SAP Paybacks & Chargebacks by Vistex for SAP S/4HANA 1909
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1 Navigation

1.1 Help Navigation

The help screen is organized into two panes:

- Contents, which appears in the left pane. The opening display is considered the Home page.

  NOTE: This pane also displays search results. To quickly locate documentation for a specific topic, enter the word(s) to search for in the Search field and click on the Go button. From the resulting list of documents, click on a specific document title.

- Documentation, which appears in the right pane

1.1.1 Contents

Use the Contents pane to view a list of topics included in the documentation. The following icons are used in the list:

- Folder, which stores the documents for a topic (and sometimes other folders). Click on the icon to expand the topic list. When expanded, the icon changes to , click on this icon to collapse the topic list.
- Topic, which links to a specific document.

  NOTE: To hide the Contents pane, click on the X (Hide Navigation Component) control. To re-display the Contents pane, click on the Contents button at the top of the page.

1.1.2 Documentation

Each document contains the following information:

- Breadcrumb
- Title Icon
- Hypertext Links
### 1.1.2.1 Breadcrumb

When you display a document, in the top right corner of the screen is a breadcrumb, which indicates the path used to display the document.

For example, the breadcrumb: **Home > User Experience > Launchpad > Launchpad Overview** illustrates that from the Home page you opened the User Experience folder, opened the Launchpad folder, and then displayed the Launchpad Overview document.

### 1.1.2.2 Title Icon

One of the following icons may appear at the beginning of a document title, to indicate the purpose of the document:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Purpose</th>
</tr>
</thead>
</table>
| ![Information](image) | Information  
Used for overview documents. |
| ![Transaction](image) | Transaction  
Used for non-workbench transactions, such as mass processing transactions and upload transactions. |
| ![Workbench](image) | Workbench  
Each workbench document describes how to access and use the workbench.  
Links are provided to the following:  
- **Search and Worklist**, which provides detailed information on the Search and Worklist tabs.  
- **Work Area**, which describes the Work Area in detail. Links are provided to information for each tab.  
- **Tabs**  
- **Procedures** |
| ![Search and Worklist](image) | Search and Worklist  
The document contains detail for both the Search and Worklist tabs. |
| ![Search Screen](image) | Search Screen  
Enter values in the search criteria, as needed. The Search screen may be a single list divided into topics (such as General or Dates), or may be divided into multiple tabs of criteria.  
**NOTE:** For Web transactions, this icon represents the Initial screen that includes both the search criteria and results. |
| ![Results Screen](image) | Results Screen  
In certain GUI transactions, results from the values entered on the Search screen appear on the Results screen.  
**NOTE:** For Web transactions, this icon represents the Details screen. |
| ![Work Area](image) | Work Area |
1.1.2.3 **Links within Documents**

Within a document, hypertext links provide quick access to other documents.
2 Chargebacks

Chargebacks

2.1 Introduction

IMPORTANT: This documentation covers the Chargeback process and can contain functionality from SAP Paybacks and Chargebacks by Vistex, SAP Incentive Administration by Vistex, and SAP Data Maintenance for ERP by Vistex.

2.1.1 Definition

A chargeback is an amount claimed by a distributor from a manufacturer or vendor for the difference between their initial acquisition price and the actual agreed upon price for products/services sold to a specific end customer or partner.

2.1.2 Purpose

Consumer product manufacturers engage in contracts with distributors to offer special or discounted pricing to specific end customers or end customer groups (retailers, operators). This special pricing
creates bigger market share, product recognition and customer loyalty for both the manufacturer and the distributor.

Since distributors do not normally procure special stock or inventory for specific end customers and because they must provide documented proof to the manufacturer that they actually sold the product to an end customer that qualified for the discount, the distributor ends up selling the product at or below their normal acquisition price and in turn must then file a claim with the manufacturer to recoup the money for the difference.

The Chargeback application enables distributors to execute their claim process efficiently and comprehensively.
2.2 Benefits of the Chargeback Application

The Chargeback application provides distributors with the necessary tools to improve cash flow and profitability by reducing inaccurate chargeback payments and the associated costs of dispute handling. The efficient management of chargeback claims ensures the following benefits:

- Accurate chargeback pricing calculations
- Significant reductions in manual administrative work and errors
- Significant reduction in dispute handling costs
- Increased cash flow due to more accurate claim determination and avoiding missed chargeback opportunities. Less claim errors and faster claim validation cycle time lowers the risk of deduction for outstanding claims.
- Reduced turnaround time of the chargeback process
- Increased time for the business to concentrate on reaching business goals rather than expend their time with cumbersome, manual processes
- Efficient and extensive on demand reporting and analytical capabilities
- Improved profit margin due to effective and transparent agreement settlement towards the supplier
- Increased transparency due to effective monitoring of all condition contracts
- Lower Total Cost of Ownership (TCO); lean process supported by standard documents
2.3 Chargeback Process Flow

2.3.1 Process Flow

The chargeback process initiates only after the distributor sells a product to the customer based on a price and/or cost related to a contract. The process involves creation of a sales order, the outbound delivery of goods, and preparation of a billing document. These sales documents serve as proof of sale. The chargeback process also can be initiated by a sale of their customer to a contracted end customer in a four tier distribution model. In this case, the submission from the reseller will serve as proof of sale.

The main steps in the chargeback process flow include:

- **Agreement creation**
  The chargeback process begins by entering into a chargeback agreement between the distributor and manufacturer. Creating the agreement, which contains the rules and guidelines for the partners on the agreement and the chargeback amounts to be received, creates a condition contract as well as the calculation bucket that will store the source document line items.
- **Mass processing of source documents into calculation line items**
- **Creation of an outgoing claim or transaction document**
- **Reconciliation and validation**
  Reconciliation is the resolution of claim errors to ensure the data is correct and the claim amounts are within acceptable tolerances. Partner communication documents can be used to record the manufacturer's response to the claim.
- **Settlement**
  Once a claim is reconciled the settlement process completes the financial postings and reflects the transfer of funds between the distributor and its vendor.

2.3.1.1 Source Documents

Source documents supply the data required to create and process calculation line items. Information derived from source documents includes:

- General information about the sale, such as the sales organization, distribution channel, division, and company code
- All parties (partners) involved in the sale
- Product pricing, such as cost price and selling price
- Basic material information, such as part number, quantity, and unit of measure

The following types of documents can act as source documents:
• Sales order
• Invoice
• Claim
• Transaction document

For any external transactions that were brought into the system, create a transaction document and use it as the source document.
2.4 Chargeback Agreements

2.4.1 Chargeback Agreement Overview

Before the distributor/retailer initiates the chargeback process, there must be an agreement set up between the manufacturer/vendor and the distributor/retailer regarding the chargeback conditions of the items. The agreement summarizes the pricing conditions of the items and the settlement parameters. Each agreement can pertain to many customers or just one customer. Agreements can be national, local, or limited to a specific location.

The chargeback agreement can be created and maintained directly in the Agreement Workbench, however the Vistex best practice is to create an agreement request and then post the request to create or change the agreement.

NOTE: The agreement is stored in an SAP condition contract, based on the condition contract type assigned to the agreement type in configuration.

2.4.1.1 Chargeback Agreement Transactions

The following workbenches can be used to provide information used in agreements, or to perform functions using existing agreements:

- **Chargeback Program**
  A program is an agreement template that can be reused to set up multiple similar agreements.

- **Agreement Request**
  Although agreements can be created and maintained directly, the Vistex best practice is to create an agreement request and then post the request to create or change the agreement. This allows the agreement to go through an approval process before any information is stored in the standard tables.

- **Agreement Group**
  An agreement group is a collection of agreements that are combined in order to access them more easily or to manage a large of number of related agreements. After an agreement group is created, assign the group number to each agreement.

- **Clause**
  Clauses are distinct articles, stipulations, or provisions in a legal document, such as a contract. From a system stand point, a clause is the text created for a distinct article, stipulation, or provision.

- **Template**
  A template is a group of clauses that are sequenced and assigned levels to form the layout of a clause structure for a type of agreement. Multiple versions of a template can exist, and, as needed, a template can contain clause variations, such as alternate clauses.
• Agreement Policy
  Agreement policies are used to calculate thresholds for pricing exceptions and alert the user when a price requirement has been violated. Agreement policies generate warnings on an agreement if the agreement rules do not fit the specifications in the policy. For example, the policy can alert the user when a price is outside a defined target range.
• Agreement Procedure
  Agreement procedures can be invoked during price sheet maintenance in an agreement. Each procedure consists of a sequenced series of steps. Data from a step can be stored (added to a bucket) for use in subsequent steps.

2.4.1.2 Additional Transactions

2.4.1.2.1 Direct Agreements

Rather than creating application-specific agreements, you have the option of creating direct agreements. A direct agreement is used to develop a contract directly with the customer/vendor. Direct agreements can be applied directly to the order.

2.4.1.2.2 Master Requests

A master request is initiated for master contracts and bid management scenarios, as a starting point for all negotiations. From the Master Request Workbench, approved master request information can be copied to create or change agreement requests, agreements, price proposals, master requests, and deal requests/deals (based on configuration).

The Vistex master request brings multiple price elements together in one workbench for analysis purposes. In a master request, “editions” can be created to track changes to rules and postings. However, if you need the ability to differentiate quotes and bids, or need to track changes to legally binding documents, you can use a master agreement, created in the Master Agreement Workbench, to change a master request, with full tracking.

2.4.1.2.3 Campaigns

Campaigns can be used for trade planning, to estimate future sales of a new product during its test marketing, launch, or rollout period. Not just for special promotions, campaigns manage full-blown campaigns. Multiple contracts and events (such as a road show) can be tracked and evaluated in one
document. The Campaign Workbench, which is similar to the Agreement Workbench, is used to create and maintain campaign documents.

### 2.4.1.2.4 Agreement Review Sheet

As of Release 1909, the Review Sheet button in the Agreement Workbench generates the review sheet as a .PDF file. Review sheets are no longer displayed in HTML.

To enable review sheets, template types must be flagged as Relevant to Review Sheet when configuring pricing agreements. Review sheets are also configurable with respect to templates and clauses, as opposed to only displaying configured tabs and rules in order.
2.4.2 Electronic Signature

2.4.2.1 Definition

Vistex supports the use of DocuSign to electronically initial and sign agreements, agreement requests, and master requests. This functionality is an extension of contract authoring during which:

- A legal document is generated.
- Signature and initials fields are identified in the clauses tag detail.
- The generated document is emailed to users to review, initial, and sign in DocuSign.
- The signed document is retrieved and stored as an attachment to the legal document. An entry is added to a signature log to indicate the status of the document, and a background job can be executed to update the signature data in the system document.

2.4.2.2 Document Email Options

The following document email options are available:

- Individual email
  A separate copy of the document can be sent to each partner (using partner function AA or AW). Signatures of the other partners will not be visible.
- Group email
  The same document can be routed from one partner to another in the group, using partner functions (AA, AG, or AW) assigned to tag detail in the affected clauses. After each person signs the document, the signed document is forwarded to the next person.
- Multiple groups email
  Emails can be sent at the same time to the partners who are the first partner in their group and are assigned the same partner function (AA or AW) but are in different groups. Remaining communication is the same as for group emails.

2.4.2.3 Setup

The following setup is required:

- DocuSign
  Users must register in DocuSign, which will be used to review and sign the documents.
• **Signature Profile Configuration** (/IRM/GSGPM)
  Information from the DocuSign registration must be entered in the signature profile.

• **Template Workbench** (/IRM/GTPM)
  Assigning the signature profile to a template enables the Send for Approval button on the Clauses tab of the agreement/agreement request/master request.

• **Clause Workbench** (/IRM/GCLM)
  For each clause that requires a signature, set up the tag details used to specify the signature information. For example, the tag &SIGN#1AG& indicates that the first person to sign will be partner function AG. Signature action tags include:
  - SIGN, signature
  - INTL, initials
  - DSGN, Date Signed
  - NAME, Full Name
  - MAIL, Email
  - CMPY, Company
  - TITL, Title
  - TEXT, Text
  - CBO, Checkbox

• **Agreement/Agreement Request/Master Request**
  On the Partners tab set up the partner functions that are in the tag detail. Double click on the partner to view a pop-up used to enter the partner's email address.

Use the Send for Approval button on the Clauses tab of the agreement/agreement request/master request to send the email(s).

### 2.4.2.4 Authorization Check in Status Profile

Based on status profile configuration, emails can be sent only after a specific is status is reached. For a status, if the Send for Signature option is set to "Allowed", then emails can be sent for that status.

### 2.4.2.5 Background Job

The report `/IRM/GCL_SIGNATURE_DATA_UPDATE` can be executed to update the Recipient Sent and Recipient Signed data. After the job is executed, the signed data will be updated on the agreement/agreement request/master request when the document is opened in its workbench.

NOTE: After a document is completed (or rejected) it will be stored in the document repository folder.
2.4.3 Master Agreements

2.4.3.1 Master Agreement

Documentation for master agreements is available for the following screen formats:

- UI Application (SAP Fiori)
- SAP GUI
2.4.3.2 Master Agreement Mass Process

2.4.3.2.1 Definition

Master Agreement Mass Process enables the user to easily mass process multiple master agreements by performing the following functions:

- change master agreements
- create master agreements
- create revisions
- create revisions to change master agreements

2.4.3.2.2 Access

Transaction code: /IRM/IPPQMAME

2.4.3.2.3 Structure

The Mass Process screen is organized into two sections:

- Menu Bar
  This vertical menu bar is used to choose the following activities, which are performed in sequence:
  - Search, to search for the master agreements. The search results appear in a grid that can be sorted and searched.
  - Selection, to select the master agreements to be processed.
  - Actions, to select the action to be performed.
  - Execute, to run the mass processing action online or in the background.

- Results
  As each activity is performed, the results of that activity are shown in this section of the screen.
2.4.3.3 Revision

Documentation for revisions is available for the following screen formats:

- UI Application (SAP Fiori)
- SAP GUI
2.4.3.4 Upload/Download

2.4.3.4.1 Master Agreement Upload

2.4.3.4.1.1 Definition

Use Master Agreement Upload to create or change master agreements by uploading them from a file, such as an Excel spreadsheet, rather than manually entering the data. Files can be uploaded from the following locations:

- Desktop, to upload from the local PC
- File submission, to upload based on a file submission entry
- File server, to upload directly from the application server

You must specify a file template for the upload. File templates are created to control the fields and format of files during upload. To create a file template, use the File Template for Master Request Workbench.

2.4.3.4.1.2 Access

Transaction code: /IRM/IPPQMAUPL

2.4.3.4.1.3 Procedure

Uploading Master Agreements
2.4.3.4.2 Revision Upload

2.4.3.4.2.1 Definition

Use Revision Upload to create or change revisions by uploading them from a file, such as an Excel spreadsheet, rather than manually entering the data. Files can be uploaded from the following locations:

- Desktop, to upload from the local PC
- File submission, to upload based on a file submission entry
- File server, to upload directly from the application server

You must specify a file template for the upload. File templates are created to control the fields and format of files during upload. To create a file template, use the File Template for Master Request Workbench.

2.4.3.4.2.2 Access

Transaction code: /IRM/IPPQRVUPL

2.4.3.4.2.3 Procedure

Uploading Revisions
2.4.3.4.3 Master Agreement Download

2.4.3.4.3.1 Definition

Use Master Agreement Download to create or change master agreements by downloading them to a file. You need to specify the source information for either the desktop or server file being downloaded. Then map each file field to its corresponding field.

You must specify a file template for the download. File templates can be created to control the fields and format of files during download. To create a file template, use the File Template for Master Request Workbench.

2.4.3.4.3.2 Access

Transaction code: /IRM/IPPQMADNL

2.4.3.4.3.3 Procedure

Downloading Master Agreements
2.4.3.4.4 Revision Download

2.4.3.4.4.1 Definition

Use Revision Download to create or change revisions by downloading them to a file. You need to specify the source information for either the desktop or server file being downloaded. Then map each file field to its corresponding field.

You must specify a file template for the download. File templates can be created to control the fields and format of files during download. To create a file template, use the File Template for Master Request Workbench.

2.4.3.4.4.2 Access

Transaction code: /IRM/IPPQRVDNL

2.4.3.4.4.3 Procedure

Downloading Revisions
2.4.3.4.5 **File Template for Master Agreement**

### 2.4.3.4.5.1 Definition

Use File Template for Master Agreement Workbench to create and maintain templates that control the fields and format of master agreement files during upload and/or download.

The file template can include structural pricing fields, to upload or download structural pricing data. On the Mapping tab, the Structural Pricing section needs to include at least the following fields:

- STUFE - Level
- MATNR - Material
- WERKS - Plant
- MTART - Material Type
- MENGE - Component Quantity
- KBETR - Rate

Note: In Release 1909, Master Agreements use the global file template.

### 2.4.3.4.5.2 Access

Transaction code: /IRM/IPPQMAFTPMT

Transaction code: /IRM/IPMATPTM

### 2.4.3.4.5.3 Structure

The File Template for Master Agreement Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected file templates in a grid format. From the grid, click on file template number to display that file template in focus in the Work Area.
- Work Area
  Use the Work Area to maintain one file template. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Attribute
  - Section
• Mapping
• Conversion
• Submitter
• Admin Data

NOTE: Functions accessed from the menu bar apply only to the file template displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

2.4.3.4.5.4 Procedures

Displaying a File Template for Master Agreement
Creating a File Template for Master Agreement
Copying a File Template for Master Agreement
Maintaining a File Template for Master Agreement
Deleting a File Template for Master Agreement
2.4.4 Master Requests

2.4.4.1 Master Request Overview

2.4.4.1.1 Definition

2.4.4.1.1.1 Split by Promotion

Previously, promotion split was performed based on rules. Configuration has been added to the master request type posting steps configuration to allow promotion splits by promotion ID. Based on this configuration, during agreement posting a Promotion flag will be available in the Create pop-up. If the flag is marked, the multiple copy option at the rule level will be disabled, and an agreement will be created for each unique promotion ID maintained at the rule level.

Also, a New Validity option is available in the postings pop-up. Based on that, rules and promotions can be filtered by validity dates.

2.4.4.1.1.2 Changing Existing Rules

Price sheets can be configured as a derivation source for the master request. The agreement number is sourced from the price sheet. This functionality can be used with synchronous/asynchronous processing and automatic postings linked to user status functionality (described below).

2.4.4.1.1.3 Automatic Postings Linked to User Status

The system can be configured (at the posting ID level) to perform selected postings asynchronously (in the background), based on a user status. For example, when the master request is approved, the agreement might be created automatically. You can have the system create one document, or configure the system to create multiple documents, one for each material/customer in the rules (condition types and tables specified in the automatic activity configuration).
To view the job, select the Automatic Activity Log option from the Goto menu (option will be grayed out until the activity is complete). Click on the icon in the Log no. field, and then click on the job number.

NOTE: If errors occur during the automatic activity, the automatic activity cannot be re-triggered.

2.4.4.1.1.4 Editions

Editions were designed as a way to track which documents were created/changed by each posting activity. Each edition lists the posting documents created while that edition was open/active.

If the master request type is configured for editions, when a master request is created the system creates the first row on the tab using the default edition type specified in configuration. Based on configuration, the edition can go through an approval process. When the edition is closed, the user can create a new edition for future activities, if needed.

2.4.4.1.1.5 Structural Pricing

A master request type can be configured to display exploded bill of material pricing at the price sheet level. From the Structural Pricing price sheet, which appears automatically when an explosion profile is attached to the master request type, enter the material, quantity, and unit in the Explosion pop-up. The system then explodes that material's BOM onto the price sheet. Explosion profile configuration controls the source of the BOM and price sheets assigned to the material type.

By default, all the hierarchies on the Structural Pricing rules sheet are collapsed. Expand All and Collapse All buttons are available (in both the Top Down view and Bottom Up view).

Import/Upload/Download Functionality

Import functionality is available from the Explosion pop-up to create a single or multiple bills of materials on the master request. From the Structural Pricing price sheet, click on the Import BOM Materials button. In the Import Items from File window, maintain the field positions and/or field values. Click on to add the values to the Explosion window. Click on in the Explosion window to add the price records to the structural pricing sheet.

The master request upload, download, and file template transactions include structural pricing data. Download functionality of master requests with structural data also is available in the Master Request Workbench (/IRM/IPPQM).

Explosions

NOTE: Duplicate explosions of a root material are supported. The same BOM can be exploded multiple times in a master request.

The following explosion sources are supported:
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- Standard BOM
  Created in the SAP transaction CS01.
- Structures
  Created in Vistex Data Maintenance - Resources.
- Manual BOM
  Based on explosion profile configuration, you can manually create (and maintain) BOM structures on-the-fly. Enter the main component and its subcomponents. If lower levels are needed, you can add lower level components to a subcomponent. Only top down explosions are supported for manual BOMs.
- Variant Config BOMs
  Variant config BOMs use characteristic values to determine the which materials from the BOM are displayed in the explosion, based on the characteristic value assignment in SAP. From the Rules tab in the master request, the system displays the Explosion pop-up, which can be used to list the materials in the BOM. Only top down explosions are supported for variant config BOMs.

Duplicate Materials

The system allows duplicate root materials by default and duplicate child materials based on configuration. Material assignment can be defined in the following ways:

- Unique across BOMs
  If duplicate materials are maintained across all BOMs, one record is created for all BOMs.
- Unique within a BOM
  If duplicate materials are maintained within one BOM, one record is created for that BOM.
- Non-unique
  If duplicate materials are maintain across all BOMs, individual records are created for each material.

2.4.4.1.2 Transactions

The following transactions are used to create and maintain master requests:

- Master Request Workbench: UI version and GUI version (/IRM/IPPQFM)
  Manage master requests.
- Master Request Upload /IRM/IPPQUPL
  Upload master requests from a file.
- Master Request Download /IRM/IPPQDNL
  Download master requests to a file.
- File Template for Master Request /IRM/IPPQFTM
  Create and maintain templates that control the fields and format of master request files during upload and/or download.
- Master Request Policy Workbench /IRM/IPPQPLM
  Create and maintain reusable policies that are assigned to price sheets in the master request.
- Master Request Mass Processing /IRM/IPPQME
  Mass process multiple master requests.
• **Follow-on Functions for Master Requests /IRM/IPPQ23**
  Schedule batch jobs to automate certain functions for selected master requests.
• **Mass Posting for Master Requests /IRM/IPPQACTM**
  Process scheduled/staged postings (that are configured for asynchronous/background processing). This report also can be used to create new postings.

### 2.4.4.1.3 Setup

Configuration for master requests is performed by master request type. For each master request type, define the available postings, one for each create activity and one for each change activity, by application. Indicate whether the activity will be performed online (synchronously) or in the background (asynchronously). Rules included in the activity are based on the condition map IDs assigned to the master request type.
2.4.4.2 Master Request

Documentation for master requests is available for the following screen formats:

- UI Application (SAP Fiori)
- SAP GUI
2.4.4.3 Master Request Policy Workbench

2.4.4.3.1 Definition

Use the Master Request Policy Workbench to create and maintain reusable policies that are assigned to price sheets in the master request. Each master request policy is a group of condition records that must follow particular rules. Price policies calculate thresholds for pricing exceptions and generate warnings when a price requirement on a price sheet has been violated. The policies can be set to auto execute when condition records are created or they can be called on demand.

When you define a master request policy you assign a validity period. As needed, price policies can be uniquely assigned per sales organization/distribution channel. Based on configuration, price policies can be sent through an approval process prior to activation. Approvals can be tied to workflow.

Multiple policies can be assigned to a price sheet. The sequence for execution can be defined, as well as what should happen to subsequent policies if a prior one is met. A where-used list shows all of the condition type/table combinations where the policy is being used.

2.4.4.3.2 Access

Transaction code: /IRM/IPPQPLM

2.4.4.3.3 Structure

The Master Request Policy Workbench screen is organized into the following areas:

- **Search and Worklist**
  Use the Search and Worklist to view selected master request policies in a grid format. From the grid, click on a policy number to display that master request policy in focus in the Work Area.

- **Work Area**
  Use the Work Area to maintain one master request policy. In the standard Vistex implementation, the Work Area contains the following tabs:
  - **General**
  - **Calculation**
  - **Definition**
2.4.4.3.4 Procedures

Displaying a Master Request Policy
Creating a Master Request Policy
Changing a Master Request Policy
Assigning a Master Request Policy to a Price Sheet
Deleting a Master Request Policy
2.4.4.4  Master Request Mass Process

2.4.4.4.1  Definition

Master Request Mass Process enables the user to easily mass process multiple master requests by performing the following functions:

- change selected existing master requests
- copy existing master requests to create new master requests

2.4.4.4.2  Access

Transaction code: /IRM/IPPQME

2.4.4.4.3  Structure

The Mass Process screen is organized into two sections:

- Activity Menu
  This vertical menu bar is used to choose the following activities, which are performed in sequence:
  - Search
  - Selection
  - Actions
  - Execute
- Results
  As each activity is performed, the results of that activity are shown in this section of the screen.

2.4.4.4.4  Procedures

Mass Changing Master Requests
Mass Copying Master Requests
2.4.4.5 Follow-on Functions for Master Requests

2.4.4.5.1 Definition

Use Follow-on Functions for Master Requests to schedule batch jobs to automate the following functions for selected master requests:

- Create, recreate, or refresh proformas
  Enter a proforma profile and one master request type.
- Reprocess
  Performs validation checks on existing master request document data
- Set Status
  Also enter the Action, Status Profile, and User Status. Used to automatically perform a function on predetermined days.

2.4.4.5.2 Access

Transaction code: /IRM/IPPQ23
2.4.4.6 Upload/Download

2.4.4.6.1 Master Request Upload

2.4.4.6.1.1 Definition

Use Master Request Upload to create or change master requests by uploading them from a file, such as an Excel spreadsheet, rather than manually entering the data. Files can be uploaded from the following locations:

- Desktop, to upload from the local PC
- File submission, to upload based on a file submission entry
- File server, to upload directly from the application server

You must specify a file template for the upload. File templates are created to control the fields and format of files during upload. To create a file template, use the File Template for Master Request Workbench.

2.4.4.6.1.2 Access

Transaction code: /IRM/IPPQUPL

2.4.4.6.1.3 Procedure

Uploading Master Requests
2.4.4.6.2 Master Request Download

2.4.4.6.2.1 Definition

Use Master Request Download to create or change master requests by downloading them to a file. You need to specify the source information for either the desktop or server file being downloaded. Then map each file field to its corresponding field.

You must specify a file template for the download. File templates can be created to control the fields and format of files during download. To create a file template, use the File Template for Master Request Workbench.

2.4.4.6.2.2 Access

Transaction code: /IRM/IPPQDNL

2.4.4.6.2.3 Procedure

Downloading Master Requests
2.4.4.6.3 File Template for Master Request

2.4.4.6.3.1 Definition

Use File Template for Master Request Workbench to create and maintain templates that control the fields and format of master request files during upload and/or download.

The file template can include structural pricing fields, to upload or download structural pricing data. On the Mapping tab, the Structural Pricing section needs to include at least the following fields:

- STUFE - Level
- MATNR - Material
- WERKS - Plant
- MTART - Material Type
- MENGE - Component Quantity
- KBETR - Rate

Note: In Release 1909, Master Agreement Requests use the global file template.

2.4.4.6.3.2 Access

Transaction code: /IRM/IPPQFTM

Transaction code: /IRM/IPPQTPM

2.4.4.6.3.3 Structure

The File Template for Master Request Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected file templates in a grid format. From the grid, click on file template number to display that file template in focus in the Work Area.
- Work Area
  Use the Work Area to maintain one file template. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Section
  - Mapping
• Conversion
• Submitter
• Crystal Layout, which is used with Crystal Reports
• Admin Data

NOTE: Functions accessed from the menu bar apply only to the file template displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

2.4.4.6.3.4 Procedures

Displaying a File Template for Master Request
Creating a File Template for Master Request
Copying a File Template for Master Request
Maintaining a File Template for Master Request
Deleting a File Template for Master Request
2.4.4.7 Maintenance Request

2.4.4.7.1 Maintenance Request Workbench

2.4.4.7.1.1 Definition

Maintenance requests provide the ability to periodically maintain prices (using an approvals process) in the Incentives Administration and Paybacks & Chargebacks (IP) and Data Maintenance Pricing at the same time.

Examples:

- Price increases
  For example, you might increase a price across contracts.
- Product replacements
- Reference prices
- New products added across different areas

NOTE: For users who do not license Data Maintenance Pricing, maintenance requests can be used to maintain prices across multiple agreement types.

The system uses a predefined pricing area and predefined procedures to find the documents to be maintained, and then stores the data in a maintenance request document. When a maintenance request is posted, the system creates a master request, which can be reviewed in the Master Request Workbench and then, using the Activities tab, posted to the standard price sheets and agreement rule sheets.

To post multiple maintenance requests in a background job, use the Post Maintenance Request (/IRM/IPMR60) transaction.

2.4.4.7.1.2 Setup

Before maintenance requests can be created, the following setup is needed in Data Maintenance Pricing:

- Define the pricing area in the Pricing Area Workbench (/IRM/GPRPAM), using a pricing area type with a Prices + Rules usage. The pricing area is the source for the maintenance request. In the pricing area, list the standard price sheets and/or agreement rule sheets to be maintained.
• Create the procedures, as well as any master variables (used across all procedures) and sheet variables, in the Sheet Formulas and Procedures Workbench (/IRM/GPRFPM). Assign actions and variables to each procedure step. Master variables can be used to derive field values, or static field values can be specified.

In addition, maintenance request types and master variables need to be set up in configuration.

2.4.4.7.1.3 Access

Transaction code: /IRM/IPMRM

2.4.4.7.1.4 Structure

The Maintenance Request Workbench screen is organized into the following areas:

• Search and Worklist
  Use the Search and Worklist to view information for selected maintenance requests in a grid format. From the grid, click on a maintenance request name to display that maintenance request in focus in the Work Area.

• Work Area
  Use the Work Area to maintain one maintenance request. In the standard Vistex implementation, the Work Area contains the following tabs:
  • Pricing Area
  • Agreements, tab that appears when a pricing area is configured for agreement price sheets. List the agreements for each configured application. The agreement number is a hot key to view that agreement.
  • Procedures, which lists all the price sheets/rule sheets maintained in the pricing areas. Assign procedures to each price sheet (standard pricing) or rule sheet (agreement pricing), as needed. The procedure description is a hot key to view that procedure in the Sheet Formulas and Procedures Workbench (/IRM/IPMRM).
  • Variables
  • Source, to view data (for a particular procedure and its agreements) derived the last time the Generate Source button was clicked. In Change mode, the tab contains a Lock Source button, which disables the Generate Source button and locks the sheet. The Unlock Source button can be used to enable the Generate Source button and unlock the sheet.
  • Status
  • Admin Data
2.4.4.7.1.5 Procedures

Displaying a Maintenance Request
Creating a Maintenance Request
Copying a Maintenance Request
Maintaining a Maintenance Request
Posting a Maintenance Request
Deleting a Maintenance Request
2.4.5 Agreements

2.4.5.1 Accounting Engine

Release 1909 features the Vistex Accounting Engine, providing the necessary logic and advanced calculations for accruals, reporting, subledgers, and allocation. The Vistex Accounting Engine is also utilized for new rules related to deferrals, amortization, and revenue recognition. The Vistex Accounting Engine enables all these calculations to be performed solely in Vistex. This granular calculation data may be aggregated for Vistex reporting and collected for the required for the SAP posting. Utilizing the Vistex Accounting Engine and minimizing the financial information stored in SAP improves system performance.

The Postings tab in Agreements has been replaced by the Accounting tab, where all financial effects for the agreement are recorded. This enables all subsequent transactions for this financial information to occur smoothly, and the information can be directly linked to all secondary transactions.
2.4.5.2 Global File Template

The difference between file templates in earlier versions of Vistex and those in Release 1909 is that the new file templates are no longer application specific, and all file templates are maintained in one place. With this release, agreement file templates have been updated to derive the appropriate data areas based on the agreement type selected.

Global file templates are available for the following objects:

- Billback Agreements
- Billback Agreement Requests
- Business Register Agreements
- Business Register Agreement Requests
- Chargeback Agreements
- Chargeback Agreement Requests
- Customer Rebate Agreements
- Customer Rebate Agreement Requests
- Master Agreements
- Master Agreement Requests
- Price Review
- Purchasing Rebate Agreements
- Purchasing Rebate Agreement Requests
- Sales Incentives Agreements
- Sales Incentives Agreement Requests
- Revisions

2.4.5.2.1 Access

Transaction Code: /IRM/GTPM

2.4.5.2.2 Structure

The Agreement Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected agreements in a grid format. From the grid, click on an agreement number to display that agreement in focus in the Work Area.
- **Work Area**
  Use the Work Area to maintain one agreement. In the standard Vistex implementation, the Work Area contains the following tabs:
- General
- Structure
- Layout - displays a Word document window allowing users to format the file template.
- Contributors
- Status
- Notes
- Admin Data

**NOTE:** Functions accessed from the menu bar apply only to the agreement displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

**IMPORTANT:** Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.

The following graphic displays the basic elements of the Agreement Workbench. Please note that the graphic is not drawn to scale.
2.4.5.2.3 Procedures

Displaying a File Template
Creating a File Template
Comparing Two File Templates
Deleting a File Template
2.4.5.3 Chargeback Agreements

2.4.5.3.1 Chargeback Agreement

Documentation for chargeback agreements is available for the following screen formats:

- UI Application (SAP Fiori)
- SAP GUI
2.4.5.3.2 Clause Workbench

Documentation for the Clause Workbench is available for the following screen formats:

- UI Application (SAP Fiori)
- SAP GUI
2.4.5.3.3 Template Workbench

Documentation for the Template Workbench is available for the following screen formats:

- UI Application (SAP Fiori)
- SAP GUI
2.4.5.3.4 Agreement Group Workbench

2.4.5.3.4.1 Definition

An agreement group is a collection of existing agreements that are combined in order to access them more easily or to manage a large number of related agreements. After an agreement group is created, the group number can be assigned to each agreement.

A notification document can be configured for an agreement group. Also, from the agreement group you can view the postings for all agreements in the group.

Examples:

- Agreements by agreement type
- Agreements for a certain customer
- Agreements for a promotional period

2.4.5.3.4.2 Access

Transaction code: /IRM/IPAGM

2.4.5.3.4.3 Structure

The Agreement Group screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view a list of selected agreement groups in a grid format. From the grid, click on an agreement group number to display that agreement group in focus in the Work Area.

- Work Area
  Use the Agreement Group work area to maintain an agreement group. In the standard Vistex implementation, the Work Area contains the following tabs:
  - General
  - Rules Overview
  - Rules, which displays all rules from all agreements in the group
• Organizational Data
• Text
• Admin Data

NOTE: Functions accessed from the menu bar apply only to the agreement group displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

IMPORTANT: Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.

2.4.5.3.4.4 Procedures

Creating an Agreement Group
Assigning an Agreement to an Agreement Group
Removing an Agreement from an Agreement Group
Viewing the Agreement Group Change Log
Viewing Output
2.4.5.3.5 **Agreement Policy Workbench**

### 2.4.5.3.5.1 Definition

Use the Agreement Policy Workbench to create and maintain reusable agreement policies that are assigned to price sheets. Each agreement policy is a group of pricing conditions that must follow particular rules. Price policies calculate thresholds for pricing exceptions and generate warnings when a price requirement on a price sheet has been violated. The agreement policies can be set to auto execute when condition records are created or policies can be called on demand.

When you define an agreement policy you assign a validity period. As needed, price policies can be uniquely assigned per sales organization/distribution channel. Based on configuration, price policies can be sent through an approval process prior to activation. Approvals can be tied to workflow.

Multiple policies can be assigned to a price sheet. The sequence for execution can be defined, as well as what should happen to subsequent policies if a prior one is met. A where-used list shows all of the condition type/table combinations where the policy is being used.

### 2.4.5.3.5.2 Access

Transaction code: /IRM/IPAGPLM

### 2.4.5.3.5.3 Structure

The Agreement Policy Workbench screen is organized into the following areas:

- **Search and Worklist**
  
  Use the Search and Worklist to view selected agreement policies in a grid format. From the grid, click on a policy number to display that agreement policy in focus in the Work Area.

- **Work Area**
  
  Use the Work Area to maintain one agreement policy. In the standard Vistex implementation, the Work Area contains the following tabs:
    - **General**
    - **Calculation**
    - **Definition**
- Violation
- Text
- Status
- Admin Data
- Override, which is used to specify override messages
- Where Used List, which lists the price sheets to which the policy is assigned
- Organization

NOTE: Functions accessed from the menu bar apply only to the agreement policy displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

2.4.5.3.5.4 Procedures

Displaying an Agreement Policy
Creating an Agreement Policy
Changing an Agreement Policy
Assigning an Agreement Policy to a Price Sheet
Deleting an Agreement Policy
2.4.5.3.6 Agreement Procedure Workbench

2.4.5.3.6.1 Definition

Use the Agreement Procedure Workbench to define procedures to be invoked during price sheet maintenance on the Rules tab in an agreement. Each procedure consists of a sequenced series of steps. Data from a step can be stored (added to a bucket) for use in subsequent steps.

The following step types can be assigned to an agreement procedure:

- Create new records, to create a new record for the price sheet.
- Copy new records, to copy either the selected records, both the selected records and stored records, or only the stored records.
- Search and replace, to search and replace the value in a selected cell in either selected records or all records.
- Set values, to set a value in either selected records, both selected records and stored records, only stored records, or all records.
- Apply policies, to apply a policy to either selected records, both selected records and stored records, only stored records, or all records.
- Delete records, to delete either selected records, both selected records and stored records, only stored records, or all records. The Add to Bucket and Action fields are not used for this step type.
- Execute formulas, to execute formulas on either selected records, both selected records and stored records, only stored records, or all records.

2.4.5.3.6.2 Access

Transaction code: /IRM/IPAGPCM

2.4.5.3.6.3 Structure

The Agreement Procedure Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected price sheets in a grid format. From the grid, click
Chargebacks

on a price sheet alias to display or maintain the procedures for that price sheet in focus in the Work Area.

• Work Area
  Use the Work Area to maintain procedures for one price sheet.

NOTE: Functions accessed from the menu bar apply only to the price sheet displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

2.4.5.3.6.4 Procedures

Displaying Procedures for a Price Sheet
Creating a Procedure for a Price Sheet
2.4.5.3.7 Chargeback Agreement Mass Process

2.4.5.3.7.1 Definition

The Chargeback Agreements Mass Process transaction enables the user to easily mass process multiple agreements. Use this transaction to perform the following functions:

- mass change agreements
- save mass changes as an agreement request
- mass copy agreements to create new agreements
- mass copy agreements to create agreement requests

2.4.5.3.7.2 Access

Transaction code: /IRM/IPCBAME

2.4.5.3.7.3 Structure

The Mass Process transaction is organized into two sections:

- Activity Menu
  - This vertical menu bar is used to choose the following activities, which are performed in sequence:
    - Search
    - Selection
    - Actions
    - Execute
  - As each activity is performed, the results of that activity are shown in this section of the screen.

- Results
2.4.5.3.7.4 Procedures

Changing Selected Agreements
Creating an Agreement Request to Change Agreements
Creating New Agreements
Copying Agreements to Create an Agreement Request
2.4.5.3.8 Upload/Download

2.4.5.3.8.1 Agreement Upload

Definition

Use Upload Agreement to create or change an agreement by uploading it from a file, such as an Excel spreadsheet, rather than manually entering the data. Files can be uploaded from the following locations:

- Desktop, to upload from the local PC
- File submission, to upload based on a file submission entry
- File server, to upload directly from the application server

You must specify a file template for the upload. File templates can be created to control the fields and format of files during upload. To create a file template, use the File Template for Agreement Workbench.

Access

Transaction code: /IRM/IPCBAGUPL

You may access this transaction directly, or use the Goto → Upload Agreement option from the menu bar in the Agreement Workbench.

Procedure

Uploading an Agreement
2.4.5.3.8.2 Agreement Download

Definition

Use Agreement Download to download selected agreements to a specific file on a desktop or file server. For large downloads, this transaction can be run as a background job.

You must specify a file template for the download. File templates are used to control the fields and format of files during download. To create a file template, use the File Template for Agreements Workbench.

Access

Transaction code: /IRM/IPCBAGDNL

Procedure

Downloading Agreements
2.4.5.3.8.3 File Template for Agreements

Definition

Use File Template for Agreements Workbench to create and maintain templates that control the fields and format of agreements files during upload.

Note: In Release 1909, Agreements use the global file template.

Access

Transaction code: /IRM/IPAGFTM
Transaction code: /IRM/IPCBAGTPM

Structure

The File Template for Agreement Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected file templates in a grid format. From the grid, click on file template number to display that file template in focus in the Work Area.
- Work Area
  Use the Work Area to maintain one file template. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Section
  - Mapping
  - Conversion
  - Submitter
  - Crystal Layout, which is used with Crystal Reports
  - Admin Data

NOTE: Functions accessed from the menu bar apply only to the file template displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

Procedures

Displaying a File Template for Agreements
Creating a File Template for Agreements
Copying a File Template for Agreements
Maintaining a File Template for Agreements
Deleting a File Template for Agreements
2.4.5.3.9 Campaigns

2.4.5.3.9.1 Campaign Workbench

Definition

Campaigns can be used for trade planning, to estimate future sales of a new product during its test marketing, launch, or rollout period. Not just for special promotions, campaigns manage full-blown campaigns. The campaign functionality allows direct analysis, planning, execution, and measures promotional activities before creating an agreement or other subsequent document. Multiple contracts and events (such as a road show) can be tracked and evaluated in one document.

Configuration for campaigns includes defining the following:

- location types
  Define the locations to be used for the campaign events.
- agenda item types
  Define agenda items for campaign events, such as presentations.
- element types
  Element types are used to classify campaign elements that have similar characteristics. Each element type is categorized as either an element (target market, for example) or an event. Location types and agenda item types used for events are assigned at the element type level.
- campaign types
  Define logical collections of campaigns, and assign numbering, partners, price sheets, and profiles. Element types are assigned to each campaign type.

An IDOC is provided to move campaigns from a legacy system into Vistex. The IDOC supports the movement of header, dates, texts, organization, and partner data.

Use the Campaign Workbench to create and maintain campaign documents, and then to create other application documents directly from the campaign. These documents, such as a billback agreement for example, contain a reference to the campaign.

Access

Transaction code: /IRM/IPC

Structure

The Campaign Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected campaigns in a grid format. From the grid, click on a campaign number to display that campaign in focus in the Work Area.
• **Work Area**
  Use the Work Area to maintain one campaign. In the standard Vistex implementation, the Work Area contains the following tabs:
  - General
  - Elements
  - Assignments
  - Fast Entry
  - Rules Overview
  - Rules
  - Funds
  - Organization
  - Partners
  - Dates
  - Texts
  - Clauses
  - Notes
  - Status
  - Territories
  - Evaluation
  - Documents
  - Proforma
  - Additional Data 1 and Additional Data 2, which are extra tabs that can hold additional fields programmed to appear
  - Admin Data

**NOTE:** Functions accessed from the menu bar apply only to the campaign displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

**IMPORTANT:** Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.

The following graphic displays the basic elements of the Campaign Workbench. Please note that the graphic is not drawn to scale.
Procedures

Displaying a Campaign
Creating a Campaign
Copying a Campaign
Maintaining a Campaign
Deleting a Campaign
Uploading or Downloading a Campaign
Transferring to Upload Campaign
Transferring to the Clause or Template Workbench
Performing an Evaluation
Viewing the Campaign Change Log
Creating an Application from a Campaign
Mass Changing Campaigns
Mass Changing Campaign Status
Outbound Processing Campaigns
Viewing Output
2.4.5.3.9.2 Campaign Policy Workbench

Definition

Use the Campaign Policy Workbench to create and maintain reusable campaign policies that are assigned to price sheets. Each campaign policy is a group of condition records that must follow particular rules. Price policies calculate thresholds for pricing exceptions and generate warnings when a price requirement on a price sheet has been violated. The campaign policies can be set to auto execute when condition records are created or they can be called on demand.

When you define an campaign policy you assign a validity period. As needed, price policies can be uniquely assigned per sales organization/distribution channel. Based on configuration, price policies can be sent through an approval process prior to activation. Approvals can be tied to workflow.

Multiple policies can be assigned to a price sheet. The sequence for execution can be defined, as well as what should happen to subsequent policies if a prior one is met. A where-used list shows all of the condition type/table combinations where the policy is being used.

Access

Transaction code: /IRM/IPCGPLM

Structure

The Campaign Policy Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected campaign policies in a grid format. From the grid, click on a policy number to display that campaign policy in focus in the Work Area.

- Work Area
  Use the Work Area to maintain one campaign policy. In the standard Vistex implementation, the Work Area contains the following tabs:
  - General
  - Calculation
  - Definition
  - Violation
  - Text
  - Status
  - Admin Data
  - Override, which is used to specify override messages
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- Where Used List, which lists the price sheets to which the policy is assigned
- Organization

NOTE: Functions accessed from the menu bar apply only to the campaign policy displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

Procedures

Displaying a Campaign Policy
Creating a Campaign Policy
Changing a Campaign Policy
Assigning a Campaign Policy to a Price Sheet
Deleting a Campaign Policy
2.4.5.3.9.3 Upload/Download

Campaign Upload

Definition

Use Campaign Upload to import campaigns from a file, such as an Excel spreadsheet, rather than manually entering the data. Files can be uploaded from the following locations:

- Desktop, to upload from the local PC
- File submission, to upload based on a file submission entry
- File server, to upload directly from the application server

You must specify a file template for the upload. File templates can be created to control the fields and format of files during upload. To create a file template, use the File Template for Campaigns Workbench.

Access

Transaction code: /IRM/IPCGUPL

Procedure

Uploading Campaigns
Campaign Download

Definition

Use Campaign Download to download selected campaigns to a specific file on a desktop or file server. For large downloads, this transaction can be run as a background job.

You must specify a file template for the download. File templates are used to control the fields and format of files during download. To create a file template, use the File Template for Campaigns Workbench.

Access

Transaction code: /IRM/IPCGDNL

Procedure

Downloading Campaigns
File Template for Campaigns

Definition

Use File Template for Campaigns Workbench to create and maintain templates that control the fields and format of campaign files during upload and/or download.

Access

Transaction code: /IRM/IPCGFTM

Structure

The File Template for Campaigns Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected file templates in a grid format. From the grid, click on file template number to display that file template in focus in the Work Area.
- Work Area
  Use the Work Area to maintain one file template. In the standard Vistex implementation, the Work Area contains the following tabs:
    - Section
    - Mapping
    - Conversion
    - Submitter
    - Crystal Layout, which is used with Crystal Reports
    - Admin Data

NOTE: Functions accessed from the menu bar apply only to the file template displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

Procedures

Displaying a File Template for Campaigns
Creating a File Template for Campaigns
Copying a File Template for Campaigns
Maintaining a File Template for Campaigns
Deleting a File Template for Campaigns
2.4.5.4 Programs

2.4.5.4.1 Chargeback Program Workbench - GUI

2.4.5.4.1.1 Definition

A program is corporate guide/outline that can be reused to set up multiple similar agreements or agreement requests. For example, a program might be created for a specific promotion. In the program, predefined condition records are entered (on the Rules tab), ensuring that all agreements created from the program contain identical condition records for the promotion.

NOTE: Program types are defined in the agreement type configuration. Check the Program checkbox to indicate that the agreement type is to be used as a program type.

Use the Program Workbench to create and maintain programs, as well as to create an agreement from a program.

2.4.5.4.1.2 Access

Transaction code: /IRM/IPCBPGM

2.4.5.4.1.3 Structure

The Program Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected programs in a grid format. From the grid, click on a program number to display that program in focus in the Work Area.

- Work Area
  Use the Work Area to maintain one program. In the standard Vistex implementation, the Work Area contains the following tabs:
  - General
  - Fast Entry
  - Rules Overview
NOTE: Functions accessed from the menu bar apply only to the program displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

IMPORTANT: Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.

The following graphic displays the basic elements of the Program Workbench. Please note that the graphic is not drawn to scale.
2.4.5.4.1.4 Procedures

Displaying a Program
Creating a Program
Creating a Program from an Agreement
Copying a Program
Performing an Evaluation
Comparing Two Programs
Checking Out a Program
Checking In a Program
Terminating a Program
Deleting a Program
Worklist Procedures

Mass Process Button

Creating Rules in Multiple Programs
Changing Rules in Multiple Programs
Changing Header Data in Multiple Programs
Marking Programs as Complete
Extending Multiple Programs
Menu Bar Procedures

Edit Menu

Adding Text Objects to a Program
Creating an Agreement from a Program
Goto Menu
Displaying a Notification
Transferring to Upload Program
Extras Menu

Transferring to the Product List Workbench
Transferring to the Clause or Template Workbench
Uploading or Downloading a Program
Environment Menu

Viewing a Change Log for a Program
2.4.5.4.2 Program Group Workbench

2.4.5.4.2.1 Definition

A program group is a collection of programs that are combined in order to access them more easily or to manage a large number of related programs. After a program group is created, the group number can be assigned to each program.

NOTE: Program groups cannot be assigned to an agreement; agreement groups cannot be assigned to programs.

Program group types are defined in the agreement group type configuration. Check the Pgm Grp checkbox to indicate that the agreement group type is to be used as a program group type.

2.4.5.4.2.2 Access

Transaction code: /IRM/IPPGM

2.4.5.4.2.3 Structure

The Program Group screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view a list of selected program groups in a grid format. From the grid, click on a program group number to display that program group in focus in the Work Area.

- Work Area
  Use the Program Group work area to maintain a program group. In the standard Vistex implementation, the Work Area contains the following tabs:
  - General
  - Rules Overview
  - Rules, which displays all rules from all programs in the group
  - Organizational Data
  - Text
• Admin Data

NOTE: Functions accessed from the menu bar apply only to the program group displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

IMPORTANT: Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.

2.4.5.4.2.4 Procedures

Creating a Program Group
Assigning a Program to a Program Group
Removing a Program from a Program Group
2.4.5.4.3  Upload/Download

2.4.5.4.3.1  Chargebacks Program Upload

Definition

Use Chargebacks Program Upload to create or change programs by uploading them from a file, such as an Excel spreadsheet, rather than manually entering the data. Files can be uploaded from the following locations:

- Desktop, to upload from the local PC
- File submission, to upload based on a file submission entry
- File server, to upload directly from the application server

File templates are created to control the fields and format of files during upload. To create a template, use the File Template for Agreement Workbench.

Access

Transaction code: /IRM/IPCDBGUPL

You may access this transaction directly, or use the Goto → Upload Program(s) option from the menu bar in the Program Workbench.

Procedure

Uploading Programs
2.4.5.4.3.2 Chargebacks Program Download

Definition

Use Chargebacks Program Download to download selected programs to a specific file on a desktop or file server. For large downloads, this transaction can be run as a background job.

You must specify a file template for the download. File templates are used to control the fields and format of files during download. To create a file template, use the File Template for Agreement Workbench.

Access

Transaction code: /IRM/IPCBPGDNL

Procedure

Downloading Chargeback Programs
2.4.6 Agreement Requests

2.4.6.1 Chargeback Agreement Request

Documentation for chargeback agreement requests is available for the following screen formats:

- UI Application (SAP Fiori)
- SAP GUI
2.4.6.2 Upload/Download

2.4.6.2.1 Agreement Request Upload

2.4.6.2.1.1 Definition

Use Upload Agreement Request to create or change agreement requests by uploading them from a file, such as an Excel spreadsheet, rather than manually entering the data. Files can be uploaded from the following locations:

- Desktop, to upload from the local PC
- File submission, to upload based on a file submission entry
- File server, to upload directly from the application server

You must specify a file template for the upload. File templates can be created to control the fields and format of files during upload. To create a file template, use the File Template for Agreement Request Workbench.

2.4.6.2.1.2 Access

Transaction code: /IRM/IPCBARUPL

You may access this transaction directly, or use the Goto → Upload Request(s) option from the menu bar in the Agreement Request Workbench.

2.4.6.2.1.3 Procedure

Uploading Agreement Requests
2.4.6.2.2 Agreement Request Download

2.4.6.2.2.1 Definition

Use Agreement Request Download to download selected agreement requests to a specific file on a desktop or file server. For large downloads, this transaction can be run as a background job.

You must specify a file template for the download. File templates are used to control the fields and format of files during download. To create a file template, use the File Template for Agreement Requests Workbench.

2.4.6.2.2.2 Access

Transaction code: /IRM/IPCBARDNL

2.4.6.2.2.3 Procedure

Downloading Agreement Requests
2.4.6.2.3  File Template for Agreement Request

2.4.6.2.3.1  Definition

Use File Template for Agreement Request Workbench to create and maintain templates that control the fields and format of agreement request files during upload.

Note: In Release 1909, Agreement Requests use the global file template.

2.4.6.2.3.2  Access

Transaction code: /IRM/IPARFTM

Transaction code: /IRM/IPCBAFTPMTM

2.4.6.2.3.3  Structure

The File Template for Agreement Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected file templates in a grid format. From the grid, click on file template number to display that file template in focus in the Work Area.

- Work Area
  Use the Work Area to maintain one file template. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Section
  - Mapping
  - Conversion
  - Submitter
  - Crystal Layout, which is used with Crystal Reports
  - Admin Data

NOTE: Functions accessed from the menu bar apply only to the file template displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.
2.4.6.2.3.4 Procedures

Displaying a File Template for Agreement Requests
Creating a File Template for Agreement Requests
Copying a File Template for Agreement Requests
Maintaining a File Template for Agreement Requests
Deleting a File Template for Agreement Requests
2.4.7 Direct Agreements
2.4.7.1 Direct Agreements
2.4.7.1.1 Sales Agreements

2.4.7.1.1.1 Direct Sales Agreement

Documentation for direct sales agreements is available for the following screen formats:

- UI Application (SAP Fiori)
- SAP GUI
2.4.7.1.1.2 Upload/Download

Upload Direct Sales Agreement

Definition

Use Upload Direct Sales Agreement to create or change a direct sales agreement by uploading it from a file, such as an Excel spreadsheet, rather than manually entering the data. Files can be uploaded from the following locations:

- Desktop, to upload from the local PC
- File submission, to upload based on a file submission entry
- File server, to upload directly from the application server

You must specify a file template for the upload. File templates can be created to control the fields and format of files during upload. To create a file template, use the File Template for Direct Agreements Workbench.

Access

Transaction code: /IRM/IPSDAUPL

Procedure

Uploading a Direct Sales Agreement
Definition

Use Direct Sales Agreement Download to download selected direct sales agreements to a specific file on a desktop or file server. For large downloads, this transaction can be run as a background job.

You must specify a file template for the download. File templates are used to control the fields and format of files during download. To create a file template, use the File Template for Direct Agreements Workbench.

Access

Transaction code: /IRM/IPSDADNL

Procedure

Downloading Direct Sales Agreements
2.4.7.2 Direct Agreement Requests
2.4.7.2.1 Sales Agreement Requests

2.4.7.2.1.1 Direct Sales Agreement Request Workbench

Definition

Direct agreements are used to develop a contract directly with the customer. Direct sales agreements can be applied directly to the sales order. Although agreements can be created and maintained directly in the agreement workbench, the Vistex best practice is to create an agreement request and then post the request to create or change the agreement.

