

CNV-1011 Document Info Record

In Progress

Status	In Progress
Owner	JOSHI-ext, Aditya
Stakeholders	

Purpose

The purpose of this document is to define the conversion approach to create EAM Document Info Records in S/4 HANA.

Legacy Document Info Record is using a diverse range of formats across the different systems. There are instances where the same Document Info Records are duplicated within and across sources, with informal words which are not used by Plant Maintenance objects at all. This results in data inconsistency. As per SyWay design, EAM Document Info Records will be standardized.

Conversion Scope

A Document Info Record (DIR) is a structured way to manage and store documents related to assets, equipment, maintenance processes and other EAM objects. It is part of the SAP Document Management System (DMS) and serves as a metadata record for documents stored within SAP. DIRs can be linked to EAM objects such as -

- Equipment & Functional Locations: Link maintenance guidelines and inspection reports.
- Work Orders & Notifications: Attach technical manuals or safety instructions.

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

The data from legacy system includes:

1. DIR Records (Table DRAW) should be linked to EAM specific Objects (Table DRAT)
 - EQUI-Equipment master
 - IFLOT-Functional location
 - PMAUFK-PM Order
 - PMPKLO-TL Header
 - PMQMEL-Maintenance notific.
2. DIR Records to be created to store long text from the Legacy Standard Texts linked to respective Master/ Transactional data Object -
 - Text ID = ST
 - Text Object = Text
 - Text Name = *ZPM*

The data from legacy system excludes:

1. DIR Records having Deletion Indicator Set (Table DRAW)

List of source systems and approximate number of records

Source	Scope	Source Approx No. of Records	Target System	Target Approx No. of Records
PF2, WP2	Document Info Records will be extracted from PF2 and WP2 as SyWay Document Info Records.	148421	S/4 HANA	148421
PF2, WP2	An initial extract of the relevant Standard Texts will be provided in google sheet format to assist business in decision making on including any relevant Standard Texts from PF2 and WP2 as Long Texts under individual Document Info Record.	87	S/4 HANA	87

Additional Information

Multi-language Requirement

1. Document Info Record description will be made available in <list of languages>.
2. Multi language is supported for Document Info Records. <Applicable languages> can be created upon master data creation using English Logon.

Document Management

Document Management for relevant A2D Data Objects will be managed as part of this conversion specification.

Legal Requirement

Not Applicable

Special Requirements

Not Applicable

Target Design

The technical design of the target for this conversion approach.

Table	Field	Data Element	Field Description	Data Type	Length	Requirement
DRAW	DOKAR	DOKAR	Document Type	CHAR	3	
DRAW	DOKNR	DOKNR	Document number	CHAR	25	
DRAW	DOKVR	DOKVR	Document Version	CHAR	2	
DRAW	DOKTL	DOKTL_D	Document Part	CHAR	3	
DRAW	DWNAM	DWNAM	Name of person responsible	CHAR	12	
DRAW	DOKST	DOKST	Document Status	CHAR	2	
DRAW	FILEP	FILEP	Original of document	CHAR	255	
DRAW	DTTRG	DTTRG	Name of Data Carrier	CHAR	10	
DRAW	DAPPL	DAPPL	Application	CHAR	3	
DRAW	VPRIOR	VPRIOR	Processing priority	CHAR	1	
DRAW	ADATUM	ADATUM	Output date for document	DATS	8	
DRAW	FILELEN	ORLN	File length of original	NUMC	12	
DRAW	FILELEN1	ORLN	File length of original	NUMC	12	
DRAT	DKTXT	DKTXT	Document description	CHAR	40	
DRAT	DKTXT_UC	DKTXT_UC	DMS: short texts in capital letters	CHAR	40	
IFLOT	TPLNR	TPLNR	Functional Location	CHAR	30	
EQUI	EQUNR	EQUNR	Equipment	CHAR	18	

Data Cleansing

ID	Criticality	Error Message/Report Description	Rule	Output	Source System
1011-001	C1	Invalid or Inactive Class linked to Document Info Record	Document Info Record as per Relevancy Criteria assigned with a Class which does not belong below: 1. Class as per Relevancy Criteria	Class	PF2, WP2
1011-002	C1	Invalid or Inactive Characteristic linked to Document Info Record	Document Info Record as per Relevancy Criteria assigned with a Characteristic which does not belong below: 1. Characteristic as per Relevancy Criteria	Characteristic	PF2, WP2
1011-003	C3	Duplicate Document Info Record by File Path	Document Info Record Criteria where there is more than one File Path Combination.	Document Info Record File Path	PF2, WP2
1011-004	C1	DIR not assigned to any Technical Object, BOM, Task List, Maint. Plan	DIR as per Relevancy Criteria however not assigned to below: 1. Equipment as per Relevancy Criteria 2. Functional Location as per Relevancy Criteria 3. Task List as per Relevancy Criteria 4. Maintenance Plans as per Relevancy Criteria	Document Info Record	PF2, WP2

