

**SAP Data Maintenance by Vistex, Pricing option for  
SAP S/4HANA  
release 2020 version 2**

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# 1 Data Maintenance for Pricing

## 1.1 Introduction

**IMPORTANT:** This documentation can refer to functionality from other licensable software, such as SAP Paybacks and Chargebacks by Vistex for SAP S/4HANA, SAP Incentive Administration by Vistex for SAP S/4HANA, and SAP Data Maintenance by Vistex, Resources option for SAP S/4HANA.

Gaining visibility of the complex pricing situations that exist for customers, manufacturers, and suppliers can be quite challenging. Inaccuracy and inconsistency of pricing data may result in the potential loss of revenue and margins. Transaction pricing is undeniably one of the most critical levers you can use to gain competitive advantages in today's marketplace. A company must be able to pro-actively focus on the maintenance of pricing and agreements. To keep up with corporate compliance, it is vital to enforce pricing policies. Pricing management also enables an organization to close more deals and gain visibility into profit performance.

Recent studies have shown that organizations that implement a pricing solution by replacing cumbersome processes with a system that brings transaction pricing, agreements, and analytics into a uniform, integrated view will significantly increase their business performance and improve revenues and margins.

### Purpose

Embedded into your SAP S/4HANA environment, *SAP Data Maintenance by Vistex, Pricing option (DMp)* addresses the ease and visibility needed for efficient management and consistent execution of pricing transactions and agreements. DMp also provides a pricing analytic tool for analysis, modeling, and "what-if" testing. The manageability of the pricing dynamics in DMp is largely due to a function that enables the creation of pricing maintenance profiles that bring together related pricing elements for quicker and deeper insights into your pricing data. You will see improved processes and workflow, a comprehensive, convenient view for pricing execution and maintenance, and the necessary analytic tools to generate more profitable deals while maintaining compliance of your organization's pricing policies.

Vistex also includes powerful global tools such as dynamic pricing (behind the scenes configured price grouping) and flexible groups (no configuration required workbench format that allows for grouping and exclusions by customer group, material group, industry, and so on) for determining eligibility for pricing. Virtually any grouping is possible. With these tools wasteful data entry is eliminated or streamlined as the created groups may be used time and again and no permanent system tables, condition records keys, or structures are required.

## 1.2 Benefits of Data Maintenance for Pricing

The following pricing business issues are addressed in SAP Data Maintenance by Vistex, Pricing option (DMp):

- Customers need to see a variety of data while maintaining prices.
- Price changes require a lot of manual effort and usually trail the actual events resulting in price discrepancies.
- Customers cannot enforce price policies to prevent "Margin Leakage".
- Lack of extensive analytical tools to monitor price performance.
- Absence of Workflow integration for price changes.
- Customers need visibility into Structured Pricing, for example bills of material (BOMs).

In addition, the following are the benefits of maintaining pricing data using DMP:

- Ongoing price maintenance in an efficient manner.
- Bring condition records to life with a dynamic user interface.
- Intelligent maintenance of related condition types such as purchase price from vendors and sales price and discounts for customers.
- Apply pricing policies and guidelines.
- Analyze pricing data with unprecedented flexibility.
- Enhance Vistex contracts and agreements with utmost ease.
- Mass execution of price changes without labor-intensive activities.
- Slim footprint with enormous payback.
- Dramatically improves price maintenance productivity.

## 1.3 Price Setting

SAP Data Maintenance by Vistex, Pricing option (DMp) already has the ability to maintain list prices based on user input. In this release, the solution adds the ability to model the demand changes resulting from price changes—either price increases or decreases using data science. The measurement of price elasticity, or the predicted buying behaviors of customers at different prices, can be determined from the history of sales of one or several (similar or dissimilar) products (at different prices over time) to one or several (similar) customers. From this solution-determined demand model, users can analyze the effects on sales volumes, market share, margins, and profitability.

## 1.4 Price Guidance

This new feature is available SAP Data Maintenance, Pricing option (DMp), but it also may be extended to SAP Paybacks & Chargebacks by Vistex (PC) if this solution is also licensed. When the user has the opportunity to maintain list pricing (using DMp), everyday customer pricing (using DMp), or contract pricing (using PC), the solution can suggest the optimal price. The user is guided to raise or lower prices to achieve the optimal price, but the user may decide his own new price.

The optimal price for the given context (e.g. for one customer, for a customer group, a general price regardless of customer) is determined based on prior transaction history for all contexts and with corporate objectives and additional constraints also applied. Customer groups can be determined using segmentation analyses. The solution can analyze a broad, user-defined set of customer-, product- and market-related characteristics to segment customers or customer/product combinations into groups that can be used to apply a consistent pricing strategy for each group.

Price corridors for products can be decided based on the range of optimal prices for a market segment of customers, as well as the desirable limits of the demand models developed by the solution.

## 1.5 Price Review

Price review allows the mass change of rules across pricing and other applications. Users can pull the data from different sources, perform the required actions, and post the data to the respective applications using this functionality.

The Price Review Workbench will have data generated based on the configuration set up in the review template and will post based on the mapping profile which is defined as part of the project.

### Quote Functionality

Simple price quotes are used to simulate new pricing records. After entering lines into the simulation grid, the pricing procedure is performed to generate the new records. The simulation can be configured so that items or relevant fields are entered to create the records. The pricing simulation can pull records from all available calculation sheets or only from specific calculation sheets, depending on the configuration. When the price simulation is saved, a new price review is created. The updated prices can then be posted.

### Condition Map

Using condition map IDs, 2020 offers cross-sheet mapping to use information from multiple sheets to maintain information in one price proposal. Previous releases only supported condition mapping on a one-to-one basis.

### Creation of Agreements

When editing a price review sourced from multiple agreements, 2020 allows users to post only the agreements that were changed at the header level or record level. In prior releases, all source agreements would be posted regardless of whether they were changed.



## 1.6 Scales as Popup

It is now possible to view scales directly from agreement line items. By adding a scales field to the UI profile, wherever scales are used an icon to view the scale will appear in the row for that line item. This functionality also allows users to maintain scales from the popup.

## 1.7 Live Planner Support in Agreement Applications

Mapping profiles now support live planner functionality in agreement applications. When setting up the mapping profile, you can choose whether to have the ability to refresh the proforma if the source data changes.

The Source tab in the mapping profile also includes a Dependent flag. Marking a field as dependent ensures that only the relevant records are included in the proforma. For example, in cases where one material is supplied by two customers, marking the customer number field as dependent on the material number will search the relevant sheets for that material number and identify the corresponding customer number. Only those records containing this information are then added to the proforma.

Source mapping has been updated to include fields for Derivation Type, Explosion Type, Domain, Derivation Field, and Filter Type. These settings further control how data is used in live planner:

- Information can be derived from a selection function module, a flexible group, or a product list.
- For Flexible Group or Product List, the Explosion Type field indicates whether the group or list being exploded consists of individual items or a particular domain.
- Derivation field indicates the field where the information will populate.
- Filter Type field further refines which items from a particular sheet will be included or excluded from the source mapping.

When mapping key figures for a mapping profile, ViZi or a Matrix can be selected as a data source for the key figure. When using either ViZi or matrix as a data source, the conditions mapping, and period mapping must be specified.

The Targets tab of the mapping profile has been updated to select the header as the target type, allowing users to display the cumulative proforma data in the header.

## 1.8 Price Sheet

### Price Sheet Overview

A price sheet is a combination of a condition type (such as price, discount, or surcharge) and a condition table (the fields that form the key for a condition record) for an application (sales or purchasing). Price sheets serve as a flexible, user friendly way to create pricing condition records (pricing values). These pricing conditions are accessed through VK13 during claim processing for validation purposes using standard pricing procedures.

NOTE: IP specific pricing conditions cannot be created in VK11 and never should be maintained nor modified in VK12. All IP specific condition records are created and maintained using rules in the Agreement Workbench.

Price sheets must be defined during configuration before condition records can be created and stored on each price sheet within Data Maintenance Pricing.

### 1.8.1.1 Setup

During configuration, the following settings must be defined for a price sheet:

- application  
Sales or purchasing
- condition type
- condition table  
Multiple condition tables can be attached to the same condition type.

In addition, the following configuration can be defined for each price sheet:

- alias  
An alias is a user-friendly description that identifies the unique condition type/table combination (price sheet). For example, in the Deal or Sheet Formulas and Procedures Workbench, price sheets are listed by their alias.
- default values, such as the currency, pricing unit, or unit of measure.  
If defaults are not defined, material master information will default into the condition record during creation. Default values are helpful when keys do not contain a material. In addition, the pricing unit and unit of measure can be defined as editable or non-editable fields.
- user-defined field labels, to add descriptions (per language) for the columns on a price sheet. The short, medium, and long descriptions and the field heading are modified when preparing the field catalog at the sheet level. For example, user-defined fields might be created to use company-specific terms as column descriptions, such as "product category" instead of material group.
- view profile (used for agreements and deals) and proposal profile (used for agreement requests, deal requests, master requests, and price proposals), which allow the following types of fields to be displayed and used during price sheet processing:
  - user fields, which can be used to:

- display text for a value (such as the customer name, material description, or material group description)
- pull in additional fields from master data (such as material group for the material)
- pull in other condition records (such as a list price or cost when entering a customer price)
- pull in the price source field, used to track the condition record source for informational purposes
- pull in values from the [Price Type Workbench](#)

Additional fields also can be used in user exits. These fields, which are derived, cannot be used in the key.

- extension fields, which are saved to a table.  
When you create an extension field, it is automatically created as a user field as well. Extension fields are entered as part of the condition record and saved instead of being derived.

Global user fields are stored in structures /IRM/S\_GPRCR\_EATR and /IRM/S\_GPRCR\_EXTA. Price sheet specific fields are store in a separate structure, /IRM/S\_GPRCR\_SEAT, to enhance system performance. To create tables for view profile related fields, use transaction code /IRM/GPR31; to create tables for proposal profile related fields, use transaction code /IRM/GPR32. The extension tables then are assigned to the price sheet in configuration.

- date check, which is a flag that indicates whether or not overlapping dates are allowed (defaults to blank).  
If checked, when you insert a different price, the system will automatically end date the old price.
- enhancement class  
Each enhancement class adds a button to the price sheet, to view additional information related to customers, materials, vendors, and other data maintained in condition records. Vistex delivers several optional enhancement classes for price sheets.
- toolbar groups, which are (user-defined) menus that access a dropdown list of selected options, replacing the corresponding Vistex buttons on the price sheet.
- price method, used to define currency-per-unit combinations, such as dollars per each, to be applied to condition records. Specify one method as the default, which can be changed at the condition record level.
- scales
- computation, which uses formulas to define calculations across multiple price records assigned to a price sheet.
- lock level, which determines whether any key fields on a price sheet are required when performing a search.  
If a price sheet is assigned the No Lock Level option, you are not required to enter data in any key field (no question mark will appear in the field), allowing you to search without the key field.
- previous rate, the previous rate can be filled in the price sheet to display historical data.  
If this flag is enabled, the previous rate field is not updated on the price sheet if the rate is changed.
- time window, which allows condition to be in effect during a specific date/time range.  
Time windows are defined in the [Time Window Workbench](#).

- relationships for a bill of material explosion  
The available options for pricing by a bill of material (BOM) and its associated components are:
  - Dynamic  
Dynamic BOMs allow you to create the components of the BOM on-the-fly to roll-up prices to the top level. If this option is chosen with a line selected, a pop-up will appear that allows entry of the components and their associated prices. They will be stored as a lower level item to the item originally selected.
  - Static  
Static BOMs automatically pull in the components of the SAP (sales, engineering, or manufacturing) BOM for the item selected. You then can price at the item level and roll-up or have formulas roll-up prices through computations. If a static BOM is selected, a plant needs to be defined on the price sheet as well as the material and application that the BOM should come from.
  - Variant configuration  
Variant configuration allows you to use the standard SAP options to pull in and price items based on the variant configuration engine. In order for this to work, a material needs to be defined as part of the price sheet, either part of the key or a user field.

### 1.8.1.1.1 Hybrid Configuration

Release 1809 introduced hybrid configuration, allowing matrix configuration activities to occur in a workbench instead of SPRO. Some items offered through hybrid configuration include formulas, formula set up, creation of color map templates, layouts, and the addition of new fields.

### 1.8.1.1.2 Pricing Message

You can attach a pricing message, such as "Government floor price", to a condition record. Define the message in a price policy, and then set up an additional field in the price sheet to store the message after the policy is run.

### 1.8.1.1.3 Price Source

The "Record Source" field, which can be used for information purposes, may be added to the view profile of a price sheet. The field provides a business definition of the source for a condition record or why the record was created. The field is in the Price Condition Extended Attributes structure (/IRM/S\_GPRCR\_EATR). In configuration, define all price sources that will be used to manually update the condition records.

## 1.8.1.1.4 Sheets as Tabs in Grids

In prior releases, price sheets were only available as a layout. For 1809 SP1, price sheets each have their own tabs in the grid, offering similar functionality to a Microsoft Excel™ workbook.

[Price Policy](#)

## 1.8.1.2 Price Policy Workbench

Price policies calculate thresholds for pricing exceptions and generate warnings when a price requirement on a price sheet has been violated. Price policies can be set to auto execute when condition records are created or can be called on demand.

Use the Price Policy Workbench to create and maintain reusable price policies that are assigned to condition type/table combinations (price sheets). 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 price sheets where the policy is being used.

When you define a price policy you assign a validity period. As needed, price policies can be uniquely assigned per sales organization/distribution channel. Each price policy is assigned to a group of pricing conditions that must follow particular rules. You can dynamically add fields to condition records for the purpose of policy evaluation. Using the Business Script Editor (replacement for the Formula Builder), you may derive dynamic fields that are only used in the policy. The dynamic fields are assigned to the policy not to the condition record.

Based on configuration, price policies can be sent through an approval process prior to activation. Approvals can be tied to workflow.

NOTE: Price policies are not supported in Fiori.

### 1.8.1.2.1 Access

Transaction code: /IRM/GPRPLM

### 1.8.1.2.2 Structure

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

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

- **Work Area**  
Use the Work Area to maintain one price policy. In the standard Vistex implementation, the Work Area contains the following tabs:
  - General
  - Calculation
  - 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 price policy displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

### 1.8.1.2.3 Procedures

Displaying a Price Policy

Creating a Price Policy

Changing a Price Policy

Assigning a Price Policy to a Price Sheet

Viewing a Where-Used List for a Price Policy

Deleting a Price Policy

### 1.8.1.3 Message Class Workbench

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.

#### 1.8.1.3.1 Access

Transaction code: /IRM/GMSGM

## 1.8.1.3.2 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.

## 1.8.1.3.3 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](#)

[Time Period Pricing](#)

## 1.8.1.4 Time Period Pricing Overview

Standard SAP pricing allows one price per day. However, there may be days when more than one price/discount/deal is needed. For example, a special "early bird" price might be in effect only during certain hours. Vistex time period pricing allows you to setup pricing that is available only during a specific time period on a certain date. Dates/times are assigned to condition records on the agreement price sheet. During pricing, the system selects the condition record that is in effect on the pricing date and time, based on the system time zone.

A workbench is used to list the time periods (called time windows) for a time window type. The time window type is assigned to the price sheet. A price sheet can contain multiple condition records, each attached to a different time window. Pricing determines the specific time window in effect on the pricing date and time, and then selects the condition record attached to the selected time window.

When you create the price sheet key, you need to create a special key; the time window must be part of the key. As a result, multiple time period pricing condition records can be in effect on the same day, so long as they are assigned different time windows.

### 1.8.1.4.1 Configuration and Setup

Time period pricing requires the following configuration:

- Define time window types (4 characters).
- Assign time window type to a price sheet in the Price Sheet Details.
- Add the time window field (IRM\_TMWIN) to the price sheet's A table. This field is part of the key.
- Assign a requirement routine at the access sequence level. This routine has an include to determine the time window for the pricing date and time.

After configuration, perform the following setup:

- Create time windows in the [Time Window Workbench](#).
  - Assign a time window to the condition record, using the Time Window field on the Rules tab in the agreement.
- NOTE: The time window field must be part of the key of the price sheet for time pricing to work properly.

### 1.8.1.4.2 Pricing Process

Pricing uses the following information to select the time period pricing condition record:

- date and time when pricing is performed
- Price Sheet Details (from configuration)

#### 1.8.1.4.2.1 Pricing Steps

Pricing then performs the following steps:

- From the Price Sheet Details, get the time window type assigned to the price sheet.
- From the Time Window Workbench, get the time windows for the time window type.
- Select the time window that includes the pricing date and time. \*\*
- Choose the condition record assigned the selected time window.

\*\*NOTE: If multiple time windows include the date and time, the first time window is selected. If no condition record is found for that time window, the next time window in the sequence is selected.

### 1.8.1.5 Time Window Workbench

Use the Time Window Workbench to list time periods associated with a time window type. Each time window contains one or multiple time periods, which may overlap. Each time period consists of the date



range and its corresponding time range. Use the same line to enter the date range (on the Dates tab) and its time range (on the Intervals tab).

Example:

Time window 1 is in effect from May 1-21, between 10:00am and 11:00am

Time window 2 is in effect from May 17-28, between 8:00am and 9:00am

- Dates tab entries (dates in effect):
  - Line 1 - Start date 05/01; End date 05/21
  - Line 2 - Start date 05/17; End date 05/28
- Intervals tab entries (times in effect):
  - Line 1 - Start time 10:00:00; End time 11:00:00
  - Line 2 - Start time 08:00:00; End time 09:00:00

In the price sheet condition record, when you press F4 on the Time Window field the system displays a pop-up window that lists the available time windows for the time window type assigned to that price sheet.

### 1.8.1.5.1 Access

Transaction code: /IRM/GPRTWM

### 1.8.1.5.2 Structure

The Time Window Workbench screen is organized into the following areas:

- Search and Worklist  
Use the Search and Worklist to view selected time windows in a grid format. From the grid, click on a time window to display it in focus in the Work Area.
- Work Area  
Use the Work Area to maintain one time window.

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

### 1.8.1.5.3 Procedures

Displaying a Time Window

Creating a Time Window

Maintaining a Time Window

Deleting a Time Window

## 1.9 Pricing Formulas

### Master Formula Workbench

Use the Master Formula Workbench to create global (reusable) formulas that can be assigned to one or multiple price sheets, in addition to the formulas created specifically for each individual price sheet. For example, the formula to calculate profit margin might be entered as a master formula and used on all price sheets for customer prices.

Formulas are created and maintained using Business Script. No ABAP programming is needed to create, maintain, or delete master formulas. A formula simulation can be run in the Business Script Editor to make sure the formula is correct. A change history is available to track who changed the formulas and when the changes were made.

After the formula has been created, it can be assigned to specific price sheets using the [Sheet Formulas and Procedures Workbench](#). You can assign formulas individually or configure a sequence of master (and sheet) formulas in a formula profile and assign the formula profile to the price sheet in a procedure.

### 1.9.1.1 Access

Transaction code: /IRM/GPRMFM

### 1.9.1.2 Structure

The Master Formula Workbench screen is organized into the following areas:

- **Search and Worklist**  
Use the Search and Worklist to view selected formulas in a grid format. From the grid, click on a formula number to display that formula in focus in the Work Area.
- **Work Area**  
Use the Work Area to maintain one formula. In the standard Vistex implementation, the Work Area contains the following tabs:
  - **Master Formula**, which displays the formula in HTML format
  - **Assigned Fields**, used to maintain the assigned fields for that master formula. These assigned fields are similar to VADAT fields in sheet formulas.
  - **Master Formula Variables**

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

## 1.9.1.3 Procedures

Creating a Master Formula

Displaying a Master Formula

Changing a Master Formula

Deleting a Master Formula

[Sheet Formulas and Procedures Workbench](#)

Use the Sheet Formulas and Procedures Workbench to perform the following:

- Assign formulas to a price sheet. You may view the formula in HTML format or maintain the formula in the [Business Script Editor](#).
- Create formula profiles, which contain a sequence of master formulas and sheet formulas to be assigned to the price sheet.
- List the formula filters to be applied, to allow different formulas to be called based on master data values. For example, the formula used for material group A might be different than the formula used for material group B.
- Create procedures to be invoked during price sheet maintenance. A procedure is similar to a macro in that several steps can be performed together. For example, you might list the steps used to create or maintain a condition record. If the Confirmation flag is checked, when the procedure is run a pop-up list of action steps will appear, allowing the user to select/unselect the actions to be performed.
- List price sheet-specific variables

NOTE: If a formula is attached to a specific price sheet, only the key fields of the price sheet will appear in the field list in the business script; for a master formula, all fields will appear.

Formulas and procedures are available for any price sheet, whether the price sheet is in a standard price maintenance transaction, deal, or master request (or agreement if you own an Incentives and Paybacks (IP) solution license).

Sheet formulas can be executed from the following transactions:

- /IRM/GPR01 or /IRM/GPR02 – Classic Record Maintenance
- /IRM/GPR04 or /IRM/GPR06 – Profile-based Record Maintenance
- /IRM/GPR26 – Index-based Record Maintenance
- /IRM/GSDLM or /IRM/GPDLM – Deals Maintenance
- /IRM/GSDLRM or /IRM/GPDLRM – Deals Request Maintenance
- /IRM/IPxxASP – Agreement Maintenance
- /IRM/IPxxARM – Agreement Request Maintenance
- /IRM/IPCGM – Campaign Maintenance
- /IRM/IPPMQ – Master Request Maintenance
- /IRM/IPROM – Roster Maintenance

## 1.9.1.4 Access

Transaction code: /IRM/GPRFPM

## 1.9.1.5 Structure

The Sheet Formulas and Procedures 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 on a price sheet alias to display or maintain the formulas/procedures for that price sheet in focus in the Work Area.
- **Work Area**  
Use the Work Area to maintain one sheet formula. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Formula
  - Formula Profile
  - Formula Filter, used to list the formula filters to be applied, to allow different formulas to be called based on master data values. For example, the formula used for material group A might be different than the formula used for material group B.
  - Procedure
  - Variables

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.

## 1.9.1.6 Procedures

Displaying the Sheet Formulas and Procedures for a Price Sheet

Assigning Sheet Formulas to a Price Sheet

Maintaining a Sheet Formula

Deleting a Sheet Formula from a Price Sheet

Deleting a Sheet Formula

Creating a Formula Profile for a Price Sheet

Creating a Procedure for a Price Sheet

[Flex Formulas Workbench](#)

Use the Flex Formulas Workbench to create (VOFM) formulas that are used during pricing execution rather than at price creation. As a result, pricing of products can be set based on complex calculations. In the case of materials that incorporate commodities, the variable commodity price is one component of the defined calculation. Scale-based formulas can be created, such as a formula to scale off margin.

Formulas can be created and maintained with a user-driven Business Script Editor. No ABAP programming is needed to create, maintain, or delete formulas. Flex formulas are price sheet independent; you assign the formula to a pricing procedure in configuration, as either a requirement, calculation type, or scale-based formula. A formula simulation can be run to make sure the formulas are correct.

A change history is available to track who changed the formulas and when the changes were made.

NOTE: This workbench can replace the standard SAP VOFM ABAP routines and requirements.

## 1.9.1.7 Access

Transaction code: /IRM/GPRFFM

## 1.9.1.8 Structure

The Flex Formulas Workbench screen is organized into the following areas:

- **Search and Worklist**  
Use the Search and Worklist to view selected formulas in a grid format. From the grid, click on a formula number to display that formula in focus in the Work Area.
- **Work Area**  
Use the Work Area to maintain one formula.

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

## 1.9.1.9 Procedures

Displaying a Flex Formula

Creating a Flex Formula

Assigning a Flex Formula to a Pricing Procedure

Viewing the Flex Formula Change Log

Deleting a Flex Formula

[Explosion Profile Formula Workbench](#)

Explosion profiles can be used to display an exploded structure. For example, a master request type can be configured to display exploded bill of material pricing at the price sheet level. An explosion profile attached to the master request type controls the source of the BOM (standard SAP or Data Maintenance by Vistex, Resources option) and price sheets assigned to the material type, as well as the default values in the Explosion pop-up.

In configuration, define the explosion profiles. Then use the Explosion Profile Formula Workbench to assign formulas to the existing explosion profiles.

## 1.9.1.10 Access

Transaction code: /IRM/GPREFM

## 1.9.1.11 Structure

The Explosion Profile Formula Workbench screen is organized into the following areas:

- **Search and Worklist**  
Use the Search and Worklist to view existing explosion profiles in a grid format. From the grid, click on an explosion profile name to display that explosion profile in focus in the Work Area.
- **Work Area**  
Use the Work Area to maintain the formulas assigned to one explosion profile.

## 1.10 Price Maintenance

### Price Maintenance Overview

In Vistex, individual condition records on a price sheet can be created, maintained, and displayed using the following methods:

- Pricing Area Maintenance
- Classic Maintenance
- Profile-based Maintenance
- Index-based Maintenance

### 1.10.1.1.1 Pricing Area Maintenance

A pricing area is a set of predefined criteria that controls which pricing records are selected for maintenance. After a pricing area is defined, you can maintain standard condition records in the Pricing Workbench or agreement condition records (rules) in the Maintenance Request Workbench. Pricing areas can be assigned to individual users.

Transactions:

- [Pricing Area Workbench](#) /IRM/GPRPAM
- Pricing Workbench /IRM/GPRPWM, which can be used in place of the Classic Maintenance, Profile-based Maintenance, and Index-based Maintenance transactions
- [Pricing Report Workbench](#) /IRM/GPRRPTM
- [Maintenance Request Workbench](#) /IRM/IPMRM

### 1.10.1.1.2 Classic Maintenance

Classic Maintenance is the simplest maintenance method available to create/maintain/display condition records. It provides a centralized view through which mass creation and changes can be implemented easily and quickly. Only one price sheet at a time can be accessed.

Transactions:

- Create Pricing Records /IRM/GPR01
- Change Pricing Records /IRM/GPR02
- Display Pricing Records /IRM/GPR03

### 1.10.1.1.3 Pricing Summary in Fiori

1809 SP1 also offers a pricing summary in Fiori similar to the rules summary displayed in the GUI. To generate a pricing summary in the UI profile, the price data area's qualifier is set to summary. The pricing summary can be displayed as a unique tab in the Price Review Fiori app or grouped with the other price sheets.

The fields displayed in the pricing summary cannot be selected or changed, as the columns shown in the summary are determined by the fields common to all of the price sheets in the price proposal document. The records shown in the summary cannot be maintained and are only displayed.

### 1.10.1.1.4 Profile-based Maintenance

Profile-based maintenance utilizes price profiles created during configuration. When you choose a profile to maintain or display, the system lists the condition types/tables (price sheets) assigned to that profile. The price profile provides a summary view of all price sheets that share the price profile, as well as an individual view of each price sheet that shares the price profile.

NOTE: Each price sheet must be maintained individually, unless using composite profiles, which allow you to mass create or maintain condition records across price sheets.

Transactions:

- Create Price Profile /IRM/GPR04
- Maintain Price Profile /IRM/GPR06
- Display Price Profile /IRM/GPR05

### 1.10.1.1.5 Index-based Maintenance

Index-based maintenance utilizes the index profiles created in the Pricing Control Parameters. Index profiles are logical collections of related indexed tables. In index-based pricing, when you choose an index profile to maintain or display, the system lists all the condition records categorized by the condition types/tables (price sheets) assigned to that index profile.

Transactions:

- Display Price Records Using Indices /IRM/GPR25
- Maintain Price Records Using Indices /IRM/GPR26

## 1.10.1.2 Functionality

The following functionality applies to all price maintenance methods:

- Price Methods
- Condition Class D (Taxes)

### 1.10.1.2.1 Price Methods

Use the price methods functionality to define default values for condition record fields such as rate and currency. If a price method is assigned to a price sheet in configuration, the Price Method button is enabled (for Change mode) in the condition record maintenance transactions. Use the Price Method button to select the price method to be used.

### 1.10.1.2.2 Condition Class D (Taxes)

Condition types assigned condition class D (taxes) are supported in the price maintenance transactions. The corresponding condition records can be created, maintained, and displayed in all price maintenance transactions, as well as the deal and deal request workbenches.

### 1.10.1.2.3 Auto Adjusting Condition Record Validity Dates

Upon save the system will automatically adjust the dates (by either changing the dates, splitting the records, or deleting records) and will display a message stating what changes were made.

Auto adjustment of validity dates is performed in the following Data Maintenance Pricing transactions:

- Create Pricing Records /IRM/GPR01
- Change Pricing Records /IRM/GPR02
- Create Price Profile /IRM/GPR04
- Maintain Price Profile /IRM/GPR06
- Maintain Price Records Using Indices /IRM/GPR26
- Deals Workbench /IRM/GSDLM



## 1.10.1.2.4 Composite Maintenance

For ease of maintenance, composite maintenance allows you to mass create or maintain condition records either:

- Across multiple tables tied to the same condition type
- Across multiple condition types tied to the same table

To use this functionality, composite groups must be created in configuration. Only one condition type can be grouped with multiple condition tables in a composite group. Multiple condition groups can be assigned to a composite profile, which, in turn, is assigned to a price profile (or agreement type). Data is stored at the individual price sheet level, rather than at the composite group level.