Access

Transaction code: /IRM/IPSDARM

Structure

The Direct Sales Agreement Request Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected agreement requests in a grid format. From the grid, click on an agreement request number to display that agreement request in focus in the Work Area.

- Work Area
  Use the Work Area to maintain one direct sales agreement request. In the standard Vistex implementation, the Work Area contains the following tabs:
  - General
  - Fast Entry
  - Rules Overview
  - Rules
  - Funds
  - Organization
  - Terms/Settlement
  - Partners
  - Dates
  - Texts
  - Clauses
1909 SP1 Chargebacks Documentation

- Confirmations
- Notes
- Status
- Revisions
- Evaluation
- Campaigns
- Documents
- Proforma
- Additional Data 1 and Additional Data 2, which are extra tabs that can hold additional fields programmed to appear
- Admin Data

NOTE: Functions accessed from the menu bar apply only to the agreement request displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

IMPORTANT: Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.

Procedures

Displaying a Direct Sales Agreement Request
Creating a Direct Sales Agreement Request
Copying a Direct Sales Agreement Request
Comparing a Direct Sales Agreement Request to an Agreement
Comparing Two Direct Sales Agreement Requests
Changing the Status of a Direct Sales Agreement Request
Rejecting a Direct Sales Agreement Request
Posting a Direct Sales Agreement Request
Deleting a Direct Sales Agreement Request
Generating a Change Log for Multiple Direct Sales Agreement Requests

Worklist Procedures

Mass Process Button

Changing Header Data in Multiple Direct Sales Agreement Requests
Marking a Direct Sales Agreement Request as Technically Complete

Menu Bar Procedures

Edit Menu

Adding Text Objects to an Agreement Request
Creating a Master Request from an Agreement Request
Goto Menu

Displaying a Notification
Transferring to Upload Direct Sales Agreement Request
Extras Menu

Transferring to the Product List Workbench
Transferring to the Clause or Template Workbench
Uploading or Downloading a Direct Agreement Request
Environment Menu

Viewing a Change Log for a Direct Sales Agreement Request
2.4.7.2.1.2 Upload/Download

Definition

Use Upload Direct Sales Agreement Request to create or change a direct sales agreement request by uploading it from a file, such as an Excel spreadsheet, rather than manually entering the data. Files can be uploaded from the following locations:

- Desktop, to upload from the local PC
- File submission, to upload based on a file submission entry
- File server, to upload directly from the application server

You must specify a file template for the upload. File templates can be created to control the fields and format of files during upload. To create a file template, use the File Template for Direct Agreements Workbench.

Access

Transaction code: /IRM/IPSDARUPL

Procedure

Uploading a Direct Sales Agreement Request
Direct Sales Agreement Request Download

Definition

Use Direct Sales Agreement Request Download to download selected direct sales agreement requests to a specific file on a desktop or file server. For large downloads, this transaction can be run as a background job.

You must specify a file template for the download. File templates are used to control the fields and format of files during download. To create a file template, use the File Template for Direct Agreements Workbench.

Access

Transaction code: /IRM/IPSDARDNL

Procedure

Downloading Direct Sales Agreement Requests
2.4.7.3 Direct Programs
2.4.7.3.1 Sales Programs

2.4.7.3.1.1 Direct Sales Program Workbench - GUI

Definition

A program is an agreement template that can be reused to set up multiple similar agreements or agreement requests. For example, a program might be created for a specific promotion that applies to multiple partners. In the program, predefined condition records are entered (on the Rules tab), ensuring that all agreements created from the program contain identical condition records for the promotion.

NOTE: Program types are defined in the direct agreement type configuration. Check the Program checkbox to indicate that the direct agreement type is to be used as a program type.

Use the Direct Sales Program Workbench to create and maintain programs, as well as to create an agreement from a program.

Access

Transaction code: /IRM/IPSDAPGM

Structure

The Direct Sales Program Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected programs in a grid format. From the grid, click on a program number to display that program in focus in the Work Area.

- Work Area
  Use the Work Area to maintain one program. In the standard Vistex implementation, the Work Area contains the following tabs:
  - General
  - Fast Entry
  - Rules Overview
  - Rules
  - Funds
  - Organization
  - Terms
  - Partners
  - Dates
Texts
Clauses
Confirmations
Notes
Status
Revisions
Evaluation
Campaigns
Documents
Check In/Out
Proforma
Additional Data 1 and Additional Data 2, which are extra tabs that can hold additional fields programmed to appear
Admin Data

NOTE: Functions accessed from the menu bar apply only to the program displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

IMPORTANT: Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.

The following graphic displays the basic elements of the Program Workbench. Please note that the graphic is not drawn to scale.
Procedures

Displaying a Direct Sales Program
Creating a Direct Sales Program
Creating a Direct Sales Program from an Agreement
Copying a Direct Sales Program
Performing an Evaluation
Comparing Two Direct Sales Programs
Checking In a Direct Sales Program
Checking Out a Direct Sales Program
Terminating a Direct Sales Program
Deleting a Direct Sales Program

Worklist Procedures

[Image: Mass Process Button]

Creating Rules in Multiple Direct Sales Programs
Changing Rules in Multiple Direct Sales Programs
Changing Header Data in Multiple Direct Sales Programs
Marking Direct Sales Programs as Complete
Extending Multiple Direct Sales Programs

Menu Bar Procedures

Edit Menu
Adding Text Objects to a Direct Sales Program
Creating an Agreement from a Direct Sales Program
Goto Menu
Displaying a Notification
Transferring to Upload Direct Sales Program
Extras Menu
Transferring to the Product List Workbench
Transferring to the Clause or Template Workbench
Uploading or Downloading a Direct Sales Program
Environment Menu
Viewing a Change Log for a Direct Sales Program
2.4.7.3.1.2 Upload/Download

Direct Sales Program Upload

Definition

Use Direct Sales Program Upload to upload selected direct sales programs from a specific file, such as an Excel spreadsheet, rather than manually entering the data. Files can be uploaded from the following locations:

- Desktop, to upload from the local PC
- File submission, to upload based on a file submission entry
- File server, to upload directly from the application server

You must specify a file template for the upload. File templates are used to control the fields and format of files during upload. To create a file template, use the File Template for Direct Agreements Workbench.

Access

Transaction code: /IRM/IPS_DAPGUPL

Procedure

Uploading Direct Sales Programs
Direct Sales Program Download

Definition

Use Direct Sales Program Download to download selected direct sales programs to a specific file on a desktop or file server. For large downloads, this transaction can be run as a background job.

You must specify a file template for the download. File templates are used to control the fields and format of files during download. To create a file template, use the File Template for Direct Agreements Workbench.

Access

Transaction code: /IRM/IPSAPGDNL

Procedure

Downloading Direct Sales Programs
2.4.7.4  File Template for Direct Agreements

2.4.7.4.1  Definition

Use File Template for Direct Agreements Workbench to create and maintain templates that control the fields and format of direct agreement, agreement request, and program files during upload and/or download.

2.4.7.4.2  Access

Transaction code: /IRM/IPDAFTM

2.4.7.4.3  Structure

The File Template for Direct Agreement Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected file templates in a grid format. From the grid, click on file template number to display that file template in focus in the Work Area.
- Work Area
  Use the Work Area to maintain one file template. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Section
  - Mapping
  - Conversion
  - Submitter
  - Crystal Layout, which is used with Crystal Reports
  - Admin Data

NOTE: Functions accessed from the menu bar apply only to the file template displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.
2.4.7.4.4 Procedures

Displaying a File Template for Direct Agreements
Creating a File Template for Direct Agreements
Maintaining a File Template for Direct Agreements
Deleting a File Template for Direct Agreements
2.4.8 Trade Calendar

2.4.8.1 Trade Calendar Overview

2.4.8.1.1 Definition

The Trade Calendar is a Web view that allows a non-technical person (sales rep or marketing person, for example) to review and maintain validity dates for all the programs that the person is running, without logging onto SAP GUI. For example, the calendar might be used to compare current programs with those being planned, and then to adjust specific dates as needed.

The following types of documents can be displayed in a trade calendar:

- campaigns
- agreements
- agreement programs
- agreement requests
- direct agreements
- direct agreement requests
- master requests
- deals (Data Maintenance Pricing)
- deal programs (Data Maintenance Pricing)
- deal requests (Data Maintenance Pricing)

Two of the above types of documents can be displayed simultaneously in a trade calendar view. For example, a view might contain billback agreements and billback agreement requests. Different layouts can be created to display the documents either horizontally or vertically.

2.4.8.1.2 Structure

The trade calendar page is organized into the following areas:

- Selection Criteria window, to choose a calendar, view, search, and time scale.
  
  After you display the trade calendar, click on the arrow icon to toggle back to the selection window to switch to another view, change the layout for each document type shown in the calendar, or to filter application data.
- Trade Calendar Page Bar, which displays a message icon if messages exist, user name, and logout icon.
The following features are available on the page, based on configuration:

- **Color bar**
  Color coding for the bars can be defined using business script. Double click on the color bar to view the Document Fields pop-up, which can be used to change field values. The changes can be saved directly to the document or saved as a request.

  Drag the bar to change the validity, then click on the Save button or Save As Request button to save the new dates.

- **Field and row data pop-ups**
  Hover the mouse over a row to view the configured fields data. Double click on a row to view row data in a pop-up. Fields in the pop-up are editable or non-editable based on configuration. Maintain the data, as needed, and save.
2.4.8.1.3 Trade Calendar Access

Transaction code: /IRM/GTCM_WS

To display a trade calendar:

1. Access transaction code /IRM/GTCM_WS.
2. In the Search tab, select a calendar from the Calendar Name dropdown list of all currently available calendars.
3. After you select a calendar, the View field is displayed. Choose a view from the dropdown list of all views configured for the selected calendar.
4. After you choose a view, select a search from the Saved Searches dropdown list. 
   NOTE: A search name may already appear in the field if that search was defined as the default.

   Two buttons are displayed near the Saved Searches field:
   - **Edit Saved Search**
     To maintain or delete the selected search, click on the pencil icon to display the Calendar Selections window. To delete a search, click on the Delete button. To maintain the search, click on the + (plus) sign to add a row or click on the - (minus) sign to delete a row.

     When finished making changes, click on either Search to perform the search without saving it, click on Save As to add the search to the Saved Searches list, or click on Save to save the existing search.

   - **New Search**
     To create a new search, click on the New Search button to display the Calendar Selections window. In the window, select a Search Profile or enter search criteria for the primary and secondary objects assigned to the calendar. Select/enter values in the search fields. Click on the + (plus) sign to add a row; click on the - (minus) sign to delete a row.

     When finished entering your selections, click on either Search to perform the search without saving it or Save As to add the search to the Saved Searches list.

5. If you do not need to maintain the time period for the calendar (timescale), from the Search tab click on the Go button to display the trade calendar.

If you need to maintain the time period, display the Timescale tab. If a period profile is assigned to the calendar, the Timescale tab displays the periods proposed by the period profile. Maintain the information and then click on the Apply button to display the trade calendar.

6. In the calendar, click on the arrow icon in the top corner, if needed, to navigate back to the selection window.
2.4.8.1.4 Configuration and Setup

In configuration, you can define event calendars to link individual events, such as seasonal promotions, to a trade calendar. For each event calendar, enter a name and description, and then list the events. For each event, provide a description and validity date range. Assign an event calendar to the trade calendar. When the calendar is displayed, the description of each associated event will appear as a column heading under the event's validity date range.

The following transactions are used to set up the Trade Calendar:

- **Trade Calendar Maintenance Workbench** (/IRM/GTCM), to define the trade calendars.
- **Trade Calendar Object Maintenance Workbench** (/IRM/GTCOBM), to configure the objects used to define trade calendars in the Trade Calendar Maintenance Workbench. Each object controls the layouts and filters that can be applied to the trade calendar data.
- **Period Profile Workbench**, to maintain the period profile assigned to the trade calendar in the maintenance workbench. For a trade calendar, use the period profile category "Year".
2.4.8.2 Trade Calendar Object Maintenance Workbench

2.4.8.2.1 Definition

Use the Trade Calendar Object Maintenance Workbench to configure the objects used in the Trade Calendar Maintenance Workbench. For each calendar object, business script formulas can be created to control the layout of the fields and the messages that will be displayed in the Trade Calendar.

2.4.8.2.2 Access

Transaction code: /IRM/GTCOBM

2.4.8.2.3 Structure

The Trade Calendar Object Maintenance Workbench screen is organized into the following areas:

- **Search and Worklist**
  Use the Search and Worklist to view information for selected trade calendar objects in a grid format. From the grid, click on an object name to display it in focus in the Work Area.

- **Work Area**
  Use the Work Area to maintain the trade calendar object in focus. In the standard Vistex implementation, the Work Area contains the following tabs:
  - **Layout**
  - **Filter**
  - **Admin Data**

**NOTE:** Functions accessed from the menu bar apply only to the trade calendar object displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

**IMPORTANT:** Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.
2.4.8.2.4 Procedures

Displaying a Trade Calendar Object
Creating a Trade Calendar Object
Copying a Trade Calendar Object
Maintaining a Trade Calendar Object
Deleting a Trade Calendar Object
2.4.8.3  Trade Calendar Maintenance Workbench

2.4.8.3.1  Definition

Use the Trade Calendar Maintenance Workbench to define the trade calendars that can be viewed in the Trade Calendar. Each calendar is assigned a time scale and one or multiple views.

2.4.8.3.2  Access

Transaction code: /IRM/GTCM

2.4.8.3.3  Structure

The Trade Calendar Maintenance Workbench screen is organized into the following areas:

- **Search and Worklist**
  
  Use the Search and Worklist to view information for selected trade calendars in a grid format. From the grid, click on an trade calendar name to display it in focus in the Work Area.

- **Work Area**
  
  Use the Work Area to maintain the trade calendar in focus. In the standard Vistex implementation, the Work Area contains the following tabs:
  
  - **Views**
  
  - **Admin Data**

NOTE: Functions accessed from the menu bar apply only to the trade calendar displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

IMPORTANT: Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.

2.4.8.3.4  Procedures

Displaying a Trade Calendar
Creating a Trade Calendar
Copying a Trade Calendar
Maintaining a Trade Calendar
Deleting a Trade Calendar
2.4.8.4 Period Profile Workbench

2.4.8.4.1 Definition

Use the Period Profile Workbench to create, activate, and maintain global period profiles, which can be assigned to individual or groups of participants, as well as to agreements and agreement requests.

After you create a period profile, use the Review tab to view periods within a given time period, to make sure the periods are correctly defined.

NOTE: Only active period profiles are available in the F4 listing in participation, an agreement or an agreement request.

2.4.8.4.2 Access

Transaction code: /IRM/GFPM

2.4.8.4.3 Structure

The Period Profile Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected period profiles in a grid format. From the grid, click on period profile number to display that period profile in focus in the Work Area.
- Work Area
  Use the Work Area to maintain one period profile. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Periods
  - Review
  - Admin Data

NOTE: Functions accessed from the menu bar apply only to the period profile displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.
2.4.8.4.4 Procedures

Displaying a Period Profile
Creating a Period Profile
Copying a Period Profile
Activating/Deactivating a Period Profile
Maintaining a Period Profile
Deleting a Period Profile
Reviewing a List of Periods
Assigning a Period Profile to a Composite Agreement
Assigning a Period Profile to a Composite Agreement Request
Assigning a Period Profile to Participants
2.5 Chargeback Process
2.5.1 Chargeback Calculations

2.5.1.1 Chargeback Calculations

2.5.1.1.1 Overview

Calculations for Vistex transactions are performed by the Vistex calculation engine. Calculation result detail is stored in Vistex tables and can be accessed for the following:

- For chargeback calculation line items, calculation conditions are displayed on the Calculations tab in the calculation bucket that stores the source document line items. Detail can be viewed on the Calculation Analysis screen and agreement log accessed from the tab.
- For claim and transaction document line items, calculation conditions are displayed on the Conditions tab in the Claim/Transaction Workbench. Detail can be viewed on the Calculation Analysis screen and agreement log accessed from the tab.

2.5.1.1.2 Configuration

Configuration for the calculation engine includes the following:

- SAP Condition Type
  Standard SAP condition types created in the V/06 transaction, used for pricing maintenance and pricing evaluation
- SAP Condition Table
  Standard SAP condition table that uses field combinations to define the structure of condition records.
- Vistex Calculation Path
  Series of steps (similar to an SAP access sequence) used to read tables (in defined sequence) for Vistex transactions. Each step includes mapping between each source document field and its corresponding condition table field.
- Vistex Calculation Procedure
  Series of steps in execution sequence (similar to an SAP pricing procedure) used for calculations and for condition search to derive the agreement. For condition search, the calculation procedure is attached to the condition search profile.
- Vistex IP Type and Bucket Group
  Accrual and settlement profiles are defined at the bucket group level. In the bucket group header controls, multiple internal IP types can be assigned, for example one for invoice and one
Chargebacks for claim, each with its own sales area and calculation procedure. One bucket group is assigned to a calculation bucket.

- **Vistex Calculation Bucket**
  Internal technical object used to define calculation data.

- **Search Profile for Calculation Bucket**
  Use transaction /IRM/IPCLBUSM to create search profiles used when posting calculation buckets. A default search profile is pre-delivered.

### 2.5.1.1.2.1 Calculation Buckets

Information to be stored in calculation buckets is based on configured calculation bucket types. Use transaction code /IRM/IPCLBCM) to define a calculation bucket type for each application and source document combination. Supported types of source documents are:

- Sales document
- Billing document
- Delivery
- Claim
- Transaction document

A configured bucket group is assigned to the calculation bucket. The bucket group stores the calculation procedure and condition search profile used to determine the agreement used to update the line item buckets.

Use the Calculation Bucket Workbench (/IRM/IPCLBM) to create calculation buckets, which can capture lean data from source documents related to an agreement and/or partner. The calculation bucket includes only those fields specified during bucket definition. Bucket data is visible in the transactional/composite calculation runs and tracking. Data can be stored or, for virtual calculation buckets, pulled to create calculation runs for posting.

Buckets can be updated either:

- Automatically, from agreements or settlement parameter groups
- In batch, using the Mass Processing of Calculation Buckets (/IRM/IPCLBPMP) transaction
- Manually, from the Calculation Bucket Workbench (/IRM/IPCLBM)

As of release 1909 SP1, calculation bucket search functionality is included in Fiori. Users are also able to create and post calculation run document data directly from Fiori.

### 2.5.1.1.2.2 Automated Document Maintenance Integration

For 1909 SP1, Automated Document Maintenance (ADM) is now integrated in the creation of calculation runs and bucket repricing. ADM determines which of the items in the calculation bucket will be reprocessed, and this reprocessing is based on changed attributes stored in a separate table.
2.5.1.1.2.3 Virtual Calculation Buckets

Rather than physically storing calculation data, Virtual Calculation Buckets dynamically access this information using the HANA in-memory database. Virtual Calculation Buckets contain all the necessary calculation instructions and formulas while offering greater efficiency and optimizing data storage.

2.5.1.1.2.4 Bucket Simulation

Release 1909 also includes two new data areas in the bucket data model: SI Simulation Items and SC Simulation Calculations. First introduced in Release 1709, Bucket Simulation uses these data areas to analyze and simulate incentives, paybacks, and rebates for any future period without storing the relevant information. While previously only available at the bucket group level, Release 1909 offers Bucket Simulation at the individual bucket level, enabling accrual and settlement.

2.5.1.1.2.5 Source Document Buckets

Claim/transaction document data can be stored in buckets created in the following workbenches:

- Claim Bucket Workbench (/IRM/IPBCKCRM)
  Buckets are populated directly from claims when the claims are created or maintained. If you change the conditions of a bucket, you need to reconstruct that bucket to delete and recreate the bucket items. Reconstruction can be run either from the workbench or by running Reconstruct Claim Buckets (/IRM/IPBCK27).

- Transaction Bucket Workbench (/IRM/IPBCKRCAM)
  Buckets are populated directly from transaction documents when the transaction documents are created or maintained. If you change the conditions of a bucket, you need to reconstruct that bucket to delete and recreate the bucket items. Reconstruction can be run either from the workbench or by running Reconstruct Transaction Buckets (/IRM/IPBCK28).

2.5.1.1.2.6 Composite Buckets

Calculation buckets can be used as a source for mapping to subcomponent key figures. The calculation bucket type is stored in the subcomponent definition.

In composite, posting can be performed at either the subcomponent level or the line item level. If posting at the line item level, Vistex recommends configuring a summarization profile, to consolidate line items for performance reasons.
2.5.1.1.2.7 Bucket Processing

The Mass Processing of Chargeback Source Documents (/IRM/IPCBLBSMP) transaction can be used to process (build calculation buckets), reprocess (delete and recreate calculation buckets), and reprice (to reprice line items).
2.5.2 Outgoing Claims

2.5.2.1 Claims for Chargebacks

2.5.2.1.1 Overview

The chargeback lifecycle is initiated when two parties, typically a distributor and manufacturer, enter into an agreement for advertisement in a marketing event, markdowns, or for end customer contract pricing, and the distributor sells a product to the customer at the price below his cost. When the distributor submits a claim for cost recoveries, it must be recorded in the manufacturer's ERP system. A distributor will submit a claim to the manufacturer to recover costs. The chargeback lifecycle takes the perspective of the distributor’s action of sending claims to the manufacturer.

A claim can be submitted in a flat file such as an Excel spreadsheet or text file, directly on the manufacturer’s website, through electronic data interchange (EDI), by fax, email, or phone. When the claim is submitted using a flat file, fax, email, or telephone, the claim must be entered by the manufacturer in their system.

NOTE: Although this help documentation often refers to the partners involved in a claim as a distributor and manufacturer, the partners may also be known by other names, such as a vendor and wholesaler.
2.5.2.2 Criteria for Claims

2.5.2.2.1 Definition

Use the Criteria for Claims Workbench to specify, for a partner, the manual defaults and combination criteria to be used in the following transactions:

- **Upload Claim (/IRM/GCRUPL)**
  Enter the manual defaults to be used for the upload. (Combination criteria are set in the file template.)

- **Process Subsequent Documents (/IRM/GCR27) and Process Transaction Items (/IRM/GCR29)**
  Enter the combination criteria to be used. When you run these transactions, select the Reference function and specify the criteria in the Claim Criteria field.

Combination criteria are used to combine line items, based on selected fields. When the claim is created using combination criteria, the manual conditions are aggregated in addition to the existing quantity aggregation.

2.5.2.2.2 Access

Transaction code: /IRM/GCRCM
2.5.2.3 Upload/Download

2.5.2.3.1 Upload Claim

2.5.2.3.1.1 Definition

Use Upload Claim to import claims from a file, such as an Excel spreadsheet, rather than manually entering the claims. Files can be uploaded from the following locations:

- Desktop, to upload from the local PC
- File submission, to upload based on a file submission entry
- File server, to upload directly from the application server

You must specify a file template for the upload. File templates control the fields and format of files during upload. To create a file template, use the File Template for Claims Workbench.

NOTE: To maintain a list of specific field values for the upload, without changing the file template, use the Criteria for Claims Workbench (/IRM/GCRCM). Enter the name assigned to the criteria in the Criteria field. If needed, click on the Display Criteria button to view that criteria in a pop-up window.

2.5.2.3.1.2 Access

Transaction code: /IRM/GCRUPL

2.5.2.3.1.3 Procedure

Uploading Claims
2.5.2.3.2 Download Claim

2.5.2.3.2.1 Definition

Use Download Claim to download selected claim data to a specific file on a desktop or file server. For large claims, this transaction can be run as a background job.

You must specify a file template for the download. File templates are used to control the fields and format of files during download. To create a file template, use the File Template for Claims Workbench.

2.5.2.3.2.2 Access

Transaction code: /IRM/GCRDNL

2.5.2.3.2.3 Procedure

Downloading Claims
2.5.2.3.3 **File Template for Claims**

### 2.5.2.3.3.1 Definition

Use File Template for Claims Workbench to create and maintain templates that control the fields and format of claims files during upload and/or download.

### 2.5.2.3.3.2 Access

Transaction code: /IRM/GCRFTM

### 2.5.2.3.3.3 Structure

The File Template for Claims Workbench screen is organized into the following areas:

- **Search and Worklist**
  - Use the Search and Worklist to view selected file templates in a grid format. From the grid, click on file template number to display that file template in focus in the Work Area.
- **Work Area**
  - Use the Work Area to maintain one file template. In the standard Vistex implementation, the Work Area contains the following tabs:
    - **Section**
    - **Mapping**
    - **Conversion**
    - **Submitter**
    - **Crystal Layout**, which is used with Crystal Reports
    - **Admin Data**

**NOTE:** Functions accessed from the menu bar apply only to the file template displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.
2.5.2.3.3.4 Procedures

Displaying a File Template for Claims
Creating a File Template for Claims
Copying a File Template for Claims
Maintaining a File Template for Claims
Deleting a File Template for Claims
2.5.3 Outgoing Transactions

2.5.3.1 Transaction Documents for Chargebacks

2.5.3.1.1 Overview

The chargeback lifecycle is initiated when two parties, typically a manufacturer and distributor, enter into an agreement for advertisement in a marketing event, markdowns, or for end customer contract pricing, and the distributor sells a product to the customer at the price below his cost. The chargeback lifecycle takes the perspective of the distributor’s action of sending transaction documents to the manufacturer.

A transaction document can be submitted in a flat file such as an Excel spreadsheet or text file, directly on the manufacturer’s website, through electronic data interchange (EDI), by fax, email, or phone. When the transaction document is submitted using a flat file, fax, email, or phone, the transaction document must be entered by the manufacturer in their system.

NOTE: Although this help documentation often refers to the partners involved in a transaction document as a distributor and manufacturer, the partners may also be known by other names such as a vendor and wholesaler.
2.5.3.2 Criteria for Transactions

2.5.3.2.1 Definition

Use the Criteria for Transactions Workbench to specify, for a partner, the manual defaults and combination criteria to be used in the following transactions:

- **Upload Transaction (/IRM/GRCAUPL)**
  Enter the manual defaults to be used for the upload. (Combination criteria are set in the file template.)

- **Process Subsequent Documents (/IRM/GRCA27) and Process Transaction Items (/IRM/GRCA29)**
  Enter the combination criteria to be used. When you run these transactions, select the Reference function and specify the criteria in the Transaction Criteria field.

Combination criteria are used to combine line items, based on selected fields. When the transaction document is created using combination criteria, the manual conditions are aggregated in addition to the existing quantity aggregation.

2.5.3.2.2 Access

Transaction code: /IRM/GRCACM
2.5.3.3 Upload/Download

2.5.3.3.1 Upload Transaction

2.5.3.3.1.1 Definition

Use Upload Transaction to import transaction documents from a file, such as an Excel spreadsheet, rather than manually entering the data. Files can be uploaded from the following locations:

- Desktop, to upload from the local PC
- File submission, to upload based on a file submission entry
- File server, to upload directly from the application server

You must specify a file template for the upload. File templates control the fields and format of files during upload. To create a file template, use the File Template for Transaction Workbench.

NOTE: To maintain a list of specific field values for the upload, without changing the file template, use the Criteria for Transaction Workbench (/IRM/GRCACM). Enter the name assigned to the criteria in the Criteria field. If needed, click on the Display Criteria button to view that criteria in a pop-up window.

2.5.3.3.1.2 Access

Transaction code: /IRM/GRCAUPL

2.5.3.3.1.3 Procedure

Uploading Transactions
2.5.3.3.2 Download Transaction

2.5.3.3.2.1 Definition

Use Download Transaction to download selected transaction data to a specific file on a desktop or file server. For large downloads, this transaction can be run as a background job.

You must specify a file template for the download. File templates are used to control the fields and format of files during download. To create a file template, use the File Template for Transaction Workbench.

2.5.3.3.2.2 Access

Transaction code: /IRM/GRCADNL

2.5.3.3.2.3 Procedure

Downloading Transactions
2.5.3.3.3 File Template for Transaction

2.5.3.3.3.1 Definition

Use File Template for Transaction Workbench to create and maintain templates that control the fields and format of transaction document files during upload and/or download.

2.5.3.3.3.2 Access

Transaction code: /IRM/GRCAFTM

2.5.3.3.3.3 Structure

The File Template for Transaction Workbench screen is organized into the following areas:

- **Search and Worklist**
  Use the Search and Worklist to view selected file templates in a grid format. From the grid, click on file template number to display that file template in focus in the Work Area.

- **Work Area**
  Use the Work Area to maintain one file template. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Section
  - Mapping
  - Conversion
  - Submitter
  - **Crystal Layout**, which is used with Crystal Reports
  - **Admin Data**

NOTE: Functions accessed from the menu bar apply only to the file template displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.
2.5.3.3.3.4 Procedures

Displaying a File Template for Transaction
Creating a File Template for Transaction
Copying a File Template for Transaction
Maintaining a File Template for Transaction
Deleting a File Template for Transaction
2.5.4 Reconciliation

2.5.4.1 Chargeback Reconciliation Overview

2.5.4.1.1 Definition

Reconciliation is the process used to resolve a discrepancy between the claimed amount and the accepted amount. The accepted amount is recorded directly in the chargeback document or updated via the partner communication document. Reconciliation typically takes place during parking.

After the chargeback amount calculations are carried out in the vendor/manufacturer's system, the status of the line items shows whether the claim amount is within tolerance, outside tolerance, or the same as the calculated amount. Line items within tolerance usually are accepted and settled. Reconciliation is usually carried out for the line items that are outside tolerance so that both the vendor/manufacturer and distributor concur on the amount before accrual and settlement take place.

After reconciliation, the final chargeback amount agreed upon by both parties is accrued and settled.

2.5.4.1.2 Purpose

Reconciliation is carried out to ensure that both the vendor/manufacturer and the distributor approve of the final chargeback amount. Usually, several discrepancies arise due to returned goods, defective goods, calculation errors, and so on. Reconciliation helps to resolve any conflicts between the parties regarding the chargeback amount.

It is essential that the vendor/manufacturer and distributor agree on the amount for which actual debit/credit takes place. Reconciliation can take place at any time before the chargeback process is complete until the amount is acceptable by both parties.
2.5.4.2 Partner Communication

2.5.4.2.1 Partner Communication Overview

2.5.4.2.1.1 Definition

When a manufacturer, referred to as a partner, responds to a distributor’s claim, the response must be recorded by the distributor to maintain an audit trail. The negotiation between the two parties is called partner communication. Vistex provides a method to record the partner’s response called a partner communication document. A new partner communication document is created for every new response or the original one can be appended.

NOTE: Although this help documentation often refers to the partners involved in a partner communication document as a manufacturer and distributor, the partners may also be known by other names such as a wholesaler and vendor, or company.

The partner (manufacturer) may accept the claim with or without changes or may completely reject the claim. The partner can submit their response to a distributor’s claim using the following methods:

- Electronic Data Interchange (EDI)
  Vistex supports EDI Messages 844 (outbound claim) and EDI 849 (inbound response).
  - An EDI 844 message is created from the Correspondence Type maintained in customizing and associated with the Parked/Settled Document.
  - An EDI 849 message creates the partner communication document and updates the corresponding line items with the partner-reported accepted amounts and claim status.
- Manually
  When a manufacturer responds to a claim manually, for example by fax or email, then the claim response can be entered using the Partner Communication Workbench transaction (/IRM/IPPCM).

2.5.4.2.1.2 Partner Communication Categories

In configuration, the partner communication category is assigned to each partner communication type. Four categories are available:

- Original, created with reference to the original parked document.
  User can enter the Parked document or Settlement Document at the header level.
- Resubmission, created with reference to a resubmitted document
  User can enter the Parked document at the header level. The system populates items and values from the resubmitted document. If multiple resubmission entries are found, a pop-up appears to specify the resubmission.
- Claim, created with reference to a claim (or prebate, which is a type of partner communication document used to create interim settlement from a claim)
- Without Reference, which allows you to enter any document that could retrieve the chargeback document. This category can be used when there is no parked document or claim, but cannot be used with interim settlement.
2.5.4.2.2 Partner Communication

Documentation for partner communication is available for the following screen formats:

- UI Application (SAP Fiori)
- SAP GUI
2.5.4.2.3 Upload/Download

2.5.4.2.3.1 Upload Partner Communication

Definition

Use Upload Partner Communication to import partner communication documents from a file, such as an Excel spreadsheet, rather than manually entering them. Files can be uploaded from the following locations:

- Desktop, to upload from the local PC
- File submission, to upload based on a file submission entry
- File server, to upload directly from the application server

File templates can be created to control the fields and format of partner communication files during upload. To create a template, either save the information entered on the screen, or use the File Template for Partner Communication.

The screen is organized into two sections:

- Source information
  Specify the source information for either the desktop file or server file being uploaded. Either enter the information in the source information fields or use a file template to populate the fields.
- Field mapping
  Map each file field to its corresponding partner communication field or specify a file template that contains the mapping.

Access

Transaction code: /IRM/IPPCUPL

Procedure

Uploading Partner Communication Documents
2.5.4.2.3.2  Download Partner Communication

Definition

Use Download Partner Communication to download selected partner communication documents to a specific file on a desktop or file server. For large downloads, this transaction can be run as a background job.

You must specify a file template for the download. File templates are used to control the fields and format of files during download. To create a file template, use the File Template for Partner Communication Workbench.

Access

Transaction code: /IRM/IPPCDNL

Procedure

Downloading Partner Communication
2.5.4.2.3.3 File Template for Partner Communication

Definition
Use File Template for Partner Communication Workbench to create and maintain templates that control the fields and format of partner communication files during upload and/or download.

Access
Transaction code: /IRM/IPPCFTM

Structure
The File Template for Partner Communication Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected file templates in a grid format. From the grid, click on file template number to display that file template in focus in the Work Area.

- Work Area
  Use the Work Area to maintain one file template. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Section
  - Mapping
  - Conversion
  - Submitter
  - Crystal Layout, which is used with Crystal Reports
  - Admin Data

NOTE: Functions accessed from the menu bar apply only to the file template displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

Procedures
Displaying a File Template for Partner Communication
Creating a File Template for Partner Communication
Copying a File Template for Partner Communication
Maintaining a File Template for Partner Communication
Deleting a File Template for Partner Communication
2.5.4.3 Claim Validation

Documentation for claim validation is available for the following screen formats:

- UI Application (SAP Fiori)
- SAP GUI
2.5.4.4 **Transaction Validation**

Documentation for transaction validation is available for the following screen formats:

- UI Application (SAP Fiori)
- SAP GUI
2.5.4.5 Correction

2.5.4.5.1 Process Claim Corrections

2.5.4.5.1.1 Definition

Use Process Claim Corrections to create templates that provide a set of directions for changing claims. A correction type can be reused for multiple correction runs.

Claim correction types can be used to:

- mass change selected header and/or line item field values of claims that meet specific criteria
- set values for certain fields irrespective of the values of other fields on the claim

A correction type is only a template; the affected claims are not specified until you create a correction run in Process Claim Correction Runs.

2.5.4.5.1.2 Access

Transaction code: /IRM/GCRACM

2.5.4.5.1.3 Structure

The Process Claim Corrections screen is organized into the following sections:

- Search and Worklist
  Use the Search and Worklist to view selected correction types in a grid format. From the grid, click on a correction type number to display that correction type in focus in the Work Area.
- Work Area
  Use the Work Area to create and display one correction type. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Qualifiers
  - Corrections
2.5.4.5.1.4 Procedures

Displaying a Correction Type
Creating a Correction Type
Maintaining a Correction Type
Maintaining a Variant
Deleting a Correction Type
2.5.4.5.2 Process Claim Correction Runs

2.5.4.5.2.1 Definition

Use Process Claim Correction Runs to specify the data to be corrected on selected claims, based on an existing correction type. When you choose a correction type, the system populates the Corrections and Qualifiers tabs using information from that correction type.

A correction run can either be executed now or saved for execution at a later time. Use buttons at the top of the screen to execute the run either in the foreground or background.

2.5.4.5.2.2 Access

Transaction code: /IRM/GCRACRM

This workbench can be entered directly or from the Goto menu in the Claim Workbench (/IRM/GCRM.)

2.5.4.5.2.3 Structure

The Process Claim Correction Runs screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected runs in a grid format. From the grid, click on a run number to display that run in focus in the Work Area.
- Work Area
  Use the Work Area to create and display one correction run. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Claims, which is used to maintain the list of claims to be corrected.
  - Qualifiers
  - Corrections
2.5.4.5.2.4 Procedures

Displaying a Correction Run
Creating a Correction Run
Executing a Correction Run
2.5.4.5.3  Process Transaction Corrections

2.5.4.5.3.1  Definition

Use Process Transaction Corrections to create templates that provide a set of directions for changing transaction documents. A correction type can be reused for multiple correction runs.

Transaction correction types can be used to:

- mass change selected header and/or line item field values of transaction documents that meet specific criteria
- set values for certain fields irrespective of the values of other fields on the transaction document

A correction type is only a template; the affected transaction documents are not specified until you create a correction run in Process Transaction Correction Runs.

2.5.4.5.3.2  Access

Transaction code: /IRM/GRCAACM

2.5.4.5.3.3  Structure

The Process Transaction Corrections is organized into the following sections:

- Search and Worklist
  Use the Search and Worklist to view selected correction types in a grid format. From the grid, click on a correction type number to display that correction type in focus in the Work Area.
- Work Area
  Use the Work Area to create and display one correction type. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Qualifiers
  - Corrections
2.5.4.5.3.4 Procedures

Displaying a Correction Type
Creating a Correction Type
Maintaining a Correction Type
Maintaining a Variant
Deleting a Correction Type
2.5.4.5.4 Process Transaction Correction Runs

2.5.4.5.4.1 Definition

Use Process Transaction Correction Runs to specify the data to be corrected on selected transaction documents, based on an existing correction type. When you choose a correction type, the system populates the Corrections and Qualifiers tabs using information from that correction type.

A correction run can either be executed now or saved for execution at a later time. Use buttons at the top of the screen to execute the run either in the foreground or background.

2.5.4.5.4.2 Access

Transaction code: /IRM/GRCAACRM

This workbench can be entered directly or from the Goto menu in the Transaction Workbench (/IRM/GRCAM.)

2.5.4.5.4.3 Structure

The Process Transaction Correction Runs screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected runs in a grid format. From the grid, click on a run number to display that run in focus in the Work Area.
- Work Area
  Use the Work Area to create and display one correction run. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Transactions, which is used to maintain the list of transactions to be corrected.
  - Qualifiers
  - Corrections
2.5.4.5.4.4 Procedures

Displaying a Correction Run
Creating a Correction Run
Executing a Correction Run
2.5.5 Settlement

2.5.5.1 Settlement Overview

2.5.5.1.1 Definition

Settlement is the process that completes the financial postings and reflects the transfer of funds between the distributor and its vendor.

2.5.5.1.2 Settlement Approaches

The standard system supports settlement to SAP Condition Contract Settlement (CCS), based on configuration of a settlement profile. Settlement profiles are defined at the bucket group level.

An internal settlement approach is available for use with internal claims.

2.5.5.1.3 Settlement Types

The following settlement types can be applied to a partner:

- **Settle without Parking**
  Settlement takes place without delay. All items are settled, unless a settlement block has been assigned. Immediate settlement does not involve reconciliation prior to settlement.

- **Park**
  The company submitting the claim provides the vendor/manufacturer with a detailed claim request and waits for a response approving or denying the request. When the chargeback document is parked (held for response), settlement will take place after the chargeback document has completed the reconciliation process.

  For standard settlement profiles, EDI 844 can be used for the claim submission; EDI 849 is used for the response.

- **Park and Interim Settle**
  After the claim request is submitted, the vendor/manufacturer may respond with a lesser amount. Interim settlement is a way for the customer/retailer/distributor to recognize the agreed upon claim amount while reconciliation continues for the remaining balance. Generally, interim settlement is not used for chargebacks.
2.5.5.1.4 Settlement Parameters

Settlement parameters are set up to indicate the rules for settlement.

For chargebacks:

- If settlement is performed using Accounts Receivable, the manufacturer/vendor issuing payment is set up as a customer. The vendor master must have a customer number assigned to that vendor, and the settlement parameters are defined in the Customer Settlement Parameters transaction.
- If settlement is performed using Accounts Payable, the manufacturer/vendor issuing the payment is set up as a vendor. The settlement parameters are defined in the Vendor Settlement Parameters transaction.

Rather than defining settlement parameters by customer/vendor, parameters can be defined for a settlement group. Group definition is highly flexible; a group can be defined globally by agreement type, customer group, or sales organization, for example.

Date-based parameters can be used to maintain multiple sets of settlement parameters, each assigned to a different date range. Assigning date ranges allow different parameters to go into effect as of a certain date. Parameters cannot be created with overlapping dates, however.

Parameters can be changed at the agreement level. The agreement settlement parameters always take precedence over the parameters maintained in the Settlement Parameters transaction.

If settlement is done periodically on scheduled dates, a settlement calendar must be defined. For example, if settlement will be on the last day of each month, a settlement calendar would be used to mark the last day of each month in a year. Use the Settlement Calendar Maintenance transaction to create and maintain settlement calendars.
2.5.5.2 Settlement Parameters

2.5.5.2.1 Customer Settlement Parameters

2.5.5.2.1.1 Definition

Settlement parameters are set up at the customer level to indicate the rules for settlement when settlement is performed using Accounts Receivable. For chargebacks, the manufacturer/vendor issuing payment is set up as a customer. The vendor master must have a customer number assigned to that vendor.

The following setup options are available:

- parameters for a specific customer and company code
- group parameters
  The group can be the only key. Group definition is highly flexible; a group can be defined globally by agreement type, customer group, or sales organization, for example.

In participation, a group can be assigned to the participant in the Participation Assignments Details.

Date-based parameters can be used to maintain multiple sets of settlement parameters, each assigned to a different date range. Assigning date ranges allow different parameters to go into effect as of a certain date. Parameters cannot be created with overlapping dates, however.

Parameters defined for a customer can be changed at the agreement level. The agreement settlement parameters always take precedence over the parameters maintained in the Customer Settlement Parameters transaction.

2.5.5.2.1.2 Access

Transaction code: /IRM/IPBCSP

2.5.5.2.1.3 Structure

The Customer Settlement Parameters screen is organized into the following areas:
• Search and Worklist
  Use the Search and Worklist to view the settlement parameter information for selected customers in a grid format. From the grid, click on a customer number to display that customer in focus in the Work Area.

• Work Area
  Use the Work Area to maintain the settlement parameters for one customer.

NOTE: Functions accessed from the menu bar apply only to the customer displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

IMPORTANT: Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.

### 2.5.5.2.1.4 Procedures

Displaying Settlement Parameters for a Customer
Creating Settlement Parameters for a Customer
Maintaining Settlement Parameters for a Customer
Viewing the Customer Parameters Change Log
Deleting Settlement Parameters for a Customer
Creating Multiple Buckets
Creating Multiple Calculation Buckets
2.5.5.2.2  Vendor Settlement Parameters

2.5.5.2.2.1  Definition

Settlement parameters are set up at the vendor level to indicate the rules for settlement when settlement is performed using Accounts Payable. For chargebacks, the manufacturer/vendor issuing the payment is set up as a vendor.

The following setup options are available:

- parameters for a specific customer and company code
- group parameters
  The group can be the only key. Group definition is highly flexible; a group can be defined globally by agreement type, customer group, or sales organization, for example.

In participation, a group can be assigned to the participant in the Participation Assignments Details.

Date-based parameters can be used to maintain multiple sets of settlement parameters, each assigned to a different date range. Assigning date ranges allow different parameters to go into effect as of a certain date. Parameters cannot be created with overlapping dates, however.

Parameters defined for a vendor can be changed at the agreement level. The agreement settlement parameters always take precedence over the parameters maintained in the Vendor Settlement Parameters transaction.

2.5.5.2.2.2  Access

Transaction code: /IRM/IPCBVSP

2.5.5.2.2.3  Structure

The Vendor Settlement Parameters screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view the settlement parameter information for selected vendors in a grid format. From the grid, click on a vendor number to display that vendor in focus in the Work Area.
• Work Area
  Use the Work Area to maintain the settlement parameters for one vendor.
NOTE: Functions accessed from the menu bar apply only to the vendor displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

IMPORTANT: Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.

2.5.5.2.2.4 Procedures

Displaying Settlement Parameters for a Vendor
Creating Settlement Parameters for a Vendor
Maintaining Settlement Parameters for a Vendor
Viewing the Vendor Parameters Change Log
Deleting Settlement Parameters for a Vendor
Creating Multiple Buckets
Creating Multiple Calculation Buckets
2.5.5.3 Settlement Calendar Maintenance

2.5.5.3.1 Definition

The settlement calendar extends the definition of the SAP calendar maintained in the transaction SCAL. If settlement is done periodically on scheduled dates, a settlement calendar must be defined. For example, if settlement will be on the last day of each month, a settlement calendar would be used to mark the last day of each month in a year.

Use the Maintain Calendar transaction to create and maintain settlement calendars. Each settlement calendar is assigned an IP calendar ID that is defined in configuration.

When the settlement frequency in the settlement parameters, agreement, agreement request, or program is set to the Settlement Calendar option, click on the Settlement Calendar button to view the specified settlement calendar.

2.5.5.3.2 Access

Transaction code: /IRM/IPSCALM

2.5.5.3.3 Structure

The Calendar screen is organized into the following areas:

- Application Toolbar
- Calendar

2.5.5.3.3.1 Application Toolbar

The buttons on the application toolbar are:

<table>
<thead>
<tr>
<th>Button</th>
<th>Action</th>
<th>Alternate Access</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2.5.5.3.3.2 Calendar

The selected calendar appears, with the current date highlighted. Each month is a column and each day is a row. Use the horizontal scroll bar to move to previous or later months/years.

2.5.5.3.4 Procedures

Displaying a Settlement Calendar
Adding Dates to a Settlement Calendar
Deleting Dates from a Settlement Calendar
2.6 Composite Chargebacks
2.6.1 Building a Composite Plan
2.6.1.1 Composite Building Blocks

2.6.1.1.1 Building Blocks

Building blocks (also known as elements) are the key factors of the Composite model. They are interrelated to calculate final amounts.

Composite has several building blocks/elements (click on a box for more information on that building block):

- Deployment Code Group
- Deployment Code
- Deployment Components
- Deployment Sub-Components
- Matrices
- Agreement Types
- Participant Types
- Mapping
- Formulas

NOTE: For Chargebacks, Composite is only used for price protection scenarios.
2.6.1.1.2 Participants

2.6.1.1.2.1 Participants

A participant is the entity to whom the final amount is being paid or from whom the final amount is received. Participants in a deployment code may be customers, vendors, brokers, employees, licensees, licensors, agreements, and materials (SAP materials and DM materials).

For chargeback plans, the participants usually are vendor partners.

Participants may be assigned to one or more deployment codes. If a participant(s) participates in a multiple deployment codes, the tracking information and results for all deployment codes can be simultaneously presented. The end user does not have to know how many plans the participant is in, they can search by participant name and other search criteria. This allows the plan administrator to view results for several participants or for managers/distributors to view the results of business partners participating in multiple plans.

Participation can be versioned allowing you to do "what-if" analysis.

Participation Hierarchies

A hierarchy of participants can be created to view root level and lower level participants in a plan. For example, in a buying group plan, the amount to be paid to the buying group is dependent on the results of directly assigned distributors.

The participation can be based on the organization structure already in place or can be entered and controlled directly by user input. If the hierarchy is dedicated to a specific plan, the participant hierarchy is entered manually in the Participation Workbench. Vistex also supports the following types of hierarchies that can be re-used across plans:

- Standard SAP customer hierarchy
- Standard SAP vendor hierarchy
- Standard SAP HCM hierarchy
- IP hierarchy type/version
- Membership list

Changes made to a re-usable hierarchy are reflected automatically in all places where that hierarchy is used.

The re-usable participation hierarchy is assigned in the configuration of the deployment code/version. A source code will appear in the Participation Workbench to indicate which type of hierarchy has been assigned to the plan.

Automatic Assignment
Based on agreement type configuration, a participant can be automatically assigned to a deployment code when a partner is added to the agreement or a new agreement is created. Auto assignment eliminates the step of manually adding the participant in the Participant Workbench.

Automatic assignment supports the following participation options:

- **Agreement Only**:
  The agreement will be assigned to the deployment code as an agreement. The start date and end date of the participant will be the start date and end date of agreement.

- **Agreement with Partners**:
  Participants are from rules or the Partners tab. For each partner a participant will be added as an agreement and the partner will become the settlement partner. The partner start date and end date will become the start date and end date for the participant (if one exists), otherwise the agreement start date and end date will be used.

- **Partners with Agreements**:
  Participants are from rules or the Partners tab. For each partner a participant will be added with the participation type of the partner and the system fills in the agreement number field. The partner start date and end date will become the start date and end date for participant (if one exists), otherwise the agreement start date and end date will be used.

- **Partners Only**:
  Participants are from rules or the Partners tab. For each partner a participant will be added with the participation type of the partner, but the system does not fill in the agreement number field. The partner start date and end date will become the start date and end date for participant (if one exists), otherwise the agreement start date and end date will be used.

**Participant Groups**

Participant groups functionality can be used to decrease the number of compensation plans by allowing the a plan to be used across multiple participant roles that have the same plan structure. For example, suppose five teams of sales representatives are paid a sales commission based on revenue, but the formula used to calculate the payout needs to differ slightly for each team. Rather than setting up individual plans, the reps can be grouped by team into participant groups, which can be used in plan formulas.

Each participant can be assigned to up to three participant groups. In the Participation Workbench, three participant group fields (Group 1, Group 2, Group 3) appear on the General tab in the Participant Details dialog window. For each field, you may select a group from the F4 list of groups that were defined using the corresponding participant group transaction in Participation configuration. The three participant group fields are available for use in plan formulas. Conditional statements in a formula can include the participant group name, as needed.

**NOTE:** User exits also can include participant groups.

**Virtual Participation**


For companies who track thousands of participants, storing participation information for each deployment code results in very large participant tables. For performance reasons, global search help variants can be used to store the list of participants, and these variants are stored in the tables. The list of participants is derived dynamically in composite tracking and reporting at runtime.

Setup includes:

- **Configuration**
  In Deployment Code / Participants configuration, check the Virtual Participation checkbox to indicate that the deployment code will be using virtual participation.

- **Variant Workbench (/IRM/IPCBVM)**
  For the deployment code, create a Participation variant to list the participants to be fetched at runtime.

- **Participation Workbench**
  Assign the variant as a participant. Use the search pane to select the variants, then drag and drop them to the list in the left pane. The Assign Participants dialog window to assign attributes (such as start/end dates and calendars) that will apply to all the derived participants for that variant. Save the variant.

**NOTE:** A user exit is needed to allow the participants assigned to a variant to have different start and end dates, as well as other attributes.

**Participation Workbench:**
When you select a deployment code also specify a range of variants in the Variant fields. The system lists the participant variants in the grid. To view a list of participants on-the-fly, select a listed variant and click on the Participants of Variant button (above the participant grid). The system displays pop-up that lists the participants in the variant. From the pop-up, click on the Display Postings button to view the postings.

**Individual Tracking:**
Select the deployment code. Then either enter the variant name in the Part. Variant field or press F4 and select the variant from the Participation Variant pop-up. In the Participant field, either enter the participant or press F4 to view the dynamically derived list in the Select Participants pop-up. Select the participant to track.

**Create Calculation Run:**
Select the deployment code. Then either enter the variant in the Participation Variant field or press F4 and select the variant from the Participation Variant pop-up. To limit the participants, click on the Participants button to view the dynamically derived list of participants in the Select Participants pop-up. Select the participants to include.
2.6.1.1.2.2 Participation Workbench

Definition

Use the Participation Workbench to assign individual participants to a deployment code, as well as to enter and maintain specific information about a plan participant. Participant level information overrides plan level information.

You may create a participant hierarchy on-the-fly in this workbench. If you create a hierarchy, however, that hierarchy is not transferred to membership or other participant hierarchies. The hierarchy can contain multiple tiers.

Access

Transaction code: /IRM/IPCBPA

Structure

The screen is organized into the following areas:

- **Search Area**
  Use the Search Area (on the right side of the screen) to search for partners to add to a plan.

- **Work Area**
  Use the Work Area to view a list of plan participants in a tree format. Double click on a listed participant to view and maintain detail for that participant. In the standard Vistex implementation, the Work Area contains the following tabs:
  - **General**
  - **Additional Data**, used to display additional fields or derived fields, if configured.
  - **Components**, used to assign components and subcomponent characteristics. Validity dates can be assigned at the participant level for both the components and subcomponents. For a participant, a component can be flagged to skip processing or can be hidden.
  - **Period Profile**
  - **Formulas**
  - **Admin Data**

Procedures

- Displaying a List of Participants for a Plan
- Viewing Participant Detail
- Maintaining Participant Detail
- Assigning a Period Profile to Participants
2.6.1.1.2.3 Upload Participants

Definition

Use Upload Participants to import participants for a specific deployment code version from a file, such as an Excel spreadsheet, rather than manually entering the participants.

Access

Transaction code: /IRM/IPCIPU

Procedure

Uploading Participants
2.6.1.2 Incentive Plan Builder

2.6.1.2.1 Definition

The Incentive Plan Builder provides a user-friendly way to set up a plan. You may use this transaction instead of the Composite Workbench. All configuration required to create a plan can be done from this transaction.

The transaction leads you through the following steps:

- Definition
- Assembly
- Execution

When a plan exists, the Incentive Plan Explorer transaction (/IRM/IPCPE) can be used to view the plan.

2.6.1.2.2 Access

Transaction code: /IRM/IPCPB
2.6.2 Planning
2.6.2.1 Matrix Planning
2.6.2.1.1 Planning Document/Grid
2.6.2.1.1.1 Planning Documents

Documentation for planning documents is available for the following screen formats:

- UI Application (SAP Fiori)
- SAP GUI
Planning Object Workbench

Definition

Use the Planning Object Workbench to define the planning objects used to create planning documents for a specific matrix and territory assignment type. You select the territory price sheets from which data will be pulled, and map the price sheet fields to the corresponding matrix fields.

Price sheets can be grouped into sets, to Cartesian the data into combinations based on the sets. For example, price sheets with the customers might be in one set, and the price sheet with the materials in another set. The system will Cartesian the data into combinations of customer and material. Only data for those combinations will be pulled from the matrix.

Access

Transaction code: /IRM/IPMTPOM

Structure

The Planning Object Workbench screen is organized into the following areas:

- **Search and Worklist**
  Use the Search and Worklist to view information for selected planning objects in a grid format. From the grid, click on a planning object name to display that planning object in focus in the Work Area.

- **Work Area**
  Use the Work Area to maintain a planning object. In the standard Vistex implementation, the Work Area contains the following tabs:
  - **Price Sheets**, to list the price sheets from which data will be fetched for the matrix assigned to the planning object. Map the matrix fields to the price sheet fields. An extended selection function module can be specified to explode the data characteristics.
  - **Scenarios**, to list the planning scenarios used by the planning object.
  - **Admin Data**

**NOTE:** Functions accessed from the menu bar apply only to the planning object displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

**IMPORTANT:** Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.

Procedures

- **Displaying a Planning Object**
- **Creating a Planning Object**
- **Copying a Planning Object**
Maintaining a Planning Object
Deleting a Planning Object
Planning Scenario Workbench

Definition

A planning scenario specifies the territories and periods used to select the matrix data to be pulled into the planning document. Use the Planning Scenario Workbench to associate a planning object with a subset and usage, and assign the territories and periods from which the data will be pulled.

