CNV-2021 Materials - Additional Data

Status	Approved
Owner	HANCOCK-ext, John BUOSI-ext, Angelo
Stakeholders	

Purpose

The purpose of this document is to define the conversion approach to create Material Master- Additional Data in S/4 HANA.

Conversion Scope

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

From the current system landscape, Material data exists separately in the legacy systems (PF2 and WP2), with potential discrepancies in both organizations. Harmonization and validation are required to ensure accurate and consolidated data in S/4HANA. While PF2 and WP2 serve as source systems, extensive mapping and transformation logic will be necessary to produce properly formatted load templates in line with the target design.

Relevancy Rules

This object is migrated after Material Basic Data, therefore only materials in scope for object '2019 - Materials Basic Data View' are in scope for this object.

Click link below to go to the Conversion Spec for 2019 to see the full set of relevancy rules.

https://wiki.syensqo.com/x/-Z7ZNw

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	The Material Master Records will be extracted that meet the relevancy criteria of Material Basic Data. The Material Master Records will be extracted or collected via DCT.	700,000	S4H	260,000

Additional Information

MDS Documents

MDS Link	

Multi-language Requirement

Multi language is supported for Materials - Additional Data. Login via a different language will show the description displayed in the logon language if the language key is maintained.

The following languages are allowed:

- Core languages: EN - English, FR - French, IT - Italian and ZH - Mandarin.
- Additional languages: PT - Brazilian Portuguese, DE - German, ES - Spanish
- Supplier languages that are possible: FR - French, EN - English, ES - Spanish, DE - German, IT - Italian, NL - Dutch, PT - Portuguese, ZH - Mandarin, PL - Polish, JA - Japanese, KO - Korean, FI - Finnish, BG - Bulgarian, RU - Russian, TH- Thai, ZF - Chinese traditional, SK - Slovak, Z9 - Brazil Portuguese.

Document Management

Not Applicable

Legal Requirement

Not Applicable

Special Requirements

Not Applicable

Target Design

The technical design of the target for this conversion approach.

Sequence	Table	Technical Field	Field Description	Field Format	Field Length	Requirement
001	MARA	MATNR	Material	Text (CHAR)	40	System
002	MAKT	SPRAS	Language	Text (CHAR)	1	Required
003	MAKT	MAKTX	Description	Text (CHAR)	40	Required
004	MARM	MEINH	AUn	Text (CHAR)	3	Conditional
005	MARM	UMREZ	Y (Numerator)	DEC	5	Conditional
006	MARM	UMREN	X (Denominator)	DEC	5	Conditional
007	MARM	MEINS	BUn	Text (CHAR)	3	Automatic
008	MARM	EAN11	EAN/UPC	Text (CHAR)	18	Conditional
009	MARM	NUMTP	Ct	Text (CHAR)	2	Conditional
010	MARM	LAENG	Length	QUAN	13,3	Conditional
011	MARM	BREIT	Width	QUAN	13,3	Conditional
012	MARM	HOEHE	Height	QUAN	13,3	Conditional
013	MARM	MEABM	Unit (Dimensions)	UNIT	3	Conditional
014	MARM	VOLUM	Volume	QUAN	13,3	Conditional
015	MARM	VOLEH	Vol. Unit	UNIT	3	Conditional
016	MARM	BRGEW	Gross Weight	QUAN	13,3	Conditional
017	MARM	NTGEW	Net weight(derived)	QUAN	13,3	Automatic
018	MARM	GEWEI	Weight Unit	UNIT	3	Conditional
019	MARM	NEST_FTR	Rem. Vol. After Nesting	DEC	3	Not Required
020	MARM	MAX_STACK	Max. Stacking Factor	QUAN	3	Not Required
021	MARM	TOP_LOAD_FULL	Maximum Top Load	QUAN	13,3	Not Required
022	MARM	TOP_LOAD_FULL_UOM	UoM of Maximum Top Load on Full Package	UNIT	3	Not Required
023	MARM	CAPAUSE	Capacity Usage	DEC	15,3	Not Required
024	MARM	TY2TQ	Category of Unit of Measure	Text (CHAR)	1	Not Required
025	MARM	MEINH	Alternative Unit of Measure for stock keeping unit (Derived)	Text (CHAR)	3	System
026	T006A	MSEHT	Alternative UOM description (Derived)	Text (CHAR)	10	System
027	MEAN	HPEAN	Main indicator: EAN	Text (CHAR)	1	Conditional
028	MEAN	EAN11	EAN/UPC	Text (CHAR)	18	Conditional
029	MEAN	EANTP	EAN Category	Text (CHAR)	2	Conditional
030	DRAW	DOKAR	Document Type	Text (CHAR)	3	Not Required
031	DRAW	DOKNR	Document Number	Text (CHAR)	25	Not Required
032	DRAW	DOKVR	Last Document Version	Text (CHAR)	2	Not Required