NOTE: In Composite Maintenance configuration, if the Show Individual Sheets flag is enabled, the main composite profile sheet along with its individual sheets are displayed, in Display mode only. In Change mode, the individual sheets are displayed as one under the composite profile sheet, regardless of whether the flag is checked or not.

[Pricing Area and Pricing Workbench](#)

## 1.10.1.3 Pricing Area Workbench

A pricing area is a set of predefined criteria that controls which pricing records are selected for maintenance. For example, the criteria might include a specific sales organization, division, customer, and range of materials. The pricing area acts as a source for the following:

- **Pricing Workbench**  
The user selects a pricing area from the worklist to go directly to the list of condition records and begin maintenance. No values have to be input in selection fields, as in the GPR transactions.
- [Maintenance Request Workbench](#)  
The user assigns pricing areas to the maintenance request to select the condition records to be maintained.

Use the Pricing Area Workbench to create and maintain the pricing areas. Access to the pricing areas can be controlled using authorization groups.

### 1.10.1.3.1.1 Setup

In configuration, define the pricing area types to be used. Each type is assigned one of the following usages:

- **Prices**, assigned to pricing area types used for the Pricing Workbench.  
Allowed maintenance types are Index Profile, Price Profile, and Individual Sheets.

- Prices + Rules, assigned to pricing area types used for maintenance requests. Allowed maintenance types are Index Profile and Individual Sheets.

### 1.10.1.3.2 Access

Transaction code: /IRM/GPRPAM

### 1.10.1.3.3 Structure

The Pricing Area Workbench screen is organized into the following areas:

- Search and Worklist  
Use the Search and Worklist to view a list of selected pricing areas in a grid format. From the grid, click on a pricing area name to display that pricing area in focus in the Work Area.
- Work Area  
Use the Work Area to maintain one pricing area. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Admin Data

NOTE: Functions accessed from the menu bar apply only to the pricing area 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.

### 1.10.1.3.4 Procedures

Displaying a Pricing Area  
Creating a Pricing Area  
Copying a Pricing Area  
Maintaining a Pricing Area  
Deleting a Pricing Area

## 1.10.1.4 Maintenance Request Workbench

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.

## 1.10.1.4.1 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.

## 1.10.1.4.2 Access

Transaction code: /IRM/IPMRM

## 1.10.1.4.3 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**

## 1.10.1.4.4 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

## 1.10.1.5 Pricing Report Workbench

Use the Pricing Report Workbench to view reports created for a pricing area in the Pricing Workbench. Report results can be set up to contain existing and/or missing records within a price sheet for specified attributes.

## 1.10.1.5.1.1 Setup

Pricing report types, defined in Pricing Area configuration, can be created to show all current records and/or all missing records, based on the pricing area selection criteria. Field values can be entered only for fields that have the Filter flag enabled in the pricing area; otherwise the report is for display only.

- **Current Records**  
For the given selection, the system will get all the records that are maintained.
- **Missing Records**  
For the given selection, the system will get all the records that are not maintained.

Within a pricing report type, you can configure a record status and a corresponding status color for each record category.

## 1.10.1.5.2 Access

Transaction code: /IRM/GPRRPTM

Alternately, you can navigate from the Pricing Workbench by clicking on the **Navigate to Reports** button.

## 1.10.1.5.3 Structure

The Pricing Report Workbench screen is organized into the following areas:

- **Search and Worklist**  
Use the Search and Worklist to view a list of selected pricing reports in a grid format. From the grid, click on a pricing report name to display that pricing report in focus in the Work Area.
- **Work Area**  
Use the Work Area to view one report. In the standard Vistex implementation, the Work Area contains the following tabs:
  - **Selection**, to view the selections used to create the report. Separate selection tabs display for Current and Missing records.
  - **Result**, to view the condition records in the report results.

**NOTE:** Functions accessed from the menu bar apply only to the pricing report 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.

## 1.10.1.5.4 Procedures

Displaying a Pricing Report

Downloading a Pricing Report

Deleting a Pricing Report

Pricing Information Upload

## 1.10.1.6 Upload Price Record

Use Upload Price Records to import price records 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, use the [File Template for Price Record Workbench](#).

NOTE: The document template is not meant to store the scales in file data. If uploading condition records with scales, all non-scale fields must come before the scale fields in the spreadsheet. The scale fields must be last in the spreadsheet in the sequence:

- Scale quantity 1
- Scale rate 1
- Scale quantity 2
- Scale rate 2
- And so on

### 1.10.1.6.1 Access

Transaction code: /IRM/GPRUPL

### 1.10.1.6.2 Procedure

Uploading Condition Records

## 1.10.1.7 File Template for Price Record

Use File Template for Price Record Workbench to create and maintain templates that control the fields and format of condition record files during upload.

### 1.10.1.7.1 Access

Transaction code: /IRM/GPRFTM

### 1.10.1.7.2 Structure

The File Template for Price Record 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.

### 1.10.1.7.3 Procedures

Displaying a File Template for Price Record  
Creating a File Template for Price Record  
Copying a File Template for Price Record  
Maintaining a File Template for Price Record  
Deleting a File Template for Price Record

## Price Maintenance Methods

## 1.10.1.8 Classic Maintenance

### 1.10.1.8.1 Create, Change or Display Condition Records

When you create, change, or display condition records, you specify the condition type and condition table. This unique combination also is referred to as a price sheet.

NOTE: To be available for use, a price sheet must already have been configured.

Condition records can be created using one of the following methods:

- manually add lines to the active price sheet
- mass import condition records online from a spreadsheet into the active price sheet
- copy existing lines

#### 1.10.1.8.1.1 Access

The transactions used for classic maintenance are:

- Create Pricing Records /IRM/GPR01
- Change Pricing Records /IRM/GPR02
- Display Pricing Records /IRM/GPR03

#### 1.10.1.8.1.2 Structure

When you enter the transaction, the system displays a dialog window used to select the price sheet to be displayed in a grid format.

The following buttons appear above the grid:

Action	Alternate Access
Save Save and activate the condition records. NOTE: Button not enabled in transaction /IRM/GPR03 Display Pricing Records.	Ctrl+S
Selection Content Displays the key fields for each combination.	F6



Other Price Records Access Sequence Choose another Condition Type/Condition Table combination of the same application.	Shift+F8
Refresh All Sheets Used to refresh all of the sheets listed in the Current Sheet dropdown. NOTE: Button not displayed in transaction /IRM/GPR03 Display Pricing Records.	F8
Save as Price Proposal Saves the price sheet(s) as a price proposal instead of saving as an active condition record(s). NOTE: Button not displayed in transaction /IRM/GPR03 Display Pricing Records.	Shift+F11

Use the following grid buttons to enter pricing condition record information:

<b>Action</b>
<p><b>Price Record Details</b> 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:</p> <ul style="list-style-type: none"> <li>• Scales: Shows scales related to this condition record.</li> <li>• Text: If a text procedure is assigned through standard SAP configuration for the condition type, then text can be saved.</li> <li>• Key: Displays the key and key entries for the selected condition record.</li> <li>• Validity Periods: Lists the existing condition records for the selected row along with their respective validity periods, rates, and deletion indicators.</li> </ul>
<p><b>Check and Complete</b> Checks the validity of the condition record before saving.</p> <ul style="list-style-type: none"> <li>• If formulas are set up, check and complete will run the formulas.</li> <li>• If a price policy is set up, check and complete will run the price policy.</li> <li>• 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.</li> </ul> <p>NOTE: Button not displayed in transaction /IRM/GPR03 Display Pricing Records.</p>
<p><b>Refresh</b> 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/GPR03 Display Pricing Records.</p>
<p><b>Create</b> Add one line, five lines, or ten lines to the record. For example, to add three lines you can either:</p> <ul style="list-style-type: none"> <li>• Click on the button and select 1 from the dropdown three times</li> </ul>

- 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 transaction /IRM/GPR03 Display Pricing Records.

#### Delete

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 transaction /IRM/GPR03 Display Pricing Records.

#### Select Values

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 transaction /IRM/GPR03 Display Pricing Records.

#### Copy Price Records

Displays the Copy Price Records dialog window. Specify the target sheet and number of copies. Check the Copy texts checkbox to copy texts.

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 transaction /IRM/GPR03 Display Pricing Records.

#### Import Price Records

Used to import condition 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 transaction /IRM/GPR03 Display Pricing Records.

#### Search and Replace

Used to search and replace the selected values within the current price sheet.

NOTE: Button not displayed in transaction /IRM/GPR03 Display Pricing Records.

#### 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, date that the rate for the selected condition record will start.
- Valid To, 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 rate(s) 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 displayed in transaction /IRM/GPRO3 Display Pricing Records.

#### Procedures

Used when formula procedures 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 displayed in transaction /IRM/GPRO3 Display Pricing Records.

Price Policy Indicates the condition records that comply with the pricing policies assigned to the price sheet.

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/GPRO3 Display Pricing Records.
<p><b>Most Recent Log</b> 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/GPRO3 Display Pricing Records.</p>
<p><b>Expand Scales</b> If scales exist, used to either:</p> <ul style="list-style-type: none"> <li>• Expand scales as column ()</li> <li>• Expand scales as row ()</li> </ul>
<p><b>Highlight Using Filter</b> Highlight lines based on the selected filter and the search criteria that was input. This button also can be used to reset the highlighting.</p>
<p><b>Simulate Pricing</b> Create a price book to simulate prices for highlighted materials.</p>
<p><b>Cumulative Values</b> View the cumulated values from sales orders and from billing for the selected record.</p>
<p><b>Change Documents</b> Displays existing Change documents that are related to the selected row in the Changes for Condition Record window. Use the Filter button to filter the display. Options:</p> <ul style="list-style-type: none"> <li>• All Changes</li> <li>• Date Selection Select the date range for the display.</li> </ul> <p>NOTE: Button not displayed in transaction /IRM/GPRO1 Create Pricing Records.</p>
<p><b>Filter Records</b> 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.</p>
<p><b>Column to Row Shuffle</b> 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. NOTE: Certain functions available in the horizontal display are not available in the vertical display.</p>
<p><b>Details</b> View selected records in a vertical column format in a separate window.</p>
<p><b>Sort in Ascending Order</b> Sort the data in a selected column in ascending alphanumeric sequence.</p>
<p><b>Sort in Descending Order</b> Sort the data in a selected column in descending alphanumeric sequence.</p>
<p><b>Find</b></p>

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.
Set Filter Select a column, and then click the Set Filter button to set and delete column filters.
Total (restricted to relevant numeric columns) Highlight at least one numeric column, and then select a type of calculation (Total, Minimum, or Maximum) from the dropdown list.
Print Print the price sheet(s).
Views Generate a Print Preview of the current price sheet and/or a Crystal Reports preview of the current price sheet.
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.

### 1.10.1.8.1.3 Procedures

- Manually Adding Condition Records
- Importing Condition Records
- Creating a Price Proposal
- Creating a Price Simulation (Classic Maintenance)
- Changing Condition Records
- Mass Changing Condition Record Validity Dates and Rates
- Viewing a Condition Record Change Log
- Displaying Condition Records
- Running the Display Pricing Records Job in the Background

## 1.10.1.9 Profile-based Maintenance

### 1.10.1.9.1 Profile-based Maintenance Overview

Profile-based maintenance utilizes the price profiles created during configuration. In profile-based pricing, when you choose a profile to maintain or display, the system lists the condition types/tables (price sheets) assigned to that profile. The price profile provides a summary view of all price sheets that share the price profile, as well as an individual view of each price sheet that shares the price profile. If configured, you may perform composite maintenance across multiple price sheets in a single view. All sheets for a material are combined into a single grid for simultaneous viewing and maintenance.

A price profile can be set up before price sheets are created. During configuration, multiple price sheets can be assigned to a single price profile, which allows the user to view and maintain multiple price sheets at the same time. After the price profile is defined, price sheets are assigned to the price profile and the display sequence is defined, allowing for dependencies and comparisons. For example, to simultaneously view and maintain all pricing available for a material, you might assign the purchase price, list price, customer list price, and customer group price to a price profile.

#### Abstract BOM

BOM information for an SAP material can be viewed on the price sheet, based on configuration of the price profile. For the price profile, configure the following:

- Material field from the price sheet (Field for Structure field)
- Plant, Usage, and Application, to explode the standard SAP bill of material

In addition, to explode the DMr bill of material (BOM), the SAP material is attached to the DMr BOM structure in the Structured Material Workbench.

When you enter the Maintain Price Profile transaction, select the profile and criteria field values. Click on the Structured Materials button. Information from configuration defaults into the Structured Materials pop-up. The Explode BOM checkbox will be checked if either the Plant, Usage, and Application fields (for SAP structures) or the Application Type field (for DMr structures) are populated. The Level Up and Level Down fields indicate how many levels can be viewed (default to 1).

On the price sheet, the system will display BOM information in the BOM Level field for the material (Has Parents, Has Children, or Has Parents and Children). Click on the icon in the BOM Level Icon field to view the bill of material structure in a tree format. (NOTE: Recursive bills of material will be highlighted in red in the tree).

Computations that are assigned to an additional price field in configuration will be run automatically when you click on the Check and Complete button.

## 1.10.1.9.2 Create, Maintain or Display Price Profile

When you create, change, or display condition records that are assigned to a specific price profile, you specify the condition type and condition table. This unique combination also is referred to as a price sheet.

NOTE: To be available for use, a price sheet must already have been configured.

### 1.10.1.9.2.1 Access

The transactions used for profile-based maintenance are:

- Create Price Profile /IRM/GPR04
- Maintain Price Profile /IRM/GPR06
- Display Price Profile /IRM/GPR05

### 1.10.1.9.2.2 Structure

When you enter the transaction, the system displays a dialog window used to select the price profile that contains the condition records to be displayed in a grid format.

The following buttons appear above the grid:

Action	Alternate Access
Save Save and activate the condition records. NOTE: Button not enabled in transaction /IRM/GPR05 Display Price Profile.	Ctrl+S
Selection Content Displays the key fields for each combination.	F6
Other Price Records Access Sequence Choose another Condition Type/Condition Table combination of the same application. NOTE: Button not available in transaction /IRM/GPR05 Display Price Profile.	Shift+F8
Refresh All Sheets Used to refresh all of the sheets listed in the Current Sheet dropdown. NOTE: Button not available in transaction /IRM/GPR05 Display Price Profile.	F8
Save as Price Proposal	Shift+F11

Saves the price sheet(s) as a price proposal instead of saving as an active condition record(s).  
NOTE: Button not available in transaction /IRM/GPR05 Display Price Profile.

Use the following grid buttons to enter pricing condition record information:

<b>Action</b>
<p><b>Price Record Details</b> 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:</p> <ul style="list-style-type: none"> <li>• Scales: Shows scales related to this condition record.</li> <li>• Text: If a text procedure is assigned through standard SAP configuration for the condition type, type, then text can be saved.</li> <li>• Key: Displays the key and key entries for the selected condition record.</li> <li>• Validity Periods: Lists the existing condition records for the selected row along with their respective validity periods, rates, and deletion indicators.</li> </ul>
<p><b>Check and Complete</b> Checks the validity of the condition record before saving.</p> <ul style="list-style-type: none"> <li>• If formulas are set up, check and complete will run the formulas.</li> <li>• If a price policy is set up, check and complete will run the price policy.</li> <li>• 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.</li> </ul> <p>NOTE: Button not displayed in transaction /IRM/GPR05 Display Price Profile.</p>
<p><b>Refresh</b> Refresh the current price sheet. To refresh all of the open price sheets, click on the Refresh button in the application toolbar.</p> <p>NOTE: Button not displayed in transaction /IRM/GPR05 Display Price Profile.</p>
<p><b>Create (Button not shown when Current Sheet is set to Summary)</b> Add one line, five lines, or ten lines to the record. For example, to add three lines you can either:</p> <ul style="list-style-type: none"> <li>• Click on the button and select 1 from the dropdown three times</li> <li>• 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.</li> <li>• 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.</li> </ul> <p>NOTE: Button not displayed in transaction /IRM/GPR05 Display Price Profile.</p>
<p><b>Delete</b> 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.</p>



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 transaction /IRM/GPRO5 Display Price Profile.

Select Values (Button not shown when Current Sheet is set to Summary)

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 transaction /IRM/GPRO5 Display Price Profile.

Copy Price Records (Button not shown when Current Sheet is set to Summary)

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 transaction /IRM/GPRO5 Display Price Profile.

Import Price Records (Button not shown when Current Sheet is set to Summary)

Used to import condition 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 transaction /IRM/GPRO5 Display Price Profile.

Search and Replace (Button not shown when Current Sheet is set to Summary)

Used to search and replace the selected values within the current price sheet.

NOTE: Button not displayed in transaction /IRM/GPRO5 Display Price Profile.

Set Values (Button not shown when Current Sheet is set to Summary)

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 transaction /IRM/GPR05 Display Price Profile.

#### 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/GPR05 Display Price Profile.

Price Policy Indicates the condition records that comply with the pricing policies assigned to the price sheet.

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/GPR05 Display Price Profile.

#### 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/GPR05 Display Price Profile.

#### Error/Warning Records

This button appears only when there are errors in the condition records. Click to view only the lines with errors or to show all lines. Options:

<ul style="list-style-type: none"> <li>• Errors, to limit the display to lines with errors</li> <li>• Show All Records</li> </ul>
<p><b>Expand Scales</b> If scales exist, used to either:</p> <ul style="list-style-type: none"> <li>• Expand scales as column ( )</li> <li>• Expand scales as row ( )</li> </ul>
<p><b>Highlight Using Filter (Not shown when Current Sheet is set to Summary)</b> Highlight lines based on the selected filter and the search criteria that was input. This button also can be used to reset the highlighting.</p>
<p><b>Simulate Pricing (Not shown when Current Sheet is set to Summary)</b> Create a price book to simulate prices for highlighted materials.</p>
<p><b>Cumulative Values (Not shown when Current Sheet is set to Summary)</b> View the cumulated values from sales orders and from billing for the selected record.</p>
<p><b>Change Documents</b> Displays existing Change documents that are related to the selected row in the Changes for Condition Record window. Use the Filter button to filter the display. Options:</p> <ul style="list-style-type: none"> <li>• All Changes</li> <li>• Date Selection Select the date range for the display.</li> </ul> <p>NOTE: Button not displayed in transaction /IRM/GPRO6 Maintain price Profile.</p>
<p><b>Filter Records</b> 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.</p>
<p><b>Column to Row Shuffle</b> 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.</p>
<p><b>Details</b> View selected records in a vertical column format in a separate window.</p>
<p><b>Sort in Ascending Order</b> Sort the data in a selected column in ascending alphanumeric sequence.</p>
<p><b>Sort in Descending Order</b> Sort the data in a selected column in descending alphanumeric sequence.</p>
<p><b>Find</b> Find a term within the grid values. The system highlights any cell that contains the term.</p>
<p><b>Find Next</b> Find the next instance of a term searched for previously.</p>
<p><b>Set Filter</b></p>

Select a column, and then click the Set Filter button to set and delete column filters.
Total (restricted to relevant numeric columns) Highlight at least one numeric column, and then select a type of calculation (Total, Minimum, or Maximum) from the dropdown list.
Print Print the price sheet(s).
Views Generate a Print Preview of the current price sheet and/or a Crystal Reports preview of the current price sheet.
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.

### 1.10.1.9.2.3 Procedures

Displaying a Price Profile  
 Running the Display Price Profile Job in the Background  
 Creating a Price Simulation (Profile-based Maintenance)  
 Changing a Price Profile  
 Creating a Price Proposal

## 1.10.1.10 Index-based Maintenance

### 1.10.1.10.1 Index-based Maintenance Overview

Index-based maintenance utilizes the index profiles created in the Pricing Control Parameters. Index profiles are logical collections of related indexed tables. In index-based pricing, when you choose an index profile to maintain or display, the system lists all the condition records categorized by the condition types/tables (price sheets) assigned to that index profile.

For example, you might search all records across multiple condition types for a certain material, customer, agreement, or date range.

## 1.10.1.10.1.1 Access

The transactions used for index-based maintenance are:

- [Display Price Records Using Indices /IRM/GPR25](#)
- [Maintain Price Records Using Indices /IRM/GRP26](#)

## 1.10.1.10.2 Display or Maintain Condition Records Using Indices

When you choose an index profile to maintain or display, the system lists all the condition records that categorized by the condition types/tables (price sheets) assigned to that index profile.

NOTE: To be available for use, a price sheet must already have been configured.

### 1.10.1.10.2.1 Access

The transactions used for index-based maintenance are:

- [Display Price Records Using Indices /IRM/GPR25](#)
- [Maintain Price Records Using Indices /IRM/GPR26](#)

### 1.10.1.10.2.2 Structure

When you enter the transaction, the system displays a dialog window used to select the price sheet to be displayed in a grid format.

When you display a price sheet, the following button appears above the grid:

Action	Alternate Access
Selection Content Displays the key fields for each combination.	F6

The default view is the Summary view, in which all condition records that meet the search criteria are displayed. To display records for each price sheet, use the dropdown menu in the Current Sheet field. Additional grid buttons appear in the grid when a combination is chosen.

Action

### Price Record Details

Detailed information for each condition record can be drilled into by clicking on the Price Record Details 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, 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

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/GPR25 Display Pricing Records Using Indices.

### 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/GPR25 Display Pricing Records Using Indices.

### Create

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 transaction /IRM/GPR25 Display Pricing Records Using Indices.

### Delete

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 transaction /IRM/GPR25 Display Pricing Records Using Indices.

### Select Values

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 transaction /IRM/GPR25 Display Pricing Records Using Indices.

#### Copy Price Records

Displays the Copy Price Records dialog window. Specify the target sheet and number of copies. Check the Copy texts checkbox to copy texts.

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 transaction /IRM/GPR25 Display Pricing Records Using Indices.

#### 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.

NOTE: Button not displayed in transaction /IRM/GPR25 Display Pricing Records Using Indices.

#### Search and Replace

Used to search and replace the selected values within the current price sheet.

NOTE: Button not displayed in transaction /IRM/GPR25 Display Pricing Records Using Indices.

#### 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, date that the rate for the selected condition record will start.
- Valid To, 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 rate(s) 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 displayed in transaction /IRM/GPR25 Display Pricing Records Using Indices.

#### Compute

Used when formula profiles exist for the current price sheet.

Formula pricing is pricing values derived from a defined formula. Formulas are specific to price sheets. User fields or values directly within the price sheet, such as rate, can be calculated.

NOTE: Button not displayed in transaction /IRM/GPR25 Display Pricing Records Using Indices.

Price Policy Indicates the condition records that comply with the pricing policies assigned to the price sheet.

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/GPR25 Display Pricing Records Using Indices.

#### Most Recent Log

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/GPR25 Display Pricing Records Using Indices.

#### 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.

#### Simulate Pricing

Create a price book to simulate prices for highlighted materials.

#### Cumulative Values



View the cumulated values from sales orders and from billing for the selected record.
<p><b>Change Documents</b> Displays existing Change documents that are related to the selected row in the Changes for Condition Record window. Use the Filter button to filter the display.</p> <p>Options:</p> <ul style="list-style-type: none"> <li>• All Changes</li> <li>• Date Selection Select the date range for the display.</li> </ul> <p>NOTE: Button not displayed in transaction /IRM/GPRO1 Create Pricing Records.</p>
<p><b>Filter Records</b> 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.</p>
<p><b>Column to Row Shuffle</b> 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.</p>
<p><b>Details</b> View selected records in a vertical column format in a separate window.</p>
<p><b>Sort in Ascending Order</b> Sort the data in a selected column in ascending alphanumeric sequence.</p>
<p><b>Sort in Descending Order</b> Sort the data in a selected column in descending alphanumeric sequence.</p>
<p><b>Find</b> Find a term within the grid values. The system highlights the field that contains the term.</p>
<p><b>Find Next</b> Find the next instance of a term searched for previously.</p>
<p><b>Set Filter</b> Select a column, and then click the Set Filter button to set and delete column filters.</p>
<p><b>Total (restricted to relevant numeric columns)</b> Highlight at least one numeric column, and then select a type of calculation (Total, Minimum, or Maximum) from the dropdown list.</p>
<p><b>Print</b> Print the price sheet(s).</p>
<p><b>Views</b> Generate a Print Preview of the current price sheet and/or a Crystal Reports preview of the current price sheet.</p>
<p><b>Export</b></p>

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.

## 1.10.1.10.2.3 Procedures

Maintaining Condition Records Using Indices

Creating a Price Proposal

Creating a Price Simulation (Index-based Maintenance)

Displaying Condition Records Using Indices

Running the Display Price Records Using Indices Job in the Background

## 1.10.1.11 Function-based Rule Maintenance

### 1.10.1.11.1 Maintenance Groups

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/IPAPR01, /IRM/IPAPR02, /IRM/IPARPO3)
- Sales Credit (/IRM/IPSC01, /IRM IPSC02, IPSC03)
- Transaction Adjudication (/IRM/IPTA01, /IRM/IPTA02, /IRM/IPTA03)

### 1.10.1.11.2 Deals Priority and Resolution

Use the Deals Priority and Resolution transactions to create, maintain, and display deals maintenance groups.

## 1.10.1.11.2.1 Access

The transactions used for Deals Priority and Resolution category maintenance groups are:

- Create Deals Priority and Resolution /IRM/GDLPR01
- Maintain Deals Priority and Resolution /IRM/GDLPR02
- Display Deals Priority and Resolution /IRM/GDLPR03

## 1.10.1.11.2.2 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:

Action	Alternate Access
<b>Save</b> Save and activate the condition records. NOTE: Button not enabled in transaction /IRM/GDLPR03 Display Deals Priority and Resolution.	Ctrl+S
<b>Selection Content</b> Displays the key fields for each combination.	F6
<b>Refresh All Sheets</b> Used to refresh all of the sheets listed in the Current Sheet dropdown. NOTE: Button not available in transaction /IRM/GDLPR03 Display Deals Priority and Resolution.	F8
<b>Save as Price Proposal</b> 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/GDLPR02 and /IRM/GDLPR03.	Shift+F11

Use the following grid buttons to enter pricing condition record information:

Action
<b>Price Record Details</b> 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: <ul style="list-style-type: none"> <li>• Scales: Shows scales related to this condition record.</li> </ul>

- **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

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/GDLPR03 Display Deals Priority and Resolution.

#### 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/GDLPR03 Display Deals Priority and Resolution.

#### 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 transaction /IRM/GDLPR03 Display Deals Priority and Resolution.

#### Delete

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 transaction /IRM/GDLPR03 Display Deals Priority and Resolution.

#### Select Values (Button not shown when Current Sheet is set to Summary)

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 transaction /IRM/GDLPR03 Display Deals Priority and Resolution.

**Copy Price Records (Button not shown when Current Sheet is set to Summary)**  
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 transaction /IRM/GDLPR03 Display Deals Priority and Resolution.

**Import Price Records (Button not shown when Current Sheet is set to Summary)**  
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.

NOTE: Button not displayed in transaction /IRM/GDLPR03 Display Deals Priority and Resolution.

**Search and Replace (Button not shown when Current Sheet is set to Summary)**  
Used to search and replace the selected values within the current price sheet.  
NOTE: Button not displayed in transaction /IRM/GDLPR03 Display Deals Priority and Resolution.

**Set Values (Button not shown when Current Sheet is set to Summary)**  
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 transaction /IRM/GDLPR03 Display Deals Priority and Resolution.

#### 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/GDLPR03 Display Deals Priority and Resolution.

Price Policy Indicates the condition records that comply with the pricing policies assigned to the price sheet.

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/GDLPR03 Display Deals Priority and Resolution.

#### 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/GDLPR03 Display Deals Priority and Resolution.

#### Expand Scales

If scales exist, used to either:

- Expand scales as column ()
- Expand scales as row ()

#### 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 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.
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.
Set Filter Select a column, and then click the Set Filter button to set and delete column filters.
Total (restricted to relevant numeric columns) Highlight at least one numeric column, and then select a type of calculation (Total, Minimum, or Maximum) from the dropdown list.
Print Print the price sheet(s).
Views Generate a Print Preview of the current price sheet and/or a Crystal Reports preview of the current price sheet.
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.

## Automated Price Maintenance

Automated Price Maintenance (APM) is used to automatically copy or process multiple values within condition records at the same time in batch mode. For example, you might use APM to mass update commodity prices each night. If needed, the changes can be saved as a price proposal so that the changes can be reviewed prior to posting them to SAP.

