

# CNV-3001-Business Partners - Employee (BUP003)

In Progress

<b>Status</b>	In Progress
<b>Owner</b>	TEE-ext, Paul
<b>Stakeholders</b>	

## Purpose

The purpose of this document is to define the conversion approach to create Business Partners - Employee (BUP003) in S/4 HANA.

## Conversion Scope

The scope of this document covers the approach for converting active Business Partners - Employee (BUP003) from Legacy Source Systems into S/4HANA following the Business Partners - Employee (BUP003) Master Data Design Standard.

The purpose of this document is to define the conversion approach to create Business Partners - FI Vendor (FLVN00) in S/4 HANA.

Business Partner - FI Vendor Role captures the vendor's FI data attributes such as Reconciliation Account, Tax Code, Payment data, etc. at the Company Code level.

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

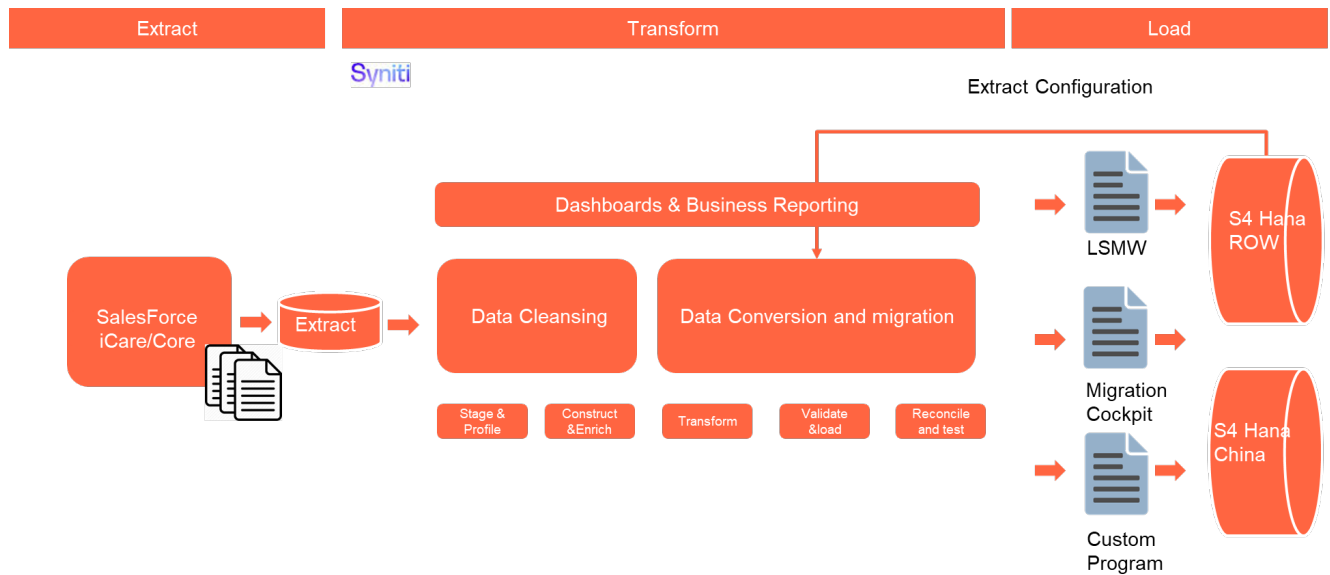
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## Data Cleansing

