

Report Extraction

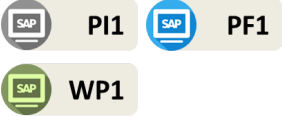
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Scope



ERP



References

Attachments

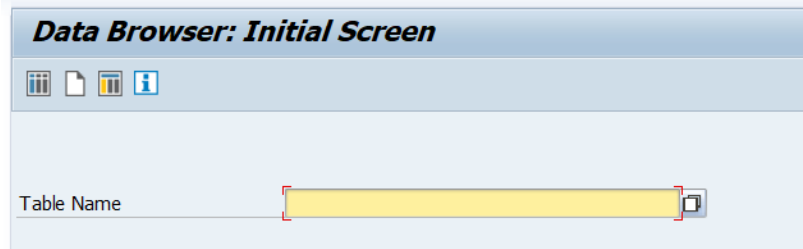
Objective

This procedure explains how to extract data from the SAP system.
The extraction of data can be requested by all SOLVAY colleagues.

Tools

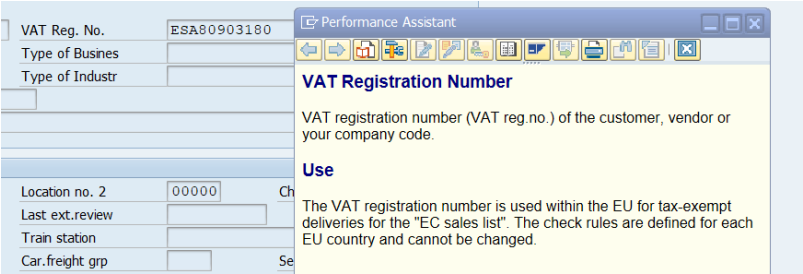
SE16

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	
Screen Data	
Program Name	SAPMF02K
Screen Number	0120
GUI Data	
Program Name	SAPMF02K
Status	120A
Field Data	
Table Name	LFA1
Table Category	Transparent table
Field Name	STCEG
Data Element	STCEG
Field Description for Batch Input	
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	250			
Maximum No. of Hits	200			

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

Settings System Help

Format List
User Parameters...
Fields for Selection

Vendor		to	
Country		to	
Name		to	
City		to	

Each search field will allow 16 different restrictive options:

NOTE: The transaction has an automatic search limite 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																																																																																																																																											
Data Browser: Table LFA1: Selection Screen Vendor: _____ to _____ Country: DE to _____ Name: A* to _____ City: *BERLIN* 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: _____										Data Browser: Table LFA1 Select Entries 14 <table border="1"> <thead> <tr> <th>Ep</th> <th>CL</th> <th>Group</th> <th>Vendor</th> <th>Cty</th> <th>Name 1</th> <th>Name 2</th> <th>Cty</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>ARBEITZETTERBERATUNG</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>APRUCUM 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>PMORG6</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 & 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</td> <td></td> <td></td> <td>22.01.2021</td> <td>WF-BAT1</td> </tr> </tbody> </table>										Ep	CL	Group	Vendor	Cty	Name 1	Name 2	Cty	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	ARBEITZETTERBERATUNG	DR. HOFF WEIDINGER HERMANN			23.08.2011	WF-BAT1	050	ZD10	1003053378	DE	APRUCUM 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	PMORG6	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			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":

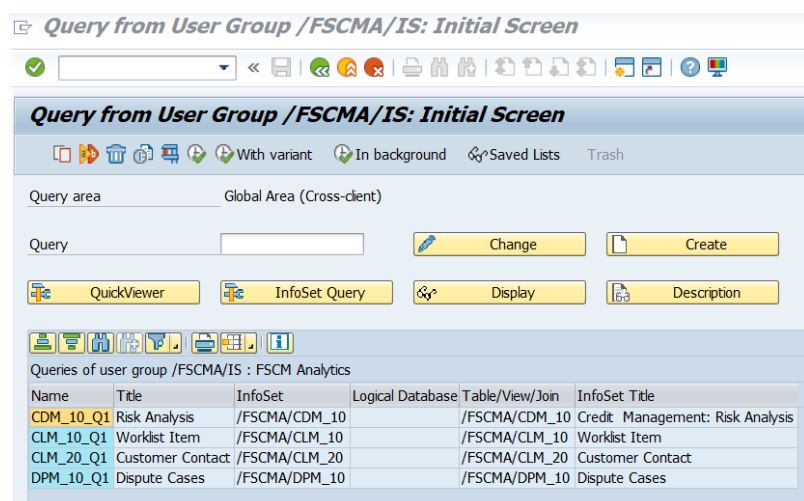
To extract the data to an excel file it needs to be selected the button "Local File" Spreadsheet.



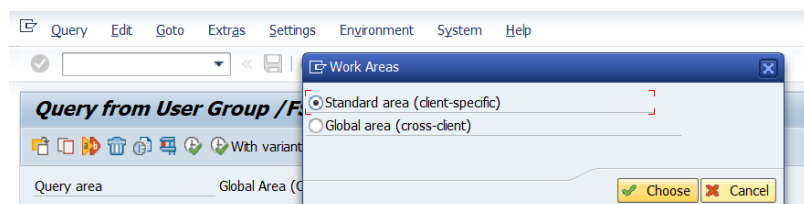
or clicking in the right side of the month and selecting the option

SQ00

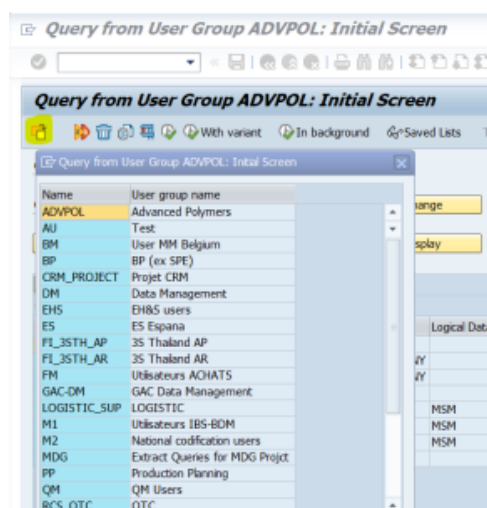
This transaction is used to extract combined data.



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 ☐ Display as table

☐ Graphic ☐ Word processing

☐ ABC analysis ☐ Spreadsheet

☐ Private file

☐ File Store

☐ Save with ID

VENDORS BANK ACCOUNTS

ALV

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)