


# CNV-3045 Inbound Process\_ Correspondence Class Assignment

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## Purpose

The purpose of this document is to define the conversion approach to create conversion for Object 1200 - Inbound Process Correspondence Class Assignment

The inbound process correspondence class assignment is related to the process of handling incoming communications like bank statements, payment advices, or transaction confirmations. These communications could come from external sources (banks, financial institutions, etc.) and need to be processed and routed correctly in the SAP system. This is maintained in the system using Transaction Code FTR\_INB\_FUNC.

This document details out the field list, extraction criteria, scoping, mapping, transformation logic, generation of the pre-load file and loading of the same with respect to the object 1200- Inbound Process Correspondence Class Assignment, to be used in treasury module of S4HANA.

### Key tables and fields:

The main table used for object Inbound Process Correspondence Class Assignment is TCORT\_INB\_FUNC and its key fields are as below:

- **USED\_FORMAT** – Format – The format is the syntactical structure of a message. Names a structural definition and to assign attributes to them during the processing of TRM correspondence. The semantic of the structure can depend on communication partner. A field defined in the format syntax can be filled with other values for different partners. E.g. MT300 for Foreign Exchange
- **PARTNR** - Partner - This denotes the Business Partner Number.
- **RECIPIENT\_TYPE** - Recipient Type - The business partner's role type, that will determine whether the correspondence is meant to be sent or received. In Syensqo's context this is either
  - Counterparty, or
  - Depository bank
  - Internal
- **FUNCTION\_IN** - Correspondence Class - It denotes Type of Treasury related correspondence between a Company Code and a business partner, assigned with treasury roles. The correspondence class is related to the business transactions of the available message formats, such as SWIFT messages. Correspondence classes are used as configuration terms that control the channel, format, and other attributes of TRM (Treasury and Risk Management) correspondence communication. Preconfigured values to be used are
  - DEAL\_FX Deal: Foreign Exchange
  - DEAL\_MM Deal: Money Market
  - DEAL\_SE Deal: Securities

The treasury function in legacy is carried out in the Quantum system and therefore for the conversion of this object, the data/details need to be provided by business in a Data Collection Template (hereinafter referred to as DCT) and transformed as applicable for S4HANA in Syniti and load using a custom program <TBC> as no LTMC is available for this object.

The scope of this document covers the approach for maintaining active assignments of inbound correspondences to a Treasury Business Partner, or a group of Business Partners having Counterparty or Depository Role for the object 1200 - Inbound Process Correspondence Class Assignment into S/4HANA following "DD-FUN-050 Master Data Standard\_1200 - Inbound Process Correspondence Class Assignment".

List of source systems and approximate number of records

Source	Scope	Source Approx No. of Records	Target System	Target Approx No. of Records
Quantum	Inbound process correspondence class assignment	100 <TBC>	S4HANA	100 <TBC>

## Additional Information

### Multi-language Requirement

Not applicable

### Document Management

Not applicable

## Legal Requirement

Not applicable

## Special Requirements

As the conversion involves a source system which is non-SAP (Quantum), the below areas need special handling:

1. The relevant records to be provided into a DCT and stored in the Syniti for Transformation

The scope of this document covers the approach for maintaining active assignments of inbound correspondences to a Treasury Business Partner, or a group of Business Partners having Counterparty or Depository Role for the object 1200 - Inbound Process Correspondence Class Assignment into S/4HANA following "DD-FUN-050 Master Data Standard\_1200 - Inbound Process Correspondence Class Assignment".

List of source systems and approximate number of records

Source	Scope	Source Approx No. of Records	Target System	Target Approx No. of Records
Quantum	Business Partner Group Assignment for Inbound Correspondence	NA	S4HANA	100 <TBC>

## Additional Information

### Multi-language Requirement

Not applicable

### Document Management

Not applicable

## Legal Requirement

Not applicable

## Special Requirements

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## Target Design

Table	Field	Data Element	Field Description	Data Type	Length	Requirement
TCORT_INB_FUNC	USED_FORMAT	FORMAT	Format	CHAR	15	Conditional
TCORT_INB_FUNC	PARTNER	BP_PARTNR_NEW	Business Partner Number	CHAR	10	Conditional
TCORT_INB_FUNC	RECIPIENT_TYPE	FTR_RECIPIENT_TYPE	Recipient/Sender Type	CHAR	15	Conditional
TCORT_INB_FUNC	FUNCTION_IN	FTR_FUNCTION	Correspondence Class	CHAR	15	Required

The technical design of the target for this conversion approach.

