Name	LFA1
Table Category	Transparent table
Field Name	STCEG
Data Element	STCEG
<b>Field Description for Batch Input</b>	
Screen Field	LFA1-STCEG

With the table code you will be able to use the transaction **SE16**:

**Data Browser: Table LFA1: Selection Screen**

Number of Entries

Vendor  to

Country  to

Name  to

City  to

Postal Code  to

Created on  to

Created by  to

Account Group  to

Deletion flag  to

Trading partner  to

VAT Reg. No.  to

Natural person  to

Block function  to

Tax Jur.  to

Deletion block  to

Width of Output List

Maximum No. of Hits

The search fields can be added or removed. The change is performed in the "Settings" button, clicking in "Fields for Selection":

**Data Browser: Table LFA1: Selection Screen**

Number of Entries

Vendor  to

Country  to

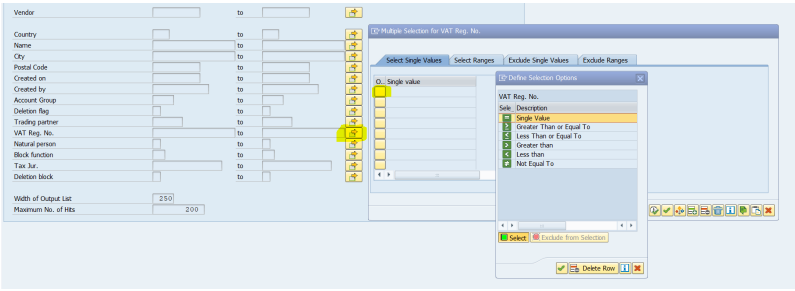
Name  to

City  to

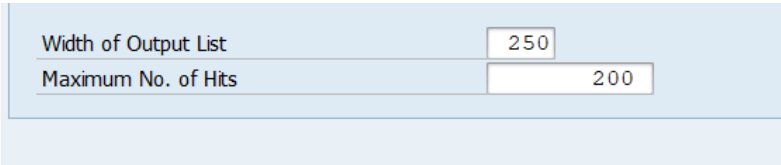
Settings menu:

- Format List
- User Parameters...
- Fields for Selection**

Each search field will allow 16 different restrictive options:



**NOTE:** The transaction has an automatic search limit that must be removed for large reports. It can be seen at the bottom of the table window:



To data is extracted by clicking in the button EXECUTE

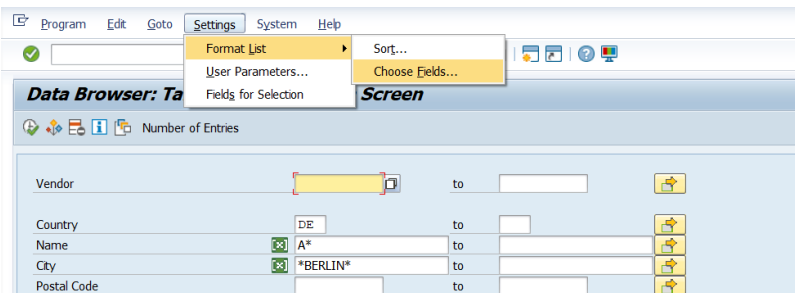
**EXAMPLE -** Extract all the active German vendors, with "A" as first letter Name, from the city Berlin and with VAT ID:

Search		Result																																																																																																																																			
<p><b>Data Browser: Table LFA1: Selection Screen</b></p> <p>Number of Entries</p> <p>Vendor [ ] to [ ]</p> <p>Country [DE] to [ ]</p> <p>Name [A*] to [ ]</p> <p>City [*BERLIN*] to [ ]</p> <p>Postal Code [ ] to [ ]</p> <p>Created on [ ] to [ ]</p> <p>Created by [ ] to [ ]</p> <p>Account Group [ ] to [ ]</p> <p>Deletion flag [ ] to [ ]</p> <p>Trading partner [ ] to [ ]</p> <p>VAT Reg. No. [ ] to [ ]</p> <p>Natural person [ ] to [ ]</p> <p>Block function [ ] to [ ]</p> <p>Tax Jur. [ ] to [ ]</p> <p>Deletion block [ ] to [ ]</p> <p>Width of Output List [ ]</p> <p>Maximum No. of Hits [ ]</p>		<p><b>Data Browser: Table LFA1 Select Entries 14</b></p> <table border="1"> <thead> <tr> <th>Ep</th> <th>CL</th> <th>Group</th> <th>Vendor</th> <th>City</th> <th>Name 1</th> <th>Name 2</th> <th>City</th> <th>Date</th> <th>Created</th> </tr> </thead> <tbody> <tr> <td>0</td> <td>ZD10</td> <td>1003016698</td> <td>DE</td> <td>AIR LIQUIDE DEUTSCHLAND GMBH</td> <td></td> <td></td> <td>BERLIN</td> <td>17.04.1998</td> <td>BE06734</td> </tr> <tr> <td>050</td> <td>ZD10</td> <td>1003035536</td> <td>DE</td> <td>ABA E.V.</td> <td>ARBEITSGEMEINSCHAFT FUER</td> <td></td> <td></td> <td>16.01.2002</td> <td>DE05197</td> </tr> <tr> <td>050</td> <td>ZD10</td> <td>1003052430</td> <td>DE</td> <td>ARBEITZEITBERATUNG</td> <td>DR.HOFF WEIDINGER HERMANN</td> <td></td> <td></td> <td>23.08.2011</td> <td>WF-BAT1</td> </tr> <tr> <td>050</td> <td>ZD10</td> <td>1003053378</td> <td>DE</td> <td>ARBEITUM GMBH</td> <td></td> <td></td> <td></td> <td>29.08.2012</td> <td>WF-BAT1</td> </tr> <tr> <td>050</td> <td>ZD10</td> <td>1003054245</td> <td>DE</td> <td>AZR CONSULTING INHABER ANDREAS MUEE</td> <td>R</td> <td></td> <td></td> <td>18.12.2013</td> <td>WF-BAT1</td> </tr> <tr> <td>050</td> <td>ZD10</td> <td>1003054903</td> <td>DE</td> <td>AVENDATA GMBH</td> <td></td> <td></td> <td></td> <td>07.02.2014</td> <td>PMORGC</td> </tr> <tr> <td>050</td> <td>ZD10</td> <td>1003056256</td> <td>DE</td> <td>APC AG</td> <td>SERVICEZENTRUM BERLIN</td> <td></td> <td></td> <td>04.08.2014</td> <td>PT63015</td> </tr> <tr> <td>050</td> <td>ZD10</td> <td>1003057192</td> <td>DE</td> <td>ATHENEUM PARTNERS GMBH</td> <td></td> <td></td> <td></td> <td>10.03.2015</td> <td>PT63015</td> </tr> <tr> <td>050</td> <td>ZD10</td> <td>1003057517</td> <td>DE</td> <td>AON VERSICHERUNGSMAKLER</td> <td>DEUTSCHLAND GMBH</td> <td></td> <td></td> <td>24.08.2015</td> <td>PT30020</td> </tr> <tr> <td>050</td> <td>ZD10</td> <td>1003058717</td> <td>DE</td> <td>AGRARLOG BERLIN GMBH</td> <td></td> <td></td> <td></td> <td>24.04.2017</td> <td>WF-BAT1</td> </tr> <tr> <td>050</td> <td>ZD10</td> <td>1003060575</td> <td>DE</td> <td>AON VERSICHERUNGSMAKLER DEUTSCHLAND</td> <td>GMBH &amp; CO KG</td> <td></td> <td></td> <td>12.08.2020</td> <td>WF-BAT1</td> </tr> <tr> <td>050</td> <td>ZD10</td> <td>1003060865</td> <td>DE</td> <td>AON VERSICHERUNGSMAKLER DEUTSCHLAND</td> <td>GMBH &amp; CO KG</td> <td></td> <td></td> <td>22.01.2021</td> <td>WF-BAT1</td> </tr> </tbody> </table>		Ep	CL	Group	Vendor	City	Name 1	Name 2	City	Date	Created	0	ZD10	1003016698	DE	AIR LIQUIDE DEUTSCHLAND GMBH			BERLIN	17.04.1998	BE06734	050	ZD10	1003035536	DE	ABA E.V.	ARBEITSGEMEINSCHAFT FUER			16.01.2002	DE05197	050	ZD10	1003052430	DE	ARBEITZEITBERATUNG	DR.HOFF WEIDINGER HERMANN			23.08.2011	WF-BAT1	050	ZD10	1003053378	DE	ARBEITUM GMBH				29.08.2012	WF-BAT1	050	ZD10	1003054245	DE	AZR CONSULTING INHABER ANDREAS MUEE	R			18.12.2013	WF-BAT1	050	ZD10	1003054903	DE	AVENDATA GMBH				07.02.2014	PMORGC	050	ZD10	1003056256	DE	APC AG	SERVICEZENTRUM BERLIN			04.08.2014	PT63015	050	ZD10	1003057192	DE	ATHENEUM PARTNERS GMBH				10.03.2015	PT63015	050	ZD10	1003057517	DE	AON VERSICHERUNGSMAKLER	DEUTSCHLAND GMBH			24.08.2015	PT30020	050	ZD10	1003058717	DE	AGRARLOG BERLIN GMBH				24.04.2017	WF-BAT1	050	ZD10	1003060575	DE	AON VERSICHERUNGSMAKLER DEUTSCHLAND	GMBH & CO KG			12.08.2020	WF-BAT1	050	ZD10	1003060865	DE	AON VERSICHERUNGSMAKLER DEUTSCHLAND	GMBH & CO KG			22.01.2021	WF-BAT1
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To manage the columns in the provided file it is used the field "Change Layout"