1011-005	C3	Duplicate Characteristics by Description	DIRas per Relevancy Criteria where the Description is used by more than one DIR.	Document Info Record Description	PF2, WP2
1011-006	C1	Missing Document Info Record Descriptions	DIRas per Relevancy Criteria where there are blank DIR Descriptions.	Document Info Record Description	PF2, WP2
1011-007	C2	Document Info Record Descriptions with Informal Words	DIR as per Relevancy Criteria which contain [Informal Words] in the DIR Description	Document Info Record Description	PF2, WP2
1011-008	C1	Document Info Record Descriptions with Informal Words	Document Info Record as per Relevancy Criteria with Invalid Class Type (TCLA)	Class Type	PF2, WP2

Informal Words **

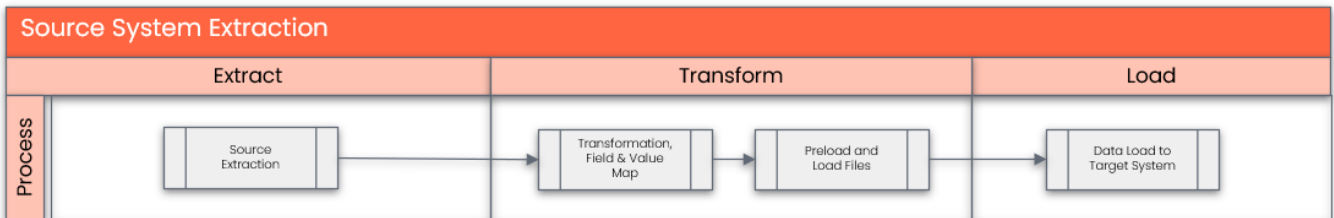
Group 1	Group 2	Group 3	Group 4	Group 5
*DNU	Delete	donot	Formerly	Old #
..	Deletion	DONT USE	From	Old[]
/	DELISTED	DON'T USE	Incorrect	PLEASE USE
?	Discontinued	Dup Use	Invalid	Pls Use
@	Disposable	DUPLICATE	New	Previously
^	DNU	-DUPLICATE	NOT ACTIVE	Replace
+	Do Not	DUPLICATION	not in use	Replaced
++	Do Not Re	Duplicidad	Not Used	RESERVED
£	Do Not Sell	Duplikat	NOT VALID	Retired
Defective	Do Not Use	Former	Obsolete	ZZDEL

Conversion Process

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

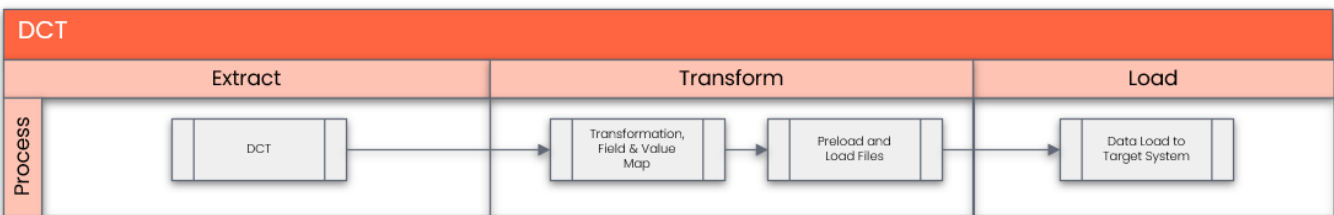
Conversion will involve both Source System Extraction as well as using DCT (Data Collection Template) -

The high-level process for Source System Extraction is represented by the diagram below:



For sites that are not on SAP-PF2 and WP2 systems, collection will be done manually in the data collection template.

