

Miscellaneous Tasks

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Objective and Scope

Objective of this Procedure

This document describes the following processes:

- Handling Mass Modification of Vendor Master Data in SAP environments using XK99 transaction and describes the roles and responsibilities of each actor in this process.
- Adding Clerk's internet information to CICC (PI1_020) for new vendors.
- Process for employee bank detail updates, based on HtR reports.
- Steps for changing vendor workflow receiver.
- Finalization of vendor inactivation in PE1_300 and Baan environments.
- Steps for creating reports using SE16 and SE16n transactions

Scope

Data Operations Team based in Riga is responsible to handle all Vendor Master Data from NAM, LAM, APAC and EMEA regions for Technology Solutions (except for Intercompany and Commission Agent vendor records) and Composite Material businesses.

For Technology Solutions exceptions:

- Requests for Intercompany creation/name, address and bank detail change and Commission Agent vendor records creation/modification should be forwarded to Lisbon SBS team using Fresh Desk ticketing system.
- Intercompany records company code and purchasing organization data can be done by Riga Data Operations.

Definitions

Abbreviation	Description
PRS	Permanent Reference System (PF1_50)
RCS	Rhodia Core system (WP1_400)
SBS	Solvay Business Services
PO	Purchase Order
OA	"Ordering Address" partner role
VN	"Vendor" partner role
PI	"Invoice Presented By" partner role
GS	"Good Supplier" partner role

1 Mass Modifications

System: SAP

Mass modification – changing information for several vendor records simultaneously. This can be applied in cases when update is required for more than 20 records.

Data Operations Riga team can perform mass modifications using XK99 transaction for following tables:

- LFA1 - Vendor Master (General Section)

- LFB1 - Vendor Master (Company Code)
- LFAS - Vendor master (VAT registration numbers general section)
- LFBS - Vendor master (dunning data)
- LFBK - Vendor Master (Bank Details)
- LFBW - Vendor master record (withholding tax types) X
- LFM1 - Vendor master record purchasing organization data
- LFM2 - Vendor Master Record: Purchasing Data
- WYT1 - Vendor Subrange
- WYT2 - Vendor Sub-Range Description
- WYT3 - Partner Functions

In case required field/table is not available:

- For Technology Solutions FD ticket with load files should be submitted to FD D&A EMEA team.
- For Composite Materials SDE ticket with load files should be submitted to COE_SD group.

Performing changes using XK99

1. Go to transaction XK99.
2. Upon opening the new screen you will receive informational message about choosing tables correctly. Please find full message text below. Press the green checkmark to proceed to the next screen.

The screenshot shows the SAP Mass Maintenance screen. At the top, there is a header 'Mass Maintenance' with a green checkmark icon. Below the header, there are two input fields: 'Object Type' with the value 'LFA1' and 'Variant Name' which is empty. An 'Information' dialog box is overlaid on the screen. The dialog box has a title bar 'Information' and a close button. The main content of the dialog box is as follows:

Selecting Tables

In mass maintenance, you must decide which tables of an object type are to be changed. It is possible to make changes in multiple tables at the same time. If you select multiple tables, only objects that meet your selection criteria in every table are changed.

Procedure

Only select multiple tables if, for consistency, the changes are to be made in all tables at the same time. Otherwise, process the tables in turn since

Do not display this information again

At the bottom right of the dialog box, there is a green checkmark icon inside a square button, which is highlighted with a red box.

"Selecting Tables

In mass maintenance, you must decide which tables of an object type are to be changed. It is possible to make changes in multiple tables at the same time. If you select multiple tables, only objects that meet your selection criteria in every table are changed.



Procedure

Only select multiple tables if, for consistency, the changes are to be made in all tables at the same time. Otherwise, process the tables in turn since selecting multiple tables can slow down the system considerably.

If you import data from files or the clipboard, you can change only one table or the fields from one table."

1. Choose the table/field to be updated. Note, that you will be able to add fields later on as well, but it should be done at this stage, if you want to import data from file or clipboard.

Mass Maintenance: Vendors

 Import Data from File
  Import Data from Clipboard




Object Type LFA1 Vendors

Variant Name

Tables Fields

Short Description	Table Name
Vendor Master (General Section)	LFA1
Vendor Master (Company Code)	LFB1
Vendor master (VAT registration numbers general section)	LFA5
Vendor master (dunning data)	LFB5
Vendor Master (Bank Details)	LFBK
Vendor master record (withholding tax types) X	LFBW
Vendor master record purchasing organization data	LFM1
Vendor Master Record: Purchasing Data	LFM2
Vendor Subrange	WYT1
Vendor Sub-Range Description	WYT1T
Partner Functions	WYT3

1. Choose the data to be changed. You have four available options (you'll find more detailed description down below):

- a.  - Execute
- b.  Import Data from File
- c.  Import Data from Clipboard

Before moving to the next screen you will receive the following warning message:

Warning

Please note that many objects can be changed simultaneously in mass maintenance. When you save your changes, the system checks them for consistency. They then take immediate effect for all objects chosen.

For this reason, please proceed carefully.

1. Execute – choose vendor records to be changed
 - o To choose several vendor records press "Multiple Selection button"
 - o To add additional search criteria press "Choose selection fields" at the bottom of the screen.

Mass Maintenance: Vendors

Get variant

Data Records to Be Changed
 Data Records to Be Created

Do Not Change Existing Data

Restrict Data Records to Be Changed

Vendor To

1. Import data from file:

- i. Choose load file from your files. It should contain vendor number and fields with the new values.
- ii. Define Upload Parameter - usually nothing should be changed in this window.

Define Upload Parameter

Format Specification

Decimal point format

Date Format

Time Format

Import Language

Upload

Without Header Line
 With Header Line

Initialization Character

Check

1. Import data from clipboard:

- i. Copy (ctrl+c) the columns from your file. They must contain vendor number and should contain fields with the new values.

ii. changed here.

Define Upload Parameter - usually nothing should be

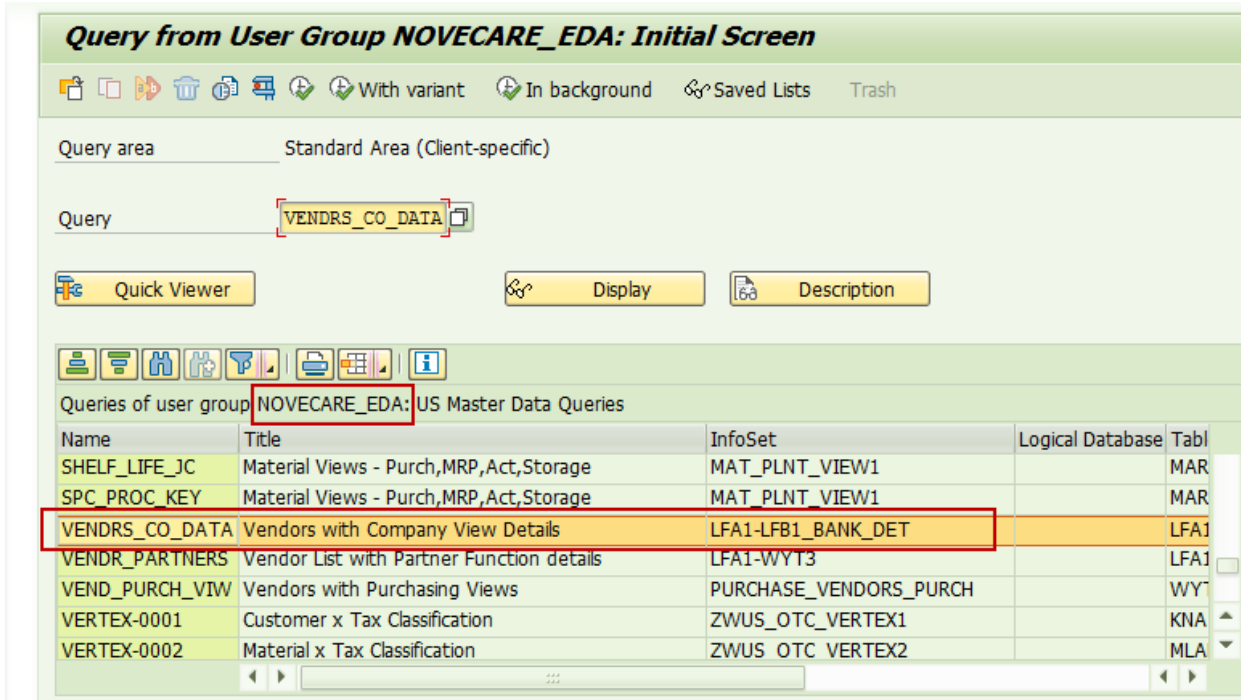
For Imported data - assign columns to the correct fields by pressing the button at the top of the table and choosing the field that corresponds to the correct values in the column. If you have columns in your file, that you do not want to use leave them unassigned.

1. Verify the changes / change the existing values.

Obtaining report with e-mails to be added

Daily report should be run to collect information about company codes created in the previous day. Results containing e-mail addresses must be added to the list here.