### 1.10.1.11.3 Variants

When you save a variant, enter the following information:

- Variant Name and Variant Text (description)
- Default

A variant can be designated as the default that is displayed when you enter the transaction, but the screen layout can be changed as saved to that layout or saved as a new layout.
- Selection Fields

List the selection fields, in the sequence they will appear. If needed, assign a Selection Type to the selection fields. Available selection types are:

  - T Table Variable from TVARVC, to populate the selection field using a value set up in a selection variable.

Click on the **Create Variable** button to display the Selection Variables (TVARVC) table and set the variable value.
  - D Dynamic Date Calculation, for dates to be derived dynamically
  - Z Dynamic Time Calculation, for times to be derived dynamically

### 1.10.1.11.4 Procedures

Procedures can be defined in the Sheet Formulas and Procedures Workbench (/IRM/GPRFPM) to automate manual price maintenance steps; procedure step types Set Values, Apply Policies, and Execute Formulas are supported for APM and the Selection Type should be set to All Records. Procedures containing any other step types will not appear in the Procedures field dropdown list.

### 1.10.1.12 Access

Transaction code: /IRM/GPR15



## 1.10.1.13 Structure

The Automated Price Maintenance transaction is organized into the following areas:

- Source, used to select the application and price sheet to be copied or processed.
- Action
  - Click on a button to choose one of the following actions:
  - Copy, used to submit a job to copy condition records. For example, you can copy all prices to a different customer. If the condition record being copied has text, click on the Copy texts checkbox to include the text in the copy.
  - Process, used to submit a job to mass change rates, validity dates, currency, and units. For example, you can increase all fuel surcharge rates by 5%. You may also adjust the scales. For example, if the rate of the selected condition record(s) is increased and the adjust scales flag is enabled, the rate and scales will be adjusted accordingly.  
When changing a rate, in the Set Rate pop-up check the New checkbox to create a new condition by copying the original record. The rate is changed only in the new record; the original record remains unchanged. Check the Adjust Scales checkbox to adjust the scales. For example, if the rate of the selected condition record(s) is increased and the adjust scales flag is enabled, it will adjust the rate and scales accordingly.
- Target, used to define the target price sheet when copying and map the target fields to the source fields.

Use the Procedure field to apply a procedure to condition records. For this field, only the Set Values, Apply Policies, and Execute Formulas step types are supported.

- Set, used when processing to define values for the rate, validity dates, currency, and/or unit. When setting values for the rate, use the New flag to create new condition records from the selected existing condition records. If both the New and Adjust Scales flags are selected, new condition records will be created while adjusting the scales values.

After rules are established and assigned to a price sheet, existing condition records can be processed against the rules to determine compliance.

## 1.10.1.14 Procedures

Copying Condition Records in Batch Mode

Changing Condition Record Values in Batch Mode

## 1.11 Price Simulation

[Price Simulation Workbench](#)

Use the Price Simulation Workbench to calculate item prices, for internal simulations. A price simulation is similar to a catalog, but runs faster since it has less functionality (no output, no evaluation). The price

simulation runs a pricing procedure over products for a specified date range. The resulting price simulation document can be used when creating proforma documents.

Plant determination for a price simulation uses the following hierarchy:

- Customer material info record
- Header level customer data
- Item level material master data

If a price simulation document is used to create a proforma, that price simulation document can be viewed from the Proforma tab in the agreement, agreement request, or program. The price simulation document number is a hot key to display the document. When a proforma is deleted, the corresponding price simulation is deleted automatically; after a proforma is posted, no further changes can be made to the corresponding price simulation.

The price simulation type assigned to the price simulation controls the configuration, including the numbering, pricing procedure, partner roles, item category, and display profiles to be used.

### 1.11.1.1.1 Price Monitoring

The Price Monitoring functionality is designed for Government Pricing users, to calculate multiple kinds of prices to find the best price. The Calculation Items tab will be displayed when the price simulation type is configured to calculate multiple prices for each item, using a different pricing procedure to calculate each price. For example, for a customer/material you could calculate the billback amount, distributor fee, volume rebate, and revenue growth rebate, each using a different pricing procedure.

A BAdI is provided to calculate the best price based on results in the Calculation Items tab.

### 1.11.1.2 Access

Transaction code: /IRM/GPSM

#### 1.11.1.2.1 Price Simulation in Fiori

Price simulation functionality is available as a Fiori application in release 1809 SP1. However, only records that are maintained in the Vistex Calculation Engine are supported for the Price Simulation Fiori application. Price records maintained via SAP pricing are not supported.

### 1.11.1.3 Structure

The Price Simulation Workbench screen is organized into the following areas:

- Search and Worklist  
Use the Search and Worklist to view selected price simulations in a grid format. From the grid, click on a price simulation number to display that price simulation in focus in the Work Area.
- Work Area  
Use the Work Area to maintain one price simulation. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Header
  - Items
  - Calculation Items, used when the price simulation type is configured to calculate multiple prices for each item, using a different pricing procedure to calculate each price. This functionality was added for Government Pricing, to calculate multiple kinds of prices to find the best price.
  - Proforma
  - [Notes](#)
  - Admin Data

NOTE: Functions accessed from the menu bar apply only to the price simulation 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.

### 1.11.1.4 Procedures

Displaying a Price Simulation

Creating a Price Simulation

Maintaining a Price Simulation

Exporting a Price Simulation to a File

Deleting a Price Simulation

Viewing Output

[Upload/Download](#)

### 1.11.1.5 Upload Price Simulation

Use Upload Price Simulation to import pricing information 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 price simulation files during upload. To create a file template, either save the information entered on the screen, or use the [File Template for Price Simulation Workbench](#) to create a template.

Uploaded information can be viewed in the [Price Simulation Workbench](#).

### 1.11.1.5.1 Access

Transaction code: /IRM/GPSUPL

### 1.11.1.5.2 Procedure

Uploading Price Simulations

### 1.11.1.6 Download Price Simulation

Use Download Price Simulation to download a price simulation to a specific file on a desktop or file server. For large downloads, this transaction can be run as a background job.

File templates are used to control the fields and format of files during download. To create a template, use the [File Template for Price Simulation Workbench](#).

### 1.11.1.6.1 Access

Transaction code: /IRM/GPSDNL

### 1.11.1.6.2 Procedure

Downloading Price Simulations

## 1.11.1.7 File Template for Price Simulation

Use File Template for Price Simulation Workbench to create and maintain templates that control the fields and format of price simulation files during upload.

### 1.11.1.7.1 Access

Transaction code: /IRM/GPSFTM

### 1.11.1.7.2 Structure

The File Template for Price Simulation 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.

### 1.11.1.7.3 Procedures

Displaying a File Template for Price Simulation  
Creating a File Template for Price Simulation  
Copying a File Template for Price Simulation  
Maintaining a File Template for Price Simulation  
Deleting a File Template for Price Simulation

## 1.12 Price Proposal

### Price Proposal Overview

A price proposal is initiated to request approval for the creation or maintenance of condition records. Price proposals cannot be created in the Price Proposal Workbench. Instead, use any of the following transactions to create a price proposal:

- Master Request Workbench
- Price Type Workbench
- Create Pricing Records (Classic Maintenance)
- Change Pricing Records (Classic Maintenance)
- Create Price Profile (Profile-based Maintenance)
- Maintain Price Profile (Profile-based Maintenance)
- Maintain Price Records Using Indices (Index-based Maintenance)
- Upload Price Records
- Automated Price Maintenance

In certain transactions listed above, the **Save as Price Proposal** button can be used to save the condition records as a price proposal instead of as active condition records. If needed, the standard **Save** button can be disabled to prevent saving a price proposal and posting the price records before approvals have been granted.

A price proposal can be created for one price sheet or for multiple sheets if profile-based pricing is being used. After they are created, price proposals can be maintained and displayed in the [Price Proposal Workbench](#). Multiple price proposal types can be created for the various levels of approval required. Approval steps are assigned to a status profile which, in turn, is assigned to the price proposal type. This status profile can then be tied into standard SAP workflow.

To post proposals use the Price Proposal Workbench; to post in batch, use the Post Proposals /IRM/GPP60 transaction.

Based on price sheet configuration you can enable a flag to not copy the source price sheet and only create the price proposal for target information.

### 1.12.1.1 Configuration

The following configuration needs to be performed prior to creating price proposals:

- Define price proposal types, which include numbering definition and status profile
- Assign date types to the price proposal type
- Assign price sheets to the price proposal type
- Assign a mapping profile, created in the [Mapping Profile Workbench](#), to the price proposal type

## 1.12.1.2 Access

Price proposals can be created from any of the following transactions:

- [/IRM/IPPQM Master Request Workbench](#)
- [/IRM/GPTM Price Type Workbench](#)
- [/IRM/GPR01 Create Pricing Records](#)
- [/IRM/GPR02 Change Pricing Records](#)
- [/IRM/GRP04 Create Price Profile](#)
- [/IRM/GPR06 Maintain Price Profile](#)
- [/IRM/GPR26 Maintain Price Records Using Indices](#)
- [/IRM/GPRUPL Upload Price Record](#)
- [/IRM/GPR15 Automated Price Maintenance](#)

Upload/Download

## 1.12.1.3 Upload Price Proposal

Use Upload Price Proposal to import a price proposal 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 Price Proposal Workbench](#) to create a template.

### 1.12.1.3.1 Access

Transaction code: [/IRM/GPPUPLN](#)

### 1.12.1.3.2 Procedure

Uploading Price Proposals

## 1.12.1.4 Download Price Proposal

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

File templates are used to control the fields and format of files during download. To create a template, use the [File Template for Price Proposal Workbench](#).

### 1.12.1.4.1 Access

Transaction code: /IRM/GPPDNLN

### 1.12.1.4.2 Procedure

Downloading Price Proposals

## 1.12.1.5 File Template for Price Proposal

Use File Template for Price Proposal Workbench to create and maintain templates that control the fields and format of price proposal files during upload.

### 1.12.1.5.1 Access

Transaction code: /IRM/GPPFTPM

### 1.12.1.5.2 Structure

The File Template for Price Proposal 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.

### 1.12.1.5.3 Procedures

Displaying a File Template for Price Proposal

Creating a File Template for Price Proposal

Copying a File Template for Price Proposal

Maintaining a File Template for Price Proposal

Deleting a File Template for Price Proposal

## 1.13 Price Review

### Price Review Workbench

Price review functionality was added in Release 1809, which allows the mass change of rules across applications. Users can pull the data from different sources, perform the required actions, and post the data to the respective applications using this functionality.

To use price review, the user first needs to create a new price sheet or convert an existing price sheet in the Price Sheet Workbench. Next, in the [Review Template Workbench](#), the user has to set up the configuration using different sources. Then, in the Price Review Workbench, the data can be generated based on the configuration set up in the review template.

The Mapping Profiles tab was removed from the pricing-object level and added to the price review template. This tab contains the mapping profiles to generate planning documents from the price review.

### 1.13.1.1.1 Setup

The following configuration needs to be performed prior to creating price reviews:

- For new file templates, new file submission types must be created
- Submission type is based on the object type, and each object type must be defined

NOTE: If not submission type is defined, that submission type will be shown for every application.

## 1.13.1.2 Access

Transaction code: /IRM/IPPDM

The following fields appear in the header section of the Price Review Workbench:

Field	Description
Price Review	The name of the price review.
Review Template	Template used for the price review.
Price Review Type	Identifies the price review type.
User Status	Activated externally, displays status of the user.
Status	Release status of the price review.
Posting Status	Posting status of the price review.
External Description	Description of the price review.
Period Basis	Indicates the period length of the price review.
Valid From	First date of validity for the price review.
Valid From	Last date of validity for the price review.

### 1.13.1.2.1 Price Review Fiori Application

In Release 1809 SP1, attachments can now be included in the Price Review Fiori application. When creating the price review, attachments including .PDF files and Microsoft Word™ documents can be directly uploaded to the Price Review Fiori app.

A summary of ViZi data can now be displayed in the Price Review Fiori app either as a snapping header or as a distinct section in the app. ViZi reports can also be directly added to the Fiori app by including the data area for ViZi report in the price review UI profile and using the name of the report as the data area qualifier.

### 1.13.1.3 Structure

The Price Review Workbench screen is organized into the following areas:

- **Search and Worklist**  
Use the Search and Worklist to view a list of selected pricing areas in a grid format. From the grid, click on a pricing area name to display that pricing area in focus in the Work Area.
- **Work Area**  
Use the Work Area to maintain one pricing area. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Source - displays the rule used as the source of the price review.
  - Steps
  - Overview
  - Pricing Data
  - Price Sheets
  - Proforma
  - Status
  - Partners
  - Notes
  - Clauses
  - Additional Data
  - Admin Data

**NOTE:** Functions accessed from the menu bar apply only to the pricing area 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.

## 1.13.1.4 Procedures

Displaying a Price Review

Creating a Price Review

Copying a Price Review

Maintaining a Price Review

Deleting a Price Review

[Review Template Workbench](#)

## 1.13.1.5 Access

Transaction code: /IRM/IPPDRTM

The following fields appear in the header section of the Review Template Workbench:

Field	Description
Review Template	Name of the review template.
Description	Description of the review template.

## 1.13.1.6 Structure

The Price Sheet Workbench screen is organized into the following areas:

- Search and Worklist  
Use the Search and Worklist to view a list of selected pricing areas in a grid format. From the grid, click on a pricing area name to display that pricing area in focus in the Work Area.
- Work Area  
Use the Work Area to maintain one pricing area. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Selection
  - [Simulation](#)
  - Step Types
  - Mapping Profiles
  - File Templates
  - Review Types
  - Admin Data

NOTE: Functions accessed from the menu bar apply only to the pricing area 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.

## 1.13.1.7 Procedures

[Displaying a Review Template](#)  
[Creating a Review Template](#)  
[Copying a Review Template](#)  
[Maintaining a Review Template](#)  
[Deleting a Review Template](#)

Upload/Download

## 1.13.1.8 Upload Price Review

Use Upload Price Proposal to import a price proposal 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 Price Review Workbench](#) to create a template.

### 1.13.1.8.1 Access

Transaction code: /IRM/GPRUPLN

### 1.13.1.8.2 Procedure

Uploading Price Reviews

## 1.13.1.9 Download Price Review

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

File templates are used to control the fields and format of files during download. To create a template, use the [File Template for Price Review Workbench](#).

### 1.13.1.9.1 Access

Transaction code: /IRM/GPR03

## 1.13.1.9.2 Procedure

Downloading Price Reviews

### 1.13.1.10 File Template for Price Review

Use File Template for Price Review Workbench to create and maintain templates that control the fields and format of price review files during upload.

Note: in Release 1809 Price Reviews use the global file template.

#### 1.13.1.10.1 Access

Transaction code: /IRM/GPRFTPM

Transaction code: /IRM/IPDTPM

#### 1.13.1.10.2 Structure

The File Template for Price Review 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
  - Admin Data

The top of the work area contains two fields introduced in Release 1809:

- Processing Type  
Indicates whether the indicator refers to a specific row or column within the uploaded file template, or whether multiple data areas are included in a single row.

- **Skip Value Conversion**  
When flagged, values will not be converted when uploading or downloading a file template in order to retain the internal 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.

### 1.13.1.10.3 Procedures

Displaying a File Template for Price Review

Creating a File Template for Price Review

Copying a File Template for Price Review

Maintaining a File Template for Price Review

Deleting a File Template for Price Review

## 1.14 Approvals/Status Flow

### Approvals

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.

## 1.14.1.1 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.

## 1.14.1.2 Objects Supported

The following objects support using manual approvals or approvals that are tied into standard SAP Workflow:



- Agreements
- Agreement Requests
- Programs
- Campaigns
- Templates
- 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

### Status Flow Overview

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.

### 1.14.1.3 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.

## 1.14.1.4 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:**

NOTE: Activity types, priority codes, and reason codes are defined in Activities configuration.

- **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.

### Status Flow Workbench

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.

## 1.14.1.5 Access

Transaction code: /IRM/GSFM

Enter this transaction directly or from the Status Profile Workbench.

## 1.14.1.6 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.

## 1.14.1.7 Procedures

Displaying a Status Flow

Creating a Status Flow

Copying a Status Flow

Maintaining a Status Flow

Deleting a Status Flow

[Status Profile Workbench](#)

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.

## 1.14.1.8 Access

Transaction code: /IRM/GSPM

## 1.14.1.9 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.

## 1.14.1.10 Procedures

Displaying a Status Profile

Creating a Status Profile

Maintaining a Status Profile

Deleting a Status Profile

[Activity Template Workbench](#)

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.

## 1.14.1.11 Access

Transaction code: /IRM/GACTPM

## 1.14.1.12 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.

## 1.14.1.13 Procedures

- Displaying an Activity Template
- Creating an Activity Template
- Copying an Activity Template
- Maintaining an Activity Template
- Deleting an Activity Template

## 1.15 Catalog

### Catalog Overview

Price catalogs are a way to externally communicate pricing to your partners, for example to publish and distribute pricing to customers and sales reps. Catalogs can be created manually or in batch based on a user-defined segment, which is a variant/collection of agreements, customers, materials, and/or vendors.

### 1.15.1.1.1 Redemption Catalog

For loyalty programs, SAP Data Maintenance by Vistex, Resources option (DMr) materials and their attributes can be used to allow redemption for products that are fulfilled through a catalog system and not carried in your SAP system. A flag in the award request type controls the use of catalogs for redemption.

In the Catalog Workbench, you create a redemption catalog and enter the roster name to attach the catalog to the redemption agreement. The Items tab pulls in the DMr material data for the items in the catalog.

Separate catalogs can be used for different tiers. For example, a catalog of high-end items might be available only for Premier members. Enter the roster tier in the catalog header. A pricing procedure to get catalog redemption values can be attached to that roster tier.

### 1.15.1.1.2 Frequency Calendar

A segment's frequency calendar is a list of dates when a price catalog should be created for each type of calendar assigned to the segment. Each segment can be analyzed by comparing the scheduled dates to the actual dates a catalog was created. Color coding illustrates, by catalog type, which catalogs were created as scheduled, which were not created, and which are scheduled for creation on future dates. Analysis is available in a workbench and a batch transaction.



### 1.15.1.1.3 Reference Catalog

The Reference Catalog functionality provides the ability in the Catalog Workbench to compare a newly created catalog to the previous version of that catalog. Color coded line items on the new catalog indicate whether the item is new, unchanged, or contains a price change. The catalog number of the reference catalog will appear in the new catalog's header (Reference Catalog field).

To enable this functionality, in the catalog type configuration set the Previous Catalog flag. Catalogs must be generated using the Create Catalog (/IRM/GCT21) transaction.

NOTE: You also can use Manage Layouts option of the Choose Layout button to add the Item Status field to view (and filter by) codes that equal the colors.

When using reference catalog comparison functionality, you have the option to create an append structure for custom fields. Otherwise, the comparison is limited to standard catalog fields. The structure must be assigned to the catalog type in configuration.

### 1.15.1.1.4 Facet Integration

By assigning a facet profile to a catalog type, facets can be used as views to search in a catalog for DMRcustomers, materials, or vendors. The Views button will appear on the Items tab.

## 1.15.1.2 Transactions

Catalogs use the following transactions:

- Create Catalog /IRM/GCT21, to create catalogs in batch for a selected catalog type and range of segments.
- [Segment Workbench](#) /IRM/EPSPGM, to create and maintain segments.
- [Catalog Workbench](#) /IRM/GCTM, to manually create and maintain catalogs.
- [Catalog Frequency Workbench](#) /IRM/GCTFQM, to create a frequency calendar for a segment.
- Catalog Frequency /IRM/GCT05, to compare the frequency calendar to the dates calendars were generated.
- [Catalog Download](#) /IRM/GCTDNL
- [Upload Catalog](#) /IRM/GCTUPL
- [File Template for Catalogs](#) /IRM/GCTFTM
- Display Profile for Catalog /IRM/GCTDSP, to create header, item, list, and import display profiles for the Catalog Workbench.
- Pricing Catalog Outbound IDoc /IRM/GCTIDOC, to generate an outbound IDoc to move catalog data to legacy systems. Enter the catalog number and logical system. To populate only header information, also check the Only Header checkbox; if unchecked, then header, organization, items, facets, and hierarchical nodes in facet data will be moved.

## 1.15.1.3 Setup

In the Catalogs section of the Pricing Implementation Guide, define the following:

- **Catalog Types**  
Partner roles and display profiles are optional.

For use in the Catalog Workbench, define the header and item tab sequences, if different from the standard implementation, and set required fields and item default fields, as needed. Required fields are required only when manually creating the catalog. Item default fields appear on the Fast Entry pop-up accessed from the Items tab.

Configuration of the catalog type controls duplication checks during catalog creation. The system can be set up to either display an error message and prevent saving the catalog when duplicate line items exist or display a message but allow the catalog to be saved.

You may assign multiple partners to a partner function.

- **Award Relevant field**  
Awards are supported in catalogs. Check the Award Relevant checkbox to use awards in the catalog type. The system will store awards in the Awards tab at the catalog line item level.
- **Material Source field**  
Data Maintenance by Vistex, Resources option (DMr) materials are supported in catalogs. Select either DMr Materials or SAP Materials as the material source for the catalog type.
- **Partner Roles for the Partner Field**

**NOTE:** To enable the Reference Catalog functionality, the Previous Catalog flag must be set for the catalog type.

### Segment Workbench

Segments are collections of objects that will be used for reporting purposes. Objects for the following component types can appear in a segment:

- agreements
- customers
- materials
- vendors

In DMr configuration, define segment types. For each segment type, assign the components to be included. For each component, assign the field to which output for that component of the segment will be resolved. A maintenance level can be assigned to each component.

Use the Segment Workbench to create and maintain segments. When creating a segment, you select a segment type. Components assigned in configuration to that segment type appear as tabs in the Work Area. Information entered on the tabs determines which objects will be selected.

## 1.15.1.4 Access

Transaction code: /IRM/EPSPGM

## 1.15.1.5 Structure

The Segment Workbench screen is organized into the following areas:

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

NOTE: Functions accessed from the menu bar apply only to the segment 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.

## 1.15.1.6 Procedures

Displaying a Segment

Creating a Segment

Copying a Segment

Maintaining a Segment

Deleting a Segment

Catalog Workbench

A price catalog is a list of prices of multiple products for multiple customers. Price catalogs may be created either:

- manually in the workbench, by entering the data manually or by importing the data from an external source type  
NOTE: Mandatory fields are used only when price catalog items are created manually.
- in batch by running the Create Catalog transaction (/IRM/GCT21)

Catalog items can be derived from the following external source types, based on configuration:

- segment  
Define the segment in the [Segment Workbench \(/IRM/EPSPGM\)](#) and then enter the segment number on the Header tab in the catalog.
- pricing area  
The pricing area usage must be set as "prices" and the pricing area must only have one price sheet assigned to it.
- flexible group  
Inclusion and exclusion categories must have been maintained in the flexible group.

NOTE: The catalog type can be configured to use either SAP materials or Data Maintenance Resources materials in the catalog line items.

Plant determination for a catalog uses the following hierarchy:

- Customer material info record

- Header level customer data
- Item level material master data

## 1.15.1.7 Access

Transaction code: /IRM/GCTM

## 1.15.1.8 Structure

The Catalog Workbench screen is organized into the following areas:

- Search and Worklist  
Use the Search and Worklist to view selected catalogs in a grid format. From the grid, click on a catalog number to bring that catalog in focus in the Work Area.
- Work Area  
Use the Work Area to maintain the catalog in focus. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Header
  - Items
  - Partners, which displays the partners from the segment.  
NOTE: For a catalog, multiple partners can be assigned to a partner function.
  - Notes
  - Admin Data

## 1.15.1.9 Procedures

Displaying a Catalog

Creating a Catalog Manually

Creating a Catalog in Batch

Maintaining a Catalog

Viewing a Catalog Change Log

Exporting a Catalog to a File

Deleting a Catalog

Viewing Output

[Catalog Frequency Workbench](#)

Use the Catalog Frequency Workbench perform the following tasks:

- maintain a segment's frequency calendar, which is a list of dates when a price catalog should be created for each calendar type assigned to the segment. Catalogs are generated by running the Create Catalog transaction (/IRM/GCT21).
- review a color coded list of scheduled dates for a segment, within a specific date range. The color coding illustrates, by catalog type, which catalogs were created as scheduled, which were not created, and which are scheduled for creation on future dates. This list also can be generated by running the Catalog Frequency (/IRM/GCT05) transaction.

## 1.15.1.10 Access

Transaction code: /IRM/GCTFQM

## 1.15.1.11 Structure

The Catalog Frequency Workbench screen is organized into the following areas:

- Search and Worklist  
Use the Search and Worklist to view selected segments in a grid format. From the grid, click on a segment number to bring that segment in focus in the Work Area.
- Work Area  
Use the Work Area to maintain the segment in focus. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Catalog
  - Analysis

## 1.15.1.12 Procedures

Displaying a Frequency Calendar

Creating a Frequency Calendar

Maintaining a Frequency Calendar

Deleting a Frequency Calendar

Analyzing Frequency Calendar Results

[Upload/Download](#)

## 1.15.1.13 Upload Catalog

Use Upload Catalog to create or change price catalogs 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 can be created to control the fields and format of files during upload. To create a file template, use the [File Template for Catalogs Workbench](#) to create a template.

### 1.15.1.13.1 Access

Transaction code: /IRM/GCTUPL

### 1.15.1.13.2 Procedure

Uploading Catalogs

### 1.15.1.14 Catalog Download

Use Catalog Download to download selected catalogs to a specific file on a presentation server or an application server.

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

#### 1.15.1.14.1 Access

Transaction code: /IRM/GCTDNL

#### 1.15.1.14.2 Procedure

Downloading Catalogs

### 1.15.1.15 File Template for Catalogs

Use File Template for Catalogs Workbench to create and maintain re-usable templates that control the fields and format of catalogs files during upload and/or download.

## 1.15.1.15.1 Access

Transaction code: /IRM/GCTFTM

## 1.15.1.15.2 Structure

The File Template for Catalogs 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.

## 1.15.1.15.3 Procedures

Displaying a File Template for Catalogs

Creating a File Template for Catalogs

Copying a File Template for Catalogs

Maintaining a File Template for Catalogs

Deleting a File Template for Catalogs

## 1.16 Pricing Reporting and Analytics

[Reporting and Analytics Overview](#)

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

#### Data Restrictions

In ViZi operational reporting, 2020 allows for data-level security and authorizations to be maintained in the role maintenance workbench. This functionality uses GTMS restriction profiles to limit permissions available to certain ViZi roles based on the master data included in the operational report.

#### Dashboard 2.0 Enhancements

ViZi Dashboard 2.0 features a completely redesigned and restructured dashboard user interface. The revamped dashboard includes new icons and additional manipulation for enhanced functionality.

ViZi Dashboard 2.0 also includes Designer. First introduced in 1909, Designer is a user-friendly tool to design dashboards, offering customized watermark functionality as well as the option to place the flexible group explode in the initial table or the document's appendix.

## 1.16.1.1 Dynamic Dashboard Metrics

When configuring metric reporting fields in 2020, currencies, decimals, and quantities are now supported. The data type, length, and data element for the metrics can be specified, as well as the unit type and unit value for any derived fields.

#### Operational Reporting Enhancements

Chart personalization functionality has been added to operational reporting. 2020 also allows users to create and save their own views for operational reporting directly from Fiori using the Manage Views button. Custom views can be shared with other users, allowing others to use and change the custom view or to only view it without the ability to make changes.

#### 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.)

## 1.16.1.2 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.

### 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).

#### 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.

### 1.16.1.3 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.

## 1.16.1.4 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.

### 1.16.1.5 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.
- Upload Entity /VIZI/ENUPL  
NOTE: Requires a file template created in the Entity File Template Workbench (/VIZI/ENFTPM).  
Upload execution can be scheduled as a background job.
- Upload Value Table /VIZI/VTUPL  
NOTE: Requires a file template.  
Upload execution can be scheduled as a background job.
- Load Description Store /VIZI/DESTLOAD  
Load execution can be scheduled as a background job.

- Load Value Table Master Data /VIZI/VT\_LOAD  
Specify one or multiple replication data models. Load execution can be scheduled as a background job.

## 1.16.1.6 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.

[Analytics Setup](#)

## 1.16.1.7 Reporting Field Workbench

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.

### 1.16.1.7.1 Access

Transaction code: /VIZI/RFM

### 1.16.1.7.2 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.

### 1.16.1.7.2.1 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.

### 1.16.1.7.2.2 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.

### 1.16.1.7.2.3 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".

### 1.16.1.8 Data Source Workbench

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, HANA view, External view, Attribute view, Analytic 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 types and add additional data, as needed, for that source type. A data source also can be created by copying an existing data source. In Release 1809, ViZi can be used as a data source for the source types listed above.

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.

## 1.16.1.8.1 Access

Transaction code: /VIZI/DSM

## 1.16.1.8.2 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:
  - **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.
  - **Variants**
  - **Restriction**
  - **Action**
  - **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.

## 1.16.1.9 Replication Workbench

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

### 1.16.1.9.1.1 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.

### 1.16.1.9.2 Access

Transaction code: /VIZI/RPLM

### 1.16.1.9.3 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.

## 1.16.1.10 Report Workbench

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.