ID	Criticality	Error Message/Report Description	Rule	Output	Source System

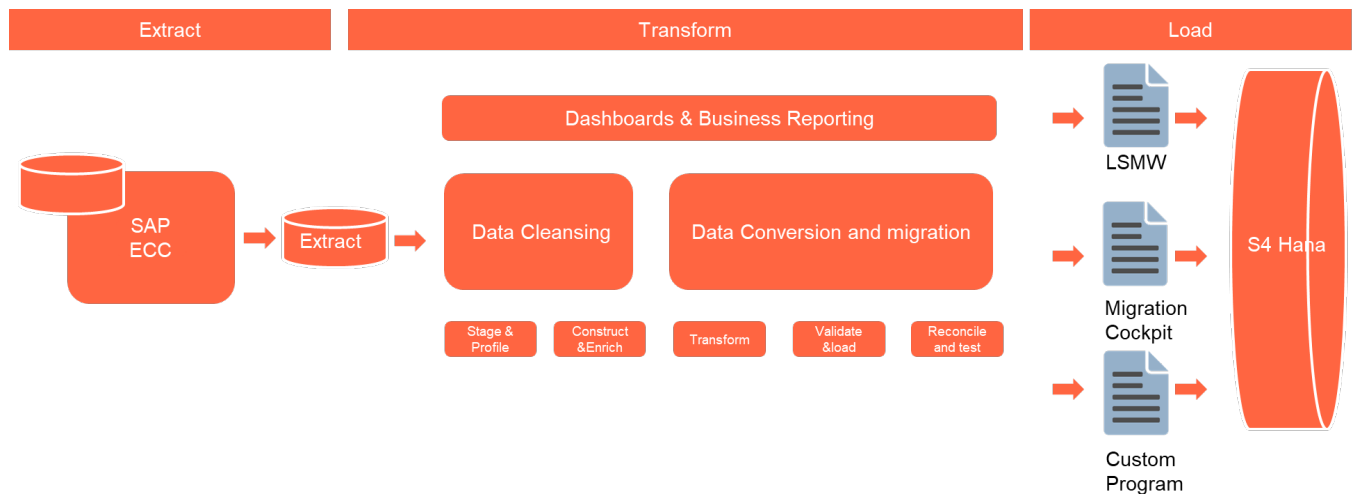
## Conversion Process

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



For data 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

### 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	Refresh LFB1 tables via Syniti (Vendor data)	Data

### 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.

Business Partners - Employee (BUP003) DCT Rules

Field Name	Field Description	Rule
LFB1-LIFNR	Vendor Number	Drop down value from LFA1-LIFNR Business Partner DCT as FI Vendor on required company code level
LFB1-BUKRS	Company Code	Drop down value from T001-BUKRS company code DCT (only with active for finance indicator)
LFB1-AKONT	Reconciliation Account	Drop down value from SKB1-HKONT based on BUKRS
LFB1-ZUAWA	Sort Key	Drop down value from TZUN-ZUAWA
LFB1-ZTERM	Payment Terms	Drop down value. Exist as valid S4 Payment Term (T052-ZTERM where T052-KOART = Blank or 'K')
LFB1-GUZTE	Credit Memo Payment Terms	Drop down value. Exist as valid S4 Payment Term (T052-ZTERM where T052-KOART = Blank or 'K')
LFB1-TOGRU	Tolerance Group	Drop down value. T043G-TOGRU based on BUKRS
LFB1-REPRF	Check Double Invoice	Mark X or blank