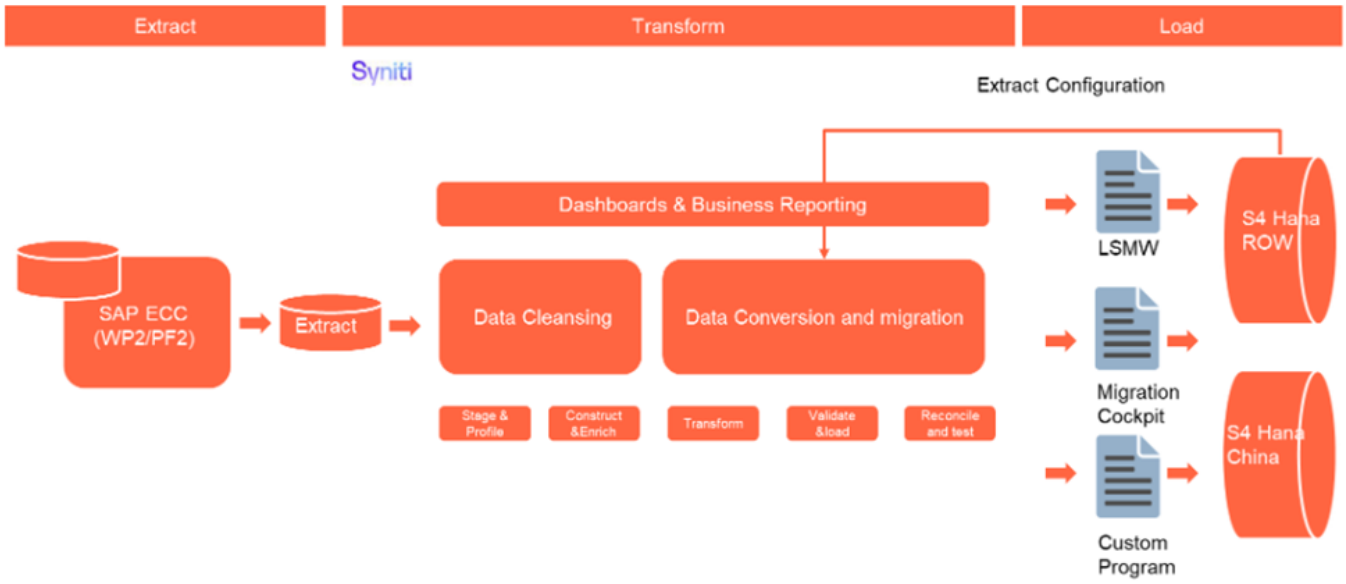
033	DRAW	DOKTL	Document Part	Text (CHAR)	3	Not Required
034	DRAW	DOKVR	Document Version	Text (CHAR)	2	Not Required
035	DRAW	DKTXT	Document Description	Text (CHAR)	40	Not Required
036	DRAW	STATU	Status Text	Text (CHAR)	3	Not Required
037	DRAW	OBJKY	Object Description	Text (CHAR)	40	Not Required
038	DRAW	LOEKZ	Deletion Indicator	Text (CHAR)	1	Not Required
039	DRAW	AENNR	Change Number	Text (CHAR)	12	Not Required
040	DRAW	DOKGR	Authorization Group	Text (CHAR)	4	Not Required
041	DRAW	HERKL	Origin	Text (CHAR)	3	Not Required
042	DRAW	MANDT	Client	Text (CHAR)	3	Not Required
043	DRAW	DRLID	Document Relationship indicator	Text (CHAR)	3	Not Required
044	T002T	SPTXT	Language key	Text (CHAR)	2	Conditional
045	STXL	CLUSTD	Text, Text ID: GRUN	Text (CHAR)	132	Conditional
046	T002T	SPTXT	Language key	Text (CHAR)	2	Not Required
047	STXL	CLUSTD	Text, Text ID: PRUE	Text (CHAR)	132	Not Required
048	T002T	SPTXT	Language key	Text (CHAR)	2	Conditional
049	STXL	CLUSTD	Text, Text ID: IVER	Text (CHAR)	132	Conditional