1. Go to WP1 transaction SQ00:
 - a. User Group: NOVECARE_EDA
 - b. Query: VENDRS_CO_DATA



Query from User Group NOVECARE_EDA: Initial Screen

Query area: Standard Area (Client-specific)

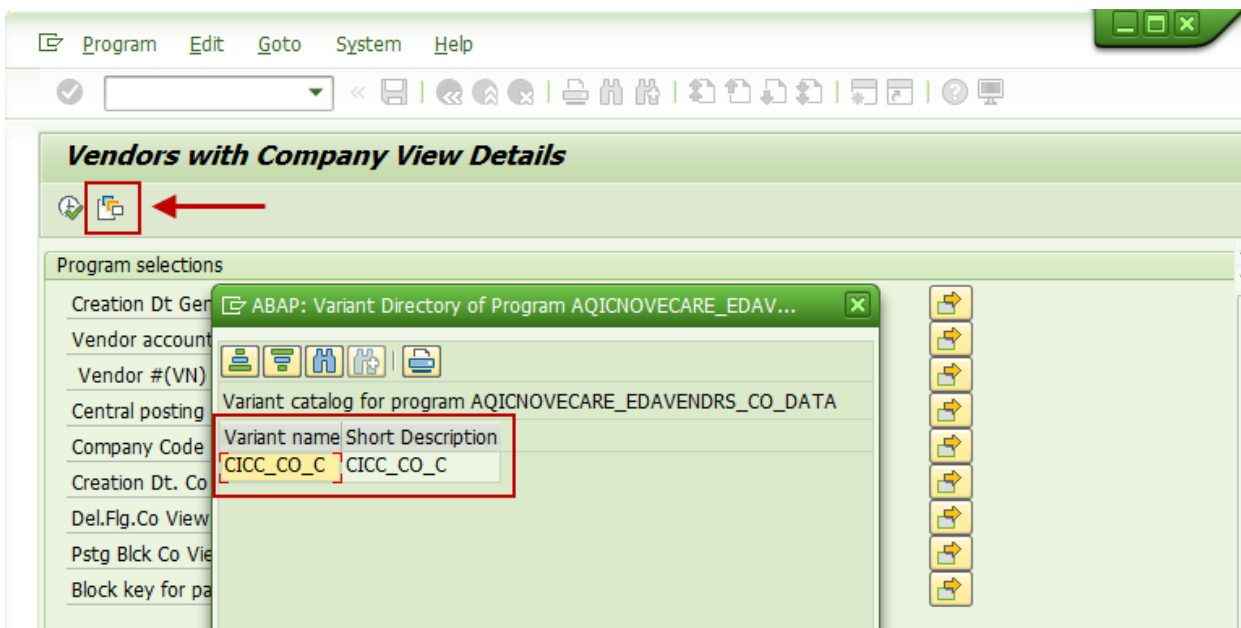
Query: **VENDRS_CO_DATA**

Buttons: Quick Viewer, Display, Description

Queries of user group **NOVECARE_EDA**: US Master Data Queries

Name	Title	InfoSet	Logical Database	Tabl
SHELF_LIFE_JC	Material Views - Purch,MRP,Act,Storage	MAT_PLNT_VIEW1		MAR
SPC_PROC_KEY	Material Views - Purch,MRP,Act,Storage	MAT_PLNT_VIEW1		MAR
VENDRS_CO_DATA	Vendors with Company View Details	LFA1-LFB1_BANK_DET		LFA1
VENDR_PARTNERS	Vendor List with Partner Function details	LFA1-WYT3		LFA1
VEND_PURCH_VIIV	Vendors with Purchasing Views	PURCHASE_VENDORS_PURCH		WY
VERTEX-0001	Customer x Tax Classification	ZWUS_OTC_VERTEX1		KNA
VERTEX-0002	Material x Tax Classification	ZWUS OTC VERTEX2		MLA

1. Set query to return information about vendors opened for company codes in CICC scope in previous day.
 - a. Get variant CICC_RIGA_CS. In case new company within Riga scope starts using CICC, please add it to the variant list.



Vendors with Company View Details

Program selections

Creation Dt. Gen

Vendor account

Vendor #(VN)

Central posting

Company Code

Creation Dt. Co

Del.Flg.Co View

Pstg Blck Co Vie

Block key for pa

Variant catalog for program AQICNOVECARE_EDAVENDRS_CO_DATA

Variant name	Short Description
CICC_CO_C	CICC_CO_C

- a. Set creation date to the day before. Format ddmmyy.
- b. Select output format. In order to make information transfer to GDrive easier you can choose one of the options below:
 - i. Export the report as spreadsheet;
 - ii. Use SAP List Viewer with view **/CLRKSI**

Vendors with Company View Details

Program selections

Creation Dt Gen View	<input type="text" value=""/>	to	<input type="text" value=""/>	
Vendor account group	<input type="text" value=""/>	to	<input type="text" value=""/>	
Vendor #(VN)	<input type="text" value=""/>	to	<input type="text" value=""/>	
Central posting block	<input type="text" value=""/>	to	<input type="text" value=""/>	
Company Code	<input type="text" value="7008"/>	to	<input type="text" value=""/>	
Creation Dt. Co View	<input type="text" value="15.05.2018"/>	to	<input type="text" value=""/>	
Del.Fig.Co View	<input type="text" value=""/>	to	<input type="text" value=""/>	
Pstg Blck Co View	<input type="text" value=""/>	to	<input type="text" value=""/>	
Block key for payment	<input type="text" value=""/>	to	<input type="text" value=""/>	

Output format

SAP List Viewer

ABAP List Display as table

Graphic Word processing

ABC analysis Spreadsheet

Executive Info System (EIS) Private file

File Storage

Save with ID

OR

1. Run the query and paste the records with field Clerk's internet address populated in this [GDrive file](#).

Note: Only PRS vendor codes should be populated in the file.

Note PRS vendor number and remittance e-mail for vendors located in **US, CANADA, MEXICO, EU and AUSTRALIA**

Vendor (PI party)	WP1 Company code	Name	E-mail
2156091	7008	SOYVENTIS NORTH AMERICA LLC	shivali.shah@soyventis.com
2156541	7008	MORIN PROCESS EQUIPMENT	accounting@morinprocess.com
2156861	7008	CMG PROCESS INC	srg@apexep.com
2100080	7008	VIKING AUTOMATIC SPRINKLER CO	margaret.oneill@vfpfire.us
2157014	7008	COWLEY CONTAINER CORP	lhunt@cowleycontainer.com

Adding Clrk's Internet to PI1

Vendors in PI1 for company code are opened automatically upon first invoice posting in WP1. Daily report must be run to check, if any vendors from the list mentioned in the previous chapter are open in PI1.

1. Go to PI1 transaction S_ALR_87012086.
2. In "Dynamic Selections" set company code creation date to the previous day. In order to enable "Created On" field, find and double click on the "Created on" under the "Company code folder".

Vendor List

1

- VAT Registration No.
- Last ext.review
- SCAC
- Company Code
 - Created on 2
 - Created by
 - Posting block for company code
 - Deletion flag for company code
 - Reconciliation acct

City

Postal Code

Trading Partner

Company Code

Created on 21.05.2018 3

Reconciliation acct

Accounting clerk

Vendor selection

Vendor account to

Company code to

1. Copy the list of vendors from [GDrive file](#).
2. Go to "Vendor account" fields "Multiple Selection" option and paste the list of vendors using "Upload from clipboard".

Note! Only PRS vendor numbers can be used.

Vendor selection

Vendor account to

Company code to

1

Multiple Selection for Vendor account

Select Single Values Select Ranges Exclude Single Values Exclude Ranges

O. Single value

3

2


Multiple selection..


1. Go to "Company code" fields "Multiple selection" option and add following company code values:
 - 4044 – for payments to Canada, US, Mexico.
 - 0231 – for payments to Europe and Australia.

Vendor selection

Vendor account to

Company code to

 **1**



Multiple Selection for Company code










Select Single Values | Select Ranges | Exclude Single Values | Exclude Ranges

O. Sin... **2**

4044

0231

3

      Multiple selection..   

1. You will receive a list with vendors for whom company code view has been created in the previous day.

Vendor List

CICC Vendor List Time 18:46:4
Bruxelles RFKKV200/VITKO

Sort: Vendor

Name 1	Contents 1	Name 2	Contents 2	Name 3	Contents 3	Name 4	Contents 4
Vendor	2308942	Company Code	Company Code Name				
Section	TECHNICAL DATA						
SearchTerm	ONTARIO LT	Acct Group	Z3C0				
Created by	BECICC	Created on	26.02.2018				
Section	COMMUNICATION WITH VENDOR						
660567	ONTARIO LTD	Language	EN	Telephone1	519 336 7301		
O/A	PROVINCIAL CONTROLS	Fax Number	519 330 8082				
P.O. Box	2946						
SARNIA ON	N7T 1Z6						
CANADA							
Vendor	302316604	Company Code	Company Code Name				
Section	TECHNICAL DATA						
SearchTerm	EVELATUS	Acct Group	ZQ00				
Created by	BECICC	Created on	17.05.2018				
Section	COMMUNICATION WITH VENDOR						
EVELATUS	SIA	Language	EN	Telephone1	22334401		
AINAVAS	IELA 2A, 14						
LV-1084	RIGA						

1. Add e-mails to "Clerk's Internet" field for these vendors, based on the [GDrive file](#).

Note! This should be done using FK02 due to access restrictions in P11.

Vendor	2308942	660567 ONTARIO LTD
Company Code	4044	SOLVAY FINANCE (US)

General data	
<input type="checkbox"/>	Address
<input type="checkbox"/>	Control
<input type="checkbox"/>	Payment transactions

Company code data	
<input type="checkbox"/>	Accounting info
<input type="checkbox"/>	Payment transactions
<input checked="" type="checkbox"/>	Correspondence
<input type="checkbox"/>	Withholding tax

1. Remove rows containing information for these vendors from the [GDrive file](#).

3 Employee bank detail update

System – SAP, BAAN

Cytec Legacy employee reimbursements are processed via WP1_400, PE1_300 and Baan instead of PP2. In order to ensure, that employee data is updated in a timely manner, daily reports are sent to Data Operations by HtR team, to inform us of any changes in bank account used for US employee reimbursements. This solution will be in place until Composite Materials migrates to Solvay ERP and T&E program. Please see an example of HtR (sbs.htsupport@solvaysbs.freshdesk.com) e-mail below.

US_T&E bank changes on 15.05.2018

HR report x



SBS.HtRSupport

May 16 (5 days ago) ★



to viktorija.kalu., Kathleen.robbi., me

Dear All,

Please find attached the T&E Bank changes introduced in the system yesterday, May 15th.

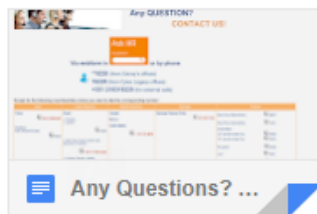
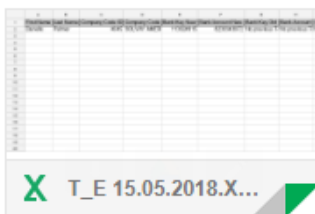
We remain at your disposal for any question you may have.

