

Report Extraction

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Scope



ERP



References

Attachments

Objective

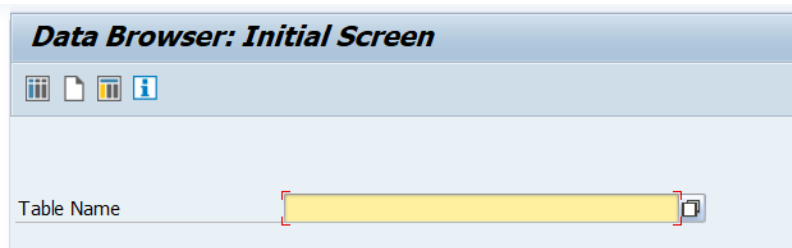
This procedure explains how to extract data from the SAP system.

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

Tools

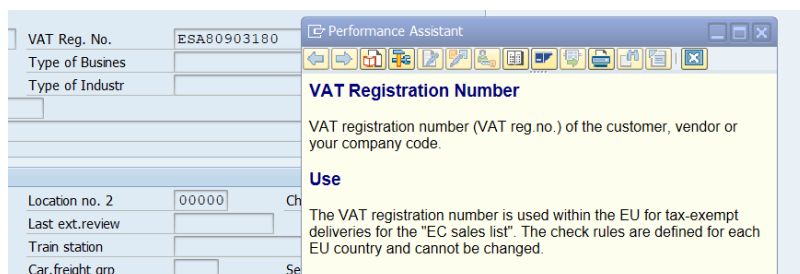
SE16

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.

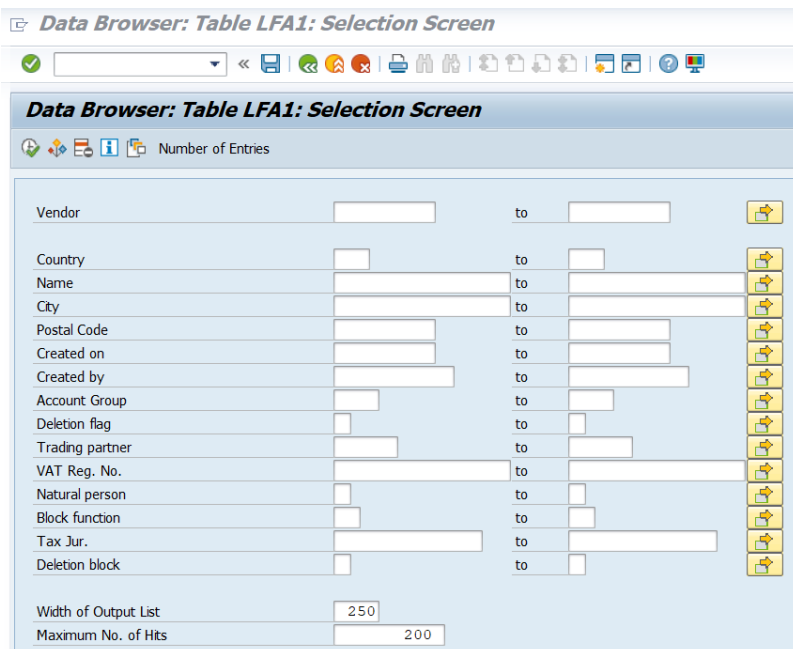
In the vendors master data you can find the Table code that is linked to a specific field by clicking on the field and then clicking on the F1 key. It appears a new window. VAT ID example:



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 

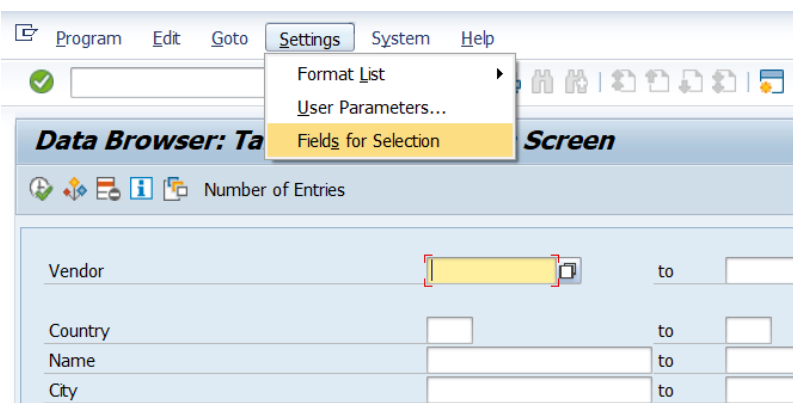
Tax Jur. to 

Deletion block to 

Width of Output List


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

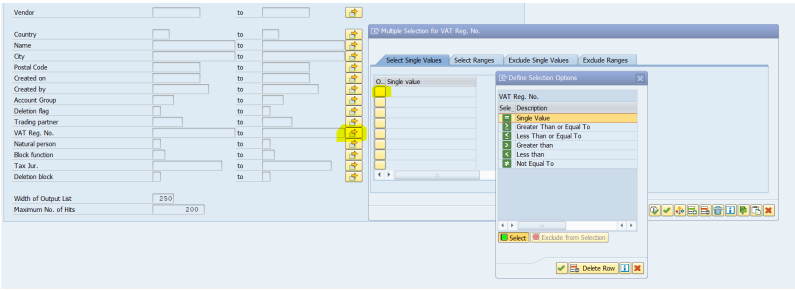
Vendor to 

Country to 

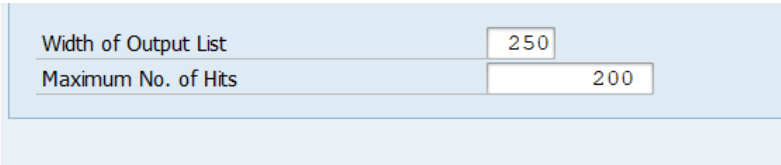
Name to 

City to 

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

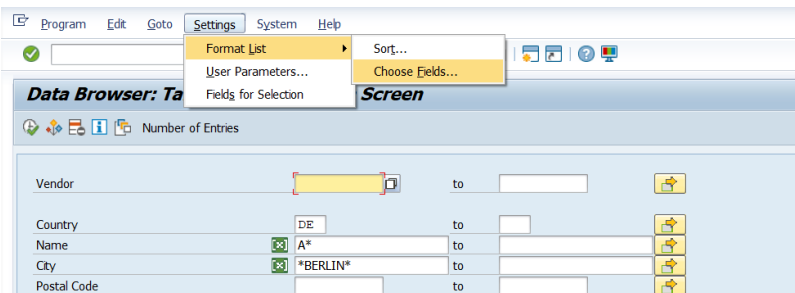
EXAMPLE - Extract all the active German vendors, with "A" as first letter Name, from the city Berlin and with VAT ID:

Search		Result																																																																																																																																			
<p>Data Browser: Table LFA1: Selection Screen</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>Data Browser: Table LFA1 Select Entries 14</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>ARBEIUM 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 & 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 & 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	ARBEIUM 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":

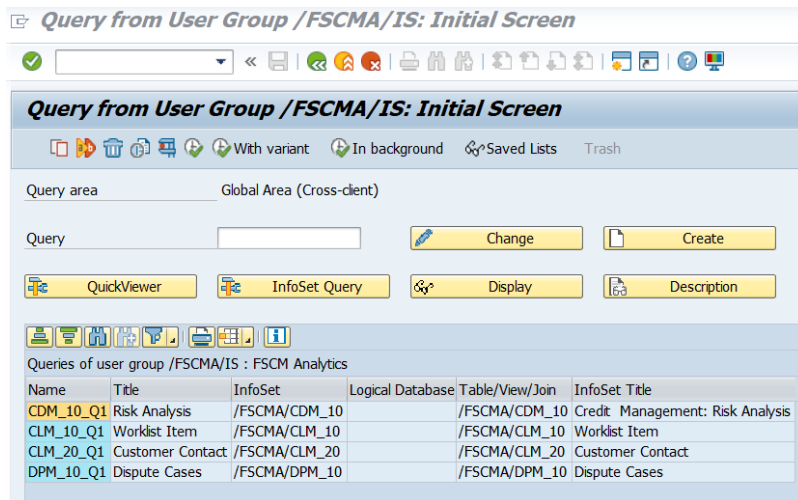


To extract the data to an excel file it needs to be selected the button "Local File" or clicking in the right side of the month and selecting the option Spreadsheet.

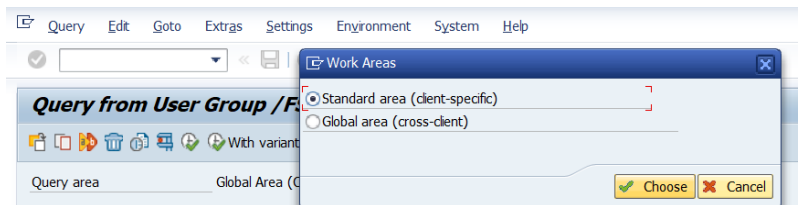


SQ00

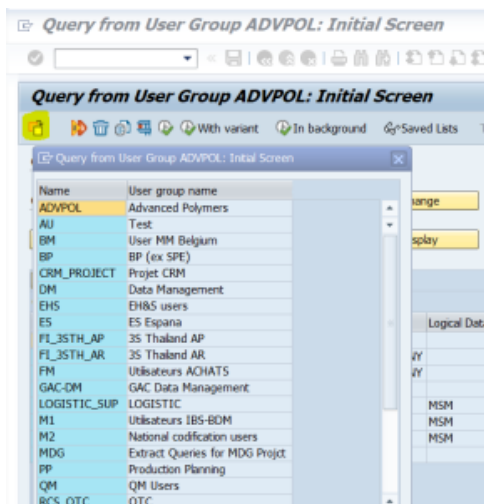
This transaction is used to extracted combined data.



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		VENDORS BANK ACCOUNTS	
Program selections			
Bank country key	BR to	Ctr Bank Key Bank Account Vendor Cty Name	
Bank Keys	104* to	BR 10400962 02007 2500046303 BR GILM	
Bank account number	to	BR 10402926 00247 2500046306 BR SIND	
Output Format		BR 10401787 00106 2500046314 BR REAL	
<input type="radio"/> SAP List Viewer <input checked="" type="radio"/> ABAP List <input type="radio"/> Graphic <input type="radio"/> ABC analysis <input type="radio"/> Private file <input type="radio"/> File Store <input type="radio"/> Save with ID		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	
<input type="radio"/> Display as table <input type="radio"/> Word processing <input type="radio"/> Spreadsheet			

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)

Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

Jan 03, 2022	Actor	Type	Activity	Version
Published	Cátia Amaro	Edit	updated the page at 6:29 pm	
May 27, 2021				
	João Silva	State	gave <i>Approvers</i> approval at 6:56 am	
		State	changed state to Published at 6:56 am	v14
To be approved	João Silva	State	gave <i>Approvers</i> approval at 6:56 am	
May 26, 2021				
	Marta Almeida	State	assigned approval <i>Approvers</i> to João Silva at 5:10 pm	
		State	changed state to To be approved at 5:10 pm	v14
For Review	Marta Almeida	State	gave <i>Reviewers</i> approval at 5:10 pm	