If needed, an authorization group can be assigned to the planning scenario.

Access

Transaction code: /IRM/IPMXTPSM

Structure

The Planning Scenario Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view information for selected planning scenarios in a grid format. From the grid, click on a planning scenario name to display that planning scenario in focus in the Work Area.

- Work Area
  Use the Work Area to maintain a planning scenario. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Territories, to list the territories from which to get data for the planning document.
  - Selection, to specify the planning periods or planning start date and number of periods.

- Admin Data

NOTE: Functions accessed from the menu bar apply only to the planning scenario displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

IMPORTANT: Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.

Procedures

Displaying a Planning Scenario
Creating a Planning Scenario
Copying a Planning Scenario
Maintaining a Planning Scenario
Deleting a Planning Scenario
The Planning Grid is a tool used to maintain matrix data. Based on configuration, the grid can be accessed in the following ways:

- **Planning document**
  From the Fiori version of the planning document, the Planning Grid is displayed when you click on the Go to Grid button.

- **Scenario Planning page (Fiori)**
  From the Launchpad (or URL), click on a link to navigate to the Scenario page. Select a scenario (created in the Scenario Workbench /IRM/IPMXVARM) from the dropdown or input help (per workspace configuration) to display the selection criteria fields. Enter values in the fields and click on the Go button or Grid tab to display the Planning Grid for that scenario.

### Planning Grid Features

#### Summaries

Summaries provide access to user-defined sets of data. The summaries assigned to the layout are listed as tabs above the navigation toolbar. Click on a tab to display the summary; click on the Grid tab to return to the grid data display. User-defined summaries can be created on-the-fly using the Summaries button on the Side Bar.

#### Fund Document

Building on the Funds Engine released previously, in Release 1909 fund documents appear in a grid view and can be linked to the planning grid and planning documents.

#### Grid Application Toolbar

Use the icons above the grid for navigation or to perform certain functions:

- **Toggle Compact**, to show all the toolbar options
- **Undo and Redo**, to undo or redo any change made to the data in the grid
- **Copy and Paste**, to copy and paste cell values
- **Quick Filter**, to filter the hierarchy trees
- **Arrows**, to navigate left, right, up and down
- **Procedures**, which lists all available functions and procedures. Select a function or procedure, then click the Next button and select remaining criteria for the function or procedure. From the criteria summary, click on the Execute button to perform the function/procedure.
  
  Default procedures include:
  - **Update rows within dataset using various criteria**
    - Update all rows, a selected row, using filters, or using a formula. The Next button shows the
Summary and Preview of the changes to be applied. Click on the Execute button to apply the changes.

- Clone rows within dataset using two step criteria
  Select multiple records to be copied and then select the copy to location.

- Copy rows with dataset using map
  Copy a row of data to another row.

- Add new rows to dataset using filters

- Import from Excel
  Import the data from an Excel spreadsheet, or drag the spreadsheet to view the mapping and uncheck any data not to be imported. Click on the Preview button to view the records to be added to the grid.

- Export, to download the grid data to an Excel spreadsheet

- Change Distribution Type, to apply one of the following distribution types, which are similar to certain functions:
  - Equal, which works like the DIST_OVR function. Apply this function only at the higher level node. Change the value and then press ENTER to distribute the new value equally to the child values for the node.
  - Equal with Delta, same as the Equal type but check the With Delta checkbox to add the new value to the previously existing value.
  - Weighted, which works like the DIST_DIFF function. Apply this function only at the higher level node. Change the value and then press ENTER to distribute the new value per the existing ratio.
  - Weighted with Delta, same as the Weighted type but check the With Delta checkbox to add the new value to the previously existing value.
  - Sweep, to copy the value down to the child levels if that Key Figure is assigned the No Roll up with Sweep option in the Matrix Workbench. This function works in Fiori only if each key figure is in an individual column in the layout.
  - Sweep with Delta, same as the Sweep type but check the With Delta checkbox to add the new value to the previously existing value.

- Metrics Visibility, to show/hide grid columns.

- Comments, to view existing comments that you added to the selected cell, or add new comments to a selected cell.

- Validation Rules
  For a selected row, you can view the validation results.

- Log Manager, to view error, warning, info, and success messages. Click on the Load More button to load logs when there are multiple activities. Click on the Save Log button to save the logs to a Notepad file.

- Toggle Settings, to view the side bar

Grid Functions

The toolbar in the top right corner of the page includes the following:
• **Refresh Derivation**  
  To refresh derivations to the latest values from the source.

• **Snapshot Overwrite**  
  To overwrite the grid data with the currently displayed snapshot data. After you then save the data, the system populates the Overwritten By and Overwritten On dates in the Snapshots tab.

• **Save as Snapshot**  
  Displays the Select Snapshot Type pop-up. Select a snapshot type, enter a description for the snapshot, and then click OK to save an instance of grid data for future reference. The snapshots cannot be edited.

• **Change Layout**  
  Select the layout from the dropdown list.

• **Enter Full Screen/Exit Full Screen**  
  Expand the grid to the entire page. You cannot save changes in the full screen; click on Exit Full Screen and then save the changes.

From the grid, the following buttons appear at the bottom of the page: Back to Main Page and Discard Changes.

**Grid Side Bar**

The buttons on the side bar are used to perform the following functions:

<table>
<thead>
<tr>
<th>Button</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Metrics Management" /></td>
<td>Manage metrics settings. You may add new temporary metrics, if needed. Metrics management shows the color mapping assigned to the layout, as defined in the Matrix Workbench. Color can be used to highlight individual cells, based on the values in the cells. Color maps indicate the range of cell values that correspond the each color.</td>
</tr>
<tr>
<td><img src="image" alt="Grid Hierarchy" /></td>
<td>Define the layout for the horizontal axis (columns) and vertical axis (rows).</td>
</tr>
<tr>
<td><img src="image" alt="Variables Manager" /></td>
<td>Displays all available variables above the grid. When you roll over a variable, the system displays a slider with minimum and maximum values for the variable. Adjust the slider (or enter a value directly) and click on Apply to change the variable in the grid data. You may add new temporary variables, if needed.</td>
</tr>
</tbody>
</table>
| ![Grid Layout](image) | Default grid layout settings can be defined in the Subset Workbench. Change the following, as needed:  
  - Fixed Columns Width - check to fix the column width for the entire column.  
  - Show Grand Total (Column and Row) - check to display the grade total for the column or row at the starting position of the layout hierarchy  
  - Nested - display the columns/rows in a nested format.  
  - Classic - display the columns/rows in a tree format.  
  - Flat - display the columns/rows in a flat format. |
| ![Active Filters](image) | Apply custom filters that contain selected matrix characteristics and time periods. The applied filter can be removed to show all data. |
### Assumptions
Maintain the value for the variable used in the assumptions defined in the Matrix Workbench. After you change variable value, click on the Apply Changes button to store the new values for the session. Then apply on demand functions, as needed.

### Summaries
Create a user-specific summary that includes a desired list of fields. 

**NOTE:** Summaries are retained for proformas and planning documents; summaries are not retained when the grid is displayed from a scenario.

### Validation Rules
Create document-specific validation rules. Validation can be set as either Auto (automatically validates) or Manual (requires you to click on the Validate button).

### Help
The Help Center contains the following:
- Quick Tour, a tour of the Planning Grid for new users
- Formulas, a list of available functions that can be used in formulas
- Keyboard Shortcuts, a list of available shortcuts

---

NOTE: The filters are temporary and cannot be saved.
Use the Scenario Workbench to create variants that will be available in Planning. Rather than entering all the criteria on the initial screen, you can select a predefined variant to fill the criteria fields, including the planning parameters, compare with usages, period selection values, layout, and selections. Use the Filters tab to indicate the selection fields that will appear in the Scenario Planning Grid. Check the Changeable checkbox for each field to be included on the selection screen.

During creation, a scenario can be marked as user specific. If a variant is user specific, it will be visible only for that user; otherwise, the variants are available for use by all users.

NOTE: The Scenario Fiori application does not have its own search profile or UI profile.

Access

Transaction code: /IRM/IPMXVARM

Structure

The Scenario Workbench screen is organized into the following areas:

- **Search and Worklist**

  Use the Search and Worklist to view selected scenarios in a grid format. From the grid, click on a scenario number to display that variant in focus in the Work Area.

- **Work Area**

  Use the Work Area to maintain one scenario. In the standard Vistex implementation, the Work Area contains the following tabs:
  - **Selection**, which displays the Selection and Compare with fields for the specified matrix. Enter values in the fields.
    The system allows you to enter wild cards in the selection fields, to support the use of wild cards in the Planning selections.
  - **Period Defaults**, to view the Periods information of the specified matrix. Enter default values in the fields.
    You have the option of using a standard SAP period calculation type to overwrite the normal assigned matrix period. Click on the Calculation icon and select one of the available options.
  - **Filters**, to list the fields that will be listed as Filters on the selection screen in Scenario Planning. Check the Changeable checkbox for each field to be included on the selection screen.
  - **Functions**, to list the functions allowed for the scenario on the Planning screen. This list of functions can be filtered for a layout by using the Functions field on the Layouts tab; leave the field blank to not filter the list.
  - **Layouts**, to list the layouts allowed for the scenario. Flag one layout as the default.
  - **Variables**, to list the default value for each variable assigned to the scenario.
• Waterfall Views, to list the available waterfall views for the scenario. Flag one view as the default.

• Admin Data

NOTE: Functions accessed from the menu bar apply only to the variant displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

IMPORTANT: Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.

Procedures

Displaying a Scenario
Creating a Scenario
Copying a Scenario
Maintaining a Scenario
Deleting a Scenario
Planning Scenario - Fiori

Definition

Use the Planning Scenario page to choose a variant created in the (GUI) Scenario Workbench (/IRM/IPMXVARM) to select data for display on the Planning Grid. You select a predefined variant to fill the criteria fields, including the planning parameters (matrix, subset, usage, and proforma), compare with usages, period selection values, layout, and selections. Additional filters can be used to further limit the data display, if needed.

Access

No transaction codes are used to access Fiori applications. Access this page by clicking on a predefined tile on the Launchpad (or URL).

On the search page, select a Scenario and then enter filters, period, and planning start date, as needed. Click on the Go button or the Grid tab to view the Planning Grid.

NOTE: If a scenario is specified in the Launchpad link, then the system navigates directly to the Planning Grid.
2.6.2.1.2 Matrix Setup

2.6.2.1.2.1 Matrix Overview

Definition

A matrix is a 3-dimensional table consisting of characteristics (who we are tracking for, such as material group), key figures (what measurable metrics we are tracking, such as revenue), and a time period. Actual data is not updated to the matrix; the matrix is used only for targets, quotas, historical data from external sources (such as BI), and planning data.

Design

The matrix design allows dynamic aggregation and segmentation by subset. Subset-based planning allows multiple users to update a matrix for their respective areas of responsibility.

Setup

- Matrix
  In a workbench, define the characteristics and key figures to be used, generate the matrix, and then design the layouts to be used on the Planning screen. Define the variables, derivations, and functions that will be available in the subsets.
- Subset
  When creating a subset assigned to a matrix, select a date range and one or multiple levels of periodicity. Assign layouts, variables, derivations, and functions that were defined for the matrix.
- Usages
  Define each usage and members for each. Also, can define data sets used to pull data into the matrix.

Load Data into the Matrix

Loading data into the matrix is a two-step process:

1. When data is updated, the updated lines from the source document are stored in matrix staging tables.
2. The Staging Data Update into Matrix report (/IRM/IPMX_STAGING_DATA_UPDATE) must be executed for the staged data date and time, to load the staged data into the matrix.

Update the Matrix

- Matrix Group
  Define how to update the subsets.
- Matrix Planning
  Update data manually using the matrix planning tool.
• Proforma
  Based on configuration, the matrix will be updated when a proforma is saved or posted.

Transactions

The following transactions are used to create and maintain matrices:

• **Matrix Workbench** /IRM/IPMXM, to define and generate matrix tables.
• **Subset Workbench** /IRM/IPMXSM, to define the set of data to be loaded into a matrix table. To load the data, either click on the Load button or use the Load Subset Usage Data (/IRM/IPMXSLOAD) transaction.
• **Proforma Workbench** /IRM/IPMXPM, to view proforma documents.
• **Data Set Workbench** /IRM/GDSTM, to create data sets that define the data to populate a matrix.
• **Matrix Group Workbench** /IRM/IPMXSGM, to create a matrix group assigned a data set used to pull actual data into a matrix/subset/usage.
• **Upload Subset Data** /IRM/IPMXSUPL, used when data is uploaded from a file into the matrix table.
• **File Template for Matrix** /IRM/IPMXFTM, provides a template for uploading data from a file.

The following utility reports are available:

• **Copy Management** /IRM/IPMXSCM, to copy and/or delete selected matrix data.
• **Matrix Utilities in Background** /IRM/IPMXSCMBG, to execute a matrix utilities job using a variant that specifies the job time period.
• **Simulate Matrix Update for Chargebacks** /IRM/IPCBMXS, to analyze chargeback document data in the form of a matrix, before the data is pushed into the matrix.
• **Update Matrix for Chargebacks** /IRM/IPCBMX, to push the chargeback document data into the matrix.
• **Simulate Matrix Update for Claims** /IRM/IPCLAIMMMXS, to analyze claim data in the form of a matrix, before the data is pushed into the matrix.
• **Update Matrix for Claims** /IRM/IPCLAIMMX, to push the claim data into the matrix.
• **Simulate Matrix Update for Transactions** /IRM/IPRCAMXS, to analyze transaction document data in the form of a matrix, before the data is pushed into the matrix.
• **Update Matrix for Transactions** /IRM/IPRCAMX, to push the transaction document data into the matrix.
• **Update Matrix for Calculation Run** (/IRM/IPCCBMX), to push the calculation run data into a specific matrix. Select the Redetermine Matrix Group checkbox if configuration has changed, and check the Update Documents with Matrix Group checkbox to use the latest from configuration.
• **Matrix BI Data Update** (/IRM/IPMXBIU), to pull Business Intelligence (BI) data for a specific matrix.
• **APD Structure Workbench** (/IRM/IPMXAPDM), to define and generate Analysis Process Designer (APD) structures used to push Business Intelligence (BI) data into the matrix.
• **HANA Source Workbench** (/IRM/IPMXHANAM), to select HANA view data to be pushed into the matrix.
• **HANA Data Update** (/IRM/IPMXHANAU), if sourcing matrix data from HANA, used to pull data from the HANA view(s) into a specific usage.
• **Matrix Staging Data Update** (/IRM/IPMXSTGU), to upload staging data.
• **Load Subset Usage Data** (/IRM/IPMXSLOAD), to load subset data. This program can be entered directly or by clicking on the Load button in the Subset Workbench (/IRM/IPMXSM).
2.6.2.1.2.2 Matrix Workbench

Definition

Use the Matrix Workbench to define and generate the matrix, as well as to define the following master data that can be assigned to the subsets (matrix scenarios) attached to that matrix:

- **Layouts**
  A layout is used to generate a view that can be used for proformas. Each layout contains sequenced lists of the field displayed in a row hierarchy and column hierarchy, and can include fields from other subsets (set up as derivations).

- **Variables**
  Define the variables that can be used in computation functions and user-defined functions.

- **Functions**
  Create and activate the functions used to maintain matrix data.

Access

Transaction code: /IRM/IPMXM

Structure

The Matrix Workbench screen is organized into the following areas:

- **Search and Worklist**
  Use the Search and Worklist to view information for selected matrices in a grid format. From the grid, click on a matrix number to display that matrix in focus in the Work Area.

- **Work Area**
  Use the Work Area to maintain a matrix. In the standard Vistex implementation, the Work Area contains the following tabs:
  - **Characteristics**
  - **Key Figures**
  - **Derivations**
  - **Dynamic Derivations**
  - **Key Figure Groups**
  - **Color Maps**
  - **Layouts**
  - **Variables**
  - **Assumptions**
  - **Functions**
Procedures
Where Used
Admin Data

NOTE: Functions accessed from the menu bar apply only to the matrix displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

IMPORTANT: Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.

Procedures
Displaying a Matrix
Defining a Matrix
Copying a Matrix
Maintaining a Matrix
Deleting a Matrix
Viewing a Matrix Where-used List
2.6.2.1.2.3 Subset Workbench

Definition

A subset is used to populate a matrix table either by loading a set of data defined in a data set or by uploading data from a file. Each matrix can be assigned one or multiple subsets.

Use the Subset Workbench to define the following:

- matrix table into which the data will be loaded
- usages, which are versions of the subset.
  One usage must be defined as the actual data; another can be used for planned data.
- periodicity, to define the type of periods to be used
  One level is required, but up to three additional levels can be maintained as a hierarchy. The second period has to fully contain the first period, and so on. The hierarchy must be sequenced from smallest to largest period, for example: day, week, month, and year. Period fields can be added to the column or row hierarchy in the layouts.
- default planning horizon
- key figure units, such as the currency assigned to an amount field or a unit of measure assigned to a quantity field

In addition, use this workbench to assign layouts and functions defined in the Matrix Workbench to a subset.

Uploading data into the matrix table is performed by uploading data from the following:

- Data sets, which are used to select the data to be pushed into the matrix. Create data sets in the Data Set Workbench (/IRM/GDSTM). Then on the Usages tab in the Subset Workbench, use the Datasets tab to map the data set result fields to the matrix characteristic and key figure fields.
  For each key figure field, enter a period field name.
- HANA views, using structures created in the HANA Source Workbench.
- External file, which is imported using the Upload Subset Data transaction.

After the data is loaded, the data can be viewed directly from this workbench.

Access

Transaction code: /IRM/IPMXSM

Structure

The Subset Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view information for selected subsets in a grid format. From the grid, click on a subset name to display that subset in focus in the Work Area.
• **Work Area**
  Use the Work Area to maintain a subset. In the standard Vistex implementation, the Work Area contains the following tabs:
  • Usages
  • Periods
  • Planning
  • Admin Data

**NOTE:** Functions accessed from the menu bar apply only to the subset displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

**IMPORTANT:** Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.

**Procedures**

Creating a Subset
Loading Subset Data from a Data Set
Transferring to Upload Subset Data
Displaying Subset Data
Copying a Subset
Maintaining a Subset
Deleting a Subset
2.6.2.1.2.4 Scenario Workbench - GUI

Definition

Use the Scenario Workbench to create variants that will be available in Planning. Rather than entering all the criteria on the initial screen, you can select a predefined variant to fill the criteria fields, including the planning parameters, compare with usages, period selection values, layout, and selections. Use the Filters tab to indicate the selection fields that will appear in the Scenario Planning Grid. Check the Changeable checkbox for each field to be included on the selection screen.

During creation, a scenario can be marked as user specific. If a variant is user specific, it will be visible only for that user; otherwise, the variants are available for use by all users.

NOTE: The Scenario Fiori application does not have its own search profile or UI profile.

Access

Transaction code: /IRM/IPMXVARM

Structure

The Scenario Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected scenarios in a grid format. From the grid, click on a scenario number to display that variant in focus in the Work Area.

- Work Area
  Use the Work Area to maintain one scenario. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Selection, which displays the Selection and Compare with fields for the specified matrix. Enter values in the fields. The system allows you to enter wild cards in the selection fields, to support the use of wild cards in the Planning selections.
  - Period Defaults, to view the Periods information of the specified matrix. Enter default values in the fields. You have the option of using a standard SAP period calculation type to overwrite the normal assigned matrix period. Click on the Calculation icon and select one of the available options.
  - Filters, to list the fields that will be listed as Filters on the selection screen in Scenario Planning. Check the Changeable checkbox for each field to be included on the selection screen.
  - Functions, to list the functions allowed for the scenario on the Planning screen. This list of functions can be filtered for a layout by using the Functions field on the Layouts tab; leave the field blank to not filter the list.
• Layouts, to list the layouts allowed for the scenario. Flag one layout as the default.

• Variables, to list the default value for each variable assigned to the scenario.

• Waterfall Views, to list the available waterfall views for the scenario. Flag one view as the default.

• Admin Data

NOTE: Functions accessed from the menu bar apply only to the variant displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

IMPORTANT: Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.

Procedures

Displaying a Scenario
Creating a Scenario
Copying a Scenario
Maintaining a Scenario
Deleting a Scenario
2.6.2.1.2.5 Copy Management

Definition

Run the Copy Management utility transaction to perform the following actions for a selected matrix/subset/usage:

- **Copy**
  To copy data from one matrix/subset/usage to another matrix/subset/usage.

- **Copy + Delete**
  To copy data from one matrix/subset/usage to another, then delete the source data.

If you select Copy or Copy+Delete, the following tabs appear:

- **Target**
  Specify the copy to matrix/subset/usage. The target matrix can be saved as a proforma if you specify a Proforma Type.

  Choose a Transformation Method:
  Mapping (apply the mapping specified on the Mapping tab) or User-defined (apply the user-defined copy method in the subset usage's enhancement class).

  You also can select a user function from those defined in the target matrix's subset. This function will be applied after the copy.

  To overwrite existing data during the copy, check the Overwrite checkbox. To copy members only, check the Only Members checkbox.

- **Mapping**
  When the selected Transformation Method is Mapping, use the Mapping tab to map the source data to the target data.

  Check the Source Unit checkbox to copy the source field, from one usage to another, in the source currency/unit. Leave the checkbox blank to convert the source field to the Target usage's default currency/unit when it is copied.

- **Selection**
  Use the Selection tab to choose specific data to be copied or deleted, for that matrix/subset/usage. You also can specify the date on which the background job will be run.

- **Delete**
  To delete data from one matrix/subset/usage.

The Selection tab will appear to select the specific data to be deleted. For example, you might delete data only for a specific customer or range of customers.
• Process
  The Process action might be used to schedule a background job to process the remaining
distribution levels for a function that was assigned to stop at a Distribution Level (on the
Functions tab in the matrix). If you select Process, the following tabs appear:
• Procedures
  List the procedures, which will be processed in sequence. For each procedure, click on the
Variables icon to specify the default values for any variables assigned to the procedure.
  Procedures will be run before the functions are processed.
• Functions
  List the functions in the sequence in which they will be applied to the data. For each
function, click on the Variables icon to specify the default values for any variables assigned to
the function.

Scheduling Jobs for Future Periods

Variants can be used to schedule background jobs for future time periods (such as the first day of next
month or Last day of the current month). Create a variant for any of the matrix utilities (copy, delete,
copy and delete, or process). When saving the variant, in the Periods section click on the Calculation
icon for the period (Week, Month, Quarter, or Year) and choose one of the options in the Choose Period
Calculation pop-up.

For example, a variant can be created to run a Process job on the last day of the month. When you save
the variant, click on Calculation Type icon in the Month field row to display the Choose Period
Calculation pop-up. Select the Last Day of the Current Month option and then click on the Choose
button.

You can run the variant using one of the following transactions:
• Copy Management /IRM/IPMXSCM
  When you select the variant, the system fills in the date on the Selection tab.
• Matrix Utilities in Background /IRM/IPMXSCMBG
  Specify the Job name and Variant Name, then execute or schedule the job. Use Simple Job
  Selection (OSM37) to start and verify the execution process for the background job. Later, the
  job status can be checked in the Analyze Application Log (OSLG1).

Access
Transaction code: /IRM/IPMXSCM

Procedures

Copying a Subset Usage
Copying Members from One Subset Usage to Another
Processing the Remaining Distribution Levels for a Function
2.6.2.1.2.6 Matrix Group Workbench

Definition

Use the Matrix Group Workbench to create a matrix group assigned a dataset that is used to populate actual data into the matrix for a subset/usage. Matrix groups are defined at the application level. In a matrix group, specify the set of matrix/subset/usage to be updated.

NOTE: The matrix group must be specified for the IP Type in both the Header and Item Criteria for Sales Documents or Purchasing Documents configuration.

For each matrix/subset/usage in the matrix group, assign the dataset to be used to evaluate data. The dataset contains a set of conditions. Only data that meets the conditions will update the matrix, based on mapping between the dataset result fields and the matrix fields. Datasets are defined in the Data Set Workbench. When creating evaluation datasets, use the IP areas 47-53.

NOTE: If the user creates a new member, the user can see that new member in the subset data. However, that new member is not going to be inserted in Subset Workbench usage members. Moreover, the Planning workbench will show the update of IP data for existing members only.

Access

Transaction code: /IRM/IPMXSGM

Structure

The Matrix Group Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view information for selected matrix groups in a grid format. From the grid, click on a subset group name to display that matrix group in focus in the Work Area.
- Work Area
  Use the Work Area to maintain a matrix group. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Definition
  - Admin Data

NOTE: Functions accessed from the menu bar apply only to the matrix group displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

IMPORTANT: Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.

Procedures
Displaying a Matrix Group
Creating a Matrix Group
Copying a Matrix Group
Maintaining a Matrix Group
Deleting a Matrix Group
2.6.2.1.2.7 Data Set Workbench

Definition

Data sets are used to define the (basic) formulas or criteria used to pull data from source tables and push that data to target tables.

Typical ways to use a data set include:

- **Matrix update from selected header and line item fields**
  The data set defines the data to be pushed into the matrix. Specify the data set in the scenario group.

- **Matrix update from selected source documents: sales documents, billing documents, delivery documents, or purchasing documents**

- **Matrix update from calculation run results**
  The scenario group assigned to the calculation run type holds the data set name.

- **Accounting at the composite line item level**
  The data set defines the formula or criteria used to push all applicable line items into financial allocation tables for processing a composite plan.

- **Controlling the data used for IP level allocation (Allocation tab) in a calculation run**

- **Pushing line items to the tracking screen**
  To select the line items displayed when you click on the Line Items button in the tracking screen.

- **Subcomponent level characteristic mapping from line items**
  Subcomponent characteristics can be used to filter the line items displayed when you click on the Line Items button on the tracking screen, rather than displaying all line items, for performance reasons. For example, if there are ten materials in a material group, can limit the display to two materials.

- **Claim item derivation using agreement scheduling**
  To push and filter data into claims that are triggered from the agreement Schedules tab.

In configuration, Vistex provides pre-defined dataset areas for the uses listed above. Custom fields can be added by appending the relevant structures.

Use the Data Set Workbench to create a data set. After using the Simulate functionality to test the data set, assign the data set in configuration, as applicable, or in transactions such as Subset Workbench (to load data into a usage).

Access

Transaction code: /IRM/GDSTM

Structure

The Data Set Workbench screen is organized into the following areas:
• Search and Worklist
  Use the Search and Worklist to view a list of selected data sets in a grid format. From the grid, click on a data set number to display that report in focus in the Work Area.

• Work Area
  Use the Work Area to maintain one data set. In the standard Vistex implementation, the Work Area contains the following tabs:
  • Definition
  • Review, to view the formula/logic statements in words.
  • Result Fields, appears only for data sets configured as expression data sets (not for selection data sets). Define all the fields to be pulled from the source document. These fields are required for mapping the data set to the fields in the scenario group.

• Admin Data

NOTE: Functions accessed from the menu bar apply only to the data set displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

Procedures

Creating a Data Set
Copying a Data Set
Reviewing a Data Set in Words
Simulating a Data Set
Maintaining a Data Set
Deleting a Data Set
2.6.2.1.2.8 Available Periods Workbench

Definition

Use the Available Periods Workbench to lock matrix data on the Planning Screen for particular periods in a specific year, at the usage level.

Closed periods are for display only on the Planning Screen. If a period is closed, you cannot edit the data.

Access

Transaction code: /IRM/IPMXPERM

Structure

The Available Periods Workbench screen is organized into the following areas:

- **Search and Worklist**
  Use the Search and Worklist to view selected matrix/subset/usage in a grid format. From the grid, click on a matrix name to display it in focus in the Work Area.
- **Work Area**
  Use the Work Area to maintain periods for one matrix/subset/usage.

NOTE: Functions accessed from the menu bar apply only to the matrix displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.
2.6.2.1.2.9 Data Sources

APD Structure Workbench

Definition

Use the APD Structure Workbench to create a structure that contains a list of APD (Analysis Process Designer) fields. Existing APD structures can be used as the source for matrix explosions and derivations.

APD structures in Vistex are exact replicas of BI APD structures. When creating an APD structure, also create a function module to update the matrix from BI. Its interface will contain a table type APD structure that will call the API from the BI system. A report will be written to pull data from BI system and push into the ECC matrix.

Access

Transaction code: /IRM/IPMXAPDM

Structure

The APD Structure Workbench screen is organized into the following areas:

- **Search and Worklist**
  Use the Search and Worklist to view selected APD structures in a grid format. From the grid, click on a structure name to display it in focus in the Work Area.

- **Work Area**
  Use the Work Area to maintain one APD structure. In the standard Vistex implementation, the Work Area contains the following tabs:
    - **Fields**
    - **Admin Data**

NOTE: Functions accessed from the menu bar apply only to the APD structure displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

Procedures

- Displaying an APD Structure
- Creating an APD Structure
- Copying an APD Structure
- Maintaining an APD Structure
- Deleting an APD Structure
**HANA Source Workbench**

**Definition**

Use the HANA Source Workbench to list the fields to be used for the following purposes:

- **pull HANA view data into a matrix**
  HANA fields can be assigned and mapped at the subset usage level. Then use HANA Data Update (/IRM/IPMXHANAU) to upload the HANA data to the assigned matrix/subset/usage combination.
- **source for matrix explosions**
  Assigned at the subset usage level.
- **source for matrix derivations**
  To pull HANA view information into the Planning Screen on-the-fly. Can be assigned at the matrix and subset usage level (higher priority than at the matrix level), with its own source mapping for retrieving HANA view data.

**Access**

Transaction code: /IRM/IPMXHANAM

**Structure**

The HANA Source Workbench screen is organized into the following areas:

- **Search and Worklist**
  Use the Search and Worklist to view selected HANA sources in a grid format. From the grid, click on a HANA source name to display it in focus in the Work Area.
- **Work Area**
  Use the Work Area to maintain one HANA source. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Fields
  - Admin Data

**NOTE:** Functions accessed from the menu bar apply only to the HANA source displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

**Procedures**

- Displaying a HANA Source
- Creating a HANA Source
- Copying a HANA Source
- Maintaining a HANA Source
- Deleting a HANA Source
2.6.2.1.3  Matrix Upload

2.6.2.1.3.1  Upload Subset Data

Definition

Use Upload Subset Data to import subsets (including members) from a file, such as an Excel spreadsheet, rather than manually entering the data. Files can be uploaded from the following locations:

- Desktop, to upload from the local PC
- File submission, to upload based on a file submission entry
- File server, to upload from the application server

File templates can be created to control the fields and format of files during upload. To create a file template, either save the information entered on the screen, or use the File Template for Matrix Workbench.

Access

Transaction code: /IRM/IPMXSUPL

Procedure

Uploading Subset Data
2.6.2.1.3.2 File Template for Matrix

Definition

Use File Template for Matrix Workbench to create and maintain templates that control the fields and format of matrix files during upload and/or download.

The system delivers MX0061 as the default file template used when the matrix is generated if no user-created file template exists.

NOTE: The file template is matrix specific. A file template created for one matrix cannot be used for another matrix.

Access

Transaction code: /IRM/IPMXFTM

Structure

The File Template for Matrix Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected file templates in a grid format. From the grid, click on file template number to display that file template in focus in the Work Area.
- Work Area
  Use the Work Area to maintain one file template. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Section
  - Mapping
  - Conversion
  - Submitter
  - Crystal Layout, which is used with Crystal Reports
  - Admin Data

NOTE: Functions accessed from the menu bar apply only to the file template displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

Procedures

Displaying a File Template for Matrix
Creating a File Template for Matrix
Copying a File Template for Matrix
Maintaining a File Template for Matrix
Deleting a File Template for Matrix
2.6.2.2 **Proforma Planning**

2.6.2.2.1 **Proforma Document**

2.6.2.2.1.1 **Definition**

A proforma document is a worksheet at a usage level that provides data to be reviewed and approved before the data is posted to a matrix. Proformas provide a formal request process to change matrix data. For example, proformas might be used to create either a Profit & Loss Statement for a promotional spend or a commission schedule. Proformas can be used as profitability simulations, or for budgeting, overall planning, account planning, promotion planning, incentive modeling, and accrual modeling.

Proforma documents can be created from the following transactions:

- **Subset Workbench** (/IRM/IPMXSM)
  You may flag a usage to create a proforma when loading data.

- **Load Subset Usage Data** (/IRM/IPMXLOAD)
  To create a proforma, select the proforma type used to perform the load.

- **Planning Grid**

- **Upload Subset Data** (/IRM/IPMXSUPL)
  To create a proforma, specify the Proforma Type in the upload parameters. Planning data can be saved as a proforma.

- **Proforma tab in the agreement/agreement request/program/master request/calculation run**
  Used to create a proforma and to view a list of proformas created from the transaction.

The layout of the proforma document is user-defined and may include such data as the following:

- net price customer will pay for the product - by customer, by product
- committed volume per time period
- calculated revenue
- anticipated rebate percentage or amount
- total cost
- margin / net profitability

Proforma values can be pulled in from price simulation, matrix/BI data, rules, tracking, calculation runs, and business script calculations.

Any existing proforma document can be viewed in the Proforma Workbench. Use the workbench to post the data to the matrix after the proforma is approved.

**Additional Functionality**

Based on configuration, the following functions can be activated:
- **Recreate**
  A Recreate button can be enabled on the Proforma tab, based on the proforma profile.
- **Refresh**
  A Refresh button can be enabled on the Proforma tab, based on the proforma profile.
- **Pushback (Write back)**
  When a proforma is changed, the data can be pushed back to the source document. Based on proforma profile key figure mapping configuration, the source document can be updated either when the proforma is saved or when it is posted.

### 2.6.2.2.1.2 Setup

Prior to creating proformas, the proforma type and price simulation type need to be defined in configuration. Also, create mapping profiles, as needed.

**Proforma Type**

The proforma type controls the proforma document number range and status profile. A proforma type is assigned to the proforma profile.

**Price Simulation Type (Optional)**

Price simulation types, defined in Data Maintenance Pricing configuration, control the price simulation document number range and tab sequence.

**Mapping Profile**

*NOTE: As of Release 1709, the mapping profile replaces the Proforma Profile.*

Use the [Mapping Profile Workbench](/IRM/IPMXMPM) to create mapping profiles. Each mapping profile specifies the matrix/subset/usage to be used, as well as the proforma type (mandatory) and description. The remaining fields differ, depending on the proforma model. The profile is assigned one of the following models:

- **1, rule-based**
  Source is a rules-based document, such as an agreement/direct agreement, agreement request/direct agreement request, deal, deal request, campaign, or master request. A mapping profile is assigned to the document type (agreement type, for example). Multiple mapping profiles can be assigned to the document type.

  Map the matrix characteristics to the rule fields. A characteristic can be mapped from multiple sources, as needed. For example, a material can be mapped from multiple rule sheets. One characteristic can be flagged as the validity anchor to base selection on that characteristic’s validity dates.

  At the key figure level, you can configure the system to push data from the proforma to the key figures either on save or on post.
2. tracking
   Used to analyze composite tracking data. Source is the calculation run. A deployment code and version are assigned to the proforma profile. Map both components (participant level) and subcomponents. Validity dates are proposed when the proforma is created.

3. simulation
   Source is the price simulation document. Map the matrix characteristics to the price simulation document fields. The proforma is created in the price simulation, using the simulation line items.

4. prices model
   Source is the price proposal document. Map the price sheets used for price proposals. The proforma is created in the Price Proposal Workbench, using the price sheets maintained in the price proposal.

5. planning document
   Used to post planning document data to the matrix. In the Subet Workbench (/IRM/IPMXSM), on the Planning Document Types tab in Usages list the Document Type and Mapping Profile. During posting, the system first checks for this configuration; if blank, posts to the matrix/subset/usage of the planning document. Configuration allows you to post to different matrices/subset/usages, based on the mapping profile.

In the key figures mapping configuration, a flag can be set to use the source (currency/quantity) unit in the proforma (no conversion is done). If the flag is not enabled, the amounts are converted to the unit from the usage level reference key figure field. In the key figures conditions configuration, you may use the Value field to specify one fixed value, instead of entering a matrix characteristic.

Based on mapping, the system sends data to the price simulation engine to calculate pricing based on document validity dates and subset periods.
2.6.2.2.2 Mapping Profile Workbench

2.6.2.2.2.1 Definition

The Mapping Profile Workbench increases flexibility when posting by allowing you to post to different matrices and usages. Use this workbench to retrieve data from the following sources:

- **rules**
  To retrieve rules data from price sheets in agreements, agreement requests, master requests, direct agreements, and direct agreement requests. Data can be moved back to the rules from the proforma, creating new records on the price sheet.

- **calculation run/tracking**

- **price simulation**

- **price proposal**

- **planning document**
  Used to post planning document data to the matrix. In the Subset Workbench (/IRM/IPMXSM), on the Planning Document Types tab in Usages list the Document Type and Mapping Profile. During posting, the system first checks for this configuration; if blank, posts to the matrix/subset/usage of the planning document. Configuration allows you to post to different matrices/subset/usages, based on the mapping profile.

2.6.2.2.2 Access

Transaction code: /IRM/IPMXMPM

2.6.2.2.3 Structure

The Mapping Profile Workbench screen is organized into the following areas:

- **Search and Worklist**
  Use the Search and Worklist to view information for a selected mapping profile in a grid format. From the grid, click on a mapping profile name to display that mapping profile in focus in the Work Area.

- **Work Area**
  Use the Work Area to maintain one mapping profile. In the standard Vistex implementation, the Work Area contains the following tabs:
• Source, to list and map the source fields
  Multiple entries are allowed for a key figure. The system searches the sources in sequence;
  when a hit is found the search will end.

• Simulation, to map all required price simulation fields.

• Targets, to post the proforma data to specific price sheets (if Rules is the target type) or
  matrices (if Matrix is the target type). Click on the Propose Targets button to propose price
  sheets/matrices from the source mapping.

• Admin Data
2.6.2.2.3 **Proforma**

Documentation for proforma documents is available for the following screen formats:

- UI Application (SAP Fiori)
- SAP GUI
2.6.3 Tracking

2.6.3.1 Individual Tracking

Documentation for individual tracking is available for the following screen formats:

- UI Application (SAP Fiori)
- SAP GUI
2.6.3.2 Participant Tracking

2.6.3.2.1 Definition

Use the Participant Tracking transaction to simultaneously track data for a participant across multiple plans.

2.6.3.2.2 Access

Transaction code: /IRM/IPCBCPP

2.6.3.2.3 Structure

The screen is organized into the following areas:

- Selection Fields
- Participant Tracking Data, which displays data for the participant across all plans that include the participant.

2.6.3.2.4 Procedure

Tracking Participant Information
2.6.3.3 Tracking Screen Functions

2.6.3.3.1 Info Key Figures

2.6.3.3.1.1 Definition

Info key figures allow you to view additional information about tracking screen fields on demand. The information appears in a pop-up that is accessed from either a hot key or an icon next to the tracking screen field.

This functionality is enhancement class based. Vistex delivers the enhancement class /IRM/CL_IPCI_SCALES_DISPLAY to display scales ($ or %) in a pop-up. Using the sample enhancement class as a guide, you can define your own enhancement class to view other information, such as materials in a material group, from a field on the tracking screen.

2.6.3.3.1.2 Setup

To use an info key figure:

- define an info key figure and assign it to your Current Period (CPD)/Period-to-Date (PTD) structures. In the component formula, tie the info key figure to an attribute lookup for a condition record number. The system uses the condition record number when the icon or hot key is clicked on the tracking screen.
- in the Screen Layout Parameters configuration for deployment codes, use the Assign Component Key Figures tab to assign the Tracking Info Key Figure (that provides the data) to the Tracking Key Figure (that displays the data). Assign the enhancement class, and if using an icon, specify the icon.
2.6.3.3.2 Interactive Tracking

2.6.3.3.2.1 Definition

Any tracking key figure on the individual tracking screen can be designated as editable, allowing you to perform "what-ifs" on the fly. Editable fields, which appear as textboxes, can appear at the group level and the subcomponent level.

Enter a new temporary amount in an editable field and press ENTER. In the application toolbar, click on the Simulate Tracking button to have the system recalculate other field values based on the edited field value. To reset the data back to the original values, click on the Reset Simulation button.

Since the layout controls whether the fields are editable, you may create multiple layouts and assign them to the deployment code/version. On the tracking screen, click on the Layout button to select a layout from the dropdown list of available layouts. Authorizations can be set for layouts.

2.6.3.3.2.2 Configuration

For editable fields at the group level, perform the following Composite configuration:

- Set the Editable flag for the Assigned Tracking Key Figure in the Deployment Code & Versions configuration.
- In Layout configuration, assign the tracking key figure group that contains the editable key figure field to the layout.

For editable fields at the subcomponent level, perform the following Composite configuration:

- Assign the subcomponent tracking key figures to the layout.
- Set the Editable flag for the affected key figures.
2.6.3.3.3 Trace Log

2.6.3.3.3.1 Definition

You may create a trace log to view how the tracking result was derived, including postings, formula steps, participation sources, component and subcomponent information, and mapping. Use this log when testing that your data is being mapped in correctly or when performing "what-if" analysis, to see how the different pieces of information came into the tracking screen.

NOTE: All sources for mapping data can be viewed in the trace, including buckets, matrix, evaluations and mapping from the General Ledger.

To activate the trace log function, click on the Activate Trace button before executing tracking. After executing, click on the Log button to view the trace log.

---

**Trace Log for Target / Growth Reb**

---

**Component Formula**

**Before Formula:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>42,000.00</td>
</tr>
<tr>
<td>Target</td>
<td>50,000.00</td>
</tr>
<tr>
<td>Target Payout</td>
<td>0.00</td>
</tr>
<tr>
<td>Qty Payout MG</td>
<td>300.00</td>
</tr>
<tr>
<td>Total Payout</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**Component Calculation Formula:**

**Component Result:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>42,000.00</td>
</tr>
<tr>
<td>Target</td>
<td>50,000.00</td>
</tr>
<tr>
<td>Target Payout</td>
<td>0.00</td>
</tr>
<tr>
<td>Qty Payout MG</td>
<td>300.00</td>
</tr>
<tr>
<td>Total Payout</td>
<td>300.00</td>
</tr>
</tbody>
</table>
The trace log sample above illustrates a Period to Date Component Formula created using Business Script. The log includes the following:

- **Before Formula**: values that existed prior to the formula being applied
- **Component Calculation Formula**: icon is a link to the trace log containing the formula steps. Click on each step to view the results for that step. If more than one value was calculated for a step, click on the icon in the Value column to display the values.

  **NOTE**: If using Formula Builder instead of Business Script, the formula steps and values appear in a grid on the trace log screen.
- **Component Result**: values determined after the formula was applied
2.6.3.4 Flexible Periods

2.6.3.4.1 Flexible Periods Overview

2.6.3.4.1.1 Definition

Various levels of flexibility can be incorporated in the posting periods used for composite deployment codes in agreements, agreement requests, and participant assignment. Posting periods can be defined, based on any of the following:

- standard year, with 12 posting periods defined as January-December
- year that contains non-standard periods, such as 4 quarterly posting periods during the year
- non-standard year, such as a financial year that runs from April 1 of one year to March 31 of the following year
- multiple years, with periods of varying lengths, such as a 2-year plan when each posting period in the first year is 4 months and each period in the second year is 6 months (called a Period Set)

Global posting periods can be defined and maintained in the Period Profile Workbench (/IRM/GFPM), and then assigned to an agreement, agreement request, or group of participants. Or, if needed, an agreement-specific, request-specific, or participant-specific period profile can be created on-the-fly. These period profiles replace the need for fiscal period variants.

2.6.3.4.1.2 Agreements

In the agreement or agreement request, if the Periods tab is configured to appear for an agreement type (or agreement request type), the contract staff may either assign a global period profile or create a period profile. These time periods will be used to filter the transactions to be used in the calculation of pricing or incentives.

NOTE: Any changes to periods in the agreement request will be reflected in the agreement when the request is posted.
2.6.3.4.1.3 Participants

In the Participation Workbench, the Participant Assignment Details dialog window contains a Period Profile tab. You can assign a global period profile to selected participants that use the same start and end date, or create participant-specific periods to use different dates for each participant.

NOTE: If using the Auto Add feature to create participants from the Agreement Workbench, the ability to maintain periods is not supported.

2.6.3.4.1.4 Tracking

In Individual Tracking and Participant Tracking, first select the participant to be tracked. When you press ENTER, the system populates the list of available posting periods from which to select the period to track.
2.6.3.4.2 Period Profile Workbench

2.6.3.4.2.1 Definition

Use the Period Profile Workbench to create, activate, and maintain global period profiles, which can be assigned to individual or groups of participants, as well as to agreements and agreement requests.

After you create a period profile, use the Review tab to view periods within a given time period, to make sure the periods are correctly defined.

NOTE: Only active period profiles are available in the F4 listing in participation, an agreement or an agreement request.

2.6.3.4.2.2 Access

Transaction code: /IRM/GFPM

2.6.3.4.2.3 Structure

The Period Profile Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected period profiles in a grid format. From the grid, click on period profile number to display that period profile in focus in the Work Area.
- Work Area
  Use the Work Area to maintain one period profile. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Periods
  - Review
  - Admin Data

NOTE: Functions accessed from the menu bar apply only to the period profile displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.
2.6.3.4.2.4 Procedures

Displaying a Period Profile
Creating a Period Profile
Copying a Period Profile
Activating/Deactivating a Period Profile
Maintaining a Period Profile
Deleting a Period Profile
Reviewing a List of Periods
Assigning a Period Profile to a Composite Agreement
Assigning a Period Profile to a Composite Agreement Request
Assigning a Period Profile to Participants
2.6.4 Accrual and Settlement

2.6.4.1 Composite Accrual and Settlement

2.6.4.1.1 Definition

Accrual is a process that involves financial postings against an expense account and a clearing account. During accrual, there is no physical transfer of funds between the accounts. The accrual process helps the company to predetermine what its financial position will be after the expenses of a plan have been processed.

In the Composite model, accrual and settlement take place at the participant level rather than at the document level. Accrual and settlement can be initiated manually or run automatically based on the settlement calendar assigned to either the deployment code or the participant.

2.6.4.1.1.1 Accounting Levels

Based on deployment code version configuration, financial accounting for composite plans can be done at the following levels:

- subcomponent
  Accounts for the entire amount as it relates to each subcomponent, such as brand or material group, to retain tracking of the amount for each subcomponent.
- bucket line item
  Use of a summarization profile is recommended.
- deployment code (not recommended)
  Full amount is accrued and settled. No profitability analysis is available.
2.6.4.1.2 Examples

2.6.4.1.2.1 Period-to-Date (PTD) Plan

If a plan is set up as a Period-to-Date (PTD) plan, then all data depends on the cumulative totals of all previous periods. This example covers three months:

- Month 1, the administrator accrues $100 for that month. The company owes the customer $100, so $100 is the settled amount.
- Month 2, the administrator accrues a new amount of $180, which is the cumulative amount for months 1 and 2. The system reverse accrues the $100 from the previous month. Since the customer has already received $100, the company owes the customer a remaining amount of $80, which is the amount settled for month 2.
- Month 3, the administrator accrues $250, then reverse accrues the old amount of $180. The final settled amount is $70.

<table>
<thead>
<tr>
<th>Month</th>
<th>Accrual</th>
<th>Reverse Accrual</th>
<th>Settlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month 1</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
</tr>
<tr>
<td>Month 2</td>
<td>$180</td>
<td>-$100</td>
<td>$80</td>
</tr>
<tr>
<td>Month 3</td>
<td>$250</td>
<td>-$180</td>
<td>$70</td>
</tr>
</tbody>
</table>

NOTE: When settlement occurs, the formula looks at the agreement and pulls the information before calculation.

2.6.4.1.2.2 Current Period (CPD) Plan

If a plan is set up as a Current Period (CPD) plan, then all data depends on the totals of the current period. In this example, the customer receives all the billbacks due at the end of the period and no amounts are carried forward to the next period. The Current Period Plan is on a month-to-month accrual and settlement basis. Each month the plan will accrue and settle without any reverse accrual for previous months.

<table>
<thead>
<tr>
<th>Month</th>
<th>Accrual</th>
<th>Settlement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Month 1</td>
<td>$100</td>
<td>$100</td>
</tr>
<tr>
<td>Month 2</td>
<td>$80</td>
<td>$80</td>
</tr>
<tr>
<td>Month 3</td>
<td>$70</td>
<td>$70</td>
</tr>
</tbody>
</table>
2.6.4.2 Composite Accrual and Settlement Processing

2.6.4.2.1 Definition

Composite accrual and settlement processing can be performed using one of the following:

- Calculation Run Workbench
- Create Calculation Run, to create and accrue the calculation run at the same time
- Calculation Run Mass Processing

After processing, the postings can be viewed in Individual Tracking.

2.6.4.2.1.1 Calculation Run

If approvals are required before accrual and settlement, create a Calculation Run. Two levels of approvals are available:

- Approval code can be entered in the Calculation Run transaction.
- Status profile can be assigned to calculation runs if more complex approvals are needed.

The approving authority can use the Calculation Run Workbench to view the calculation run and enter an approval code. Accrual and settlement then can be carried out from the workbench or through mass processing.

2.6.4.2.1.2 Mass Processing

Two mass processing transactions are available: Mass Processing (/IRM/IPCMP) and Mass Processing of a Calculation Run (/IRM/IPCPRCPRMP). These transactions run if the Calculation Run has been approved or if no approval is necessary. Either transaction can be carried out online or in the background:

- Online processing
  - If the document processing is done online, then the results will be displayed in a pop-up window.
- Background processing
  - Processing programs can be set up to run in background mode using variants. The system captures certain messages, as selected by the user, while the task is processed. The message log is saved to the database for further analysis.
2.6.4.2.2 Procedures

Performing Accrual/Settlement on a Calculation Run
Performing Mass Processing
Performing Mass Processing of a Calculation Run
2.6.4.3 Calculation Run

2.6.4.3.1 Calculation Run Overview

2.6.4.3.1.1 Definition

A calculation run is a snapshot of the eligible accrual and/or settlement values. Calculation runs can be used for the following purposes:

- Review and approve accrual/settlement values for specific participants before the postings take place. Since approval status is tracked at the calculation run header level, the whole calculation run document is either approved or not.

  The process can be manual or can be automated by using the batch program to create the calculation runs, which are sent through an automated approval process using SAP Workflow or Vistex Status Flow. When approved, the calculation runs are accrued and settled using a batch program.

- Validate settlement values with external partners to ensure they are in agreement with the claim amounts. Any discrepancies can be reconciled prior to settlement postings.

- For composite, capture and report line item detail for applicable accruals/settlements (if accounting done at the calculation line item level).

Transaction Codes - Composite Calculation Runs

Transaction codes used to create and process composite calculation runs:

- Create Composite Calculation Run /IRM/IPCBPCRCMP, batch program used to create and save calculation runs. Check the Individual Calculation Run checkbox to create a separate calculation run for each participant. Based on the participant type selected, the corresponding participant field becomes editable, to directly enter participants for the calculation run.

  Also, based on configuration the following posting functions can be executed when the calculation run is created: accrual, interim settlement, and settlement.

- Mass Processing of Composite Calculation Run /IRM/IPCBPCRPMP, batch program used to perform a specific function (accrual, settlement, settlement adjustment, posting, create claim, create proforma) for selected composite calculation runs.

- Composite Calculation Run /IRM/IPCBPCRM, used to create a composite calculation run that can be reviewed before it is saved, or to review calculation runs created using other transaction codes.
Often, multiple batch programs are run for multiple deployment codes, in an attempt to create calculation runs at the right time. The following checks are performed by the Create Calculation Run batch job to help prevent unwanted calculation runs:

- **Evaluation date (posting date, usually end of month) selection screen parameter**
  If the Calculation Run type is set up for accrual and/or settlement, the system checks whether the Evaluation date is in the accrual/settlement calendar, to determine whether the calculation run should be created.
- **Participant date**, to determine whether the participant should be considered
- **Deployment code effective date**
- **In configuration for the deployment code calculation run type, a flag can be checked to prevent duplicate calculation runs. The system checks for duplicates by deployment code / version / calculation run type / period / participant.**

### Transaction Codes - Transactional Calculation Runs

Transaction codes used to create and process transactional calculation runs:

- **Calculation Run Data Model /IRM/IPTTCM**, to define the calculation run by application, including what data will be stored.
- **Mass Processing of Transactional Calculation Run /IRM/IPTTPMP**, batch program used to perform a specific function (accrual, settlement, reverse accrual, reverse settlement, and deletion) for selected transactional calculation runs.
- **Transactional Calculation Run /IRM/IPTTM**, used to create a transactional calculation run.

### 2.6.4.3.1.2 Configuration

A calculation run is assigned a configured calculation run type. Separate configuration exists for transactional calculation run types and composite calculation run types.

**Transactional Calculation Run Type**

For transactional processing, the calculation run type controls the number range, period profile, status profile, and posting date.

**Composite Calculation Run Type**

For composite, the calculation run is assigned a configured calculation run type that controls the following:

- relevant posting types for the calculation run
- what tabs will appear in the calculation run Work Area
- name of the status profile used for approvals. If different approval processes are required for each function (such as accrual and settlement), a calculation run type can be defined specifically for a function.
- name of each evaluation type (see the Evaluation Overview for more information)
- which Calculation Run logs will appear, to view the system messages created when functions are performed on a calculation run.
For composite, the calculation run type must be attached to the deployment code.

The evaluation anchor indicates whether tracking should be based on the evaluation period or evaluation date. A default evaluation anchor can be assigned at the deployment code/calculation run type level, but can be overridden when the calculation run is created.

The following options are available:

- **Provide period then participant**
  The evaluation period is entered first. Based on that period, the participant will be fetched and tracked.

- **Provide participant then period**
  The participant is entered first. Periods maintained for the participant based on the period profile will appear in the Period field dropdown list. After the period is selected, tracking will be performed. To use this option, the Periodicity must be F (Flexible Periods) in the deployment code period parameters configuration.

- **Provide evaluation date then participant**
  The evaluation date is entered first. The system determines the period in which the evaluation date falls and will track the participant for that period.

- **Provide evaluation date as end date**
  The evaluation date entered will be considered as the evaluation end date rather than the period end date in which the evaluation date falls.
2.6.4.3.2  Calculation Run

Documentation for calculation runs is available for the following screen formats:

- UI Application (SAP Fiori)
- SAP GUI
2.6.4.3.3 Transactional Calculation Run

2.6.4.3.3.1 Definition

A calculation run is a snapshot of the eligible accrual and/or settlement calculation line item values. Use the Transactional Calculation Run workbench to maintain and post calculation runs for non-composite chargebacks. (A different transaction is used for composite processing.)

Delta accrual functionality is supported in transaction calculation runs. The original calculation run cannot be changed after it is posted. If a price is changed in the agreement, after the line items are reprocessed a new calculation run accrues only the new, changed, or deleted line items.

2.6.4.3.3.2 Access

Transaction code: /IRM/IPTTM

2.6.4.3.3.3 Structure

The Calculation Run Workbench screen is organized into the following areas:

- **Search and Worklist**
  Use the Search and Worklist to view selected calculation runs in a grid format. From the grid, click on a calculation run number to display that calculation run in focus in the Work Area.