If you would like to be contacted, please reply to this e-mail or contact us through the phone number available [here](#).









Thank you and best regards,
 Claudia
 Global Contact Center

How would you describe our services? Your [Feedback](#) is important to us.
 Please do not change the subject of this e-mail, it will help us follow up your request in a better way.

Contact us
 Visit our website by clicking [here](#).

**2 Attachments**

1. Save the file - the attached excel file (if any) must be saved in a designated [GDrive folder](#), in a subfolder dedicated for the running month.

Name ↑	Owner
 2018.01	me
 2018.02	me
 2018.03	me
 2018.04	me
 2018.05	me
 2018.06	me
 [UPDATE FINAL] mm.yyyy 	me

1. Check whether any of the entries in the excel file contain details for Cytec legacy employees.

EE	First Name	Last Name	Company Co	Company Co	Bank Key Ne	Bank Account New	Bank Key Old	Bank Account	Start Date
63029030	Franklyn	Ballentine	7008	CYTEC-US/ST	21101108	1247613324	No previous	No previous	01.06.2018

1.

All records relating to Cytec legacy employees should be copied in the **[UPDATE FINAL] mm.yyyy** file for the corresponding month. Template of the file can be found [here](#) and it should be copied to the folder of the corresponding month.

First Name	Last Name	Company Code	Company Code	Bank Key New	Bank Account New	Bank Key Old	Bank Account	Start Date	Vendor code	Comments	Responsible	Tckt
James	Mccallum	7008	CYTEC INDUST	122100024	263152131	No previous T&E account	No previous T&E	01.04.2018	926354		Everita	
Matthew	Soderstrom	7008	CYTEC INDUST	122105744	6755377668	No previous T&E account	No previous T&E	01.04.2018	926445		Everita	
James	Lee	7008	CYTEC INDUST	211178200	2439119	No previous T&E account	No previous T&E	01.04.2018	926320		Everita	
Blake	Acton	7008	CYTEC INDUST	125200057	5912669057	No previous T&E account	No previous T&E	01.04.2018	No vendor		N/A	
Erik	Hancock	7008	CYTEC INDUST	323274270	3355210	No previous T&E account	No previous T&E	01.04.2018	No vendor		N/A	

1. At the first date of the next month divide the entries between team members and share the file with them asking to update bank details. Corresponding ticket numbers should be noted in the file upon completion.

"I kindly ask you to update the employee bank details in SAP and Baan based on the attached file of T&E bank changes in HtR system?"

- Please create one ticket for the change.
- Do not forget to attach bank validations (Routing number mostly).
- Add the corresponding ticket number to the attached file.

I would really appreciate if this could be done till middle of the day. "

Note! Excel tends to exclude "0" from beginning of the routing numbers. If routing number provided is 8 instead of 9 digits, please try validating by adding "0" at the beginning.

4 VWF receiver change

System – SAP (PF1_050)

Following approach is to be used for:

- purchasing approver change in spot cases (i.e. approver is on vacation without a substitute or approver has left the company and the approver matrix is not yet updated);
- releasing VWF from approver inbox after it has been approved (to fix system glitch);
- releasing VWF for colleagues inbox in spot cases.

Please follow the steps below in order to change the approver.

1. Enter the VWF using transaction **Z1S_VWF_REQUEST**

SBS Data - Management of Vendor Requests

My requests Display Change

Request for Creation of a new master record

Search Term
 City
 Country

Request for Modification of an existing vendor's master

Update data of a vendor
 Vendor

Unblock a vendor
 Block a vendor

Request for Modification of an existing vendor's master via webform

Request bank data
 Vendor

Display or change an existing request

Request number

1. Once in the VWF display run transaction "**WF_ID**"

wf_ID

Display the Request for Change of a Vendor

Changes history Change

Request to Unblock Vendor 2500043280 (MANUPOINT LOGISTICS DO BRASIL LTDA)

Request Number	357798	Waiting for Procure-to-Pay to approve	Segment code	P053	LO-SEA FORWARDING
Requester	GABRIELA RODRIGUES VIEIRA	0055 41 3883 3603	Company Code	7523	RHODIA POLIAMIDA ESP
E-mail address	Gabriela.Vieira@solvay.com		Business Unit	CB CBS & NBD	

1. Copy the VWF ID.


Display the Request for Change of a Vendor

Created by	BRBC0942	ID	12260323	in Inbox of			
Creation date	20.12.2017	Waiting for Procure-to-Pay to approve		Approvers			
Creation time	13:22:46	VWFF Status		Data Controllers			
Changed by	APINTO1						
Last change	21.12.2017	Last change status N	20.12.2017 13:22:46				
Last change	14:29:09	Last change status D		00:00:00			
Data Controller		Last change status 1	21.12.2017 14:29:09	Last change status 2		00:00:00	
APDC Date	21.12.2017	Last change status 3		00:00:00	Last change status 4		00:00:00
APDC Time	14:29:09	Last change status C		00:00:00			
XD01 Client	<input type="checkbox"/>						
XD01 Factoring	<input type="checkbox"/>						
Status forced	<input type="checkbox"/>						







1. Go to transaction "**SW11**"
2. Populate the VWF ID in the "Identification" field and press "Run"

Selection Report for Work Items


Selection Using Work Item ID

Identification to 

Selection Using Work Item Properties

Type to 
 Status to 
 Priority to 
 Deadline Status to 
 Task to 
 Task Group 
 Top-Level Work Items Only

Selection Using Time Period

Creation Date to 
 Creation Time to

Output Options (+Version, +Administrator)

Switch On

Restriction of Selection

Maximum No. of Hits

1. Double click on the ID line










Work Item Selection (1 Entry)

ID	Status	Workflow	Work Item Type	Task	CreateDate	CreateT...	Work item text
12047016	STARTED		(Sub)workflow	WS99900146	22.09.2017	22:05:31	Vendor creation for Request 347536

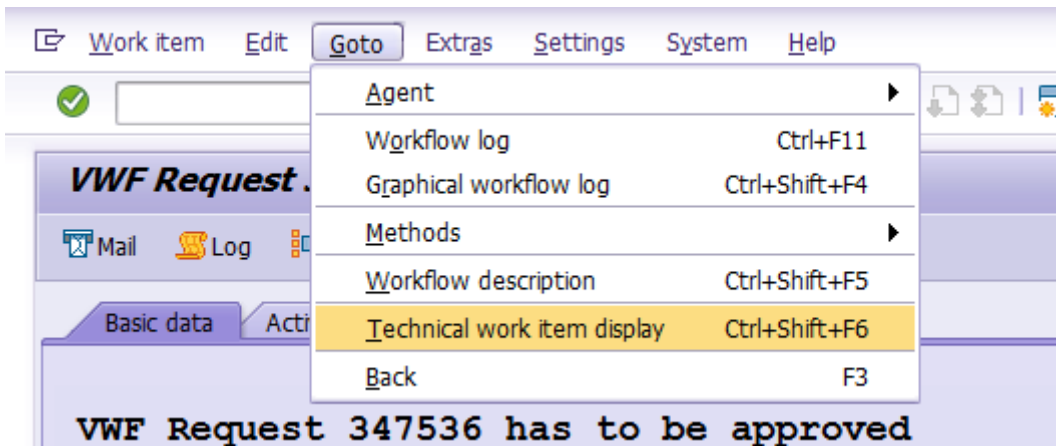
1. Select the last options showing "VWF request ***** has to be approved"

Workflow Log

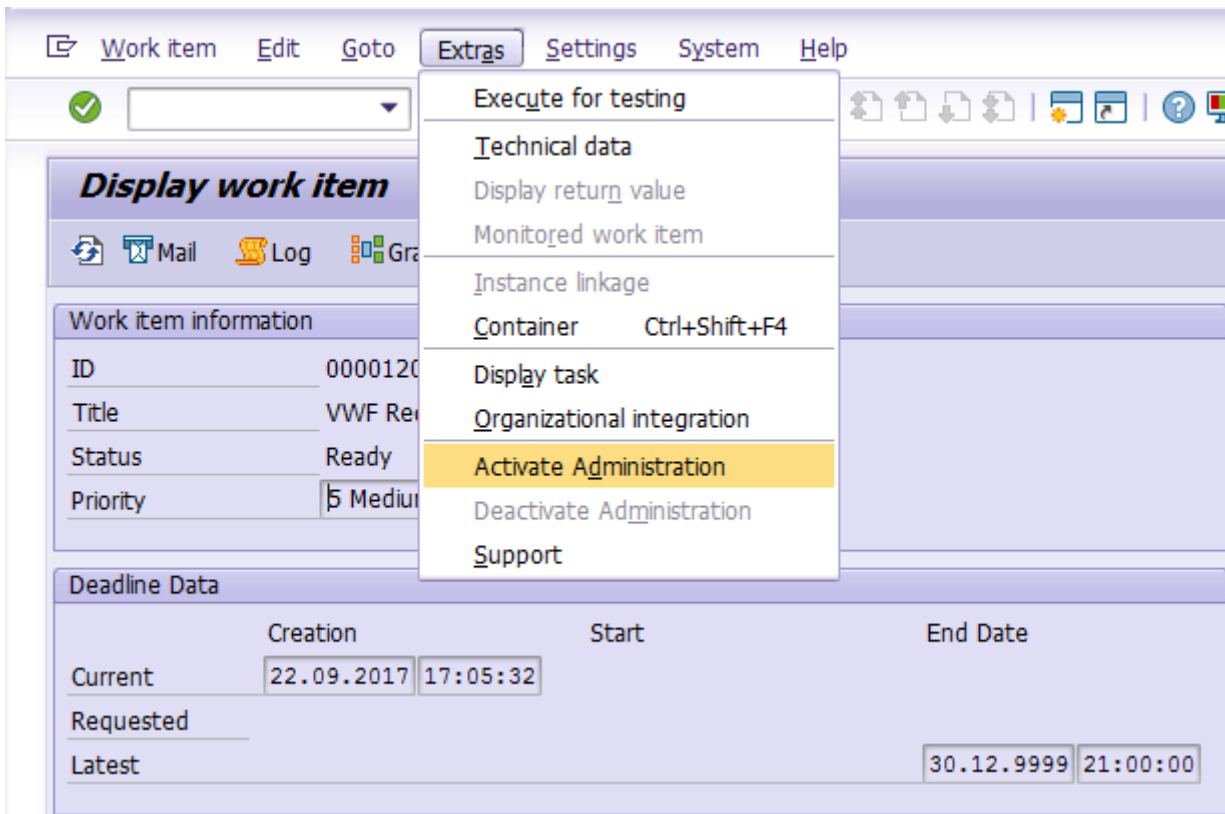
View: WF Chronicle | View: Workflow Agents | View: Workflow Objects

Workflow and task	Details	Graphic	Agent	Status	Result	Date	Time
Vendor creation for Request 347536				In Process	Workflow started	22.09.2...	17:05...
• Workflow initialization for Vendor Request 3				Completed		22.09.2...	17:05...
• Authorized validator deadline time determin				Completed	Step completed	22.09.2...	17:05...
• VWF Request 347536 has to be approved				Ready		22.09.2...	17:05...