Data Cleansing

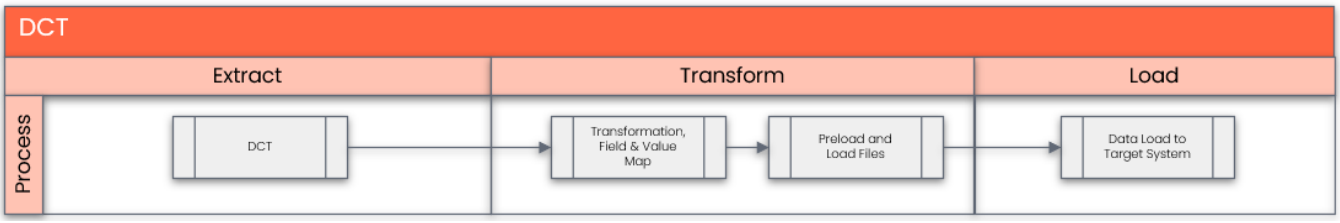
ID	Criticality	Error Message/Report Description	Rule	Output	Source System
2021-001	C1	UoM alignment	Check that all material AUoMs adhere to S4 standardization, refer to UoM mapping table:		PF2/WP2
2021-002	C1	UoM calculations	Check that all UoM conversions are correct eg. 1 Ton = 1000 kg		PF2/WP2
2021-003	C1	Additional Descriptions	Material descriptions must adhere to S4 standardization so no special characters etc and must not exceed character limit. Refer to 'Informal Words' document:		PF2/WP2
2021-004	C1	Default Description	All materials must have an EN description by default		PF2/WP2
2021-005	C1	Language	Check that all language ID's match the text eg. EN description contains English text.		PF2/WP2
2021-006	C1	Language	Check that all Suppliers have their local language included in list		PF2/WP2
2021-007	C1	EAN/GTIN	Check if all EAN/GTIN codes are still valid		PF2/WP2
2021-008	C1	EAN/GTIN	Check that all AUoM have a unique EAN		PF2/WP2
2021-009	C1	EAN/GTIN	Check that no duplicates exist for EAN		PF2/WP2
2021-010	C1	Additional Validation Reports	Additional Validation Reports will be added in Validation_Reports_link		PF2/WP2

Conversion Process

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



The high-level process for Services, where there is no source data, is represented by the diagram below:



Data Privacy and Sensitivity

Not Applicable

Extraction

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

Extraction Run Sheet

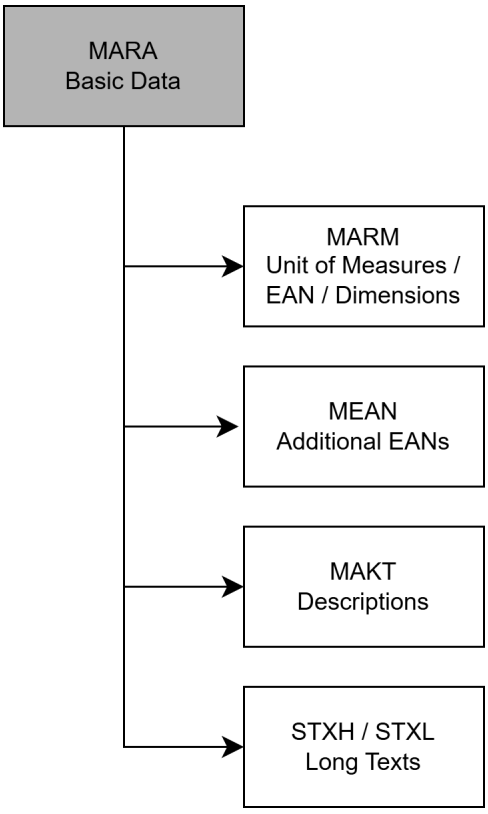
Req #	Requirement Description	Team Responsible
1	Extract data from source system based on relevancy rule	Syniti