- **Work Area**
  Use the Work Area to maintain one calculation run. In the standard Vistex implementation, the Work Area contains the following tabs:
  - **General**, which stores evaluation period dates. The period profile from the calculation run (not the agreement) will be used to derive the settlement from/to dates for calculation line items.
  - **Participants**, to post the accrual or settlement participants. In Change mode, select an option from the Post dropdown menu. The system creates a CCS accounting document, which can be reviewed by clicking on the Postings button.

Click on the Source field icon to transfer to the Source tab; click on the Summarization field icon to transfer to the Summarization tab.
• Source, which displays the calculation line items from the source. Click on a Document number to drill down to that document.

• Summarization, to view consolidate line items; click on the Gross Summarization button to view the detail for a summarization.

• Funds

• Status

• Admin Data

NOTE: Functions accessed from the menu bar apply only to the calculation run displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

IMPORTANT: Because Vistex software is extremely versatile, the user screen may be customized. For example, whether each tab appears or not, as well as the tab sequence, can be defined in configuration. As a result, the screen may appear different from the standard screen described in this document.
2.6.5 Evaluation

2.6.5.1 Evaluation Overview

2.6.5.1.1 Definition

Evaluation is a data collection tool similar to a survey. Each evaluation consists of a set of fields and/or grids used to record and track data. The global evaluation tool can be used for various situations, such as:

- **Contextual validation**
  Data complexity can make it difficult to validate whether an agreement or claim is complete and accurate. Evaluations can perform complex checks and verifications.

- **Outcome based contracting:**
  - Census recording, to enter data collected at customer sites, such as characteristics of the customer's business or the customer's use of the product sold. This data can be used to determine eligibility or compliance to agreement terms.
  - Compliance checking, to record compliance data, which can be combined with a Business Script to calculate a compliance score that determines the subjective rebate amount. A button appears on the screen to rerun the script after the evaluation data is maintained.

- **MBO evaluation**
  Evaluations can be used to track MBO incentives data rather than storing the data in the matrix. Compensation can be based on the evaluation results.

- **Suitability**
  An evaluation can be designed as a questionnaire whose answers help select applicable agreements or programs.

2.6.5.1.2 Setup

Use the following workbenches to set up evaluations:

- **Evaluation Element** (/IRM/GEVELM), used to define individual elements, such as textboxes, dropdown menus, and multiple choice questions.
- **Evaluation Template** (/IRM/GEVTPM), used to arrange individual elements and groups of elements into a display view.
• Evaluation Type (/IRM/GEVTM), used to link a template to an object, and define how frequently an evaluation can be performed. An evaluation type then can be linked to a specific object type (agreement type, for example) in configuration.

### 2.6.5.1.3 Evaluation Processing

An evaluation can be performed, viewed, or maintained using the Evaluation tab in the following:

- Agreement Workbench
- Calculation Run
- Campaign Workbench
- Claim Workbench
- Evaluation (/IRM/GEVM), used to create and maintain standalone evaluations not attached to an object.

When an evaluation is performed, the system creates an evaluation document to store the data. Individual evaluation documents can be accessed from the Evaluation tab in the agreement, calculation run, campaign, claim, or evaluation workbenches.

### 2.6.5.1.4 Composite Tracking

Data from evaluation documents can be displayed on the composite individual tracking screen, based on composite configuration.

In Mapping configuration, select Evaluation as the Source Type for the Source Key Figure ID. Specify an evaluation type, object type, element, and sub-element (if the specified element is a grid). Then, maintain the source key figure ID, characteristics mapping, subcomponent definition (Evaluation section), and subcomponent characteristics mapping.

### 2.6.5.1.5 Status Flow

Status Flow is integrated into evaluations. When a status profile is defined for an evaluation type, the Status tab is enabled in the Evaluation Workbench.

Evaluation approvals can be performed from the evaluation document, email, or activities.
## 2.6.5.2 Element Workbench

### 2.6.5.2.1 Definition

Use the Element Workbench to define the individual items that will appear in an evaluation. There are two categories of elements:

- Basic
- Grid

### 2.6.5.2.1.1 Basic Elements

The following table illustrates the data required to create the available types of Basic elements:

<table>
<thead>
<tr>
<th>Element Type</th>
<th>Description</th>
<th>General Tab Data</th>
<th>Values Tab Data</th>
<th>Preview Tab Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Data Type</td>
<td>Requests user to enter characters, amount, date, number, quantity, time or text.</td>
<td>Depends on the data type</td>
<td>Value Source and Values</td>
<td>Display Properties</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>NOTE: This tab does not appear for Text data type elements.</td>
<td></td>
</tr>
<tr>
<td>Button</td>
<td>Displays a button</td>
<td>Enhancement Class and button text</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Message</td>
<td>Displays a message from the Message Class Workbench</td>
<td>Data Type defaults to Character and length defaults to 80</td>
<td>N/A</td>
<td>Message Variables: Message class, number, and type of message; can add up to 4 message variables</td>
</tr>
<tr>
<td>Reference Element</td>
<td>Applies properties from the reference element to this element</td>
<td>Reference Element</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
### 2.6.5.2.1.2 Grid Elements

A grid element consists of a collection of other elements. Each element that appears in a grid first must be defined as a Basic element. At least one element must be flagged as a Key. If needed, an element can be for display only.

Available grid properties include:

- **Display Format**: The elements in a grid can display text and/or a value ID.
- **Height**: The height in pixels may be specified, if needed.
- **Show Border**: The grid can contain grid lines and a border.
- **Enable Comment**: A comment textbox can be included beneath the grid, if needed.

### 2.6.5.2.2 Access

Transaction code: /IRM/GEVELM

### 2.6.5.2.3 Structure

The Element Workbench screen is organized into the following areas:

- **Search and Worklist**
  
  Use the Search and Worklist to view selected elements in a grid format. From the grid, click on an element name to bring that element in focus in the Work Area.

- **Work Area**
  
  Use the Work Area to maintain the element in focus. In the standard Vistex implementation, the Work Area contains the following tabs:
  - **General**
  - **Elements**, which appears only for Grid category elements.
  - **Values**, which appears only for Basic category elements.
  - **Preview**
• Admin Data

NOTE: Functions accessed from the menu bar apply only to the element displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

IMPORTANT: Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.

2.6.5.2.4 Procedures

Displaying an Element
Creating a Basic Element
Creating a Grid Element
Copying an Element
Maintaining an Element
Deleting an Element
2.6.5.3 Evaluation Template Workbench

2.6.5.3.1 Definition

Use the Evaluation Template Workbench to arrange individual elements and groups of elements into a display view.

2.6.5.3.2 Access

Transaction code: /IRM/GEVTPM

2.6.5.3.3 Structure

The Evaluation Template Workbench screen is organized into the following areas:

- **Search and Worklist**
  Use the Search and Worklist to view selected evaluation templates in a grid format. From the grid, click on an evaluation template name to bring that template in focus in the Work Area.

- **Work Area**
  Use the Work Area to maintain the evaluation template in focus. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Elements
  - Preview
  - Admin Data

NOTE: Functions accessed from the menu bar apply only to the evaluation template displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

IMPORTANT: Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.
2.6.5.3.4 Procedures

Displaying an Evaluation Template
Creating an Evaluation Template
Copying an Evaluation Template
Maintaining an Evaluation Template
Deleting an Evaluation Template
2.6.5.4 Evaluation Type Workbench

2.6.5.4.1 Definition

Use the Evaluation Type Workbench to link a template to an object, and define how frequently the evaluation can be performed. An evaluation type then can be linked to a specific object type (agreement type, for example) in configuration.

2.6.5.4.2 Access

Transaction code: /IRM/GEVTM

2.6.5.4.3 Structure

The Evaluation Type Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected evaluation types in a grid format. From the grid, click on an evaluation type name to bring that evaluation type in focus in the Work Area.
- Work Area
  Use the Work Area to maintain the evaluation type in focus. In the standard Vistex implementation, the Work Area contains the following tabs:
  - General
  - Preview
  - Admin Data

NOTE: Functions accessed from the menu bar apply only to the evaluation type displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

IMPORTANT: Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.
2.6.5.4.4 Procedures

Displaying an Evaluation Type
Creating an Evaluation Type
Copying an Evaluation Type
Maintaining an Evaluation Type
Deleting an Evaluation Type
2.6.5.5 Evaluations

Documentation for evaluations is available for the following screen formats:

- UI Application (SAP Fiori)
- SAP GUI
2.6.6 Utilities

2.6.6.1 Composite Correspondence Trigger Event

2.6.6.1.1 Definition

Composite Correspondence refers to the type of communication used to communicate with the partner. The decision pertaining to the kind of correspondence to be used is triggered by the event taking place.

2.6.6.1.2 Access

Transaction code: /IRM/0IPG26

2.6.6.1.3 Structure

The fields used to maintain the events are:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>IP Doc. Category</td>
<td>Function for which correspondence is sent to the Participant.</td>
</tr>
<tr>
<td>Deployment Code</td>
<td>Plan that the correspondence is about.</td>
</tr>
<tr>
<td>IP Type</td>
<td>Application for which correspondence is being used.</td>
</tr>
<tr>
<td>Participant Role</td>
<td>Type of partner involved in the process.</td>
</tr>
<tr>
<td>Participant</td>
<td>Particular partner for the process. If all partners of the type specified in the Partner Role field are to be selected, enter an asterisk (*) in this field.</td>
</tr>
<tr>
<td>Correspondence</td>
<td>Type of correspondence to be used when all the above criteria are met.</td>
</tr>
<tr>
<td>Medium</td>
<td>Message transmission medium. Output may be printed, faxed, or sent by other means, such as electronic mail or Electronic Data Interchange (EDI).</td>
</tr>
</tbody>
</table>
2.6.6.2 Composite Message Log Display

Mass processing can be carried out online or in the background:

- Online processing
  If the document processing is done online, then the results will be displayed in a pop-up.
- Background processing
  Processing programs can be set up to run in background mode using variants. The system captures certain messages, as selected by the user, while the task is processed. The message log is saved to the database for further analysis.

To locate the message log number, access the SAP transaction Simple Job Selection (SM37). Enter the selection criteria and execute to display the overview of all the jobs that satisfy the search criteria. Check the job for which message log number is required and then click on the Job Log button. One of the entries in the job log specifies the message log number.

To view the message log, use the transaction /IRM/IPCILog, accessed using the path:
Application → Composite Processing → Utilities → Display Log

Enter the message log number, if known, or else enter other search criteria and click on the Execute button to display the message logs that match the search criteria. To view a particular Message Log, double click on the log.
2.7  Groupings and Cross References

2.7.1  Hierarchies and Attributes

2.7.1.1  Definition

Use the Hierarchies and Attributes Workbench to view and maintain custom hierarchies. You can create a participant hierarchy that is independent of a deployment code. The hierarchy can be created one time and applied across plans.

Based on configuration of the hierarchy type, the following participant types may be available:

- Agreement
- Company code
- Customer
- Vendor
- Material
- Organization unit
- Personnel number
- Position
- Team/Department
- Plant
- Business Partner

2.7.1.2  Access

Transaction code: /IRM/IPHIM

2.7.1.3  Structure

The screen is organized into the following areas:

- Search Area
  Use the Search Area (on the right side of the screen) to search for participants to add to the hierarchy.
• Work Area
  Use the Work Area to view the hierarchy in a tree format.
2.7.2 Cross References
2.7.2.1 Agreement Cross Reference

2.7.2.1.1 Definition

Use Agreement Cross Reference to store agreement information that will be used by an API to determine the agreement number. The cross reference can be used globally or just for the partner and/or organization it was created for.

Cross references can be set with a finite validity or an infinite validity.

2.7.2.1.2 Access

Transaction code: /IRM/GAXREF

2.7.2.1.3 Work Area

The following buttons appear above the Work Area:

<table>
<thead>
<tr>
<th>Button</th>
<th>Action</th>
<th>Alternate Access</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Display Change" /></td>
<td>Display ↔ Change Toggle between Display mode and Change mode.</td>
<td>F6 or Menu bar: Cross Reference → Display ↔ Change</td>
</tr>
<tr>
<td><img src="image" alt="Search" /></td>
<td>Search Find a cross reference previously created using General and Admin Data search fields.</td>
<td>Shift+F6 or Menu bar: Cross Reference → Search</td>
</tr>
<tr>
<td><img src="image" alt="Search More" /></td>
<td>Search More After you perform a search, use Search More to retain the results from the previous search, perform a new search, and append the new results to the list already displayed.</td>
<td>Shift+F7 or Menu bar: Cross Reference → Search More</td>
</tr>
</tbody>
</table>
The following buttons appear in the Work Area:

<table>
<thead>
<tr>
<th>Button</th>
<th>Action</th>
</tr>
</thead>
</table>
| ![Insert] | Insert (Change mode only)  
Add new rows. Select 1, 5, or 10 rows to add at a time.  
Alternately, from the menu bar select Cross Reference → Add Rows. |
| ![Delete] | Delete (Change mode only)  
Delete the select row or rows.  
Alternately, from the menu bar select Cross Reference → Delete Rows. |
| ![Copy] | Copy Records (Change mode only)  
Copy a record or multiple records. |
| ![Import] | Import Records From File (Change mode only)  
Import a file and map the field positions and field values. |
| ![Search] | Search and Replace (Change mode only)  
Highlight a cell, cells, column, or columns which are changeable. Find and replace a specific value for another value. |
| ![Set] | Set Values (Change mode only)  
Highlight one column and set the value for the entire column, or change the column by increasing or decreasing the value if applicable. |
| ![Changes] | Changes  
Display the change log for a highlighted row. |
| ![Other] | Other Validity Records  
Display a log of overlapping records for a highlighted row. |
| ![Details] | Details  
View selected records in a vertical column format in a separate window. |
| ![Sort Asc] | Sort in Ascending Order  
Sort the data in a selected column in ascending alphanumeric sequence. |
| ![Sort Desc] | Sort in Descending Order  
Sort the data in a selected column in descending alphanumeric sequence. |
| ![Find] | Find  
Find a term within the grid values. The system highlights any cell that contains the term. |
| ![Find Next] | Find Next  
Find the next instance of a term searched for previously. |
| ![Total] | Total (restricted to relevant numeric columns)  
Highlight at least one numeric column, and then select a type of calculation (Total, Mean Value, Minimum, or Maximum) from the dropdown list. |
| ![Subtotals] | Subtotals (active only when the Total button is used)  
If you used the Total button to calculate the total for a selected column, you also may have the system calculate subtotals. Click to view a dialog window. In that window, check the checkbox of the column used to calculate subtotals. |
The following fields appear in the cross reference ALV grid:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provider Type</td>
<td>Entity type of the partner supplying the cross reference value. NOTE: If the Universal Cross Reference option is across provider types, a Provider Type is not required.</td>
</tr>
<tr>
<td>Sales Organization</td>
<td>An organizational unit in logistics that structures the company according to its sales requirements. A sales organization is responsible for selling materials and services. When creating a new record, select the applicable sales organization, if necessary.</td>
</tr>
<tr>
<td>Distribution Channel</td>
<td>Channel through which materials or services reach customers. Distribution channels include wholesale, retail, and direct sales. A distribution channel can be assigned to one or more sales organizations. When creating a new record, select the distribution channel applicable for the provider, if necessary.</td>
</tr>
<tr>
<td>Division</td>
<td>Organizational unit based on responsibility for sales or profits from saleable materials or services. When creating a new record, select the applicable division, if necessary.</td>
</tr>
<tr>
<td>Purchasing Organization</td>
<td>Organizational unit in logistics that subdivides an organization by purchasing requirements. When creating a new record, select the purchasing organization applicable for the provider, if necessary.</td>
</tr>
<tr>
<td>Provider</td>
<td>Provider SAP identification number. For example, customer number or vendor number. NOTE: If the Universal Cross Reference option is across provider types, a Provider is not required.</td>
</tr>
<tr>
<td>One-line short form of formatted address</td>
<td>Address associated with the provider. This field will automatically populate after the provider is entered.</td>
</tr>
<tr>
<td>Valid From</td>
<td>Date the cross reference begins. After creation of the row, this is a locked field.</td>
</tr>
<tr>
<td>Valid To</td>
<td>Date the cross reference ends.</td>
</tr>
<tr>
<td>Agreement Provided</td>
<td>Identification used by the provider when entering an agreement.</td>
</tr>
<tr>
<td>Agreement Determined</td>
<td>Agreement number used to determine when the identification provided is entered.</td>
</tr>
<tr>
<td>Description of agreement</td>
<td>User-defined description of the Agreement.</td>
</tr>
<tr>
<td>--------------------------</td>
<td>-------------------------------------------</td>
</tr>
<tr>
<td>External description</td>
<td>Customer's description of the agreement.</td>
</tr>
</tbody>
</table>
| Universal Cross Reference| Indicates whether the entry applies across organizations, providers, or both. Options:  
  • V Across Provider & Organization  
  • W Across Organization  
  • X Across Provider |
| Created By               | User ID of the author of the original record.  
  This field is populated when the cross reference is saved. |
| Created On               | Date the record was created.  
  This field is populated when the cross reference is saved. |
| Time                     | Time when the cross reference was created.  
  This field is populated when the cross reference is saved. |
| Changed By               | User ID of the person who changed the cross reference.  
  This field is populated when the cross reference is saved. |
| Changed On               | Date when the cross reference was changed.  
  This field is populated when the cross reference is saved. |
| Time of Change           | Time when the cross reference was changed.  
  This field is populated when the cross reference is saved. |
| Message text             | Display of error messages for the row. |

### 2.7.2.1.1.4 Procedures

- Displaying Agreement Cross References
- Creating Agreement Cross References
- Importing Agreement Cross References
- Changing Agreement Cross References
- Copying Agreement Cross References
- Viewing an Agreement Cross Reference Change Log
- Deleting Agreement Cross References
2.7.2.1.2 Upload/Download

2.7.2.1.2.1 Upload Agreement Cross Reference

Definition

Use Upload Agreement Cross Reference to import an agreement cross reference from a file, such as an Excel spreadsheet, rather than manually entering the data. Files can be uploaded from the following locations:

- Desktop, to upload from the local PC
- File submission, to upload based on a file submission entry
- File server, to upload directly from the application server

File templates can be created to control the fields and format of files during upload. To create a file template, either save the information entered on the screen, or use the File Template for Agreement Cross Reference Workbench.

The screen is organized into two sections:

- Source information
  Specify the source information for either the desktop file or server file being uploaded. Either enter the information in the source information fields or use a file template to populate the fields.
- Field mapping
  Map each file field to its corresponding cross reference field or specify a file template that contains the mapping.

Access

Transaction code: /IRM/GAXREFUPL

Procedure

Uploading Agreement Cross References
2.7.2.1.2.2 Download Agreement Cross Reference

Definition

Use Download Agreement Cross Reference to download selected cross references to a specific file on a desktop or file server. For large downloads, this transaction can be run as a background job.

You must specify a file template for the download. File templates are used to control the fields and format of files during download. To create a file template, use the File Template for Agreement Cross Reference Workbench.

Access

Transaction code: /IRM/GAXREFDNL

Procedure

Downloading Agreement Cross References
2.7.2.1.2.3 File Template for Agreement Cross Reference

Definition

Use File Template for Agreement Cross Reference Workbench to create and maintain templates that control the fields and format of agreement cross reference files during upload and/or download.

Access

Transaction code: /IRM/GAXRFFTM

Structure

The File Template for Agreement Cross Reference Workbench screen is organized into the following areas:

- Search and Worklist
  - Use the Search and Worklist to view selected file templates in a grid format. From the grid, click on file template number to display that file template in focus in the Work Area.

- Work Area
  - Use the Work Area to maintain one file template. In the standard Vistex implementation, the Work Area contains the following tabs:
    - Section
    - Mapping
    - Conversion
    - Submitter
    - Crystal Layout, which is used with Crystal Reports
    - Admin Data

NOTE: Functions accessed from the menu bar apply only to the file template displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

Procedures

- Displaying a File Template for Agreement Cross Reference
- Creating a File Template for Agreement Cross Reference
- Copying a File Template for Agreement Cross Reference
- Maintaining a File Template for Agreement Cross Reference
- Deleting a File Template for Agreement Cross Reference
2.7.2.2  Material Cross Reference

2.7.2.2.1  Material Cross Reference

2.7.2.2.1.1  Definition

Use the material cross reference to store possible incoming material identification numbers. The cross reference can be used globally or just for the partner and/or organization it was created for.

The cross reference is used to link the current system records with the incoming record numbers so the records can be matched and incoming documents can be processed. Cross reference mapping may be performed in product lists, claims, transactions, price sheets, and price types.

Cross references can be set with a finite validity or an infinite validity.

2.7.2.2.1.2  Access

Transaction code: /IRM/GMXREF

2.7.2.2.1.3  Work Area

The following buttons appear above the Work Area:

<table>
<thead>
<tr>
<th>Button</th>
<th>Action</th>
<th>Alternate Access</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Display Change" /></td>
<td>Display ↔ Change Toggle between Display mode and Change mode.</td>
<td>F6</td>
</tr>
<tr>
<td><img src="image" alt="Search" /></td>
<td>Search Find a material cross reference previously created using General and Admin Data search fields.</td>
<td>Shift+F6 or Menu bar: Cross Reference → Search</td>
</tr>
<tr>
<td><img src="image" alt="Search More" /></td>
<td>Search More After you perform a search, use Search More to retain the results from the previous search, perform a new search, and append the new results to the list already displayed.</td>
<td>Shift+F7 or Menu bar: Cross Reference → Search More</td>
</tr>
</tbody>
</table>
The following buttons appear in the Work Area:

<table>
<thead>
<tr>
<th>Button</th>
<th>Action</th>
</tr>
</thead>
</table>
| ![Insert](image) | Insert (Change mode only)  
Add new rows. Select 1, 5, or 10 rows to add at a time.  
Alternately, from the menu bar select Cross Reference → Add Rows. |
| ![Delete](image) | Delete (Change mode only)  
Delete the select row or rows.  
Alternately, from the menu bar select Cross Reference → Delete Rows. |
| ![Copy Records](image) | Copy Records (Change mode only)  
Copy a record or multiple records. |
| ![Import Records From File](image) | Import Records From File (Change mode only)  
Import a file and map the field positions and field values. |
| ![Search and Replace](image) | Search and Replace (Change mode only)  
Highlight a cell, cells, column, or columns which are changeable. Find and replace a specific value for another value. |
| ![Set Values](image) | Set Values (Change mode only)  
Highlight one column and set the value for the entire column, or change the column by increasing or decreasing the value if applicable. |
| ![Changes](image) | Changes  
Display the change log for a highlighted row. |
| ![Overlapping Records](image) | Overlapping Records  
Display a log of overlapping records for a highlighted row. |
| ![Details](image) | Details  
View selected records in a vertical column format in a separate window. |
| ![Sort in Ascending Order](image) | Sort in Ascending Order  
Sort the data in a selected column in ascending alphanumeric sequence. |
| ![Sort in Descending Order](image) | Sort in Descending Order  
Sort the data in a selected column in descending alphanumeric sequence. |
| ![Find](image) | Find  
Find a term within the grid values. The system highlights any cell that contains the term. |
| ![Find Next](image) | Find Next  
Find the next instance of a term searched for previously. |
| ![Total](image) | Total (restricted to relevant numeric columns)  
Highlight at least one numeric column, and then select a type of calculation (Total, Mean Value, Minimum, or Maximum) from the dropdown list. |
| ![Subtotals](image) | Subtotals (active only when the Total button is used)  
If you used the Total button to calculate the total for a selected column, you also may have the system calculate subtotals. Click to view a dialog window. In that window, check the checkbox of the column used to calculate subtotals. |
The following fields appear in the cross reference ALV grid:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provider Type</td>
<td>Entity type of the partner supplying the cross reference value.</td>
</tr>
<tr>
<td></td>
<td>NOTE: If the Universal Cross Reference option is across provider types, a</td>
</tr>
<tr>
<td></td>
<td>Provider Type is not required.</td>
</tr>
<tr>
<td>Sales Organization</td>
<td>An organizational unit in logistics that structures the company</td>
</tr>
<tr>
<td></td>
<td>according to its sales requirements. A sales organization is responsible</td>
</tr>
<tr>
<td></td>
<td>for selling materials and services. When creating a new record, select the</td>
</tr>
<tr>
<td></td>
<td>applicable sales organization, if necessary.</td>
</tr>
<tr>
<td>Distribution Channel</td>
<td>Channel through which materials or services reach customers.</td>
</tr>
<tr>
<td></td>
<td>Distribution channels include wholesale, retail, and direct sales. A</td>
</tr>
<tr>
<td></td>
<td>distribution channel can be assigned to one or more sales organizations.</td>
</tr>
<tr>
<td></td>
<td>When creating a new record, select the distribution channel applicable for</td>
</tr>
<tr>
<td></td>
<td>the provider, if necessary.</td>
</tr>
<tr>
<td>Division</td>
<td>Organizational unit based on responsibility for sales or profits from</td>
</tr>
<tr>
<td></td>
<td>saleable materials or services. When creating a new record, select the</td>
</tr>
<tr>
<td></td>
<td>applicable division, if necessary.</td>
</tr>
<tr>
<td>Purchasing Organization</td>
<td>Organizational unit in logistics that subdivides an organization by</td>
</tr>
<tr>
<td></td>
<td>purchasing requirements. When creating a new record, select the purchasing</td>
</tr>
<tr>
<td></td>
<td>organization applicable for the provider, if necessary.</td>
</tr>
<tr>
<td>Plant</td>
<td>Organizational unit for dividing an enterprise by production,</td>
</tr>
<tr>
<td></td>
<td>procurement, maintenance, and materials planning. When creating a new</td>
</tr>
<tr>
<td></td>
<td>record, select the plant applicable for the provider, if necessary.</td>
</tr>
<tr>
<td>Provider</td>
<td>Provider SAP identification number. For example, customer number or vendor</td>
</tr>
<tr>
<td></td>
<td>number. NOTE: If the Universal Cross Reference option is across provider</td>
</tr>
<tr>
<td></td>
<td>types, a Provider is not required.</td>
</tr>
<tr>
<td>One-line short form of</td>
<td>Address associated with the provider. This field will automatically</td>
</tr>
<tr>
<td>formatted address</td>
<td>populate after the provider is entered.</td>
</tr>
<tr>
<td>Material Entered</td>
<td>Material value submitted by an outside party.</td>
</tr>
<tr>
<td>Description</td>
<td>User-defined description of the Material Entered.</td>
</tr>
<tr>
<td>Unit of Measure Provided</td>
<td>Measurement of the material records provided.</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Valid From</td>
<td>Date the cross reference begins. After creation of the row, this is a locked field.</td>
</tr>
<tr>
<td>Valid To</td>
<td>Date the cross reference ends.</td>
</tr>
<tr>
<td>Material Identification Type</td>
<td>When creating or maintaining a record, select a material identification type from the dropdown menu.</td>
</tr>
<tr>
<td>Material</td>
<td>Material referred to from the system.</td>
</tr>
<tr>
<td>Description</td>
<td>Characters describing a material. Derived from the material.</td>
</tr>
<tr>
<td>Converted UoM</td>
<td>Measurement of the material records in measurement units.</td>
</tr>
<tr>
<td>Measurement Unit Text</td>
<td>Default unit in which the measurement was recorded.</td>
</tr>
<tr>
<td>Denominator</td>
<td>Used to calculate unit of measure conversions for the quantity entered on a claim/transaction when this material entered and unit of measure entered are used. The denominator is the number to be used as the divisor. For example, if 3 pieces equals 5 kilograms, when converting from pieces to kilograms, the divisor would be 5.</td>
</tr>
<tr>
<td>Numerator</td>
<td>Used to calculate unit of measure conversions for the quantity entered on a claim/transaction when this material entered and unit of measure entered are used. The numerator is the number to be used as the multiplier. For example, if 3 pieces equals 5 kilograms, when converting from pieces to kilograms, the multiplier would be 3.</td>
</tr>
</tbody>
</table>
| Universal Cross Reference | Indicates whether the entry applies across organizations, providers, or both. Options:  
• V Across Provider & Organization  
• W Across Organization  
• X Across Provider  |
| Created By             | User ID of the author of the original record. This field is populated when the cross reference is saved. |
| Created On             | Date the record was created. This field is populated when the cross reference is saved. |
| Time                   | Time when the cross reference was created. This field is populated when the cross reference is saved. |
| Changed By             | User ID of the person who changed the cross reference. This field is populated when the cross reference is saved. |
| Changed On             | Date when the cross reference was changed. This field is populated when the cross reference is saved. |
| Time of Change         | Time when the cross reference was changed. This field is populated when the cross reference is saved. |
| Message Row            | Display of error messages for the row. |
2.7.2.2.1.4 Procedures

Displaying Material Cross References
Creating Material Cross References
Importing Material Cross References
Changing Material Cross References
Copying Material Cross References
Viewing a Material Cross Reference Change Log
Deleting Material Cross References
2.7.2.2.2 Upload/Download

2.7.2.2.1 Upload Material Cross Reference

Definition

Use Upload Material Cross Reference to import a material cross reference from a file, such as an Excel spreadsheet, rather than manually entering the data. Files can be uploaded from the following locations:

- Desktop, to upload from the local PC
- File submission, to upload based on a file submission entry
- File server, to upload directly from the application server

File templates can be created to control the fields and format of files during upload. To create a file template, either save the information entered on the screen, or use the File Template for Material Cross Reference Workbench.

The screen is organized into two sections:

- Source information
  Specify the source information for either the desktop file or server file being uploaded. Either enter the information in the source information fields or use a file template to populate the fields.
- Field mapping
  Map each file field to its corresponding cross reference field or specify a file template that contains the mapping.

Access

Transaction code: /IRM/GMXREFUPL

Procedure

Uploading Material Cross References
2.7.2.2.2  Download Material Cross Reference

Definition

Use Download Material Cross Reference to download selected cross references to a specific file on a desktop or file server. For large downloads, this transaction can be run as a background job.

You must specify a file template for the download. File templates are used to control the fields and format of files during download. To create a file template, use the File Template for Material Cross Reference Workbench.

Access

Transaction code: /IRM/GMXREFDNL

Procedure

Downloading Material Cross References
2.7.2.2.2.3 File Template for Material Cross Reference

Definition

Use File Template for Material Cross Reference Workbench to create and maintain templates that control the fields and format of material cross reference files during upload and/or download.

Access

Transaction code: /IRM/GMXRFFTM

Structure

The File Template for Material Cross Reference Workbench screen is organized into the following areas:

- **Search and Worklist**
  Use the Search and Worklist to view selected file templates in a grid format. From the grid, click on file template number to display that file template in focus in the Work Area.
- **Work Area**
  Use the Work Area to maintain one file template. In the standard Vistex implementation, the Work Area contains the following tabs:
  - **Section**
  - **Mapping**
  - **Conversion**
  - **Submitter**
  - **Crystal Layout, which is used with Crystal Reports**
  - **Admin Data**

NOTE: Functions accessed from the menu bar apply only to the file template displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

Procedures

Displaying a File Template for Material Cross Reference
Creating a File Template for Material Cross Reference
Copying a File Template for Material Cross Reference
Maintaining a File Template for Material Cross Reference
Deleting a File Template for Material Cross Reference
2.7.2.3 Partner Cross Reference

2.7.2.3.1 Partner Cross Reference

2.7.2.3.1.1 Definition

Use the partner cross reference to store possible incoming partner identification numbers. The cross reference can be used globally or just for the partner and/or organization it was created for.

The cross reference is used to link the current system records with the incoming record numbers so the records can be matched and incoming documents can be processed. Cross reference mapping may be performed in memberships, claims, transactions, price sheets, and price types.

Cross references can be set with a finite validity or an infinite validity.

2.7.2.3.1.2 Access

Transaction code: /IRM/GPXREF

2.7.2.3.1.3 Work Area

The following buttons appear above the Work Area:

<table>
<thead>
<tr>
<th>Button</th>
<th>Action</th>
<th>Alternate Access</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Display" /></td>
<td>Display ↔ Change Change mode and Change mode.</td>
<td>F6 or Menu bar: Cross Reference → Display ↔ Change</td>
</tr>
<tr>
<td><img src="image" alt="Search" /></td>
<td>Search Find a partner cross reference previously created using General and Admin Data search fields.</td>
<td>Shift+F6 or Menu bar: Cross Reference → Search</td>
</tr>
<tr>
<td><img src="image" alt="Search More" /></td>
<td>Search More After you perform a search, use Search More to retain the results from the previous search, perform a new search.</td>
<td>Shift+F7 or</td>
</tr>
</tbody>
</table>
The following buttons appear in the Work Area:

<table>
<thead>
<tr>
<th>Button</th>
<th>Action</th>
</tr>
</thead>
</table>
| ![Insert](image) | Insert (Change mode only)  
Add new rows. Select 1, 5, or 10 rows to add at a time.  
Alternately, from the menu bar select Cross Reference → Add Rows. |
| ![Delete](image) | Delete (Change mode only)  
Delete the select row or rows.  
Alternately, from the menu bar select Cross Reference → Delete Rows. |
| ![Copy](image) | Copy Records (Change mode only)  
Copy a record or multiple records. |
| ![Import](image) | Import Records From File (Change mode only)  
Import a file and map the field positions and field values. |
| ![Search](image) | Search and Replace (Change mode only)  
Highlight a cell, cells, column, or columns that are changeable. Find and replace a specific value for another value. |
| ![Set](image) | Set Values (Change mode only)  
Highlight one column and set the value for the entire column, or change the column by increasing or decreasing the value if applicable. |
| ![Changes](image) | Changes  
Display the change log for a highlighted row. |
| ![Other Validity](image) | Other Validity Records  
Display a log of overlapping records for a highlighted row. |
| ![Details](image) | Details  
View selected records in a vertical column format in a separate window. |
| ![Sort Ascending](image) | Sort in Ascending Order  
Sort the data in a selected column in ascending alphanumeric sequence. |
| ![Sort Descending](image) | Sort in Descending Order  
Sort the data in a selected column in descending alphanumeric sequence. |
| ![Find](image) | Find  
Find a term within the grid values. The system highlights any cell that contains the term. |
| ![Find Next](image) | Find Next  
Find the next instance of a term searched for previously. |
| ![Total](image) | Total (restricted to relevant numeric columns)  
Highlight at least one numeric column, and then select a type of calculation (Total, Mean Value, Minimum, or Maximum) from the dropdown list. |
Chargebacks

Subtotals (active only when the Total button is used)
If you used the Total button to calculate the total for a selected column, you also may have the system calculate subtotals. Click to view a dialog window. In that window, check the checkbox of the column used to calculate subtotals.

Export
Export the entire contents of the grid area to the selected document type/file type.

Choose Layout
Choose, change, save, and manage column layouts within the ALV grid.

The following fields appear in the cross reference ALV grid:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provider Type</td>
<td>Entity type of the partner supplying the cross reference value. NOTE: If the Universal Cross Reference option is across provider types, a Provider Type is not required.</td>
</tr>
<tr>
<td>Sales Organization</td>
<td>An organizational unit in logistics that structures the company according to its sales requirements. A sales organization is responsible for selling materials and services. When creating a new record, select the applicable sales organization, if necessary.</td>
</tr>
<tr>
<td>Distribution Channel</td>
<td>Channel through which materials or services reach customers. Distribution channels include wholesale, retail, and direct sales. A distribution channel can be assigned to one or more sales organizations. When creating a new record, select the distribution channel applicable for the provider, if necessary.</td>
</tr>
<tr>
<td>Division</td>
<td>Organizational unit based on responsibility for sales or profits from saleable materials or services. When creating a new record, select the applicable division, if necessary.</td>
</tr>
<tr>
<td>Purchasing Organization</td>
<td>Organizational unit in logistics that subdivides an organization by purchasing requirements. When creating a new record, select the purchasing organization applicable for the provider, if necessary.</td>
</tr>
<tr>
<td>Provider</td>
<td>Provider SAP identification number. For example, customer number or vendor number. NOTE: If the Universal Cross Reference option is across provider types, a Provider is not required.</td>
</tr>
<tr>
<td>One-line short form of formatted address</td>
<td>Address associated with the provider. This field will automatically populate after the provider is entered.</td>
</tr>
<tr>
<td>Valid From</td>
<td>Date the cross reference begins. After creation of the row, this is a locked field.</td>
</tr>
<tr>
<td>Valid To</td>
<td>Date the cross reference ends.</td>
</tr>
<tr>
<td><strong>Partner Identification Type</strong></td>
<td>When creating or maintaining a record, select a partner identification type from the dropdown menu.</td>
</tr>
<tr>
<td><strong>Partner Function</strong></td>
<td>Partner function that will be using the cross reference mapping.</td>
</tr>
<tr>
<td><strong>Identification Provided</strong></td>
<td>Identification used by the provider when entering a partner.</td>
</tr>
<tr>
<td><strong>Partner Determined</strong></td>
<td>SAP partner number used to determine when the identification provided is entered.</td>
</tr>
<tr>
<td><strong>One-line short form of formatted address</strong></td>
<td>Address associated with the SAP partner. This field will automatically populate after the determined partner is entered.</td>
</tr>
</tbody>
</table>
| **Universal Cross Reference** | Indicates whether the entry applies across organizations, providers, or both. Options:  
* V Across Provider & Organization  
* W Across Organization  
* X Across Provider |
| **Created By** | User ID of the author of the original record. This field is populated when the cross reference is saved. |
| **Created On** | Date the record was created. This field is populated when the cross reference is saved. |
| **Time** | Time when the cross reference was created. This field is populated when the cross reference is saved. |
| **Changed By** | User ID of the person who changed the cross reference. This field is populated when the cross reference is saved. |
| **Changed On** | Date when the cross reference was changed. This field is populated when the cross reference is saved. |
| **Time of Change** | Time when the cross reference was changed. This field is populated when the cross reference is saved. |
| **Message Row** | Display of error messages for the row. |

### 2.7.2.3.1.4 Procedures

- Displaying Partner Cross References
- Creating Partner Cross References
- Importing Partner Cross References
- Changing Partner Cross References
- Copying Partner Cross References
- Viewing a Partner Cross Reference Change Log
- Deleting Partner Cross References
2.7.2.3.2 Upload/Download

2.7.2.3.2.1 Upload Partner Cross Reference

Definition

Use Upload Partner Cross Reference to import a partner cross reference from a file, such as an Excel spreadsheet, rather than manually entering the data. Files can be uploaded from the following locations:

- Desktop, to upload from the local PC
- File submission, to upload based on a file submission entry
- File server, to upload directly from the application server

File templates can be created to control the fields and format of files during upload. To create a file template, either save the information entered on the screen, or use the File Template for Partner Cross Reference Workbench.

The screen is organized into two sections:

- **Source information**
  Specify the source information for either the desktop file or server file being uploaded. Either enter the information in the source information fields or use a file template to populate the fields.

- **Field mapping**
  Map each file field to its corresponding cross reference field or specify a file template that contains the mapping.

Access

Transaction code: /IRM/GPXREFUPL

Procedure

Uploading Partner Cross References
2.7.2.3.2.2 Download Partner Cross Reference

Definition

Use Download Partner Cross Reference to download selected cross references to a specific file on a desktop or file server. For large downloads, this transaction can be run as a background job.

You must specify a file template for the download. File templates are used to control the fields and format of files during download. To create a file template, use the File Template for Partner Cross Reference Workbench.

Access

Transaction code: /IRM/GPXREFDNL

Procedure

Downloading Partner Cross References
2.7.2.3.2.3 File Template for Partner Cross Reference

Definition

Use File Template for Partner Cross Reference Workbench to create and maintain templates that control the fields and format of partner cross reference files during upload and/or download.

Access

Transaction code: /IRM/GPXRFFTM

Structure

The File Template for Partner Cross Reference Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected file templates in a grid format. From the grid, click on file template number to display that file template in focus in the Work Area.
- Work Area
  Use the Work Area to maintain one file template. In the standard Vistex implementation, the Work Area contains the following tabs:
    - Section
    - Mapping
    - Conversion
    - Submitter
    - Crystal Layout, which is used with Crystal Reports
    - Admin Data

NOTE: Functions accessed from the menu bar apply only to the file template displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

Procedures

Displaying a File Template for Partner Cross Reference
Creating a File Template for Partner Cross Reference
Copying a File Template for Partner Cross Reference
Maintaining a File Template for Partner Cross Reference
Deleting a File Template for Partner Cross Reference
2.7.2.4 Unit of Measure Cross Reference

2.7.2.4.1 Unit of Measure Cross Reference

2.7.2.4.1.1 Definition

Use the unit of measure cross reference to store possible incoming unit of measure identification types and convert them into the unit of measure used in the organization’s records.

The cross reference can be used globally or just for the partner and/or organization it was created for, and is used in claims and transactions. Cross references can be set with a finite validity or an infinite validity.

2.7.2.4.1.2 Access

Transaction code: /IRM/GUXREF

2.7.2.4.1.3 Work Area

The following buttons appear above the Work Area:

<table>
<thead>
<tr>
<th>Button</th>
<th>Action</th>
<th>Alternate Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Display]</td>
<td>Display ↔ Change</td>
<td>F6 or Menu bar: Cross Reference → Display ↔ Change</td>
</tr>
<tr>
<td>![Search]</td>
<td>Search</td>
<td>Shift+F6 or Menu bar: Cross Reference → Search</td>
</tr>
<tr>
<td>![Search More]</td>
<td>Search More</td>
<td>Shift+F7 or Menu bar: Cross Reference → Search More</td>
</tr>
</tbody>
</table>

Display ↔ Change
Toggle between Display mode and Change mode.

Search
Find a unit of measure cross reference previously created using General and Admin Data search fields.

Search More
After you perform a search, use Search More to retain the results from the previous search, perform a new
search, and append the new results to the list already displayed.

The following buttons appear in the Work Area:

<table>
<thead>
<tr>
<th>Button</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Insert" /></td>
<td>Insert (Change mode only) Add new rows. Select 1, 5, or 10 rows to add at a time. Alternately, from the menu bar select Cross Reference → Add Rows.</td>
</tr>
<tr>
<td><img src="image" alt="Delete" /></td>
<td>Delete (Change mode only) Delete the select row or rows. Alternately, from the menu bar select Cross Reference → Delete Rows.</td>
</tr>
<tr>
<td><img src="image" alt="Copy" /></td>
<td>Copy Records (Change mode only) Copy a record or multiple records.</td>
</tr>
<tr>
<td><img src="image" alt="Import" /></td>
<td>Import Records From File (Change mode only) Import a file and map the field positions and field values.</td>
</tr>
<tr>
<td><img src="image" alt="Search and Replace" /></td>
<td>Search and Replace (Change mode only) Highlight a cell, cells, column, or columns that are changeable. Find and replace a specific value for another value.</td>
</tr>
<tr>
<td><img src="image" alt="Set Values" /></td>
<td>Set Values (Change mode only) Highlight one column and set the value for the entire column, or change the column by increasing or decreasing the value if applicable.</td>
</tr>
<tr>
<td><img src="image" alt="Changes" /></td>
<td>Changes Display the change log for a highlighted row.</td>
</tr>
<tr>
<td><img src="image" alt="Details" /></td>
<td>Details View selected records in a vertical column format in a separate window.</td>
</tr>
<tr>
<td><img src="image" alt="Sort in Ascending Order" /></td>
<td>Sort in Ascending Order Sort the data in a selected column in ascending alphanumeric sequence.</td>
</tr>
<tr>
<td><img src="image" alt="Sort in Descending Order" /></td>
<td>Sort in Descending Order Sort the data in a selected column in descending alphanumeric sequence.</td>
</tr>
<tr>
<td><img src="image" alt="Find" /></td>
<td>Find Find a term within the grid values. The system highlights any cell that contains the term.</td>
</tr>
<tr>
<td><img src="image" alt="Find Next" /></td>
<td>Find Next Find the next instance of a term searched for previously.</td>
</tr>
<tr>
<td><img src="image" alt="Total" /></td>
<td>Total (restricted to relevant numeric columns) Highlight at least one numeric column, and then select a type of calculation (Total, Mean Value, Minimum, or Maximum) from the dropdown list.</td>
</tr>
<tr>
<td><img src="image" alt="Subtotals" /></td>
<td>Subtotals (active only when the Total button is used)</td>
</tr>
</tbody>
</table>
If you used the Total button to calculate the total for a selected column, you also may have the system calculate subtotals. Click to view a dialog window. In that window, check the checkbox of the column used to calculate subtotals.

Export
Export the entire contents of the grid area to the selected document type/file type.

Choose Layout
Choose, change, save, and manage column layouts within the ALV grid.

The following fields appear in the cross reference ALV grid:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provider Type</td>
<td>Entity type of the partner supplying the cross reference value. NOTE: If the Universal Cross Reference option is across provider types, a Provider Type is not required.</td>
</tr>
<tr>
<td>Sales Organization</td>
<td>An organizational unit in logistics that structures the company according to its sales requirements. A sales organization is responsible for selling materials and services. When creating a new record, select the applicable sales organization, if necessary.</td>
</tr>
<tr>
<td>Distribution Channel</td>
<td>Channel through which materials or services reach customers. Distribution channels include wholesale, retail, and direct sales. A distribution channel can be assigned to one or more sales organizations. When creating a new record, select the distribution channel applicable for the provider, if necessary.</td>
</tr>
<tr>
<td>Division</td>
<td>Organizational unit based on responsibility for sales or profits from saleable materials or services. When creating a new record, select the applicable division, if necessary.</td>
</tr>
<tr>
<td>Purchasing Organization</td>
<td>Organizational unit in logistics that subdivides an organization by purchasing requirements. When creating a new record, select the purchasing organization applicable for the provider, if necessary.</td>
</tr>
<tr>
<td>Plant</td>
<td>Organizational unit for dividing an enterprise by production, procurement, maintenance, and materials planning. When creating a new record, select the plant applicable for the provider, if necessary.</td>
</tr>
<tr>
<td>Provider</td>
<td>Provider SAP identification number. For example, customer number or vendor number. NOTE: If the Universal Cross Reference option is across provider types, a Provider is not required.</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>--------------------------</td>
<td>----------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>One-line short form of formatted address</td>
<td>Address associated with the provider. This field will automatically populate after the provider is entered.</td>
</tr>
<tr>
<td>Unit of Measure Provided</td>
<td>Unit of measure value submitted by an outside party.</td>
</tr>
<tr>
<td>Valid From</td>
<td>Date the cross reference begins. After creation of the row, this is a locked field.</td>
</tr>
<tr>
<td>Valid To</td>
<td>Date the cross reference ends.</td>
</tr>
<tr>
<td>Converted UoM</td>
<td>Unit of measure that will be converted from the Unit of Measure Provided.</td>
</tr>
<tr>
<td>Measurement Unit Text</td>
<td>Unit in which the measurement was recorded.</td>
</tr>
<tr>
<td>Denominator</td>
<td>Used to calculate unit of measure conversions for the quantity entered on a claim/transaction document when this material entered and unit of measure entered are used. The denominator is the number to be used as the divisor. For example, if 3 pieces equals 5 kilograms, when converting from pieces to kilograms, the divisor would be 5.</td>
</tr>
<tr>
<td>Numerator</td>
<td>Used to calculate unit of measure conversions for the quantity entered on a claim/transaction document when this material entered and unit of measure entered are used. The numerator is the number to be used as the multiplier. For example, if 3 pieces equals 5 kilograms, when converting from pieces to kilograms, the multiplier would be 3.</td>
</tr>
</tbody>
</table>
| Universal Cross Reference| Indicates whether the entry applies across organizations, providers, or both. Options:  
  • V Across Provider & Organization  
  • W Across Organization  
  • X Across Provider |
| Created By               | User ID of the author of the original record. This field is populated when the cross reference is saved.                                     |
| Created On               | Date the record was created. This field is populated when the cross reference is saved.                                                    |
| Time                     | Time when the cross reference was created. This field is populated when the cross reference is saved.                                      |
| Changed By               | User ID of the person who changed the cross reference. This field is populated when the cross reference is saved.                           |
| Changed On               | Date when the cross reference was changed. This field is populated when the cross reference is saved.                                      |
| Time of Change           | Time when the cross reference was changed. This field is populated when the cross reference is saved.                                      |
| Message Row              | Display of error messages for the row.                                                                                                       |
2.7.2.4.1.4 Procedures

Displaying Unit of Measure Cross References
Creating Unit of Measure Cross References
Importing Unit of Measure Cross References
Changing Unit of Measure Cross References
Copying Unit of Measure Cross References
Viewing a Unit of Measure Change Log
Deleting Unit of Measure Cross References
2.7.2.4.2 Upload/Download

2.7.2.4.2.1 Upload Unit of Measure Cross Reference

Definition

Use Upload Unit of Measure Cross Reference to import a unit of measure cross reference from a file, such as an Excel spreadsheet, rather than manually entering the data. Files can be uploaded from the following locations:

- Desktop, to upload from the local PC
- File submission, to upload based on a file submission entry
- File server, to upload directly from the application server

File templates can be created to control the fields and format of files during upload. To create a file template, either save the information entered on the screen, or use the File Template for Unit of Measure Cross Reference Workbench.

The screen is organized into two sections:

- Source information
  Specify the source information for either the desktop file or server file being uploaded. Either enter the information in the source information fields or use a file template to populate the fields.

- Field mapping
  Map each file field to its corresponding cross reference field or specify a file template that contains the mapping.

Access

Transaction code: /IRM/GUXREFUPL

Procedure

Uploading Unit of Measure Cross References
2.7.2.4.2.2  Download Unit of Measure Cross Reference

Definition

Use Download Unit of Measure Cross Reference to download selected cross references to a specific file on a desktop or file server. For large downloads, this transaction can be run as a background job.

You must specify a file template for the download. File templates are used to control the fields and format of files during download. To create a file template, use the File Template for Unit of Measure Cross Reference Workbench.

Access

Transaction code: /IRM/GUXREFDNL

Procedure

Downloading Unit of Measure Cross References
2.7.2.4.2.3 File Template for Unit of Measure Cross Reference

Definition

Use File Template for Unit of Measure Cross Reference Workbench to create and maintain templates that control the fields and format of unit of measure cross reference files during upload and/or download.

Access

Transaction code: /IRM/GUXRFFTM

Structure

The File Template for Unit of Measure Cross Reference Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected file templates in a grid format. From the grid, click on file template number to display that file template in focus in the Work Area.

- Work Area
  Use the Work Area to maintain one file template. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Section
  - Mapping
  - Conversion
  - Submitter
  - Crystal Layout, which is used with Crystal Reports
  - Admin Data

NOTE: Functions accessed from the menu bar apply only to the file template displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

Procedures

Displaying a File Template for Unit of Measure Cross Reference
Creating a File Template for Unit of Measure Cross Reference
Copying a File Template for Unit of Measure Cross Reference
Maintaining a File Template for Unit of Measure Cross Reference
Deleting a File Template for Unit of Measure Cross Reference
2.7.3 Flexible Groups

2.7.3.1 Flexible Groups

Documentation for flexible groups is available for the following screen formats:

- UI Application (SAP Fiori)
- SAP GUI
2.7.3.2 Upload Flexible Grouping

2.7.3.2.1 Definition

Use Upload Flexible Grouping to import a flexible groups from a file, such as an Excel spreadsheet, rather than manually entering the data. Files can be uploaded from the following locations:

- Desktop, to upload from the local PC
- File submission, to upload based on a file submission entry
- File server, to upload directly from the application server

File templates can be created to control the fields and format of files during upload. To create a file template, either save the data entered on the upload screen or use the File Template for Flexible Groups Workbench.

The screen is organized into two sections:

- Source information
  Specify the source information for either the desktop file or server file being uploaded. Either enter the information in the source information fields or use a file template to populate the fields.
- Field mapping
  Map each file field to its corresponding flexible group field or specify a file template that contains the mapping.

2.7.3.2.2 Access

Transaction code: /IRM/GFGUPL

2.7.3.2.3 Procedure

Uploading Flexible Groups
2.7.3.3 File Template for Flexible Groups

2.7.3.3.1 Definition

Use File Template for Flexible Groups Workbench to create and maintain re-usable templates that control the fields and format of flexible groups files during upload and/or download.

2.7.3.3.2 Access

Transaction code: /IRM/GFGFTM

2.7.3.3.3 Structure

The File Template for Flexible Groups Workbench screen is organized into the following areas:

- **Search and Worklist**
  Use the Search and Worklist to view selected file templates in a grid format. From the grid, click on file template number to display that file template in focus in the Work Area.

- **Work Area**
  Use the Work Area to maintain one file template. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Section
  - Mapping
  - Conversion
  - Submitter
  - Crystal Layout, which is used with Crystal Reports
  - Admin Data

NOTE: Functions accessed from the menu bar apply only to the file template displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.
2.7.3.3.4 Procedures

Displaying a File Template for Flexible Groups
Creating a File Template for Flexible Groups
Copying a File Template for Flexible Groups
Maintaining a File Template for Flexible Groups
Deleting a File Template for Flexible Groups
2.7.4 Lists
2.7.4.1 Customer List

2.7.4.1.1 Customer List Workbench

2.7.4.1.1.1 Definition

A customer list is a flexible way to group associated customers together. The customer list contains a hierarchy or multiple hierarchies maintained so that any combination of customers may be grouped.

Uses of customer lists:

- In agreements and agreement requests, instead of individually adding customers one at a time, you can enter the list name in the condition record.
- In claims and transaction documents, a customer list can be added to the duplication check for a claim type. The system will check for duplicates across all the companies/locations in the list. A claim/transaction will be rejected if it already has been submitted from any other company/location on the list.

NOTE: That specific customer list must be used exclusively for duplication checks.

To create a customer list, either:

- Use the Customer List Workbench to create and maintain customer lists, either manually or by uploading data from an Excel spreadsheet.
- From the Rules tab in an agreement or agreement request, right-click in the List field and select the Create a List option (if no list specified) or Change a List option (if an existing list is specified).

Lists also can be created using an agreement request IDOC. During IDOC processing, data from a price sheet (created for the agreement request type) triggers creation of the list. The created list can be used in agreement and agreement request rules, eliminating the need to enter all customers separately.

2.7.4.1.1.2 Access

Transaction code: /IRM/GCULM

2.7.4.1.1.3 Structure

The Customer List Workbench screen is organized into the following areas:
• Search and Worklist
  Use the Search and Worklist to view selected customer lists in a grid format. From the grid, click
  on a customer list number to display that customer list in focus in the Work Area.
• Work Area
  Use the Work Area to maintain one customer list. In the standard Vistex implementation, the
  Work Area contains the following tabs in the Header section:
  • Header
  • Additional Data, which is an extra tab that can hold additional fields programmed to appear
  • Notes
  • Admin Data

  The Customers section contains the following tabs:
  • Layout
  • Review

NOTE: Functions accessed from the menu bar apply only to the customer list displayed in focus in the
Work Area and do not apply to the data in the Search and Worklist.

IMPORTANT: Because Vistex software is extremely versatile, the user screen may be customized. As a
result, the screen may appear different from the standard screen described in this document.