1. Click on "Goto" -> "Technical work item display"



1. Click on "Extras" -> "Activate Administration"



1. On the right hand panel you will have several options to choose from:
 - Execute Agent Rules – release VWF from approvers queue (makes available for other approvers).
 - Forward – approver needs to be replaced. You will need to populate the new WF receiver in a pop-up window. User names can be found in transaction "SU01D"
 - Replace Manually – release VWF from co-workers queue.

Display work item

Mail Log Graphic

Service Name	Execute
Services for Administration	
Change Container	Execute
Lock for Execution	Execute
Change Work Item Text	Execute
Change Work Item Language	Execute
Change Priority	Execute
Logically Delete	Execute
Start Execution	Execute
Complete Manually	Execute
Forward	Execute
Forward to Itself	Execute
Set Enqueue Lock	Execute
Execute Agent Rules	Execute
Execute	Execute
Change deadlines	Execute
Start Execution in Browser	Execute

Work item information

ID: 000012047019
 Title: VWF Request 347536 has to be approved
 Status: Ready
 Priority: 5 Medium

Deadline Data

	Creation	Start	End Date
Current	22.09.2017	17:05:32	
Requested			
Latest			30.12.9999 21:00:00

Description

Could you please either approve or return or reject following request within <http://solia.solvay.com/irj/portal/Services/uwl> ?

If you want to return or reject the request, do not forget to justify it.

5 Finalize Composite Material vendor inactivation

System – Baan/Maximo/SAP (PE1)

As often vendors cannot be inactivated straight away due to open activity monthly checks should be done to finalize the inactivation of such vendors once open items have been cleared.

On the first work day of the month records pending inactivation must be reviewed for open activity as per Work Instructions. Please see below criteria for vendors pending inactivation:

- Baan:
 - Active vendor account;
 - "DO NOT USE" at the end of the name
- Maximo:
 - Active vendor account
 - "DO NOT USE" at the beginning of the name
- SAP (PE1):
 - Active vendor account
 - Purchasing block applied (list of exceptions can be found [here](#))

AND/OR

- Deletion flag for specific company code with no posting block applied.

List of the vendors to be inactivated should be saved in [this folder](#) with the following file name:

YYYY-MM -inactivation review.

Vendor accounts inactivated must be registered in the FD ticketing system and noted in the [log file](#).

6 SE16 and SE16n reporting

Transactions described in this chapter can be used to extract data from SAP environments either for reporting or analysis purposes.

SE16 is available in PE1_300, PF1_050, PF1_020 and WP1_400.

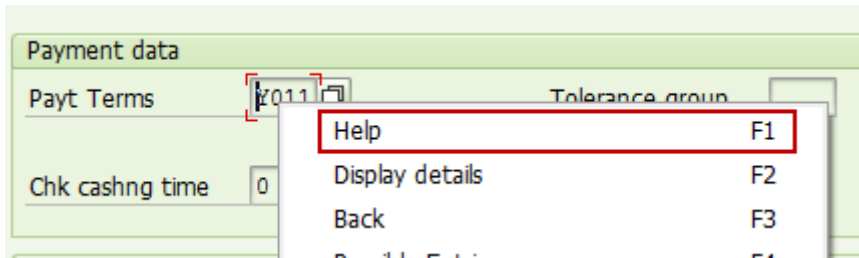
SE16n is available in PE1_300, PF1_050, PF1_020.


SE16 and SE16n will provide the same data, but the interfaces are different. It does not really matter, which transaction is used for creating the report.

Locating the table name

All data in SAP is stored in different tables. To see in which table a field is located:

1. Go into any vendor account.
2. Left click the field, you wish to extract.
3. Choose Help (F1)



1. On the top of the pop-up screen choose button for "Technical Information" 
2. In the following pop-up screen you will find the "Table Name" in "Field Data" section.

Note! In case the "Table Category" is anything else but "Transparent table", you will not be able to use the Table Name in SE16 transaction. Check for the table name in the table below or use Google search including field name and following key words "SAP", "Table".

Technical Information

Screen Data

Program Name: SAPMF02K
Screen Number: 0215

GUI Data

Program Name: SAPMF02K
Status: 215A

Field Data

Table Name: LFB1
Table Category: Transparent table
Field Name: ZTERM
Data Element: DZTERM

Field Description for Batch Input

Screen Field: LFB1-ZTERM

✓ ✗

Below are listed some tables you might need related to vendor, customer, material or maintenance.

Table	Description
LFA1	Vendor general data
LFB1	Vendor company code data
LFM1	Vendor purchasing org data
LFBK	Vendor bank account details
WYT3	Vendor partner function data
ADRC	Vendor/Customer address data including Search term 2 (address number can be found in LFA1/KNA1)
ADR6	Vendor/Customer general e-mail (address number can be found in LFA1/KNA1)
Z1S_VWF_APPROVER	VWF approver matrix
T001W	Plant data (view vendor and customer account linked to plant)
KNA1	Customer general data
KNB1	Customer company code data
KNVV	Customer sales area data
KNVP	Customer partner function data

KNVK	Customer master contact partner
EKPA	Vendor PO partners
TFACD	Vendor Factory calendar
EINA	PIR General Data
EINE	PIR Purchasing Organization Data
EKKO	Contract - Purchasing Document Header
EKPO	Contract - Purchasing Document Item data
MARA	General Material Data
MARC	Plant Data for Material data
T001W	Plants/Branches data
CDHDR	Change document header data
CDPOS	Change document items data
ZMM_VND_MASTER_DATA	Allows to extract Vendor Master Data information from General Data, Purch. View and Company Code View in a single report

Creating report in SE16

User specific settings

To make report easier to use it is advisable to adjust some user parameters. Usually it is enough to do it only once, as system will remember your choices for the future.

User specific settings can be accessed in the initial screen. Go to **Settings/User Parameters...** or press **F6**.

- **Width of Output List** – determines how many characters will be shown in a report line. It is advised to set this to the maximum number – **1023 char**.
- **Display type** - determines the display of the final report (ALV Grid Display is recommended):
 - **ALV Grid Display**
 - **ALV List**
 - **SE16 Standard List**
- **Keyword** – determines display of the field names in the selection screen
 - **Field Name** – technical name of the field
 - **Field Label** – regular vendor name

The screenshot shows the 'User-Specific Settings' dialog box. The 'Output List' section is highlighted with a red box, showing the 'Width of Output List' set to 1023 and 'Maximum Number of Hits' set to 500. The 'Display type' section is also highlighted, showing 'ALV List' selected. The 'Keyword' section is highlighted, showing 'Field Label' selected. The 'Format' section is also visible at the bottom.

Initial screen

Go to the transaction **SE16**. In the **Initial screen** insert the name of the table you wish to extract and press "**Enter**".

Data Browser: Initial Screen















Table Name







Selection Screen

In **Selection Screen** you can set different search criteria.

Populate fields to narrow down search criteria or indicate specific records you wish to view. For example, in the screenshot below, we are running a report with all US suppliers whose name starts with "A".

Data Browser: Table LFA1: Selection Screen






 Number of Entries

Vendor	<input type="text"/>	to	<input type="text"/>	
Country	<input type="text" value="US"/>	to	<input type="text"/>	
Name	<input type="text" value="A*"/>	to	<input type="text"/>	
Deletion flag	<input type="text"/>	to	<input type="text"/>	
Posting Block	<input type="text"/>	to	<input type="text"/>	
Purch. block	<input type="text"/>	to	<input type="text"/>	
Width of Output List	<input type="text" value="1023"/>			
Maximum No. of Hits	<input type="text"/>			

You can change the fields visible in **Settings/Fields for selection**. In this list you can find and choose all fields available in the table. Please note that you can choose only up to 40 records for selection.

Select Fields for Selection

Field Name	Field Label
Selected table fields for the selection.	
<input checked="" type="checkbox"/> LIFNR	Vendor
<input checked="" type="checkbox"/> LAND1	Country
<input checked="" type="checkbox"/> NAME1	Name
<input checked="" type="checkbox"/> NAME2	Name 2
<input checked="" type="checkbox"/> NAME3	Name 3
<input checked="" type="checkbox"/> NAME4	Name 4
<input checked="" type="checkbox"/> ORT01	City
<input type="checkbox"/> ORT02	District
<input type="checkbox"/> PFACH	PO Box
<input type="checkbox"/> PSTL2	P.O. Box Postal Code
<input type="checkbox"/> PSTLZ	Postal Code
<input type="checkbox"/> REGIO	Region
<input checked="" type="checkbox"/> SORTL	Search term
<input type="checkbox"/> STRAS	Street

Apply Save for Background Processing

In this step you can also already indicate what fields you will want to see in the final report. It can be done in **Settings/Format List/Choose fields...**

Data Browser: Column Selection for Table LFA1

Field Name	Field Label
<input type="checkbox"/> MANDT	Client
<input checked="" type="checkbox"/> LIFNR	Vendor
<input type="checkbox"/> LAND1	Country
<input checked="" type="checkbox"/> NAME1	Name
<input type="checkbox"/> NAME2	Name 2
<input type="checkbox"/> NAME3	Name 3
<input type="checkbox"/> NAME4	Name 4
<input type="checkbox"/> ORT01	City
<input type="checkbox"/> ORT02	District
<input checked="" type="checkbox"/> PFACH	PO Box
<input type="checkbox"/> PSTL2	P.O. Box Postal Code
<input type="checkbox"/> PSTLZ	Postal Code
<input type="checkbox"/> REGIO	Region
<input type="checkbox"/> SORTL	Search term
<input type="checkbox"/> STRAS	Street
<input type="checkbox"/> ADRNR	Address
<input type="checkbox"/> MCOD1	Name
<input type="checkbox"/> MCOD2	Name 2
<input type="checkbox"/> MCOD3	City

Apply Save for Background Processing

View entries

Next screen will show a list of your entries. The layout and options will differ depending on the display type indicated in "User specific settings. Please note that for [ALV List](#) and [SE16 Standard List](#) the list will end on the character 1023 and not all information will be shown.