## Data Cleansing

For the purpose of the Object 1200- Inbound Process Correspondence Class Assignment, **the data cleansing activity is not applicable**. It is expected that relevant records will be provided in DCT by business.

However, for the purpose of the checking the DCT, below preload validation reports are applicable:

ID	Criticality	Error Message/Report Description	Rule	Output	Source System
1	Medium	Business Partner Role	Check the Business Partner used in the DCT is having a Role (Field: RLTY) as either TR0151(Counterparty) or TR0152 (Depository), reference table - BUT100	Show records in error	DCT

# Conversion Process

The generic high-level process steps for the conversion are as below:

1. Extraction:
  - a. Extract from the source systems: Apply the selection parameters and data relevancy as mentioned in this specification, from the relevant tables
  - b. DCT: The DCT to be prepared if the data to be transformed and is part of the load file is not available in the Source system
2. Transform
  - a. Transform fields by applying the fields and value mapping in the Syniti
  - b. Generate and validate Pre-load files
3. Load
  - a. Load the validated Pre-load file using SAP's LTMC / migration cockpit or the custom upload program as applicable.

**However, with respect to object 1200- Inbound Process Correspondence Class Assignment** - the conversion process will depend upon the DCT (Data Collection Template) which will be provided by the business. This DCT will be used for transformation and generation of the pre-load file. The load will be done via a custom program <TBC> as there is no LTMC available for this object.

## Data Privacy and Sensitivity

None

## Extraction

For object **1200- Inbound Process Correspondence Class Assignment**, the extraction is not applicable as this will be a DCT provided by business.

## Selection Screen

Not applicable

## Data Collection Template (DCT)

Target Ready Data Collection Template will be created for object **1200- Inbound Process Correspondence Class Assignment** data with exception of some fields which require transformation as mentioned in the transformation rule.

### 1200- Inbound Process Correspondence Class Assignment - DCT Rules

Field Name	Field Description	Rule
USED_FORMAT	Format	This is a conditional field  For the DCT purpose, the format must be filled if for different Format in same combination of other attributes different Correspondence Class is required. If the field is empty then it will apply to all the formats.
PARTNER	Business Partner Number	This is Conditional field  For the DCT purpose, please indicate a business partner number if the Incoming Correspondence is to be specifically assigned to a Business Partner of Counterparty or Depository role. If not filled, then the assignment is applicable to all the business partners.
RECIPIENT_TYPE	Recipient /Sender Type	This is Conditional field  For the DCT purpose, please indicate a role if the assignment is to be specific to Counterparty or Depository. If left blank, then it is applicable to all.
FUNCTION_IN	Correspondence Class	This is Required field  For the DCT purpose, please indicate a value if the assignment is to be specific for a Correspondence class. If left blank, then it is applicable to all available Correspondence classes.

## Extraction Dependencies

For object 1200- Inbound Process Correspondence Class Assignment no extraction dependencies are applicable as this is DCT and the object is Master Data by nature.

## 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 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
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	Ensure all the fields that require value mapping, as stipulated Mapping tables, have the latest signed-off mapping files imported into Syniti	Data team
2	Ensure that signed off value mappings have been maintained in the Syniti	Syniti team
3	Confirm the value mappings as maintained in the Syniti	Data team
4	Ensure that Signed off CONSTRUCT from business has been received and maintained in Syniti	Syniti/Data team
5	Execute transformation for the object	Syniti team
6	Monitor the transformation progress and ensure performance and completion is within allowed timeframe	Syniti/Data team
7.	Generate Pre-Load reports.	Syniti team
8.	Generate data load count.	Syniti team
9.	Log errors as defects, if any and address resolutions. Close defects.	Syniti/Data team
10.	Re-transform and re-validate the Pre-load reports if necessary.	Syniti/Data team
11.	Validate the transformed file as part of pre-load validation, raise data defects or provide the pre-load sign-off.	Business
12.	Analyse and resolve any pre-load defects logged by business.	Syniti/Data team
13.	Repeat steps 5 to 11 if necessary	Syniti/Data team
14.	Proceed to pre-load validations	Data team

### Transformation Rules

Rule #	Source system	Source Table	Source Field	Source Description	Target System	Target Table	Target Field	Target Description	Transformation Logic
01	NA	NA	NA	CONSTRUCT	S4HANA	TCORT_INB_FUNC	USED_FORMAT	Format	As per DCT
02	NA	NA	NA	CONSTRUCT	S4HANA	TCORT_INB_FUNC	PARTNER	Business Partner Number	As per DCT
03	NA	NA	NA	CONSTRUCT	S4HANA	TCORT_INB_FUNC	RECIPIENT_TYPE	Recipient/Sender Type	As per DCT
04	NA	NA	NA	CONSTRUCT	S4HANA	TCORT_INB_FUNC	FUNCTION_IN	Correspondence Class	As per DCT

### Transformation Mapping

Below mapping table to be maintained and referenced.