LFB1-ZWELS	Payment Methods	Drop down value. Exist as valid S4 Payment Method (T042Z-ZLSCH where T042Z-LAND1 = T001-LAND1)
LFB1-TOGRR	Delivery Tolerance Group	Business to enter content as per data type and length permitted
LFB1-BEGRU	Authorization Group	Business to enter content as per data type and length permitted
LFB1-VZSKZ	Interest Calculation Indicator	Drop down value. T056-VZSKZ
LFB1-XVERR	Indicator: clearing between customer an vendor	Mark X or blank
LFB1-ZAHLS	Block Key For Payment	Drop down value (T008-ZAHLS)
LFB1-EIKTO	Our Account Number With Vendor	Business to enter content as per data type and length permitted
LFB1-ZSABE	Clerk at vendor	Business to enter content as per data type and length permitted
LFB1-KVERM	Memo	Business to enter content as per data type and length permitted
LFB1-FDGRV	Planning Group	Business to enter content as per data type and length permitted
LFB1-BUSAB	Accounting Clerk	Business to enter content as per data type and length permitted
LFB1-LNRZE	Head office account number	Business to enter content as per data type and length permitted
LFB1-LNRZB	Account number of the alternative payee	Business to enter content as per data type and length permitted
LFB1-ZINDT	Key date of the last interest calculation	Business to enter content as per data type and length permitted
LFB1-ZINRT	Interest calculation frequency in months	Drop down from 01 to 12
LFB1-DATLZ	Date of the last interest calculation	Business to enter content as per data type and length permitted
LFB1-XDEZV	Indicator: Local Processing?	Business to enter content as per data type and length permitted
LFB1-WEBTR	Bill of exchange limit (in local currency)	Business to enter content as per data type and length permitted
LFB1-KULTG	Probable time until check is valid	Business to enter content as per data type and length permitted
LFB1-HBKID	Short Key for a House Bank	Business to enter content as per data type and length permitted
LFB1-XPORE	Indicator: Pay all items separately	Mark X or blank
LFB1-QSZNR	Certificate Number of the Withholding Tax Exemption	Business to enter content as per data type and length permitted
LFB1-QSZDT	Validity Date for Withholding Tax Exemption Certificate	Business to enter content as per data type and length permitted
LFB1-QSSKZ	Withholding Tax Code	Business to enter content as per data type and length permitted
LFB1-QSREC	RECIPIENT TYPE	Business to enter content as per data type and length permitted
LFB1-BLNKZ	Subsidy Indicator for Determining the Reduction Rates	Business to enter content as per data type and length permitted
LFB1-LFB1-MINDK	Minority Indicators	Business to enter content as per data type and length permitted
LFB1-LFB1-ALTKN	Previous Master Record Number	Business to enter content as per data type and length permitted
LFB1-LFB1-ZGRUP	Key for Payment Grouping	Business to enter content as per data type and length permitted
LFB1-LFB1-MGRUP	Key for Payment Grouping	Business to enter content as per data type and length permitted
LFB1-LFB1-UZAWE	Payment Method Eupplement	Business to enter content as per data type and length permitted
LFB1-QSBGR	Authority for Exemption from Withholding Tax	Business to enter content as per data type and length permitted
LFB1-QLAND	Withholding Tax Country Key	Business to enter content as per data type and length permitted
LFB1-XEDIP	Indicato: Send Payment Advices by EDI	Business to enter content as per data type and length permitted
LFB1-FRGRP	Release Approval Group	Business to enter content as per data type and length permitted