- [ALV Grid Display](#)


Table Entry Edit Goto Settings System Help


Check Table...

Data Browser: Table LFA1 Select Entries 2,799


Vendor	Name 1	PO Box
0000053063	AAPLE FABRICATING INC	
0000053065	ABS QUALITY EVALUATION INC	915092
0000053069	ADVANCED ENTERPRISE SOLUTIONS	
0000053070	ADVANCED PLASTIC & MATERIAL	
0000053072	AIR-MASTER	
0000053073	ALBEMARLE CORP	
0000053076	AMERICAN CUTTING EDGE INC	37
0000053077	AMERICHEM INC.	75618
0000053081	ARBOR SPRINGS WATER CO INC	



SAP WP1 (1) 400 wp1app07 INS


 - allows you to view full details of the selected entry

 - refreshes the table

 - select/unselect all records

 - sort selected column ascending/descending, filter selected column

 - download the data in preferable format. In order save as Excel file use .

 - change, choose existing one or save current layout

- [ALV List](#)

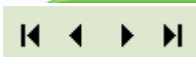
Table Entry Edit Goto Settings System Help

Check Table...

Data Browser: Table LFA1 Select Entries 2,799

Vendor	Name 1	PO Box
<input type="checkbox"/> 0000053063	AAPLE FABRICATING INC	
<input type="checkbox"/> 0000053065	ABS QUALITY EVALUATION INC	915092
<input type="checkbox"/> 0000053069	ADVANCED ENTERPRISE SOLUTIONS	
<input type="checkbox"/> 0000053070	ADVANCED PLASTIC & MATERIAL	
<input type="checkbox"/> 0000053072	AIR-MASTER	
<input type="checkbox"/> 0000053073	ALBEMARLE CORP	
<input type="checkbox"/> 0000053076	AMERICAN CUTTING EDGE INC	37
<input type="checkbox"/> 0000053077	AMERICHEM INC.	75618

SAP WP1 (1) 400 wp1app07 INS

 - moves column selection to first/previous or next/last column

- [SE16 Standard List](#)

Data Browser: Table LFA1 Select Entries 2,799

Table: LFA1
Displayed Fields: 3 of 3 Fixed Columns: List Width 1023

Vendor	Name	PO Box
0000053063	AAPLE FABRICATING INC	
0000053065	ABS QUALITY EVALUATION INC	915092
0000053069	ADVANCED ENTERPRISE SOLUTIONS	
0000053070	ADVANCED PLASTIC & MATERIAL	
0000053072	AIR-MASTER	
0000053073	ALBEMARLE CORP	

In order to download the table in SE16 Standard list press the right button and choose **Download... Text with Tabs** add **.xls** at the end of the filename.

Creating a report in SE16N

General Table Display

General Table Display

Table: LFA1 Vendor Master (General Section)

Text table: No texts

Layout:

Maximum no. of hits: 500 Maintain entries

Field name	O.	Fr. Value	To value	More	Output	Technical name
Client						MANDT
Vendor					<input checked="" type="checkbox"/>	LIFNR
Country					<input checked="" type="checkbox"/>	LAND1
Name					<input checked="" type="checkbox"/>	NAME1
Name 2					<input checked="" type="checkbox"/>	NAME2
Name 3					<input checked="" type="checkbox"/>	NAME3
Name 4					<input checked="" type="checkbox"/>	NAME4

- **Table** – populate the table from which the records have to be pulled
- **Layout** – apply existing layout for this table. (Optional)
- **Maximum no. of hits** – remove, if you wish to display all records

Selection Criteria – add selection criteria

- Option - filter type (equal, exclude, etc).
- **Fr. Value** – criteria for selection
- **To Value** – criteria for selection in case of range
- **More** – add additional criteria in case of several values are required (e.g., records located in US and Canada)

- **Output** – checkmark if this field should be visible in the report.

Background **Number of Entries**

- run report, run report in background and display number of entries available based on current selection criteria.

All Entries

- select all, select only key fields, unselect all, clear selection criteria for chosen field, clear selection criteria for all fields.

Display of entries found

Next screen will show a list of your entries.

LFA1: Display of Entries Found

Table to be searched: Vendor Master (General Section)

Number of hits:

Runtime: Maximum no. of hits:

Vendor	Name 1	PO Box
2100355	ABBOTT LABORATORIES	22
2100766	ALTERNATIVE MAILING & SHIPPING	
2100960	AIRGAS SOUTH INC	532609
2101651	ALMAC CLINICAL SERVICES LLC	
2101762	AMETEK BROOKFIELD	
2101823	AT&T 770 M24 9447 447	105503

- refresh the list / view selection criteria

- view details for a specific entry

- sort selected column ascending/descending, search in the data, filter selected column

- print data, change view (List output, Grid (default), Excel inplace), export data (in order to save as excel file choose Spreadsheet), change data layout (change, choose existing one or save current layout).

SAP PE1 Vendor report by commodity codes

In order to get vendor report by vendor commodity transaction XK03 can be used, since this data cannot be obtained by using SE16 or SE16N transactions.

Filter type: Vendors by Class.

Display Vendor: Initial Screen

Vendor: 11001383
 Company Code:
 Purch. Organization:

General data

Address
 Control
 Payment transactions
 Contact Persons

Company code data

Accounting info
 Payment transactions
 Correspondence
 Withholding tax

Purchasing organization data

Purchasing data
 Partner functions

Selection of Input Help

Choose

- Vendors by Company Code
- Vendors by Country
- Vendors by Personnel Number
- Vendors by Address Attributes (...)
- Proceed Initially According to Cr...
- Vendors by Class
- Vendors: Purchasing
- Vendors by Material
- Vendors by External Manufacturer
- Vendor by Real Estate Contract
- Vendors (General) Custom searc...
- Vendors by Country/Company c...
- Vendors by Tax information Cust...
- Vendors by address attributes C...
- Vendors with Plant reference Cu...
- Vendors by Purchasing organizati...

Hot key

Selected class: ZCYVC_CLASS_VEN

Class type: 10

Find Objects in Classes

Find in initial class | Include subordinate classes | Reselect | |

Initial Class

Class: ZCYVC_CLASS_VEN
 Class Type: 010

Specific commodity code can be indicated, if needed. If no specific code has been selected, report will show commodity codes for all vendors in the system.

To run the report *Find in initial class* should be selected.

