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

In Progress

| | |
|---|---|
| **Status** | In Progress |
| **Owner** | TEE-ext, Paul |
| **Stakeholders** | |

## 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 |
|---|---|---|---|---|
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### 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 |
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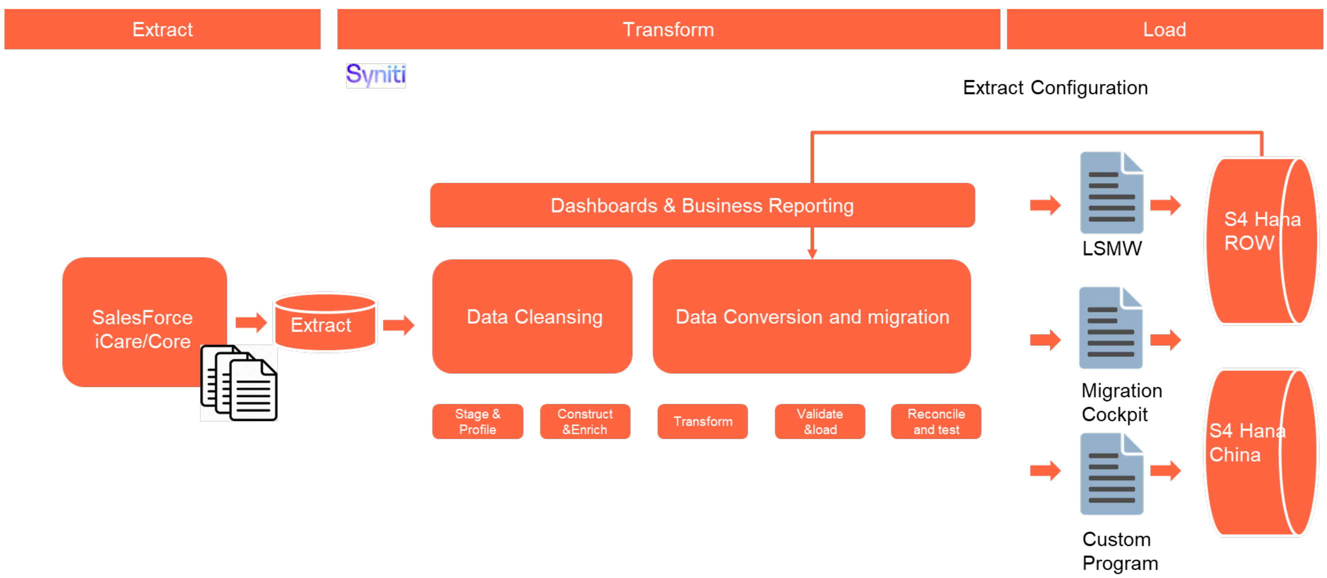
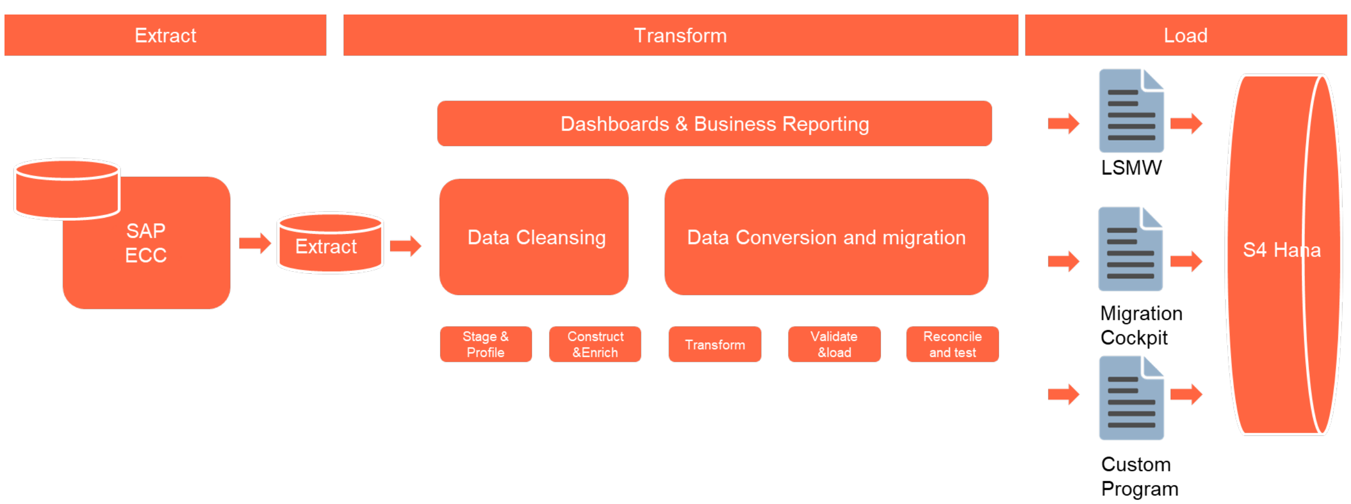
# Conversion Process

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 |
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## Selection Screen

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

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|---|---|---|
| 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 intereste 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 |

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|---|---|---|
| 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_SUBJCT | 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 |

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|---|---|---|
| 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 |
|---|---|---|
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# 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 |
|---|---|---|
| | | |
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| | | |
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# Transformation Rules

| Rule # | Source system | Source Table | Source Field | Source Description | Target System | Target Table | Target Field | Target Description | Transformation Logic |
|---|---|---|---|---|---|---|---|---|---|
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## 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 |
|---|---|---|
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# 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:<br>**1.** Mandatory Fields<br>**2.** Field and Value Mapping Correctness<br>**3.** Null Checks<br>**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 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 |
|---|---|
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### 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) |
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### Error Handling

| Error Type | Error Description | Action Taken |
|---|---|---|
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# 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 |
|---|---|---|---|
| **CURRENT (v. 3)** | **Jul 17, 2025 13:52** | **TEE-ext, Paul** | |
| v. 2 | Jul 14, 2025 07:50 | **TEE-ext, Paul** | |
| v. 1 | Jul 11, 2025 10:34 | **TEE-ext, Paul** | |

# 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 |
|---|---|---|---|---|

| | | | |
|---|---|---|---|
| | TEE-ext, Paul | Edit | updated the page at 7:50 am |
| **Jul 11, 2025** | | | |
| | TEE-ext, Paul | Edit | created the page at 10:34 am |