Selection Screen

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

Data Collection Template (DCT)

Materials & Service Master



MARM - Alternative Unit of Measure 1:n						
MARM	MATNR	CHAR	18	Material Number	mandatory for sheet	Material Number* A key that uniquely identifies the product.
MARM	MEINH	UNIT	3	Alternative Unit of Measure	mandatory for sheet	There are multiple situations in which Alternative UOM should be maintained as list below - 1.) For product compliance (SVT, DG quantity limit checks) and Sustainability (CSRD reporting), Sustainability team should be able to derive mass units for any product in our scope (based on compliance relevant indicators). It means the needed conversion will be available in the product master for products not created in mass units" Alternate UoM maintained in the material master for the materials (marked as compliance relevant) so the system is able to convert to mass units and utilize it for the compliance assessment checks in S2S. 2.) For Material type = ZDIR(Direct materials - diluted chemical product), % concentration is specified as alternative UOM where Alt Un = KAI(Kilogram Active ingredient and the relevant conversion to Base unit KG will be maintained. eg: Sulphuric acid 98% concentrate will be maintained as 100 KG will be 98 KAI. 2.) Alternative units of measure can also be defined to identify packages or lager containers for smaller units of measure such as cartons, boxes, bottles, barrels, pallets (storage unit types) and so on. A material can be stored, transported and sold in various units of measure. However, you only need to maintain the fields of the units of measure if they deviate from the base unit of measure. If no other fields with units of measure are maintained, the system automatically takes the base unit of measure as a basis for its calculations.
MARM	UMREN	NUMC	5	Denominator for Conversion to Base Unit	mandatory for sheet	Denominator of conversion ratio
MARM	UMREZ	NUMC	5	Numerator for Conversion to Base Unit	mandatory for sheet	Numerator of conversion ratio
MARM	LAENG	DEC	15 (3 decimals)	Length		Length of material
MARM	BREIT	DEC	15 (3 decimals)	Width		Width of material

MARM	HOEHE	DEC	15 (3 decimals)	Height		Height of material
MARM	MEABM	UNIT	3	Unit of Measure for Dimensions		Unit of measure for length/width/height
	NTGEW	DEC	15 (3 decimals)	Net weight		Net weight is the weight of the material excluding any packaging materials associated with the material
MARM	BRGEW	DEC	15 (3 decimals)	Gross Weight		Gross Weight Gross weight expressed in the unit of weight specified by you in the Unit of weight field. The system can use the gross weight at a later stage, depending on what kind of capacity check you run, to check storage bin capacity for warehouse management purposes.
MARM	GEWEI	UNIT	3	Weight Unit		Unit of Weight (ISO Format) Unit referring to the gross weight or net weight of the product. If a product is created with sales data, the field unit of weight gets mandatory. Please provide an entry in this field or a default unit of weight is defined in product groups settings.
MARM	VOLUM	DEC	15 (3 decimals)	Volume		Volume Space that the product occupies per unit of volume. The volume refers to the unit specified in the "Volume unit" field. The volume and its unit always refer to the base unit of measure.
MARM	VOLEH	UNIT	3	Volume Unit		Volume Unit If you specify a volume, you have to enter the corresponding volume unit here.
MARM	EAN11	CHAR	18	EAN/UPC		EANs (European Article Numbers), or Global Trade Item Numbers (GTINs), are used to uniquely identify products on a global scale. This allows for standardized identification of chemical materials and finished goods across different countries and trading partners. This enables the system to identify specific items, even across various suppliers and purchase orders, and provides the data needed for point-of-sale and warehouse operations. A standardized unit that uniquely identifies a material relating to a unit of measure or type of packaging. The International Article Number (EAN) is assigned by the manufacturer of the material. In this case, the EAN identifies the manufacturer uniquely. The equivalent of the EAN in America is the Universal Product Code (UPC). Maintain EAN/UPC No available from the manufacturer and migrate if values exist in legacy. Not applicable for ZSER Materials.
MARM	NUMTP	CHAR	2	EAN category		If both the EAN field and the EAN category field contain values, the system assumes that you want to enter the EAN externally. Possible EAN Categories to be used: HK - Short EAN (8 digits) HE - (13 digits) Not applicable for ZSER Materials.