LFB1-TLFXS	Accounting clerk's fax number at the customer/vendor	Business to enter content as per data type and length permitted
LFB1-LFB1-INTAD	Internet address of partner company clerk	Business to enter content as per data type and length permitted
LFB1-LFB1-XLFZB	Indicator: Alternative payee using 49account number	Business to enter content as per data type and length permitted
LFB1--LFB1-GRIDT	Distribution Type for Employment Tax	Business to enter content as per data type and length permitted
LFB1-XAUSZ	Indicator for periodic account statements	Business to enter content as per data type and length permitted
LFB1-PERNR	Personnel Number	Business to enter content as per data type and length permitted
LFB1-NODEL	Deletion bock for master record (company code level)	Business to enter content as per data type and length permitted
LFB1-TLFNS	Accounting clerk's telephone number at business partner	Business to enter content as per data type and length permitted
LFB1-CIIUCODE	MAIN ECONOMIC ACTIVITY	Business to enter content as per data type and length permitted
LFB1-CERDT	CERTIFICATION DATE	Business to enter content as per data type and length permitted
LFB1-AVSND	SEND PAYMENT ADVICE BY XML	Business to enter content as per data type and length permitted
LFB1-PREPAY_RELEVANT	PREPAYMENT RELEVANCE	Business to enter content as per data type and length permitted
LFB1-SPERR	POSTING BLOCK SELECTED COMPANY CODE	Business to enter content as per data type and length permitted
LFB1-LOEVM	COMPANY CODE DELETION FLAG	Business to enter content as per data type and length permitted
LFBW-LFBW-WITHT	WITHHOLDING TAX TYPE	Business to enter content as per data type and length permitted
LFBW-LFBW-WT_WITHCD	WITHHOLDING TAX CODE	Business to enter content as per data type and length permitted
LFBW-LFBW-WT_SUBJECT	SUBJECT TO WITHHOLDING TAX	Business to enter content as per data type and length permitted
LFBW-LFBW-QSREC	WITHHOLDING TAX TYPE OF RECIPIENT	Business to enter content as per data type and length permitted
LFBW-LFBW-WT_WTSTCD	WITHHOLDING TAX ID	Business to enter content as per data type and length permitted
LFBW-LFBW-WT_EXNR	EXEMPTION NUMBER	Business to enter content as per data type and length permitted
LFBW-LFBW-WT_EXRT	EXEMPTION %	Business to enter content as per data type and length permitted
LFBW-LFBW-WT_WTEXRS	EXEMPTION REASON	Business to enter content as per data type and length permitted
LFBW-LFBW-WT_EXDF	EXEMPTION FROM	Business to enter content as per data type and length permitted
LFBW-LFBW-WT_EXDT	EXEMPTION TO	Business to enter content as per data type and length permitted
LFB5-LFB5-MAHNA	DUNNING PROCEDURE	Business to enter content as per data type and length permitted
LFB5-LFB5-MANSP	DUNNING BLOCK	Business to enter content as per data type and length permitted
LFB5-LFB5-LFRMA	DUNNING RECIPIENT	Business to enter content as per data type and length permitted
LFB5-LFB5-MADAT_SCR	LAST DUNNING NOTICE	Business to enter content as per data type and length permitted
LFB5-LFB5-GMVDT_SCR	DATE OF THE LEGAL DUNNING PROCEEDINGS	Business to enter content as per data type and length permitted
CVIS_LFB5-CVIS_LFB5-MAHNS_SCR	DUNNING LEVEL	Business to enter content as per data type and length permitted
LFB5--LFB5-BUSAB	DUNNING CLERK	Business to enter content as per data type and length permitted
LFB5--LFB5-GMVDT	DATE OF THE LEGAL DUNNING PROCEEDINGS	Business to enter content as per data type and length permitted
BS001-BS001-KUNNR	CUSTOMER	Business to enter content as per data type and length permitted
TEXT40-TEXT40	NAME	Business to enter content as per data type and length permitted

SPRAS-SPRAS	PROPOSED LANGUAGE	Business to enter content as per data type and length permitted
CVIS_TEXTS_DYNPRO-TDID- CVIS_TEXTS_DYNPRO-TDID	TEXTS	Business to enter content as per data type and length permitted

## 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

## 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
Verify Record Count	SyWay A2D Data Team to verify that the total number of relevant records from the 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"><li>1. Mandatory Fields</li><li>2. Field and Value Mapping Correctness</li><li>3. Null Checks</li><li>4. Text Length Checks</li></ol>
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 the 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 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	Go to <Load Tool>	SyWay A2D Data Team
2	Load 3 records for "Create Class" function to validate if data is loaded successfully without errors	SyWay A2D Data Team
3	Load 3 records for "Assign Characteristics" function to validate if data is loaded successfully without errors	SyWay A2D Data Team
4	Proceed with full load if steps 2 and 3 are validated	SyWay A2D Data Team
5	Validate few records loaded by accessing standard transactions from S/4HNA E.g. CL03 / CL6AN for Class	SyWay A2D Data Team
6	Generate post load report if step 5 is validated	SyWay A2D Data Team

## 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

Verify Count	SyWay A2D 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	Verify that the Reference Functional Location 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 Reference Functional Location 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.
- Business Partners - Employee (BUP003) is in scope based on data design and any exception requested by business.
- Data entries in DCT are target-ready data unless a specific transformation rule is stated for that field in the transformation rules.

## See also

## Change log

Version	Published	Changed By	Comment
<b>CURRENT (v. 3)</b>	Jul 17, 2025 13:52	<b>TEE-ext, Paul</b>	
v. 2	Jul 14, 2025 07:50	<b>TEE-ext, Paul</b>	
v. 1	Jul 11, 2025 10:34	<b>TEE-ext, Paul</b>	

## Workflow history

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

From Jul 14, 2025 to Jul 17, 2025	Actor	Type	Activity	Version
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TEE-ext, Paul

Edit

updated the page at 7:50 am

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Jul 11, 2025

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TEE-ext, Paul

Edit

created the page at 10:34 am

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