Find in initial class | Include subordinate classes | Reselect | |

Class Hierarchy

010 ZCYVC_CLASS

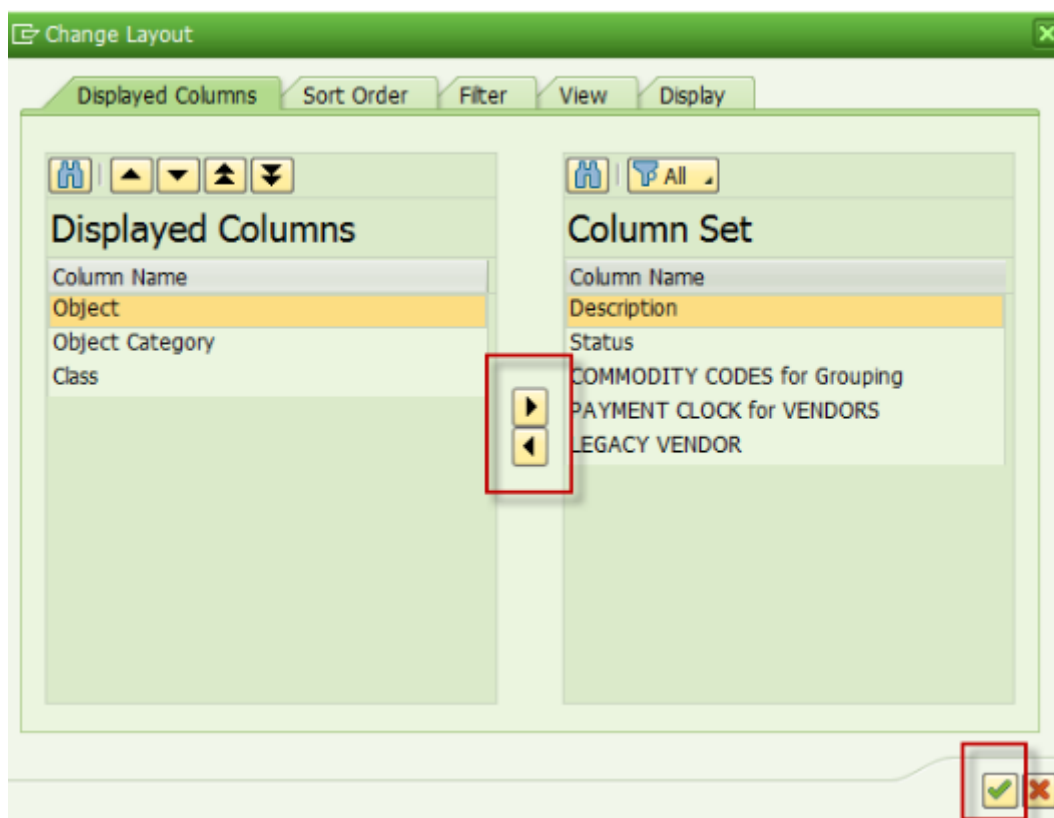
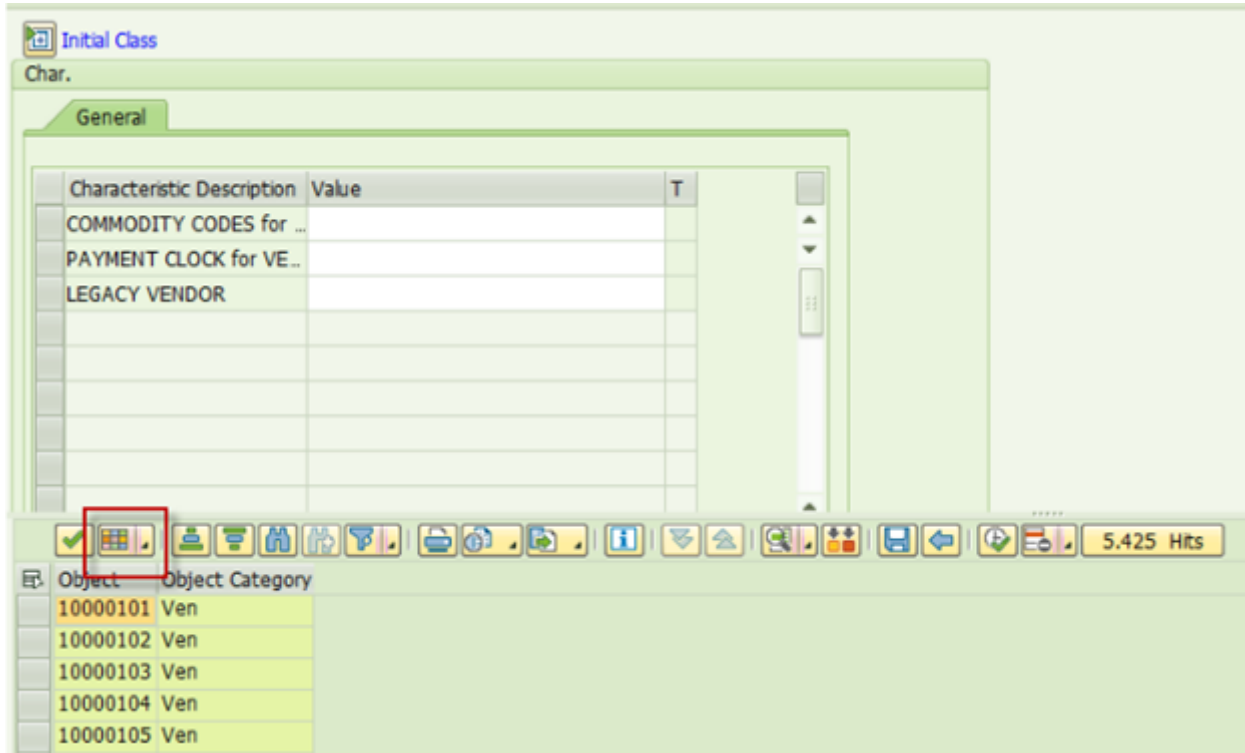
Initial Class

Char.

General

Characteristic Description	Value	T
COMMODITY CODES for ...		
PAYMENT CLOCK for VE...		
LEGACY VENDOR		

By Change layout option columns with necessary information can be added or removed from the report.



Once **Commodity codes for grouping** is added to **Displayed columns**, by pressing Transfer (Enter) - green check mark, table with commodity codes will be generated.



Number of hits restriction can be removed by Extras User Settings Find object Maximum hits (value should be removed)

Maintain User Settings

Profile

Char. val. asmt Find object General settings Default values

Display options for search result

Object key
 Description
 Object key and description
 Obj. Type
 Classification status

Sorting of search result

Sort ascending
 Sort by object type first
 No Sorting
 By object key
 By object name

Find object

Default find string
 Display class hierarchy

Scope of search result


Objs with chars but no values
 Locked assignments
 Incomplete assignments
 With released assignments

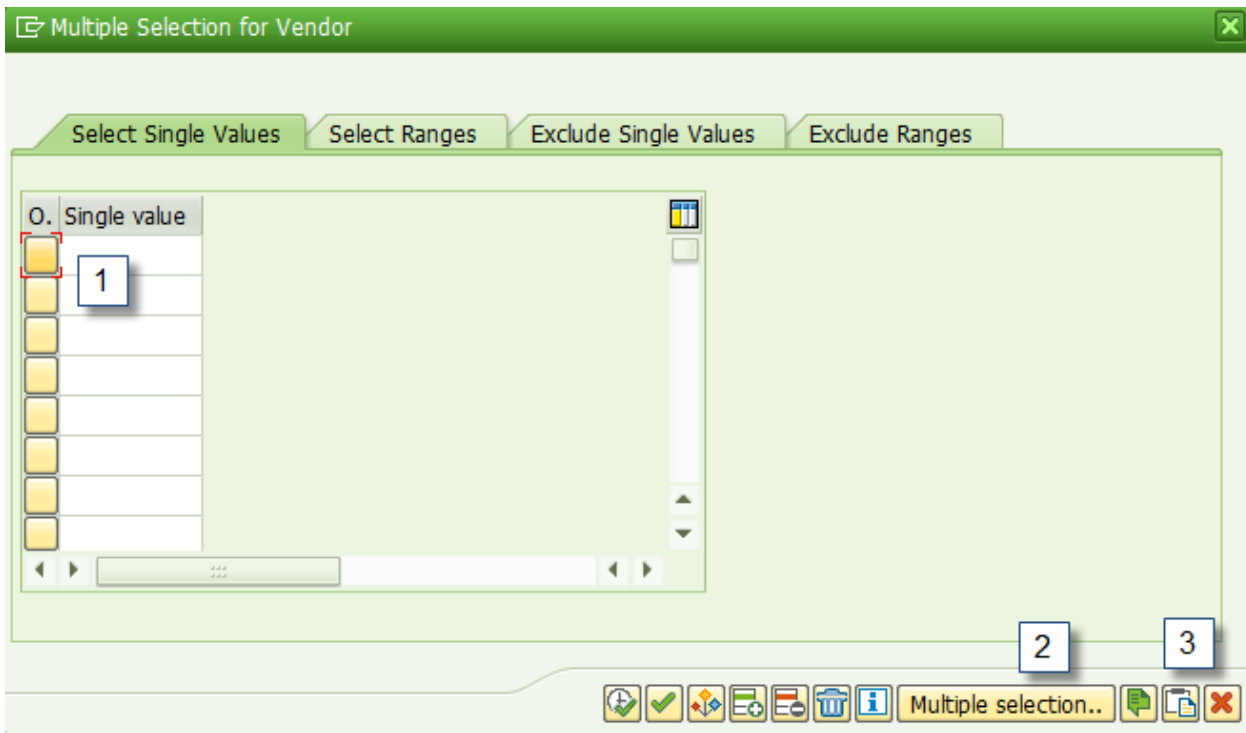
Maximum hits

Change profile

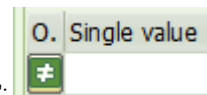
Tricks and tips

Below you will find some tips for selection:

- Use **Multiple selection**  to set several criteria for single field:



- a. Define selection options for the specific value.



For example, to exclude empty fields leave this field blank and set this value to "Not equal to":

- a. Add several records based on the regular search function.

For example, you can search and add all vendors with "BASF" in their name.

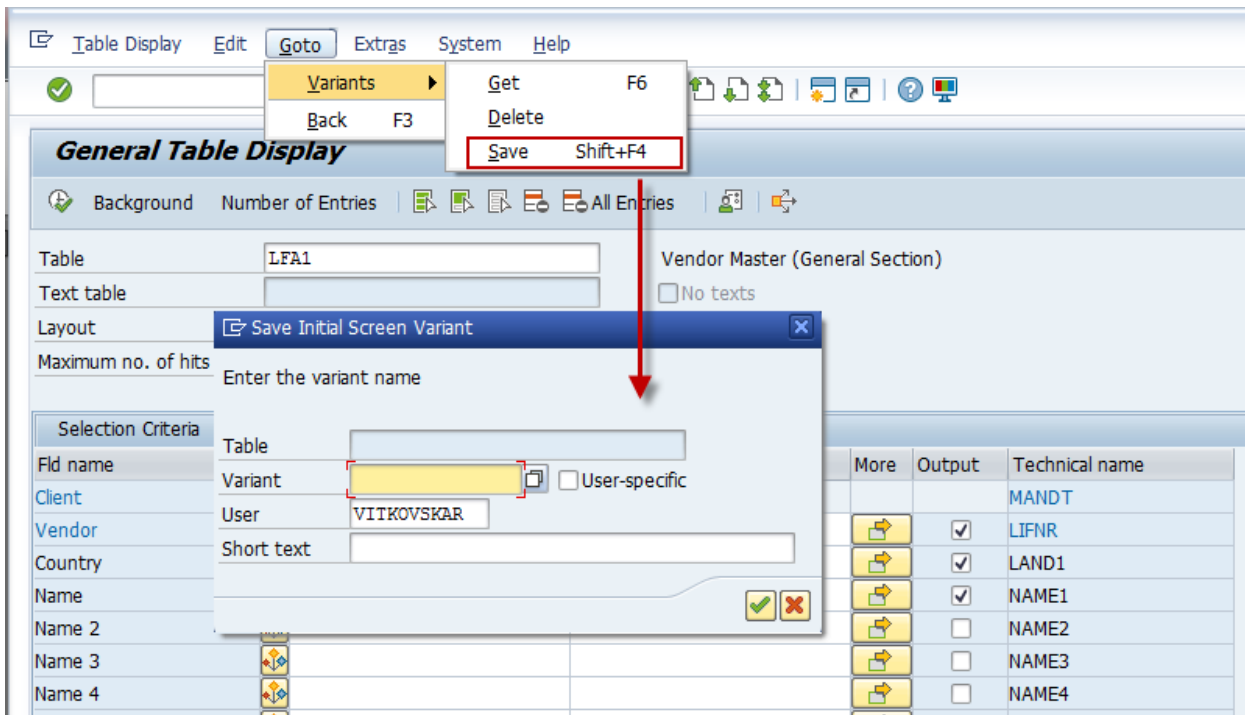
SearchTerm	Cty	PostalCode	City	Name 1	V
*****	BE	1170	BRUXELLES	BASF COATINGS SERVICES	1
*****	BE	8530	KILBINE	BASF MASTERBATCH N.V.	7

- a. Populate list with values, you've copied from other places. To use this function Ctrl+C the list of values and press "3".