MEAN - Additional GTINs 1:n						
MEAN	MATNR	CHAR	18	Material Number	mandatory for sheet	Material Number* A key that uniquely identifies the product.

MEAN	MEINH	UNIT	3	Alternative Unit of Measure	mandatory for sheet	There are multiple situations in which Alternative UOM should be maintained as list below - 1.) For product compliance (SVT, DG quantity limit checks) and Sustainability (CSRD reporting), Sustainability team should be able to derive mass units for any product in our scope (based on compliance relevant indicators). It means the needed conversion will be available in the product master for products not created in mass units" Alternate UoM maintained in the material master for the materials (marked as compliance relevant) so the system is able to convert to mass units and utilize it for the compliance assessment checks in S2S. 2.) For Material type = ZDIR(Direct materials - diluted chemical product), % concentration is specified as alternative UOM where Alt Un = KAI (Kilogram Active ingredient and the relevant conversion to Base unit KG will be maintained. eg: Sulphuric acid 98% concentrate will be maintained as 100 KG will be 98 KAI. 2.) Alternative units of measure can also be defined to identify packages or lager containers for smaller units of measure such as cartons, boxes, bottles, barrels, pallets (storage unit types) and so on. A material can be stored, transported and sold in various units of measure. However, you only need to maintain the fields of the units of measure if they deviate from the base unit of measure. If no other fields with units of measure are maintained, the system automatically takes the base unit of measure as a basis for its calculations.
MEAN	HPEAN	CHAR	1	Main Indicator (EAN)	Conditional	Specifies that the International Article Number (EAN) is the main EAN for the unit of measure. If there are several EANs for each unit of measure, one of them should be marked as the main EAN. Not Applicable for ZSER materials.

MEAN	EAN11	CHAR	18	GTIN (EAN/UPC)	mandatory for sheet	EANs (European Article Numbers), or Global Trade Item Numbers (GTINs), are used to uniquely identify products on a global scale. This allows for standardized identification of chemical materials and finished goods across different countries and trading partners. This enables the system to identify specific items, even across various suppliers and purchase orders, and provides the data needed for point-of-sale and warehouse operations. A standardized unit that uniquely identifies a material relating to a unit of measure or type of packaging. The International Article Number (EAN) is assigned by the manufacturer of the material. In this case, the EAN identifies the manufacturer uniquely. The equivalent of the EAN in America is the Universal Product Code (UPC). Maintain EAN/UPC No available from the manufacturer and migrate if values exist in legacy. Not applicable for ZSER Materials.
MEAN	EANTP	CHAR	2	GTIN Category	mandatory for sheet	If both the EAN field and the EAN category field contain values, the system assumes that you want to enter the EAN externally. Possible EAN Categories to be used: HK - Short EAN (8 digits) HE - (13 digits) Not applicable for ZSER Materials.

MAKT - Material Descriptions (short/long material text per language) 1:n						
MAKT	MATNR	CHAR	18	Material Number	mandatory for sheet	Material Number* A key that uniquely identifies the product.
MAKT	SPRAS	CHAR	2	Language Key	mandatory for sheet	Language Key* The language key indicates - the language in which texts are displayed, - the language in which you enter texts, - the language in which the system prints texts.
MAKT	MAKTX	CHAR	40	Material Description	mandatory for sheet	Material Description* Text that describes the product in more detail. Note: You can maintain additional descriptions (for languages other than those provided on the 'Basic Data' sheet).