In the previous page this action can also be performed by clicking in the button "Settings", then "Format List" and "Choose Fields":

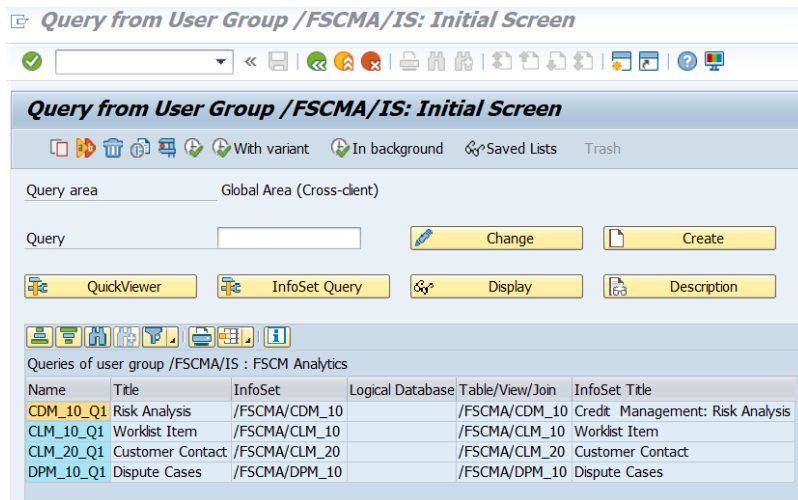


To extract the data to an excel file it needs to be selected the button "Local File" or clicking in the right side of the month and selecting the option Spreadsheet.