## 1.16.1.10.1 Access

Transaction code: /VIZI/REPM

## 1.16.1.10.2 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.

## 1.17 hybris eCommerce Integration

### hybris Installation Guide

Use this document to configure the following:

- hybris server
- data-hub server

NOTE: Configuration may vary depending upon the version of hybris system. This document was written for hybris 5.6 with Standalone Apache Tomcat 7.0.63 for the data-hub server.

### 1.17.1.1.1 Prerequisites

The following should be pre-installed on the installing machine:

- JAVA 8
- Maven
- Apache Tomcat
- MySQL

### 1.17.1.2 Configuring the hybris Server

1. Download hybris Commerce Suite from the hybris downloads page.  
(<https://wiki.hybris.com/display/downloads/Download>)
2. Extract the hybris suite.
3. Clone the git repository from Bitbucket.  
Repository URL: <https://bitbucket.org/vistex/vistex.git>
4. Copy the custom folder from “/hybris/bin/custom” in the downloaded repository into the extracted hybris at the “/hybris/bin” location.

5. Copy and replace the local.properties and localextensions.xml files from “/hybris/config” in the downloaded repository into the extracted hybris at “/hybris/config” location.
6. Create a new MySQL database schema named “vistex”.  
Username=root  
Password=Passw0rd

NOTE: You can change the database name, username and password, but make relevant changes in the local.properties file.

7. Open the command prompt and navigate to “/hybris/bin/platform”. Run the following commands in the given order:

- 1 'setantenv.bat' (to set the ANT environment)
2. 'ant all' (to check if everything compiles successfully)
3. 'ant initialize' (to initialize the hybris system)
4. 'hybrisserver.bat' (to start the hybris server)

8. After the server starts up, access the electronics website at the following URL:  
<http://localhost:9001/vistexstorefront/?site=electronics>

NOTE: Please make sure that the following 'SITE\_NAME.local' entry is present in the **hosts** file in the C: /Windows/System32/drivers/etc directory:

- 127.0.0.1 localhost
- 127.0.0.1 electronics.local or 127.0.0.1 shoeMagic.local

### 1.17.1.3 Configuring the Data-Hub Server

1. Download and install the latest Apache Tomcat server.
2. Copy the data-hub war file (provided out-of-the-box) from the extracted hybris Commerce Suite (from “/hybris/bin/ext-integration/datahub/web-app”) and extract it.
3. Copy the following data-hub extensions (provided out-of-the-box) from the extracted hybris Commerce Suite (from “/hybris/bin/ext-integration/datahub/extensions/sap”) into the folder “/datahub/usables/datahub-dependencies” in the cloned repository that contains the custom developed data-hub extensions:
  - sapcoreconfiguration-5.6.0.0-RC5.jar
  - sapcustomer-5.6.0.0-RC5.jar
  - sapidocintegration-5.6.0.0-RC5.jar
  - sapidocoutboundadapter-5.6.0.0-RC5.jar
  - saporder-5.6.0.0-RC5.jar
  - sappricing-5.6.0.0-RC5.jar
  - sapproduct-5.6.0.0-RC5.jar

4. Copy the following from the “/datahub usables” folder in the cloned repository, into the Tomcat’s lib folder:

- mysql-connector-java-5.1.27-bin.jar
- encryption-key.txt  
(Contains the generated encryption key. You can create a key using Openssl and replace it with the given key value.)

5. Copy the “datahubserver.bat” file from the “/datahub usables” folder in the cloned repository, into Tomcat’s bin folder.

6. Copy the “datahub-webapp.xml” file from the “/datahub usables” folder in the cloned repository, into Tomcat’s “/conf/catalina/localhost” folder.

7. Edit the "datahub-webapp.xml" file, with the changes mentioned in the comments:

8. Create a new MySQL database schema named “Integration”.

Username=root

Password=Passw0rd

NOTE: You can change the database name, username and password, but make relevant changes in the local.properties file.

9. Start the data-hub server by running (double-click) or via command prompt, the datahubserver.bat under the Tomcat’s /bin directory.

10. You can change the following properties for connecting data-hub, hybris, and the SAP system from the local.properties file under the /hybris/config directory in the extracted hybris Commerce Suite:

- datahub.extension.exportURL=http://localhost:9001/datahubadapter
- datahub.extension.userName=admin
- datahub.extension.password=nimda
- datahub.encryption.key.path=encryption-key.txt
- datahub.secure.data.masking.mode=true
- datahub.secure.data.masking.value=\*\*\*\*\*
- dataSource.className=com.mysql.jdbc.jdbc2.optional.MysqlDataSource
- dataSource.jdbcUrl=jdbc:mysql://localhost/integration?useConfigs=maxPerformance
- dataSource.username=root
- dataSource.password=passw0rd
- media.dataSource.className=com.mysql.jdbc.jdbc2.optional.MysqlDataSource
- media.dataSource.jdbcUrl=jdbc:mysql://localhost/integration?useConfigs=maxPerformance
- media.dataSource.username=root

- `media.dataSource.password=Passw0rd`

[Custom Extensions Overview](#)

## 1.17.1.4 Introduction

The Vistex Deals integration to hybris E-commerce includes a number of delivered custom extensions. These extensions can be classified into two groups:

- Data-hub custom extensions
- hybris back-end and storefront custom extensions

## 1.17.1.5 Data-Hub Custom Extensions

Data-hub is the method used to transport master data from Vistex to the hybris system. Data-hub extensions are required to convert the incoming information (in the form of IDOCs) into various Raw, Canonical, and Target elements at the data-hub end.

### 1.17.1.5.1 Vistex to hybris Data Flow

The following diagram illustrates how data is transported from Vistex to the hybris system via the data-hub:

The data-hub provides bulk data import for the following types of data, which are imported using custom extensions created from scratch or by extending a hybris extension:

- Customer Data  
Extension - `vistex-sapcustomer-datahub-extension`
- Product Data  
Extension - `vistex-sapproduct-datahub-extension`
- Price Data  
Extension - `vistex-sappricing-datahub-extension`
- Deals/Promotions Data  
Extension - `vistex-sapdeal-datahub-extension`
- Catalog Data  
Extension - `vistex-sapcatalog-datahub-extension`

### 1.17.1.5.2 vistex-sapcustomer-datahub-extension

A new custom extension, extending the customer extension sapcustomer-5.6.0.0-RC5, to import customer data from SAP to hybris. This extension will import SAP customer, contact person, or consumer information through the DEBMAS IDOC into the hybris B2B or B2C customer model.

The following table summarizes the customer terminology:

hybris Commerce Suite	SAP S/4HANA	Definition	Condition
B2B Unit	Customer	A company	<KTOKD>DEBI</KTOKD>
B2B Customer	Contact person	A person ordering on behalf of the company	
B2C Customer	Consumer	A person ordering on their own behalf	<KTOKD>0170</KTOKD>

### 1.17.1.5.3 vistex-sapproduct-datahub-extension

A new custom extension, extending the product extension sapproduct-5.6.0.0-RC5, to import product/material data from SAP to hybris. Imports SAP material data through the MATMAS05 IDOC into the hybris product model.

### 1.17.1.5.4 vistex-sappricing-datahub-extension

A new custom extension, extending the pricing extension sappricing-5.6.0.0-RC5, to import product/material data from SAP to hybris. Imports SAP pricing data through the COND\_A IDOC into the hybris PDT model.

### 1.17.1.5.5 vistex-sapdeal-datahub-extension

A new custom extension, vistex-sapdeal-datahub-extension, will load the deals information into the hybris system. Vistex deal data will be sent in the form of an IDOC through the data-hub and uploaded into hybris.

The vistex-sapdeal-datahub-extension will convert the IDOC data to the target system data and upload it into hybris. In hybris, a new model (VistexDealModel) will be created and contain the deals information provided by Vistex in the format <IDOC name>IDOC.



## 1.17.1.5.6 vistex-sapcatalog-datahub-extension

A new custom extension, `vistex-sapcatalog-datahub-extension`, will load the following information from Vistex into the hybris system:

- Categories
- Category-Category Mappings
- Category-Material(Product) Mappings
- Product-Deals(Promotion) Mappings

The `vistex-sapcatalog-datahub-extension` will convert the IDOC containing all the above mentioned information into one raw item type, but multiple/separate canonical items for each of the above, so that separate target items can be created easily and the data can be inserted following a correct sequence. For example, first all the categories would be inserted, then their relationships, then product would be linked to the categories, and finally deals would be associated with products in hybris.

## 1.17.1.5.7 Code Structure and Extension Layout

A Maven project named “`datahub-extension`” acts as a parent project. The following extensions are sub-modules of this parent project:

- `vistex-sapcustomer-datahub-extension` (extended existing extension)
- `vistex-sappricing-datahub-extension` (extended existing extension)
- `vistex-sapproduct-datahub-extension` (extended existing extension)
- `vistex-sapcatalog-datahub-extension` (built from scratch for importing category, structure, product and Vistex deal association)
- `vistex-sapdeal-datahub-extension` (built from scratch for importing Vistex deals into the `VistexDealModel` in hybris)

For each sub-module, SAP coding convention and code structure are followed, in terms of modelling and mapping Raw, Canonical and Target Items. A few custom handlers were also added so that categories and Vistex deals are added into the Catalog that is configured in hybris based on sales organization and distribution channel.

## 1.17.1.6 hybris Back-end and Storefront Custom Extensions

A number of custom extensions were developed to support the Vistex deals, pricing API's, and Order Cancel/Return and Partial Cancel/Amend order functionality.

These extensions can be classified into two groups:

- template-based extensions

- Vistex extensions

### 1.17.1.6.1 Template-based Extensions

The following basic extensions will receive modified cart data from Vistex and show a modified cart with Vistex promotions on the storefront, disabling the out-of-the-box promotions:

- **vistexcockpit**  
Currently no changes, but specific cockpit changes would go in this extension
- **vistexcore**  
All core model changes, model DAO's, custom value providers changes, HMC localizations and customization
- **vistexfacades**
- **vistexfulfilmentprocess**  
Currently no changes; generated as part of standard **modulegen** command
- **vistexinitialdata**  
Added SAP global configurations, initial data changes, updated content catalog impexes
- **vistexstorefront**  
Changes related product and cart populators, controllers, UI changes, cart changes, added voucher functionality, added select manual add-on wizard, cancellation and amend order functionality changes
- **vistextest**  
Currently no changes, generated as part of standard **modulegen** command

The above listed extensions are generated using the **modulegen** command. The main purpose of these extensions is to:

- Incorporate the required changes in the data model needed to override existing models to show Vistex data, received via data-hub or RFC calls.
- Showcase the additional attributes added on the storefront.
- Make changes in populators and SOLR's data value providers for custom defined attributes.
- Update HMC configuration and localization for newly added attributes in hybris.
- Keep open support for future storefront customization and requirement changes.

### 1.17.1.6.2 Vistex Extensions

A number of Vistex extensions were created using the **extgen** command, which extended the provided hybris extensions, with the Vistex related data model changes, HMC configurations, fulfillment extension, etc.

### 1.17.1.6.2.1 vistexsapmodel

- All custom attributes for Various Itemtypes that are present in SAP are modelled in hybris using this extension.

### 1.17.1.6.2.2 vistexcheckoutaddon

- To modify the checkout process to include Manual and Auto Add-on information.
- To change the checkout step controllers to make RFC call to SAP system for order confirmation.

### 1.17.1.6.2.3 vistexsapintegration

- Overrides the default calculation services to recalculate the API.
- Hybris promotions will not be applied on the storefront. Any promotions or deals come via Vistex, using this extension.
- Whenever any cart modifications occur this service's recalculate method will be called to parse the cart model, generate shopping cart information, and pass that shopping cart information to make a synchronous call to the Vistex deals pricing API.
- Recalculation /calculation is done only at Vistex.
- API has the interface parameters used to pass the cart information, then it calls the Vistex deal engine to determine prices, deals, discounts, and taxes of the cart that will be sent back into various interface outbound parameters.
- Updated cart information will be transformed to the cart model using mapper.
- Updates the cart model in the hybris system.
- This synchronous call will be made whenever the cart needs to be updated and during application of potential promotions and vouchers.

## 2 Business Register

### 2.1 Introduction

Business Register provides a fully integrated end-to-end solution for government price calculations, compliance reporting, and Medicaid rebate processing. Its architecture allows for rapid incorporation of additional functionality to enable companies to comply with emerging reporting requirements. Other companies with complex pricing compliance reporting requirements (such as “best” customer pricing) can also benefit by using the Vistex Business Register for SAP application.

Data flows directly from generated SAP documents, such as direct and indirect sales, returns, and adjustments into the business register. External data will flow into a separate transaction repository so the actual data can be captured. From there, if required, the external data can be further processed before allowing the information into the business register. Transactions are then aggregated to be used in the price type calculations.

Business Register provides the ability to track the full data lineage of the calculations. You will always know where the data came from and, if generated in SAP, you will be able to trace back to the original transaction.

#### Delivered Objects

Business Register is a preconfigured solution that is delivered with the following:

- Copy control routines used to copy internal and external sales transactions to Business Register
- Business Register and transaction document types
- Transaction types used for grouping sales transactions, plus the condition types used to maintain the determination of the transaction types
- Transaction filters
- Deployment code for each delivered price type, with prebuilt tracking screen for each price type
- Agreement types
- Claim types

NOTE: Pricing procedures are not delivered with Business Register.

### 2.2 Benefits of Business Register

Business Register provides the following benefits:

- End-to-end data management of data, including the ability to:
  - View all data associated with any price type
  - Track a specific transaction back to its source
  - View an audit trail for all transactions and adjustments

- Understand the impact of transactions, and filter changes on price reporting
- Improve decision making and regulatory compliance reporting
- Ensure calculations are accurate and claim adjudication is timely to control costs and ensure compliance
- Lower implementation and maintenance costs
- SAP-validated application seamlessly integrates with SAP S/4HANA
- Leverages existing data without need for interfaces or data transfers:
- Transactions sourced from contract transaction repository but able to supplement the repository without affecting contract operations
- Transaction filters use customer master and contract data
- Contracts may use government prices for basis prices or validation of contract prices/rebates to corporate or government floors/ceilings
- Lowers risk of non-compliance and margin erosion
- Enforces documented policies with full audit trail for deviations
- Provides workflow for review and approval of policies (filters, formulas) and calculation results
- Versioned policies enable impact assessment of policy changes prior to execution of changes
- Embedded functionality allows impact assessment of price and rebate changes on government prices and Medicaid claims prior to execution of changes

## 2.3 Government Pricing

### Introduction to Government Pricing

The Government Pricing section of Business Register provides preconfigured processes that allow you to meet your federal reporting obligations. Data flows directly from SAP documents, such as direct and indirect sales, returns, and adjustments, into the Government Pricing transaction documents. External data flows into a separate transaction repository, so that the actual data can be captured. If required, the external data can be further processed before being added to the Government Pricing transaction documents. The transactions then are aggregated for use in the price type calculations.

### 2.3.1.1 Process Overview

Government Pricing processing includes the following steps:

- Set up [master data](#), [pricing data](#), and [transaction types](#). Assign participating products to each [price type](#).
- [Capture](#) SAP and external sales data and copy it to the business register.
- [Filter and aggregate](#) the sales data to a composite matrix.
- [Calculate prices](#).
- [Review results](#) and adjust the data, as needed.
- [Post the results](#).

- [Generate the price files.](#)

Government Pricing Master Data

## 2.3.1.2 Object Images

When images are included as a feature in a data model, the UI profile will contain fields for Cover Image URL and Icon Name. If either of the fields is mapped, the header section in the UI profile will display the image.

## 2.3.1.3 Relations

The relations functionality enables users to define a relationship between any two objects. Two types of relations can be configured:

- **Dynamic relation** – relation is derived. Derived relations are assigned a source object and do not require a number range assignment.
- **Static relation** – relation is maintained by the user.

Relations have relationship types configured by the user, and these relationships can be marked as inverse. For example, in a relationship between a material (the left object) and a vendor (the right object), when the relation is marked as inverse, the relation will be displayed with the vendor information. If the relation is not marked inverse, the relation is only displayed with the material, or from the left object to the right object.

## 2.3.1.4 Embedded Composition Maintenance

Release 2020 offers embedded composition maintenance, enabling users to maintain composition information from directly within the material. Embedded composition maintenance is an available feature in data model configuration, and the UI profile determines which data areas are available for embedded composition maintenance, such as the contents of the composition or the composition partners.

NOTE: For any composition type to be available for embedded maintenance, it must be flagged as “Not Relevant for Validity.”

## 2.3.1.5 Delivered Objects

### 2.3.1.5.1 Transaction Types

Transaction types are groups used during filtering of transactional data.

Prior to setting up the filters, the transaction types (such as direct retail sales, mail order sales, and so on) must be set up in configuration. Each transaction type is assigned a 4-position code (such as CR01) and a description. When the transaction types are defined, each filter is assigned by transaction type to the price calculation (as a subcomponent of the price type deployment code).

#### 2.3.1.5.1.1 Delivered Transaction Types

The following standard transaction types are delivered with Business Register.

##### Credits/Adjustments

- CR01 Returns
- CR02 Non Returns Adjustment
- CR03 Non US Returns
- CR04 Federal Government Returns
- CR05 340B/APX Returns
- CR06 Direct Retail Pharmacy returns
- CR07 Institutional Returns
- CR08 Re-sellers/Re-Packers/Re-labelers Return
- CR09 Physicians Returns
- CR10 Mail Order Returns

##### Direct Sales

- D001 Wholesale Sales
- D002 Institutional Sales
- D003 Mail Order Sales
- D004 Direct Retail Sales
- D005 Direct Sales Non-Retail
- D006 Direct Government Sales
- D007 US Territories Sales
- D008 Re-sellers/Re-Packers/Re-labelers
- D009 Direct 340B/APX Sales
- D010 Direct Sales Donations
- D011 Direct FSS Sales
- D012 Direct Exempt Sales

##### In-Direct Sales

- I001 Hospital Sales
- I002 Clinic Sales

- I003 FSS Sales
- I004 340B Sales
- I005 Retail Ind. Sales
- I006 Retail Chain Sales
- I007 Indirect Sales Exempt
- I008 Indirect non-US Sales
- I009 Exempt Tricare Sales
- I010 Indirect Donations
- I011 Indirect Non federal Govt Sales
- I012 Hospital Sales (AMP exempt)
- I013 Clinic Sales (AMP exempt)
- I014 Indirect Re-sellers/Re-Packers/Re-labelers

#### PBM Sales

- P001 PBM Sales

#### Rebates

- R001 Wholesale Rebates
- R002 Institutional Rebates
- R003 Mail Order Rebates
- R004 PBM Rebates
- R005 US Territories Rebates
- R006 Retail Rebates
- R007 Admin Fees
- R008 Government Rebates
- R009 Re-sellers/Re-Packers/Re-labelers Rebate
- R010 Non Fed Govt Rebates
- R011 Medicaid Rebates

## 2.3.1.6 Master Data Procedures

### 2.3.1.6.1 Defining Master Data

The following master data items must be defined, and the field names documented. Work with your master data resources to complete this setup to ensure it meets enterprise guidelines.

#### Customer Master

The Class of Trade (COT) is a manufacturer's designation assigned to each customer or contract to determine the price paid for a product. The COT is a key data element used to filter transactions to be used in Government Pricing. The data element used to house this information must be defined in the Government Pricing process. In order to define the filtering accurately, the user should have a clear definition of the COTs.



Assign a COT grouping to each customer. Customers can be assigned to more than one COT, but it must be a different COT for each division.

NOTE: When linking a COT to an aggregation, you may override an incorrect historical customer COT to ensure prior periods are recalculated with correct data. To perform an override, the override COT must exist in the customer master.

#### Material Master

The Centers for Medicare and Medicaid Services (CMS) unit of measure (UOM) and its conversion factor to the standard UOM must be defined in the material master. The CMS UOM is the unit dosage level or unit of use level of the product, which is used as the reporting UOM to CMS and the UOM used to validate and pay state and federal Medicaid plan rebates.

NOTE: The CMS unit of measure and its conversion factor to the standard unit of measure also are defined in the participation list (transaction /IRM/IPPTMA Product Price Type Participation).

#### Optional Master Data

You also may enter drug definitions, such as Innovator, Multi-Source (Generic), Anticoagulant, and Pediatric, in the master data. The system can be defined to use this information from the master data. Alternately, you may enter this data when the product is listed as a participant for the price type.

## 2.3.1.6.2 Entering Pricing Data

Use the Price Type Condition Records transaction (/IRM/IPGTTCS) to enter the following data used in pricing calculations:

- **Consumer Price Index – Urban (CPI-U)**  
The CPI-U is the inflation rate for urban areas in the United States, as published by the Department of Labor, and is used in RPU (Rebate Price Unit) and FCP (Federal Ceiling Price) calculations. Monthly CPI-U data can be loaded manually or uploaded from a spreadsheet. The initial load will most likely be done from a spreadsheet, with monthly updates done manually.
- **Treasury Bill Rates**  
Treasury bill rates are required to calculate the interest on any late payments made by the manufacturer.

### 2.3.1.6.2.1 Procedures

#### Loading Monthly CPI-U Data

1. Access transaction code /IRM/IPGTTCS.
2. Under Transaction Type (Sales), click on transaction type X990 - Monthly CPI-U to display the monthly CPI-U condition type on the right side of the screen.
3. Click on the Create button to display the Create Monthly CPI-U screen.

4. Either manually enter the values into the table, or click on the **Import Price Record** button to import the data.

To manually enter values, click on the **Create** button to add more lines. Enter the index, rate, and effective dates.

5. Save the data.

#### Loading Treasury Bill Rates

1. Access transaction code `/IRM/IPGTTCS`.
2. Under **Transaction Type (Sales)**, click on transaction type **X992 - T-Bills** to display the T-Bill condition type on the right side of the screen.
3. Click on the **Create** button to display the **Create T-Bill** screen.
4. Either manually enter the values into the table, or click on the **Import Price Record** button to import the data.

To manually enter values, click on the **Entries** button to add more lines. Enter the rate, currency, and effective dates.

5. Save the data.

## 2.3.1.7 Master Data Transactions

### 2.3.1.7.1 Cross References

#### 2.3.1.7.1.1 Material Cross Reference

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.

Access

Transaction code: `/IRM/GMXREF`

Work Area

The following buttons appear above the Work Area:

Action	Alternate Access
Display ↔ Change Toggle between Display mode and Change mode.	F6
Search Find a material cross reference previously created using General and Admin Data search fields.	Shift+F6 or Menu bar: Cross Reference → Search
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.	Shift+F7 or Menu bar: Cross Reference → Search More

The following buttons appear in the Work Area:

Action
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 (Change mode only) Delete the select row or rows. Alternately, from the menu bar select Cross Reference → Delete Rows.
Copy Records (Change mode only) Copy a record or multiple records.
Import Records From File (Change mode only) Import a file and map the field positions and field values.
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 (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 Display the change log for a highlighted row.
Overlapping Records Display a log of overlapping records for a highlighted row.
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.

<b>Find</b> Find a term within the grid values. The system highlights any cell that contains the term.
<b>Find Next</b> Find the next instance of a term searched for previously.
<b>Total (restricted to relevant numeric columns)</b> Highlight at least one numeric column, and then select a type of calculation (Total, Mean Value, Minimum, or Maximum) from the dropdown list.
<b>Subtotals (active only when the Total button is used)</b> 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.
<b>Export</b> Export the entire contents of the grid area to the selected document type/file type.
<b>Choose Layout</b> Choose, change, save, and manage column layouts within the ALV grid.

The following fields appear in the cross reference ALV grid:

<b>Field</b>	<b>Description</b>
Provider Type	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.
Sales Organization	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.
Distribution Channel	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.
Division	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.
Purchasing Organization	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.

Plant	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.
Provider	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.
One-line short form of formatted address	Address associated with the provider. This field will automatically populate after the provider is entered.
Material Entered	Material value submitted by an outside party.
Description	User-defined description of the Material Entered.
Unit of Measure Provided	Measurement of the material records provided.
Valid From	Date the cross reference begins. After creation of the row, this is a locked field.
Valid To	Date the cross reference ends.
Material Identification Type	When creating or maintaining a record, select a material identification type from the dropdown menu.
Material	Material referred to from the system.
Description	Characters describing a material. Derived from the material.
Converted UoM	Measurement of the material records in measurement units.
Measurement Unit Text	Default unit in which the measurement was recorded.
Denominator	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.
Numerator	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.
Universal Cross Reference	Indicates whether the entry applies across organizations, providers, or both. Options: <ul style="list-style-type: none"> <li>• V Across Provider &amp; Organization</li> <li>• W Across Organization</li> <li>• X Across Provider</li> </ul>
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.

### 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

## 2.3.1.7.1.2 Partner Cross Reference

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.

### Access

Transaction code: /IRM/GPXREF

### Work Area

The following buttons appear above the Work Area:

Action	Alternate Access
Display ↔ Change Toggle between Display mode and Change mode.	F6 or Menu bar: Cross Reference → Display ↔ Change

<b>Search</b> Find a partner cross reference previously created using General and Admin Data search fields.	Shift+F6 or Menu bar: Cross Reference → Search
<b>Search More</b> 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.	Shift+F7 or Menu bar: Cross Reference → Search More

The following buttons appear in the Work Area:

<b>Action</b>
<b>Insert (Change mode only)</b> Add new rows. Select 1, 5, or 10 rows to add at a time. Alternately, from the menu bar select Cross Reference → Add Rows.
<b>Delete (Change mode only)</b> Delete the select row or rows. Alternately, from the menu bar select Cross Reference → Delete Rows.
<b>Copy Records (Change mode only)</b> Copy a record or multiple records.
<b>Import Records From File (Change mode only)</b> Import a file and map the field positions and field values.
<b>Search and Replace (Change mode only)</b> Highlight a cell, cells, column, or columns that are changeable. Find and replace a specific value for another value.
<b>Set Values (Change mode only)</b> Highlight one column and set the value for the entire column, or change the column by increasing or decreasing the value if applicable.
<b>Changes</b> Display the change log for a highlighted row.
<b>Other Validity Records</b> Display a log of overlapping records for a highlighted row.
<b>Details</b> View selected records in a vertical column format in a separate window.
<b>Sort in Ascending Order</b> Sort the data in a selected column in ascending alphanumeric sequence.
<b>Sort in Descending Order</b> Sort the data in a selected column in descending alphanumeric sequence.
<b>Find</b> Find a term within the grid values. The system highlights any cell that contains the term.
<b>Find Next</b>

Find the next instance of a term searched for previously.
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 (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:

Field	Description
Provider Type	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.
Sales Organization	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.
Distribution Channel	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.
Division	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.
Purchasing Organization	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.
Provider	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.



One-line short form of formatted address	Address associated with the provider. This field will automatically populate after the provider is entered.
Valid From	Date the cross reference begins. After creation of the row, this is a locked field.
Valid To	Date the cross reference ends.
Partner Identification Type	When creating or maintaining a record, select a partner identification type from the dropdown menu.
Partner Function	Partner function that will be using the cross reference mapping.
Identification Provided	Identification used by the provider when entering a partner.
Partner Determined	SAP partner number used to determine when the identification provided is entered.
One-line short form of formatted address	Address associated with the SAP partner. This field will automatically populate after the determined partner is entered.
Universal Cross Reference	Indicates whether the entry applies across organizations, providers, or both. Options: <ul style="list-style-type: none"> <li>• V Across Provider &amp; Organization</li> <li>• W Across Organization</li> <li>• X Across Provider</li> </ul>
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.

## 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

### 2.3.1.7.1.3 Unit of Measure Cross Reference

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.

Access

Transaction code: /IRM/GUXREF

Work Area

The following buttons appear above the Work Area:

Action	Alternate Access
Display ↔ Change Toggle between Display mode and Change mode.	F6 or Menu bar: Cross Reference → Display ↔ Change
Search Find a unit of measure cross reference previously created using General and Admin Data search fields.	Shift+F6 or Menu bar: Cross Reference → Search
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.	Shift+F7 or Menu bar: Cross Reference → Search More

The following buttons appear in the Work Area:

Action
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 (Change mode only) Delete the select row or rows. Alternately, from the menu bar select Cross Reference → Delete Rows.
Copy Records (Change mode only) Copy a record or multiple records.
Import Records From File (Change mode only) Import a file and map the field positions and field values.