STXH / STXL - Long Text (Compressed Text Lines)						
STXH / STXL	TDOBJECT	CHAR	10	Text Object	mandatory for sheet	Text object (e.g. MATERIAL, EINA, EKKO, LFA1, ASMD, etc.)

STXH / STXL	TDNAME	CHAR	70	Text Name (technical key)	mandatory for sheet	Text name / key (material, vendor, info record key, document, etc.)
STXH / STXL	TDID	CHAR	4	Text ID	mandatory for sheet	Text ID (e.g. GRUN, PURC, NOTE, etc.)
STXH / STXL	TDSPRAS	LANG	1	Language Key	mandatory for sheet	Language key (1-char SAP code: E, F, D, P, S, etc.)
STXH / STXL	TDLINE	CHAR	132	Text Line Content	mandatory for sheet	Text line content

Extraction Dependencies

Item #	Step Description	Team Responsible
1	Materials and Plants in scope to be loaded must be identified so that we can limit the extraction to this sub-set of data.	Syniti
2	All data cleansing tasks have been completed	S2P Data Team
3	All dedupe tasks have been completed	Syniti/S2P Data Team
4	All description translations have been completed	S2P Data Team

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 Syniti ADMM 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 Syniti ADMM
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
3. Use the Informal Words list to properly exclude records based on it's description (MAKT-MAKTX)
    a. List can be encountered here

Transformation Run Sheet

Item #	Step Description	Team Responsible
1	Verify that data is extracted and merged.	S2P Data Team
2	Transformation jobs are ready for execution.	Syniti

Transformation Rules

Rule #	Source system	Source Table	Source Field	Source Description	Target System	Target Table	Target Field	Target Description	Transformation Logic
001	PF2/WP2	MARM	MATNR	Material Number	S/4HANA	MARM	MATNR	Material Number	Reference new Material number in Target System from mapping reference (XREF) table
002	PF2/WP2	MARM	MEINH	Alternative Unit of Measure (ISO Format)	S/4HANA	MARM	MEINH	Alternative Unit of Measure (ISO Format)	Copy or map from source to target system in adherence to S4H ISO Data Standard using mapping table below
003	PF2/WP2	MARM	UMREN	Denominator for Conversion to Base Unit	S/4HANA	MARM	UMREN	Denominator for Conversion to Base Unit	Copy from source to target system