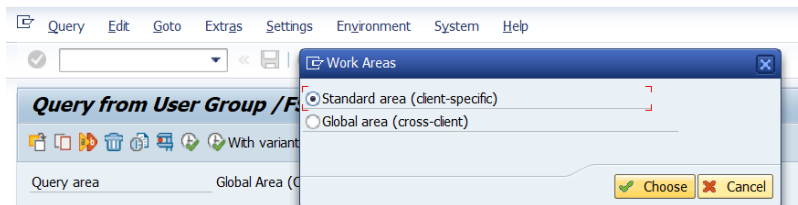


## SQ00

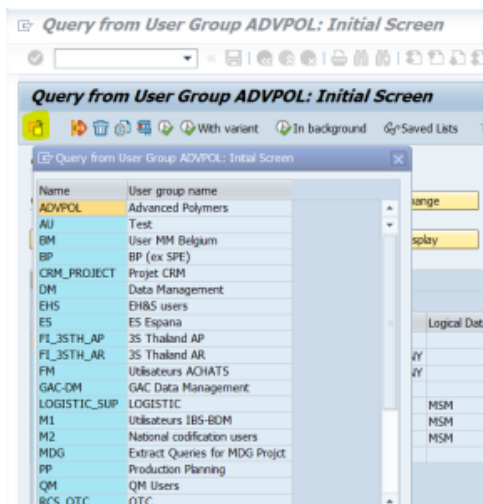
This transaction is used to extract combined data.



To see the queries the operator needs to click in the "Environment" button, option "Query areas" and then select Standard Area:



To select the group it is used the button "Other user group". A new window will appear and the operator will be able to select the group that better suits his needs:



The next step is to click one time in the query needed and click in the "Execute" button. The data that needs to be searched is added and with a click in the button "Execute" the list with the results will be displayed.

To pass the information to an excel file it is necessary to click in the button "List" and then "Spreadsheet".

**EXAMPLE** - Extract all the vendor codes with a Brazilian bank data from the Bank CAIXA ECONOMICA FEDERAL SA:

Search	Result
	Query ZZ-VEN-BNK-ACC

### VENDORS BANK ACCOUNTS

**Program selections**

Bank country key:  to

Bank Keys:  to

Bank account number:  to

**Output Format**

SAP List Viewer  
 ABAP List  
 Graphic  
 ABC analysis  
 Private file  
 File Store  
 Save with ID

Display as table  
 Word processing  
 Spreadsheet

### VENDORS BANK ACCOUNTS

ABC Selections

Ctr	Bank Key	Bank Account	Vendor	Cty Name
BR	10400962	02007	2500046303	BR GILM
BR	10402926	00247	2500046306	BR SIND
BR	10401787	00106	2500046314	BR REAL
BR	10403425	00010	2500046356	BR VEDA
BR	10403708	10059	2500046408	BR ORDE
BR	10400644	04660	2500046521	BR D8 C
BR	10402075	02480	2500046540	BR CONC
BR	10402075	27368	2500046542	BR PAUL
BR	10403915	02861	2500046551	BR PHEN
BR	10401617	01180	2500046553	BR RENA
BR	10403216	00773	2500046596	BR TORR
BR	10403742	00568	2500046649	BR D2 C

## Useful information

- **Transactions:**
  - **SE16** tables:
    - ADRC: fields not visible in the LFA1 (address number available in the LFA1)
    - ADR6: emails (address number available in the LFA1)
    - BNKA: bank keys
    - KNA1: customers general data
    - KNVV: customers by sales
    - LFA1: vendors general data
    - LFAS: vendors with other VAT ID
    - LFB1: vendors by company code
    - LFBK: vendors by bank account
    - LFBW: vendors by withholding tax
    - LFM1: vendor by purchasing
    - LFZA: vendors by permitted payee
    - T001: company info
    - T001W: plants info
    - TIBAN: bank details
    - WYT3: vendors by partners
  - **SQ00** tables:
    - Query ZMM-026: Companies, Plants and P.Orgs
    - Query ZMM-031: List of vendors and OAs
- **Google sheet Formulas**
  - **CONCATENATE** to merge two or more cells info =CONCAT(B9,C12)
  - **CONTIF** count occurrences in a specific range =CONTIF(range,B1)
  - **DELTA** compare two numeric values =DELTA(A1;A2)
  - **UPPER** converts a cell to uppercase =UPPER(A1)
  - **VLOOKUP** look for the correspondent cell =VLOOKUP(A6,\$D\$8:\$E\$16,2,0)