### 2.7.4.1.1.4 Procedures

Displaying a Customer List
Creating a Customer List
Importing a Customer List from a File
Maintaining a Customer List
Deleting a Customer from a Customer List
Downloading a Customer List
Viewing a Customer List Where-used List
2.7.4.1.2  Upload/Download

2.7.4.1.2.1 Upload Customer List

Definition

Use Upload Customer List to import a customer list from a file, such as an Excel spreadsheet, rather than manually entering the data. Files can be uploaded from the following locations:

- Desktop, to upload from the local PC
- File submission, to upload based on a file submission entry
- File server, to upload directly from the application server

You must specify a file template for the upload. File templates can be created to control the fields and format of files during upload. To create a file template, use the File Template for Customer List Workbench.

Access

Transaction code: /IRM/GCULUPL

Procedure

Uploading a Customer List
2.7.4.1.2.2 Download Customer List

Definition

Use Download Customer List to download selected customer lists to a specific file on a desktop or file server. For large downloads, this transaction can be run as a background job.

You must specify a file template for the download. File templates are used to control the fields and format of files during download. To create a file template, use the File Template for Customer List Workbench.

Access

Transaction code: /IRM/GCULDNL

Procedure

Downloading a Customer List
2.7.4.1.2.3 File Template for Customer List

Definition

Use File Template for Customer List Workbench to create and maintain templates that control the fields and format of customer list files during upload and/or download.

Access

Transaction code: /IRM/GCULFTM

Structure

The File Template for Customer List Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected file templates in a grid format. From the grid, click on file template number to display that file template in focus in the Work Area.

- Work Area
  Use the Work Area to maintain one file template. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Section
  - Mapping
  - Conversion
  - Submitter
  - Crystal Layout, which is used with Crystal Reports
  - Admin Data

NOTE: Functions accessed from the menu bar apply only to the file template displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

Procedures

Displaying a File Template for Customer List
Creating a File Template for Customer List
Copying a File Template for Customer List
Maintaining a File Template for Customer List
Deleting a File Template for Customer List
2.7.4.2 Product List

2.7.4.2.1 Product List Workbench

2.7.4.2.1.1 Definition

A product list is a flexible way to group materials together. The product list contains a hierarchy or multiple hierarchies maintained so that any offering of materials may be grouped. Product lists are often used on agreements instead of individually adding materials one at a time.

To create a product list, either:

- Use the Product List Workbench to create and maintain products lists, either manually or by uploading data from an Excel spreadsheet.
- From the Rules tab in an agreement or agreement request, right-click in the List field and select the Create a List option (if no list specified) or Change a List option (if an existing list is specified).

2.7.4.2.1.2 Access

Transaction code: /IRM/GPLM

2.7.4.2.1.3 Structure

The Product List Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected product lists in a grid format. From the grid, click on a product list number to display that product list in focus in the Work Area.
- Work Area
  Use the Work Area to maintain one product list. In the standard Vistex implementation, the Work Area contains the following tabs in the Header section:
  - Header
  - Additional Data
  - Notes
• Admin Data

The Products section contains the following tabs:

• Layout
• Review

NOTE: Functions accessed from the menu bar apply only to the product list displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

IMPORTANT: Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.

2.7.4.2.1.4 Procedures

Displaying a Product List
Creating a Product List
Copying a Product List
Viewing Materials in the Product List that are Valid on a Specific Date
Uploading a Product List
Exporting the Product List to a File
Deleting Items from the Product List
2.7.4.2.2  Upload/Download

2.7.4.2.2.1  Upload Product List

Definition

Use Upload Product List to import a product list from a file, such as an Excel spreadsheet, rather than manually entering the data. Files can be uploaded from the following locations:

- Desktop, to upload from the local PC
- File submission, to upload based on a file submission entry
- File server, to upload directly from the application server

File templates can be created to control the fields and format of files during upload. To create a file template, either save the information entered on the screen, or use the File Template for Product List Workbench.

The screen is organized into two sections:

- Source information
  Specify the source information for either the desktop file or server file being uploaded. Either enter the information in the source information fields or use a file template to populate the fields.
- Field mapping
  Map each file field to its corresponding product list field or specify a file template that contains the mapping.

Access

Transaction code: /IRM/GPLUPL

Procedure

Uploading a Product List
2.7.4.2.2.2 Download Product List

Definition

Use Download Product List to download selected product lists to a specific file on a desktop or file server. For large downloads, this transaction can be run as a background job.

You must specify a file template for the download. File templates are used to control the fields and format of files during download. To create a file template, use the File Template for Product List Workbench.

Access

Transaction code: /IRM/GPLDNL

Procedure

Downloading Product Lists
2.7.4.2.2.3 File Template for Product List

Definition

Use File Template for Product List Workbench to create and maintain templates that control the fields and format of product list files during upload and/or download.

Access

Transaction code: /IRM/GPLFTM

Structure

The File Template for Product List Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected file templates in a grid format. From the grid, click on file template number to display that file template in focus in the Work Area.
- Work Area
  Use the Work Area to maintain one file template. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Section
  - Mapping
  - Conversion
  - Submitter
  - Crystal Layout, which is used with Crystal Reports
  - Admin Data

NOTE: Functions accessed from the menu bar apply only to the file template displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

Procedures

Displaying a File Template for Product List
Creating a File Template for Product List
Copying a File Template for Product List
Maintaining a File Template for Product List
Deleting a File Template for Product List
2.7.4.3 Vendor List

2.7.4.3.1 Vendor List Workbench

2.7.4.3.1.1 Definition

A vendor list is a flexible way to group associated vendors together. The vendor list contains a hierarchy or multiple hierarchies maintained so that any combination of vendors may be grouped.

Uses of vendor lists:

- In agreements and agreement requests, instead of individually adding vendors one at a time, you can enter the list name in the condition record.
- In claims and transaction documents, a vendor list can be added to the duplication check for a claim type. The system will check for duplicates across all the companies/locations in the list. A claim/transaction will be rejected if it already has been submitted from any other company/location on the list.

NOTE: That specific customer list must be used exclusively for duplication checks.

To create a vendor list, either:

- Use the Vendor List Workbench to create and maintain vendor lists, either manually or by uploading data from an Excel spreadsheet.
- From the Rules tab in an agreement or agreement request, right-click in the List field and select the Create a List option (if no list specified) or Change a List option (if an existing list is specified).

Lists also can be created using an agreement request IDOC. During IDOC processing, data from a price sheet (created for the agreement request type) triggers creation of the list. The created list can be used in agreement and agreement request rules, eliminating the need to enter all vendors separately.

2.7.4.3.1.2 Access

Transaction code: /IRM/GVNLM

2.7.4.3.1.3 Structure

The Vendor List Workbench screen is organized into the following areas:
• **Search and Worklist**
  Use the Search and Worklist to view selected vendor lists in a grid format. From the grid, click on a vendor list number to display that vendor list in focus in the Work Area.

• **Work Area**
  Use the Work Area to maintain one vendor list. In the standard Vistex implementation, the Work Area contains the following tabs in the Header section:
  - **Header**
  - **Additional Data**, which is an extra tab that can hold additional fields programmed to appear
  - **Notes**
  - **Admin Data**

  The Vendors section contains the following tabs:
  - **Layout**
  - **Review**

**NOTE:** Functions accessed from the menu bar apply only to the vendor list displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

**IMPORTANT:** Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.

## 2.7.4.3.1.4 Procedures

- Displaying a Vendor List
- Creating a Vendor List
- Importing a Vendor List from a File
- Maintaining a Vendor List
- Deleting a Vendor from a Vendor List
- Downloading a Vendor List
- Viewing a Vendor List Where-used List
2.7.4.3.2 Upload/Download

2.7.4.3.2.1 Upload Vendor List

Definition

Use Upload Vendor List to import a vendor list from a file, such as an Excel spreadsheet, rather than manually entering the data. Files can be uploaded from the following locations:

- Desktop, to upload from the local PC
- File submission, to upload based on a file submission entry
- File server, to upload directly from the application server

You must specify a file template for the upload. File templates are created to control the fields and format of files during upload. To create a file template use the File Template for Vendor List Workbench.

Access

Transaction code: /IRM/GVNLUPL

Procedure

Uploading a Vendor List
2.7.4.3.2.2 Download Vendor List

Definition

Use Download Vendor List to download selected vendor lists to a specific file on a desktop or file server. For large downloads, this transaction can be run as a background job.

You must specify a file template for the download. File templates are used to control the fields and format of files during download. To create a file template, use the File Template for Vendor List Workbench.

Access

Transaction code: /IRM/GVNLDNL

Procedure

Downloading a Vendor List
2.7.4.3.2.3 File Template for Vendor List

Definition

Use File Template for Vendor List Workbench to create and maintain templates that control the fields and format of vendor list files during upload and/or download.

Access

Transaction code: /IRM/GVNLFITM

Structure

The File Template for Vendor List Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected file templates in a grid format. From the grid, click on file template number to display that file template in focus in the Work Area.

- Work Area
  Use the Work Area to maintain one file template. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Section
  - Mapping
  - Conversion
  - Submitter
  - Crystal Layout, which is used with Crystal Reports
  - Admin Data

NOTE: Functions accessed from the menu bar apply only to the file template displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

Procedures

Displaying a File Template for Vendor List
Creating a File Template for Vendor List
Copying a File Template for Vendor List
Maintaining a File Template for Vendor List
Deleting a File Template for Vendor List
2.7.5 Membership

2.7.5.1 Membership Overview

Membership is a Vistex solution implemented to manage dynamic groups of partners that can be organized into multiple pricing relevant hierarchies. The Vistex Membership solution extends SAP customer group and hierarchy functionality to track vendors and their subsidiaries, franchises and owner stores, and distributors and branches.

In Vistex, membership groups can be either internally or externally managed. You can create an internal list, such as your 100 best customers, or use external lists from facilitators.

2.7.5.1.1 Membership Submissions

Membership is managed using submissions. Each submission is a collection of additions, changes, and deletions, which can be based on validity dates. Submissions can be created in the Membership Workbench, uploaded from a file using a background job, or transmitted using EDI. Membership lists can be assigned a submission type that will control the behavior of the submission.

NOTE: To create a membership list IDOC, use the Generate Membership List IDOC (/IRM/GMLIDOC) transaction.

Multiple checks are performed during submission to determine the valid SAP partner number, using the lookup engine. Values that may be entered in the ID field for validation are:

- SAP partner number
- Multiple external identifiers (DEA, HIN, industry classifiers) using classification
- Internal cross reference table entries

Custom checks can be added, such as checking multiple criteria in case the external identifier supplied was incorrect.

If no partner number is found, it is marked as invalid. During review, the partner can be created within the submission or cross reference entries added to validate.

A submission may be saved for review, and after validation it is posted to the group’s membership list. After the submission has been validated it is copied to the Accepted tab. Formal approvals can be used during this process, as well as the use of Workflow to handle the approval process, but it is not required.

After a membership submission is posted, no further changes are allowed directly. A new membership submission should be created if changes are needed using the same trade organization with the
submission category as “maintain”. The membership submission will then be submitted for review and validation (if configured) and then may be saved and posted to the existing membership list. If changes are done in a “new” list, existing partners will be flagged and updated if applicable.

Multiple dates are stored in the submission such as Entry date, Validity dates, and Activation dates to allow for detailed reporting and controls.

In addition to having partners included in a membership list, channel partners may also be included or be kept as separate lists. A channel partner is a company that partners with a manufacturer or producer to market and sell the manufacturer's products, services, or technologies. Channel partners may be distributors, vendors, retailers, consultants, and other such organizations.

Membership lists can be reused for pricing and in contracts, allowing you to contract at a group level without having to list all the members. After a membership list is established it may be used in all Vistex applications, if licensed.

Results can be displayed in one of two ways:

- **Bottom Up**
  - **Membership for Partners**, lists the trade organizations to which a specific partner belongs

- **Top Down**
  - **Members for Trade Organizations**, lists all members in a particular trade organization

### 2.7.5.1.2 Address Matching

Address matching can be used when adding a member, to help prevent duplicate entries. The new member's address is verified automatically against existing partners. Based on configuration of an address match path, potential matches are listed in the Address Matching dialog window. If many results appear, you may specify the number of matches to view on each page, and then select from a list of pages to view later/earlier results.

Matching also can be performed on demand for one or multiple existing members, using the Match option of the Address button. The same Address Matching dialog window displays the results from the match. If multiple members were selected, results for the first member appear, and the other members are listed in the left pane of the window. Click on a partner number to view the results.

### 2.7.5.1.2.1 Address Match Path

In configuration, an address match path must be defined to indicate what fields will be used to perform the match. You may specify the following types of fields:

- **Search fields**
  
  If any of the search fields match an existing address, that partner is listed in the Address
Matching window. The system calculates what percentage of the partner address matches the new member's address. In the window you may specify a minimum percentage to filter the results.

- **Filter fields**
  All filter fields must match an existing address in order for that partner to be listed in the Address Matching window. For example, if the filter field is City, only partners in the new member's city will appear in the results.

- **Display fields**
  These extra fields are not included in matching, but will appear in Address Matching dialog window for information purposes.

The default match path is assigned to a submission type. Initial results in the Address Matching dialog window are based on that match path. However, in the window you may select from a dropdown list of match paths, to view results from another match path.

### 2.7.5.1.2.2 Address Index Tables

The following transaction codes are provided to perform the initial indexing of addresses in existing master data:

- **Index Customer Address (/IRM/GAMCIDX)**
- **Index Vendor Address (/IRM/GAMVIDX)**
- **Index Business Partner Address (/IRM/GAMBPIDX)**
2.7.5.2 Membership Workbench

2.7.5.2.1 Definition

A membership workbench is used to create a new membership list, maintain current members and track changes that have taken place since creation. The lists may be outputted through standard SAP output as a means to communicate changes to the membership for vendors, manufacturers, distributors, trade organizations, and so on.

2.7.5.2.2 Access

Transaction code: /IRM/GMLM

2.7.5.2.3 Structure

The Membership Workbench screen is organized into the following areas:

- **Search and Worklist**
  Use the Search and Worklist to view selected memberships in a grid format. From the grid, click on a membership submission number to display that membership in focus in the Work Area.

- **Work Area**
  Use the Work Area to maintain one membership. In the standard Vistex implementation, the Work Area contains the following tabs in the Header section:
  - Header
  - Restrictions
  - Trade Organization Attributes
  - Additional Data, which can hold additional fields programmed to appear
  - Status
  - Notes
  - Admin Data

The following tabs appear in the Members section:

- Submitted
NOTE: Functions accessed from the menu bar apply only to the membership displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

### 2.7.5.2.4 Procedures

Displaying a Membership List  
Creating a Membership Submission  
Maintaining a Membership List  
Cancelling a Membership Submission  
Exporting the Membership List to a File  
Changing Termination Date for Existing Members  
Navigating to Member Agreements
2.7.5.3  Membership for Partners

2.7.5.3.1  Definition

The Membership for Partners transaction displays the trade organizations in which the partner is a member.

No changes to the membership list are permitted; the transaction is a reporting tool. The search may be narrowed by membership type, validity dates, member type, and channel partner type.

2.7.5.3.2  Access

Transaction code: /IRM/GCMA

2.7.5.3.3  Structure

The Membership for Partners screen is organized into the following areas:

- Header
- Dates
- Type
- Membership

2.7.5.3.4  Procedure

Displaying Trade Organizations in Which a Partner is a Member
2.7.5.4 Members for Trade Organizations

2.7.5.4.1 Definition

The Members for Trade Organizations transaction displays the members that belong to the trade organization specified.

No changes to the membership list are permitted; the transaction is a reporting tool used to view members of a trade organization and narrow what is viewed by utilizing the search criteria. You may narrow the search by membership type, validity dates, member type, and channel partner type.

2.7.5.4.2 Access

Transaction code: /IRM/GCMD

2.7.5.4.3 Structure

The Members for Trade Organization screen is organized into the following areas:

- Header
- Dates
- Type
- Membership

2.7.5.4.4 Procedure

Displaying the Members of a Trade Organization
2.7.5.5 Trade Organization Attribute Workbench

2.7.5.5.1 Definition

Use the Trade Organization Attribute Workbench to assign values to a configured list of attributes for a specific trade organization. When a membership list is created for the trade organization, the attribute values will automatically populate the Trade Organization Attributes tab in the Membership Workbench.

Both customer and vendor trade organizations are supported. Attribute lists can be used to populate only new unreleased membership lists, and are effectively date based.

2.7.5.5.2 Access

Transaction code: /IRM/GTOAM

2.7.5.5.3 Structure

The Trade Organization Attributes Workbench screen is organized into the following areas:

- **Search and Worklist**
  
  Use the Search and Worklist to view selected trade organization attributes lists in a grid format.
  
  From the grid, click on a trade organization number to display that trade organization attribute list in focus in the Work Area.

- **Work Area**
  
  Use the Work Area to maintain one trade organization attributes list.

NOTE: Functions accessed from the menu bar apply only to the attribute list displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

2.7.5.5.4 Procedures

- Displaying a List of Trade Organization Attribute Values
- Creating a List of Trade Organization Attribute Values
- Copying a List of Trade Organization Attribute Values
- Maintaining a List of Trade Organization Attribute Values
Deleting a List of Trade Organization Attribute Values
2.7.5.6 Upload/Download

2.7.5.6.1 Upload Membership List

2.7.5.6.1.1 Definition

Use Upload Membership List to import members from a file, such as an Excel spreadsheet, rather than manually entering the data. Files can be uploaded from the following locations:

- Desktop, to upload from the local PC
- File submission, to upload based on a file submission entry
- File server, to upload directly from the application server

File templates can be created to control the fields and format of files during upload. To create a file template, either save the data entered on the upload screen or use the File Template for Membership Workbench.

The screen is organized into two sections:

- Source information
  Specify the source information for either the desktop file or server file being uploaded. Either enter the information in the source information fields or use a file template to populate the fields.
- Field mapping
  Map each file field to its corresponding membership list field or specify a file template that contains the mapping.

2.7.5.6.1.2 Access

Transaction code: /IRM/GMLUPL

2.7.5.6.1.3 Procedure

Uploading a Membership List
2.7.5.6.2 **Download Membership List**

2.7.5.6.2.1 **Definition**

Use Download Membership List to download selected membership lists to a specific file on a desktop or file server. For large downloads, this transaction can be run as a background job.

You must specify a file template for the download. File templates are used to control the fields and format of files during download. To create a file template, use the File Template for Membership Workbench.

2.7.5.6.2.2 **Access**

Transaction code: /IRM/GMLDNL

2.7.5.6.2.3 **Procedure**

Downloading Membership Lists
2.7.5.6.3 **File Template for Membership**

### 2.7.5.6.3.1 Definition

Use File Template for Membership Workbench to create and maintain re-usable templates that control the fields and format of membership files during upload and/or download.

### 2.7.5.6.3.2 Access

Transaction code: /IRM/GMLFTM

### 2.7.5.6.3.3 Structure

The File Template for Membership Workbench screen is organized into the following areas:

- **Search and Worklist**
  Use the Search and Worklist to view selected file templates in a grid format. From the grid, click on file template number to display that file template in focus in the Work Area.

- **Work Area**
  Use the Work Area to maintain one file template. In the standard Vistex implementation, the Work Area contains the following tabs:
  - **Section**
  - **Mapping**
  - **Conversion**
  - **Submitter**
  - **Crystal Layout**, which is used with Crystal Reports
  - **Admin Data**

NOTE: Functions accessed from the menu bar apply only to the file template displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.
2.7.5.6.3.4 Procedures

Displaying a File Template for Membership
Creating a File Template for Membership
Copying a File Template for Membership
Maintaining a File Template for Membership
Deleting a File Template for Membership
2.8 Chargeback Extras
2.8.1 Automated Document Maintenance

2.8.1.1 Automated Document Maintenance (ADM)

2.8.1.1.1 Definition

Automated Document Maintenance (ADM) is used to selectively process certain documents that have changed. Examples of changes that would warrant the use of ADM include repricing based on hierarchy changes, repricing based on master data (customer, vendor, or material) changes, agreement rule updates, membership changes, claim resubmissions, and reprocessing of calculation buckets.

The following ADM transaction codes, based on documents being processed, are provided:

- /IRM/GADM: sales orders, purchase orders, and billing documents
- /IRM/IPGADM: claims, agreement rules, agreement requests, chargebacks, and agreement territories and partners

Runs can be executed online using the workbenches or in the background using the following separate transaction codes:

- /IRM/GADMBG: for same documents as /IRM/GADM
- /IRM/IPGADMBG: for same documents as /IRM/IPGADM

Run results can be viewed in separate transaction codes:

- For /IRM/GADM and /IRM/GADMBG, view the run results in Automated Data Run /IRM/GADR
- For /IRM/IPGADM and /IRM/IPGADMBG, view the run results in Automated Data Run /IRM/IPADR

2.8.1.1.2 Access

Transaction codes: /IRM/GADM or /IRM/IPGADM

NOTE: As both transaction codes’ structures and functionality are similar, only /IRM/IPGADM is highlighted below, except where noted.
2.8.1.1.3 Structure

Automated Document Maintenance is organized into the following areas:

- **Application Toolbar**
  Use the toolbar to carry out tasks and view titles applicable to the claims in focus.

- **Work Area**
  Use the Work Area to maintain the claims in focus.

The following graphic displays the basic elements of the Automated Document Maintenance screen. Please note that the graphic is not drawn to scale.

![Diagram](image)

2.8.1.1.4 Procedures

Automated Document Maintenance provides much functionality and, as such, only select procedures will be highlighted. However, knowing how one operation is executed will provide the user with the knowledge to perform other operations.

- Claim Repricing Based on an Index Profile
- Claim Repricing Based on Customer Hierarchy
- Claim Repricing Based on Vendor Hierarchy
- Claim Repricing Based on IP Hierarchy
- Claim Repricing Based on Price Types
- Claim Repricing Based on Master Data Attributes
- Resubmitting Claims
- Adjusting Agreement Rules
- Creating Agreement Requests
2.8.2  Function Based Rule Maintenance

2.8.2.1  Maintenance Groups

2.8.2.1.1  Definition

Use maintenance groups to perform function based rule maintenance used to maintain condition records across Incentives Administration and Paybacks & Chargebacks (IP) and Data Maintenance Pricing at the same time. For example, maintenance groups can be used to end date a price. Maintenance groups are similar to a price profile and replace the use of Condition Accesses (/IRM/IPGCS).

Maintenance groups are defined in configuration. For each maintenance group, specify the category and assign the applicable price sheets. For composite maintenance, can assign a composite profile to the maintenance group. In IP, the available categories of maintenance groups and their corresponding create, change, and display transaction codes are:

- Agreement Priority and Resolution (/IRM/IPAPRO1, /IRM/IPAPRO2, /IRM/IPARPO3)
- Sales Credit (/IRM/IPSC01, /IRM/IPSC02, IPSC03)
- Transaction Adjudication (/IRM/IPTA01, /IRM/IPTA02, /IRM/IPTA03)
2.8.2.2 Agreement Priority and Resolution

2.8.2.2.1 Definition

Use Agreement Priority and Resolution to create, maintain, and display agreement maintenance groups.

2.8.2.2.2 Access

Transaction codes used for Agreement Priority and Resolution category maintenance groups are:

- Create Agreement Priority and Resolution /IRM/IPAPR01
- Maintain Agreement Priority and Resolution /IRM/IPAPR02
- Display Agreement Priority and Resolution /IRM/IPAPR03

2.8.2.2.3 Structure

The system displays a dialog window used to select the maintenance group that contains the condition records to be displayed in a grid format. The following buttons appear above the grid:

<table>
<thead>
<tr>
<th>Button</th>
<th>Action</th>
<th>Alternate Access</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Save" /></td>
<td>Save and activate the condition records. NOTE: Button not enabled in /IRM/IPAPR03 Display Agreement Priority and Resolution.</td>
<td>Ctrl+S</td>
</tr>
<tr>
<td><img src="image" alt="Selection Content" /></td>
<td>Selection Content Displays the key fields for each combination.</td>
<td>F6</td>
</tr>
<tr>
<td><img src="image" alt="Refresh All Sheets" /></td>
<td>Refresh All Sheets Used to refresh all of the sheets listed in the Current Sheet dropdown. NOTE: Button not available in /IRM/IPAPR03 Display Agreement Priority and Resolution.</td>
<td>F8</td>
</tr>
<tr>
<td><img src="image" alt="Price Proposal" /></td>
<td>Save as Price Proposal Saves the price sheet(s) as a price proposal instead of saving as an active condition record(s).</td>
<td>Shift+F11</td>
</tr>
</tbody>
</table>
NOTE: Button is not supported in /IRM/IPAPR02 and /IRM/IPAPR03.

Use the following grid buttons to enter condition record information:

<table>
<thead>
<tr>
<th>Button</th>
<th>Action</th>
</tr>
</thead>
</table>
| ![Price Record Details](image) | **Price Record Details**  
Detailed information for each condition record can be drilled into by clicking on the button. In the detail screen, you can create, change, and display information on the following tabs:  
- Scales: Shows scales related to this condition record.  
- Text: If a text procedure is assigned through standard SAP configuration for the condition type, type, then text can be saved.  
- Key: Displays the key and key entries for the selected condition record.  
- Validity Periods: Lists the existing condition records for the selected row along with their respective validity periods, rates, and deletion indicators. |
| ![Check and Complete](image) | **Check and Complete**  
Checks the validity of the condition record before saving.  
- If formulas are set up, check and complete will run the formulas.  
- If a price policy is set up, check and complete will run the price policy.  
- If, for this particular combination, the flag Date Check is set in the Condition Type Table Enhancement table, then overlapping validity periods of condition records for that combination are not permitted.  
NOTE: Button not displayed in /IRM/IPAPR03 Display Agreement Priority and Resolution. |
| ![Refresh](image) | **Refresh**  
Refresh the current price sheet. To refresh all of the open price sheets, click on the Refresh button in the application toolbar.  
NOTE: Button not displayed in /IRM/IPAPR03 Display Agreement Priority and Resolution. |
| ![Create](image) | **Create (Button not shown when Current Sheet is set to Summary)**  
Add one line, five lines, or ten lines to the record. For example, to add three lines you can either:  
- Click on the button and select 1 from the dropdown three times  
- Click on the button, select 5 from the dropdown, highlight two lines, then click on the Delete button and select the Delete option from the dropdown.  
- Click on the button, then select 10 from the dropdown, highlight seven lines, then click on the Delete button and select the Delete option from the dropdown.  
NOTE: Button not displayed in /IRM/IPAPR03 Display Agreement Priority and Resolution. |
<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete</td>
<td>Delete or undelete a selected condition record. When a previously saved record is flagged for deletion it can be undeleted before the changes are saved. When an unsaved record is deleted it cannot be undeleted. If the condition type is configured to delete, the condition record will be deleted but you can undelete until you Save. If the condition type is configured to not delete, then you can undelete even after saving. NOTE: Button not displayed in /IRM/IPAPR03 Display Agreement Priority and Resolution.</td>
</tr>
<tr>
<td>Select Values</td>
<td>Used to add multiple lines by selecting the key fields. For example, Condition Type PR00 (Price) and Condition Table A005 (Customer-Material) would have the option to add lines by selecting multiple materials, customers, distribution channels, and/or sales organizations. The standard search help screens will be shown for selection processes. NOTE: Button not displayed in /IRM/IPAPR03 Display Agreement Priority and Resolution.</td>
</tr>
<tr>
<td>Copy Price Records</td>
<td>Copy the selected records across price sheet within the profile. If none of the direct input field checkboxes are selected, the system will copy the values in those fields as they are on the original condition record. If one, some, or all of the direct input fields are selected, and different values are entered, it will copy all original values in the fields where the values were not changed and it will override the values that have been selected to be overridden. NOTE: Button not displayed in /IRM/IPAPR03 Display Agreement Priority and Resolution.</td>
</tr>
</tbody>
</table>
| Import Price Records | Used to import conditions records from an Excel file. Enter values in the following fields:  
- Start Row, where the user specifies the first row that contains the data in the selected file to import.  
- File Path, contains the path to the file to be imported. You can search for the file path by clicking on the Search Help button (or pressing F4).  
- Field Position, used to specify the column that contains the field data in the selected file to import.  
- Field Value, contains a designated default value, if needed. NOTE: Button not displayed in /IRM/IPAPR03 Display Agreement Priority and Resolution. |
| Search and Replace | Used to search and replace the selected values within the current price sheet. NOTE: Button not displayed in /IRM/IPAPR03 Display Agreement Priority and Resolution. |
| Set Values | Displays the Set Rate dialog box, which is used to mass create rates for the selected condition records. Enter values in the following fields: |
- **Valid From**, the date that the rate for the selected condition record will start.
- **Valid To**, the date that the rate for the selected condition record will end.
- **Rounding Rule**, the rule that determines how the system rounds off condition values during pricing. The last digit will be rounded. For example, in rounding rule 'A', values are always rounded up: 10.459 → 10.46 DEM
- **Rounding Formula**, the specified formula to direct the rounding routine.
- **New**, a checkbox signifying if a new condition record should be created with the specified rate or if the specified rate should be applied to the existing condition record.
- **Update Scales**, a checkbox signifying if the specified condition record rate change should update the scales or not.
- **Rate fields**:
  - Example: Original Price Record Rate(s) = 15.00 USD. Using the Increase By option (rate field 1) to increase the rate by 5.00 (rate field 2) units (rate field 3) would change the condition record rates) to 20.00 USD.
  - Rate Field 1 contains a dropdown to select the manner in which the rate should be changed.
  - Rate Field 2 contains the number that the condition record should be changed by.
  - Rate Field 3 contains the measure in which the rate should be changed.

Use the **Compute** button to carry through the rate calculation to the selected condition record(s). The new rate appears in the Rate field; the previous rate appears in the Before Change field.

**The Define Rules for computation hyperlink** is used to dynamically create rules using the Rule Builder.

**NOTE:** Button not available in /IRM/IPAPR03 Display Agreement Priority and Resolution.

<table>
<thead>
<tr>
<th>Compute</th>
<th>Used when formula profiles exist for the current price sheet. Formula procedures are pricing values derived from a defined formula or procedure. Formulas are specific to price sheets. User fields or values directly within the price sheet, such as rate, can be calculated. For example, a procedure to copy customer price and increase or decrease by a specified percentage. If multiple procedures are listed, check the S checkbox for each procedure to be included. Click on the procedure name to view the procedure. <strong>NOTE:</strong> Button not available in /IRM/IPAPR03 Display Agreement Priority and Resolution.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Price Policy Definition</td>
<td>Indicates the condition records that comply with the pricing policies assigned to the price sheet.</td>
</tr>
<tr>
<td>Action</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>NOTE: This button is only available when an applicable price sheet has underlying pricing policies to check whether or not the condition records are in compliance or in violation. Price policies can be set to auto execute at the time of record creation or they can be called on demand. Button not displayed in /IRM/IPAPR03 Display Agreement Priority and Resolution.</td>
<td>Most Recent Log (Not shown when Current Sheet is set to Summary) Recall the most recent log. In order for the most recent log to be visible, first click on the Check and Complete button. NOTE: Button not displayed in /IRM/IPAPR03 Display Agreement Priority and Resolution.</td>
</tr>
<tr>
<td>Expand Scales</td>
<td>If scales exist, used to either:</td>
</tr>
<tr>
<td>or</td>
<td>• Expand scales as column (🔍)</td>
</tr>
<tr>
<td>or</td>
<td>• Expand scales as row (🔍)</td>
</tr>
<tr>
<td>Highlight Using Filter</td>
<td>Highlight lines based on the selected filter and the search criteria that was input. This button also can be used to reset the highlighting.</td>
</tr>
<tr>
<td>Cumulative Values (Not shown when Current Sheet is set to Summary)</td>
<td>View the cumulated values from sales orders and from billing for the selected record.</td>
</tr>
<tr>
<td>Change Documents (Not shown when Current Sheet is set to Summary)</td>
<td>Displays any existing Change documents that are related to the selected row.</td>
</tr>
<tr>
<td>Filter Records</td>
<td>Displays a pop-up used to specify filter criteria at the price sheet level. Use a filter to improve performance by limiting processing to the selected records. In the Record Count field specify the number of records to be displayed. This value overrides the default number of records defined for price sheet in configuration.</td>
</tr>
<tr>
<td>Paging (Display mode only)</td>
<td>If available, used to limit the grid's page size, that is, the number of lines displayed at one time.</td>
</tr>
<tr>
<td>Column to Row Shuffle</td>
<td>Change the layout of the condition records in the grid, based on a selected column. Use this button to switch between a vertical (column) and a horizontal (row) display.</td>
</tr>
<tr>
<td>Details</td>
<td>View selected records in a vertical column format in a separate window.</td>
</tr>
<tr>
<td>Sort in Ascending Order</td>
<td>Sort the data in a selected column in ascending alphanumeric sequence.</td>
</tr>
<tr>
<td>Sort in Descending Order</td>
<td>Sort the data in a selected column in descending alphanumeric sequence.</td>
</tr>
<tr>
<td>Find</td>
<td></td>
</tr>
<tr>
<td>Find a term within the grid values. The system highlights any cell that contains the term.</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td></td>
</tr>
<tr>
<td>Find Next</td>
<td></td>
</tr>
<tr>
<td>Find the next instance of a term searched for previously.</td>
<td></td>
</tr>
<tr>
<td>Set Filter</td>
<td></td>
</tr>
<tr>
<td>Select a column, and then click the Set Filter button to set and delete column filters.</td>
<td></td>
</tr>
<tr>
<td>Total (restricted to relevant numeric columns)</td>
<td></td>
</tr>
<tr>
<td>Highlight at least one numeric column, and then select a type of calculation (Total, Minimum, or Maximum) from the dropdown list.</td>
<td></td>
</tr>
<tr>
<td>Print</td>
<td></td>
</tr>
<tr>
<td>Print the price sheet(s).</td>
<td></td>
</tr>
<tr>
<td>Views</td>
<td></td>
</tr>
<tr>
<td>Generate a Print Preview of the current price sheet and/or a Crystal Reports preview of the current price sheet.</td>
<td></td>
</tr>
<tr>
<td>Export</td>
<td></td>
</tr>
<tr>
<td>Export the entire contents of the grid area to the selected document type/file type.</td>
<td></td>
</tr>
<tr>
<td>Choose Layout</td>
<td></td>
</tr>
<tr>
<td>Choose, change, save, and manage column layouts within the ALV grid.</td>
<td></td>
</tr>
</tbody>
</table>
2.8.2.3 **Sales Credit**

2.8.2.3.1 **Definition**

Use the Sales Credit transactions to create, maintain, and display sales credit maintenance groups, used to assign a sales representative to a customer or a product.

2.8.2.3.2 **Access**

The transactions used for Sales Credit category maintenance groups are:

- Create Sales Credit /IRM/IPSC01
- Maintain Sales Credit /IRM/IPSC02
- Display Sales Credit /IRM/IPSC03

2.8.2.3.3 **Structure**

When you enter the transaction, the system displays a dialog window used to select the maintenance group that contains the condition records to be displayed in a grid format.

The following buttons appear above the grid:

<table>
<thead>
<tr>
<th>Button</th>
<th>Action</th>
<th>Alternate Access</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Save" /></td>
<td>Save and activate the condition records. NOTE: Button not enabled in transaction /IRM/IPSC03 Display Sales Credit.</td>
<td>Ctrl+S</td>
</tr>
<tr>
<td><img src="image" alt="Selection Content" /></td>
<td>Selection Content Displays the key fields for each combination.</td>
<td>F6</td>
</tr>
<tr>
<td><img src="image" alt="Refresh All Sheets" /></td>
<td>Refresh All Sheets Used to refresh all of the sheets listed in the Current Sheet dropdown. NOTE: Button not available in transaction /IRM/IPSC03 Display Sales Credit.</td>
<td>F8</td>
</tr>
</tbody>
</table>
### Price Proposal

**Save as Price Proposal**

Saves the price sheet(s) as a price proposal instead of saving as an active condition record(s).

**NOTE:** Button is not supported in /IRM/IPSC02 and /IRM/IPSC03.

<table>
<thead>
<tr>
<th>Button</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Price Proposal" /></td>
<td>Shift+F11</td>
</tr>
</tbody>
</table>

### Use the following grid buttons to enter condition record information:

<table>
<thead>
<tr>
<th>Button</th>
<th>Action</th>
</tr>
</thead>
</table>
| ![Price Record Details](image) | Price Record Details  
Detailed information for each condition record can be drilled into by clicking on the ![button](image). In the detail screen, you can create, change, and display information on the following tabs:  
- **Scales:** Shows scales related to this condition record.  
- **Text:** If a text procedure is assigned through standard SAP configuration for the condition type, type, then text can be saved.  
- **Key:** Displays the key and key entries for the selected condition record.  
- **Validity Periods:** Lists the existing condition records for the selected row along with their respective validity periods, rates, and deletion indicators. |
| ![Check and Complete](image) | Check and Complete  
Checks the validity of the condition record before saving.  
- If formulas are set up, check and complete will run the formulas.  
- If a price policy is set up, check and complete will run the price policy.  
- If, for this particular combination, the flag Date Check is set in the Condition Type Table Enhancement table, then overlapping validity periods of condition records for that combination are not permitted.  
**NOTE:** Button not displayed in transaction /IRM/IPSC03 Display Sales Credit. |
| ![Refresh](image) | Refresh  
Refresh the current price sheet. To refresh all of the open price sheets, click on the ![Refresh button](image) in the application toolbar.  
**NOTE:** Button not displayed in transaction /IRM/IPSC03 Display Sales Credit. |
| ![Create](image) | Create (Button not shown when Current Sheet is set to Summary)  
Add one line, five lines, or ten lines to the record. For example, to add three lines you can either:  
- Click on the button and select 1 from the dropdown three times  
- Click on the button, select 5 from the dropdown, highlight two lines, then click on the ![Delete button](image) and select the Delete option from the dropdown.  
- Click on the button, then select 10 from the dropdown, highlight seven lines, then click on the Delete button and select the Delete option from the dropdown.  
**NOTE:** Button not displayed in transaction /IRM/IPSC03 Display Sales Credit. |
<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete</td>
<td>Delete or undelete a selected condition record. When a previously saved record is flagged for deletion it can be undeleted before the changes are saved. When an unsaved record is deleted it cannot be undeleted. If the condition type is configured to delete, the condition record will be deleted but you can undelete until you Save. If the condition type is configured to not delete, then you can undelete even after saving.</td>
<td>NOTE: Button not displayed in transaction /IRM/IPSC03 Display Sales Credit.</td>
</tr>
<tr>
<td>Select Values</td>
<td>Used to add multiple lines by selecting the key fields. For example, Condition Type PR00 (Price) and Condition Table A005 (Customer-Material) would have the option to add lines by selecting multiple materials, customers, distribution channels, and/or sales organizations. The standard search help screens will be shown for selection processes.</td>
<td>NOTE: Button not displayed in transaction /IRM/IPSC03 Display Sales Credit.</td>
</tr>
<tr>
<td>Copy Price Records</td>
<td>Copy the selected records across price sheet within the profile. If none of the direct input field checkboxes are selected, the system will copy the values in those fields as they are on the original condition record. If one, some, or all of the direct input fields are selected, and different values are entered, it will copy all original values in the fields where the values were not changed and it will override the values that have been selected to be overridden.</td>
<td>NOTE: Button not displayed in transaction /IRM/IPSC03 Display Sales Credit.</td>
</tr>
<tr>
<td>Import Price Records</td>
<td>Used to import condition records from Excel. Enter values in the following fields: Start Row, where the user specifies the first row that contains the data in the selected file to import. File Path, contains the path to the file to be imported. You can search for the file path by clicking on the Search Help button (or pressing F4). Field Position, used to specify the column that contains the field data in the selected file to import. Field Value, contains a designated default value, if needed.</td>
<td>NOTE: Button not displayed in transaction /IRM/IPSC03 Display Sales Credit.</td>
</tr>
<tr>
<td>Search and Replace</td>
<td>Used to search and replace the selected values within the current price sheet.</td>
<td>NOTE: Button not displayed in transaction /IRM/IPSC03 Display Sales Credit.</td>
</tr>
<tr>
<td>Set Values</td>
<td>Displays the Set Rate dialog box, which is used to mass create rates for the selected condition records. Enter values in the following fields: Valid From, the date that the rate for the selected condition record will start. Valid To, the date that the rate for the selected condition record will end. Rounding Rule, the rule that determines how the system rounds off condition values during pricing. The last digit will be rounded. For example, in rounding rule 'A', values are always rounded up: 10.459 → 10.46 DEM</td>
<td></td>
</tr>
</tbody>
</table>
• Rounding Formula, the specified formula to direct the rounding routine.
• New, a checkbox signifying if a new condition record should be created with the specified rate or if the specified rate should be applied to the existing condition record.
• Update Scales, a checkbox signifying if the specified condition record rate change should update the scales or not.
• Rate fields:
  Example: Original Price Record Rate(s) = 15.00 USD. Using the Increase By option (rate field 1) to increase the rate by 5.00 (rate field 2) units (rate field 3) would change the condition record rates to 20.00 USD.
  • Rate Field 1 contains a dropdown to select the manner in which the rate should be changed.
  • Rate Field 2 contains the number that the condition record should be changed by.
  • Rate Field 3 contains the measure in which the rate should be changed.

Use the Compute button to carry through the rate calculation to the selected condition record(s). The new rate appears in the Rate field; the previous rate appears in the Before Change field.

The Define Rules for computation hyperlink is used to dynamically create rules using the Rule Builder.

NOTE: Button not available in transaction /IRM/IPSC03 Display Sales Credit.
<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>➡️ or 🔄</td>
<td><strong>Expand Scales</strong>&lt;br&gt; If scales exist, used to either:&lt;br&gt; - Expand scales as column (➡️)&lt;br&gt; - Expand scales as row (🔄)</td>
</tr>
<tr>
<td>🔷</td>
<td><strong>Highlight Using Filter</strong>&lt;br&gt; Highlight lines based on the selected filter and the search criteria that was input. This button also can be used to reset the highlighting.</td>
</tr>
<tr>
<td>⬆️</td>
<td><strong>Cumulative Values (Not shown when Current Sheet is set to Summary)</strong>&lt;br&gt; View the cumulated values from sales orders and from billing for the selected record.</td>
</tr>
<tr>
<td>💻</td>
<td><strong>Change Documents (Not shown when Current Sheet is set to Summary)</strong>&lt;br&gt; Displays any existing Change documents that are related to the selected row.</td>
</tr>
<tr>
<td>🔂</td>
<td><strong>Filter Records</strong>&lt;br&gt; Displays a pop-up used to specify filter criteria at the price sheet level. Use a filter to improve performance by limiting processing to the selected records. In the Record Count field specify the number of records to be displayed. This value overrides the default number of records defined for price sheet in configuration.</td>
</tr>
<tr>
<td>💥</td>
<td><strong>Paging (Display mode only)</strong>&lt;br&gt; If available, used to limit the grid's page size, that is, the number of lines displayed at one time.</td>
</tr>
<tr>
<td>🎁</td>
<td><strong>Column to Row Shuffle</strong>&lt;br&gt; Change the layout of the condition records in the grid, based on a selected column. Use this button to switch between a vertical (column) and a horizontal (row) display.</td>
</tr>
<tr>
<td>🌐</td>
<td><strong>Details</strong>&lt;br&gt; View selected records in a vertical column format in a separate window.</td>
</tr>
<tr>
<td>📊</td>
<td><strong>Sort in Ascending Order</strong>&lt;br&gt; Sort the data in a selected column in ascending alphanumeric sequence.</td>
</tr>
<tr>
<td>📊</td>
<td><strong>Sort in Descending Order</strong>&lt;br&gt; Sort the data in a selected column in descending alphanumeric sequence.</td>
</tr>
<tr>
<td>🔍</td>
<td><strong>Find</strong>&lt;br&gt; Find a term within the grid values. The system highlights any cell that contains the term.</td>
</tr>
<tr>
<td>🔍</td>
<td><strong>Find Next</strong>&lt;br&gt; Find the next instance of a term searched for previously.</td>
</tr>
<tr>
<td>🔴</td>
<td><strong>Set Filter</strong>&lt;br&gt; Select a column, and then click the Set Filter button to set and delete column filters.</td>
</tr>
<tr>
<td>🇺🇸</td>
<td><strong>Total (restricted to relevant numeric columns)</strong></td>
</tr>
<tr>
<td>Action</td>
<td>Description</td>
</tr>
<tr>
<td>-------------</td>
<td>-----------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Highlight</td>
<td>Highlight at least one numeric column, and then select a type of calculation (Total, Minimum, or Maximum) from the dropdown list.</td>
</tr>
<tr>
<td>Print</td>
<td>Print the price sheet(s).</td>
</tr>
<tr>
<td>Views</td>
<td>Generate a Print Preview of the current price sheet and/or a Crystal Reports preview of the current price sheet.</td>
</tr>
<tr>
<td>Export</td>
<td>Export the entire contents of the grid area to the selected document type/file type.</td>
</tr>
<tr>
<td>Choose Layout</td>
<td>Choose, change, save, and manage column layouts within the ALV grid.</td>
</tr>
</tbody>
</table>
2.8.2.4 Transaction Adjudication

2.8.2.4.1 Definition

Use the Transaction Adjudication transactions to create, maintain, and display transaction adjudication maintenance groups.

2.8.2.4.2 Access

The transactions used for Transaction Adjudication category maintenance groups are:

- Create Transaction Adjudication /IRM/IPTA01
- Maintain Transaction Adjudication /IRM/IPTA02
- Display Transaction Adjudication /IRM/IPTA03

2.8.2.4.3 Structure

When you enter the transaction, the system displays a dialog window used to select the maintenance group that contains the condition records to be displayed in a grid format.

The following buttons appear above the grid:

<table>
<thead>
<tr>
<th>Button</th>
<th>Action</th>
<th>Alternate Access</th>
</tr>
</thead>
</table>
| ![Save](image1) | Save  
Save and activate the condition records.  
NOTE: Button not enabled in transaction /IRM/IPTA03 Display Transaction Adjudication. | Ctrl+S |
| ![Selection Content](image2) | Selection Content  
Displays the key fields for each combination. | F6 |
| ![Refresh All Sheets](image3) | Refresh All Sheets  
Used to refresh all of the sheets listed in the Current Sheet dropdown.  
NOTE: Button not available in transaction /IRM/IPTA03 Display Transaction Adjudication. | F8 |
**Price Proposal**

Save as Price Proposal
Saves the price sheet(s) as a price proposal instead of saving as an active condition record(s).
NOTE: Button is not supported in /IRM/IPTA02 and /IRM/IPTA03.

<table>
<thead>
<tr>
<th>Button</th>
<th>Action</th>
</tr>
</thead>
</table>
| ![Price Record Details](image) | Price Record Details  
Detailed information for each condition record can be drilled into by clicking on the button. In the detail screen, you can create, change, and display information on the following tabs:  
- Scales: Shows scales related to this condition record.  
- Text: If a text procedure is assigned through standard SAP configuration for the condition type, type, then text can be saved.  
- Key: Displays the key and key entries for the selected condition record.  
- Validity Periods: Lists the existing condition records for the selected row along with their respective validity periods, rates, and deletion indicators. |
| ![Check and Complete](image) | Check and Complete  
Checks the validity of the condition record before saving.  
- If formulas are set up, check and complete will run the formulas.  
- If a price policy is set up, check and complete will run the price policy.  
- If, for this particular combination, the flag Date Check is set in the Condition Type Table Enhancement table, then overlapping validity periods of condition records for that combination are not permitted.  
NOTE: Button not displayed in transaction /IRM/IPTA03 Display Transaction Adjudication. |
| ![Refresh](image) | Refresh  
Refresh the current price sheet. To refresh all of the open price sheets, click on the Refresh button in the application toolbar.  
NOTE: Button not displayed in transaction /IRM/IPTA03 Display Transaction Adjudication. |
| ![Create](image) | Create (Button not shown when Current Sheet is set to Summary)  
Add one line, five lines, or ten lines to the record. For example, to add three lines you can either:  
- Click on the button and select 1 from the dropdown three times  
- Click on the button, select 5 from the dropdown, highlight two lines, then click on the Delete button and select the Delete option from the dropdown.  
- Click on the button, then select 10 from the dropdown, highlight seven lines, then click on the Delete button and select the Delete option from the dropdown. |
<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delete</td>
<td>Delete or undelete a selected condition record. When a previously saved record is flagged for deletion it can be undeleted before the changes are saved. When an unsaved record is deleted it cannot be undeleted. If the condition type is configured to delete, the condition record will be deleted but you can undelete until you Save. If the condition type is configured to not delete, then you can undelete even after saving.</td>
</tr>
<tr>
<td>Select Values</td>
<td>Used to add multiple lines by selecting the key fields. For example, Condition Type PR00 (Price) and Condition Table A005 (Customer-Material) would have the option to add lines by selecting multiple materials, customers, distribution channels, and/or sales organizations. The standard search help screens will be shown for selection processes.</td>
</tr>
<tr>
<td>Copy Price Records</td>
<td>Copy the selected records across price sheet within the profile. If none of the direct input field checkboxes are selected, the system will copy the values in those fields as they are on the original condition record. If one, some, or all of the direct input fields are selected, and different values are entered, it will copy all original values in the fields where the values were not changed and it will override the values that have been selected to be overridden.</td>
</tr>
</tbody>
</table>
| Import Price Records | Used to import condition records from Excel. Enter values in the following fields:  
  - **Start Row**, where the user specifies the first row that contains the data in the selected file to import.  
  - **File Path**, contains the path to the file to be imported. You can search for the file path by clicking on the Search Help button (or pressing F4).  
  - **Field Position**, used to specify the column that contains the field data in the selected file to import.  
  - **Field Value**, contains a designated default value, if needed. |
| Search and Replace | Used to search and replace the selected values within the current price sheet. |
| Set Values | Displays the Set Rate dialog box, which is used to mass create rates for the selected condition records. Enter values in the following fields:
• Valid From, the date that the rate for the selected condition record will start.
• Valid To, the date that the rate for the selected condition record will end.
• Rounding Rule, the rule that determines how the system rounds off condition values during pricing. The last digit will be rounded. For example, in rounding rule 'A', values are always rounded up: 10.459 → 10.46 DEM
• Rounding Formula, the specified formula to direct the rounding routine.
• New, a checkbox signifying if a new condition record should be created with the specified rate or if the specified rate should be applied to the existing condition record.
• Update Scales, a checkbox signifying if the specified condition record rate change should update the scales or not.
• Rate fields:
  Example: Original Rate(s) = 15.00 USD. Using the Increase By option (rate field 1) to increase the rate by 5.00 (rate field 2) units (rate field 3) would change the rates) to 20.00 USD.
  • Rate Field 1 contains a dropdown to select the manner in which the rate should be changed.
  • Rate Field 2 contains the number that the condition record should be changed by.
  • Rate Field 3 contains the measure in which the rate should be changed.

Use the Compute button to carry through the rate calculation to the selected condition record(s). The new rate appears in the Rate field; the previous rate appears in the Before Change field.

The Define Rules for computation hyperlink is used to dynamically create rules using the Rule Builder.

NOTE: Button not available in transaction /IRM/IPTA03 Display Transaction Adjudication.

Compute
Used when formula profiles exist for the current price sheet.
Formula procedures are pricing values derived from a defined formula or procedure. Formulas are specific to price sheets. User fields or values directly within the price sheet, such as rate, can be calculated. For example, a procedure to copy customer price and increase or decrease by a specified percentage. If multiple procedures are listed, check the S checkbox for each procedure to be included. Click on the procedure name to view the procedure.

NOTE: Button not available in transaction /IRM/IPTA03 Display Transaction Adjudication.

Price Policy Definition
Indicates the condition records that comply with the pricing policies assigned to the price sheet.
<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>NOTE: This button is only available when an applicable price sheet has underlying pricing policies to check whether or not the condition records are in compliance or in violation. Price policies can be set to auto execute at the time of record creation or they can be called on demand. Button not displayed in transaction /IRM/IPTA03 Display Transaction Adjudication.</td>
<td></td>
</tr>
<tr>
<td>Most Recent Log (Not shown when Current Sheet is set to Summary) Recall the most recent log. In order for the most recent log to be visible, first click on the Check and Complete button. NOTE: Button not displayed in transaction /IRM/IPTA03 Display Transaction Adjudication.</td>
<td></td>
</tr>
</tbody>
</table>
| Expand Scales If scales exist, used to either: 
  - Expand scales as column ( ) 
  - Expand scales as row ( ) |
<p>| Highlight Using Filter Highlight lines based on the selected filter and the search criteria that was input. This button also can be used to reset the highlighting. |
| Cumulative Values (Not shown when Current Sheet is set to Summary) View the cumulated values from sales orders and from billing for the selected record. |
| Change Documents (Not shown when Current Sheet is set to Summary) Displays any existing Change documents that are related to the selected row. |
| Filter Records Displays a pop-up used to specify filter criteria at the price sheet level. Use a filter to improve performance by limiting processing to the selected records. In the Record Count field specify the number of records to be displayed. This value overrides the default number of records defined for price sheet in configuration. |
| Paging (Display mode only) If available, used to limit the grid's page size, that is, the number of lines displayed at one time. |
| Column to Row Shuffle Change the layout of the condition records in the grid, based on a selected column. Use this button to switch between a vertical (column) and a horizontal (row) display. |
| Details View selected records in a vertical column format in a separate window. |
| Sort in Ascending Order Sort the data in a selected column in ascending alphanumeric sequence. |
| Sort in Descending Order Sort the data in a selected column in descending alphanumeric sequence. |</p>
<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Find</td>
<td>Find a term within the grid values. The system highlights any cell that contains the term.</td>
</tr>
<tr>
<td>Find Next</td>
<td>Find the next instance of a term searched for previously.</td>
</tr>
<tr>
<td>Set Filter</td>
<td>Select a column, and then click the Set Filter button to set and delete column filters.</td>
</tr>
<tr>
<td>Total</td>
<td>Highlight at least one numeric column, and then select a type of calculation (Total, Minimum, or Maximum) from the dropdown list.</td>
</tr>
<tr>
<td>Print</td>
<td>Print the price sheet(s).</td>
</tr>
<tr>
<td>Views</td>
<td>Generate a Print Preview of the current price sheet and/or a Crystal Reports preview of the current price sheet.</td>
</tr>
<tr>
<td>Export</td>
<td>Export the entire contents of the grid area to the selected document type/file type.</td>
</tr>
<tr>
<td>Choose Layout</td>
<td>Choose, change, save, and manage column layouts within the ALV grid.</td>
</tr>
</tbody>
</table>
2.8.3 Approvals/Status Flow

2.8.3.1 Approvals

2.8.3.1.1 Definition

In Vistex, the approval process is based on a status profile that is created from an SAP status profile (BC02) and then attached to the object type. The status profile contains a sequenced list of the user statuses in the approval process.

Various options are available for setting up how notifications and recording approvals/rejections will be performed, using a combination of manual and automated processes. The options include:

- **Notification:**
  - **Manual**
    Notifications can be manual, regardless of the method chosen to record approvals.
  - **SAP Workflow**
    Approvals can be tied into SAP Workflow.

- **email**
  Vistex Status Flow can be used to send automated notifications.

- **Recording Approvals:**
  - **Manual**
    The Status tab in the object workbench can be used to set approvals manually. If using Status Flow, approvals also can be recorded in the activity workbench.

  **NOTE:** In composite processing of calculation runs, configured approval codes entered manually in the calculation run can be used with or without Status Flow.

- **email**
  Using Status Flow, the approval can be recorded from the notification email.