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



Data Privacy and Sensitivity

<To add more info later if applicable>

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
1	Extract data from source system based on relevancy rule	SyWay Data Team
2	Google Sheet report pre-populated with PF2 and WP2 information to be generated based on relevancy criteria.	SyWay Data Team

Selection Screen

Selection Ref Screen	Parameter Name	Selection Type	Requirement	Value to be entered/set
Not Applicable				

Data Collection Template (DCT)

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

Document Info Record DCT Rules <To add more info below later>

Field Name	Field Description	Rule

Extraction Dependencies

Item #	Step Description	Team Responsible
1	Ensure Syniti has the necessary connection and access to legacy servers	Data
2	Ensure that the necessary cleansing activities in legacy sources are complete	Data / Business
3	Ensure that create, change and deletion of master data is freeze in legacy Production system	Legacy IT
4	Extraction of Equipment, Functional Location and Task list completed based on relevancy rule	Business

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
1	Obtain DCT Sign-off from Business	SyWay A2D Data Team
2	<Add steps from Syniti Migrate here>	SyWay A2D Data Team
3	Review and Validate Error and Preload Reports	SyWay A2D Data Team
4	Generate Load Files	SyWay A2D Data Team

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

Transformation Dependencies

List the steps that need to occur before transformation can commence

Item #	Step Description	Team Responsible
1	Ensure DCT tables completeness	SyWay A2D Data Team
2	Value Mappings are according to the latest design - <List of Value Mappings>	SyWay A2D Data Team

Pre-Load Validation

Project Team

Completeness

Task	Action
Verify Record Count	SyWay A2D Data Team to verify that the total number of relevant records from the Source Extract and DCT is equal to the total number of records in the Preload and Load Sheets.

Accuracy

Task	Action
Conversion Accuracy	SyWay A2D Data Team to verify that all fields below meet pass the checks: <ol style="list-style-type: none"> 1. Mandatory Fields 2. Field and Value Mapping Correctness 3. Null Checks 4. Text Length Checks
Review Error Reports	Review and correct the errors. Achieve a zero-error record count as much as possible. Raise defects for data remediated and requiring a correction in the source data.

Business

Completeness

Task	Action
Verify Record Count	Business Data Owner/s to verify that the total number of relevant records from the Source Extract and DCT is equal to the total number of records in the Preload and Load Sheets.

Accuracy

Task	Action
Conversion Accuracy	Business Data Owner/s to verify that all the data in the load table/file is accurate as per endorsed transformation/mapping rules (and signed-off Source Extract & DCT data).

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
1	Create Document Info Record	SyWay Data Team
2	Assign Class	SyWay Data Team
3	Upload Long Text for the DIR if applicable	SyWay Data Team

Load Phase and Dependencies

Configuration

Item #	Configuration Item
1	Class Types
2	Document Types

Conversion Objects

Object #	Preceding Object Conversion Approach
1015	Characteristics
1009	Class

Error Handling

Error Type	Error Description	Action Taken
Configuration	Invalid Class Type	Engage Functional team to expedite and fix the error in the system

Post-Load Validation

Project Team

Completeness

Task	Action
Verify Count	Data team to verify the record count created in target S/4 HANA by accessing post load reports in dspMigrate or standard reports from S/4 HANA.
Verify Logs	Check if there is data that failed to load and perform the necessary actions (e.g. register as post load issue, or attempt to load the record again, etc.).

Accuracy

Task	Action
Conversion Accuracy	Data team to verify that the Measuring Point data in target S/4 HANA were loaded correctly via dspMigrate post load reports or standard reports from S/4 HANA.

Business

Completeness

Task	Action
Verify Count	Download Post Load Reports from dspMigrate and verify that the record count loaded in the target S/4 HANA is the same count as of the endorsed load file.

Accuracy

Task	Action
Conversion Accuracy	Verify that the Measuring Point data in target S/4 HANA were loaded correctly via dspMigrate post load reports or standard reports from S/4 HANA.

Key Assumptions

- Master Data Standard is up to date as on the date of documenting this conversion approach and data load.
- Document Info Record (DIR) is in scope based on data design and any exception requested by business.
- All data cleansing and preparation has been completed.

See also

Change log


Version	Published	Changed By	Comment
CURRENT (v. 4)	Aug 04, 2025 15:50	JOSHI-ext, Aditya	
v. 3	Jun 17, 2025 10:15	JOSHI-ext, Aditya	
v. 2	Jun 14, 2025 16:22	JOSHI-ext, Aditya	
v. 1	Jun 14, 2025 16:21	JOSHI-ext, Aditya	

Workflow history

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

Workflow history

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

From Jun 14, 2025 to Aug 04, 2025	Actor	Type	Activity	Version
	 JOSHI-ext, Aditya	Edit	updated the page at 4:22 pm	
	 JOSHI-ext, Aditya	Edit	created the page at 4:21 pm	