<p><b>Search and Replace (Change mode only)</b> Highlight a cell, cells, column, or columns that are changeable. Find and replace a specific value for another value.</p>
<p><b>Set Values (Change mode only)</b> Highlight one column and set the value for the entire column, or change the column by increasing or decreasing the value if applicable.</p>
<p><b>Changes</b> Display the change log for a highlighted row.</p>
<p><b>Overlapping Records</b> Display a log of overlapping records for a highlighted row.</p>
<p><b>Details</b> View selected records in a vertical column format in a separate window.</p>
<p><b>Sort in Ascending Order</b> Sort the data in a selected column in ascending alphanumeric sequence.</p>
<p><b>Sort in Descending Order</b> Sort the data in a selected column in descending alphanumeric sequence.</p>
<p><b>Find</b> Find a term within the grid values. The system highlights any cell that contains the term.</p>
<p><b>Find Next</b> Find the next instance of a term searched for previously.</p>
<p><b>Total (restricted to relevant numeric columns)</b> Highlight at least one numeric column, and then select a type of calculation (Total, Mean Value, Minimum, or Maximum) from the dropdown list.</p>
<p><b>Subtotals (active only when the Total button is used)</b> 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.</p>
<p><b>Export</b> Export the entire contents of the grid area to the selected document type/file type.</p>
<p><b>Choose Layout</b> Choose, change, save, and manage column layouts within the ALV grid.</p>

The following fields appear in the cross reference ALV grid:

Field	Description
Provider Type	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.

Sales Organization	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.
Distribution Channel	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 provide, if necessary.
Division	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.
Purchasing Organization	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.
Plant	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.
Provider	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.
One-line short form of formatted address	Address associated with the provider. This field will automatically populate after the provider is entered.
Unit of Measure Provided	Unit of measure value submitted by an outside party.
Valid From	Date the cross reference begins. After creation of the row, this is a locked field.
Valid To	Date the cross reference ends.
Converted UoM	Unit of measure that will be converted from the Unit of Measure Provided.
Measurement Unit Text	Unit in which the measurement was recorded.
Denominator	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.
Numerator	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.
Universal Cross Reference	Indicates whether the entry applies across organizations, providers, or both. Options: <ul style="list-style-type: none"> <li>• V Across Provider &amp; Organization</li> <li>• W Across Organization</li> <li>• X Across Provider</li> </ul>
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.

#### 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

## 2.3.1.7.2 Price Sheet

### 2.3.1.7.2.1 Price Sheet Overview

A price sheet is a combination of a condition type (such as price, discount, or surcharge) and a condition table (the fields that form the key for a condition record) for an application (sales or purchasing). Price sheets serve as a flexible, user friendly way to create pricing condition records (pricing values). These pricing conditions are accessed through VK13 during claim processing for validation purposes using standard pricing procedures.

NOTE: IP specific pricing conditions cannot be created in VK11, and are never to be maintained or modified in VK12. All IP specific condition records are created and maintained using rules in the Agreement Workbench.

Price sheets must be defined during configuration before condition records can be created and stored on each price sheet within Data Maintenance Pricing.

## Setup

During configuration, the following settings must be defined for a price sheet:

- application  
Sales or purchasing
- condition type
- condition table  
Multiple condition tables can be attached to the same condition type.

In addition, the following configuration can be defined for each price sheet:

- alias  
An alias is a user-friendly description that identifies the unique condition type/table combination (price sheet). For example, in the Deal or Sheet Formulas and Procedures Workbench, price sheets are listed by their alias.
- default values, such as the currency, pricing unit, or unit of measure.  
If defaults are not defined, material master information will default into the condition record during creation. Default values are helpful when keys do not contain a material. In addition, the pricing unit and unit of measure can be defined as editable or non-editable fields.
- user-defined field labels, to add descriptions (per language) for the columns on a price sheet. The short, medium, and long descriptions and the field heading are modified when preparing the field catalog at the sheet level. For example, user-defined fields might be created to use company-specific terms as column descriptions, such as "product category" instead of material group.
- view profile (used for agreements and deals) and proposal profile (used for agreement requests, deal requests, master requests, and price proposals), which allow the following types of fields to be displayed and used during price sheet processing:
  - user fields, which can be used to:
    - display text for a value (such as the customer name, material description, or material group description)
    - pull in additional fields from master data (such as material group for the material)
    - pull in other condition records (such as a list price or cost when entering a customer price)
    - pull in the price source field, used to track the condition record source for informational purposes
    - pull in values from the [Price Type Workbench](#)

Additional fields also can be used in user exits. These fields, which are derived, cannot be used in the key.

- extension fields, which are saved to a table.  
When you create an extension field, it is automatically created as a user field as well. Extension fields are entered as part of the condition record and saved instead of being derived.

Global user fields are stored in structures /IRM/S\_GPRCR\_EATR and /IRM/S\_GPRCR\_EXT. Price sheet specific fields are stored in a separate structure, /IRM/S\_GPRCR\_SEAT, to enhance system performance. To create tables for view profile related fields, use transaction code /IRM/GPR31; to create tables for proposal profile related fields, use transaction code /IRM/GPR32. The extension tables then are assigned to the price sheet in configuration.

- date check, which is a flag that indicates whether or not overlapping dates are allowed (defaults to blank).  
If checked, when you insert a different price, the system will automatically end date the old price.
- enhancement class  
Each enhancement class adds a button to the price sheet, to view additional information related to customers, materials, vendors, and other data maintained in condition records. Vistex delivers several optional enhancement classes for price sheets.
- toolbar groups, which are (user-defined) menus that access a dropdown list of selected options, replacing the corresponding Vistex buttons on the price sheet.
- price method, used to define currency per units combinations, such as dollars per each, to be applied to condition records. Specify one method as the default, which can be changed at the condition record level.
- scales
- computation, which uses formulas to define calculations across multiple price records assigned to a price sheet.
- lock level, which determines whether any key fields on a price sheet are required when performing a search.  
If a price sheet is assigned the No Lock Level option, you are not required to enter data in any key field (no question mark will appear in the field), allowing you to search without the key field.
- previous rate, the previous rate can be filled in the price sheet to display historical data.  
If this flag is enabled, the previous rate field is not updated on the price sheet if the rate is changed.
- time window, which allows condition to be in effect during a specific date/time range.  
Time windows are defined in the [Time Window Workbench](#).
- relationships for a bill of material explosion  
The available options for pricing by a bill of material (BOM) and its associated components are:
  - Dynamic  
Dynamic BOMs allow you to create the components of the BOM on-the-fly to roll-up prices to the top level. If this option is chosen with a line selected, a pop-up will appear that allows entry of the components and their associated prices. They will be stored as a lower level item to the item originally selected.
  - Static  
Static BOMs automatically pull in the components of the SAP (sales, engineering, or manufacturing) BOM for the item selected. You then can price at the item level and roll-up or have formulas roll-up prices through computations. If a static BOM is selected, a plant needs

to be defined on the price sheet as well as the material and application that the BOM should come from.

- Variant configuration  
Variant configuration allows you to use the standard SAP options to pull in and price items based on the variant configuration engine. In order for this to work, a material needs to be defined as part of the price sheet, either part of the key or a user field.

### Hybrid Configuration

Release 1809 introduced hybrid configuration, allowing matrix configuration activities to occur in a workbench instead of SPRO. Some items offered through hybrid configuration include formulas, formula set up, creation of color map templates, layouts, and the addition of new fields.

### Pricing Message

You can attach a pricing message, such as "Government floor price", to a condition record. Define the message in a price policy, and then set up an additional field in the price sheet to store the message after the policy is run.

### Price Source

The "Record Source" field, which can be used for information purposes, may be added to the view profile of a price sheet. The field provides a business definition of the source for a condition record or why the record was created. The field is in the Price Condition Extended Attributes structure (/IRM/S\_GPRCR\_EATR). In configuration, define all price sources that will be used to manually update the condition records.

### Sheets as Tabs in Grids

In prior releases, price sheets were only available as a layout. For 1809 SP1, price sheets each have their own tabs in the grid, offering similar functionality to a Microsoft Excel™ workbook.

## 2.3.1.7.2.2 Price Policy Workbench

Price policies calculate thresholds for pricing exceptions and generate warnings when a price requirement on a price sheet has been violated. Price policies can be set to auto execute when condition records are created or policies can be called on demand.

Use the Price Policy Workbench to create and maintain reusable price policies that are assigned to condition type/table combinations (price sheets). 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 price sheets where the policy is being used.

When you define a price policy you assign a validity period. As needed, price policies can be uniquely assigned per sales organization/distribution channel. Each price policy is assigned to a group of pricing conditions that must follow particular rules. You can dynamically add fields to condition records for the purpose of policy evaluation. Using the Business Script Editor (replacement for the Formula Builder), you



may derive dynamic fields that are only used in the policy. The dynamic fields are assigned to the policy not to the condition record.

Based on configuration, price policies can be sent through an approval process prior to activation. Approvals can be tied to workflow.

NOTE: Price policies are not supported in Fiori.

#### Access

Transaction code: /IRM/GPRPLM

#### Structure

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

- Search and Worklist  
Use the Search and Worklist to view selected price policies in a grid format. From the grid, click on a price policy number to display that price policy in focus in the Work Area.
- Work Area  
Use the Work Area to maintain one price policy. In the standard Vistex implementation, the Work Area contains the following tabs:
  - General
  - Calculation
  - 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 price policy displayed in focus in the Work Area and do not apply to the data in the Search and Worklist.

#### Procedures

Displaying a Price Policy

Creating a Price Policy

Changing a Price Policy

Assigning a Price Policy to a Price Sheet

Viewing a Where-Used List for a Price Policy

Deleting a Price Policy

## 2.3.1.7.3 Pricing Formula

### 2.3.1.7.3.1 Master Formula Workbench

Use the Master Formula Workbench to create global (reusable) formulas that can be assigned to one or multiple price sheets, in addition to the formulas created specifically for each individual price sheet. For example, the formula to calculate profit margin might be entered as a master formula and used on all price sheets for customer prices.

Formulas are created and maintained using Business Script. No ABAP programming is needed to create, maintain, or delete master formulas. A formula simulation can be run in the Business Script Editor to make sure the formula is correct. A change history is available to track who changed the formulas and when the changes were made.

After the formula has been created, it can be assigned to specific price sheets using the [Sheet Formulas and Procedures Workbench](#). You can assign formulas individually, or configure a sequence of master (and sheet) formulas in a formula profile and assign the formula profile to the price sheet in a procedure.

Access

Transaction code: /IRM/GPRMFM

Structure

The Master Formula Workbench screen is organized into the following areas:

- **Search and Worklist**  
Use the Search and Worklist to view selected formulas in a grid format. From the grid, click on a formula number to display that formula in focus in the Work Area.
- **Work Area**  
Use the Work Area to maintain one formula. In the standard Vistex implementation, the Work Area contains the following tabs:
  - **Master Formula**, which displays the formula in HTML format
  - **Assigned Fields**, used to maintain the assigned fields for that master formula. These assigned fields are similar to VADAT fields in sheet formulas.
  - **Master Formula Variables**

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

Procedures

Creating a Master Formula

Displaying a Master Formula

Changing a Master Formula

Deleting a Master Formula

## 2.3.1.7.3.2 Sheet Formulas and Procedures Workbench

Use the Sheet Formulas and Procedures Workbench to perform the following:

- Assign formulas to a price sheet. You may view the formula in HTML format or maintain the formula in the [Business Script Editor](#).
- Create formula profiles, which contain a sequence of master formulas and sheet formulas to be assigned to the price sheet.
- List the formula filters to be applied, to allow different formulas to be called based on master data values. For example, the formula used for material group A might be different than the formula used for material group B.
- Create procedures to be invoked during price sheet maintenance. A procedure is similar to a macro in that several steps can be performed together. For example, you might list the steps used to create or maintain a condition record. If the Confirmation flag is checked, when the procedure is run a pop-up list of action steps will appear, allowing the user to select/unselect the actions to be performed.
- List price sheet-specific variables

NOTE: If a formula is attached to a specific price sheet, only the key fields of the price sheet will appear in the field list in the business script; for a master formula, all fields will appear.

Formulas and procedures are available for any price sheet, whether the price sheet is in a standard price maintenance transaction, deal, or master request (or agreement if you own an Incentives and Paybacks (IP) solution license).

Sheet formulas can be executed from the following transactions:

- /IRM/GPR01 or /IRM/GPR02 – Classic Record Maintenance
- /IRM/GPR04 or /IRM/GPR06 – Profile-based Record Maintenance
- /IRM/GPR26 – Index-based Record Maintenance
- /IRM/GSDLM or /IRM/GPDLM – Deals Maintenance
- /IRM/GSDLRM or /IRM/GPDLRM – Deals Request Maintenance
- /IRM/IPxxASP – Agreement Maintenance
- /IRM/IPxxARM – Agreement Request Maintenance
- /IRM/IPCGM – Campaign Maintenance
- /IRM/IPPPQM – Master Request Maintenance
- /IRM/IPROM – Roster Maintenance

Access

Transaction code: /IRM/GPRFPM

Structure

The Sheet Formulas and Procedures 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 on a price sheet alias to display or maintain the formulas/procedures for that price sheet in focus in the Work Area.

- **Work Area**  
Use the Work Area to maintain one sheet formula. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Formula
  - Formula Profile
  - Formula Filter, used to list the formula filters to be applied, to allow different formulas to be called based on master data values. For example, the formula used for material group A might be different than the formula used for material group B.
  - Procedure
  - Variables

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.

#### Procedures

Displaying the Sheet Formulas and Procedures for a Price Sheet

Assigning Sheet Formulas to a Price Sheet

Maintaining a Sheet Formula

Deleting a Sheet Formula from a Price Sheet

Deleting a Sheet Formula

Creating a Formula Profile for a Price Sheet

Creating a Procedure for a Price Sheet

### 2.3.1.7.3.3 Flex Formulas Workbench

Use the Flex Formulas Workbench to create (VOFM) formulas that are used during pricing execution rather than at price creation. As a result, pricing of products can be set based on complex calculations. In the case of materials that incorporate commodities, the variable commodity price is one component of the defined calculation. Scale-based formulas can be created, such as a formula to scale off margin.

Formulas can be created and maintained with a user-driven Business Script Editor. No ABAP programming is needed to create, maintain, or delete formulas. Flex formulas are price sheet independent; you assign the formula to a pricing procedure in configuration, as either a requirement, calculation type, or scale-based formula. A formula simulation can be run to make sure the formulas are correct.

A change history is available to track who changed the formulas and when the changes were made.

NOTE: This workbench can replace the standard SAP VOFM ABAP routines and requirements.

Access

Transaction code: /IRM/GPRFFM

## Structure

The Flex Formulas Workbench screen is organized into the following areas:

- **Search and Worklist**  
Use the Search and Worklist to view selected formulas in a grid format. From the grid, click on a formula number to display that formula in focus in the Work Area.
- **Work Area**  
Use the Work Area to maintain one formula.

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

## Procedures

Displaying a Flex Formula

Creating a Flex Formula

Assigning a Flex Formula to a Pricing Procedure

Viewing the Flex Formula Change Log

Deleting a Flex Formula

## 2.3.1.7.4 Price Maintenance

### 2.3.1.7.4.1 Classic Maintenance

Create, Change or Display Condition Records

When you create, change, or display condition records, you specify the condition type and condition table. This unique combination also is referred to as a price sheet.

NOTE: To be available for use, a price sheet must already have been configured.

Condition records can be created using one of the following methods:

- manually add lines to the active price sheet
- mass import condition records online from a spreadsheet into the active price sheet
- copy existing lines

## Access

The transactions used for classic maintenance are:

- Create Pricing Records /IRM/GPR01
- Change Pricing Records /IRM/GPR02
- Display Pricing Records /IRM/GPR03

## Structure

When you enter the transaction, the system displays a dialog window used to select the price sheet to be displayed in a grid format.

The following buttons appear above the grid:

Action	Alternate Access
Save Save and activate the condition records. NOTE: Button not enabled in transaction /IRM/GPR03 Display Pricing Records.	Ctrl+S
Selection Content Displays the key fields for each combination.	F6
Other Price Records Access Sequence Choose another Condition Type/Condition Table combination of the same application.	Shift+F8
Refresh All Sheets Used to refresh all of the sheets listed in the Current Sheet dropdown. NOTE: Button not displayed in transaction /IRM/GPR03 Display Pricing Records.	F8
Save as Price Proposal Saves the price sheet(s) as a price proposal instead of saving as an active condition record(s). NOTE: Button not displayed in transaction /IRM/GPR03 Display Pricing Records.	Shift+F11

Use the following grid buttons to enter pricing condition record information:

Action
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: <ul style="list-style-type: none"> <li>• Scales: Shows scales related to this condition record.</li> <li>• Text: If a text procedure is assigned through standard SAP configuration for the condition type, then text can be saved.</li> <li>• Key: Displays the key and key entries for the selected condition record.</li> <li>• Validity Periods: Lists the existing condition records for the selected row along with their respective validity periods, rates, and deletion indicators.</li> </ul>
Check and Complete Checks the validity of the condition record before saving. <ul style="list-style-type: none"> <li>• If formulas are set up, check and complete will run the formulas.</li> <li>• If a price policy is set up, check and complete will run the price policy.</li> <li>• 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.</li> </ul> NOTE: Button not displayed in transaction /IRM/GPR03 Display Pricing Records.

**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/GPR03 Display Pricing Records.

**Create**

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 transaction /IRM/GPR03 Display Pricing Records.

**Delete**

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 transaction /IRM/GPR03 Display Pricing Records.

**Select Values**

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 transaction /IRM/GPR03 Display Pricing Records.

**Copy Price Records**

Displays the Copy Price Records dialog window. Specify the target sheet and number of copies. Check the Copy texts checkbox to copy texts.

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 transaction /IRM/GPR03 Display Pricing Records.

**Import Price Records**

Used to import condition 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 transaction /IRM/GPRO3 Display Pricing Records.

#### Search and Replace

Used to search and replace the selected values within the current price sheet.

NOTE: Button not displayed in transaction /IRM/GPRO3 Display Pricing Records.

#### 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, date that the rate for the selected condition record will start.
- Valid To, 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 rate(s) 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 displayed in transaction /IRM/GPRO3 Display Pricing Records.

#### Procedures

Used when formula procedures 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 displayed in transaction /IRM/GPR03 Display Pricing Records.

Price Policy Indicates the condition records that comply with the pricing policies assigned to the price sheet.

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/GPR03 Display Pricing Records.

Most Recent Log

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/GPR03 Display Pricing Records.

Expand Scales

If scales exist, used to either:

- Expand scales as column ()
- Expand scales as row ()

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.

Simulate Pricing

Create a price book to simulate prices for highlighted materials.

Cumulative Values

View the cumulated values from sales orders and from billing for the selected record.

Change Documents

Displays existing Change documents that are related to the selected row in the Changes for Condition Record window. Use the Filter button to filter the display.

Options:

- All Changes
- Date Selection

Select the date range for the display.

NOTE: Button not displayed in transaction /IRM/GPR01 Create Pricing Records.

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.

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.

NOTE: Certain functions available in the horizontal display are not available in the vertical display.
<b>Details</b> View selected records in a vertical column format in a separate window.
<b>Sort in Ascending Order</b> Sort the data in a selected column in ascending alphanumeric sequence.
<b>Sort in Descending Order</b> Sort the data in a selected column in descending alphanumeric sequence.
<b>Find</b> Find a term within the grid values. The system highlights any cell that contains the term.
<b>Find Next</b> Find the next instance of a term searched for previously.
<b>Set Filter</b> Select a column, and then click the Set Filter button to set and delete column filters.
<b>Total (restricted to relevant numeric columns)</b> Highlight at least one numeric column, and then select a type of calculation (Total, Minimum, or Maximum) from the dropdown list.
<b>Print</b> Print the price sheet(s).
<b>Views</b> Generate a Print Preview of the current price sheet and/or a Crystal Reports preview of the current price sheet.
<b>Export</b> Export the entire contents of the grid area to the selected document type/file type.
<b>Choose Layout</b> Choose, change, save, and manage column layouts within the ALV grid.

## Procedures

- Manually Adding Condition Records
- Importing Condition Records
- Creating a Price Proposal
- Creating a Price Simulation (Classic Maintenance)
- Changing Condition Records
- Mass Changing Condition Record Validity Dates and Rates
- Viewing a Condition Record Change Log
- Displaying Condition Records
- Running the Display Pricing Records Job in the Background

## 2.3.1.7.4.2 Profile-based Maintenance

### Profile-based Maintenance Overview

Profile-based maintenance utilizes the price profiles created during configuration. In profile-based pricing, when you choose a profile to maintain or display, the system lists the condition types/tables (price sheets) assigned to that profile. The price profile provides a summary view of all price sheets that share the price profile, as well as an individual view of each price sheet that shares the price profile. If configured, you may perform composite maintenance across multiple price sheets in a single view. All sheets for a material are combined into a single grid for simultaneous viewing and maintenance.

A price profile can be set up before price sheets are created. During configuration, multiple price sheets can be assigned to a single price profile, which allows the user to view and maintain multiple price sheets at the same time. After the price profile is defined, price sheets are assigned to the price profile and the display sequence is defined, allowing for dependencies and comparisons. For example, to simultaneously view and maintain all pricing available for a material, you might assign the purchase price, list price, customer list price, and customer group price to a price profile.

### Abstract BOM

BOM information for an SAP material can be viewed on the price sheet, based on configuration of the price profile. For the price profile, configure the following:

- Material field from the price sheet (Field for Structure field)
- Plant, Usage, and Application, to explode the standard SAP bill of material

In addition, to explode the DMR bill of material (BOM), the SAP material is attached to the DMR BOM structure in the Structured Material Workbench.

When you enter the Maintain Price Profile transaction, select the profile and criteria field values. Click on the Structured Materials button. Information from configuration defaults into the Structured Materials pop-up. The Explode BOM checkbox will be checked if either the Plant, Usage, and Application fields (for SAP structures) or the Application Type field (for DMR structures) are populated. The Level Up and Level Down fields indicate how many levels can be viewed (default to 1).

On the price sheet, the system will display BOM information in the BOM Level field for the material (Has Parents, Has Children, or Has Parents and Children). Click on the icon in the BOM Level Icon field to view the bill of material structure in a tree format. (NOTE: Recursive bills of material will be highlighted in red in the tree).

Computations that are assigned to an additional price field in configuration will be run automatically when you click on the Check and Complete button.

### Create, Maintain or Display Price Profile

When you create, change, or display condition records that are assigned to a specific price profile, you specify the condition type and condition table. This unique combination also is referred to as a price sheet.

NOTE: To be available for use, a price sheet must already have been configured.

## Access

The transactions used for profile-based maintenance are:

- Create Price Profile /IRM/GPR04
- Maintain Price Profile /IRM/GPR06
- Display Price Profile /IRM/GPR05

## Structure

When you enter the transaction, the system displays a dialog window used to select the price profile that contains the condition records to be displayed in a grid format.

The following buttons appear above the grid:

Action	Alternate Access
<b>Save</b> Save and activate the condition records. NOTE: Button not enabled in transaction /IRM/GPR05 Display Price Profile.	Ctrl+S
<b>Selection Content</b> Displays the key fields for each combination.	F6
<b>Other Price Records Access Sequence</b> Choose another Condition Type/Condition Table combination of the same application. NOTE: Button not available in transaction /IRM/GPR05 Display Price Profile.	Shift+F8
<b>Refresh All Sheets</b> Used to refresh all of the sheets listed in the Current Sheet dropdown. NOTE: Button not available in transaction /IRM/GPR05 Display Price Profile.	F8
<b>Save as Price Proposal</b> Saves the price sheet(s) as a price proposal instead of saving as an active condition record(s). NOTE: Button not available in transaction /IRM/GPR05 Display Price Profile.	Shift+F11

Use the following grid buttons to enter pricing condition record information:

Action
<b>Price Record Details</b> 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: <ul style="list-style-type: none"> <li>• Scales: Shows scales related to this condition record.</li> </ul>

- 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

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/GPR05 Display Price Profile.

#### 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/GPR05 Display Price Profile.

#### 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 transaction /IRM/GPR05 Display Price Profile.

#### Delete

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 transaction /IRM/GPR05 Display Price Profile.

#### Select Values (Button not shown when Current Sheet is set to Summary)

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 transaction /IRM/GPR05 Display Price Profile.

#### Copy Price Records (Button not shown when Current Sheet is set to Summary)

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 transaction /IRM/GPR05 Display Price Profile.

**Import Price Records (Button not shown when Current Sheet is set to Summary)**

Used to import condition 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 transaction /IRM/GPR05 Display Price Profile.

**Search and Replace (Button not shown when Current Sheet is set to Summary)**

Used to search and replace the selected values within the current price sheet.

NOTE: Button not displayed in transaction /IRM/GPR05 Display Price Profile.

**Set Values (Button not shown when Current Sheet is set to Summary)**

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 transaction /IRM/GPR05 Display Price Profile.

**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/GPR05 Display Price Profile.

Price Policy Indicates the condition records that comply with the pricing policies assigned to the price sheet.

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/GPR05 Display Price Profile.

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/GPR05 Display Price Profile.

**Error/Warning Records**

This button appears only when there are errors in the condition records. Click to view only the lines with errors or to show all lines. Options:

- Errors, to limit the display to lines with errors
- Show All Records

**Expand Scales**

If scales exist, used to either:

- Expand scales as column ()
- Expand scales as row ()

Highlight Using Filter (Not shown when Current Sheet is set to Summary)

Highlight lines based on the selected filter and the search criteria that was input. This button also can be used to reset the highlighting.

Simulate Pricing (Not shown when Current Sheet is set to Summary)

Create a price book to simulate prices for highlighted materials.

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**

Displays existing Change documents that are related to the selected row in the Changes for Condition Record window. Use the Filter button to filter the display.

Options:

- All Changes
- Date Selection  
Select the date range for the display.

NOTE: Button not displayed in transaction /IRM/GPR06 Maintain price Profile.

**Filter Records**

<p>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.</p>
<p><b>Column to Row Shuffle</b> 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.</p>
<p><b>Details</b> View selected records in a vertical column format in a separate window.</p>
<p><b>Sort in Ascending Order</b> Sort the data in a selected column in ascending alphanumeric sequence.</p>
<p><b>Sort in Descending Order</b> Sort the data in a selected column in descending alphanumeric sequence.</p>
<p><b>Find</b> Find a term within the grid values. The system highlights any cell that contains the term.</p>
<p><b>Find Next</b> Find the next instance of a term searched for previously.</p>
<p><b>Set Filter</b> Select a column, and then click the Set Filter button to set and delete column filters.</p>
<p><b>Total (restricted to relevant numeric columns)</b> Highlight at least one numeric column, and then select a type of calculation (Total, Minimum, or Maximum) from the dropdown list.</p>
<p><b>Print</b> Print the price sheet(s).</p>
<p><b>Views</b> Generate a Print Preview of the current price sheet and/or a Crystal Reports preview of the current price sheet.</p>
<p><b>Export</b> Export the entire contents of the grid area to the selected document type/file type.</p>
<p><b>Choose Layout</b> Choose, change, save, and manage column layouts within the ALV grid.</p>

## Procedures

### Displaying a Price Profile

### Running the Display Price Profile Job in the Background

### Creating a Price Simulation (Profile-based Maintenance)

### Changing a Price Profile

### Creating a Price Proposal



### 2.3.1.7.4.3 Upload Price Record

Use Upload Price Records to import price records 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, use the [File Template for Price Record Workbench](#).

NOTE: The document template is not meant to store the scales in file data. If uploading condition records with scales, all non-scale fields must come before the scale fields in the spreadsheet. The scale fields must be last in the spreadsheet in the sequence:

- Scale quantity 1
- Scale rate 1
- Scale quantity 2
- Scale rate 2
- And so on

Access

Transaction code: /IRM/GPRUPL

Procedure

Uploading Condition Records

### 2.3.1.7.4.4 File Template for Price Record

Use File Template for Price Record Workbench to create and maintain templates that control the fields and format of condition record files during upload.

Access

Transaction code: /IRM/GPRFTM

Structure

The File Template for Price Record 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 Price Record

Creating a File Template for Price Record

Copying a File Template for Price Record

Maintaining a File Template for Price Record

Deleting a File Template for Price Record

## 2.3.1.7.4.5 Automated Price Maintenance

Automated Price Maintenance (APM) is used to automatically copy or process multiple values within condition records at the same time in batch mode. For example, you might use APM to mass update commodity prices each night. If needed, the changes can be saved as a price proposal so that the changes can be reviewed prior to posting them to SAP.

#### Variants

When you save a variant, enter the following information:

- Variant Name and Variant Text (description)
- Default  
A variant can be designated as the default that is displayed when you enter the transaction, but the screen layout can be changed as saved to that layout or saved as a new layout.
- Selection Fields  
List the selection fields, in the sequence they will appear. If needed, assign a Selection Type to the selection fields. Available selection types are:
  - T Table Variable from TVARVC, to populate the selection field using a value set up in a selection variable.  
Click on the **Create Variable** button to display the Selection Variables (TVARVC) table and set the variable value.
  - D Dynamic Date Calculation, for dates to be derived dynamically
  - Z Dynamic Time Calculation, for times to be derived dynamically

#### Procedures

Procedures can be defined in the Sheet Formulas and Procedures Workbench (/IRM/GPRFPM) to automate manual price maintenance steps; procedure step types Set Values, Apply Policies, and Execute Formulas are supported for APM and the Selection Type should be set to All Records. Procedures containing any other step types will not appear in the Procedures field dropdown list.