2.8.3.1.2 Status Flow

*Status Flow*, a less complex alternative to SAP Workflow, consists of a point-and-click user interface designed to allow advanced business users to establish and maintain the most common workflow processes without technical assistance from IT or outside resources. Status Flow provides the ability to:
• Design various types of status flows.
  
  The following status flows designs are available:
  
  • Sequential
    One approval is required for each step.
  
  • Parallel
    Multiple approvals can be required in one step.
  
  • Conditional/automated
    Business Script is integrated into the status flow, and can be used to automate the flow or to conditionally change to another status flow, such as for an accelerated approval process.

• Create a picture of the entire status flow
  
  A graphic can be assigned to each step in the status flow, to preview a graphical representation of the entire status flow.

• Redirect the approval process from the standard flow to an alternate flow
  
  The Vistex status profile consists of a list of triggers, each of which starts a status flow. For example, the default trigger starts the standard flow, but a second trigger in the status profile can be set up to stop the current flow and start a rush/shortened flow. A different trigger can be started manually or started automatically based on a business script.

• Define re-usable templates to format the communication to be sent to the user
  
  The communication is based on application-related data, and can contain placeholders that are replaced with document data at runtime. In addition, the communication can contain links to additional information and/or buttons to record a response.

• Attach activities to status flow steps
  
  When the event in a step occurs, the system generates an activity document, which will be used to track communication and the progress of the process until an outcome for the activity is set.

• Send notifications or approval emails to various types of recipients
  
  Supported recipients include: user who changed a document (changed by), user who created a document (created by), organizational object, external person, SAP personnel number, partner function (for example a contact person attached to the sold-to on an agreement), or SAP user.

• Allow alternate responses
  
  Rather than setting an approval/rejection, the user can choose to hold, defer, or redirect the email. Comments can be added to the reply, as needed. For example, the email might be redirected to the sales representative asking that person to provide additional information.

### 2.8.3.1.3 Objects Supported

The following objects support using manual approvals or approvals that are tied into standard SAP Workflow:

• Agreements
• Agreement Requests
• Programs
• Campaigns
• Templates
Chargebacks

- Clauses
- Agreement Policies
- Membership Submissions
- Claims / Transactions
- Calculation Runs
- Matrices
- Matrix Documents
- Territory Proposals
- Master Requests
- Business Partners
- Price Policies
- Price Proposals
- Deals
- Deal Requests
- Deal Programs
- Customer List, Material List, Vendor List

Status Flow is supported for the following objects:

- Agreements
- Agreement Requests
- Master Requests
- Programs
- Campaigns
- Calculation Runs
- Claims / Transactions
- Deals
- Deal Requests
- Deal Programs
- Price Proposals
- Customer List, Material List, Vendor List
2.8.3.2 Status Flow Overview

2.8.3.2.1 Definition

Status Flow is a flexible approval process tool that can be managed by business users. Status Flow provides the ability to:

- Create an approval process for creating or changing a Vistex object.
- Set an approval either in the Status tab of the object workbench (such as Agreement Workbench) or in an email.
- Change the approval flow from one predefined path to another either based on preset triggers or on-the-fly.

2.8.3.2.2 Processing Steps

1. The process begins when an object document requires approval.
   For example, when an agreement is created it must be approved by a list of users in a predefined sequence.
2. Default trigger starts the standard flow.
   The connection between a Vistex object (such as an agreement type) and the status flow is the Vistex status profile, which leverages the statuses defined in a standard SAP status profile. A Vistex status profile consists of a list of triggers, each of which starts a status flow.

   For example, the default trigger starts the standard flow, but a second trigger in the status profile can be set up to stop the current flow and start a rush/shortened flow. A different trigger can be started manually (when a person is on vacation, for example) or started automatically based on a business script (for example, when the agreement amount is greater than a preset limit).
3. Step one in the status flow sends a communication (such as an email) to the first person who must approve the document. This communication may be a notification that the user should set the approval in a workbench, or may include buttons to set the approval. The text, buttons, and links are set up in a template assigned to the activity in the status flow step.

   NOTE: The system can be set up to receive offline approvals from email recipients who have access to email but not to the SAP system. The recipient replies by entering the button text (such as Approve) in the first line of the reply email. The reply is sent automatically to the SAP Business Workplace Inbox for the "Approvals" user. That user then runs a report to process the
offline approvals.

If needed, communications can be sent to multiple recipients, all of whom must approve the document before it is sent to the next status flow step.

Supported types of recipients (processors) are: changed by, created by, organizational unit, external person, SAP personnel number, partner function (for example a contact person attached to the sold-to on an agreement), position, or SAP user.

4. If approved, the process continues to the processor(s) in the next step of the status flow. Other outcomes assigned in the flow step will indicate what action will be performed. For example, if rejected, a communication might be sent to the sales representative asking that person to provide additional information. Or, the activity might be redirected to another processor.

5. If set up, the system will generate an activity document for each step in the process to track communication. Activity documents for a specific time period, status, or type of activity can be viewed in a workbench.

6. The process continues until the flow is complete. The final step in the status flow might be to send a communication to the user who first created the agreement.

2.8.3.2.3 Transactions

The following transactions are used to set up status flow:

- **BS02**
  Create a standard SAP status profile. For each status, enter the Status and Short Text field values and flag one of the statuses as the Initial status. DO NOT make any entry for Status Number and the Highest and Lowest Status number fields. Set the transaction control for each status. Assign the appropriate Vistex object type to the status profile.

- **Status Profile /IRM/GSPM**
  Activate an existing SAP status profile for Vistex processing. Selection of an SAP status profile in this workbench flags the system to use Vistex status flow. The statuses from that SAP status profile will be used in the Vistex status profile and status flow (and appear in the Statuses tab). The SAP statuses can be renamed, if needed.

  NOTE: In configuration, assign the Vistex status profile to the object type

Define and set one trigger as the default starting point, and define additional triggers, as needed. Assign a status flow to each trigger (can transfer directly to the Status Flow Workbench).

- **Status Flow /IRM/GSFM**
  Define the flow steps, and indicate which step is the starting (default) step. For each step, set the possible outcome(s), which identify the actions available to a user when the status flow step...
is reached as well as the next status flow step, based on the chosen outcome.

Possible flow designs include the following:

- **Sequential**
  One approval is required for each step.

- **Parallel**
  Multiple concurrent approvals can be required in one step.

- **Conditional**
  Business script functionality is integrated into the status flow, and can be used to automate the flow or to conditionally switch to another trigger, such as for an accelerated approval process.

  - **Delegation Workbench** (/IRM/GDGM)
    When a processor will be unavailable, such as on vacation, their approvals can be delegated to another processor. Create the delegation, which lists the substitute processor(s), and assign it to the organizational unit for the substitute processor(s). If multiple processors are assigned, only one has to respond to the communication. The Delegation User Assignment (/IRM/GDGUA) transaction can be used to assign SAP users to existing delegations.

- **Activity transactions:**

  - **Activity Template** (/IRM/GACTPM)
    Define the templates to be used for activities in the flow steps and statuses at the outcome level. For example, design the email used to request an approval, including the text, buttons, attachments, and links. The text may include dynamic values, as needed. Approval is performed by clicking on a predefined button. Attachments and/or links can be used to provide additional information.

  - **Activities**
    Activities are defined in the status flow. When an event occurs, the system creates an activity document to track the approval process. Use the Activity Workbench to view and maintain the activity documents.

  - **Activity Mass Process** (/IRM/GACMP)
    Run this batch program to process activities that have been flagged as Set Auto Outcome, Send Reminder, or Redirect.

    NOTE: The same processing can be performed in the Activity Workbench, using mass processing.

  - **Activity Office Approvals** (/IRM/GACOA)
    Offline approvals are used, for example, when the processor has no access to SAP. Run this report to process offline approvals by setting the outcome. Two options are available: Static (all) and Failed (only the failed approvals).

  - **Trigger Workbench** (/IRM/GTRGM)
    Triggers are reminders to send an activity out on a given date
- **Activity Date Type Process (/IRM/GACDP)**
Enter the information for the object and date type a trigger is assigned to. When you execute the transaction, the system sends out all the related activities.
2.8.3.3 Status Flow Workbench

2.8.3.3.1 Definition

Use the Status Flow Workbench to create and maintain the list of the steps (and their possible outcomes) in a status flow. Outcomes define the next steps and activities triggered when the particular step is reached. Status flows are assigned to triggers in a status profile that is assigned to an object type, such as an agreement type or claim type.

The following status flows designs are available:

- Sequential
  One approval is required for each step.
- Parallel
  Multiple approvals can be required in one step.
- Conditional/automated
  Business Script functionality is integrated into the status flow, and can be used to automate the flow or to conditionally switch to another trigger, such as for an accelerated approval process.

A graphic can be assigned to each step in the status flow, to preview a graphical representation of the entire status flow.

2.8.3.3.2 Access

Transaction code: /IRM/GSFM

Enter this transaction directly or from the Status Profile Workbench.

2.8.3.3.3 Structure

The Status Flow Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected flows in a grid format. From the grid, click on a status flow identifier to display that flow in focus in the Work Area.
• **Work Area**
  Use the Work Area to maintain one status flow. In the standard Vistex implementation, the Work Area contains the following tabs:
  • **Steps**
  • **Preview**, which displays a graphical representation of the flow (if Step Style is selected for each step).
  • **Statuses**
  • **Script**, which indicates whether or not a Step and/or Outcome business script exists. Step scripts are used to skip approval steps; Outcome scripts are used to select an outcome. Click on the Create icon to create a script, Maintain icon to change the existing script, and Delete icon to delete the existing script.
  • **Admin Data**

**NOTE:** Functions accessed from the menu bar apply only to the status flow displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

**IMPORTANT:** Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.

### 2.8.3.3.4 Procedures

- Displaying a Status Flow
- Creating a Status Flow
- Copying a Status Flow
- Maintaining a Status Flow
- Deleting a Status Flow
2.8.3.4 Status Profile Workbench

2.8.3.4.1 Definition

Use the Status Profile Workbench to select an existing SAP status profile that will be attached to a new Vistex status profile of the same name. Selection of an SAP status profile in this workbench flags the system to use Vistex status flow.

The statuses from the SAP status profile will appear on the Statuses tab. If the SAP status profile was assigned an object type in the following configuration, that object type appears in the header of this workbench:

- For all objects except claims and transactions, the status profile is assigned in object type configuration.
- For claims and transactions, the status profile is assigned in Header Control for Sales Documents configuration.

The Vistex status profile contains a list of triggers, each of which starts the status flow it is linked to. For example, you might attach one trigger to the standard flow and another trigger to an abbreviated flow. As needed, an authorized user can manually change the trigger in the Status tab of the object workbench to redirect the approval process from one flow to another. Business Script functionality also can be used to change triggers conditionally.

Create any number of triggers and list them on the Flow tab. One trigger must be set as the default, and all must be flagged as a User Entry. To attach a status flow to each trigger, either select from the list of existing status flows or navigate to the Status Flow Workbench to create a new status flow.

2.8.3.4.2 Access

Transaction code: /IRM/GSPM

2.8.3.4.3 Structure

The Status Profile Workbench screen is organized into the following areas:
• Search and Worklist
  Use the Search and Worklist to view selected profiles in a grid format. From the grid, click on a status profile number to display that profile in focus in the Work Area.

• Work Area
  Use the Work Area to maintain one status profile. In the standard Vistex implementation, the Work Area contains the following tabs:
  • Flow
  • Statuses
  • Admin Data

NOTE: Functions accessed from the menu bar apply only to the status profile displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

IMPORTANT: Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.

2.8.3.4.4 Procedures

Displaying a Status Profile
Creating a Status Profile
Maintaining a Status Profile
Deleting a Status Profile
2.8.3.5 **Activity Workbench**

Documentation for the Activity Workbench is available for the following screen formats:

- UI Application (SAP Fiori)
- SAP GUI
2.8.3.6 **Activity Template Workbench**

**2.8.3.6.1 Definition**

Use the Activity Template Workbench to format the email to be sent to the user (processor) involved in the processing. Content of the message is based on application-related data, and can contain placeholders that are replaced with document data at runtime. In addition, links to additional information and/or buttons to set an outcome can be added.

**2.8.3.6.2 Access**

Transaction code: /IRM/GACTPM

**2.8.3.6.3 Structure**

The Activity Template Workbench screen is organized into the following areas:

- **Search and Worklist**
  Use the Search and Worklist to view a list of selected activity templates in a grid format. From the grid, click on an activity template name to display that template in focus in the Work Area.

- **Work Area**
  Use the Work Area to maintain one activity template. In the standard Vistex implementation, the Work Area contains the following tabs:
  - **Text**
  - **Extended Data**, appears if the Display Usage is General & Launchpad.
  - **Attachments**
  - **Admin Data**

**NOTE:** Functions accessed from the menu bar apply only to the activity template displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

**IMPORTANT:** Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.
2.8.3.6.4 Procedures

Displaying an Activity Template
Creating an Activity Template
Copying an Activity Template
Maintaining an Activity Template
Deleting an Activity Template
2.8.3.7 Delegation Workbench

2.8.3.7.1 Definition

Use the Delegation Workbench to indicate the substitute processor(s) when the original processor is on vacation or otherwise unavailable:

1. Create the delegation rule.
2. Assign the delegation rule to an organizational object or external person in the Access tab of the organizational object or external person workbench. Specify the date range for the substitution. If desired, indicate that a copy of the communications should be sent to the original processor.

NOTE: If multiple substitute processors are assigned, only one must respond for the status flow to continue to the next step.

Emails will be sent using the email address from the Address tab of the organizational object/external person.

To assign SAP users to existing delegation rules for a validity date range, use the Delegation User Assignment (/IRM/GDGUA) transaction. Assignments can be filtered by user, delegation, or validity date range.

2.8.3.7.2 Access

Transaction code: /IRM/GDGM

2.8.3.7.3 Structure

The Delegation Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected delegations in a grid format. From the grid, click on a delegation name to display it in focus in the Work Area.
- Work Area
  Use the Work Area to maintain one delegation. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Processors
2.8.3.7.4 Procedures

Displaying a Delegation
Creating a Delegation
Maintaining a Delegation
Copying a Delegation
Deleting a Delegation
Assigning a Delegation
2.8.3.8  Recipient List Workbench

2.8.3.8.1  Definition

Use the Recipient List Workbench to create a reusable list of recipients, which can be used in place of entering multiple processors. Rather than entering the name of a processor, enter the name of the recipient list as processor type RL.

NOTE: Using a recipient list can save processing time by having one record rather than multiple records.

The recipient list can be used for the following:

- User Statuses dialog window, accessed from the Steps tab in the Status Flow Workbench (/IRM/GSFM)
- Processors tab in the Recipient List Workbench (/IRM/GDGM)

2.8.3.8.2  Access

Transaction code: /IRM/GRCM

2.8.3.8.3  Structure

The Recipient List Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected recipient lists in a grid format. From the grid, click on a list number to display that list in focus in the Work Area.
- Work Area
  Use the Work Area to maintain one recipient list. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Processors
  - Admin Data

NOTE: Functions accessed from the menu bar apply only to the list displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.
IMPORTANT: Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.

2.8.3.8.4 Procedures

Displaying a Recipient List
Creating a Recipient List
Maintaining a Recipient List
Copying a Recipient List
Deleting a Recipient List
2.8.3.9 Trigger Workbench

2.8.3.9.1 Definition

Triggers are reminders to send an activity out on a given date. Use the Trigger Workbench to create the trigger. Then assign it to the corresponding object type in the Date Type configuration for the object.

To process the activities, access the transaction Activity Date Type Process (/IRM/GACDP). Enter the information for the corresponding object and date type the trigger is assigned to. When you execute the transaction, the system sends out all the related activities.

2.8.3.9.2 Access

Transaction code: /IRM/GTRGM

2.8.3.9.3 Structure

The Trigger Workbench screen is organized into the following areas:

- **Search and Worklist**
  Use the Search and Worklist to view a list of selected triggers in a grid format. From the grid, click on a trigger name to display that activity in focus in the Work Area.

- **Work Area**
  Use the Work Area to maintain one trigger. In the standard Vistex implementation, the Work Area contains the following tabs:
  - **Activities**
  - **Admin Data**

NOTE: Functions accessed from the menu bar apply only to the trigger displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

IMPORTANT: Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.
2.8.3.9.4 Procedures

Displaying a Trigger
Creating a Trigger
Copying a Trigger
Maintaining a Trigger
Deleting a Trigger
2.8.3.10 Notifications

2.8.3.10.1 Notification Event Workbench

2.8.3.10.1.1 Definition

Notifications are messages sent to notify users that objects have been created or changed. A notification event contains the criteria the system will use when sending the message.

Use the Notification Event Workbench to enter criteria for each event, including the Object Type, Application, Notification Activity Type (configured), Activity Template, and the message medium. In configuration, an activity type is categorized as a notification, which then can be used in a status flow or on the Tile view of the Launchpad.

After creating notification events, assign them to a notification profile in the Notification Profile Workbench (/IRM/GNFPM). Then assign the profile to SAP user IDs.

NOTE: After a notification event is created, a BAdI is required for the system to generate the messages for the event.

2.8.3.10.1.2 Access

Transaction code: /IRM/GNFEM

2.8.3.10.1.3 Structure

The Notification Event screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected notification events in a grid format. From the grid, click on a notification event name to display that display event in focus in the Work Area.

- Work Area
  Use the Work Area to maintain one notification event. In the standard Vistex implementation, the Work Area contains the following tabs:
  - General
  - Qualifiers, to enter qualifiers (if configured)
• Admin Data

NOTE: Functions accessed from the menu bar apply only to the notification event displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

IMPORTANT: Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.

2.8.3.10.1.4 Procedures

Displaying a Notification Event
Creating a Notification Event
Copying a Notification Event
Maintaining a Notification Event
Deleting a Notification Event
2.8.3.10.2 Notification Profile Workbench

2.8.3.10.2.1 Definition

A notification profile is a collection of notification events. The system uses the profile to determine which notifications are sent to specific SAP user IDs.

Use the Notification Profile Workbench to create the notification profile. After a profile is created, SAP user IDs can be assigned to the notification profile using one of the following:

- User Assignment button, to assign one SAP user ID at a time to a notification profile
- Assign Notification Profile transaction /IRM/GNFPUA, to assign multiple SAP user IDs at the same time to a notification profile

Notification profiles also can be assigned to organizational objects using the Access tab in the organizational object workbenches.

2.8.3.10.2.2 Access

Transaction code: /IRM/GNFPMM

2.8.3.10.2.3 Structure

The Notification Profile screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected notification profiles in a grid format. From the grid, click on a notification profile number to display that notification profile in focus in the Work Area.
- Work Area
  Use the Work Area to maintain one notification profile. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Events
  - Processors, to assign processors, if required
  - Admin Data
NOTE: Functions accessed from the menu bar apply only to the notification profile displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

IMPORTANT: Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.

### 2.8.3.10.2.4 Procedures

Displaying a Notification Profile  
Creating a Notification Profile  
Assigning a User to a Notification Profile  
Copying a Notification Profile  
Maintaining a Notification Profile  
Deleting a Notification Profile
2.8.3.10.3 Assign Notification Profile

2.8.3.10.3.1 Definition

Use Assign Notification Profile to assign SAP user IDs to a notification profile.

Alternately, you can assign a single SAP user ID to a notification profile in the Notification Profile Workbench.

2.8.3.10.3.2 Access

Transaction code: /IRM/GNFP

2.8.3.10.3.3 Structure

Assign Notification Profile is organized into the following screens:

- Search Notification Profile User Assignment
- User Assignment
- Search User Assignment

When you launch Assign Notification Profile, the system displays the Search User Assignment screen, which is used to locate existing assignments for a user, notification profile, and/or date range.

The search button is:

<table>
<thead>
<tr>
<th>Button</th>
<th>Action</th>
<th>Alternate Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>![button]</td>
<td>Execute After you specify the search criteria, click to perform the search.</td>
<td>F8</td>
</tr>
<tr>
<td>![button]</td>
<td>Variant Display a list of search variants. Select the variant to use and click OK to insert the values into the Workspace search fields.</td>
<td>Shift+F5 or Menu bar: Goto → Variants</td>
</tr>
</tbody>
</table>
The search fields are:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Name</td>
<td>Enter or select one user or a range of users to limit the search to that user or range.</td>
</tr>
<tr>
<td>Notification Profile</td>
<td>Enter or select a notification profile or a range of notification profiles to limit the search to that profile or range.</td>
</tr>
<tr>
<td>Valid From</td>
<td>Select a date or range of dates to limit the search to users whose assignment begins on that date or within that date range.</td>
</tr>
<tr>
<td>Valid To</td>
<td>Select a date or range of dates to limit the search to users whose assignment ends on that date or within that date range.</td>
</tr>
</tbody>
</table>

User Assignment

Search results appear on the User Assignment screen. Use this screen to create or maintain assignments.

The buttons on the User Assignment screen are:

<table>
<thead>
<tr>
<th>Button</th>
<th>Action</th>
<th>Alternate Access</th>
</tr>
</thead>
</table>
| ![Display Change] | Display ↔ Change  
  Toggle between Display mode and Change mode. | F6 or Menu bar: Edit → Display ↔ Change |
| ![Insert] | Insert (Change mode only)  
  Select a row and click to insert a blank row above the selected row. | None |
| ![Delete] | Delete (Change mode only)  
  Select a row and click to delete that row. Click Yes in the confirmation window. | None |
| ![Copy] | Copy (Change mode only)  
  Select a row and click to copy that row. | None |
| ![Details] | Details  
  View selected records in a vertical column format in a separate window. | None |
| ![Find] | Find  
  Find a term within the grid values. The system highlights any cell that contains the term. | None |
| ![Find Next] | Find Next  
  Find the next instance of a term searched for previously. | None |
| ![Set Filter] | Set Filter  
  Select a column, and then click the Set Filter button to set and delete column filters. | None |
The user assignment fields are:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Name</td>
<td>Enter or select an SAP user ID to assign the workspace to that user.</td>
</tr>
<tr>
<td>Name 1</td>
<td>Displays the full user name.</td>
</tr>
<tr>
<td>Notification Profile</td>
<td>Enter or select a notification profile to assign the user to that notification profile.</td>
</tr>
<tr>
<td>Description</td>
<td>Displays the description of the selected notification profile.</td>
</tr>
<tr>
<td>Valid From</td>
<td>Enter or select the first date the assignment is in effect.</td>
</tr>
<tr>
<td>Valid To</td>
<td>Enter or select the last date the assignment is in effect.</td>
</tr>
<tr>
<td>Processor Type</td>
<td>Displays the processor type for the User ID.</td>
</tr>
</tbody>
</table>

**2.8.3.10.3.4 Procedures**

Assigning a User to a Notification Profile
Maintaining a Notification Profile User Assignment
Assigning a Notification Profile to an Organizational Object
2.8.4 Organizational Objects

2.8.4.1 Organizational Objects Overview

2.8.4.1.1 Definition

Organizational objects are groupings of departments, positions, roles, and individuals (employees and external persons) used to store additional information about customers, vendors, and employees. These groupings allow users to create and maintain organizational structures. This functionality provides the flexibility to maintain resources at all levels of the organizational tree, including employee personal data, job responsibilities, position, and pay grade information.

NOTE: Posting organizational objects to SAP HCM is not supported.

Organizational objects are supported for the following functionality:

- Status Flow and Status Profile
- Restrictions (Access Framework/Authorizations)
- Workspace Definition and Launchpad Profile (Launchpad)
- Domain Search (Freestyle Search used on the Launchpad)
- Composite (Roll-ups and roll-downs / assignments in participation)

NOTE: Organizational objects replaces the use of teams/departments in older Vistex releases, and either replacing or supplementing the use of SAP organizational structures.

Available levels of organizational objects, in standard flow sequence, include the following:

- Organization Unit, highest level object, such as a team or department
- Job, generic responsibility such as a manager
- Position, more specific responsibility such as Quality Assurance Manager
- Employee, the person assigned to a position

NOTE: When organizational objects are created in Vistex, only the object ID is sent to the SAP database, to prevent ID overlap. No mapping is required.

2.8.4.1.1.1 Attributes

To capture and track information, you can use the same attribute concept as used in Data Maintenance Resources. Organizational object attributes and composite attributes can be created and grouped, then tied to various organizational objects. Attributes can be included in multiple attribute groups, as needed.
NOTE: Attribute values are not posted to SAP.

2.8.4.1.1.2 Hierarchy

Hierarchies created using the Organizational Object Hierarchy transaction can be used to depict the structure of the organizational objects as they are used for internal structures or external partner structures. External persons and multiple levels of employees can be included in the hierarchies.

Hierarchy types are defined in configuration. You can specify in configuration, how the organizational object types can be nested. For example, you can specify that a certain employee type (or all employee types) can only be linked to a specific job type (or all job types).

2.8.4.1.2 Access

2.8.4.1.2.1 Organizational Object Workbenches

- Organizational Unit Workbench /IRM/GOUM
- Position Workbench /IRM/GOPM
- Job Workbench /IRM/GOJM
- Employee Workbench /IRM/GOEM

2.8.4.1.2.2 Organizational Object Attributes

- Create Attributes for Employees /IRM/GOEUA
- Organizational Object Attribute Workbench /IRM/GOOATM
- Organizational Object Composite Attribute Workbench /IRM/GOOCAM
- Attribute Group Workbench /IRM/GOOAGM

2.8.4.1.2.3 Organizational Object Hierarchy

- Organizational Object Hierarchy /IRM/GOOHIM
2.8.4.1.3 Setup

Use the Organizational Object Management section of configuration to define the following:

- Object types: unit type, position type, job type, employee type
  Attribute groups and address types (mailing, shipping, etc.) can be attached to each object type.
- Hierarchy types: assign organizational category and additional (display only/required) fields
2.8.4.2 **Employee Workbench**

2.8.4.2.1 **Definition**

Use the Employee Workbench to create and maintain employee organizational objects. For companies that have not implemented SAP HCM, employee organizational objects can be used to pay sales compensation outside the SAP system.

Employee types are defined in configuration. For each employee type, configure the attribute groups and address types to be used.

2.8.4.2.2 **Access**

Transaction code: /IRM/GOEM

2.8.4.2.3 **Structure**

The Employee Workbench screen is organized into the following areas:

- **Search and Worklist**
  Use the Search and Worklist to view selected employees in a grid format. From the grid, click on an employee number to display that employee in focus in the Work Area.

- **Work Area**
  Use the Work Area to maintain one employee. In the standard Vistex implementation, the Work Area contains the following tabs in the Header section:
  - **Personal Data**, which is used to store required employee information.
  - **Address**
  - **Address Overview**
  - **Attributes**
    A tab appears for each attribute group defined in configuration for the employee type. To view the attributes for all groups, click on the **Attributes Overview** button.
  - **Access**
  - **Hierarchy**, which displays hierarchy information entered using Organizational Object Hierarchy.
• Notes
• Admin Data

NOTE: Functions accessed from the menu bar apply only to the employee displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

IMPORTANT: Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.

2.8.4.2.4 Procedures

Creating an Employee
Displaying an Employee
Copying an Employee
Maintaining an Employee
Deleting an Employee
2.8.4.3  Position Workbench

2.8.4.3.1  Definition

Use the Position Workbench to create and maintain position organizational objects. Positions represent specific responsibilities such as Quality Assurance Manager or Vice President of Finance, as opposed to jobs, which are more generic responsibilities such as manager or vice president.

Position types are defined in configuration. For each position type, configure the attribute groups and address types to be used.

2.8.4.3.2  Access

Transaction code: /IRM/GOPM

2.8.4.3.3  Structure

The Position Workbench screen is organized into the following areas:

- **Search and Worklist**
  Use the Search and Worklist to view selected positions in a grid format. From the grid, click on an position number to display that position in focus in the Work Area.

- **Work Area**
  Use the Work Area to maintain one position. In the standard Vistex implementation, the Work Area contains the following tabs in the Header section:
  - **Address**
  - **Address Overview**
  - **Attributes**
    A tab appears for each attribute group defined in configuration for the position type. To view the attributes for all groups, click on the **Attributes Overview** button.
  - **Access**
  - **Hierarchy**, which displays hierarchy information entered using Organizational Object Hierarchy.
  - **Notes**
Admin Data

NOTE: Functions accessed from the menu bar apply only to the position displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

IMPORTANT: Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.

2.8.4.3.4 Procedures

Creating a Position
Displaying a Position
Copying a Position
Maintaining a Position
Deleting a Position
2.8.4.4 Job Workbench

2.8.4.4.1 Definition

Use the Job Workbench to create and maintain job organizational objects. Jobs represent generic responsibilities such as a manager or vice president, as opposed to positions, which are more specific responsibilities such as Quality Assurance Manager or Vice President of Finance.

Job types are defined in configuration. For each job type, configure the attribute groups and address types to be used.

2.8.4.4.2 Access

Transaction code: /IRM/GOJM

2.8.4.4.3 Structure

The Job Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected jobs in a grid format. From the grid, click on an job number to display that job in focus in the Work Area.
- Work Area
  Use the Work Area to maintain one job. In the standard Vistex implementation, the Work Area contains the following tabs in the Header section:
    - Attributes
      A tab appears for each attribute group defined in configuration for the job type. To view the attributes for all groups, click on the Attributes Overview button.
    - Access
    - Hierarchy, which displays hierarchy information entered using Organizational Object Hierarchy.
    - Notes
    - Admin Data
NOTE: Functions accessed from the menu bar apply only to the job displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

IMPORTANT: Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.

2.8.4.4.4 Procedures

Creating a Job
Displaying a Job
Copying a Job
Maintaining a Job
Deleting a Job
2.8.4.5 Organizational Unit Workbench

2.8.4.5.1 Definition

Use the Organizational Unit Workbench to create and maintain organizational unit objects. The organizational unit is the top level in the organizational structure.

Organizational unit types are defined in configuration. For each organizational unit type, configure the attribute groups and address types to be used.

2.8.4.5.2 Access

Transaction code: /IRM/GOUM

2.8.4.5.3 Structure

The Organizational Unit Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected organizational units in a grid format. From the grid, click on an organizational unit number to display that organizational unit in focus in the Work Area.

- Work Area
  Use the Work Area to maintain one organizational unit. In the standard Vistex implementation, the Work Area contains the following tabs in the Header section:
    - Address
    - Address Overview
    - Attributes
      A tab appears for each attribute group defined in configuration for the organizational unit type. To view the attributes for all groups, click on the Attributes Overview button.
    - Access
    - Hierarchy, which displays hierarchy information entered using Organizational Object Hierarchy.
    - Notes
Admin Data

NOTE: Functions accessed from the menu bar apply only to the organizational unit displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

IMPORTANT: Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.

2.8.4.5.4 Procedures

Creating an Organizational Unit
Displaying an Organizational Unit
Copying an Organizational Unit
Maintaining an Organizational Unit
Deleting an Organizational Unit
2.8.4.6 Organizational Object Hierarchy

2.8.4.6.1 Definition

Use Organizational Object Hierarchy to create and maintain structures of organizational objects. A hierarchy can depict an internal organization, such as a Sales Department, or an external structure, such as the organization of a customer’s Contract Department.

External persons and multiple levels of employees can be included in the hierarchies.

Hierarchy types are defined in configuration. Additional fields can be configured to display on the screen for a specific hierarchy type.

2.8.4.6.2 Access

Transaction code: /IRM/GOOHIM

2.8.4.6.3 Structure

The Organizational Object Hierarchy screen is organized into two panes:

- Hierarchy (left pane)
- Search Results (right pane)

The following buttons appear above the left pane:

<table>
<thead>
<tr>
<th>Button</th>
<th>Action</th>
<th>Alternate Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Display]</td>
<td>Display ↔ Change Toggle between Display mode and Change mode.</td>
<td>F6</td>
</tr>
<tr>
<td>![Change]</td>
<td>Change Hierarchy Selections Display the Hierarchy Selections window to reselect the display criteria.</td>
<td>Shift+F8</td>
</tr>
</tbody>
</table>

The Valid On or Valid From/Valid To fields above the left pane display the date(s) chosen in the Hierarchy Selections window. If you select a date range, the resulting hierarchy cannot be edited. The Valid On date defaults to the current date; the range defaults to the current date through 12/31/9999.
# 2.8.4.6.3.1 Hierarchy

The Hierarchy section (left pane) displays the existing hierarchy. The following buttons appear in the section:

<table>
<thead>
<tr>
<th>Button</th>
<th>Action</th>
</tr>
</thead>
</table>
| ![Assignment Details](image1) | Assignment Details  
For a selected row in the hierarchy, displays the object ID and validity dates. |
| ![Unassign](image2) | Unassign  
To remove the selected object from the hierarchy. |
| ![Expand Subtree](image3) | Expand Subtree  
Expand all levels of the hierarchy. |
| ![Collapse Subtree](image4) | Collapse Subtree  
Collapse all levels of the hierarchy. |
| ![Find](image5) | Find  
Find a term within the grid values. The system highlights any cell that contains the term. |
| ![Recalculate Columns](image6) | Recalculate Columns  
Highlight at least one numeric column, and then select a type of calculation (Total, Mean Value, Minimum, or Maximum) from the dropdown list. |
| ![Print View](image7) | Print View  
Print the grid content. |
| ![Choose Layout](image8) | Choose Layout  
Choose, change, save, and manage column layouts within the ALV grid. |
| ![Details](image9) | Details  
View selected records in a vertical column format in a separate window. |

The following fields appear in the hierarchy:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hierarchy</td>
<td>Name of the organizational object, in a nested display.</td>
</tr>
</tbody>
</table>
| Object Category | Type of organizational object. Options:  
- Organizational Unit  
- Position  
- Job  
- Employee  
- External Person |
| Object Id | Numeric identifier for the organizational object. Click on the link to view that organizational object. |
| Name | Name of the organizational object. |
2.8.4.6.3.2 Search Results

Use the right pane to search for organizational objects to be added to the hierarchy. The Search pane appears only in Change mode.

The following buttons appear in the pane:

<table>
<thead>
<tr>
<th>Button</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assignments</td>
<td>For the selected organizational object(s), displays the Assignment Details pop-up to enter validity dates, and then adds the object(s) to the hierarchy.</td>
</tr>
<tr>
<td>Search</td>
<td>View the search criteria screen. Enter the search criteria, and then click on the Execute button to perform the search.</td>
</tr>
<tr>
<td>Search More</td>
<td>After you perform a search, use Search More to retain the results from the previous search, perform a new search, and append the new results to the list already displayed.</td>
</tr>
</tbody>
</table>
| Other Selection | Used to select the organizational object type to search. You must select a type to view the applicable search fields for that type. Options:  
  - Organizational Unit  
  - Position  
  - Job  
  - Employee  
  - External Person |
<p>| Sort in Ascending Order | Sort the data in a selected column in ascending alphanumeric sequence. |
| Sort in Descending Order | Sort the data in a selected column in descending alphanumeric sequence. |
| Find | |</p>
<table>
<thead>
<tr>
<th>Find a term within the grid values. The system highlights any cell that contains the term.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Find Next</td>
</tr>
<tr>
<td>Find the next instance of a term searched for previously.</td>
</tr>
<tr>
<td>Set Filter</td>
</tr>
<tr>
<td>Select a column, and then click the Set Filter button to set and delete column filters.</td>
</tr>
<tr>
<td>Total (restricted to relevant numeric columns)</td>
</tr>
<tr>
<td>Highlight at least one numeric column, and then select a type of calculation (Total, Mean Value, Minimum, or Maximum) from the dropdown list.</td>
</tr>
<tr>
<td>Subtotals (active only when the Total button is used)</td>
</tr>
<tr>
<td>If you used the Total button to calculate the total for a selected column, you also may have the system calculate subtotals. Click to view a dialog window. In that window, check the checkbox of the column used to calculate subtotals.</td>
</tr>
<tr>
<td>Export</td>
</tr>
<tr>
<td>Export the entire contents of the grid area to the selected document type/file type.</td>
</tr>
<tr>
<td>Choose Layout</td>
</tr>
<tr>
<td>Choose, change, save, and manage column layouts within the ALV grid.</td>
</tr>
</tbody>
</table>

The fields in the pane differ, depending on the type of organization object displayed.

### 2.8.4.6.4 Procedures

- Creating an Organizational Object Hierarchy
- Displaying an Organizational Object Hierarchy
- Maintaining an Organizational Object Hierarchy
2.8.4.7 Organizational Objects Attributes

2.8.4.7.1 Organizational Object Attribute Workbench

2.8.4.7.1.1 Definition

An attribute defines the values allowed for an organizational object. You can maintain an unlimited amount of attributes for an organizational object. There are multiple uses for the attribute, such as:

- Maintaining unlimited attributes using field labels that are customized for your business.
- Maintaining attribute data globally that applies to all maintenance levels or individually at the sales area or company code level.
- Displaying organizational object data that is organized and tailored to your company needs.
- Maintaining attributes for various organizational objects that your business uses.

2.8.4.7.1.2 Access

Transaction code: /IRM/GOOATM

2.8.4.7.1.3 Structure

The Organizational Object Attribute Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected attributes in a grid format. From the grid, click on an attribute number to display that attribute in focus in the Work Area.
- Work Area
  Use the Work Area to maintain one attribute. In the standard Vistex implementation, the Work Area contains the following tabs:
  - General
  - Values, used to specify the actual attribute values. For example, for a Material Period Indicator Attribute, the attribute values may be P for Period according to the fiscal year, M for Monthly, W for Weekly, T for Daily, and ' ' for Initial Value.
  - Keywords, used to store a list of keywords for the attribute.
• Additional Data, an extra tab that can hold additional fields programmed to appear.
• Admin Data

NOTE: Functions accessed from the menu bar apply only to the attribute displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

IMPORTANT: Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.

The following graphic displays the basic elements of the Organizational Object Attribute Workbench. Please note that the graphic is not drawn to scale.

![Graphic showing basic elements of the Organizational Object Attribute Workbench]

2.8.4.7.1.4 Procedures

Creating an Organizational Object Attribute
Displaying an Organizational Object Attribute
Viewing an Organizational Object Attribute Where-Used List
Maintaining an Organizational Object Attribute
Viewing an Organizational Object Attribute Change Log
Deleting an Organizational Object Attribute
2.8.4.7.2 Organizational Object Composite Attribute Workbench

2.8.4.7.2.1 Definition

A composite attribute is a collection or grouping of two or more attributes that are tied together and dependent on each other. The combination of values is used to create a unique record. For example, two related attributes might be certifications received and training course dates attended. A composite attribute is created for these two attributes to link them together. When a user enters values for the composite attribute, the user will always enter both values.

Composite attributes are assigned to attribute groups, just like other attributes. However, they appear in the organizational object workbenches as a sub-tab of the attribute group tab.

There are three steps to creating a composite attribute:

1. Use the Organizational Object Attribute Workbench to create the attributes to be included in the composite attribute.
2. Use the Organizational Object Composite Attribute Workbench to create a composite attribute, and assign the created attributes to that composite attribute.
3. Use the Organizational Object Attribute Workbench to create an attribute with a composite attribute data type, and assign the composite attribute.

A composite attribute can be created with a change number that will be valid until a new change number is created. Change numbers have a start date but no end date. After a change number is assigned to a composite attribute, change numbers must be used for all future maintenance.

NOTE: A composite attribute must be type CATR (composite attribute) to work in an attribute group or attribute set and to work in the organizational object workbenches.

2.8.4.7.2.2 Access

Transaction code: /IRM/GOOCAM
2.8.4.7.2.3 Structure

The Organizational Object Composite Attribute Workbench screen is organized into the following areas:

- **Search and Worklist**
  Use the Search and Worklist to view selected composite attributes in a grid format. From the grid, click on a composite attribute number to display that attribute rule in focus in the Work Area.

- **Work Area**
  Use the Work Area to maintain one composite attribute.

**NOTE:** Functions accessed from the menu bar apply only to the composite attribute displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

**IMPORTANT:** Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.

2.8.4.7.2.4 Procedures

Creating an Organizational Object Composite Attribute
Displaying an Organizational Object Composite Attribute
Viewing an Organizational Object Composite Attribute Where-Used List
Maintaining an Organizational Object Composite Attribute
Viewing an Organizational Object Composite Attribute Change Log
Deleting an Organizational Object Composite Attribute
2.8.4.7.3 Attribute Group Workbench

2.8.4.7.3.1 Definition

An attribute group allows flexible grouping based on the business requirements as they are defined rather than how the system thinks they should be defined. Using attribute group allows you to create and maintain an unlimited variety of groups of attributes.

When an attribute group is created, a relationship between an organizational object type (unit, job, position, employee) and an attribute group is created in configuration. The attribute groups then appear as tab headings in the organizational object workbenches, which allows the user to display the specific tabs/attribute groups for the attributes the user is responsible for entering.

NOTE: Composite attributes assigned to an attribute group appear in the organizational object workbenches as a sub-tab of the attribute group tab.

2.8.4.7.3.2 Access

Transaction code: /IRM/GOOAGM

2.8.4.7.3.3 Structure

The Attribute Group Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected attribute groups in a grid format. From the grid, click on an attribute group number to display that group in focus in the Work Area.

- Work Area
  Use the Work Area to maintain one attribute group.

NOTE: Functions accessed from the menu bar apply only to the attribute group displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

IMPORTANT: Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.

The following graphic displays the basic elements of the Attribute Group Workbench. Please note that the graphic is not drawn to scale.
2.8.4.7.3.4 Procedures

Creating an Attribute Group
Displaying an Attribute Group
Viewing an Attribute Group Where-Used List
Maintaining an Attribute Group
Viewing an Attribute Group Change Log
Deleting an Attribute Group
2.8.4.7.4 Create Attributes for Employees

2.8.4.7.4.1 Definition

The Create Attributes for Employees utility is used to mass create DM employee attributes from standard SAP employee attributes. This transaction typically is run time during implementation. Results are displayed in a grid format.

2.8.4.7.4.2 Access

Transaction code: /IRM/GOEUA

2.8.4.7.4.3 Structure

The following buttons appear on the Create Attributes for Employees mass processing screen:

<table>
<thead>
<tr>
<th>Button</th>
<th>Action</th>
</tr>
</thead>
</table>
| ![Create Attribute] | Create Attribute  
Used to create the selected SAP attributes in IP. This button is available after at least one field has been chosen.  
When this button is clicked, the system displays a log to inform you if the attributes were successfully created. If successful, the line color of the selected attributes is changed to appropriately reflect that the attributes already exist. |
| ![Select All] | Select All  
Select all lines in the grid. |
| ![Deselect All] | Deselect All  
Unselect all lines in the grid. |
| ![Search and Replace] | Search and Replace  
Search for a selected value and replace that value with a specified value. |
| ![Color Legend] | Color Legend  
View the color legend associated with the grid. |
| ![Details] | Details  
View selected records in a vertical column format in a separate window. |
### Sort in Ascending Order
Sort the data in a selected column in ascending alphanumeric sequence.

### Sort in Descending Order
Sort the data in a selected column in descending alphanumeric sequence.

### Find
Find a term within the grid values. The system highlights any cell that contains the term.

### Find Next
Find the next instance of a term searched for previously.

### Export
Export the entire contents of the grid area to the selected document type/file type.

### Choose Layout
Choose, change, save, and manage column layouts within the ALV grid.

The following fields appear in the grid:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table Name</td>
<td>SAP table name or structure.</td>
</tr>
<tr>
<td>Field Name</td>
<td>SAP field name within the table name/structure. Click on the link to view the data element.</td>
</tr>
<tr>
<td>Short Description</td>
<td>SAP short description for the field name.</td>
</tr>
<tr>
<td>Field Selection</td>
<td>Checkbox is checked if attributes in the grid can be created. NOTE: The checkbox will exist for attributes that cannot be created or already have been created, but the system will prohibit the user from selecting the checkbox.</td>
</tr>
<tr>
<td>Attribute Name</td>
<td>SAP characteristic name that was created using transaction CT04 (Characteristics).</td>
</tr>
<tr>
<td>Attribute Description</td>
<td>SAP characteristic description that was created using transaction CT04 (Characteristics).</td>
</tr>
<tr>
<td>No input</td>
<td>Check the checkbox if the attribute is not ready for input.</td>
</tr>
<tr>
<td>Entry Required</td>
<td>Check the checkbox is assigning a value to the attribute is required.</td>
</tr>
<tr>
<td>Value Rule</td>
<td>Selected value rule assigned to the attribute. When a value is added to an attribute, the system performs an ECC check for that attribute. If the assigned value rule is violated, a message will appear, based on the message type assigned in configuration.</td>
</tr>
</tbody>
</table>
2.8.4.7.4.4 Procedure

Creating Attributes for Selected Employees
2.8.5 Restrictions

2.8.5.1 Restrictions Overview

2.8.5.1.1 Definition

SAP user authorizations control access to screens and fields, and data can be segregated by company division. However, data within any field cannot be restricted. For example, a user cannot be limited to entering only specific materials.

Access Framework/Restrictions enables business users to limit the authority to view or maintain a Vistex data field. Restrictions provide data-level and context-level security and controls to limit the usage of data per field by organizational object (organizational unit, job, position, employee, external person).

Restrictions can be assigned at any/all organizational object levels. Therefore, a user is not only limited by restrictions set at the employee level, but also at the position, job, and organizational unit level. All restrictions defined at all organizational object levels will be executed for a user.

If defined, certain actions will be performed whenever a user attempts to access/maintain restricted data.

Restrictions are supported for the following business objects:

- Claims
- Transactions
- Agreements
- Master Requests
- Deals (Data Maintenance Pricing)

2.8.5.1.2 Setup

The system delivers configuration that lists the available business objects, plus their sections (such as Header) and qualifiers.

To set up restrictions for a business object, use the following steps:

1. Create restrictions in the Restriction Workbench.
NOTE: If search help variants will be used in restrictions, create them using the Restriction Search Help Variant Workbench (/IRM/GRTSHM).

2. Group restrictions into a profile in the Restriction Profile Workbench.
3. Assign the profile to users, in the Access tab of the Organizational Object workbenches.

2.8.5.1.2.1 Restriction Workbenches

Use the Restriction workbenches to create and maintain the restrictions. For each restriction, enter the authorized fields and allowed values, as well as the actions that will occur when an unauthorized user tries to access/maintain the field.

The following workbenches are provided in IP:

- Claims Restriction (/IRM/GCRRTM)
- Transaction Restriction (/IRM/GRCARTM)
- Agreement Restriction (/IRM/IPAGRRTM)
- Master Request Restriction (/IRM/IPPQRTM)

2.8.5.1.2.2 Restriction Profile

Use the Restriction Profile workbenches to create groups of restrictions that will be processed at the same time. Each restriction profile is assigned a category: Access (header only - used when searching) or Maintenance (using during maintenance).

The following workbenches are provided in IP:

- Claims Restriction Profile (/IRM/GCRRPMP)
- Transaction Restriction Profile (/IRM/GCRPRPMP)
- Agreement Restriction Profile (/IRM/IPAPRPM)
- Master Request Restriction Profile (/IRM/IPPQRPMP)
2.8.5.2 Restriction Search Help Variant Workbench

2.8.5.2.1 Definition

Use the Restriction Search Help Variant Workbench to create the search help variants used in restrictions.

2.8.5.2.2 Access

Transaction code: /IRM/GRTSHM

2.8.5.2.3 Structure

The workbench screen is organized into the following areas:

- **Search and Worklist**
  Use the Search and Worklist to view selected variants in a grid format. From the grid, click on variant number to display that variant in focus in the Work Area.

- **Work Area**
  Use the Work Area to maintain one variant. In the standard Vistex implementation, the Work Area contains the following tabs:
  - **Selections**, used to specify the search criteria for the variant.
  - **Admin Data**

**NOTE:** Functions accessed from the menu bar apply only to the variant displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

**IMPORTANT:** Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.

2.8.5.2.4 Procedures

Displaying a Restrictions Variant
Creating a Restrictions Variant
Copying a Restrictions Variant
Maintaining a Restrictions Variant
Deleting a Restrictions Variant
2.8.5.3 Agreement Restriction Workbench

2.8.5.3.1 Definition

Use the Agreement Restriction Workbench to create and maintain restrictions specific to agreements. For agreements, you may enter restrictions to the header, partner, or rules fields. Enter the authorized fields and allowed values, as well as the actions that will occur when an unauthorized user tries to access/maintain the field.

2.8.5.3.2 Access

Transaction code: /IRM/IPAGRTM

2.8.5.3.3 Structure

The workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected restrictions in a grid format. From the grid, click on restriction name to display that variant in focus in the Work Area.
- Work Area
  Use the Work Area to maintain one restriction. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Fields
  - Values
  - Actions
  - Admin Data

NOTE: Functions accessed from the menu bar apply only to the restriction displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

IMPORTANT: Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.
2.8.5.3.4  Procedures

Displaying an Agreement Restriction
Creating an Agreement Restriction
Copying an Agreement Restriction
Maintaining an Agreement Restriction
Viewing an Agreement Restriction Where-used List
Deleting an Agreement Restriction
2.8.5.4 Agreement Restriction Profile Workbench

2.8.5.4.1 Definition

Use the Agreement Restriction Profile Workbench to create and maintain groups of agreement restrictions that will be processed at the same time. Restriction profiles then can be assigned to the following organizational objects:

- Organization Unit, highest level object, such as a team or department
- Job, generic responsibility such as a manager
- Position, more specific responsibility such as Quality Assurance Manager
- Employee, the person assigned to a position

Each restriction profile is assigned a category: Access (header only - used when searching) or Maintenance (using during maintenance).

2.8.5.4.2 Access

Transaction code: /IRM/IPAGRPM

2.8.5.4.3 Structure

The workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected restriction profiles in a grid format. From the grid, click on restriction profile name to display that variant in focus in the Work Area.
- Work Area
  Use the Work Area to maintain one restriction profile. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Restriction
  - Qualifier, used to specify further conditions, such as specific documents
  - Admin Data

NOTE: Functions accessed from the menu bar apply only to the restriction profile displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.
IMPORTANT: Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.

2.8.5.4.4 Procedures

Displaying an Agreement Restriction Profile
Creating an Agreement Restriction Profile
Maintaining an Agreement Restriction Profile
Deleting an Agreement Restriction Profile
2.8.5.5  Master Request Restriction Workbench

2.8.5.5.1  Definition

Use the Master Request Restriction Workbench to create and maintain restrictions specific to master requests. For master requests, you may enter restrictions to the header, partner, or rules fields. Enter the authorized fields and allowed values, as well as the actions that will occur when an unauthorized user tries to access/maintain the field.

2.8.5.5.2  Access

Transaction code: /IRM/IPPQRTM

2.8.5.5.3  Structure

The workbench screen is organized into the following areas:

- **Search and Worklist**
  Use the Search and Worklist to view selected restrictions in a grid format. From the grid, click on restriction name to display that variant in focus in the Work Area.

- **Work Area**
  Use the Work Area to maintain one restriction. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Fields
  - Values
  - Actions
  - Admin Data

**NOTE:** Functions accessed from the menu bar apply only to the restriction displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

**IMPORTANT:** Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.


2.8.5.5.4 Procedures

Displaying a Master Request Restriction
Creating a Master Request Restriction
Copying a Master Request Restriction
Maintaining a Master Request Restriction
Viewing a Master Request Restriction Where-used List
Deleting a Master Request Restriction
2.8.5.6  Master Request Restriction Profile Workbench

2.8.5.6.1  Definition

Use the Master Request Restriction Profile Workbench to create and maintain groups of master request restrictions that will be processed at the same time. Restriction profiles then can be assigned to the following organizational objects:

- Organization Unit, highest level object, such as a team or department
- Job, generic responsibility such as a manager
- Position, more specific responsibility such as Quality Assurance Manager
- Employee, the person assigned to a position

Each restriction profile is assigned a category: Access (header only - used when searching) or Maintenance (using during maintenance).

2.8.5.6.2  Access

Transaction code: /IRM/IPPQRPM

2.8.5.6.3  Structure

The workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected restriction profiles in a grid format. From the grid, click on restriction profile name to display that variant in focus in the Work Area.
- Work Area
  Use the Work Area to maintain one restriction profile. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Restriction
  - Qualifier, used to specify further conditions, such as specific documents
  - Admin Data
NOTE: Functions accessed from the menu bar apply only to the restriction profile displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

IMPORTANT: Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.

2.8.5.6.4 Procedures

Displaying a Master Request Restriction Profile
Creating a Master Request Restriction Profile
Maintaining a Master Request Restriction Profile
Deleting a Master Request Restriction Profile
2.8.5.7 Claims Restriction Workbench

2.8.5.7.1 Definition

Use the Claims Restriction Workbench to create and maintain restrictions specific to claims. For claims, you may enter restrictions to the header, item, or partners fields. Enter the authorized fields and allowed values, as well as the actions that will occur when an unauthorized user tries to access/maintain the field.

2.8.5.7.2 Access

Transaction code: /IRM/GCRRTM

2.8.5.7.3 Structure

The workbench screen is organized into the following areas:

- **Search and Worklist**
  Use the Search and Worklist to view selected restrictions in a grid format. From the grid, click on restriction name to display that variant in focus in the Work Area.

- **Work Area**
  Use the Work Area to maintain one restriction. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Fields
  - Values
  - Actions
  - Admin Data

NOTE: Functions accessed from the menu bar apply only to the restriction displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

IMPORTANT: Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.
2.8.5.7.4 Procedures

Displaying a Claim Restriction
Creating a Claim Restriction
Copying a Claim Restriction
Maintaining a Claim Restriction
Viewing a Claim Restriction Where-used List
Deleting a Claim Restriction
2.8.5.8 Claims Restriction Profile Workbench

2.8.5.8.1 Definition

Use the Claims Restriction Profile Workbench to create and maintain groups of claim restrictions that will be processed at the same time. Restriction profiles then can be assigned to the following organizational objects:

- Organization Unit, highest level object, such as a team or department
- Job, generic responsibility such as a manager
- Position, more specific responsibility such as Quality Assurance Manager
- Employee, the person assigned to a position

Each restriction profile is assigned a category: Access (header only - used when searching) or Maintenance (using during maintenance).

2.8.5.8.2 Access

Transaction code: /IRM/GCRRPM

2.8.5.8.3 Structure

The workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected restriction profiles in a grid format. From the grid, click on restriction profile name to display that variant in focus in the Work Area.
- Work Area
  Use the Work Area to maintain one restriction profile. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Restriction
  - Qualifier, used to specify further conditions, such as specific documents
  - Admin Data

NOTE: Functions accessed from the menu bar apply only to the restriction profile displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.
IMPORTANT: Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.

2.8.5.8.4 Procedures

Displaying a Claim Restriction Profile
Creating a Claim Restriction Profile
Maintaining a Claim Restriction Profile
Deleting a Claim Restriction Profile
2.8.5.9 Transaction Restriction Workbench

2.8.5.9.1 Definition

Use the Transaction Restriction Workbench to create and maintain restrictions specific to transaction documents. For transactions, you may enter restrictions to the header, item, or partners fields. Enter the authorized fields and allowed values, as well as the actions that will occur when an unauthorized user tries to access/maintain the field.