Mapping Table Name	Mapping Table Description
Business Partner	Mapping Table for Quantum counterparty/partner code to S4HANA Business Partner Check XREF in table BUT000

## Transformation Dependencies

List the steps that need to occur before transformation can commence

Item #	Step Description	Team Responsible
1	Ensure all the fields that require value mapping, as stipulated Mapping tables, have the latest signed-off mapping files imported into Syniti	Data team
2	Ensure that signed off value mappings have been maintained in the Syniti	Syniti team

3	Confirm the value mappings as maintained in the Syniti	Data team
4	Ensure that Signed off DCT from business has been received and maintained in Syniti	Syniti/Data team
5	Confirm on the extracted values	Syniti, Data and business

## Pre-Load Validation

### Project Team

The Pre Load validations are performed by the Project Team.

#### Completeness

Task	Action
<b>Generation of Pre-load reports</b>	<u>Mandatory Field Check.</u> <ul style="list-style-type: none"> <li>Business Partner Group is provided for a relevant combination of other conditional fields as mentioned in the DCT rule</li> <li>The Business Partner ID (if used) in DCT is having either a counterparty or depository</li> </ul>
<b>Record Count</b>	<u>Record Count</u> Confirm the record counts in preload summary report <ul style="list-style-type: none"> <li>Total Records:               <ul style="list-style-type: none"> <li>Valid Records:</li> <li>Invalid Records</li> </ul> </li> </ul>
<b>Business Confirmation</b>	Data team after the initial validation of Pre-Load validation based on the pre agreed validation checklist  To send the Pre-Load file to the Business Representatives for all plants/valuation area in scope for conversion  Business Representatives to validate the pre-load file  Agree with data team on the next steps for erroneous records

#### Accuracy

Task	Action
<b>Mandatory field mapping and transformation</b>	Obtain a list of the fields to be populated with values from mapping files and ensure all these fields contain S /4HANA values. <ul style="list-style-type: none"> <li>Business Partner used in the DCT is having the role TR0151 or TR0152</li> </ul>
<b>Business Value Checks</b>	The fields value as per the DCT, and pre-load fields are matching for the key fields.
<b>Records in Errors</b>	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

The following pre-load validations will be performed by business.

#### Completeness

Task	Action
Check Data load register count	Business Data Owner/s to verify that the total number of relevant records to be converted as per DCT is equal to the total number of records in the Preload file.
Key Fields Check	Business to check some key fields such as BP Group, Correspondence Class are correct.

#### Accuracy

Task	Action
Conversion accuracy	To check and validate the load files with all the transformation and mapping rules, to be signed off.

## Load

The load process includes:

1. Execute the automated data load into target system using load tool or produce the load file if the loading of records to be done via a custom program <TBC>, as LTMC for this object is not available as of now.
2. Once the data is loaded to the target system, it will be extracted and prepared for Post Load Data Validation with side by side check of each fields in scope of the objects with fields to be displayed as XXXX\_ECC, XXXX\_S4HANA, XXXX\_MATCH ( As TRUE or FALSE) with an additional column denoting fields not matching and status of loading in S/4HANA as LOADED\_IN\_S4HANA ( As TRUE or FALSE)

## Load Run Sheet

Item #	Step Description	Team Responsible
01	Go to load file and pick 5 data records, load manually without any tool. See what happens. If all okay, proceed with the next step.	Data team
02	Go to load file and pick 10 records and load them with the tool. No action if the previous step has fallen. If not, then continue to load 10 records with the tool. Check if everything went okay.	Data team
03	Proceed with the full load if steps one and two were succeed else fix the issue with records	Data team
04	Validate few records loaded by accessing standard transactions FTR_INB_FUNC from S/4HANA	Data team
05	Generate post load report if step 5 is validated	Data team
06	Log errors as defects, if any and address resolutions. Close defects.	Data team
07	Resolve defects by reupload and re-generate post load reports if necessary.	Data team
08	Business to validate the post load files as part of post-load validation, raise data defects or provide the post-load sign-off.	Business
09	Repeat steps 1 to 5 if necessary.	Data team

### Load Phase and Dependencies

The load phase for the object 1200- Inbound Process Correspondence Class Assignment is Pre-Cutover Phase 5

## Configuration

Below configurations should exist.