004	PF2/WP2	MARM	UMREZ	Numerator for Conversion to Base Unit	S/4HANA	MARM	UMREZ	Numerator for Conversion to Base Unit	Copy from source to target system
005	PF2/WP2	MEAN	HPEAN	Main Indicator (EAN)	S/4HANA	MEAN	HPEAN	Main Indicator (EAN)	Only required if multiple vendors exist for material, with different EANS
006	PF2/WP2	MEAN	EAN11	EAN/GTIN	S/4HANA	MEAN	EAN11	EAN/GTIN	EANs (European Article Numbers), or Global Trade Item Numbers (GTINs), are used to uniquely identify products on a global scale. This allows for standardized identification of chemical materials and finished goods across different countries and trading partners. This enables the system to identify specific items, even across various suppliers and purchase orders, and provides the data needed for point-of-sale and warehouse operations. A standardized unit that uniquely identifies a material relating to a unit of measure or type of packaging. The International Article Number (EAN) is assigned by the manufacturer of the material. In this case, the EAN identifies the manufacturer uniquely. The equivalent of the EAN in America is the Universal Product Code (UPC). Maintain EAN/UPC No available from the manufacturer and migrate if values exist in legacy. Not applicable for ZSER Materials.
007	PF2/WP2	MEAN	NUMTP	EAN/GTIN Category	S/4HANA	MEAN	NUMTP	EAN/GTIN Category	If both the EAN field and the EAN category field contain values, the system assumes that you want to enter the EAN externally. Possible EAN Categories to be used: HK - Short EAN (8 digits) HE - (13 digits) Not applicable for ZSER Materials.
008	PF2/WP2	MARM	LAENG	Length	S/4HANA	MARM	LAENG	Length	Copy from source to target system
009	PF2/WP2	MARM	BREIT	Width	S/4HANA	MARM	BREIT	Width	Copy from source to target system
010	PF2/WP2	MARM	HOEHE	Height	S/4HANA	MARM	HOEHE	Height	Copy from source to target system
011	PF2/WP2	MARM	MEABM	Unit for Length /Width/Height (ISO Format)	S/4HANA	MARM	MEABM	Unit for Length /Width/Height (ISO Format)	Copy or map from source to target system in adherence to S4H ISO Data Standard
012	PF2/WP2	MARM	BRGEW	Gross Weight	S/4HANA	MARM	BRGEW	Gross Weight	Copy from source to target system
013	PF2/WP2	MARM	GEWEI	Unit of Weight (ISO Format)	S/4HANA	MARM	GEWEI	Unit of Weight (ISO Format)	Copy or map from source to target system in adherence to S4H ISO Data Standard
014	PF2/WP2	MARM	VOLUM	Volume	S/4HANA	MARM	VOLUM	Volume	Copy from source to target system
015	PF2/WP2	MARM	VOLEH	Volume Unit (ISO Format)	S/4HANA	MARM	VOLEH	Volume Unit (ISO Format)	Copy or map from source to target system in adherence to S4H ISO Data Standard
016	PF2/WP2	MARM	MAKTX	Description	S/4HANA	MARM	MAKTX	Description	Copy additional descriptions in multiple languages from source to target system
017	PF2/WP2	MARM	SPRAS	Language Key	S/4HANA	MARM	SPRAS	Language Key	Default language - English Based on employee language coverage - The text should be maintained in 4 core languages – English (EN), French (FR), Italian (IT) & Mandarin (ZH). Additional languages available in which text can be maintained are Portuguese (PT), German (DE), Spanish (ES). Alternative criteria for maintenance of text is to support regulatory with Syway Suppliers about the Purchase order text, thereby Supplier languages should also be maintained basis languages maintained in Business partner - Suppliers master data. Based on current languages maintained for Suppliers - below languages are possible. FR - French EN - English ES - Spanish DE - German IT - Italian NL - Dutch PT - Portuguese ZH-Mandarin PL- Polish JA- Japanese KO- Korean FI- Finnish BG- Bulgarian RU-Russian TH- Thai ZF- Chinese traditional Z9 - Brazil Portuguese SK - Slovak

018	PF2/WP2	STXL	TDOBJECT	Text Object	S/4HANA	STXL	TDOBJECT	Text Object	Default To MATERIAL
019	PF2/WP2	STXL	TDNAME	Text Name (technical key)	S/4HANA	STXL	TDNAME	Text Name (technical key)	Map from ECC MARA-MATNR or ECC ASMD-ASNUM to S4 MARA-MATNR
020	PF2/WP2	STXL	TDID	Text ID	S/4HANA	STXL	TDID	Text ID	For Basic Data Long Text TDID = GRUN, for Internal Comment TDID = IVER
021	PF2/WP2	STXL	TDSPRAS	Language Key	S/4HANA	STXL	TDSPRAS	Language Key	Copy from source to target system
022	PF2/WP2	STXL	TDLINE	Text Line Content	S/4HANA	STXL	TDLINE	Text Line Content	Copy from source to target system

Transformation Mapping

Mapping Table Name	Mapping Table Description	
Material	XREF	Value_Mapping_Link
AUoM	Mapping of Alternate Unit Of Measure	

Transformation Dependencies

List the steps that need to occur before transformation can commence

Item #	Step Description	Team Responsible
1	Data has been extracted from source systems	Syniti
2	Deduplication is completed	Syniti & S2P Data Team
3	Configuration should be completed - (Config documents should be complete)	S2P Functional Team
4	Ensure DCT completeness	S2P Data Team
5	Value mapping and XREF tables are ready	Syniti & S2P Data Team
6	All material description translations have been completed	S2P Data Team

Inclusion table/Exclusion Table

Item #	Description
1	Exclusion table to show ECC materials with extracted data that is not to be migrated. Add key field to identify if UoM, EAN, Additional Description etc

Pre-Load Validation

Project Team

Completeness

Task	Action
Verify Record Count	The number of records presented after relevancy checks and validation needs to be correct compared to the staged data in Migrate.