- Remove "500" from **Maximum No. of Hits**, if you need to view all available records.

Width of Output List	1023
Maximum No. of Hits	

- Under **Number of Entries** you can see how many records system will return with the current selection.
- If you have some reports that you are running regularly with the same criteria you can save them as "**Variants**".
 - Mark the criteria that you want to use;
 - Goto/Variants/Save**
 - Populate the fields and save the variant:
 - Variant – variant name
 - User specific – if this field is not check marked, all users will be able to access it.
 - Short text – description of the variant



Now when you need to run the report **Goto/Variants/Get** or press **F6** and choose your variant

7 Baan report / refreshable query

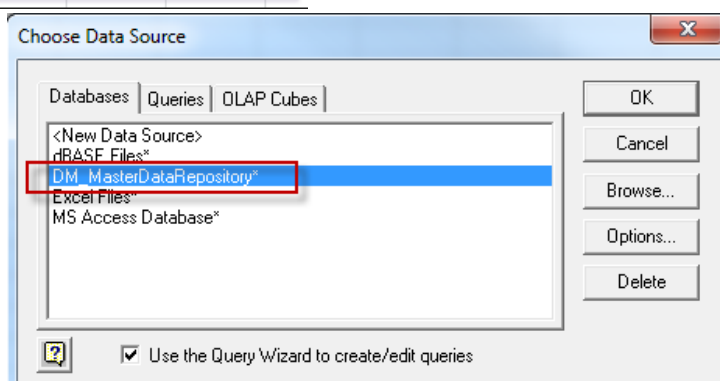
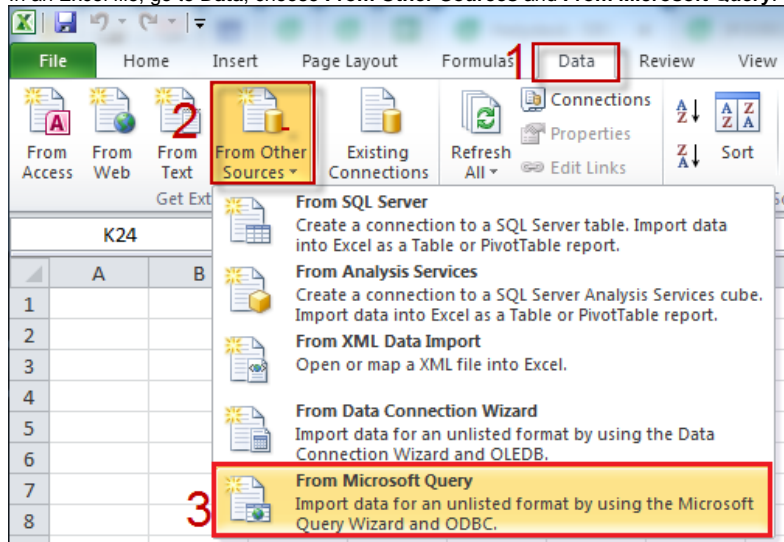
Transactions described in this chapter can be used to extract data from Baan environment either for reporting or analysis purposes.

Creating a report from Baan

Tools that will be needed for the creation of this report:

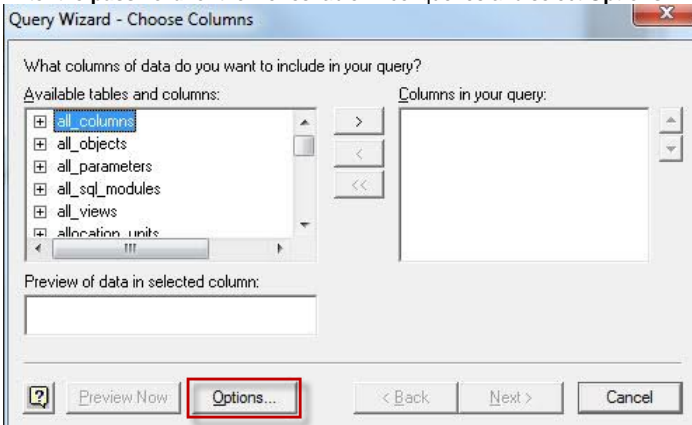
- Open blank Excel file
- File with Baan tables, their fields and descriptions

In an Excel file, go to **Data**, choose **From Other Sources** and **From Microsoft Query**:



Choose **DM MasterDataRepository** as Data Source:

Enter the **password** for the Refreshable Excel queries and select **Options** in the next window.

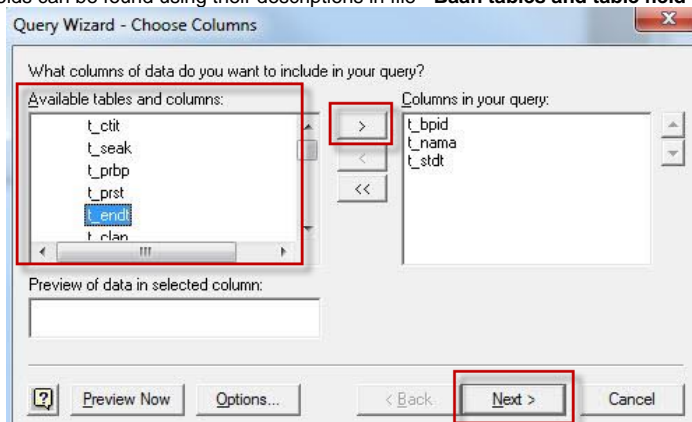


Choose owner as **dbo**:



In the next window, select the right Baan table from available tables and select the desired Baan fields for the report.

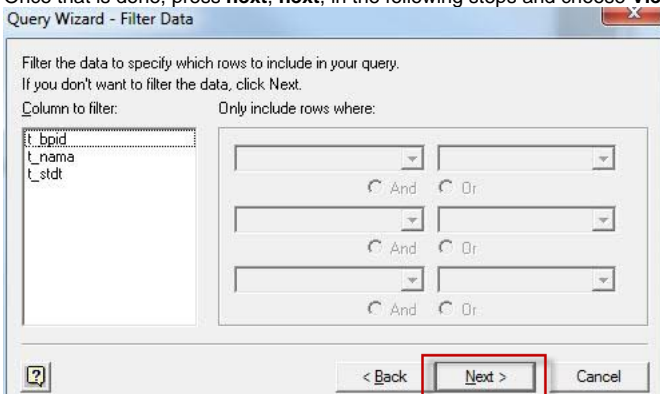
Please note that correct Baan tables and correct fields can be found using their descriptions in file - **Baan tables and table field names**. Push required Baan

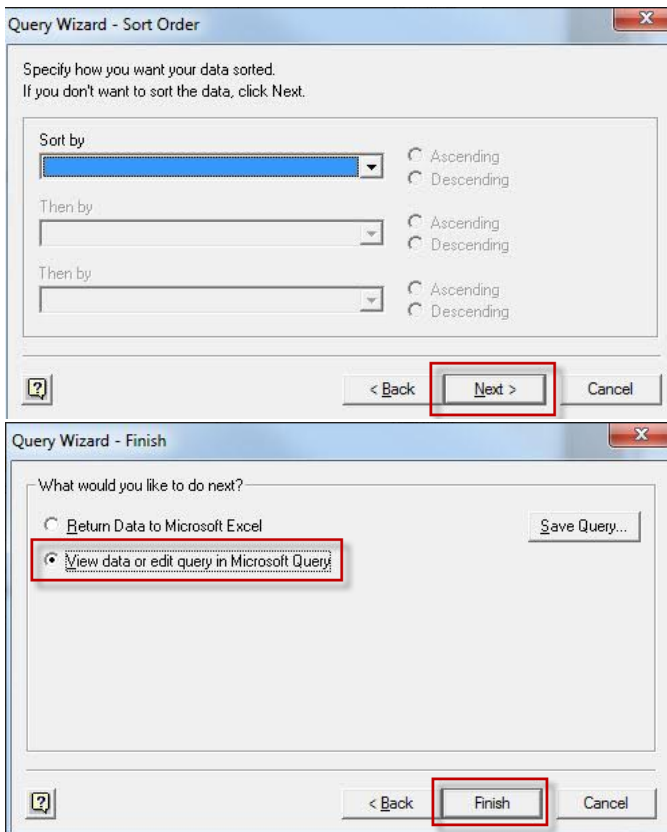


fields to the columns in your query and press **next**:

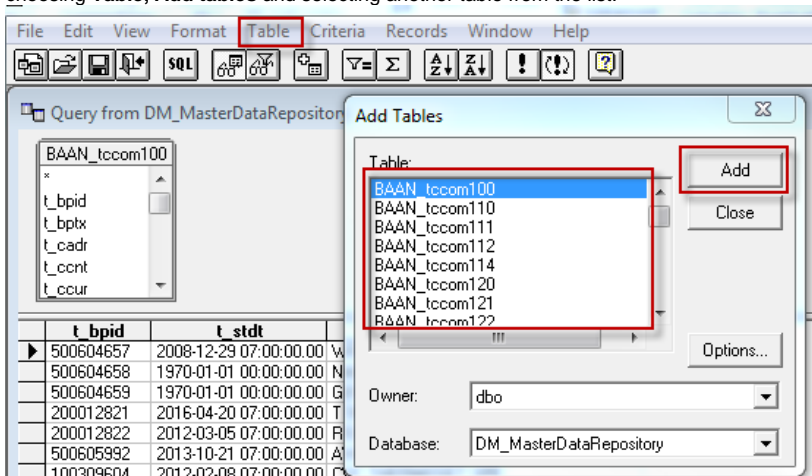
It is always best to select just the core fields in this step as later on you can always add more fields and fields from different tables. (E.g. table tccom100 for BP #, name, start date)

Once that is done, press **next, next**, in the following steps and choose **View data or edit query in Microsoft Query**, then press **Finish**.