2.8.5.9.2 Access

Transaction code: /IRM/GRCARTM

2.8.5.9.3 Structure

The workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected restrictions in a grid format. From the grid, click on restriction name to display that variant in focus in the Work Area.
- Work Area
  Use the Work Area to maintain one restriction. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Fields
  - Values
  - Actions
  - Admin Data

NOTE: Functions accessed from the menu bar apply only to the restriction displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

IMPORTANT: Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.
2.8.5.9.4 Procedures

Displaying a Transaction Restriction
Creating a Transaction Restriction
Copying a Transaction Restriction
Maintaining a Transaction Restriction
Viewing a Transaction Restriction Where-used List
Deleting a Transaction Restriction
2.8.5.10 Transaction Restriction Profile Workbench

2.8.5.10.1 Definition

Use the Transaction Profile Workbench to create and maintain groups of transaction restrictions that will be processed at the same time. Restriction profiles then can be assigned to the following organizational objects:

- Organization Unit, highest level object, such as a team or department
- Job, generic responsibility such as a manager
- Position, more specific responsibility such as Quality Assurance Manager
- Employee, the person assigned to a position

Each restriction profile is assigned a category: Access (header only - used when searching) or Maintenance (using during maintenance).

2.8.5.10.2 Access

Transaction code: /IRM/GRCARPM

2.8.5.10.3 Structure

The workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected restriction profiles in a grid format. From the grid, click on restriction profile name to display that variant in focus in the Work Area.
- Work Area
  Use the Work Area to maintain one restriction profile. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Restriction
  - Qualifier, used to specify further conditions, such as specific documents
  - Admin Data

NOTE: Functions accessed from the menu bar apply only to the restriction profile displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.
IMPORTANT: Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.

2.8.5.10.4 Procedures

Displaying a Transaction Restriction Profile
Creating a Transaction Restriction Profile
Maintaining a Transaction Restriction Profile
Deleting a Transaction Restriction Profile
2.9 Chargeback Reporting and Analytics

2.9.1 Reporting and Analytics Overview

2.9.1.1 Definition

The Vistex advanced analytics tool provides one place to have visibility to results from multiple systems. Data can be captured from your Vistex system, BI/BW, external databases, and paid data collection agencies, then replicated to the analytics system and stored locally. Imported data can be cleaned, validated, enriched, and manipulated, based on user-defined rules. The resulting data is presented as a data set, which in Vistex is called a "report". Each report contains the aggregated data, which can be given to a reporting application content creator to design how the data will be presented visually for the end user to explore.

Vistex data also can be included in reports created using the following:

- Business Intelligence/Business Warehouse
  Vistex delivers extractors, cubes, and content for SAP BW.
- Crystal reports
  Native integration within Vistex for formatted visualization.
- SAP BusinessObjects Explorer, SAP BusinessObjects Cloud, SAP BusinessObjects Lumira

2.9.1.2 Analytics Content Access Points

Analytics content can be accessed from the following:

- Embedded analytics in Fiori
  Contextual analytics can be accessed from Vistex Fiori transactions, such as tracking.
- Dashboards
  Data from combined sources can be accessed from dashboards in Vistex Fiori transactions.
- Statements
  Designed using the Vistex Statement Designer in Fiori. (The design tool in Fiori also is used to create agreement clauses and templates.)
2.9.1.2.1 VIZI Statements

Vistex statements are used to create printable partner or employee statements for a specific period.

Statement setup includes the following:

- Configuration
  The Statements node in /IRM/IPSPRO provides configuration to define content repositories for statement content and images, and then assign a repository to a statement type.

- Data sources
  Statement data sources are defined in the Data Source Workbench and the Report Workbench.

- Statement Workbench
  You can use the GUI Statement Workbench (/VIZI/STM) to assign data sources/context to the statement. Statement design is performed in the Fiori transaction, which is set up using the Statement Workbench UI Profile Workbench (/VTA/BSTUPM) and Search Profile Workbench (/VTA/BSTUSPM). The Sections and Pages tabs in the (GUI) Statement Workbench are populated from the Statement Designer. A Log tab (in both GUI and Fiori versions) tracks the generated statement.

  In Fiori, use the Statement Designer (Layout tab in the Fiori version of the Statement Workbench) to format the statement. The Statement Designer provides drag and drop functionality to design and change the header, footer, and content areas on each page. Components of an area can include text, formatted addresses, tables, forms, bar codes, and images.

  A preview option is provided from both the Fiori and GUI versions of the workbench.

  NOTE: Vistex statements can be published to VIBES.

2.9.1.3 Back-end Core Components

Following is a description of the Vistex analytics building blocks:

- Data Model
  A business logical collection of data areas, which defines the application for reporting. Each data area in the data model points to a table, and the data model specifies the relationship between the tables. When Vistex is the source system, data models used to pull data from the Vistex IP applications into reports are delivered in Vistex and can be inherited to the analytics system. If Vistex is not the source system, the data model must be built from scratch.

- Reporting Fields
  Fields used in a report can be imported from the data model or created, if needed. Each reporting field contains a description and the field’s properties, which can be unique to the field or inherited from a user-defined field type.

- Entity (optional)
  Generated table that stores values for a group of related reporting fields, for example, customer
address or other customer master data fields. Entities are used to avoid repeating data in each record of the results; the results instead point to the entity number.

- **Description Store (optional)**
  Text table used to store characteristic values for a key reporting field. Values can be stored by language, if needed.

- **Data Sources**
  Data can be fetched from source system tables, views, or data models; in an SAP source system, data also can be gathered from infoset and BEx queries and function modules. In addition, a data store can be used as the data source, rather than reading directly from the source system.

- **Data Store**
  Storage container for data aggregated from various data sources; acts like a table. Saves time by eliminating the need to collect data from the source system every time a report is generated. Data objects can be used to cleanse data imported from a file, before it is stored in a data store. Data stores can be updated from data objects and/or replication.

- **Replication**
  Automates the process of updating the data stores based on changes to source system data.

- **Extract**
  Subset of the results. The extracted report can be stored in one of the following application file formats: Excel, JSON, CSV, or QlikView (QVD, QVW).

### 2.9.1.4 Configuration and Setup

In Vistex, the Data Administrator performs configuration and setup to:

- Configure the General Settings and Basic Functions described below.
- Import (or build) the data models.
- Create the reporting fields, as needed.
- Define the data stores where collected data will be stored.
- Pull/import data from data sources.
  Imported data can be cleansed using Data Objects before it is stored in the data store.
- Create, execute, and save the reports.

**NOTE:** Additional configuration is required in SAP to define a logical system and create an RFC connection.

### 2.9.1.4.1 Vistex Configuration

Configuration, accessed from the transaction /VIZI/SETUP, includes the following nodes:

- **General Settings**, which stores the user-defined number ranges for the analytics components, plus additional settings
- **Data Objects**, which contains activities for the data object functionality used by the analytics components
- **Basic Functions**, which contains activities used to define the following:
- Domain, a categorization/label assigned to the source system, used to connect pieces of configuration.
  Example domains: Vistex Claims, BI Data, Third Party Data

- Source System, to name and define the source system, including the category (SAP, eGTMS (Vistex), GTMS (Vistex in the cloud), or BI) and, for remote systems, the RFC (Remote Function Call) destination connection (maintained in SM59 in SAP).

- Field Group, logical collection of reporting fields

- Period Profile (optional), to define reporting periods to be used rather than entering date ranges for report data

- Report Type, a label used to describe a type of data extract and the file path for storing the report results. When you create a report, you assign it a report type.

### 2.9.1.4.2 Vistex Setup

The following setup transactions are accessed from the transaction /VIZI/SETUP:

- Data Model Workbench (/VIZI/DMM), used to build each non-delivered application. If Vistex is the source system, the data models are delivered. Use the Data Model Workbench to view a list of the data models delivered for a specific domain and source system, and then select the ones to be imported. When re-importing a data model previously imported, you can either overwrite the existing data model or specify a name for the new one. Data model specific fields can be created, and fields can be excluded from the import.

- Reporting Field Workbench (/VIZI/RFM), to define the characteristics and values of each field assigned to reports.

- Description Store Workbench (/VIZI/DESTM), to define a storage location used to store the description of characteristic values for a specific reporting (key) field. Descriptions can be captured from a source system (Update Mapping tab) or uploaded from a file (Upload button or use the transaction /VIZI/DESTUPL). Use the Data tab, as needed, to manually maintain the descriptions. When done, activate the store using the Activate button. Based on display controls in the report, descriptions from the description store may be displayed in the report.

- Data Source Workbench (/VIZI/DSM), to define the data sources used in the reports

- Data Store Workbench (/VIZI/DSTM), to store aggregated data from various sources. Data can be uploaded from a file into the data store, posted from data objects, or mapped from a source system using the replication process. In the workbench, define the data store on the Fields tab and then activate it to have the system generate the new data store. Anchor fields assigned to the data store can be individual reporting fields or entity reporting fields.

To track how data is updated from the source system using the replication process, the Admin Data tab displays the name of the table that stores the links between the data store records and source documents, for the Data Model and Anchor Area specified in the Update Mapping tab.

- Replication Workbench (/VIZI/RPLM), to generate the tables and triggers used to update the data stores to include changes made in source system data.
• **Report Workbench** (**/VIZI/REPM**), to define selections for running a report, define the results to be analyzed, prepare the report based on a sequence of steps, map stored data fields to the result fields, and use business script to manipulate the field data, as needed.  

Additional setup transactions can be accessed from the **/VTA/ namespace:**

• **Data Objects**, to cleanse (non-SAP, non-Vistex) data uploaded from an external system. Configure and activate the data model in Data Objects, then generate a file template from the data model version. Upload the file from the external system using transaction **/VTA/BDOUPL**. Process the uploaded data, using rules defined for the data model. After the uploaded object is cleansed, post it to a data store using the Create Subsequent Objects **/VTA/BDOSOC** transaction with Load Data Store as the Posting option.

• **Document Map for Data Stores** (**/VIZI/DSTDCM**), to define how cleansed (source) data will be mapped to data store (target) fields. For each field, indicate if the system should overwrite or accumulate the data store field value each time the data store is updated. In the Data Model Workbench, enter the document map name on the Postings tab for the cleansed version before posting data to the data store.

• **Business Script**, to create global formulas in the applications to manipulate data in a reporting field.

### 2.9.1.4.3 Additional Transactions

**NOTE:** Upload transactions require a file template.

• **Execute Report** **/VIZI/RPUPL**
  You can execute a report from either this transaction or the Report Workbench. Report execution can be scheduled as a background job. The new extract(s) can either overwrite the existing file(s), be appended to the existing file(s), or be stored separately.

• **Upload Data Store** **/VIZI/DSTUPL**
  **NOTE:** Requires a file template created in the Data Store File Template Workbench (**/VIZI/DSTFTPM**). Upload execution can be scheduled as a background job.

• **Delta Load Data Store** **/VIZI/DST_LOAD**
  You can execute the delta load for selected data stores/data models. Load execution can be scheduled as a background job.

• **Upload Description Store** **/VIZI/DESTUPL**
  **NOTE:** Requires a file template created in the Description Store File Template Workbench (**/VIZI/DESTFTPM**). You can perform the upload either from this transaction or from the Description Store Workbench (**/VIZI/DESTM**). Upload execution can be scheduled as a background job.

• **Export Description Store** **/VIZI/DESTEXP**
  Specify the file format for the export. You can perform the export either from this transaction or from the Description Store Workbench (**/VIZI/DESTM**). Export execution can be scheduled as a background job.
2.9.1.5 Report Consumption

The consumption layer takes the report results or extracts and consumes the data for end users to view.

Use the Dashboard Workbench (/VIZI/RAM) to create the following:

- reporting views, to produce charts and tiles that contain report data.
- dashboards, to create a tile-based user interface that provides links to the reporting views. Six tiles appear per page.
2.9.2 Analytics Setup

2.9.2.1 Reporting Field Workbench

2.9.2.1.1 Definition

Output related fields used in a report can be imported from the data model or created in the Reporting Fields Workbench. Each reporting field contains a description and the field’s properties, which can be unique to the field or inherited from a user-defined field type.

2.9.2.1.2 Access

Transaction code: /VIZI/RFM

2.9.2.1.3 Structure

The Reporting Fields Workbench is organized into three sections, each accessed from the vertical blue menu in the left pane:

- Field Types
- Reporting Fields
- Value Table

Click on a section name in the menu to view that section. Each section consists of two areas:

- Search and Worklist
  Use the Search and Worklist to view selected data in a grid format. From the grid, click on a field type/field/value table name to display it in focus in the Work Area.
- Work Area
  Use the Work Area to maintain one field type/field/value table.

NOTE: Functions accessed from the menu bar apply only to the data displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.
2.9.2.1.3.1 Field Types (Optional)

Use the Field Types section of the workbench to create, maintain, and activate re-usable generic field types. For example, you may need 20 fields that have the same technical characteristics, such as data type and number of decimal places. You can create a custom field type, and then assign that field type to multiple reporting fields; the field to field type relationship is the same as the field to data element relationship. When creating a reporting field, if you do not assign a field type, the system will generate a field type.

NOTE: After the field type is activated, the field type description and Details tab data cannot be changed. After a field type is assigned to a field, that field type cannot be deleted.

2.9.2.1.3.2 Reporting Fields

In the Reporting Fields section you can create, create with reference, or import (to either create or change existing) reporting fields for a specific domain/source system/source type. If importing, the system assigns color codes to the fields.

Creating Fields

When creating a reporting field, you enter a name and description, and then select a field group (from configuration). Assign one of the following categories:

- 1 Characteristic, to define non-measurable fields, such as a character string or currency key
- 2 Metric, to define measurable fields, for example, a currency field.
- 3 Period, to assign a periodic representation, such as a date format or period format.
- 4 Entity, a collection of fields, which acts as master data in reporting

On the General tab, select the Field Type option and enter an existing field type, or select the Data Type option to enter technical characteristics for the field (the system will generate a non-reusable field type from the field definition).

Importing Fields

When importing fields, you select the domain, source system, and source type. The system lists the available fields, color coded to indicate whether the field already exists in the analytics system. For example, certain fields already may have been imported from another source data model.

Fields can be created with a user-defined prefix or suffix added to the field name, if needed. Also, a field to be imported can be flagged to include in a cross reference that tracks the object associated with the field.
2.9.2.1.3.3 Value Table

The value range of a reporting field can be defined in a value table. The value table data is fetched from a specified field in the source system, using one of two load types: Full Load or Delta Load. Use the Simulate button to preview the list of values. If needed, descriptions of the characteristic values can be stored in a text table called a "description store".
2.9.2.2 Data Source Workbench

2.9.2.2.1 Definition

Use the Data Source Workbench to define each data source from which data will be fetched for the reports. The following data source types are available:

- Table or Multiple tables
- View, Attribute view, Analytic view, HANA view, External view, SDA view or Calculation view; or CDS (core data services) view if using HANA
- InfoSet query, or BEx query if using Business Explorer to work with data in BW
- Data model
- Data store or Data store object
- Function module
- Report
- From file
- Cube
- Central fields
- BW fields
- Procedure
- AMDP

When you create a data source, enter a name and description. Use the configured lists to select a domain and a source system. Specify a source type and add additional data, as needed, for that source type. A data source also can be created by copying an existing data source.

If additional business logic is needed to filter the data, use the Load Script field to create the business script.

To view the data in the data source displayed in the Work Area, click on the Simulate button in the application toolbar. Fields defined in the Selection tab can be used to filter the data included in the simulation.

NOTE: In Release 1909, ViZi is available as a matrix data source. The ViZi data can be obtained from any of the areas listed above.

2.9.2.2.2 Access

Transaction code: /VIZI/DSM
2.9.2.2.3 Structure

The Data Source Workbench screen is organized into the following areas:

- **Search and Worklist**
  Use the Search and Worklist to view selected data sources in a grid format. From the grid, click on a data source name to display that data source in focus in the Work Area.

- **Work Area**
  Use the Work Area to maintain one data source. In the standard Vistex implementation, the Work Area contains the following tabs:
  - **Source**
    If the Source Type is Multiple Tables, use this tab to indicate the relationship between a table and its parent table. Relation options are: Matched, All, or Left Outer.
  - **Mapping**
    From the Source Fields list, select and move fields to the mapping grid, which is used to map each source field to a reporting field. For each selected source field, the system will propose a reporting field that has similar properties. You can override the proposed reporting field, as needed. Use the arrow keys to sequence the fields.
  - **Selection (optional)**
    Use this tab to define filters that will be applied when you perform a simulation.
  - **Relation**
    When joining tables, use this tab to map the join field to its related field.
  - **Conversion**
    For currency fields, maintain conversion information.
  - **Where-Used List**
    List of reports that use the data source. Click on the report name to view that report.
  - **Admin Data**
    Displays user ID and date/time when the data source was created and last changed.
2.9.2.3 Replication Workbench

2.9.2.3.1 Definition

Use the Replication Workbench to define and maintain the "replications" used to replicate source system changes into the data stores. Each replication specifies the data areas (in a certain data model) whose changes will be tracked and replicated. For example, in a Claims data model changes might be tracked in the header and item data areas.

To create a replication, specify the data model and a description of the replication. On the Replication tab, enter the data area(s) to be tracked. Activate the replication to have the system generate the tables (in the /VGM/ namespace) and triggers needed to initiate the replication process. The generated tables are:

- Source Change Pointer
  Updated by a trigger; a time stamped entry is added for each changed value.
- Replication
  Replica of the source table values; changes are copied to this table.
- Replication Log
  Stores the previous/old values when a change is made
- New Entries Log
  Stores key fields for inserted/new entries

2.9.2.3.1.1 Replication Process

When a change, addition, or deletion occurs in a data area in the source system, a trigger adds entries to the Source Change Pointer file. On the Replication tab, the affected data area rows are highlighted in yellow, indicating that data replication is needed. Click on the Replicate button (or select the Replicate option from the Extras menu or schedule the replication program as a background job) to update the replication tables from the data source. Then click on the Update Data Stores button (or select the Update Data Stores option from the Extras menu, or schedule the update program as a background job) to replicate (load) the changes to the data store. Changes made to the data store can be viewed from the Data Stores tab.

NOTE: For delta replications (changes to existing values), only the delta values are recorded to the data store. For example, if an existing claim amount is changed from $350 to $400, then only the $50 change is recorded in the data store.
2.9.2.3.2 Access

Transaction code: /VIZI/RPLM

2.9.2.3.3 Structure

The Replication Workbench screen is organized into the following areas:

- **Search and Worklist**
  Use the Search and Worklist to view selected replications in a grid format. From the grid, click on a data model name to display that replication in focus in the Work Area.

- **Work Area**
  Use the Work Area to maintain one replication. In the standard Vistex implementation, the Work Area contains the following tabs:
    - **Replication**
      Displays a list of data areas and the names of the replication tables for each data area. For each generated table, the number of records is displayed next to the table name. Click on the number to view detail for the entries.
    - **Data Stores**
      Lists the changed data stores. Click on the number of records changed to view the detail for the changed records.
    - **Admin Data**
      Displays user ID and date/time when the replication was created and last processed.
2.9.2.4  Report Workbench

2.9.2.4.1  Definition

In Vistex analytics, a "report" is a data extract rather than what the end user views in the reporting tool. Each report is defined in the Report Workbench. Use this workbench to:

- prepare the report, building the sequence of nested steps used to manipulate/aggregate data from data sources
- define the layouts available for the report
- map data source fields into result reporting fields
- attach business scripts used to introduce logic within the manipulation of field values
- simulate the results, using the Simulate button in the application toolbar, to test the report prior to execution. Tracing can be activated for the simulation to provide detail for each step's output.
- specify selections/filters used when running the report
- execute the report, using the Execute button in the application toolbar. A selection screen is used to specify the result/layout and choose the application format for the extract file.

When you create a report, you enter a report name and description, assign a validity date range, and select a report type from the configured list. Then use the Preparation tab to list the steps the system will follow to fetch and aggregate the data from specific data sources.

Filters can be applied to the report data at various levels, to limit the data included in a report extract:

- data source level
  In the data source definition (Data Source Workbench) a business script can be applied at the header level to filter the source data.
- field level
  In the Preparation tab, click on the Operation field for a step to view the Change Operation for Step window. In the Results section, a business script can be entered from the After Merge Script field. In the Fields Mapping tab, a business script can be applied at the mapped field level.
- extract level
  In the Extract tab, a business script can be applied to the extracted data.
- report simulation/execution
  In the Selection tab, selection field values can be entered during report simulation and execution.

2.9.2.4.2  Access

Transaction code: /VIZI/REPM
2.9.2.4.3 Structure

The Report Workbench screen is organized into the following areas:

- **Search and Worklist**
  Use the Search and Worklist to view selected reports in a grid format. From the grid, click on a report name to display that report in focus in the Work Area.

- **Work Area**
  Use the Work Area to maintain one report. In the standard Vistex implementation, the Work Area contains the following tabs:
  - **Selection (optional)**
    After completing the list of steps on the Preparation tab, you can list the selection fields (from the data sources on the Preparation tab) to be used to further filter/limit the data during report execution. For example, you might add an Employee ID field to run the report for one specific employee or add Validity Date fields to run the report only for a certain date range.
  - **Results**
    For a report, multiple output layouts (“results”) can be defined, each consisting of a sequenced list of reporting fields from various data sources. Results can be used as intermediate results used to prepare the main result. Each main result can be flagged for storage in a user-defined file path when you execute the report.

  The tab consists of two grids: Results and Result Fields. In the Results grid, click on the icon in the Results field to maintain the list of fields in the Result Fields grid; the result line is highlighted in yellow when its corresponding Result Fields grid is displayed. In the Result Fields grid, use the buttons above the grid to: create a new reporting field in the Reporting Field Workbench, add fields from a selected data source, add mass fields, or delete selected fields. Use the arrow buttons to sequence the list. In the grid, use the Drilldown field to specify whether to provide functionality to drill down to a report, data source, data store, or value table.

  When you execute a report, you can specify a result, multiple results, or range of results to be executed and stored. If you do not specify a result on the execute selection screen, the system will export all results that are flagged for storage, in the file format(s) chosen on the execution selection screen. Report execution can be scheduled as a background job.

- **Preparation**
  List a sequence of steps to tell the system to read, merge (to merge two results into one), or exclude data in a specific data source. You can drill down from the data source name to view the data source.

  Click on the icon in the Origin field to specify the step type, input parameters, and selections (if any) for each step. Click on the icon in the Operation field to prepare the step results. To merge data from multiple data sources, in the Operation detail use a business script to indicate which data is being merged.
• **Variants**
  Variants can be created to set selections when executing a report.

• **Log**
  Lists the user ID, date/time, variant, and selections for each run.

• **Admin Data**
  Displays user ID and date/time when the report was created and last changed.
2.10 Chargeback Utilities

2.10.1 Batch Trigger for Correspondence

2.10.1.1 Definition

When the correspondence requests are ready, the Batch Trigger for Correspondence transaction controls the output by calling up the appropriate print reports on a company code basis for the individual correspondence requests. Additionally, this transaction reorganizes the table for correspondence requests in accounting and the individual texts entered in it. When reorganization should be carried out depends on when the processed correspondence requests are deleted.

Batch Trigger for Correspondence is usually scheduled as a job once or twice daily so that the correspondence requests that have accumulated in the meantime can be output. Correspondence requests are released for printing. The company codes decide for which correspondence requests processing should take place for and the number of days after which reorganization should take place. Job scheduling can be automated by specifying a repetition period.

2.10.1.2 Access

Transaction code: /IRM/IPGCR
2.10.2 Business Partner Workbench

2.10.2.1 Definition

Use the Business Partner Workbench to enter one-time business partners, such as customers, rather than entering a full master data record. Business partners types, which are defined in configuration, can be a person, organization, or group.

Three change logs are available: general data, address, and address usages.

2.10.2.1.1 Display Profile

In configuration, up to five header display profiles can be attached to a business profile type, to display up to five custom tabs in the Business Partner Workbench. Use Display Profile for Business Partner /IRM/GBPDSP to create the display profiles.

2.10.2.1.2 Address Matching

Address matching functionality can be used to check whether the partner address already exists. To perform address matching, in the Address Overview tab, select an address and click on the Address Match button. Based on configuration of an address match path, potential matches are listed in the Address Matching dialog window. If many results appear, you may specify the number of matches to view on each page, and then select from a list of pages to view later/earlier results.

In configuration, an address match path must be defined to indicate what fields will be used to perform the match. You may specify the following types of fields:

- **Search fields**
  If any of the search fields match an existing address, that partner is listed in the Address Matching window. The system calculates what percentage of the partner address matches the new member's address. In the window you may specify a minimum percentage to filter the results.

- **Filter fields**
  All filter fields must match an existing address in order for that partner to be listed in the Address Matching window. For example, if the filter field is City, only partners in the new member's city will appear in the results.
• Display fields
  These extra fields are not included in matching, but will appear in Address Matching dialog window for information purposes.

The default match path is assigned to a submission type. Initial results in the Address Matching dialog window are based on that match path. However, in the window you may select from a dropdown list of match paths, to view results from another match path. In addition, run Index Business Partner Address (/IR/M/GAMBPIDX) to index the existing addresses for the business partners and Index Details of Partners (/IR/M/GAMIDX) to index business partners detail.

2.10.2.2 Access

Transaction code: /IR/M/GBPM

2.10.2.3 Structure

The Business Partner Workbench screen is organized into the following areas:

• Search and Worklist
  Use the Search and Worklist to view selected business partners in a grid format. From the grid, click on a business partner number to display that business partner in focus in the Work Area.

• Work Area
  Use the Work Area to maintain one business partner. In the standard Vistex implementation, the Work Area contains the following tabs:
  • Address, used to enter address information and search terms
  • Address Overview, used to enter various addresses and address usages
  • Identification, used to enter personal, group, or organization information, depending on the assigned partner type
  • Control, used to specify who can use the business partner
  • Status
  • Notes
  • Admin Data

NOTE: Functions accessed from the menu bar apply only to the business partner displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

IMPORTANT: Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.
2.10.2.4 Procedures

Creating a Business Partner
Displaying a Business Partner
Maintaining a Business Partner
Viewing Business Partner Change Logs
Copying a Business Partner
Deleting a Business Partner
2.10.3 IP Correspondence Triggers

2.10.3.1 Definition

IP Correspondence refers to the mode of communication used to communicate with the partner. The decision made by the system for the kind of correspondence to be used is triggered by a particular event taking place.

Use this transaction to maintain the list of correspondence events. To maintain the list by company code instead, use the Maintain IP Correspondence Triggers (Co Code) transaction (/IRM/0IPG8C).

NOTE: This transaction is the Correspondence Events activity in the Documents section of configuration. The list by company code transaction is the Correspondence Events by Company Code activity in the Documents section of configuration.

2.10.3.2 Access

Transaction code: /IRM/0IPG8

2.10.3.3 Structure

The fields used to maintain the events are:

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>IP Doc. Category</td>
<td>Function for which correspondence is sent to partner. Use the dropdown to select the document category.</td>
</tr>
<tr>
<td>IP Type</td>
<td>Application for which correspondence is being used.</td>
</tr>
<tr>
<td>Participant Role</td>
<td>Type of partner involved in the process.</td>
</tr>
<tr>
<td>Participant</td>
<td>Particular partner for the process. If all partners of the type specified in the Partner Role field are to be selected, enter an asterisk (*) in this field.</td>
</tr>
<tr>
<td>Correspondence</td>
<td>Type of correspondence to be used when all the above criteria are met.</td>
</tr>
<tr>
<td>Medium</td>
<td>Message transmission medium. Output may be printed, faxed, or sent by other means, such as electronic mail or Electronic Data Interchange (EDI).</td>
</tr>
</tbody>
</table>
2.10.4 User Settings

2.10.4.1 Chargeback User Settings

2.10.4.1.1 Definition

Every user can change his/her settings for the Chargeback application.

The following user settings can be changed to override the settings defined in configuration:

- **Create Zero Value Items**
  By default, no calculation line item is created for any line item in the source document whose chargeback value is zero. If the user wants the zero value items to be created, then the user must check this box.

- **Show Zero Value Items**
  If the user chooses to create the zero value items, then by checking this box the zero value items are shown. If "Create Zero Value Items" is checked but "Show Zero Value Items" is not checked, then the zero value items are created but not displayed.

- **Switch Signs**
  By default, the chargeback amount is shown positive and the debit/credit indicator indicates whether the chargeback is incoming or outgoing. If the checkbox is checked, an outgoing chargeback will be indicated as a negative value and an incoming chargeback will be indicated as a positive value.

- **Show Deleted Items**
  Check the checkbox to show deleted calculation line items.

- **Display Profile**
  If using display profiles for GUI screens, select the default split list display profile to be used.

Click on [ ] to use the settings only during the current session; click on the [ ] Save button to save the settings for the current user.

2.10.4.1.2 Access

Transaction code: /IRM/IPCBUSET
2.10.4.2 Claim User Settings

2.10.4.2.1 Definition

Every user can change his/her settings for Claims.

NOTE: You also can access the settings from the Claims Workbench. From the menu bar, select Environment → User Settings.

The following user settings can be changed to override the settings defined in configuration:

- Show Zero Value Items
  Check the checkbox to show zero value line items on the claim.
- Show Calculated Values
  Check the checkbox to show calculated values in claim line items.

Click on the checkmark to use the settings only during the current session; click on the Save button to save the settings for the current user.

2.10.4.2.2 Access

Transaction code: /IRM/GCRUSET
2.10.4.3 Transaction User Settings

2.10.4.3.1 Definition

Every user can change his/her settings for transaction documents.

NOTE: You also can access this transaction from the Transaction Workbench. From the menu bar, select Environment → User Settings.

The following user settings can be changed to override the settings defined in configuration:

- **Show Zero Value Items**
  Check the checkbox to show zero value line items on the transaction document.

- **Show Calculated Values**
  Check the checkbox to show calculated values on the transaction document.

Click on ✅ to use the settings only during the current session; click on the ✅ Save button to save the settings for the current user.

2.10.4.3.2 Access

Transaction code: /IRM/GRCAUSET
2.10.4.4 Partner Communication User Settings

2.10.4.4.1 Definition

Every user can change his/her settings for Partner Communication.

NOTE: You also can access this transaction from the Partner Communication Workbench. From the menu bar, select Environment → User Settings.

The following user setting can be changed to override the settings defined in configuration:

- **Switch Signs**
  By default, the partner communication amount is shown positive and the debit/credit indicator indicates whether the partner communication is incoming or outgoing. If the checkbox is checked, an outgoing partner communication will be indicated as a negative value and an incoming partner communication will be indicated as a positive value.

Click on to use the settings only during the current session; click on the Save button to save the settings for the current user.

2.10.4.4.2 Access

Transaction code: /IRM/IPPUCSET
2.10.5 Team/Department Workbench

2.10.5.1 Definition

Use the Team/Department Workbench to create and maintain teams/departments.
Teams/departments can be assigned to header display profiles, to allow only the users defined in the team/department to view the display profile.

2.10.5.2 Access

Transaction code: /IRM/GTDM

2.10.5.3 Structure

The Team/Department Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected teams/departments in a grid format. From the grid, click on a team/department number to display that team/department in focus in the Work Area.
- Work Area
  Use the Work Area to maintain one team/department.

NOTE: Functions accessed from the menu bar apply only to the team/department displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

IMPORTANT: Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.

2.10.5.4 Procedures

Displaying a Team/Department
Creating a Team/Department
Maintaining a Team/Department
Deleting a Team/Department
3 User Experience

3.1 Role Workbench

3.1.1 Definition

Use the Role Workbench to define roles for the UI applications. The role restricts which workspaces a user who is assigned to the role can enter. When the user navigates to an application in the UI, the system displays the UI profiles for the application, based on the active role that the user is assigned to. To access the Fiori application, each user must be assigned to a role.

For each role, assign the following:

- workspaces, from those defined in the Workspace Workbench (/IRM/GWSM)
- UI profiles, from those defined in the UI Profile Workbench
- search profiles, from those defined in the Search Profile Workbench
  NOTE: If using the UI 2.0 Application, you do not need to assign the search profiles to the role.
- search domains, from those defined in the Search Domain Workbench
  A search domain can be used to execute a freestyle search from the home page of a Fiori application.
- Launchpad attributes, whether to show/hide Favorites and Search functions
- users, each of which can be assigned to only one active role (can be assigned to any number of inactive roles)

NOTE: A role must be activated to be used by the UI.

As of Release 1709, Vistex provides pre-delivered configuration for the UI objects. For each UI object, the configuration includes the data areas, functions, and structures assigned to each application.

3.1.2 Access

Transaction code: /IRM/GURLM
3.1.3  Structure

The Role Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected roles in a grid format. From the grid, click on a role name to display that role in focus in the Work Area.

- Work Area
  Use the Work Area to maintain one role. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Workspaces
  - UI Profiles
  - Search Profiles  
    NOTE: This tab is not used for the UI 2.0 Application
  - Search Domains, to restrict the search to certain domains. Assigning a search domain to a rule will activate the freestyle search functionality on the Fiori home page.
  - Attributes, to specify the date format (if using the UI 2.0 Application), and indicate whether to show/hide the Search and Favorites on the Fiori home page.
  - Users, to assign users to the role.
  - Admin Data

NOTE: Functions accessed from the menu bar apply only to the role displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

3.1.4  Procedures

Displaying a Role
Creating a Role
Activating a Role
Copying a Role
Maintaining a Role
Deleting a Role
3.2 Workspace Workbench

3.2.1 Definition

GUI transactions and/or URL’s can be added to a workspace individually or imported to the workspace from a selected SAP role. Links are grouped into sections, and sections may be nested. Sections are arranged on the page in a two-column format, based on system-assigned or user-assigned column and row numbers.

Individual workspaces may be combined into composite workspaces. For a composite workspace, all the links from the individual workspaces will appear in the Launchpad.

As a workspace is designed or changed, the designer can preview, by language, how the sections will appear in the Launchpad workspace area.

3.2.2 Access

Transaction code: /IRM/GWSM

3.2.3 Structure

The Workspace Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view information for selected workspaces in a grid format. From the grid, click on a workspace name to display that workspace in focus in the Work Area.
- Work Area
  Use the Work Area to maintain one workspace. For a composite workspace, a grid is used to list the workspaces in the composite. For an individual workspace, a series of tabs is used to design the workspace. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Links
  - Sections
  - Preview
• Notes
• Admin Data

NOTE: Functions accessed from the menu bar apply only to the workspace displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

IMPORTANT: Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.

3.2.4 Procedures

Displaying a Workspace
Creating an Individual Workspace
Creating a Composite Workspace
Using a Role to Create a Workspace
Copying a Workspace
Deleting a Workspace
3.3 Search Profile Workbench

3.3.1 Definition

Use the Search Profile Workbench to define the search and results pages used in the UI application and the GUI search screens.

NOTE: A search profile must be activated to be used.

- **UI Application:**
  After the search profile is created, it must be converted to a (list) UI profile. After the UI profiles are defined, they are attached to roles in the Role Workbench (/IRM/GURLM). The role controls which Launchpad workspaces a user can enter. When the user navigates to an application in the UI, the system displays the UI profile for the application, based on the role.

- **GUI Screens:**
  The active search profiles will be listed in the Search Profile dropdown on the search screens.

3.3.2 Access

The Search Profile Workbench transaction code is application specific:

<table>
<thead>
<tr>
<th>Object</th>
<th>Transaction Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agreement</td>
<td>/IRM/IPAGUSPM</td>
</tr>
<tr>
<td>Agreement Request</td>
<td>/IRM/IPARUSPM</td>
</tr>
<tr>
<td>Direct Agreement</td>
<td>/IRM/IPDAUSPM</td>
</tr>
<tr>
<td>Claim, Claim Validation</td>
<td>/IRM/GCRUSPM</td>
</tr>
<tr>
<td>Clause</td>
<td>/IRM/GCLUSPM</td>
</tr>
<tr>
<td>Template</td>
<td>/IRM/GTPUSPM</td>
</tr>
<tr>
<td>Evaluation</td>
<td>/IRM/GEVUSPM</td>
</tr>
<tr>
<td>Flexible Group</td>
<td>/IRM/GFGUSPM</td>
</tr>
<tr>
<td>Partner Communication</td>
<td>/IRM/IPPCUSPM</td>
</tr>
<tr>
<td>Transaction, Transaction Validation</td>
<td>/IRM/GRCAUSPM</td>
</tr>
<tr>
<td>Composite - Calculation Run and Individual Tracking</td>
<td>/IRM/IPCIUSPM</td>
</tr>
</tbody>
</table>
3.3.3 Structure

The Search Profile Workbench screen is organized into the following areas:

- **Search and Worklist**
  
  Use the Search and Worklist to view selected search profiles in a grid format. From the grid, click on a search profile name to display that search profile in focus in the Work Area.

- **Work Area**
  
  Use the Work Area to maintain one search profile. In the standard Vistex implementation, the Work Area contains the following tabs:
  
  - Search
  - Result
  - Functions
  - Admin Data

  **NOTE:** Functions accessed from the menu bar apply only to the search profile displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

3.3.4 Procedures

Displaying a Search Profile
Creating a Search Profile
Converting a Search Profile to a UI Profile
Activating a Search Profile
Copying a Search Profile
Maintaining a Search Profile
Deleting a Search Profile
3.4 UI Profile Workbench

3.4.1 Definition

Use the UI Profile Workbench to define the view and access of data in each UI application.

After UI profiles are defined, they are attached to roles in the Role Workbench (/IRM/GURLM). The role controls which workspaces a user can enter. When the user navigates to an application in the UI, the system displays the search profile and UI profile for that application, based on the role.

In each UI profile define the following:

- sections, which are the tabs displayed in the UI
- fields, which can be grouped in a tab under separate headings
- functions, which are assigned by section or globally for the application

NOTE: A UI profile must be activated to be used by the UI.

3.4.1.1 Live Planner

In Release 6.0E SP6 Live Planner is included in the UI Profile Workbench. Live planner maintains the rules and promotions whenever a mapping profile is saved. The live planner is then automatically generated when the document is created. In order for the $BB/unit to be displayed in the live planner, users must maintain the value and validity when mapping key figures in the mapping profile. Additionally, users must flag the Anchor Rule field to combine $BB/unit based on the flexible period to generate a cumulative record. When the Anchor Rule field is not flagged, the live planner will only display the existing record.

After adding a promotion to a master agreement’s rule, when the live planner is refreshed in Fiori the grid will regenerate to include the new rules.

3.4.1.2 Clauses and Templates

In Release 6.0E SP6, a new Qualifier section was added to the Clause UI profile transactions. Similar to the Qualifier section in the GUI, this functionality allows users to easily reference information from a specified object type. The Qualifier section can be added to any existing Clause UI profile.
When setting up the Clause tile in Fiori the workspace for clauses and templates (ZGBLWRKSP) must be selected. The UI Type is defined as Document, and the Context is set to Object Type and Application.

### 3.4.2 Access

The UI Profile Workbench transaction code is application specific:

<table>
<thead>
<tr>
<th>Object</th>
<th>Transaction Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activity</td>
<td>/IRM/GACUPM</td>
</tr>
<tr>
<td>Agreement</td>
<td>/IRM/IPAGUPM</td>
</tr>
<tr>
<td>Agreement Request</td>
<td>/IRM/IPARUPM</td>
</tr>
<tr>
<td>Direct Agreement</td>
<td>/IRM/IPDAUPM</td>
</tr>
<tr>
<td>Claim, Claim Validation</td>
<td>/IRM/GCRUPM</td>
</tr>
<tr>
<td>Clause</td>
<td>/IRM/GCLUPM</td>
</tr>
<tr>
<td>Template</td>
<td>/IRM/GTPUPM</td>
</tr>
<tr>
<td>Evaluation</td>
<td>/IRM/GEVUPM</td>
</tr>
<tr>
<td>Flexible Group</td>
<td>/IRM/GFGUPM</td>
</tr>
<tr>
<td>Process Observer</td>
<td>/IRM/GPOUPM</td>
</tr>
<tr>
<td>Trade Calendar</td>
<td>/IRM/GTCUPM</td>
</tr>
<tr>
<td>Transaction, Transaction</td>
<td>/IRM/GRCAUPM</td>
</tr>
<tr>
<td>Validation</td>
<td></td>
</tr>
<tr>
<td>Composite - Calculation Run</td>
<td>/IRM/IPCIUPM</td>
</tr>
<tr>
<td>and Individual Tracking</td>
<td></td>
</tr>
<tr>
<td>Master Request, Master</td>
<td>/IRM/IPPQUPM</td>
</tr>
<tr>
<td>Agreement, Revisions</td>
<td></td>
</tr>
<tr>
<td>Planning, Proforma, Scenario</td>
<td>/IRM/IPMXUPM</td>
</tr>
<tr>
<td>Customer List</td>
<td>/IRM/GCULUPM</td>
</tr>
<tr>
<td>Territory List</td>
<td>/IRM/IPGTUPM</td>
</tr>
<tr>
<td>Product List</td>
<td>/IRM/GPLUPM</td>
</tr>
<tr>
<td>Vendor List</td>
<td>/IRM/GVNLUPM</td>
</tr>
<tr>
<td>Aggregation*</td>
<td>/IRM/BDOUPM</td>
</tr>
</tbody>
</table>

*UI profiles in non-HANA environments are only supported for non-aggregation. This prevents line items from aggregating in a UI profile by marking the Aggregation Type field in the Qualifier tab with an X.

### 3.4.3 Structure

The UI Profile Workbench screen is organized into the following areas:
• Search and Worklist
  Use the Search and Worklist to view selected UI profiles in a grid format. From the grid, click on a UI profile name to display that search profile in focus in the Work Area.

• Work Area
  Use the Work Area to maintain one UI profile. In the standard Vistex implementation, the Work Area contains the following tabs:
  • Attributes (Composite/Tracking only), to indicate the applicable deployment codes and versions.
  • Qualifiers (not for Claim Validation, Transaction Validation, or Composite Tracking)
  • Sections
  • Fields
  • Functions
  • Field Groups
  • Section Groups (Agreement, Agreement Request, and Master Request only)
  • Snapping Header
  • Summary View
  • Admin Data

NOTE: Functions accessed from the menu bar apply only to the UI profile displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

3.4.4 Procedures

Displaying a UI Profile
Creating a UI Profile
Adding an Extension Function
Activating a UI Profile
Copying a UI Profile
Maintaining a UI Profile
Deleting a UI Profile
3.5 Designer

3.5.1 Definition

Initially released in 1709, Designer in Fiori maintains the text/data for clauses with various customization options.

3.5.1.1 Language

The user has an option to select the language for the clause. The user clicks on the Add button to select the required language.

3.5.1.2 Full Screen

The user has an option to view the clause data in full screen using the Full Screen icon at the upper right. The same button is used to exit from full-screen view.

3.5.1.3 Layout

The layout is present on the left side of the Designer tab. It includes layout options for the page and its components. The components section includes the icons listed below.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Name</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TABLE</td>
<td>Insert a table to display filed data from a ViZi data source or report (Row &amp; Column)</td>
</tr>
<tr>
<td></td>
<td>CROSS TABLE</td>
<td>A cross table is a two-way table consisting of columns and rows. It is also known as a pivot table or a multi-dimensional table.</td>
</tr>
<tr>
<td></td>
<td>FORM</td>
<td>Display data in a top - down format</td>
</tr>
</tbody>
</table>
As of Release 1909, Designer in Fiori includes two new features.

### 3.5.1.4 Watermark

Users can generate a customized watermark for their documentation. Using text or an uploaded image, users can adjust the size, position, and rotation of the watermark.

### 3.5.1.5 Flexible Group Explode

When viewing the Selected Fields for a clause in Fiori, there are two options for viewing the flexible groups:

- **In Place** – exploded flexible group appears within the same column of the initial table in the document, better suited to smaller flexible groups
- **Appendix** – shows full flexible group appended to the end of the document
3.6 Search Profiles for Data Objects

3.6.1 Search Profile Workbench

3.6.1.1 Definition

Use the Search Profile Workbench to define, by data model and version, user-defined sets of search fields (with default values, if desired). The search fields can be header fields or section fields (based on a specified path), and can be defined to default either a single value or multiple values.

Search fields defined in the Search Profile Workbench and layouts defined in the Data Model Workbench (/VTA/BDODMM) are used in the Dashboard to perform mass maintenance across data objects in one data model.

3.6.1.2 Access

Transaction code: /VTA/BDOPAM

3.6.1.3 Structure

The Search Profile Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view a list of selected search profiles in a grid format. From the grid, click on a search profile name to display that search profile in focus in the Work Area.
- Work Area
  Use the Work Area to maintain one search profile. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Search
  - Qualifier
  - Result
  - Admin Data
NOTE: Functions accessed from the menu bar apply only to the search profile displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

IMPORTANT: Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.

3.6.1.4 Procedures

Displaying a Search Profile
Creating a Search Profile
Maintaining a Search Profile
Deleting a Search Profile
3.6.2 Search Profile Workbench (Validation Run)

3.6.2.1 Definition

Use the Search Profile Workbench to define user-defined sets of search fields (with default values, if desired) for the validation run. The search fields can be header fields or section fields (based on a specified path), and can be defined to default either a single value or multiple values.

3.6.2.2 Access

Transaction code: /VTA/BDOVRPAM

3.6.2.3 Structure

The Search Profile Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view a list of selected search profiles in a grid format. From the grid, click on a search profile name to display that search profile in focus in the Work Area.

- Work Area
  Use the Work Area to maintain one search profile. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Search
  - Qualifier
  - Result
  - Admin Data

NOTE: Functions accessed from the menu bar apply only to the search profile displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

IMPORTANT: Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.
3.6.2.4 Procedures

Displaying a Search Profile
Creating a Search Profile
Maintaining a Search Profile
Deleting a Search Profile
3.7 UI Profile for Data Objects

3.7.1 Data Object UI Profile Workbench

3.7.1.1 Definition

After you create the search profiles, use the UI Profile Workbench to define the view and access of data in the following data object applications:

- Data Search and Process (Dashboard)
  UI profiles are created for a data model, version, aggregation type (if using aggregation views), and path. If the UI profile is List with Processing, the data can be maintained directly in the search results.
- Data Object
  Create a list UI profile from an existing search profile. Search fields and fields in the results are populated from the search profile.

Document UI profiles are created for a specified data model, version, and view - either an aggregated (Summary) view or a non-aggregated (Detail) view. Aggregated views are available only in a HANA environment. In both types of views, the user can drill down into the child section data.
- Validation Run
  Create a list UI profile for the search and worklist, and a document UI profile for the detail display.

In each UI profile define the following:

- qualifiers (document UI type only), to specify the data model, version, and view
- header, which can be customized using the snapping header functionality
- sections, which are the tabs/areas displayed in the UI. Each section references a data area.

For an aggregated (Summary) view, existing aggregation types are included as data areas. For each aggregation type, there are two additional data areas: one for the header (_H appended to the name) and one for (child) line items (_C appended to the name). Multiple aggregation types can be grouped and displayed on the same UI page.

Global data areas include: Attachments, Notes, Texts, and Status. In addition, the Match Header data area can be used for address matching.
- fields, to specify the fields that will appear on the UI. Fields can be grouped in a tab under separate headings. For list UI profiles, the search fields are from the specified search profile; for document UI profiles, the worklist fields from the specified search profile can be maintained and/or grouped into field groups.
3.7.1.2 Access

Transaction code: /VTA/BDOUPM

3.7.1.3 Structure

The UI Profile Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected UI profiles in a grid format. From the grid, click on a UI profile name to display that search profile in focus in the Work Area.

- Work Area
  Use the Work Area to maintain one UI profile. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Qualifiers, to specify the qualifiers for the document profile, including data model, version, and view. Two views are available: Summary (aggregated view) and Detail (non-aggregated view). For a data search and process list with processing, specify the data model, version, aggregation type (aggregated view), and path.
  
  - Sections
  
  - Fields
  
  - Functions, which includes any custom functions defined in data object configuration.

  - Field Groups
  
  - Section Groups
  
  - Snapping Header
  
  - Summary, to group multiple aggregation types for display on the same UI page.

  - Admin Data

NOTE: Functions accessed from the menu bar apply only to the UI profile displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.
3.7.1.4 Procedures

Displaying a Data Object UI Profile
Creating a Data Object UI Profile
Adding an Extension Function
Activating a Data Object UI Profile
Copying a Data Object UI Profile
Maintaining a Data Object UI Profile
Deleting a Data Object UI Profile
3.8 UI Profile for Aggregation

3.8.1 Aggregation UI Profile Workbench

3.8.1.1 Definition

After you create the search profiles, use the Aggregation UI Profile Workbench to define the view and access of data in the following data object applications:

- **Data Search and Process (Dashboard)**
  UI profiles are created for a data model, version, aggregation type (if using aggregation views), and path. If the UI profile is List with Processing, the data can be maintained directly in the search results.

- **Data Object**
  Create a list UI profile from an existing search profile. Search fields and fields in the results are populated from the search profile.

Document UI profiles are created for a specified data model, version, and view - either an aggregated (Summary) view or a non-aggregated (Detail) view. Aggregated views are available only in a HANA environment. In both types of views, the user can drill down into the child section data.

- **Validation Run**
  Create a list UI profile for the search and worklist, and a document UI profile for the detail display.

In each UI profile define the following:

- **qualifiers** (document UI type only), to specify the data model, version, and view
- **header**, which can be customized using the snapping header functionality
- **sections**, which are the tabs/areas displayed in the UI. Each section references a data area.

For an aggregated (Summary) view, existing aggregation types are included as data areas. For each aggregation type, there are two additional data areas: one for the header (_H appended to the name) and one for (child) line items (_C appended to the name). Multiple aggregation types can be grouped and displayed on the same UI page.

Global data areas include: Attachments, Notes, Texts, and Status. In addition, the Match Header data area can be used for address matching.

- **fields**, to specify the fields that will appear on the UI. Fields can be grouped in a tab under separate headings. For list UI profiles, the search fields are from the specified search profile; for
document UI profiles, the worklist fields from the specified search profile can be maintained and/or grouped into field groups.

- functions, which are assigned by section or globally for the application. Custom functions can be configured.

NOTE: A UI profile must be activated to be used by Fiori.

After UI profiles are defined, they are attached to roles in the Role Workbench (/IRM/GURLM). The role controls which workspaces a user can enter. When the user navigates to an application in the UI, the system displays the search profile and UI profile for that application, based on the role.

### 3.8.1.2 Access

Transaction code: /VTA/BDOUPM

### 3.8.1.3 Structure

The UI Profile Workbench screen is organized into the following areas:

- **Search and Worklist**
  Use the Search and Worklist to view selected UI profiles in a grid format. From the grid, click on a UI profile name to display that search profile in focus in the Work Area.

- **Work Area**
  Use the Work Area to maintain one UI profile. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Qualifiers, to specify the qualifiers for the document profile, including data model, version, and view. Two views are available: Summary (aggregated view) and Detail (non-aggregated view). For a data search and process list with processing, specify the data model, version, aggregation type (aggregated view), and path.
  - Sections
  - Fields
  - Functions, which includes any custom functions defined in data object configuration.
  - Field Groups
  - Section Groups
  - Snapping Header
  - Summary, to group multiple aggregation types for display on the same UI page.
  - Admin Data

NOTE: Functions accessed from the menu bar apply only to the UI profile displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.
3.8.1.4 Procedures

Displaying an Aggregation UI Profile
Creating an Aggregation UI Profile
Adding an Extension Function
Activating an Aggregation UI Profile
Copying an Aggregation UI Profile
Maintaining an Aggregation UI Profile
Deleting an Aggregation UI Profile
3.9 Display Profile (GUI)

3.9.1 Display Profile for Chargebacks

NOTE: Vistex has selected SAP Fiori as the design paradigm for its standard user interface. In cases where the GUI screens described below are used instead of SAP Fiori, display profiles can be used to control the layout of the GUI screens.

3.9.1.1 Definition

A display profile controls the layout of fields on a document-based application GUI screen. The following categories of display profiles can be created:

- Import from File, used to specify the fields that will appear in the Import from File dialog window.
- Header, used to select fields from multiple tabs, and then position and group those fields on the Overview tab. For each selected field, you may indicate whether the field is required or is for display only. As needed, the Overview tab name and icon can be changed.

You also may customize the screen’s title bar. When customizing the title, you may include one or more of the following keywords:

- &MODE&, to display the current mode (Create, Display or Change)
- &TYPE&, to display the document type’s description
- &NUMBER&, to display the document’s number

- Item, used to format the item level ALV grid, including changing the grid title, as well as choosing and renaming the fields to be displayed.
- List, used to format a list, such as a search result list or a document list.
- Split List, used to format both the header and item information when the list contains both.

Creating a display profile does not require configuration; display profiles can be created, assigned to teams/departments or individual users, and activated by power users.

NOTE: List and split list display profiles are applied when the user enters a display profile name in the Display Profile field on the search screen. Header and item display profiles, however, must be assigned to the application document type (chargeback claim type, for example) to take effect.
3.9.1.2 Access

Following is a list of the transaction codes used to create display profiles for chargebacks. Below each transaction code and name are the categories of display profiles that can be created in that transaction, as well as the transactions where those display profiles can be used.

- `/IRM/IPCGDSP – Display Profile for Campaigns
  Categories: Header and List
  Used in: Campaign Workbench /IRM/IPCGM`

- `/IRM/IPCBAGDSP – Display Profile for Agreements
  Categories: Header and List
  Used in: Agreement Workbench /IRM/IPCBASP`

- `/IRM/IPSDADSP - Display Profile for Direct Sales Agreements
  Categories: Header and List
  Used in: Direct Sales Agreement Workbench /IRM/IPSDAM`

- `/IRM/IPPDADSP - Display Profile for Direct Purchasing Agreements
  Categories: Header and List
  Used in: Direct Purchasing Agreement Workbench /IRM/IPPDAM`

- `/IRM/IPCBARDSP – Display Profile for Agreement Request
  Categories: Header and List
  Used in: Agreement Request Workbench /IRM/IPCBARM`

- `/IRM/IPSDARDSP - Display Profile for Direct Sales Agreement Requests
  Categories: Header and List
  Used in: Direct Sales Agreement Request Workbench /IRM/IPSDARM`

- `/IRM/IPPDARDSP - Display Profile for Direct Purchasing Agreement Requests
  Categories: Header and List
  Used in: Direct Purchasing Agreement Request Workbench /IRM/IPPDARM`

- `/IRM/IPCBPGDSP – Display Profile for Programs
  Categories: Header and List
  Used in: Program Workbench /IRM/IPCBPGM`

- `/IRM/IPSDAPGDSP - Display Profile for Direct Sales Programs
  Categories: Header and List
  Used in: Direct Sales Program Workbench /IRM/IPSDAPGM`

- `/IRM/IPSDAPGDSP - Display Profile for Direct Purchasing Programs
  Categories: Header and List
  Used in: Direct Purchasing Program Workbench /IRM/IPPDAPGM`

- `/IRM/IPPQDSP – Display Profile for Master Request
  Categories: Header and List
  Used in: Master Request Workbench /IRM/IPPQRM`

- `/IRM/GCRDSP – Display Profile for Claim
  Categories: Import from File, Header, Item, List, and Split List
  Import from File, Header, Item, and List used in: Claim Workbench /IRM/GCRM and Expected Accrual Workbench /IRM/GEAM
  List also used in: List of Claims /IRM/GCR05
  Split list used in: Process Claims /IRM/GCR33 and Claim Validation /IRM/GCR37`
• /IRM/IRPCDSP – Display Profile for Partner Communication
  Categories: Import from File, Header, Item, and List
  Import from File, Header, Item, and List used in: Partner Communication Workbench /IRM/IPCM

• /IRM/GRCADSP – Display Profile for Transaction
  Categories: Header, Item, List, and Split List
  Header, Item, and List used in: Transaction Workbench /IRM/GRCAM
  List also used in: List of Transactions /IRM/GRCA05
  Split list used in: Process Transactions /IRM/GRCA33 and Transaction Validation /IRM/GRCA37

• /IRM/IPCBDSP – Display Profile for Chargebacks
  Categories: Header, Item, List, and Split List
  Header, Item, and List used in: Chargeback Workbench /IRM/IPCBM
  List also used in: List of Chargebacks /IRM/IPCB05

• /IRM/IPCBCDSP – Display Profile for Composite
  Category: List
  Used in: Calculation Run /IRM/IPCBPCRM

• /IRM/IPCBPADSP – Display Profile for Participation
  Category: Header
  Used in: Participation Workbench /IRM/IPCBPA

• /IRM/GMLDSP – Display Profile for Membership List
  Category: Import from File
  Used in: Membership Workbench /IRM/GMLM

• /IRM/GPLDSP – Display Profile for Product List
  Category: Import from File
  Used in: Product List Workbench /IRM/GPLM

• /IRM/GCLUDSP - Display Profile for Customer List
  Category: Import from File
  Used in: Customer List Workbench /IRM/GCLUDSP

• /IRM/GVNLDSP - Display Profile for Vendor List
  Category: Import from File
  Used in: Vendor List Workbench /IRM/GVNLDSP

• /IRM/GBPDPSP – Display Profile for Business Partner
  Category: Header
  Used in: Business Partner Workbench /IRM/GBPDPSP
4  Vistex Technical

4.1  Enhancements Workbench

4.1.1  Definition

An enhancement is a wrapper around the SAP BAdI implementation transaction, to allow users to write BAdI implementations using either ABAP or Vistex Business Script.