#### Access

Transaction code: /IRM/GPR15

#### Structure

The Automated Price Maintenance transaction is organized into the following areas:

- Source, used to select the application and price sheet to be copied or processed.
- Action
  - Click on a button to choose one of the following actions:
  - Copy, used to submit a job to copy condition records. For example, you can copy all prices to a different customer. If the condition record being copied has text, click on the Copy texts checkbox to include the text in the copy.
  - Process, used to submit a job to mass change rates, validity dates, currency, and units. For example, you can increase all fuel surcharge rates by 5%. You may also adjust the scales. For example, if the rate of the selected condition record(s) is increased and the adjust scales flag is enabled, the rate and scales will be adjusted accordingly.  
When changing a rate, in the Set Rate pop-up check the New checkbox to create a new condition by copying the original record. The rate is changed only in the new record; the original record remains unchanged. Check the Adjust Scales checkbox to adjust the scales. For example, if the rate of the selected condition record(s) is increased and the adjust scales flag is enabled, it will adjust the rate and scales accordingly.
- Target, used to define the target price sheet when copying and map the target fields to the source fields.

Use the Procedure field to apply a procedure to condition records. For this field, only the Set Values, Apply Policies, and Execute Formulas step types are supported.

- Set, used when processing to define values for the rate, validity dates, currency, and/or unit. When setting values for the rate, use the New flag to create new condition records from the selected existing condition records. If both the New and Adjust Scales flags are selected, new condition records will be created while adjusting the scales values.

After rules are established and assigned to a price sheet, existing condition records can be processed against the rules to determine compliance.

#### Procedures

Copying Condition Records in Batch Mode

Changing Condition Record Values in Batch Mode

## 2.3.1.7.5 Reported Material

### 2.3.1.7.5.1 Reported Material Workbench

Use the Reported Material Workbench to create and maintain reported materials, and to list the date ranges when each reported material replaces a specified SAP material.

The name of the reported material will appear in the calculation line item detail.

Access

Transaction code: /IRM/GRPMTM

Structure

The Reported Material Workbench screen is organized into the following areas:

- Search and Worklist  
Use the Search and Worklist to view a list of selected reported materials in a grid format. From the grid, click on a reported material name to display that template in focus in the Work Area.
- Work Area  
Use the Work Area to maintain one reported material. In the standard Vistex implementation, the Work Area contains the following tabs:
  - General
  - Hierarchy, to assign the reported material to an SAP material for a specific date range. When a business register document is created, the system uses the reported material category of the IP type and the MATNR and pricing date of the line item to find the reported material in effect.
  - Admin Data

NOTE: Functions accessed from the menu bar apply only to the reported material 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.

### 2.3.1.7.5.2 Upload/Download

Reported Material Upload

Use Reported Material Upload to create or change reported materials 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 Reported Material Workbench](#).

#### Access

Transaction code: /IRM/GRPMUPL

#### Procedure

##### Uploading Reported Materials

##### Download Reported Material

Use Download Reported Material to download selected reported material 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 Reported Material Workbench](#).

#### Access

Transaction code: /IRM/GRPMDNL

#### Procedure

##### Downloading Reported Material

##### File Template for Reported Material

Use File Template for Reported Material Workbench to create and maintain templates that control the fields and format of reported material files during upload and/or download.

#### Access

Transaction code: /IRM/GRPMFTM

#### Structure

The File Template for Reported Material 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 Reported Material

Creating a File Template for Reported Material

Copying a File Template for Reported Material

Maintaining a File Template for Reported Material

Deleting a File Template for Reported Material

Government Pricing Sales Data

## 2.3.1.8 Delivered Objects

### 2.3.1.8.1 Transaction Filters

A manufacturer must be able to collate its sales and transactional data to include only eligible data in a price calculation. In Business Register, you can filter the data by specific contracts, customers, vendors, or products, or define domestic and international transactions. Transaction filtering is used to map transactions to transaction types.

Transactions are mapped to one or more filters. The filters, in turn, are linked to transaction types.

#### 2.3.1.8.1.1 Delivered Filters

The following filters are delivered with Business Register (as condition tables).

A378 contains the following filters:

- Customer
- Customer Group Class of Trade
- Vendor
- Product
- Domestic/International  
Sales to Puerto Rico and US possessions are considered to be international sales.
- Order Types

- Order Reason

NOTE: Additional filters can be added, as needed.

## 2.3.1.8.2 Business Register Document Types

The Business Register is similar to other Vistex documents (billbacks, chargebacks, sales incentives, sales rebates, and purchasing rebates), except that it can be created by copying another document.

### 2.3.1.8.2.1 Delivered Document Types

The following business register IP types are delivered with Business Register:

- X901, Direct Sales
- X902, Indirect Sales
- X903, Rebates
- X904, Indirect Non-purchasing Rebate
- X911, Medicaid Rebate
- X914, Sales Returns
- X915, Non return Adjustments
- X916, Tricare
- X925, Alternative for deviations in Non-return Adjustments
- X926, Alternative for deviations in Direct Sales

## 2.3.1.9 Sales Data Procedures

### 2.3.1.9.1 Capturing Sales Data

#### 2.3.1.9.1.1 SAP Sales Data

SAP data, such as invoices, sales orders, delivery documents, and purchase orders are copied to business register documents using copy control routines. These routines typically are run daily. Any Vistex documents in the system, such as chargebacks, also are copied into the business register.

## 2.3.1.9.1.2 External Sales Data

Data from external sources can be entered into Business Register using [Transaction Documents](#). After the data is entered in the system, the transaction documents are copied into business register documents using a copy control routine.

## 2.3.1.9.2 Filtering and Aggregating Sales Data

### 2.3.1.9.2.1 Class of Trade (COT) Filter

The Customer Class of Trade (COT) is one of the primary [delivered filters](#) used in Business Register. To determine how the transactions will be aggregated, a predefined price sheet is used to link a COT to a sales organization, customer group, IP (sale) type, and transaction type. Each combination is assigned an effectivity date range.

An aggregation then is linked to the subcomponents of the price type calculation, to determine how the aggregated data is used in the price type calculation.

NOTE: Only COT values defined in master data can be included in a specific aggregation.

### 2.3.1.9.2.2 Procedure

Assigning a COT to a Transaction Aggregation

1. Access transaction code `/IRM/IPGTTCS` Price Type Condition Search.
2. Under Transaction Type (Sales), click on transaction type X980.
3. Select the filter, such as Customer Group - COT.
4. Click on the **Create** button.
5. To manually enter values, click on the **Entries** button to add more lines. For each line, select a Sales Type, assign it to the filter, and assign it to a transaction type. Enter effectivity dates in the Valid From and Valid To fields.

To import values from a spreadsheet, click on the **Import Price Record** button.

6. Save the data.

NOTE: If needed, you may override a historical customer COT. On a new line, enter the correct COT. The override COT must exist in the customer master. All overrides can have a defined effectivity.



## 2.3.1.10 Sales Data Transactions

### 2.3.1.10.1 Transaction Documents

#### 2.3.1.10.1.1 Transaction Document Overview

##### Overview

The transaction document is used to bring external transactions into the system. A transaction document can be received 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, it must be entered in the manufacturer's system.

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

A transaction document is used to record the partner's incoming external transactions in the system for any purpose. When a partner sends in transactions, then those original transactions must be recorded as is in the system. This is done so that the manufacturer has a copy of the original transactions submitted by the distributor. A transaction document is similar in architecture to a claim; however a transaction document is more flexible because it allows materials and quantities to be made optional through configuration. A transaction document can be used for sales or purchasing transactions.

Transactions can be transmitted in the following ways:

- Excel spreadsheet or text file

When a distributor submits a transaction document as a spreadsheet or text file, the file can be uploaded to the ERP system using Upload Transaction (/IRM/GRCAUPL) or the [Transaction Workbench](#). Upload Transaction can use a configured document template to create the transaction documents from the uploaded data or can be used manually to dynamically create the transaction document.

- Manufacturer's Website

The distributor can submit a transaction document using the manufacturer's Website by entering all the information online. After the transaction document is entered, the distributor may also use the Website to review the status of the submitted transaction document.

- Electronic Data Interchange (EDI) / IDoc

If the distributor and manufacturer are using different computer systems, the distributor can submit a transaction document using EDI to create a transaction document in the ERP system. If

both the distributor and manufacturer use SAP, the transaction document can be submitted using an IDoc type.

- Fax, email or phone

If the distributor faxes the transaction document, then the transaction document must be created manually by entering all the information in the Transaction Workbench transaction (/IRM/GRCAM).

When a transaction document is created in the system, the document is checked to ensure the authenticity of the submitted data. If the transaction document contains errors or an invalid material, a rejection reason should be entered on the corresponding line item(s) before the document is posted. A posted transaction document is eligible to be used as a source document for business register document creation. The transaction document is further validated to ensure that the amounts are correct, and within or outside a configured tolerance. A business register document is then created using the transaction document as a source document, and the business register document is accrued and settled in order to credit the distributor for the submitted transaction document.

### Transaction Packages

If a transaction document contains so many line items that processing time is slowed, it can be divided into a parent transaction document and a series of packages (child transaction documents). The parent transaction document is the source document used to create the business register document.

In configuration of the transaction type, activate packages and set the package size. The package size is configured to specify the number of line items that will appear in each package. For example, a transaction document with 50,000 lines on it can be broken up into packages containing 5,000 lines on each. In the Parameters transaction (Customer: /IRM/IPBRCSP or Vendor: /IRM/IPBRVSP), select the Settle by Source Document checkbox to ensure that all packages are settled on the same settlement document. Settlement transaction selection must select all child transaction documents. Packages can accrue separately and can settle separately.

A transaction package can only be created with EDI or Upload Transaction (/IRM/GRCAUPL). The parent transaction document contains header information only. Line items are added to the packages, which are listed in the Package tab of the parent transaction document. Click a package number to view its details in the item grid. The Package tab only appears on transaction documents that contain packages. Click a package number to view its details in the item grid.

**NOTE:** Whenever transaction documents are searched by either the parent transaction document or the child transaction documents, only the parent transaction document appears in the results.

### Transaction Resubmission

The resubmission of a transaction document may be necessary when a previously denied or short-paid transaction document is returned by the distributor back to the manufacturer, or errors are found in the original source document. The manufacturer may then choose to pay out additional amounts while referencing the original transaction document.

Lines for resubmission must be highlighted using the original transaction document. Resubmission creates a new transaction document that contains only the line items being resubmitted, and uses a pre-

delivered formula to calculate changed line item values. The new transaction document references the original document and determines the already settled amount on the line item.

Resubmissions also may be created manually, from a file that includes line item detail, from a file with header and line item detail, from an IDoc, or using Automated Document Maintenance (ADM).

## 2.3.1.10.1.2 Upload/Download

### Upload Transaction

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.

### Access

Transaction code: /IRM/GRCAUPL

### Procedure

#### Uploading Transactions

#### Download Transaction

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](#).

### Access

Transaction code: /IRM/GRCADNL

### Procedure

#### Downloading Transactions

#### File Template for Transaction

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.

## Access

Transaction code: /IRM/GRCAFTM

## 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.

## 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

## 2.3.1.10.2 Business Register Documents

### 2.3.1.10.2.1 Business Register Document

#### Overview

Business Register documents can be created using one of the following source documents:

- Billing documents
- Claims
- Delivery documents

- Business register or composite postings
- Purchasing documents
- Sales documents
- Transaction document, if external transactions are brought into the system

The information derived from these source documents includes the following:

- General information about the end sale (invoice number, agreement complied with, reason for claim, deductions)
- All partners involved in the sales transaction
- Product pricing
- Material information (quantity, rate, currency, unit of measure)

In addition to the source document, data in the business register document originates from master records (such as the customer, vendor, and material masters) and control settings in configuration. In addition, data determined from the master records and source documents can be extended or modified by using routines defined in the VOFM Data Transfer and Requirements transaction /IRM/GVOFM.

#### Control Settings of a Business Register Document

Creation of a business register document is controlled using the data set up in configuration:

- Sales area of the source document  
Concatenation of the sales organization, distribution channel, and division
- Partner functions from source documents  
The business register document(s) can be created for every incoming claim or incoming transaction based on the partners on the source document.
- Source Document Category and Type  
At times, it may be required that business register documents are created only for certain source document types.
- IP Type  
The IP type primarily controls whether the business register document is incoming (calculating an expense) or outgoing (calculating an income).
- Item Category from Source Documents  
Only certain items from the source documents may be eligible for inclusion in the business register document. This is controlled by the item categories in the source document in conjunction with the IP type.

Accrual and settlement of a business register document are controlled using the following profiles maintained in configuration:

- Accrual Profile  
The accrual profile controls how the income/expense is posted, as well as the FI document type and posting keys used during the accrual. It is also important to specify a Clearing Account to record the income/expense to until the business register document is settled.
- Settlement Profile  
The settlement profile controls whether the actual settlement takes place as Accounts Payable or Account Receivable and the FI document type used during settlement.

#### Business Register Functions

Business register documents can be processed using the [Business Register Workbench](#), search and process transactions, or mass processing transactions. The following functions can be performed on a document:

- Cancel and reverse cancel
- Delete
- Reprice
- Re-create
- Park and reverse park
- Accrue and reverse accrue
- Settle and reverse settle
- Adjust after settlement

#### Document Log

If configured, the system records a snapshot of the business register at the time accrual, parking, or settlement (and the corresponding reversals) were performed. These logs can be accessed from the workbench. Click on the **Document Flow** button to display the Document Flow dialog window. In the window, click on the accrual, parking, or settlement document number to view that document. From the document, click on the **Display Log Documents** button to view the log.

The system creates logs only for the functions specified in configuration. In the IP Type configuration, check one or more of the following checkboxes: Log Accrual, Log Parking, and Lot Settlements. Also specify the Log Range Interval (used for both transaction and composite logs).

#### Repricing

Pricing of a document is based on standard SAP pricing. Tolerances for amounts can be incorporated, as needed. If pricing data changes (such as prices on the source document or agreement), the document can be repriced until settlement takes place. Repricing updates the existing business register and does not affect pricing on the source document.

**NOTE:** The business register document can be repriced even after the source document has been archived. A flag in configuration specifies that the system will not read the source document after the business register document has been created.

Repricing updates the current document to reflect the most recent pricing changes made to an agreement or source document. Repricing is needed if the following change:

- Agreement r changes after the sale, during reconciliation, or after accrual  
Changes in the agreement may be due to a change in the conditions tied to the agreement. This, in turn, would affect the pricing of the items on the business register document.
- Item pricing in the source document changes after the business register document has been created  
If the document has been accrued then after repricing it is required to accrue the document again due to a change in the amount.

Under the following circumstances, Repricing will create additional business register documents for missed/invalid items (if chargeback already exists). As a result, running Recreating may not be needed:

- If a new agreement was added, Repricing will create a business register document for that agreement.
- If an invalid item is now valid, Repricing will create a business register document for that item.
- If the original billing document was split, when a new item is added to the billing document, Repricing will create business registers for that item.

Repricing cannot be carried out if repricing is blocked on the business register document. To find if the document has a repricing block, go to the Admin tab of the header data of the business register document.

#### Re-creating

Re-creating the business register may be needed if data other than pricing data changes on the source document or agreement. The system deletes the original business register (physical delete if no accounting document is linked to the business register or soft delete if accounting documents are linked to the business register) and creates a new document using the most current data. If the business register has been accrued or settled, then a reverse accrual/settlement must occur before the document can be re-created.

## 2.3.1.10.2.2 Business Register Workbench

The Business Register Workbench can be used to create and maintain business register documents.

After a document is created, you can use the workbench to perform the following functions on the document:

- Delete
- Cancel and reverse cancel
- Reprice
- Re-create
- Accrue and reverse accrue (transactional only)
- Park and reverse park
- Settle and reverse settle (transactional only)
- Adjust after settlement (transactional only)

NOTE: To perform functions on a large volume of documents, use the search and process or mass processing programs.

#### Access

Transaction code: /IRM/IPBRM

#### Structure

The Business Register Workbench is organized into the following areas:

- Search and Worklist  
Use the Search and Worklist to view selected documents in a grid format. From the grid, click on a document number to display that document in focus in the Work Area.
- Work Area  
Use the Work Area to maintain one document. In the standard Vistex implementation, the Work Area contains the following tabs:
  - Header, which displays general information about the document. None of the fields are editable.

- Partners
- Status
- Notes
- Admin Data

NOTE: Functions accessed from the menu bar apply only to the document 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 Business Register Document

Creating a Business Register Document

Maintaining a Business Register Document

Repricing a Business Register Document

Re-creating a Business Register Document

Accruing (or Reverse Accruing) a Business Register Document

Settling (or Reverse Settling) a Business Register Document

Adjusting a Business Register Document After Settlement

Viewing a Change Log for Individual Business Register Documents

Generating a Change Log for Multiple Business Register Documents

Cancelling a Business Register Document

Reverse Cancelling a Business Register Document

Deleting a Business Register Document

Viewing Business Register User Settings

Viewing the Agreement Log

## 2.3.1.10.2.3 Business Register Document Processing

Business Register documents can be processed using the Business Register Workbench or batch processing transactions.

### Business Register Workbench

Use the [Business Register Workbench](#) to perform the following functions:

- Create a business register from a single source document
- Maintain an existing business register
- Reprice one or multiple selected business registers
- Accrue or reverse accrue
- Park or reverse park
- Settle or reverse settle
- Cancel or delete one or multiple selected business registers



If the business register has no accounting documents attached to it, the system performs a physical delete. The business register is completely removed from the database. If accounting documents are attached to the business register, the system soft deletes the document. The document still exists in the database but is inactive.

### Batch Processing

Business register documents can be created for a range of source documents using the Search and Process or Mass Processing transactions.

### Search and Process

[Search and Process](#) transactions display a list of documents that satisfy the search criteria. After further selection, the list is sent for processing.

The following Search and Process transactions are available:

- Process Claims /IRM/IPBR30
- Process Billing Documents /IRM/IPBR31
- Process Sales Documents /IRM/IPBR32
- Process Delivery Documents /IRM/IPBR37
- Process Purchasing Documents /IRM/IPBR38
- Process Transactions /IRM/IPBR39
- Process Business Register /IRM/IPBR33

### Mass Processing

For [mass processing](#) transactions, all the documents that satisfy the search criteria are directly processed without being displayed.

The following Mass Processing transactions either can be run on demand or scheduled to run as background batch jobs:

- Mass Processing of Claims /IRM/IPBR20
- Mass Processing of Billing Documents /IRM/IPBR21
- Mass Processing of Sales Documents /IRM/IPBR22
- Mass Processing of Delivery Documents /IRM/IPBR27
- Mass Processing of Purchasing Documents /IRM/IPBR28
- Mass Processing of Transactions /IRM/IPBR29
- Mass Processing of Business Register /IRM/IPBR23

### Document Index Processing

If changes to agreements and pricing condition records affect a large number of business register documents, the collective processing of all source documents for functions such as repricing and re-creation can be very processing intensive.

If the affected source documents are already known, they can be recorded in the Document Index table to ensure faster processing of business register documents. The Document Index table entries can be accessed/maintained using transaction /IRM/IPGINDX.

Document Index Processing is used during the mass processing transactions with source documents. In these transactions, the Doc Index checkbox is selected if the Document Index table is to be used as a

search criterion. If checked, then only source documents in the Document Index table will be selected for document processing. These documents must be within the specified source document range, as well as have the same function and IP type specified in the selection criteria screen.

#### Procedures

Displaying the Document Index Table

Adding an Entry to the Document Index Table

Deleting an Entry from the Document Index Table

## 2.3.1.10.2.4 Business Register Mass Processing

Run the mass processing transactions to submit documents for processing without previewing the selected list of documents. Mass processing can be carried out online or in the background.

Use one of the following mass processing transactions to process business register documents, depending on the source documents to be used:

- Mass Processing of Claims /IRM/IPBR20
- Mass Processing of Billing Documents /IRM/IPBR21
- Mass Processing of Sales Documents /IRM/IPBR22
- Mass Processing of Delivery Documents /IRM/IPBR27
- Mass Processing of Purchasing Documents /IRM/IPBR28
- Mass Processing of Transactions /IRM/IPBR29
- Mass Processing of Business Registers /IRM/IPBR23

#### Message Log

When you run mass processing in background, select the kind of messages you want the system to capture while the task is being processed in the background. A message log is saved to the database for further analysis.

To view the message log, access the transaction /IRM/IPBRLOG. Enter the message log number, if known, or enter other search criteria and click on the **Execute** button to list the message logs that match the search criteria. To view a particular message log on the list, double click on the log.

**NOTE:** To locate the message log number, you may use the standard SAP transaction Simple Job Selection (SM37) to view the job log. Execute the job for the user ID. On the Job Overview screen, select the job and then click on the Job Log button. One of the entries in the job log specifies the message log number.

#### Procedures

Creating Business Register Documents

Maintaining Business Register Documents

Repricing Business Register Documents

Re-creating Business Register Documents

Accruing Business Register Documents

Settling Business Register Documents  
Cancelling Business Register Documents  
Reverse Cancelling Business Register Documents  
Deleting Business Register Documents  
Generating a Change Log for Multiple Business Register Documents

## 2.3.1.10.2.5 Business Register Search and Process

Run the search and process transactions to preview (and adjust) the selected list of documents before submitting the documents for processing.

Use one of the following search and process transactions to process business registers, depending on the source documents to be used:

- Process Claims /IRM/IPBR30
- Process Billing Documents /IRM/IPBR31
- Process Sales Documents /IRM/IPBR32
- Process Delivery Documents /IRM/IPBR37
- Process Purchasing Documents /IRM/IPBR38
- Process Transactions /IRM/IPBR39
- Process Business Register /IRM/IPBR33

Procedures

Maintaining Business Register Documents  
Repricing Business Register Documents  
Re-creating Business Register Documents  
Accruing Business Register Documents  
Settling Business Register Documents  
Cancelling Business Register Documents  
Deleting Business Register Documents  
Generating a Change Log for Multiple Business Register Documents

## 2.3.1.10.2.6 Business Register Reports

Process Management Reports

The following process management reports are provided:

- Price Type Trend Analysis, to compare a price type across periods
- Price Type Compare, across price types for a given period
- Unit Rebate Amount Detail
- Nominal Sales, lists all sales for which prices are less than 10% of the WAC

Standard DDR Reports

The following standard reports are provided:

- Non-state Specific:
  - Monthly AMP
  - Quarterly AMP, BP, NP, PP Price
  - Quarterly NonFAMP
  - Quarterly ASP Addendum A
  - Annual NonFAMP
  - DDR Drug Product
- State Specific:
  - Quarterly PA PACE (text and Excel file)
  - Quarterly Maine AMP BP
  - Quarterly Vermont AMP-BP-WAC
  - Quarterly California AMP BP
  - New York Epic Product
  - Quarterly New York Epic Price
  - Quarterly Texas Price File
  - Annual New Mexico Submission File

## Medicaid Reports

### Reports

The following standard Medicaid reports can be configured as required:

- Medicaid Rebate Status
- Unit Rebate Amount
- Medicaid Dispute

### Smart Forms

The following Smart forms are delivered with Business Register:

- Reconciliation of State Invoice (ROSI) - smart form /IRM/BR\_ROSI\_SF  
The invoice submitted by the manufacturer to the state agency. The report details the current quarter's rebates, by NDC.
- Prior Quarter Adjustment Statement (PQAS) - smart form /IRM/BR\_PQAD\_SF  
The statement used for reporting discrepancies found in the previous quarter.

## Government Pricing Processing

### 2.3.1.11 Delivered Objects

#### 2.3.1.11.1 Business Register Price Types

Each Business Register price type is preset as a deployment code, which has preassigned tracking components. User-determined subcomponents are assigned, as needed.

##### 2.3.1.11.1.1 Delivered Price Types

The following standard government price types are delivered in Business Register:

- mAMP, monthly Average Manufacturer Price (deployment code 9000000) calculated at the drug level

The mAMP price type derives the average price at the unit dose (such as tablet) size that would be charged to the end user through the retail pharmacy class of trade. It utilizes direct, indirect, and various fee and rebate payments to derive the final calculation.

Since indirect and rebate sales usually lag behind the actual current period direct sales, the last 12 months of lagged sales are accumulated and a ratio derived between the last twelve months of accumulated sales and the last 12 months of lagged sales. Those ratios are used to determine the amount of indirect sales that should be removed from the current direct sales. The same will be done with the other lagged data.

The system also can unbundle sales made based on bundling agreements or promotions. By having access to the agreement pricing that generated the bundled sale, the system can unbundle the sale transaction and ensure the sales data attributable to each part of the of the bundle is applied properly in the price type.

- qAMP, quarterly Average Manufacturer Price (deployment code 9000001)  
The qAMP price type is the average of the individual mAMP prices calculated for the quarter. First Quarter AMP would be the average of the mAMPs for January, February, and March. This final price is used by CMS and the manufacturer in the Unit Rebate Amount used in Medicaid calculations to determine rebate amounts.

This price type has two calculation methodologies because different companies have interpreted the rule in different ways:

- The first methodology takes the results of the monthly calculations and sums the final summary numbers (final eligible dollars and final eligible numbers) and then divides them by three.

- The second methodology performs the same calculation on the quarterly AMP using three months of data as you would on the monthly AMP.
- BPR, quarterly Best Price (deployment code 9000002)  
The BPR price type is designed to find the best price that the manufacturer offers to the retail class of trade, taking into account all rebates, chargebacks, discounts, or other pricing adjustments, excluding nominal prices. It uses the same source data but different aggregations to produce its output. This data is used for tracking the best commercial price.
- URA, quarterly Unit Rebate Amount (deployment code 9000003) - used for Medicaid Rebates  
The government mandated URA calculations are performed using the quarterly AMP, quarterly BPR, and CPI-U data.
  - Generic drugs = quarterly AMP x mandated percent (currently 13 %)
  - Pediatric Only or Clotting Factor drugs = posted quarterly AMP x 17.1 %
  - Branded drugs = greater of quarterly AMP x 23.1 percent OR AMP-BP. An inflation penalty may be added if the drug price has risen faster than the rate of inflation.
- ASP, quarterly Average Sales Price (deployment code 9000004)  
The ASP price type takes the same source data and changes how some of the aggregations are used in the calculation. The results of this calculation are used by CMS to determine pricing for drugs used by Medicare recipients.
- NFAMP, quarterly non-Federal AMP (deployment code 9000005)  
On a quarterly basis, NFAMP is run to determine if any prices for the items on the Federal Supply Schedule (FSS) contract have changed when compared to the annual NFAMP. Based on the outcome changes to the FSS contract may be submitted to the VA. This again is calculated and presented much the same as the monthly AMP calculation. The only difference is how the filtering is defined. Additional transactional data is defined as nongovernmental retail sales. This price type can also be configured as using actual transactional data with no smoothing methodology used or using the same smoothing that is used for the other price type calculations
- NFAMP, annual non-Federal AMP (deployment code 9000006)  
The annual NFAMP price type is generated on an annual basis at the end of the third quarter. It is a key price type used to calculate and track the price that will be charged for branded product on the Federal Supply Schedule (FSS) contract which is managed by the VA for the Federal Government Big Three (DoD, VA, Coast Guard). It is calculated and presented much the same as the monthly AMP calculation. The only difference is how the filtering is defined. Additional transactional data is defined as nongovernmental retail sales. This price type can also be configured as using actual transactional data with no smoothing methodology used or using the same smoothing that is used for the other price type calculations
- FCP, annual Federal Ceiling Price (deployment code 9000007)  
The FCP price type uses the NFAMP calculation as a starting point. This calculation is only required for branded Pharmaceuticals. The NFAMP price is then multiplied by .76 to provide the government with a 24% discount off the NFAMP price. The second step in the process is to compare this year's calculated FCP and compare it to last years. If it is greater you must multiply

the past years FCP price times 1+the increase in CPI-U between last year and this year. The lesser of the two prices will be used as the reported FCP.

- PHS, quarterly 340B PHS Ceiling Price (deployment code 9000008)  
The PHS price type uses the results from to other price types to derive its final price. Specifically the posted quarterly URA is subtracted from the posted quarterly AMP to derive the PHS price. The PHS price is used to provide special pricing for Public Health System authorized health care entities. These prices are used directly by the Vistex contract revenue management system to provide direct and indirect pricing to the PHS entities.

## 2.3.1.11.1.2 Procedures

### Assigning a Participating Product to a Price Type

Assign eligible materials, products, and National Drug Codes (NDC) as participants to the Government Pricing price type using Product Price Type Participation (transaction /IRM/IPPTMA). As needed, an NDC hierarchy can be defined in the participation list.

The CMS unit of measure and its conversion factor to the standard unit of measure (previously defined in the material master) are defined for each participant.