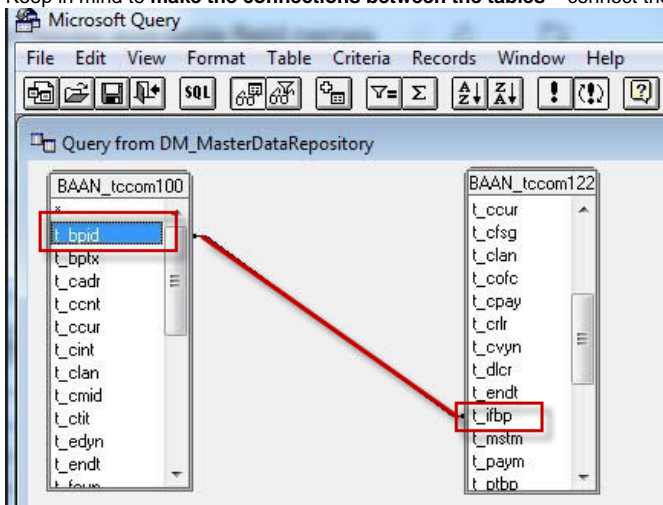




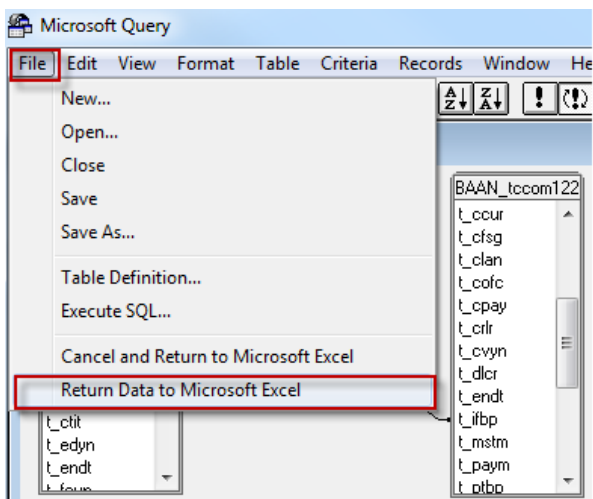
You will get your report data and if you want, you can add more fields by simply pulling them into your report from the field list or add more tables at this point by choosing **Table, Add tables** and selecting another table from the list:



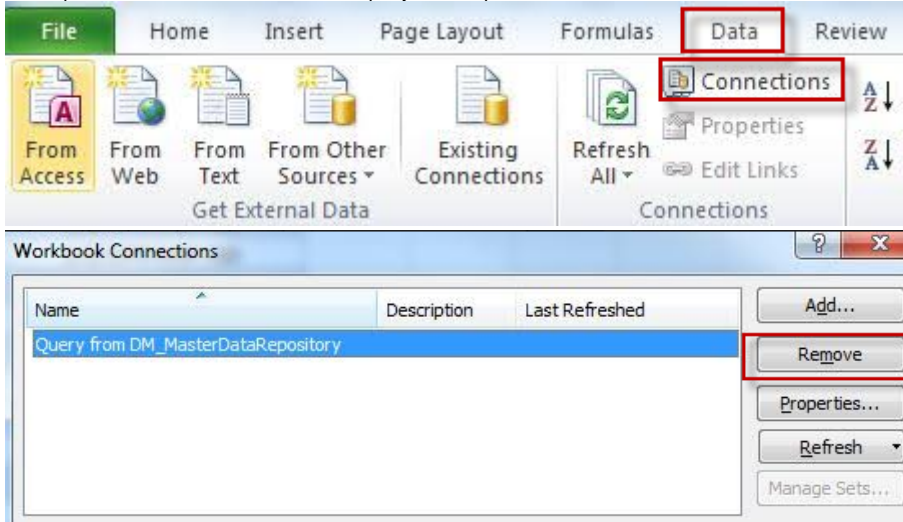
Keep in mind to **make the connections between the tables** – connect the field that is identical in both tables (e.g. BP number)



Once your report is finished, go to **File, Return Data to Microsoft Excel**:



It is important to **remove the link** to the query if the report is sent out to outside sources. For that select **Data, Connections, Remove link**:



Doing so makes the report as values only without having a link to Baan system, so the report is no longer refreshable and it can be shared with other people.

8 7723 contact list update

This is an excel sheet that contains contact details for all vendors that are opened for 7723. You can find the excel sheet [here](#). Action performed one every month.

1. Go to WP1 transaction SE16 and choose table LFB1
2. In Company Code field add 7723
3. In Created on field add the last day you checked till today's date and execute

Data Browser: Table LFB1: Selection Screen

Number of Entries

Vendor to

Company Code to

Created on to

Co.code post.block to

Co.cde deletion flag to

Payment methods to

House bank to

Clrk's internet to

Width of Output List

Maximum No. of Hits

4. Populate information about these vendors in the excel file

Data Browser: Table LFB1 Select Entries 9

Cl.	Vendor	CoCd	Pers.No.	Date	Created by
400	0002113681	7723	00000000	06.01.2020	KEVLES
400	0002500868	7723	00000000	27.12.2019	BRBC6527
400	0002501216	7723	00000000	26.12.2019	OPSCHEDULE
400	0002502576	7723	00000000	10.12.2019	ABRAMENKOA
400	0002502586	7723	00000000	20.12.2019	ABRAMENKOA
400	0002502590	7723	00000000	23.12.2019	ZULPAA
400	0002502595	7723	00000000	06.01.2020	CIEM0175
400	0202205663	7723	00000000	24.12.2019	OPSCHEDULE
400	0302303411	7723	00000000	10.12.2019	PAEGLEK

5. In the excel sheet, scroll down and populate the required fields

7723 Contact information.xlsx

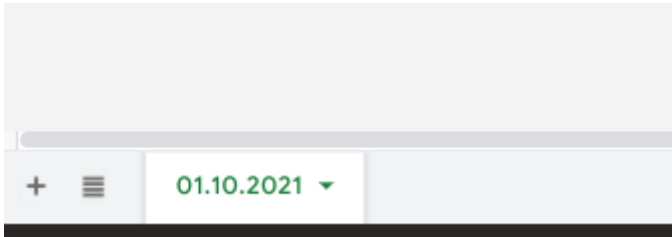
File Edit View Insert Format Data Tools Add-ons Help Last edit was made 1 hour ago by Iliana Pymale

100% 123 Arial 10

A	B	C	D	E	F	G	H	I	J
Vendor	City		Group	Def	Tax Number 1	Tax Number 2	Email	Country	
2500768	2500768	MX	AGUILAR Y LOERA SC	Z3M0	ALM061003EWO		jperex@aguliarloera.com	MX	
2500968	2500968	MX	MANCERA S C	Z3M0	MAN0209143V1		MARTIN HUERTA@MX.EY.COM	MX	
2501216	2501216	MX	AGUILAR LOERA Y MARTINEZ	Z3M0			cgonzalez@aguliarloera.com	MX	
2502565	2502565	MX	ATLAS COUNTRY CLUB AC	Z3M0	ACC060116T69		eventos@atlascountry.com.m	MX	
2502566	2502566	MX	TRANSPORTES AEROMAR SA DE CV	Z3M0	TA6870129F98		Marioel Baezruenz@citibanamex.com	MX	
2502570	2502570	MX	DAVID REYMUNDO GUERRERO MARTINEZ	Z3M0	GUM0841229SIA		robert.guerrero.ventas@gmail.com	MX	
2502576	2502576	MX	JOSE GUADALUPE BECERRA MARES	Z3M0	8EM0691150133		tpingenieria@prodigy.net.mx	MX	
2502586	2502586	MX	TRACTOCAMIONES KENWORTH DE MONTERRE	Z3M0	TKM820528232		federico.martinez@kwm.com.mx	MX	
2502590	2502590	MX	EURO ALEMANA SA DE CV	Z3M0	EAL000509AH1		juan.gonzalez@euroalemana.com.mx	MX	
2502595	2502595	MX	NISSAUTO SONORA SA DE CV	Z3M0	NS0030325B42		descobedo@nissauto.com.mx	MX	
4010765	4010765	CN	NORBRIGHT INDUSTRY CO LTD	Z3C0			emma@norbright.com	CN	
20220563	20220563	AT	ESIM CHEMICALS GMBH	Z410			info@esim-chemicals.com	AT	
302303411	302303411	MX	SOLVAY FLUOR MEXICO SA DE CV	Z000			marco.garza@solvay.com	MX	
9901020611	9901020611	MX	HSBC MEXICO SA INSTITUCION DE BANCA MULTIPLE GRU Z2CO		HM950125K08		juan.reynoso@hsbc.com.mx	MX	

A column – RCS vendor number
Vendor – PRS vendor number
City – Country of the vendor
D column – Vendor's name
Group – PRS account group
DelF – populate with "X" if vendor is marked for deletion, otherwise leave blank
Tax Number 1 and Tax Number 2 – populate if applicable
Email – email address from General view
Country – again country of the vendor
Telephone – populate if available
Extension – populate if available
Fax – populate if available
Company Code – always 7723
Remittance email – populate remittance email from Clrk's Internet field in company code view

6. Rename the sheet with the extraction date.



No further action is needed till next month.

Workflow history

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

Oct 06, 2021	Actor	Type	Activity	Version
Published	Rui Cabrita	State	gave <i>Approvers</i> approval at 1:55 pm	
		State	changed state to Published at 1:55 pm	v31
To be approved	Rui Cabrita	State	gave <i>Approvers</i> approval at 1:55 pm	
Oct 01, 2021				
	Marta Almeida	Edit	updated the page at 10:54 pm	
	Marta Almeida	State	assigned approval <i>Approvers</i> to Rui Cabrita at 8:55 pm	
			<i>7723 contact list update (step 6 changed and step 7 deleted)</i>	
		State	changed state to To be approved at 8:55 pm	v31
For Review	Marta Almeida	State	gave <i>Reviewers</i> approval at 8:55 pm	
		State	changed state to For Review at 8:54 pm	v31