Item #	Configuration Item
01	Recipient/Sender Type - Field RECIPIENT_TYPE (Check Table - TCORFC_REC_TYPE)
02	Correspondence Class - Field FUNCTION_IN (Check Table: TCORFC_FUNCTION)

## Conversion Objects

Object #	Preceding Object Conversion Approach
CNV-3007	Business Partner - General Role
CNV-1083	Bank Master
CNV-3017	Business Partners - FI Customer (FLCU00)
CNV-3018	Business Partners - FI Vendor (FLVN00)
CNV-3040	Business Partner - Counterparty (TR0151)
CNV-1203	Treasury Business Partner Depository Bank (TR0152)

## Error Handling

The table below depicts some possible system errors for this data object during data load. All data load error is to be logged as defect and managed within the Defect Management

Error Type	Error Description	Action Taken
Valid Master	Business Partner is not having a valid treasury role - TR0151 or TR0151	Ensure that Business Partner is updated
BP Group	Assigned BP Group doesn't exist	Update the record with available BP Group

## Post-Load Validation

### Project Team

The following post load validations will be done by Project Team

### Completeness

Task	Action
Reconciliation of Record Count	<p><u>Record Count</u> - Count and check how many records were loaded vs. Records in the load file (Each mock has it's own data record count)</p> <p>Check for logs from Load and fix erroneous records, if any.</p>

### Accuracy

Task	Action
Check values in key fields for accuracy	<p>Post-load reports will have the same structure as the load file and some additional columns as required to facilitate the post load validation.</p> <p>Leverage on tool to create a Post Load report that reports S/4HANA loaded records along with the legacy values side-by-side to allow for 100% check of all these fields in the shortest possible time.</p> <p><u>Any</u> mismatch will be reported under the Post Load - Error report.</p>

## Business

The following post load validations will be done by business.

### Completeness

Task	Action
Record Count Check	<p>Review the record count report from the Data Team and ensure it is correct by cross-checking with the record count confirmed during Pre-load Business Validations</p> <p>Business may also run transaction code FTR_INB_ASSIGN to cross check the records created for Inbound Process_Correspondence Class Assignment</p>

### Accuracy

Task	Action
Field Checks	Check the key fields such as Product Category, Type, Transaction Type are assigned with a right Correspondence Class to a BP Group

## Key Assumptions

- Master Data Standard is up to date as on the date of documenting this conversion approach and data load.

- Object 1200 - Inbound Process Correspondence Class Assignment is in scope based on data design and any exception requested by business.
- The load will be done via a custom program <TBC> for this object is not available as of now.
- Business will provide the DCT at a granular level.





## See also

## Change log

Version	Published	Changed By	Comment
<b>CURRENT (v. 10)</b>	<b>May 04, 2026 13:53</b>	<b>VIDWANS-ext, Sauradh</b>	
v. 9	May 04, 2026 13:42	VIDWANS-ext, Sauradh	
v. 8	Apr 07, 2026 12:56	VIDWANS-ext, Sauradh	
v. 7	Jan 06, 2026 14:20	GANESAN-ext, Shivkumar	
v. 6	Jan 06, 2026 13:56	GANESAN-ext, Shivkumar	
v. 5	Jan 05, 2026 14:38	GANESAN-ext, Shivkumar	
v. 4	Jan 05, 2026 14:37	GANESAN-ext, Shivkumar	
v. 3	Jan 05, 2026 09:59	GANESAN-ext, Shivkumar	
v. 2	Jan 05, 2026 09:58	GANESAN-ext, Shivkumar	
v. 1	Jan 05, 2026 09:50	GANESAN-ext, Shivkumar	

## Workflow history

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

From Apr 07, 2026 to May 04, 2026	Actor	Type	Activity	Version
Approved	 VIDWANS-ext, Sauradh	Edit	updated the page at 12:56 pm	
Feb 23, 2026				
	 TAN-ext, Charmaine	State	changed state to <b>Approved</b> at 3:25 pm (State override) <i>[PMO Comments] Conversion Spec completed as per CS register and functional review completed</i>	v7
Lead Approval	 TAN-ext, Charmaine	State	gave <i>Minor change</i> approval at 3:25 pm <i>[PMO Comments] Conversion Spec completed as per CS register and functional review completed</i>	
Jan 13, 2026				
	 GARCIA-ext, Angel Luis	State	changed expiry date to '20 Jan, 2026 08:22 am' at 8:22 am	
		State	changed state to <b>Lead Approval</b> at 8:22 am	v7

Tech Review



GARCIA-  
ext, Angel Luis

State gave *Syniti Team Review* approval at 8:22 am

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