NOTE: Price Type calculations will be performed only for products assigned to the price type.

1. Access transaction code /IRM/IPPTMA Product Price Type Participation.
2. In the header, select Government Pricing as the Price Type Group. Select a value in the Price Type field.
3. Click on the Show Participants button (or press F5).
4. Click on the Display ↔ Change button to activate Change mode.
5. Click on the Search button. Enter a material number and click on .
6. Check the material's checkbox and click on .
7. Select a material, and then drag and drop it to the Participant Assignment.
8. Click on the product to display the Participant Assignment Details dialog window.
9. On the General tab, enter start and end effectivity dates.

On the Additional Data tab, in the IRM\_MATYP field, enter either S for sole source or G for generic. In the IRM\_MKTDT field, enter the market entry date. For price types X900-X904, also enter the CMS unit of measure in the IRM\_CMSUM field (leave this field blank for other price types).

10. Click on .
11. Save the participant.

### Linking Aggregations to Price Type Subcomponents

1. Access transaction code /IRM/IPCWB.
2. In the Workbench Selection dialog window, select Business Register in the IP Application field.
3. Click on the Execute button.

4. In the Deployment Codes section of the elements tree, click on the price type to display the components for that price type in the Work Area.
  5. In the Assigned Components section of the Work Area, click on a subcomponent number (Subcmt field) to view the Maintain Subcomponents dialog window. Enter the transaction types to be used in that part of the calculation and save the list. If needed, enter effectivity dates for the aggregation. If the date fields are blank, the aggregation is considered available from when the aggregation was defined until infinity.
  6. Repeat step 5 for each subcomponent.
7. Save the changes

#### Reviewing a Price Type Calculation

1. Access transaction code /IRM/IPCWB.
2. In the Workbench Selection dialog window, select Business Register in the IP Application field.
3. Click on the Execute button.
4. In the Deployment Codes section of the elements tree, click on the price type to display the components for that price type in the Work Area.
5. For the subcomponent, click on the Formula icon in the CPD Formula field.

## 2.3.1.11.2 Business Register Deployment Codes

Each Business Register price type is preset as a deployment code.

### 2.3.1.11.2.1 Delivered Deployment Codes

Following is a list of deployment codes included in Business Register:

- X9000000, AMP Monthly Calculation
- X9000001, AMP Quarterly Calculation
- X9000002, Best Price Calculation
- X9000003, URA Calculation
- X9000004, ASP Quarterly Calculation
- X9000005, NFAMP Quarterly Calculation
- X9000006, NFAMP Annual Calculation
- X9000007, FCP Calculation
- X9000008, 340B
- X9000011, Annual FSS



## 2.3.1.12 Processing Procedures

### 2.3.1.12.1 Calculating Prices

Use the transaction Calculation Run Mass Create for Price Type to calculate prices for all or selected materials for a price type. A calculation run is a snapshot of calculated prices for a price type, and can be sent through a configured approval process prior to posting.

The price types must be calculated in a specific sequence, beginning with the Monthly AMP.

#### 2.3.1.12.1.1 Access

Transaction code: /IRM/IPPTCRCMP

#### 2.3.1.12.1.2 Procedure

Calculating Prices for a Price Type

1. Access transaction code /IRM/IPPTCRCMP.
2. In the General Information section, enter the Price Type. Select the material(s).
3. In the Calculation Run section, select a Calculation Run Type and enter a Description.
4. Click on the Execute button to create the Calculation Run.
5. A message will appear indicating that the pricing has been completed.

### 2.3.1.12.2 Analyzing the Results

Use Individual Tracking to review and analyze the results of the Calculation Run. The layout of the tracking screen is delivered for each price type.

From the tracking screen you can perform the following:

- For each component, view the data used to derive the price, including any subcomponents attached to the component.
- From the detail, drill down to a specific business register document, and from there trace back to view the original transaction document.
- Perform basic modeling to simulate the impact of anticipated changes, such as higher rebates, increased PHS sales, or a product coming off patent. The first component displayed will be the modeling component.

## 2.3.1.12.2.1 Tracking Screen Components

### Monthly AMP and Quarterly AMP

The following components appear on both the monthly and quarterly AMP tracking screens:

- Indirect Retail Sales
  - Direct Wholesale Sales
- Lagged Indirect Exempt Sales

The system calculates the ration of the last 12 months of exempt sales divided by the last 12 months of eligible sales. The ration then is applied to the current period eligible sales to determine what sales should be exempt from the current period.
- Legged Retail Chargebacks

This component is used to reduce the total value of retail sales by the chargeback paid to the wholesaler for indirect sales to retail entities. The chargeback amount is based on the difference between the amount the wholesaler paid for the product and the price charged the customer, based on the contract with the manufacturer.
- Lagged Wholesale Rebates

This component reduces the total value of retail sales by the rebates paid to the wholesalers.
- Lagged Bundled Adjustments

For bundled sales, the value of the discounts is reallocated between the products.
- Direct Retail Sales
  - Direct Retail Sales

This component is the total of sales made directly to a retail class of trade customers, as defined in the transaction type filter.
  - Lagged Retail Rebates

This component generates a deduction for the current period based on a ratio of the last 12 months of rebates to the total retail sals for the last 12 months. This ration is applied against current period sales to calculate the rebate amount to be deducted from the current period retail sales.
  - Lagged Bundled Adjustments

For bundled sales, the value of the discounts is reallocated between the products.
- Rebates

These rebates primarily are managed care rebates, which are lagged transactions.
- Average Manufacturer Price

This component displays a summary.

### Best Price

The following components appear on the Best Price tracking screen:

- Direct Sales
- Indirect Sales
- Non Purchasing Rebates
- Lagged Wholesale Rebates

- Best Price

This component provides a summary.

#### URA Calculation

The following component appears on the URA Calculation tracking screen:

- Unit Rebate Amount

#### ASP Quarterly Calculation

The following components appear on the quarterly ASP tracking screen:

- Direct Commercial Sales
- Lagged Indirect Exempt Sales
- Additional Discounts
  - Lagged Commercial Chargebacks
  - Lagged Commercial Rebates
  - Lagged Cash Discounts
  - Lagged Admin Fees
- Lagged Bundled Adjustments
- Average Sales Price

This component provides a summary.

#### Quarterly NFAMP and Annual NFAMP

The following components appear on the quarterly and annual NFAMP tracking screens:

- Direct Wholesale Sales
- Lagged Indirect Exempt Sales
- Additional Discounts
  - Lagged Wholesale Chargebacks
  - Lagged Wholesale Rebates
  - Lagged Wholesale Cash Discount
- Lagged Bundled Adjustments
- Quarterly (or Annual) Non-FAMP

#### FCP Calculation

The following component appears on the FCP Calculation tracking screen:

- Federal Ceiling Price

#### 340B Calculation

The following component appears on the 340B Calculation tracking screen:

- 340B Amount

#### Annual FSS

The following component appears on the annual FSS tracking screen:

- Annual FSS Price

- Federal Supply Schedule IFF Rebate

The following component appears on the IFF Rebate tracking screen:

- Rebate Payable

## 2.3.1.12.2.2 Access

Transaction code: /IRM/IPBRCIP

## 2.3.1.12.2.3 Procedures

Reviewing Calculated Prices for a Price Type

1. Access transaction code /IRM/IPBRCIP.
2. Enter the price type in the Deployment Code field, period in the Period field, and material.
3. Click on the Execute button to display the requested price type.
4. On the vertical menu, select a component to view data for that component.
5. Select a subcomponent to view the data for that subcomponent. Transaction groupings that make up the total appear on the screen for reference.
6. Click on the IP Documents button to view the List of Business Registers. Click on a Business Register number to view the source document. From the source document you can link to the original invoice.

Performing Basic Modeling for a Component

1. Access transaction code /IRM/IPBRCIP.
2. Select the price type in the Deployment Code field, period in the Period Mode field, and material.
3. Click on the Execute button.
4. On the vertical menu, select the Modeling for AMP (first) component.
5. Update the information in a Change in % field and press ENTER. Click on the Simulate button to update the data.
6. To reset the numbers to their original values, click on the Reset button.

## 2.3.1.12.3 Posting the Results

Approving and posting the calculated prices are performed in the Calculation Run transaction (/IRM/IPBRPCR). There is no settlement process in Government Pricing; you post to each price type, and then the postings are sent to the government.

## 2.3.1.12.3.1 Posting Rules

The following posting rules are used in Business Register:

- Predecessor calculations:
  - Months must be posted in sequence, for example January must be posted before February.
  - Monthly posting must be performed before quarterly posting.
  - AMP must be posted before URA; URA must be posted before PHS can be posted.
  - FCP is not posted until NFAMP is posted.
- Zero/negative rules:
  - If AMP is negative, report the last quarter with a positive AMP; If no positive AMP, report the WAC.
  - If PHS is zero or negative, report \$.01
  - If ASP is negative, set to zero.
  - All prices are calculated to six significant digits except the URA, which is calculated to four significant digits. If the URA at four significant digits is zero, calculated to five digits; if zero at five digits, calculated to six digits.
- Additional rules:
  - Calculated URA cannot be greater than the AMP; if greater than AMP, URA is capped at the AMP value.

## 2.3.1.12.4 Finalizing and Filing the Price

Use the CMS File Download transaction to generate the necessary monthly and quarterly state specific and non-state specific exportable flat files.

NOTE: Price type calculations must be posted to be available for pricing file generation.

Supported state specific files include the following:

- Quarterly Pennsylvania Pace
- Quarterly Maine AMP-BP
- Quarterly Vermont AMP-BP-WAC
- NY EPIC Product
- Quarterly NY EPIC Price
- Quarterly Texas Price File
- Annual New Mexico Submission

Supported non-state specific files include the following:

- Monthly AMP
- Quarterly AMP, BP, NP, PP Price
- Quarterly nonFAMP

- Quarterly ASP Addendum A
- Annual Tricare Appendix A
- Annual nonFAMP
- DDR Drug Product

## 2.3.1.12.4.1 Procedure

### Generating the Price Files

1. Access transaction code /IRM/GPTDNL.
2. Select either the Non State Specific or State Specific radio button.
3. In the Transmission File Type section, select a file type.
4. In the General section, enter a Price Type, Material, and Fiscal year (reporting period).
5. In the File Selected for Download section, enter the File path and File type.
6. Click on the Execute button.

## 2.3.1.13 Processing Transactions

### 2.3.1.13.1 Price Type

#### 2.3.1.13.1.1 Price Type Overview

In addition to creating condition records using classic maintenance, condition records can be created through an upload process using price type functionality. Use this process for uploading large quantities of external prices that are loaded periodically, such as commodity prices.

Examples of prices to be uploaded may be from the following sources:

- vendor, such as a purchase price list
- external data source, such as a commodity price list

Price types are defined in configuration. Each price type is assigned a number range, name, application, and price sheet. A price type anchor may be assigned but is not required. Price Type Builder can be used to view the configuration detail for each delivered price type and to perform the configuration required to build a price type in the system, if needed.

When prices are uploaded, you may choose to have the system create active condition records or allow the price type records to be reviewed and approved before they are posted (created in SAP). Uploaded price type records can be reviewed in the [Price Type Workbench](#). Reviewed records can be saved into the system or saved as a price proposal. Records saved as a proposal will be sent through a predefined

approval process before active condition records are created. Invalid records can be saved for future reference.

Cross reference tables for material, partner, or unit of measure are available. If an invalid material, partner, or unit of measure is uploaded into the system, the values can be cross referenced in the cross reference table transactions. Invalid line items can be reprocessed within the Price Type Workbench to pull in the new, correct values based on the cross reference tables. The cross reference transactions are:

- [Material Cross Reference \(/IRM/GMXREF\)](#)
- [Partner Cross Reference \(/IRM/GPXREF\)](#)
- [Unit of Measure Cross Reference \(/IRM/GUXREF\)](#)

In addition, the Vistex lookup engine can be used to control (by configuration) the search strategy for determining the material or partner number. The lookup engine allows you to control the search sequence as well as what data sources are used for the search. For example, (if configured), the Material Entered field leverages the material lookup engine to find the material using the material lookup profile assigned to the price type and/or the ID type entered, otherwise it defaults to the standard system determined search sequence.

## 2.3.1.13.1.2 Price Type Workbench

Use the Price Type Workbench to review uploaded external price catalogs. Reviewed price type records may be saved into the system or saved as a price proposal. Records saved as a price proposal will be sent through a predefined approval process before condition records are created in SAP.

Price types have the same features regular condition records, except that they have a fixed structure and fixed maintenance levels. View profiles apply to price types as well.

In configuration, price types can be flagged to accept invalid entries. Invalid records will be uploaded but labeled as INVALID. These records will appear in red and a rejection reason code will be assigned (if configured).

Access

Transaction code: /IRM/GPTM

Structure

When you enter the transaction, a search screen appears. Results from the search appear in a grid that can be sorted and searched.

The following buttons appear above the grid:

Action	Alternate Access
Search	Shift+F1

Click to view the search criteria screen. Enter the search criteria, and then click on the Execute button to perform the search. NOTE: Search results are not retained when you leave the transaction.	
<b>Search More</b> 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.	Shift+F2
<b>Display ↔ Change</b> Toggle between Display mode and Change mode.	F6 or Menu bar: Price Type → Display ↔ Change

The following buttons may appear in the grid:

<b>Action</b>
<b>Save and Post (Change mode only)</b> Save and post all valid price type records to create condition records in SAP. When posted, the records no longer can be displayed using this transaction. Use /IRM/GRPO3 or VK13 to display posted condition records.
<b>Save as Price Proposal (Change mode only)</b> Save the price type as a price proposal that must go through an approval process before the condition records are created.
<b>Check and Complete (Change mode only)</b> Check the validity of the current sheet otherwise known as the price sheet 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.
<b>Set Values (Change mode only)</b> Mass change and create rates for the selected condition record. The set values will apply to all items on a rule if nothing is highlighted. For example, the type of values changed will be validity, rates and/or extension fields.
<b>Items Reprocess (Change mode only)</b> Reprocess selected records.
<b>Copy Price Records (Change mode only)</b> Copy selected price type records.
<b>Import Price Records (Change mode only)</b> Import condition records from an external source and dynamically define the destination. Each external data field is mapped to be entered in a corresponding field in the rule.
<b>Create (Change mode only)</b> Add new records to the displayed price sheet. When you select this button the system displays the following options: <ul style="list-style-type: none"> <li>• 1, to add one record</li> </ul>



<ul style="list-style-type: none"> <li>• 5, to add five records</li> <li>• 10, to add ten records</li> </ul>
<b>Delete (Change mode only)</b> Delete a selected price type record.
<b>Price History</b> View a price history for a selected line. Alternately, press Shift+F6 to view the price history.
<b>Change Documents</b> View a list of all changes to each price type record. The changes can be viewed together or one-by-one.
<b>Scales</b> If scales exist, view the scales for a selected item.
<b>Details</b> View selected records in a vertical column format in a separate window.
<b>Sort in Ascending Order</b> Sort the data in a selected column in ascending alphanumeric sequence.
<b>Sort in Descending Order</b> Sort the data in a selected column in descending alphanumeric sequence.
<b>Find</b> Find a term within the grid values. The system highlights any cell that contains the term.
<b>Find Next</b> Find the next instance of a term searched for previously.
<b>Set Filter</b> Select a column, and then click the Set Filter button to set and delete column filters.
<b>Total (restricted to relevant numeric columns)</b> Highlight at least one numeric column, and then select a type of calculation (Total, Mean Value, Minimum, or Maximum) from the dropdown list.
<b>Subtotals (active only when the Total button is used)</b> 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.
<b>Export</b> Export the entire contents of the grid area to the selected document type/file type.
<b>Choose Layout</b> Choose, change, save, and manage column layouts within the ALV grid.

## Procedures

Displaying Price Type Records

Changing Price Type Records

Creating a Price Proposal from the Price Type Workbench

Mass Processing of a Price Type

## Mass Posting Price Type Condition Records

### 2.3.1.13.1.3 Upload/Download

#### Upload Price Type

Use Upload Price Types to import pricing condition records 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 price type files during upload. To create a file template, either save the information entered on the screen, or use the [File Template for Price Type Workbench](#) to create a template.

Uploaded information can be viewed in the [Price Type Workbench](#). The condition records can be released immediately or saved to a proposal that must go through an approval process prior to being released.

#### Access

Transaction code: /IRM/GPTUPL

#### Procedure

##### Uploading a Price Type

##### Download Price Types

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

File templates are used to control the fields and format of files during download. To create a template, use the [File Template for Price Type Workbench](#).

#### Access

Transaction code: /IRM/GPTDNL

#### Procedure

##### Downloading Price Types

##### File Template for Price Type

Use File Template for Price Type Workbench to create and maintain templates that control the fields and format of price type files during upload.

#### Access

Transaction code: /IRM/GPTFTM

#### Structure

The File Template for Price Type 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 Price Type  
Creating a File Template for Price Type  
Copying a File Template for Price Type  
Maintaining a File Template for Price Type  
Deleting a File Template for Price Type

## 2.3.1.13.2 Building a Composite Plan

### 2.3.1.13.2.1 Composite Building Blocks

#### Building Blocks

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

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

Participants  
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 DMRmaterials).

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:

NOTE: The following participation options allow the Participation Workbench and tracking screen to be accessed directly from the Performance tab in the agreement, rather than having to exit the agreement. If the participant number is in the agreement, that participant will appear on the tracking screen. Performance functionality can be used even if participants are not being automatically assigned.

- **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/IPBRVM)  
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.

#### Participation Workbench

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/IPBRPA

#### 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

Upload Participants

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

## 2.3.1.13.2.2 Composite Workbench

The Composite Workbench provides a central view of the composite building blocks, including:

- Deployment Group
- Deployment Codes
- Deployment Components
- Agreements
- Matrices
- IP Types
- Participation
- Administration & Performance

#### Access

Transaction code: /IRM/IPCWB

Structure

The Composite Workbench screen is organized into the following areas:

- List of Elements  
The list presents a tree view, with each building block as a folder. From the list, click on an entry to view it in focus in the Work Area.
- Work Area  
Use the Work Area to display detail of one entry.

Procedures

Displaying the Building Blocks  
Displaying a Deployment Group  
Displaying a Deployment Code  
Displaying an Agreement  
Displaying a Matrix  
Displaying an IP Type  
Displaying a Participant  
Transferring to Configuration

### 2.3.1.13.2.3 Incentive Plan Builder

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:

- Assembly
- Execution

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

Access

Transaction code: /IRM/PCPB

## 2.3.1.13.3 Planning

### 2.3.1.13.3.1 Matrix Planning

Planning Object Workbench



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/IPMXTPOM

#### 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

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

Planning Grid

Planning Grid

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.

### 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:

Function
<b>Metrics Management</b> 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 <a href="#">Matrix Workbench</a> . 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.

<p><b>Grid Hierarchy</b> Define the layout for the horizontal axis (columns) and vertical axis (rows).</p>
<p><b>Variables Manager</b> 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.</p>
<p><b>Grid Layout</b> Default grid layout settings can be defined in the <a href="#">Subset Workbench</a>. Change the following, as needed:</p> <ul style="list-style-type: none"> <li>• Fixed Columns Width - check to fix the column width for the entire column.</li> <li>• 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</li> <li>• Nested - display the columns/rows in a nested format.</li> <li>• Classic - display the columns/rows in a tree format.</li> <li>• Flat - display the columns/rows in a flat format.</li> </ul>
<p><b>Active Filters</b> Apply custom filters that contain selected matrix characteristics and time periods. The applied filter can be removed to show all data. NOTE: The filters are temporary and cannot be saved.</p>
<p><b>Assumptions</b> Maintain the value for the variable used in the assumptions defined in the <a href="#">Matrix Workbench</a>. 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.</p>
<p><b>Summaries</b> 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.</p>
<p><b>Validation Rules</b> Create document-specific validation rules. Validation can be set as either Auto (automatically validates) or Manual (requires you to click on the Validate button).</p>
<p><b>Help</b> The Help Center contains the following:</p> <ul style="list-style-type: none"> <li>• Quick Tour, a tour of the Planning Grid for new users</li> <li>• Formulas, a list of available functions that can be used in formulas</li> <li>• Keyboard Shortcuts, a list of available shortcuts</li> </ul>

## Scenario Workbench - GUI

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

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.

### Matrix Setup

#### Matrix Overview

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.
- **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 Claims](#) /IRM/IPCLAIMMXS, 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/IPCBBMX), 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 updated staging data to the matrix. Data is pushed to staging when the matrix group is assigned to the IP type header criteria. Optional processing can be added to load the changed data into a table for later viewing.
- 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).

### Matrix Workbench

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

Subset Workbench

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

### Scenario Workbench - GUI

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

Copy Management

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

#### Matrix Group Workbench

Use the Matrix Group Workbench to create a matrix group assigned a dataset that is used to populate actual data from into the matrix for a 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 document 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 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 matrix group name to display that subset 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:
  - 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

Data Set Workbench

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  
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:
  - 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

Available Periods Workbench



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.

#### Data Sources

##### APD Structure Workbench

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 the BI system and push it into the 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

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  
Matrix Upload  
Upload Subset Data

Use Upload Subset Data to import subsets (including members) from a file, such as an Excel spreadsheet, rather than manually entering the data. Uploaded information can be posted immediately or saved to a submission that must go through an approval process prior to being released.

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

##### File Template for Matrix

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

## 2.3.1.13.3.2 Proforma Planning

### Proforma Document

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 \(/IRM/IPMXSLOAD\)](#)  
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.

## 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

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 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.

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.

## 2.3.1.13.4 Trade Promotion Planning (TPM)

In 2020, Promotions are modeled as future agreements. For planning purposes, this avoids having to do any planning on an existing agreement. After creating the promotion in the revision document, users can create a new agreement directly from the promotion. Most types of agreements and agreement requests can be created from a promotion.

### 2.3.1.13.4.1 Promotion Variants

Promotion variants offer a way to view multiple planning scenarios by copying existing promotions. Depending on which version of the promotion yields a more desirable result, that variant can be activated and used to generate an agreement or agreement request.

NOTE: Promotion variants are only available with revisions.

### 2.3.1.13.4.2 Scenarios and Comparison

Each promotion variant alters the account plan, resulting in separate scenarios for each variant. Scenarios function as a copy of the adjusted account plan, and different scenarios can be compared with each other. The scenario with the best result can be applied to the account plan.

### 2.3.1.13.4.3 Calendar with Library Concept

The calendar with library concept is used view promotions from previous years, and to easily copy prior promotions for the current year. When viewing prior promotions, the entire promotion can be copied with the same week or the same date as the initial promotion, or new dates can be entered.

### 2.3.1.13.4.4 Work Manager

Work Manager is the tool used to schedule jobs and sequence processing, typically for processing and posting transactions. All jobs and their status are viewed in one central screen with drill through capabilities to see details, follow on documents, and error messages.

## 2.3.1.13.5 Tracking

### 2.3.1.13.5.1 Participant Tracking

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

Access

Transaction code: /IRM/IPBRCP

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.

Procedure

Tracking Participant Information

### 2.3.1.13.5.2 Tracking Screen Functions

Info Key Figures

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.

## 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.

## Interactive Tracking

Any tracking key figure on the individual tracking screen can be designated as editable, allowing you to perform "what-if" calculations 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.

## 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.

## Trace Log

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 calculation 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.

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

## 2.3.1.13.6 Calculation Run

### 2.3.1.13.6.1 Calculation Run Overview

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/IPBRPCRCMP, 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/IPBRPCRPMP, 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/IPBRPCRM, 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.

#### 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.

## 2.3.1.13.7 Evaluation

### 2.3.1.13.7.1 Evaluation Overview

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.

### 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.

### 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.

### 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.

### 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.

## 2.3.1.13.7.2 Element Workbench

Use the Element Workbench to define the individual items that will appear in an evaluation. There are two categories of elements:

- Basic
- Grid

### Basic Elements

The following table illustrates the data required to create the available types of Basic elements:

Element Type	Description	General Tab Data	Values Tab Data	Preview Tab Data
Direct Data Type	Requests user to enter characters, amount, date, number, quantity, time or text.	Depends on the data type	Value Source and Values NOTE: This tab does not appear for Text data type elements.	Display Properties
Button	Displays a button	Enhancement Class and button text	N/A	N/A
Message	Displays a message from the Message Class Workbench	Data Type defaults to Character and length defaults to 80	N/A	Message Variables: Message class, number, and type of message; can add up to 4 message variables
Reference Element	Applies properties from the reference element to this element	Reference Element	N/A	N/A
Reference Field	Applies properties from the reference field to the element	Reference table and field Data type, length, and decimal positions default from the reference field	Value Source and Values	Display Properties

### 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.

Access

Transaction code: /IRM/GEVELM

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.

Procedures

Displaying an Element

Creating a Basic Element

Creating a Grid Element

Copying an Element

Maintaining an Element

Deleting an Element

## 2.3.1.13.7.3 Evaluation Template Workbench

Use the Evaluation Template Workbench to arrange individual elements and groups of elements into a display view.

Access

Transaction code: /IRM/GEVTPM

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.

Procedures

Displaying an Evaluation Template

Creating an Evaluation Template

Copying an Evaluation Template

Maintaining an Evaluation Template

Deleting an Evaluation Template

## 2.3.1.13.7.4 Evaluation Type Workbench

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.

Access

Transaction code: /IRM/GEVTM

## 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.

## Procedures

Displaying an Evaluation Type

Creating an Evaluation Type

Copying an Evaluation Type

Maintaining an Evaluation Type

Deleting an Evaluation Type

## 2.4 Medical Rebates

### Introduction to Medicaid Rebate Processing

Under the Medicaid Drug Rebate Program, manufacturers report the Average Manufacturer Price (AMP) and Best Price (BPR) on a monthly and/or quarterly basis. The government uses the data to determine the rebate amount, updated quarterly, that each state Medicaid program receives on every unit of that manufacturer's products that the state pays for in a given quarter.

Business Register provides the ability to create Medicaid agreements and automatically process claims against those agreements. Claims are validated against the product and agreements, and checked for reasonableness. If any validations are violated, a warning message is displayed and the system calculates a recommended dispute amount. After a payment amount is determined by the user, the system prepares the payment and produces the necessary Reconciliation of State Invoice (ROSI) for original invoices and Prior Quarter Adjustment Statement (PQAS) for adjustments to prior periods.



### 2.4.1.1.1 Federal Medicaid Program

The Federal Medicaid Program is fixed by statute. Therefore, the primary function of the system is to perform the necessary claim processing.

### 2.4.1.1.2 State Medicaid Programs

The state supplemental, SPAP, ADAP, and other programs require an agreement to define the products, states, and formulas used to manage and pay the claims. Most states belong to a Federal program and can have several programs of their own. Some state programs have multiple states associated with them. The agreements will also contain the products for which the manufacturer has agreed to pay a rebate to the specific state. Payment will be based on formulas defined within the agreement product record.

Based on these agreements the states submit invoices to the manufacturer for payment of the Medicaid rebate. Business Register allows the entry and adjudication of the claims. When approved, the claims will be settled and seamlessly sent on to Finance for payment processing .

## 2.4.1.2 Process Overview

Medicaid Rebate processing includes the following steps:

- Define and manage [Medicaid program agreements](#).
- Accept and process Medicaid claims.
- Calculate the recommended rebate amount and adjudicate the claim.
- Settle the claims and send to Finance for payment processing. Generate the ROSI/PQAS reports, which can be printed by the Finance department.

Medicaid Rebate Master Data

### 2.4.1.3 Object Images

When images are included as a feature in a data model, the UI profile will contain fields for Cover Image URL and Icon Name. If either of the fields is mapped, the header section in the UI profile will display the image.

## 2.4.1.4 Relations

The relations functionality enables users to define a relationship between any two objects. Two types of relations can be configured:

- **Dynamic relation** – relation is derived. Derived relations are assigned a source object and do not require a number range assignment.
- **Static relation** – relation is maintained by the user.

Relations have relationship types configured by the user, and these relationships can be marked as inverse. For example, in a relationship between a material (the left object) and a vendor (the right object), when the relation is marked as inverse, the relation will be displayed with the vendor information. If the relation is not marked inverse, the relation is only displayed with the material, or from the left object to the right object.

## 2.4.1.5 Embedded Composition Maintenance

Release 2020 offers embedded composition maintenance, enabling users to maintain composition information from directly within the material. Embedded composition maintenance is an available feature in data model configuration, and the UI profile determines which data areas are available for embedded composition maintenance, such as the contents of the composition or the composition partners.

NOTE: For any composition type to be available for embedded maintenance, it must be flagged as “Not Relevant for Validity.”

## 2.4.1.6 Delivered Objects

### 2.4.1.6.1 Medicaid Agreement Types and Formulas

The following agreement types and formulas are provided in Business Register:

Medicaid Agreement Types

The following agreement types are delivered in Business Register:

- X901, Federal Medicaid
- X902, Supplemental Medicaid
- X903, Medicaid SPAP
- X904, J Code
- X905, ADAP
- X906, Managed Care (MMCO)

- X907, MMCO J Code

### Medicaid Formulas

Business Register is delivered with Medicaid rebate formulas, which may contain variables that would be defined in the agreement. Formulas may be re-used across agreements.