Accuracy

Task	Action

Conversion Accuracy	Data team to verify that the data staged in the preload tables are correct in terms of the mapping rules. This will be done via Syniti DSP reports.

Business

Completeness

Task	Action
Count and Completeness check	All fields required as per mapping template rules must be completed. Validity reports checking each field in ADMM must be built to help check.

Accuracy

Task	Action
Conversion Accuracy	Business team to verify that the data staged in the preload tables are correct in terms of the mapping rules. This will be done via Syniti ADMM reports/SAP reports

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	Verify data extracted	Data Specialist
2	Verify data merged	Data Specialist
3	Verify Material XREF is ready	Data Specialist
4	Release - Load signoff and go-ahead by Functional/Data Owner	Functional/Data Owner - S2P
5	Approval to stage/Pre-stage steps	Functional/Data Owner - S2P
6	Extraction from source	Syniti
7	Extraction from S4 where needed	Syniti
8	Stage data for transformations	Syniti
9	Run transforms	Syniti
10	Execute pre-load report	Syniti
11	Validate preload report - release	Syniti
12	Prepare and simulate	Data Specialist
13	Pre-load verification and approval to load	Data Specialist/Data Owner - S2P
14	Load to S4	Syniti
15	Complete Jira steps, Volumes and Timings	All - where applicable
16	Execute post-load report	Developer - Syniti or Data Specialist - S2P
17	Post-load report verification/validation	Data Specialist/Functional/Data Owner - S2P
18	Object load completion approval	Data Owner - S2P

Load Phase and Dependencies

Configuration

Item #	Configuration Item

Conversion Objects

Object #	Preceding Object Conversion Approach
1	Material Master - Basic View (2019)

Error Handling

Error Type	Error Description	Action Taken
Data	Language errors	Fix incorrect data
Data	Duplicates	Fix incorrect data

Post-Load Validation

Project Team

Post-Load Step

Step Description	Team Responsible
Execute post-load report	Developer - Syniti or Data Specialist - S2P
Post-load report verification/validation	Data Specialist/Functional/Data Owner - S2P
Object load completion approval	Data Owner - S2P

Completeness

Completeness

Task	Action
Execute post-load report	Developer - Syniti or Data Specialist - S2P
Post-load report verification/validation	Data Specialist/Functional/Data Owner - S2P
Object load completion approval	Data Owner - S2P

Accuracy

Task	Action
Verify count	The number of records presented in the preload needs to be compared to the post-load. – Syniti report
Field by field check	Compare source data to target data.

Business

Completeness

Task	Action
Verify Count	The number of records presented in the preload needs to be compared to the post-load Syniti report.
Missing data	Check missing data which was supposed to be loaded.
Reconciliation	Participate in Post-load walkthroughs.

Accuracy

Task	Action
Conversion Accuracy	Business team to verify that the data staged in the preload tables are correct in terms of the mapping rules. This will be done via Syniti/SAP reports.

Key Assumptions

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

See also

Change log

Version	Published	Changed By	Comment
CURRENT (v. 86)	**May 05, 2026 07:00**	**HANCOCK-ext, John**	
v. 85	Apr 22, 2026 11:43	**HANCOCK-ext, John**	
v. 84	Apr 21, 2026 10:40	**HANCOCK-ext, John**	
v. 83	Apr 21, 2026 07:51	**HANCOCK-ext, John**	
v. 82	Apr 13, 2026 13:29	**HANCOCK-ext, John**	
v. 81	Apr 09, 2026 07:35	**HANCOCK-ext, John**	
v. 80	Mar 31, 2026 17:54	**HANCOCK-ext, John**	
v. 79	Mar 17, 2026 10:55	**MADHOK-ext, Jasleen**	
v. 78	Mar 16, 2026 21:10	**MADHOK-ext, Jasleen**	
v. 77	Mar 03, 2026 10:22	**HANCOCK-ext, John**	

Go to Page History

Workflow history

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