

Costing Internal Controls

Status	
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Stakeholders	

Purpose

The purpose of this document is to define the conversion approach to upload data in S/4 HANA.

Conversion Scope

The scope of this document covers the approach for converting active from Legacy Source Systems into S/4HANA following the Master Data Design Standard.

The data from legacy system includes:

The data from legacy system excludes:

List of source systems and approximate number of records

Source	Scope	Source Approx No. of Records	Target System	Target Approx No. of Records

Additional Information

Multi-language Requirement

Document Management

Legal Requirement

Special Requirements

Target Design

The technical design of the target for this conversion approach.

Table	Field	Data Element	Field Description	Data Type	Length	Requirement

Data Cleansing

ID	Criticality	Error Message/Report Description	Rule	Output	Source System

Conversion Process

The high-level process is represented by the diagram below:

Data Privacy and Sensitivity

Extraction

Extract data from a source into . There are 2 possibilities:

1. The data exists. connects to the source and loads the data into . There are 3 methods:
 - a. Perform full data extraction from relevant tables in the source system(s).
 - b. Perform extraction through the application layer.
 - c. Only if ; cannot connect to the source, data is loaded to the repository from the provided source system extract/report.
2. The data does not exist (or cannot be converted from its current state). The data is manually collected by the business directly in . This is to be conducted using DCT (Data Collection Template) in

The agreed Relevancy criteria is applied to the extracted records to identify the records that are applicable for the Target loads

Extraction Run Sheet

Req #	Requirement Description	Team Responsible

Selection Screen

Selection Ref Screen	Parameter Name	Selection Type	Requirement	Value to be entered/set

Data Collection Template (DCT)

Target Ready Data Collection Template will be created for data with exception of some fields which require transformation as mentioned in the transformation rule.

DCT Rules

Field Name	Field Description	Rule

Extraction Dependencies

Item #	Step Description	Team Responsible

Transformation

The Target fields are mapped to the applicable Legacy field that will be its source, this is a 3-way activity involving the Business, Functional team and Data team. This identifies the transformation activity required to allow to make the data Target ready:

- 1. Perform value mapping and data transformation rules.
 - a. Legacy values are mapped to the to-be values (this could include a default value)
 - b. Values are transformed according to the rules defined in
- 2. Prepare target-ready data in the structure and format that is required for loading via prescribed Load Tool. This step also produces the load data ready for business to perform Pre-load Data Validation

Transformation Run Sheet

Item #	Step Description	Team Responsible

Transformation Rules

Rule #	Source system	Source Table	Source Field	Source Description	Target System	Target Table	Target Field	Target Description	Transformation Logic

Transformation Mapping

Mapping Table Name	Mapping Table Description
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Transformation Dependencies

List the steps that need to occur before transformation can commence

Item #	Step Description	Team Responsible

Pre-Load Validation

Project Team

Completeness

Task	Action

Accuracy

Task	Action

Business

Completeness

Task	Action

Accuracy

Task	Action

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Load

The load process includes:

1. Execute the automated data load into target system using load tool or product the load file if the load must be done manually
2. Once the data is loaded to the target system, it will be extracted and prepared for Post Load Data Validation

Load Run Sheet

Item #	Step Description	Team Responsible

Load Phase and Dependencies

Configuration

Item #	Configuration Item

Conversion Objects

Object #	Preceding Object Conversion Approach
	list the exact title of the conversion object of only the immediate predecessor – this will then confirm the DDD (Data Dependency Diagram)

Error Handling

Error Type	Error Description	Action Taken

Post-Load Validation

Project Team

Completeness

Task	Action

Accuracy

Task	Action

Business

Completeness

Task	Action

Accuracy

Task	Action

Key Assumptions

- Master Data Standard is up to date as on the date of documenting this conversion approach and data load.
- is in scope based on data design and any exception requested by business.

See also

Change log

Version	Published	Changed By	Comment
CURRENT (v. 3)	Mar 14, 2025 06:03	LI, Qiaosi (Joice)	
v. 2	Feb 26, 2025 15:48	Eusébio, Daniela	
v. 1	Jul 15, 2024 12:47	Gomes, Susana	

Workflow history

Title	Last Updated By	Updated	Status
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There are no pages at the moment.