Two types of enhancements are available:

- **Classic**
  The user selects the implementation type. If ABAP, the system transfers to the ABAP Editor; if Business Script, the system transfers to the Business Script Editor. The BAdI is activated from the application toolbar and then cannot be changed. If changes are needed, de-activate the implementation, make the required changes, and then activate the implementation.

- **New**
  Multiple BAdI implementations can be created under one enhancement spot. One BAdI can be activated or deleted at a time.

The class name can be either user-defined or proposed by the system.

Existing BAdIs created without enhancements can be converted to enhancements, as desired.

4.1.2  Access

Transaction code: /IRM/GEHM

4.1.3  Structure

The Enhancements Workbench screen is organized into the following areas:
• Search and Worklist

Use the Search and Worklist to view selected enhancements in a grid format. From the grid, click on an enhancement name to display that enhancement in focus in the Work Area.

• Work Area

Use the Work Area to maintain one enhancement. In the standard Vistex implementation, the Work Area contains the following tabs:
• General
• Methods, to indicate whether the implementation uses ABAP or Business Script, and to access the appropriate code editor.
• Filters, (appears only if there are filters for the BAdI) to select the type of filter for which to provide the implementation.
• Admin Data

NOTE: Functions accessed from the menu bar apply only to the enhancement displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

4.1.4 Procedures

Displaying an Enhancement
Converting an Implementation to an Enhancement
Creating an Enhancement
Maintaining an Enhancement
Deleting an Enhancement
4.2 File Submission Workbench

4.2.1 Definition

Use the File Submission Workbench to create file submission entries that can include files from the following locations:

- desktop (local files), to be uploaded to the path defined in the configured file submission type, OR
- application server files, to be uploaded to the File Store path specified in the entry

File submission entries can be used in the file upload transactions, which support the following file locations:

- Desktop, to upload data from a local file
- File Submission, to upload data from one or multiple existing file submission entries. The user enters individual, multiple, or a range of file submission types, file stores, file references, submitter roles, submitted by, submission dates, and file statuses.
- File Server, to upload data from a specific file on the application server

4.2.2 Access

Transaction code: /IRM/GFSUB

4.2.3 Structure

The File Submission Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected file submission entries in a grid format. From the grid, click on a file submission entry to display it in focus in the Work Area.
- Work Area
  Use the Work Area to create a file submission entry.

NOTE: Functions accessed from the menu bar apply only to the file submission entry displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.
4.2.4 Procedures

Creating a File Submission Entry
Displaying a File Submission Entry
4.3 Message Class Workbench

4.3.1 Definition

Use Message Class Workbench to create messages that can be assigned to a price policy or formula, such as alert formulas based on participant date. The system provides two message classes: GMSG1 and GMSG2. Each class can hold up to 999 user-defined messages.

4.3.2 Access

Transaction code: /IRM/GMSGM

4.3.3 Structure

The Message Class Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected message classes in a grid format. From the grid, click on a message class to display it in focus in the Work Area.
- Work Area
  Use the Work Area to maintain the messages for one message class.

NOTE: Functions accessed from the menu bar apply only to the message class displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

4.3.4 Procedures

Displaying Messages for a Message Class
Adding a Message to a Message Class
Changing a Message in a Message Class
Deleting a Message from a Message Class
4.4 Archiving

4.4.1 Agreement and Pricing Archiving

4.4.1.1 Definition

The following objects can be archived:

- Agreements
- Agreement Requests
- Master Requests
- Price Proposals

4.4.1.2 Configuration

Before the first use of an archiving object, check the following Vistex application-specific Archiving configuration, which is used to set the requirements for archiving.

- For agreements, use Agreement Archiving Control /IRM/0IPAGR21
  Use the parameters to set the residence time for every combination of sales organization and agreement type.
- For agreement requests, use Agreement Request Archiving Control /IRM/0IPAR21
  Use the parameters to set the residence time for every combination of sales organization and agreement request type.
- For master requests, use Master Request Archiving Control /IRM/0GPP21
  Use the parameters to set the residence time for every combination of sales organization and master request type.
- For price proposals, use Price Proposal Archiving Control /IRM/0GPP21
  Use the parameters to set the residence time for every combination of sales organization and price proposal type.
4.4.2 Bucket Archiving

4.4.2.1 Definition

Buckets can be archived to reduce the volume of data in the database tables by writing the data to an archive file outside the database.

4.4.2.2 Configuration

Before archiving buckets, in Archiving configuration access the Setup Archiving Control for Buckets transaction, which is used to set the requirements for archiving. Enter values in the following fields:

- Bucket Type
  List the bucket types that will be archived.
- Residence Time
  Set the residence time in days for each listed bucket type.

4.4.2.3 Archiving Process

The archiving process contains the following steps:

- Set the Completion Status
  The Set Completion Status is set using the (application specific) transaction Process Buckets of Chargebacks /IRM/IPBCK11. Only buckets that are set as complete will be archived.
- Pre-processing
  Checks whether the buckets can be archived.
  From the SARA transaction, enter the Archiving Object /IRM/IPBCK and select the Preprocess action. Enter a variant and maintain the Start Date and Spool Parameters. Click on the Execute button.
- Write
  Copies the existing database tables and creates the archive files. Deletion of the archived data also occurs when the Write report is executed, unless the Delete With Test Variant checkbox is checked in the Write report.
  From the SARA transaction, enter the Archiving Object /IRM/IPBCK and select the Write action.
Enter a variant and maintain the Start Date and Spool Parameters. Click on the Execute button.

- **Read**
  Creates a report used to read the archived buckets.

  From the SARA transaction, enter the Archiving Object /IRM/IPBCK and select the Read action. Click on the Execute button. Enter the bucket(s) to be read and click on . Select the files to be displayed and click .

- **Delete**
  Deletes the archived data from the database, if you chose not to delete the data in the Write program.

  From the SARA transaction, enter the Archiving Object /IRM/IPBCK and select the Delete action. Maintain the Start Date and Spool Parameters. Click on the Execute button.
4.4.3 Composite Archiving

4.4.3.1 Definition

The following composite objects can be archived:

- Calculation Run
- Deployment Code

4.4.3.2 Calculation Run

Before archiving a calculation run, check that any dependent or posting documents related to the calculation run are archived.

4.4.3.2.1 Setting the Completion Status

The Set/Reset Completion Status program is run using the transaction code SE38.

In SE38, run the program /IRM/IPPCCR_CSTAT_UPDATE. Enter the selection criteria, and in the Completion Status section select either the Set or Reset option. When you select the Set option, the system checks the Residence Time, defined in the SARA transaction, to determine whether the calculation run status can be set. After the completion status is set to Complete, the system does not allow changes to the calculation run, unless the completion status is reset.

4.4.3.2.2 Archiving a Calculation Run

The Archiving Calculation Run program is run using the transaction code SE38.

In SE38, run the Write program /IRM/IPPCCR_ARCH_WRITE. Two modes are available:

- Test Mode, which is used for testing purposes only. It lists all the tables for the specific calculation run and indicates whether the calculation run can be archived.
- Production Mode, which is used to archive the calculation run. Execute the program in background.
4.4.3.3 Deployment Codes

Before archiving a deployment code, check the following:

- Calculation runs related to the deployment code should be archived.
- Posting documents (BKPF documents) related to the deployment code should be archived.

4.4.3.3.1 Setting the Completion Status

The Set/Reset Completion Status program is run using the transaction code SE38.

In SE38, run the program /IRM/IPCI_CSTAT_UPDATE. Enter the selection criteria, and in the Completion Status section select the Set option. After the completion status is set to Complete, the system does not allow changes to the deployment code configuration.

4.4.3.3.2 Archiving a Deployment Code

The Archiving Deployment Code program is run using the transaction code SE38.

In SE38, run the Write program /IRM/IPCI_ARCH_WRITE. Two modes are available:

- Test Mode, which is used for testing purposes only. It lists all the participation and deployment code tables for the specific deployment code, and indicates whether the deployment code can be archived.
- Production Mode, which is used to archive the deployment code. Execute the program in background. All the dependent tables will be deleted and archived.

NOTE: To run the delete program manually, check the Del. with Test Vart flag. Run the /IRM/IPCI_ARCH_DELETE report using the transaction code SE30.
4.4.4 Data Objects Archiving

4.4.4.1 Definition

Data objects can be archived to reduce the volume of data in the database tables by writing the data for specific data objects to an archive file outside the database.

NOTE: Cannot archive the data object until the corresponding target application documents (such as claims) are archived (or deleted).

4.4.4.2 Configuration

Before archiving data objects, in the Data Objects configuration (/VTA/DOSETUP) access the Setup Archiving Control transaction, which is used to set the requirements for archiving. Enter values in the following fields:

- Data Model
  List the data models that can be archived.
- Residence Time
  Set the residence time in days (based on the object creation date) for each listed data model.

4.4.4.3 Archiving Process

The archiving process contains the following steps:

- Generate the Archiving Object for the Data Model
  When the data model is activated, an archiving object is generated. The object name is displayed in the Technical Details window in the Data Model Configuration Workbench (/VTA/BDOCM).
- Locate the Field Holding the Archiving Object.
  Use the SE11 transaction to display the contents of the generated table. Enter the data model to be archived, and locate the field that is holding the archiving object.
- View the Structure Definition of the Archiving Object
  Use the AOBJ transaction to view the archiving object. Click on the Structure Definition folder to view the list of tables that will be archived for the data model.
- Set the Completion Status
  The Set Completion Status flag is set using the Reprocess Object Version /VTA/BDOVRPS transaction. Only data objects that are set as complete will be archived.
- Archive (or delete) the target application documents created for the data objects to be archived.
- Pre-processing
  Checks whether the data objects can be archived.

  From the SARA transaction, enter the Archiving Object and select the Preprocess action. Enter a variant and maintain the Start Date and Spool Parameters. Click on the Execute button.
- Write
  Copies the existing database tables and creates the archive files. Deletion of the archived data also occurs when the Write report is executed, unless the Delete With Test Variant checkbox is checked in the Write report.

  From the SARA transaction, enter the Archiving Object and select the Write action. Enter a variant and maintain the Start Date and Spool Parameters. Click on the Execute button.
- Read
  Creates a report used to read the archived data.

  From the SARA transaction, enter the Archiving Object and select the Read action. Click on the Execute button. Enter the data objects to be read and click on . Select the files to be displayed and click .
- Delete
  Deletes the archived data from the database, if you chose not to delete the data in the Write program.

  From the SARA transaction, enter the Archiving Object and select the Delete action. Maintain the Start Date and Spool Parameters. Click on the Execute button.
4.4.5  IP Archiving

4.4.5.1  Definition

The following objects can be archived:

- /IRM/GCR Claims
- /IRM/IPBB Billback Documents
- /IRM/IPCB Chargeback Documents
- /IRM/IPS1 Sales Incentive Documents
- /IRM/IPCR Sales Rebate Documents
- /IRM/IPPR Purchasing Rebate Documents

The archiving process begins with a preprocessing step that sets the documents' Completion Status as eligible for processing, but does not delete any data from the database. Only documents that are set as complete will be archived.

The Write program copies the existing database tables and creates the archive files, then the Delete program deletes the data from the database.

4.4.5.2  Configuration

Before the first use of an archiving object, check the Vistex application-specific Archiving configuration, which is used to set the requirements for archiving. The following input fields are available:

- Sales organization
- Document type, such as claim type for claims
- Residence time for a document in days
  Use these parameters to set the residence time for every combination of sales organization and document type (such as claim type, for claims).
- FORM routine number
  If you have defined an additional check routine for a combination of sales organization and document type (such as claim type for claims), you can enter the number of the check routine.
4.4.5.2.1 Archiving Billback Documents

The following table displays possible value combinations that you can use when maintaining views /IRM/V_TIPAPARM:

<table>
<thead>
<tr>
<th>SOrg</th>
<th>IPTyp</th>
<th>Document days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>2</td>
<td>0001</td>
<td>*</td>
</tr>
<tr>
<td>3</td>
<td>*</td>
<td>BBCK</td>
</tr>
<tr>
<td>4</td>
<td>00*</td>
<td>ZZ*</td>
</tr>
<tr>
<td>5</td>
<td>0001</td>
<td>ZCPB</td>
</tr>
</tbody>
</table>

4.4.5.2.2 Archiving Chargeback Documents

The following table displays possible value combinations that you can use when maintaining views /IRM/V_TIPAPARM:

<table>
<thead>
<tr>
<th>SOrg</th>
<th>IPTyp</th>
<th>Document days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>2</td>
<td>0001</td>
<td>*</td>
</tr>
<tr>
<td>3</td>
<td>*</td>
<td>CHBK</td>
</tr>
<tr>
<td>4</td>
<td>00*</td>
<td>ZZ*</td>
</tr>
<tr>
<td>5</td>
<td>0001</td>
<td>ZCSI</td>
</tr>
</tbody>
</table>

4.4.5.2.3 Archiving Sales Incentive Documents

The following table displays possible value combinations that you can use when maintaining views /IRM/V_TIPAPARM:

<table>
<thead>
<tr>
<th>SOrg</th>
<th>IPTyp</th>
<th>Document days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>2</td>
<td>0001</td>
<td>*</td>
</tr>
<tr>
<td>3</td>
<td>*</td>
<td>ZISI</td>
</tr>
<tr>
<td>4</td>
<td>00*</td>
<td>ZZ*</td>
</tr>
<tr>
<td>5</td>
<td>0001</td>
<td>ZZSI</td>
</tr>
</tbody>
</table>
4.4.5.2.4 Archiving Sales Rebate Documents

The following table displays possible value combinations that you can use when maintaining views /IRM/V_TIPAPARM:

<table>
<thead>
<tr>
<th>SOrg</th>
<th>IPTyp</th>
<th>Document days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>2 0001</td>
<td>*</td>
<td>40</td>
</tr>
<tr>
<td>3</td>
<td>STRB</td>
<td>20</td>
</tr>
<tr>
<td>4 00*</td>
<td>ZZ*</td>
<td>100</td>
</tr>
<tr>
<td>5 0001</td>
<td>ZCR1</td>
<td>1</td>
</tr>
</tbody>
</table>

4.4.5.2.5 Archiving Claim Documents

The following table displays possible value combinations that you can use when maintaining views /IRM/V_TIPAPARM:

<table>
<thead>
<tr>
<th>SOrg</th>
<th>IPTyp</th>
<th>Document days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>2 0001</td>
<td>*</td>
<td>40</td>
</tr>
<tr>
<td>3</td>
<td>STRB</td>
<td>20</td>
</tr>
<tr>
<td>4 00*</td>
<td>ZZ*</td>
<td>100</td>
</tr>
<tr>
<td>5 0001</td>
<td>ZGCR</td>
<td>1</td>
</tr>
</tbody>
</table>

4.4.5.2.6 Archiving Purchasing Rebate Documents

The following table displays possible value combinations that you can use when maintaining views /IRM/V_TIPAPARM:

<table>
<thead>
<tr>
<th>SOrg</th>
<th>IPTyp</th>
<th>Document days</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>2 0001</td>
<td>*</td>
<td>40</td>
</tr>
<tr>
<td>3</td>
<td>PVRB</td>
<td>20</td>
</tr>
<tr>
<td>4 00*</td>
<td>ZZ*</td>
<td>100</td>
</tr>
<tr>
<td>5 0001</td>
<td>ZPR1</td>
<td>1</td>
</tr>
</tbody>
</table>
4.5 Business Script

4.5.1 Business Script Overview

4.5.1.1 Definition

Business Script is a business user scripting language created by Vistex. It contains pre-populated functions to perform calculations and lookups.

Use Business Script to perform the following:

- Configure business rules, as needed
- Define new validations, based on emerging issues
- Create pricing or calculation formulas to reflect new strategies

The Business Script Workbench (/VTA/BSEM) can be used to create and maintain global formulas. In addition, the Business Script Editor is integrated into the following transactions:

- Agreement Policy Workbench (/IRM/IPAGPLM), from the Calculation tab
- Composite Workbench (/IRM/IPCWB) or composite configuration
  Used for alerts, component formulas, subcomponent formulas, version formulas, and ranking formulas.

NOTE: Alerts and Version formulas are for display only in the workbench.

- Data Model Configuration (/VTA/BDOCM)
- Matrix Workbench (/IRM/IPMXM), Computation functions from the Functions tab
- Matrix Workbench (/IRM/IPMXM), Derivations tab, to override normal derivations at the subset and matrix levels
- Subset Workbench (/IRM/IPMXSM), Derivations tab, to override the matrix level business script derivations
- Participation Workbench (/IRM/IPXXPA), from the Formulas tab
- Report Workbench (/IRM/IPRPM)
- Status Flow Workbench (/IRM/GSFM)
4.5.2  Business Script Editor

4.5.2.1  Definition

Use the Business Script Editor to create business rules and formulas used within a specific application. Each script is a series of logical steps that can be maintained separately and sequenced.

4.5.2.2  Access

The editor is integrated into the following transactions:

- Agreement Policy Workbench (/IRM/IPAGPLM), from the Calculation tab
- Composite Workbench (/IRM/IPCWB) or composite configuration Used for alerts, component formulas, subcomponent formulas, version formulas, and ranking formulas.

   NOTE: Alerts and Version formulas are for display only in the workbench.

- Data Model Configuration (/VTA/BDOCM)
- Matrix Workbench (/IRM/IPMXM), Computation functions from the Functions tab
- Matrix Workbench (IRM/IPMXM), Derivations tab, to override normal derivations at the subset and matrix levels
- Subset Workbench (/IRM/IPMXSM), Derivations tab, to override the matrix level business script derivations
- Participation Workbench (/IRM/IPXXPA), from the Formulas tab
- Report Workbench (/IRM/IPRPM)
- Status Flow Workbench (/IRM/GSFM)

4.5.2.3  Structure

The Business Script Editor is organized into the following areas:

- Application Toolbar
- Script Tabs
- Script Logic
4.5.2.3.1 Script Tabs

The Description field appears above the list of tabs. Next to this field is a graphic that indicates whether the script is active (green) or inactive (red).

- General
- Fields
- Steps, to create the script logic.
- Messages
- Review, to review the logic for all the steps in the script.
- Admin Data

4.5.2.3.2 Script Logic

The script logic screen is used to enter and maintain the logic for each script step. The screen is organized into the following areas:

- Function Selection
- Logic Entry, used to view the logic.

4.5.2.4 Procedures

Creating a Business Script
Assigning a Global Message to a Business Script
4.5.3 Business Script Workbench

4.5.3.1 Definition

Use the Business Script Workbench to create global business rules and formulas. Business scripts created in this workbench can be included within application-specific scripts by using the CALL SCRIPT function.

When activated, the logic in a business script is converted into a function module, which can be viewed from the Business Script Workbench. All the functional modules generated for a specific application are assigned to the same function group. Any needed changes should be made to the business script rather than the function module. Deactivate the entire script, make the changes, and then reactivate the script. The system will recreate the function module.

4.5.3.2 Access

Transaction code: /VTA/BSEM

4.5.3.3 Structure

The Business Script Workbench is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view a list of selected business scripts in a grid format. From the grid, click on a business script name to display that business script in focus in the Work Area.
- Work Area
  Use the Work Area to maintain one business script. In the standard Vistex implementation, the Work Area contains the following tabs:
  - General
  - Fields
  - Steps, to create the script logic. From the Steps tab, you access the Script Logic screen.
  - Messages
  - Review, to review the logic for all the steps in the script.
4.5.3.4 Procedures

Creating a Business Script
Assigning a Global Message to a Business Script
4.5.4 Global Messages

4.5.4.1 Definition

Use Global Messages to create custom global messages specifically for business scripts. These messages contain their own numbering. You can either enter this transaction directly or transfer from the business script editor/workbench from the Messages tab.

After a global message is created, it can be added to the business script using the Insert button on the Messages tab in the business script editor/workbench.

4.5.4.2 Access

Transaction code: /IRM/BMSM

4.5.4.3 Procedures

Creating a Custom Global Message
Assigning a Global Message to a Business Script
4.6 Data Objects

4.6.1 Object Overview

4.6.1.1 Definition

The purpose of data objects is to have an intermediate step between receiving a submission of raw data from external sources and loading that data into the appropriate Vistex application files. Rather than sending the raw data directly into system files, the data will first be processed based on a predefined data model. Clean data then can be sent to the application in a format that the application can understand and use.

Data objects functionality has been integrated into the following applications, allowing you to create documents within these applications:

- agreement, direct agreement
- agreement request, direct agreement request
- claim, transaction
- master request
- customer list
- product list
- vendor list
- membership
- Vistex analytical tool

4.6.1.1.1 Use Cases

Data objects can be used in many business processes, such as:

- Contract upload
- GPO membership roster submission
- Distributor sales feeds
- Retail POS transactions
- Industry data (IRI or Nielsen, for example)
- Royalty exploitation
- Managed care utilization
4.6.1.1.2 Data Cleansing Capabilities

Raw data submitted from an external source may require one or more of the following types of data cleansing before it can be loaded into Vistex application files:

- formatting, such as changing numeric values formatted with a negative sign after the value (1-) to values formatted with the negative sign before the value (-1)
- transformation, data scrubbing such as removing a prefix that is not used in Vistex
- derivation, partner lookup for example
- enrichment, for example splitting an address into multiple fields
- validation, to cross reference a customer for example

4.6.1.1.3 Global Change Log

Release 1909 SP1 introduced a more global, less object-specific change log engine which includes Data Objects information.

4.6.1.2 Data Objects Architecture

The organization of a data model includes the following:

- Fields
  Fields can be domain/application-specific or global (available for use in all domains). Fields are grouped into sections.
- Versions
  A version consists of multiple sections, such as header, items, partners, and materials, which
can be nested.
Raw data imported into the system is stored as the initial version. Subsequent versions of the data are created as the data is cleansed/processed. The cleansed version contains the data that will be loaded into the application files.

Predefined mapping controls the flow of data from (source) version to (target) version, section to section, and field to field when a new version is created. Logic defined in data object rules (business script) can be applied as the data is mapped.

### 4.6.1.3 Processing Steps

1. Data file is received from the external source, such as a customer, channel partner, or distributor.
2. Upload the raw data as is, using a file template to map the data to a predefined data model designed to capture all the necessary information for your system. Alternately, an IDOC can be used to import the file.
3. Analyze the data, by running a predefined run profile, to identify trends and decide what cleansing is required.
4. Create a cleansed version of the data. The system will process (cleanse and reformat) the source data, based on predefined groups of rules (rule profiles).
   If needed, you may compare the initial version to the clean version to review the differences.
5. Load/post the clean data into the appropriate application files. Partial postings can be performed from the Object Workbench, if configured for the data model.

### 4.6.1.4 Transactions

The following transactions are used for data models:

- **Object Workbench (VGM namespace transaction code is generated in configuration at the data model level)**
  View (and create) versions of the data. After the data is processed, you can view a message log that details changes made to the data at the line item level.

  Use Object Transactions (/VTA/BDOM) to view a list of the system-generated VGM namespace object transaction codes.

- **Display Log /VTA/BDOLOG**
  Used to display the stored logs.

- **Create Target Version /VTA/BDOTVC**
  Batch program for creating a new version of the object (rather than using the workbench). Parallel processing functionality is provided.
• Reprocess Version /VTA/BDOVRPS  
Batch program used for reprocessing the duplication, matching, rule check, and/or cross reference operations for a selected data model version.

• Cross Reference Maintenance /VTA/BXRM  
Display cross reference entries for a user-defined cross reference type, for example a currency cross reference.

• Update Index Table /VTA/BDOIU  
After changing existing duplication groups, execute this transaction to update the index table used to perform duplication checks. Select the data model, list of object instances for a particular version, submitter role, submitted by, and submission date. The update can be scheduled as a background job.

• Create Subsequent Objects /VTA/BDOSOC  
To create object documents from the cleansed data, run Create Subsequent Object (/VTA/BDOSOC) as a background job for that posting type. Parallel processing functionality is provided.

• Import Data Model Version /VTA/BDOMI  
Create a data model from an IDOC basic type or extension type. Upon execution, a new data model is created, activated, and the version is released. Segments of the type are converted into sections. New fields are created and linked with the domain name.

• Update TREX Index /VTA/BDOTIU  
Push the data objects into the TREX server. Can be run in the background.

• Display Change Log Objects /VTA/BCCDM  
View the change log tables in which changes to data objects will be tracked. The same change log tables are used for all data models.

4.6.1.5 Mass Processing

The transactions used for mass processing data models are:

• Search Profile Workbench /VTA/BDOPAM  
The mass processing transactions do not have standard selection criteria. Instead, a user-defined set of selection fields, called a search profile, is used to fetch and display data, across data objects. For example, in the Dashboard you choose a search profile to display the selection field(s) defined in that search profile. After entering values in the selection fields, the results display in columns, in sequence by section, based on a layout defined for the data model.

• Dashboard (VGM namespace transaction code is generated in configuration at the data model level)  
Perform mass maintenance across data objects in one data model, based on search fields defined in the Search Profile Workbench (/VTA/BDOPAM) and layouts defined in the Data Model Workbench (/VTA/BDODMM).

Use Search and Process Transactions (/VTA/BDO10) to view a list of the system-generated VGM namespace search and process transaction codes.

• Validation Run /VTA/BDOVRM  
Contains the results from the mass maintenance performed on data objects for a data model.
• **Auto Validation Workbench** `/VTA/BDOAVM`
  Run scheduled validation runs.

• **Release Validation Runs** `/VTA/BDOVRP`
  Release one or multiple validation runs, either in the foreground or as a background job.

• **Validation Run Message Log** `/VTA/BDOVRLOG`
  Display saved or released validation run message logs.

• **Delete Data Objects** (`/VTA/BDODEL`)
  Check the Delete Object flag to delete all versions of the selected data model; uncheck to delete only the specified version.

### 4.6.1.6 Upload and Download

The following transactions can be used to upload and download data object data:

• **Upload Objects** `/VTA/BDOUPL`
  Used to upload the raw data file. Parallel processing functionality is provided.

• **Download Objects** `/VTA/BDODNL`
  Used to download data objects for offline maintenance.
  **NOTE:** The transaction supports the use of packages. When using packages, all data across data objects will be downloaded into a single file.

• **File Template for Data Object** `/VTA/BDOFTPM`
  Define the file template required when uploading or downloading the data.

• **File Log** `/VTA/BDOFTPLOG`
  Display a history of every received data file using a file template, including the file name, path, submission information, and time stamp.

• **File Submission Workbench** `/VTA/BFSM`
  Used to schedule a batch job for uploading objects.

• **Upload Cross Reference** `/VTA/BXRUPL`

• **Download Cross Reference** `/VTA/BXRDNL`

• **File Template for Cross Reference** `/VTA/BXRFTPM`

### 4.6.1.7 Setup

The following setup is required:

• **Data Objects IMG** `/VTA/DOSETUP`
  Configure the Global Settings, Verification Services, Codes (validation, correction, and action), organizational profiles, domains, version status, calendars used for submitter profiles, address match categories, and validation run types, as needed.

• **Attachment Profile** `/VTA/BATCPFMP`
  Configure attachments, which are a combination of notes, texts, and attachments used by data objects. The attachment profile is assigned to the data model.
• **Attachment Folder Hierarchy /VTA/BATCFHM**
  Create a model of folders that store internal/external notes, text, and attachments (a diagram, for example) used by data objects.

• **Maintain Calendar /VTA/BCALDM**
  Assign dates to the calendars defined in data objects configuration.

• **File Template Qualifier Workbench /VTA/BDOFTPQM**
  Define the qualifiers to be used in the data object file templates.

• **Cross Reference Type Workbench /VTA/BXRCM**
  Define custom cross references.

• **Period Profile Workbench /VTA/BPPRM**
  Define the period profiles.

• **Data Model Configuration /VTA/BDOCM**
  Configure the data model and rules to be used when cleansing the data.

**NOTE:** The configuration nodes also are provided as separate workbench transactions, in case users need to access only part of the data model configuration. For example, if using a Launchpad you might want to use the separate transactions to access only fields and rules.

• **Search Profile Workbench /VTA/BDOPAM**
  Used to define the search fields that fetch and display data in the Dashboard.

• **Object Profile Run /VTA/BOPRPM**
  Create a profile to analyze the quality of the raw data. Specify the coverage, that is, the specific statistics you require. Assign the profile to the data model.

The following document maps must be defined for the applications to which cleansed data will be sent:

• **Document Map for Agreements /IRM/IPAGRDCMM**
  Used to map cleansed data from a data model version to the actual agreement (or direct agreement) files.

• **Document Map for Agreement Requests /IRM/IPARDCMM**
  Used to map cleansed data from a data model version to the actual agreement request (or direct agreement request) files.

• **Document Map for Claims /IRM/GCRDCMM**
  Used to map cleansed data from a data model version to the actual claims files.

• **Document Map for Membership Lists /IRM/GMLDCMM**
  Used to map cleansed data from a data model version to the actual membership files.

• **Document Map for Transactions /IRM/GRCADCMM**
  Used to map cleansed data from a data model version to the actual transaction files.

• **Document Map for Customer Lists /IRM/GCULDCMM**
  Used to map cleansed data from a data model version to the actual customer list files.

• **Document Map for Product Lists /IRM/GPLDCMM**
  Used to map cleansed data from a data model version to the actual product list files.

• **Document Map for Vendor Lists /IRM/GVNLDCMM**
  Used to map cleansed data from a data model version to the actual vendor list files.

• **Document Map for Master Request /IRM/IPPQDCMM**
  Used to map cleansed data from a data model version to the actual master request files.

• **Document Map for Data Store /VIZI/DSTDCM**
  Used to map cleansed data from a data model version to the data store files.
4.6.1.8 Address Matching

The address match path functionality available for claims, transaction documents, and membership has been extended to the data model.

Define the address match path in Address Match configuration. Then create match categories, as needed, in the Data Objects configuration. For each classic address match category, attach a match path.
4.6.2 Configuration

4.6.2.1 Data Model Configuration

4.6.2.1.1 Definition

Use Data Model Configuration to maintain the configuration required for each data model. All the following nodes are included in this one transaction:

- **Field Types**
  Define custom field types, as needed, to assign common characteristics and fixed values to fields.
- **Fields**
  Define all the fields required to upload the data; no fields are pre-delivered. Fields can be created with reference to another field that has the same properties and labels. Also, fields can be domain specific or global (domain independent, that is, are available for use in all data models).
- **Rules**
  Create and maintain the business rules used to cleanse the data.
- **Rule Profiles**
  Create logical collections of business rules.
- **Data Model**
  Define the data model.
- **Submitter Profiles**
  Define the parameters used for uploading data files from a submitter. You may create multiple profiles for each submitter, however, each profile must be unique for a submitter/organizational profile/effectivity date range.

NOTE: Separate workbenches are provided for the nodes listed above, in case users need to access only part of the data model configuration. For example, if using a Launchpad you might want to use the separate transactions to access only fields and rules. The individual transaction codes are:

- **Field Type Workbench** /VTA/BDOFTM
- **Field Workbench** /VTA/BDOFM
- **Rule Workbench** /VTA/BDORM
- **Rule Profile Workbench** /VTA/BDORPM
- **Data Model Workbench** /VTA/BDODMM
- **Submitter Profile Workbench** /VTA/BDOSPM
4.6.2.1.2 Access

Transaction code: /VTA/BDOCM

4.6.2.1.3 Structure

The Data Model Configuration screen is organized into the following areas:

- **Nodes**
  Use the list of nodes to select the section of configuration to maintain. In the standard Vistex implementation, the following nodes appear:
  - Field Types
  - Fields
  - Rules
  - Rule Profiles
  - Data Model
  - Submitter Profiles

- **Search and Worklist**
  Use the Search and Worklist to view a list of selected items in a grid format. From the grid, click on an item to display it in focus in the Work Area.

4.6.2.1.4 Procedures

Configuring a Data Model
Displaying Node Entries

4.6.2.1.4.1 Fields Procedures

Displaying a Field
Creating Fields
Maintaining a Field
Copying a Field
Deleting a Field
4.6.2.1.4.2 Field Type Procedures

Creating a Field Type
Displaying a Field Type
Maintaining a Field Type
Copying a Field Type
Deleting a Field Type

4.6.2.1.4.3 Rules Procedures

Displaying a Rule
Creating Rules
Simulating a Rule
Maintaining a Rule
Copying a Rule
Deleting a Rule

4.6.2.1.4.4 Rule Profile Procedures

Displaying a Rule Profile
Creating a Rule Profile
Maintaining a Rule Profile
Copying a Rule Profile
Deleting a Rule Profile

4.6.2.1.4.5 Data Model Procedures

Displaying a Data Model
Creating a Data Model
Activating a Data Model
Viewing Technical Details for a Data Model
Downloading a File Template Assigned to a Data Model
Maintaining a Data Model
Copying a Data Model
Deleting a Data Model
4.6.2.1.4.6 Submitter Profile Procedures

Displaying a Submitter Profile
Creating Submitter Profiles
Maintaining a Submitter Profile
Copying a Submitter Profile
Deleting a Submitter Profile
4.6.2.2 Individual Configuration Transactions

4.6.2.2.1 Field Workbench

4.6.2.2.1.1 Definition

No standard fields are delivered with the system. Use the Field Workbench to create and maintain the following types of fields:

- **domain level fields**
  When you create a data model you attach a domain to that data model. The fields in that domain will be available for assignment to the data model.
- **global fields**
  All global fields are domain independent.

4.6.2.2.1.2 Access

Transaction code: /VTA/BDOFM

NOTE: Fields also can be created and maintained in the Fields node in Data Model Configuration (/VTA/BDOCM).

4.6.2.2.1.3 Structure

The Field Workbench screen is organized into the following areas:

- **Search and Worklist**
  Use the Search and Worklist to view selected fields in a grid format. From the grid, click on the field name to display that field in focus in the Work Area.
- **Work Area**
  Use the Work Area to maintain one field. In the standard Vistex implementation, the Work Area contains the following tabs:
  - **Field Type**
  - **Labels**
  - **Admin Data**
NOTE: Functions accessed from the menu bar apply only to the field displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

4.6.2.2.1.4 Procedures

Displaying a Field
Creating Fields
Maintaining a Field
Copying a Field
Deleting a Field
4.6.2.2.2 Field Type Workbench

4.6.2.2.2.1 Definition

Use the Field Type Workbench if you need to create and maintain custom field types. For example, you may need 20 fields that have the same technical characteristics, such as data type and number of decimal places. You can create a custom field type, and then assign that field type to the fields. The field to field type relationship is the same as the field to data element relationship.

If you do not assign a custom field type when creating a field, the system will generate a field type.

After the field type is activated, the field type description and Details tab data cannot be changed. After a field type is assigned to a field, that field type cannot be deleted.

4.6.2.2.2 Access

Transaction code: /VTA/BDOFTM

NOTE: Field types also can be created and maintained in the Field Types node in Data Model Configuration (/VTA/BDOCM).

4.6.2.2.3 Structure

The Field Type Workbench screen is organized into the following areas:

- **Search and Worklist**
  Use the Search and Worklist to view selected fields in a grid format. From the grid, click on the field name to display that field in focus in the Work Area.

- **Work Area**
  Use the Work Area to maintain one field type. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Details, which cannot be changed after the field type is activated.
  - Fixed Values, which appears only if the data type is CHAR, DEC, INT, or NUMB. Use this tab to list the single values, which are used in the input check in screen templates. A description of each fixed value can be maintained in multiple languages.
NOTE: Functions accessed from the menu bar apply only to the field type displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

4.6.2.2.2.4 Procedures

Creating a Field Type
Displaying a Field Type
Maintaining a Field Type
Copying a Field Type
Deleting a Field Type
4.6.2.2.3 Rule Workbench

4.6.2.2.3.1 Definition

Use the Rule Workbench to group a collection of rules used to process incoming fields and sequence those fields in the order they will be processed.

4.6.2.2.3.2 Access

Transaction code: /VTA/BDORM

NOTE: Rule groups also can be created and maintained in the Rules node in Data Model Configuration (/VTA/BDOCM).

4.6.2.2.3.3 Structure

The Rule Workbench screen is organized into the following areas:

- **Search and Worklist**
  Use the Search and Worklist to view selected rules in a grid format. From the grid, click on the rule name to display that rule in focus in the Work Area.

- **Work Area**
  Use the Work Area to maintain one rule. Tabs will appear, based on the rule category assigned to the rule. The available tabs are:
  - General
  - Fields
  - Steps (does not appear for Address Parsing or Address Verification)
  - Address Verification (appears for Address Verification only)
  - Messages, used to list the messages used by the rule, either system messages or script messages.
  - Review, to review the business rule logic
  - Admin Data
NOTE: Functions accessed from the menu bar apply only to the rule displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

4.6.2.2.3.4 Procedures

Displaying a Rule
Creating Rules
Simulating a Rule
Maintaining a Rule
Copying a Rule
Deleting a Rule
4.6.2.2.4  Rule Profile Workbench

4.6.2.2.4.1  Definition

Use the Rule Profile Workbench to group a logical collection of business rules, in the sequence in which they will be triggered. For each rule, assign validity dates. After a rule profile is created, it can be assigned to a data model or submitter profile.

4.6.2.2.4.2  Access

Transaction code: /VTA/BDORPM

NOTE: Rule profiles also can be created and maintained in the Rule Profiles node in Data Model Configuration (/VTA/BDOCM).

4.6.2.2.4.3  Structure

The Rule Profile Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected rule profiles in a grid format. From the grid, click on the rule profile name to display that rule profile in focus in the Work Area.
- Work Area
  Use the Work Area to maintain one rule profile. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Rule
  - Admin Data

NOTE: Functions accessed from the menu bar apply only to the rule profile displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

4.6.2.2.4.4  Procedures

Displaying a Rule Profile
Creating a Rule Profile
Maintaining a Rule Profile
Copying a Rule Profile
Deleting a Rule Profile
4.6.2.2.5 Submitter Profile Workbench

4.6.2.2.5.1 Definition

Use the Submitter Profile Workbench to create and maintain submitter profiles for the data model.

4.6.2.2.5.2 Access

Transaction code: /VTA/BDOSPM

NOTE: Submitter profiles also can be created and maintained in the Submitter Profiles node in Data Model Configuration (/VTA/BDOCM).

4.6.2.2.5.3 Structure

The Submitter Profile Workbench screen is organized into the following areas:

- **Search and Worklist**
  Use the Search and Worklist to view selected submitter profiles in a grid format. From the grid, click on the submitter profile name to display it in focus in the Work Area.

- **Work Area**
  Use the Work Area to maintain one submitter profile. In the standard Vistex implementation, the Work Area contains the following tabs:
  - **Parameters**
  - **Admin Data**

NOTE: Functions accessed from the menu bar apply only to the submitter profile displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

4.6.2.2.5.4 Procedures

Displaying a Submitter Profile
Creating Submitter Profiles
Maintaining a Submitter Profile
Copying a Submitter Profile
Deleting a Submitter Profile
4.6.3  Data Model Workbench

4.6.3.1  Definition

Use the Data Model Workbench to create and maintain the data models used for data cleansing.

4.6.3.2  Access

Transaction code: /VTA/BDODMM

NOTE: Data models also can be created and maintained in the Data Models node in Data Model Configuration (/VTA/BDOCM).

4.6.3.3  Structure

The Data Model Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected data models in a grid format. From the grid, click on the data model name to display that data model in focus in the Work Area.

- Work Area
  Use the Work Area to maintain one data model. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Definition
  - Assignment
  - Mapping
  - File Template
  - Duplication
  - Postings
  - Codes
  - Layout
  - Cross Reference
• Admin Data

NOTE: Functions accessed from the menu bar apply only to the data model displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

### 4.6.3.4 Procedures

Displaying a Data Model  
Creating a Data Model  
Activating a Data Model  
Viewing Technical Details for a Data Model  
Downloading a File Template Assigned to a Data Model  
Maintaining a Data Model  
Copying a Data Model  
Deleting a Data Model
4.6.4 Object Profile Run

4.6.4.1 Definition

Use Object Profile Run to create and maintain object profiles, and then run a profile over a data object instance. The results of the profile run are statistics that can be used to analyze the data to decide what cleansing needs to be performed.

4.6.4.2 Access

Transaction code: /VTA/BDOPRM

4.6.4.3 Structure

The Object Profile Run screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view existing profiles/profile runs in a grid format. From the grid, click on a name to display that profile/profile run.

- Work Area
  In the standard Vistex implementation, separate work areas appear for the following:
  - Profile, used to create and maintain object profiles
  - Profile Run, used to create profile runs and display existing runs

4.6.4.4 Procedures

Creating an Object Profile
Creating a Profile Run
Displaying Results for a Profile Run
4.6.5 **Object Workbench**

Documentation for the object workbench is available for the following screen formats:

- UI Application (SAP Fiori)
- SAP GUI
4.6.6 Period Profile Workbench

4.6.6.1 Definition

Use the Period Profile Workbench to create, activate, and maintain global period profiles. After you create a period profile, use the Review tab to view periods within a given time period, to make sure the periods are correctly defined.

4.6.6.2 Access

Transaction code: /VTA/BPPRM

4.6.6.3 Structure

The Period Profile Workbench screen is organized into the following areas:

- **Search and Worklist**
  Use the Search and Worklist to view selected period profiles in a grid format. From the grid, click on period profile number to display that period profile in focus in the Work Area.

- **Work Area**
  Use the Work Area to maintain one period profile. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Periods
  - Review
  - Admin Data

NOTE: Functions accessed from the menu bar apply only to the period profile displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

4.6.6.4 Procedures

Displaying a Period Profile
Creating a Period Profile
Copying a Period Profile
Activating/Deactivating a Period Profile
Maintaining a Period Profile
Deleting a Period Profile
Reviewing a List of Periods
4.6.7 Duplication Workbench

4.6.7.1 Definition

Use the Duplication Workbench to define, for a data model version, the criteria used to select the data objects over which the duplication check will be performed. For example, a check for duplicate materials might be limited to only data objects created during the past month. Duplicates then will display an assigned error code.

4.6.7.2 Access

Transaction code: /VTA/BDODPM

4.6.7.3 Structure

The Duplication Workbench contains two discrete areas, Field Group and Duplication Profile, which are selected at the upper left.

The Field Group screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected data models in a grid format. From the grid, click on the data model name to display that data model in focus in the Work Area.
- Work Area
  Use the Work Area to maintain one data model. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Attribute
  - Fields
  - Coverage
  - Display Fields
  - Codes
  - Admin Data

The Duplication Profile screen is organized into the following areas:
- **Search and Worklist**
  Use the Search and Worklist to view selected data models in a grid format. From the grid, click on the data model name to display that data model in focus in the Work Area.

- **Work Area**
  Use the Work Area to maintain one data model. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Attribute
  - Field Group
  - Admin Data

**NOTE**: Functions accessed from the menu bar apply only to the data model displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

### 4.6.7.4 Procedures

- Displaying a Duplication Profile
- Creating a Duplication Profile
- Maintaining a Duplication Profile
- Copying a Duplication Profile
- Deleting a Duplication Profile
4.6.8  Mass Change

4.6.8.1  Search Profile Workbench

4.6.8.1.1  Definition

Use the Search Profile Workbench to define, by data model and version, user-defined sets of search fields (with default values, if desired). The search fields can be header fields or section fields (based on a specified path), and can be defined to default either a single value or multiple values.

Search fields defined in the Search Profile Workbench and layouts defined in the Data Model Workbench (/VTA/BDODMM) are used in the Dashboard to perform mass maintenance across data objects in one data model.

4.6.8.1.2  Access

Transaction code: /VTA/BDOPAM

4.6.8.1.3  Structure

The Search Profile Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view a list of selected search profiles in a grid format. From the grid, click on a search profile name to display that search profile in focus in the Work Area.

- Work Area
  Use the Work Area to maintain one search profile. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Search
  - Qualifier
  - Result
  - Admin Data
NOTE: Functions accessed from the menu bar apply only to the search profile displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

IMPORTANT: Because Vistex software is extremely versatile, the user screen may be customized. As a result, the screen may appear different from the standard screen described in this document.

**4.6.8.1.4 Procedures**

Displaying a Search Profile  
Creating a Search Profile  
Maintaining a Search Profile  
Deleting a Search Profile
4.6.8.2  Object Dashboard

Documentation for the dashboard is available for the following screen formats:

- UI Application (SAP Fiori)
- SAP GUI
4.6.8.3 Validation Run

Documentation for validation runs is available for the following screen formats:

- UI Application (SAP Fiori)
- SAP GUI
4.6.8.4 Auto Validation Workbench

4.6.8.4.1 Definition

Validation runs can be defined and run from either the Dashboard or the Auto Validation Workbench. Runs scheduled using the Auto Validation Workbench primarily are used when the corrections are known and will be applicable to future data objects. For example, a validation run can be scheduled to execute on a periodic basis to correct future data objects as they are created.

To define the auto validation, specify the following:

- Data objects to be included in the validation run are chosen based on criteria specified on the Selections tab. Or, you can assign a variant to dynamically make the selections.
- Qualifiers can be set up to specify the conditions for the correction. Define the fields and field values that must be met in order for a correction to be applied, such as all lines with material field = MM01.
- Changes to be made to selected data objects are specified on the Corrections tab. After the validation run is created, review the run in the Validation Run Workbench and then post the changes to the data objects.

4.6.8.4.2 Access

Transaction code: /VTA/BDOAVM

4.6.8.4.3 Structure

The Auto Validation screen is organized into the following sections:

- Search and Worklist
  Use the Search and Worklist to view selected auto validations in a grid format. From the grid, click on an auto validation name to display that auto validation in focus in the Work Area.
- Work Area
  Use the Work Area to create and display one auto validation. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Selections, used to specify the criteria used to select data objects in the validation run.
  - Qualifiers
4.6.8.4.4 Procedure

Creating an Auto Validation
4.6.9 Upload/Download

4.6.9.1 Upload Objects

4.6.9.1.1 Definition

Use Upload Objects to upload the initial version of a partner data file from either a desktop or file server.

Parallel processing for upload and target version creation is supported. Enter values, as needed, in the Parallel Processing fields. The functionality is the same as in other batch jobs that have parallel processing.

To perform an upload, you need to specify the following information:

- data object type
  The version number will default based on the data model.
- file source (desktop or file server)
- file name
- data model file template name or submitter
- submission date

If specifying a submitter, you may use the data model configuration to define upload parameters for that submitter, including the default file template, based on the submission date. File templates are created to control the fields and format of files during upload. To create a file template, use the File Template for Objects Workbench.

After the upload, the version will be listed on the Version tab in the Data Object Workbench (/IRM/GDOM).

4.6.9.1.2 Access

Transaction code: /VTA/BDOUPL

4.6.9.1.3 Procedure

Uploading Objects
4.6.9.2 Download Objects

4.6.9.2.1 Definition

Use Download Objects to download selected data objects to a specific file on a desktop or file server. For large downloads, this transaction can be run as a background job.

You must specify a file template for the download. File templates are used to control the fields and format of files during download. To create a file template, use the File Template for Objects Workbench.

4.6.9.2.2 Access

Transaction code: /VTA/BDODNL

4.6.9.2.3 Procedure

Downloading Objects
4.6.9.3 File Template for Object

4.6.9.3.1 Definition

Use File Template for Object Workbench to create and maintain templates that control the fields and format of partner data files during upload.

A file template is mandatory for uploading the partner data file.

4.6.9.3.2 Access

Transaction code: /VTA/BDOFTPM

4.6.9.3.3 Structure

The File Template for Object Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected file templates in a grid format. From the grid, click on file template number to display that file template in focus in the Work Area.
- Work Area
  Use the Work Area to maintain one file template. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Attribute, to select the data model and version.
  - Section
  - Mapping
  - Conversion
  - Submitter
  - Crystal Layout, which is used with Crystal Reports
  - Admin Data

NOTE: Functions accessed from the menu bar apply only to the file template displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.
4.6.9.3.4 Procedures

Displaying a File Template for an Object
Creating a File Template for an Object
Copying a File Template for an Object
Maintaining a File Template for an Object
Deleting a File Template for an Object
4.6.10 Custom Cross Reference

4.6.10.1 Cross Reference Type Workbench

4.6.10.1.1 Definition

In addition to the standard Vistex cross references, you can create custom cross references. Use the Cross Reference Type Workbench to define and maintain each custom cross reference type.

4.6.10.1.2 Access

Transaction code: /VTA/BXRCM

4.6.10.1.3 Structure

The Cross Reference Type Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected cross reference types in a grid format. From the grid, click on the cross reference type name to display that cross reference type in focus in the Work Area.

- Work Area
  Use the Work Area to maintain one cross reference type. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Key Fields, to list and sequence the fields in the cross reference.
  - Details, to view details for a selected data area.

NOTE: Functions accessed from the menu bar apply only to the cross reference type displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.
4.6.10.1.4 Procedures

- Displaying a Cross Reference Type
- Creating a Cross Reference Type
- Maintaining a Cross Reference Type
- Copying a Cross Reference Type
- Deleting a Cross Reference Type
4.6.10.2 Cross Reference Maintenance

4.6.10.2.1 Definition

Use Cross Reference Maintenance to create and maintain user-defined cross references. The fields in the ALV grid are based on the selected cross reference type.

Cross references can be set with a finite validity or an infinite validity.

4.6.10.2.2 Access

Transaction code: /IRM/BXRM

4.6.10.2.3 Work Area

The following button appears above the Work Area:

<table>
<thead>
<tr>
<th>Button</th>
<th>Action</th>
<th>Alternate Access</th>
</tr>
</thead>
</table>
| ![Display/Change](image) | Display ↔ Change
   Toggle between Display mode and Change mode. | F6 or Menu bar: Cross Reference → Display ↔ Change |

The following buttons appear in the Work Area:

<table>
<thead>
<tr>
<th>Button</th>
<th>Action</th>
</tr>
</thead>
</table>
| ![Delete](image) | Delete (Change mode only)
   Delete the selected row or rows. |
| ![Search](image) | Search
   Find a material cross reference previously created using General and Admin Data search fields. |
<p>| <img src="image" alt="Search More" /> | Search More |</p>
<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>After you perform a search, use Search More to retain the results from the previous search, perform a new search, and append the new results to the list already displayed.</td>
<td></td>
</tr>
<tr>
<td>Sort in Ascending Order</td>
<td>Sort the data in a selected column in ascending alphanumeric sequence.</td>
</tr>
<tr>
<td>Sort in Descending Order</td>
<td>Sort the data in a selected column in descending alphanumeric sequence.</td>
</tr>
<tr>
<td>Find</td>
<td>Find a term within the grid values. The system highlights any cell that contains the term.</td>
</tr>
<tr>
<td>Find Next</td>
<td>Find the next instance of a term searched for previously.</td>
</tr>
<tr>
<td>Export</td>
<td>Export the entire contents of the grid area to the selected document type/file type.</td>
</tr>
<tr>
<td>Choose Layout</td>
<td>Choose, change, save, and manage column layouts within the ALV grid.</td>
</tr>
</tbody>
</table>

### 4.6.10.2.4 Procedures

- Displaying Custom Cross References
- Creating Custom Cross References
- Deleting Custom Cross References
4.6.10.3 Upload/Download

4.6.10.3.1 Upload Custom Cross Reference

4.6.10.3.1.1 Definition

Use Upload Custom Cross Reference to import a custom cross reference from a file, such as an Excel spreadsheet, rather than manually entering the data. Files can be uploaded from the following locations:

- Desktop, to upload from the local PC
- File submission, to upload based on a file submission entry
- File server, to upload directly from the application server

File templates can be created to control the fields and format of files during upload. To create a file template, either save the information entered on the screen, or use the File Template for Custom Cross Reference Workbench.

The screen is organized into two sections:

- Source information
  Specify the source information for the file being uploaded. Either enter the information in the source information fields or use a file template to populate the fields.
- Field mapping
  Map each file field to its corresponding cross reference field or specify a file template that contains the mapping.

4.6.10.3.1.2 Access

Transaction code: /VTA/BXRUPL

4.6.10.3.1.3 Procedure

Uploading Custom Cross Reference
4.6.10.3.2 Download Custom Cross Reference

4.6.10.3.2.1 Definition

Use Download Custom Cross Reference to download selected cross references to a specific file on a desktop or file server. For large downloads, this transaction can be run as a background job.

You must specify a file template for the download. File templates are used to control the fields and format of files during download. To create a file template, use the File Template for Custom Cross Reference Workbench.

4.6.10.3.2.2 Access

Transaction code: /VTA/BXRDNL

4.6.10.3.2.3 Procedure

Downloading Custom Cross Reference
4.6.10.3.3 File Template for Custom Cross Reference

4.6.10.3.3.1 Definition

Use File Template for Custom Cross Reference Workbench to create and maintain templates that control the fields and format of user-defined cross reference files during upload and/or download.

4.6.10.3.3.2 Access

Transaction code: /VTA/BXRFTPM

4.6.10.3.3.3 Structure

The File Template for Custom Cross Reference Workbench screen is organized into the following areas:

- Search and Worklist
  Use the Search and Worklist to view selected file templates in a grid format. From the grid, click on file template number to display that file template in focus in the Work Area.

- Work Area
  Use the Work Area to maintain one file template. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Attribute, to specify the application attributes.
  - Section
  - Mapping
  - Conversion
  - Submitter
  - Admin Data

NOTE: Functions accessed from the menu bar apply only to the file template displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.
4.6.10.3.3.4 Procedures

Displaying a File Template for Custom Cross Reference
Creating a File Template for Custom Cross Reference
Copying a File Template for Custom Cross Reference
Maintaining a File Template for Custom Cross Reference
Deleting a File Template for Custom Cross Reference