Business Script can be used to view the delivered formulas, and to change and build new formulas if the delivered formulas do not meet the manufacturer's needs.

The following formulas are delivered with Business Register:

- SUPMED, standard Medicaid formula
- SUPP, supplemental formula that requires entry of a contract price (Formula = WAC - URA - Contract price)
- SUPPAMP, supplemental AMP-based formula that requires entry of a contract price (Formula = AMP - URA - Contract price)
- NJVAR, New Jersey formula (Formula = Rate from the invoice x URA)
- PACE, Pennsylvania formula
- FLEXBASE, which requires entry of a basis and contract price used as a percentage rate (Formula = Rate x Basis)

## 2.4.1.7 Master Data Procedures

### 2.4.1.7.1 Medicaid Agreements

State Medicaid programs are built as agreements in Business Register. Based on these agreements, states will submit invoices to the manufacturer for payment of the Medicaid rebate. An agreement must be set up before a state Medicaid invoice claim can be processed.

#### 2.4.1.7.1.1 Process

Use the Agreement Workbench to create and maintain agreements. An agreement must be set up before a state Medicaid invoice claim can be processed. In the agreement, specify the program (agreement) type, description, and duration. Use rules to assign the eligible states (vendors) and products. Define each product that the state(s) will be allowed to submit invoices for, and assign the associated Medicaid formula that will be used to price the claim line items.

Calculation of the program unit rebate amount is defined in the agreement. This calculation can include values from previously calculated price types, such as AMP and URA, and can include variables to be filled during claim receipt and invoice calculation.

## Creating an Agreement

NOTE: Certain fields can be added to a rule, as needed. For example, to add the vendor name to the vendor rule, click on the Change Layout button. On the Displayed Columns tab, select the Vendor Name field from the Column Set box, and then click the Right arrow to move that field to the Displayed Columns box.

1. Access the Agreement Workbench.
2. Click on the Create button to display the Create Agreement dialog window. Alternately, from the menu bar select Agreement → Create.
3. In the Create Agreement dialog window, enter the agreement description, dates, and sales organization. Click on to continue.
4. Display the Rules tab.
5. Select the vendor/state price sheet from the list in the Current Sheet field.  
Add lines by selecting the Create button. Click on the Create button to add one, five and/or ten records. For example, adding three records can be accomplished in the following ways:
  - Click on the Create button and select 1 from the dropdown three times.
  - Click on the Create button, select 5 from the dropdown, highlight two of the five new records, click on the Delete button, and then select Delete from the dropdown.
  - Click on the Create button, select 10 from the dropdown, highlight seven of the ten new records, click on the Delete button, and then select Delete from the dropdown.
6. Use the Valid From and Valid To fields to adjust the dates if the vendor/state or product will not be included for the full term of the agreement.
7. Click on the Check and Complete button to validate the vendor/states you entered.
8. Select the product price sheet from the list in the Current Sheet field.
9. For each product, enter the product number and adjust the dates, if needed. You also must select a formula.
10. Click on the Check and Complete button to validate the products you entered.
11. Save the agreement. The system will assign an agreement number.
12. To release the agreement for use, in the Release status field in the Header, select the Released option. Save the agreement again.

## Copying an Agreement

Use the copy feature to create a new agreement that is similar to an existing agreement. The copy feature is available in both Display mode and Change mode.

1. Access the Agreement Workbench.
2. In the Search and Worklist, perform a search or display your worklist. Click on an agreement number to display that agreement in focus in the Work Area.
3. Click on the Copy Agreement button to display the Copy Agreement window.
4. Enter the new agreement name and description.
5. Specify additional information in the Copy As, Basic Data, Copy With, Organizational Data, and Source sections, as needed.

To make multiple copies, check the MltCopy checkbox, and then specify the number of copies in

the No. of copies field.

In the Basic Data section, the Reference type (reason for the copy) field value can be selected during the copy process only; the field is non-editable on the agreement.

In the Copy With section, click on either Same Validity (valid from and to dates will be the same as the copy from agreement) or New Validity (enter a value in the Valid On field).

6. Check the Copy checkboxes to copy the Partner tab, Texts tab, and Clauses tab information, as needed.
7. For each condition type to copy, check the Selection checkbox.
8. Use the first two buttons at the bottom of the window to either save the new agreement or preview the new agreement without saving it.

Alternately, use the As Request buttons to save the new agreement as an agreement request or to preview the new agreement as an agreement request without saving it.

#### Maintaining Header Data in Multiple Agreements

1. Access the Agreement Workbench.
2. In the Search and Worklist, perform a search or display your worklist. In the grid, select the agreements to be changed.
3. Click on the Display ↔ Change button so the agreement is in Change mode.
4. Click on the Mass Change button to display a dropdown menu.
5. Select the Header Data option to display the Mass Change Agreement dialog window.
6. You may change any of the listed fields (predefined in configuration by agreement type). For each field to be changed, specify the new (change to) value.

Use the Reset flag to set the value to null or blank.

NOTE: You must use Mass Update to change the Valid From/Valid To values, even if for one agreement; there is no manual way to update these fields.

7. Click on to make the changes.

To save the changes as an agreement request, click on the Save as Request button. If the system is configured to allow collective requests, you may check the Collective Request checkbox to create a single agreement request for all agreements in the mass change.

#### Mass Adding a Product to Multiple Agreements

1. Access the Agreement Workbench.
2. In the Search and Worklist, perform a search or display your worklist. In the grid, select the agreements to be changed.
3. Click on the Display ↔ Change button to activate Change mode.
4. Click on the Mass Change button to display a dropdown menu.
5. Select the Create Rules (first) option to display the agreements on the Mass Change Agreements page.
6. In the Current Sheet field, select the rule.

7. Click on the Create button and select 1. The system will add one open line to each agreement you selected.
8. Select the Material column. Click on the Set Values button to display the Select and Compute dialog window.
9. "Set to" is the only option for the first box. Enter the material you wish to add to the agreements in the second box. The third box is not open for any entry. Click on the Calculator button.
10. Click on the Check and Complete button to validate the product you added.
11. Save the agreements. The system will request a mass reference number for logging purposes. Enter the reference number and click on.

### Changing Agreement Rules

NOTE: You can update the data in multiple agreements across multiple agreement types.

1. Access the Agreement Workbench.
2. In the Search and Worklist, perform a search or display your worklist. In the grid, select the agreements to be changed.
3. Click on the Display ↔ Change button to activate Change mode.
4. Click on the Mass Change button to display a dropdown menu.
5. Select the Change Rules (second) option to display the agreements on the Mass Change Agreements page.
6. Change the listed items, as needed.

A mass reference number will be assigned to all changed agreements.

### Viewing the Agreement Change Log

The change log provides a list of changes made to the selected agreement. You may view either all changes to an agreement (Document View) or a list of packages (Package View). Each package is a set of changes made at the same time and labeled by the change date, time, and user.

1. Access the Agreement Workbench.
2. In the Search and Worklist, perform a search or display your worklist. Click on an agreement number to display that agreement in focus in the Work Area.
3. From the menu bar, select Environment → Changes.
4. Use the Document View and Package View buttons to toggle between the two views.

## 2.4.1.8 Master Data Transactions

### 2.4.1.8.1 Agreements

#### 2.4.1.8.1.1 Business Register Agreement Overview

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 customer location.

The agreement is entered into the system using the [Agreement Workbench](#) transaction. Agreements can be created and maintained directly in this workbench, however Vistex recommends creating an agreement request and then posting 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.

#### Business Register Agreement Transactions

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

#### Additional Transactions

##### Direct Agreements

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

## 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.

## 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.

## 2.4.1.8.1.2 Upload/Download

### Agreement Upload

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/IPBRAGUPL

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

#### Agreement Download

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/IPBRAGDNL

#### Procedure

##### Downloading Agreements

##### File Template for Agreements

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

#### Access

Transaction code: /IRM/IPAGFTM

#### 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

## 2.4.1.8.1.3 Business Register Agreement Mass Process

The Business Register 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

Access

Transaction code: /IRM/IPBRAME

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

Procedures

Changing Selected Agreements

Creating an Agreement Request to Change Agreements

Creating New Agreements

Copying Agreements to Create an Agreement Request

## 2.4.1.8.2 Agreement Requests

### 2.4.1.8.2.1 Upload/Download

Agreement Request Upload

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](#).

#### Access

Transaction code: /IRM/IPBRARUPL

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

#### Procedure

##### Uploading Agreement Requests

##### Agreement Request Download

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](#).

#### Access

Transaction code: /IRM/IPBRARDNL

#### Procedure

##### Downloading Agreement Requests

##### File Template for Agreement Request

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

#### Access

Transaction code: /IRM/IPARFTM

#### 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 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

## 2.4.1.8.3 Campaigns

### 2.4.1.8.3.1 Campaign Workbench - GUI

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/IPCGM

#### 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
  - 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.

## 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

## 2.4.1.8.3.2 Campaign Policy Workbench

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 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 campaign policies can be set to auto execute when condition records are created or policies 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
  - 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 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

## 2.4.1.8.3.3 Upload/Download

### Upload Campaigns

Use Upload Campaigns 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

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

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

## 2.4.1.8.4 Lists

### 2.4.1.8.4.1 Product List

#### Product List Workbench

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).

#### Access

Transaction code: /IRM/GPLM

#### 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.

## 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

Upload/Download

Upload Product List

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

##### Download Product List

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

##### File Template for Product List

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

## 2.4.1.8.4.2 Customer List

### Customer List Workbench

Use the Customer List Workbench to create, copy, maintain, and approve customer lists. A customer list is a method used to import, export, or change customer data in mass. There are several categories of customer lists:

- incoming  
Customer lists can be imported using the file upload transaction /IRM/EPKULFTUPL Upload Customer List. Data on imported lists may originate from such data sources as catalogs, legacy systems, or Master Data Management (MDM).
- outgoing
- request for change
- SAP synchronization  
In some cases a system or process may directly update SAP data. In order to synchronize SAP to DM, this custom category can be created.

If you know up front that the list is for only one customer, the processing type for the customer list type can be configured as "single". For a list type configured as single, data entry and display will occur on a single screen.

A business-defined approval process can be accessed from the Status tab. Approved customer lists can be posted from the workbench or using the mass processing transaction /IRM/EPKUL60 Customer Lists Post.

NOTE: Based on configuration, you may add a posting block to prevent line items from being posted when they are still incomplete. Yellow indicates a blocked line item.

To view a change log, use the transaction /IRM/EPKULLOG Display Customer List Log.

### Authority Check

Authority checks can be performed at the list type level. In configuration, the following authority can be assigned:

- Display (no Add or Delete buttons)
- Change (both Display and Change)

## Partners at Global or Maintenance Level

In configuration, you may define whether partners will be at the global level, at the maintenance level, or at both levels (default). If partner roles are not defined in configuration, then mandatory partners are not proposed in the list. When the list is posted, mandatory partners will appear in the customer.

## Customer Additions

The Customer Additions (/IRM/EPCA) transaction can be used to add custom fields to the customer, customer list, and customer dashboard grids.

## Individual and/or Collective Processing and Posting

In configuration, each customer list is assigned a processing type and posting type. Processing may be individual (detail information is specific to each customer) or collective (detail information applies to all customers in the list). Posting may be individual (each customer is individually posted and validated) or collective (all customers are posted in one batch). For collective posting to occur, all customers must be valid. After it is posted, no changes can be made to the list.

The possible combinations are:

- Individual processing and individual posting  
Customer properties can be set individually. Each customer is individually posted to DM. Only customers without errors will be posted.
- Individual processing and collective posting  
Customer properties can be set individually. All the customers are collectively posted to DM; if any customer has an error, none of the customers in the list will be posted.
- Collective processing and individual posting  
One set of data is provided to all customers assigned to the list. Only customers without errors will be posted.
- Collective processing and collective posting  
One set of data is provided to all customers assigned to the list. All the customers are collectively posted to DM; if any customer has an error, none of the customers in the list will be posted.

## Maintenance Levels

Maintenance of data for all maintenance level dependent areas for extended user maintenance levels is supported in the customer workbench, list, and dashboard.

## Maintenance View

The Maintenance View was designed to allow maintenance of values for all relevant areas for a maintenance level at the same time, rather than clicking on the Maintenance Level button and maintaining values in the Assigned Maintenance Levels dialog window.

Two views are available in the customer list (as well as the customer workbench, dashboard, and domain transactions): Maintenance View and Complete View. When in Maintenance View, only areas that are relevant to the maintenance level specified in configuration, plus general areas and attributes, will be visible. Areas and attributes that depend on other maintenance levels will be hidden.

## Access

Transaction code: /IRM/EPKULM

## 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 list in focus in the Work Area.
- **Work Area**  
Use the Work Area to maintain one customer list. The Work Area is divided into the following sections:
  - **Header**  
In the standard Vistex implementation, the Header contains the following tabs:
    - General
    - Extension, which displays any custom header fields that have been extended in configuration to the customer header.
    - Status
    - Dates
    - Notes
    - Admin Data
  - **Customer**  
The customer section contains the following menu options, which correspond to tabs in the Customer Workbench:  
NOTE: If the Processing Type is Individual, in the Items grid select an item and click on the Item Details button to view these tabs. If the Processing type is Collective, click on the Item Details button in the application toolbar.
    - Sales
    - Financial
    - Address
    - Address Overview
    - Contact Persons
    - Partners
    - Hierarchy
    - Identification
    - Additional Data, which is an extra tab that can hold additional fields programmed to appear.
    - Classification
    - Attachments, which can be used to attach documents to the customer, if the Document Repository is set up for the business object type.

- Admin Data

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.

## Procedures

Displaying a Customer List

Creating a Customer List

Copying a Customer List

Maintaining a Customer List

Viewing the Data Flow Status

Mass Changing Customer List Status

Setting a Customer List as Complete

Upload/Download

Upload Customer List

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

Download Customer List

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/EPKULDNLN

## Procedure

Downloading a Customer List

File Template for Customer List

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.

Qualifiers can be used to maintain selected section data in the same row. To maintain the customer list qualifiers use the transaction File Template Qualifier for Customer List (/IRM/AFTERWORDS). For each qualifier, assign a section and the anchor field, the first field of the section.

Access

Transaction code: /IRM/EPKULFTPM

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:
  - Attribute, used to assign a list type, resent indicator, and discontinue indicator to the file template. In configuration, composite attributes are assigned to each list type.
  - 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.

Procedures

Displaying a File Template for Customer List

Creating a File Template for Customer List

Maintaining a File Template for Customer List

Deleting a File Template for Customer List

## 2.4.1.8.4.3 Vendor List

Vendor List Workbench

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.

### Access

Transaction code: /IRM/GVNLM

### 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.

## 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

Upload/Download

Upload Vendor List

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

Download Vendor List

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

File Template for Vendor List

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/GVNLFTM

## 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

## 2.4.1.8.5 Cross References

### 2.4.1.8.5.1 Material Cross Reference

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.

#### Access

Transaction code: /IRM/GMXREF

## Work Area

The following buttons appear above the Work Area:

Action	Alternate Access
Display ↔ Change Toggle between Display mode and Change mode.	F6
Search Find a material cross reference previously created using General and Admin Data search fields.	Shift+F6 or Menu bar: Cross Reference → Search
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.	Shift+F7 or Menu bar: Cross Reference → Search More

The following buttons appear in the Work Area:

Action
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 (Change mode only) Delete the select row or rows. Alternately, from the menu bar select Cross Reference → Delete Rows.
Copy Records (Change mode only) Copy a record or multiple records.
Import Records From File (Change mode only) Import a file and map the field positions and field values.
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 (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 Display the change log for a highlighted row.
Overlapping Records Display a log of overlapping records for a highlighted row.
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.
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 (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:

Field	Description
Provider Type	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.
Sales Organization	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.
Distribution Channel	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.
Division	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.

Purchasing Organization	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.
Plant	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.
Provider	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.
One-line short form of formatted address	Address associated with the provider. This field will automatically populate after the provider is entered.
Material Entered	Material value submitted by an outside party.
Description	User-defined description of the Material Entered.
Unit of Measure Provided	Measurement of the material records provided.
Valid From	Date the cross reference begins. After creation of the row, this is a locked field.
Valid To	Date the cross reference ends.
Material Identification Type	When creating or maintaining a record, select a material identification type from the dropdown menu.
Material	Material referred to from the system.
Description	Characters describing a material. Derived from the material.
Converted UoM	Measurement of the material records in measurement units.
Measurement Unit Text	Default unit in which the measurement was recorded.
Denominator	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.
Numerator	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.
Universal Cross Reference	Indicates whether the entry applies across organizations, providers, or both. Options: <ul style="list-style-type: none"> <li>• V Across Provider &amp; Organization</li> <li>• W Across Organization</li> <li>• X Across Provider</li> </ul>

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.

#### 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](#)

## 2.4.1.8.5.2 Partner Cross Reference

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.

#### Access

Transaction code: /IRM/GPXREF

#### Work Area

The following buttons appear above the Work Area:

Action	Alternate Access
Display ↔ Change	F6 or

Toggle between Display mode and Change mode.	Menu bar: Cross Reference → Display ↔ Change
Search Find a partner cross reference previously created using General and Admin Data search fields.	Shift+F6 or Menu bar: Cross Reference → Search
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.	Shift+F7 or Menu bar: Cross Reference → Search More

The following buttons appear in the Work Area:

<b>Action</b>
<b>Insert (Change mode only)</b> Add new rows. Select 1, 5, or 10 rows to add at a time. Alternately, from the menu bar select Cross Reference → Add Rows.
<b>Delete (Change mode only)</b> Delete the select row or rows. Alternately, from the menu bar select Cross Reference → Delete Rows.
<b>Copy Records (Change mode only)</b> Copy a record or multiple records.
<b>Import Records From File (Change mode only)</b> Import a file and map the field positions and field values.
<b>Search and Replace (Change mode only)</b> Highlight a cell, cells, column, or columns that are changeable. Find and replace a specific value for another value.
<b>Set Values (Change mode only)</b> Highlight one column and set the value for the entire column or change the column by increasing or decreasing the value if applicable.
<b>Changes</b> Display the change log for a highlighted row.
<b>Other Validity Records</b> Display a log of overlapping records for a highlighted row.
<b>Details</b> View selected records in a vertical column format in a separate window.
<b>Sort in Ascending Order</b> Sort the data in a selected column in ascending alphanumeric sequence.
<b>Sort in Descending Order</b> Sort the data in a selected column in descending alphanumeric sequence.
<b>Find</b> Find a term within the grid values. The system highlights any cell that contains the term.



<p><b>Find Next</b> Find the next instance of a term searched for previously.</p>
<p><b>Total (restricted to relevant numeric columns)</b> Highlight at least one numeric column, and then select a type of calculation (Total, Mean Value, Minimum, or Maximum) from the dropdown list.</p>
<p><b>Subtotals (active only when the Total button is used)</b> 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.</p>
<p><b>Export</b> Export the entire contents of the grid area to the selected document type/file type.</p>
<p><b>Choose Layout</b> Choose, change, save, and manage column layouts within the ALV grid.</p>

The following fields appear in the cross reference ALV grid:

<b>Field</b>	<b>Description</b>
Provider Type	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.
Sales Organization	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.
Distribution Channel	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.
Division	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.
Purchasing Organization	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.
Provider	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.

One-line short form of formatted address	Address associated with the provider. This field will automatically populate after the provider is entered.
Valid From	Date the cross reference begins. After creation of the row, this is a locked field.
Valid To	Date the cross reference ends.
Partner Identification Type	When creating or maintaining a record, select a partner identification type from the dropdown menu.
Partner Function	Partner function that will be using the cross reference mapping.
Identification Provided	Identification used by the provider when entering a partner.
Partner Determined	SAP partner number used to determine when the identification provided is entered.
One-line short form of formatted address	Address associated with the SAP partner. This field will automatically populate after the determined partner is entered.
Universal Cross Reference	Indicates whether the entry applies across organizations, providers, or both. Options: <ul style="list-style-type: none"> <li>• V Across Provider &amp; Organization</li> <li>• W Across Organization</li> <li>• X Across Provider</li> </ul>
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.

## 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

### 2.4.1.8.5.3 Unit of Measure Cross Reference

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.

Access

Transaction code: /IRM/GUXREF

Work Area

The following buttons appear above the Work Area:

Action	Alternate Access
Display ↔ Change Toggle between Display mode and Change mode.	F6 or Menu bar: Cross Reference → Display ↔ Change
Search Find a unit of measure cross reference previously created using General and Admin Data search fields.	Shift+F6 or Menu bar: Cross Reference → Search
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.	Shift+F7 or Menu bar: Cross Reference → Search More

The following buttons appear in the Work Area:

Action
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 (Change mode only) Delete the select row or rows. Alternately, from the menu bar select Cross Reference → Delete Rows.
Copy Records (Change mode only) Copy a record or multiple records.
Import Records From File (Change mode only) Import a file and map the field positions and field values.

<p><b>Search and Replace (Change mode only)</b> Highlight a cell, cells, column, or columns that are changeable. Find and replace a specific value for another value.</p>
<p><b>Set Values (Change mode only)</b> Highlight one column and set the value for the entire column, or change the column by increasing or decreasing the value if applicable.</p>
<p><b>Changes</b> Display the change log for a highlighted row.</p>
<p><b>Overlapping Records</b> Display a log of overlapping records for a highlighted row.</p>
<p><b>Details</b> View selected records in a vertical column format in a separate window.</p>
<p><b>Sort in Ascending Order</b> Sort the data in a selected column in ascending alphanumeric sequence.</p>
<p><b>Sort in Descending Order</b> Sort the data in a selected column in descending alphanumeric sequence.</p>
<p><b>Find</b> Find a term within the grid values. The system highlights any cell that contains the term.</p>
<p><b>Find Next</b> Find the next instance of a term searched for previously.</p>
<p><b>Total (restricted to relevant numeric columns)</b> Highlight at least one numeric column, and then select a type of calculation (Total, Mean Value, Minimum, or Maximum) from the dropdown list.</p>
<p><b>Subtotals (active only when the Total button is used)</b> 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.</p>
<p><b>Export</b> Export the entire contents of the grid area to the selected document type/file type.</p>
<p><b>Choose Layout</b> Choose, change, save, and manage column layouts within the ALV grid.</p>

The following fields appear in the cross reference ALV grid:

Field	Description
Provider Type	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.

Sales Organization	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.
Distribution Channel	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 provide, if necessary.
Division	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.
Purchasing Organization	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.
Plant	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.
Provider	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.
One-line short form of formatted address	Address associated with the provider. This field will automatically populate after the provider is entered.
Unit of Measure Provided	Unit of measure value submitted by an outside party.
Valid From	Date the cross reference begins. After creation of the row, this is a locked field.
Valid To	Date the cross reference ends.
Converted UoM	Unit of measure that will be converted from the Unit of Measure Provided.
Measurement Unit Text	Unit in which the measurement was recorded.
Denominator	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.
Numerator	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.
Universal Cross Reference	Indicates whether the entry applies across organizations, providers, or both. Options: <ul style="list-style-type: none"> <li>• V Across Provider &amp; Organization</li> <li>• W Across Organization</li> <li>• X Across Provider</li> </ul>
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.

## 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

Medicaid Rebate Processing

## 2.4.1.9 Processing Transactions

### 2.4.1.9.1 Business Register Calculations

#### 2.4.1.9.1.1 Business Register Calculations

##### 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 business register 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.

##### 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
- **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**  
Controls the application and condition search profile for 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.

##### 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
- Purchase document
- 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)

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).

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.

Bucket Processing

The Mass Processing of Business Register Source Documents (/IRM/IPBRCLBSMP) transaction can be used to process (build calculation buckets), reprocess (delete and recreate calculation buckets), and reprice (to reprice line items).



## 2.4.1.9.2 Settlement

### 2.4.1.9.2.1 Settlement Overview

Settlement is the process that completes the financial postings initiated by the accrual.

#### Purpose

Settlement is performed to reflect the transfer of funds between the manufacturer/vendor and distributor/retailer/customer.

For Business Register, the customer's account is credited and the clearing account is debited. Settlement results in balancing the clearing account, debiting the business register expense account, and crediting the customer's account by the final business register amount.

#### 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.

#### 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 business register document is parked (held for response), settlement will take place after the business register 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 business registers.

#### Settlement Parameters

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

For business registers:

- If settlement is performed using Accounts Receivable, the customer/retailer/distributor receiving payment is set up as a customer, and the settlement parameters are defined in the Customer Settlement Parameters transaction.
- If settlement is performed using Accounts Payable, the company receiving the claim is set up as a vendor. A vendor number must be specified in the customer master and 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.

#### Processing

In the transactional model, business register documents can be settled using the following methods:

- [Business Register Workbench](#)
- [Business Register Mass Processing](#)
- [Business Register Search and Process](#)
- resolution (in claim or transaction document)
- buckets

In the composite model, business register documents can be settled in the following transactions:

- Calculation Run Workbench
- [Create Calculation Run](#)
- [Calculation Run Mass Processing](#)

## 2.4.1.9.2.2 Settlement Parameters

### Customer Settlement Parameters

Settlement parameters are set up at the customer level to indicate the rules for settlement when settlement is performed using Accounts Receivable. For Business Register, the customer/retailer/distributor receiving the payment is set up as a customer.

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.

#### Access

Transaction code: /IRM/IPBRCSP

#### 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.

#### 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

## 2.4.1.9.2.3 Settlement Calendar Maintenance

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. 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.

#### Access

Transaction code: /IRM/IPSCALM

#### Structure

The Calendar screen is organized into the following areas:

- Application Toolbar
- Calendar

#### Application Toolbar

The buttons on the application toolbar are:

Action	Alternate Access
Display ↔ Change Toggle between Display mode and Change mode.	F6 or Menu bar: IP Calendar → Display ↔ Change
Mark Settlement Date (Change mode only) Displays the Recurrence Dates dialog window, used to add settlement dates to the displayed calendar.	F5 or Menu bar: Edit → Settlement Date → Mark
Delete Settlement Dates (Change mode only) Delete a settlement date from the displayed settlement calendar.	Shift+F2 or Menu bar: Edit → Settlement Date → Delete
Other IP Calendar View a specific settlement calendar.	Shift+F5 or Menu bar: Goto → Other IP Calendar

#### 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.

#### Procedures

##### Displaying a Settlement Calendar

Adding Dates to a Settlement Calendar  
Deleting Dates from a Settlement Calendar

## 2.5 Federal Supply Schedule/Public Health Service

### Federal Supply Schedule

Manufacturers must enter into a master agreement with the Department of Veterans Affairs (VA). This agreement requires a manufacturer to make its products available to government agencies on the Federal Supply Schedule (FSS) at a discount, updated annually. FSS prices are based on prices manufacturers charge their most favored non-Federal customers under comparable terms and conditions.

### 2.5.1.1 Process

Business Register provides the following special processing for FSS contracts:

- Special pricing rules facilitate management of the Most Favored/Tracking Customer (or customer group). These agreement rules allow you to manage your pricing, tracking customer/customer group, and IFF rebate all on one agreement.
- Ability to define policies on commercial contracts to minimize risk of requiring an FSS price change
- Standard FSS outputs are provided for VA filing.

### 2.5.1.2 Additional Supported Processes

The following compliance processes are supported:

- MediGap, coverage gap rebate
- TRICARE, the health care program serving Uniformed Service members, retirees and their families worldwide. The system provides a TRICARE Dispute Report and TRICARE Reconciliation of Quarterly Utilization (RQU) Report.
- Industrial Funding Fee (IFF) Quarterly Rebate, a rebate of the fee paid to fund the cost of the schedules program. The rebate document will be accrued on a daily basis. These accrued rebate documents are accumulated on a quarterly basis in the composite model under the IFF rebate plan.

FSS/PHS Master Data

### 2.5.1.3 Object Images

When images are included as a feature in a data model, the UI profile will contain fields for Cover Image URL and Icon Name. If either of the fields is mapped, the header section in the UI profile will display the image.

### 2.5.1.4 Relations

The relations functionality enables users to define a relationship between any two objects. Two types of relations can be configured:

- **Dynamic relation** – relation is derived. Derived relations are assigned a source object and do not require a number range assignment.
- **Static relation** – relation is maintained by the user.

Relations have relationship types configured by the user, and these relationships can be marked as inverse. For example, in a relationship between a material (the left object) and a vendor (the right object), when the relation is marked as inverse, the relation will be displayed with the vendor information. If the relation is not marked inverse, the relation is only displayed with the material, or from the left object to the right object.

### 2.5.1.5 Embedded Composition Maintenance

Release 2020 offers embedded composition maintenance, enabling users to maintain composition information from directly within the material. Embedded composition maintenance is an available feature in data model configuration, and the UI profile determines which data areas are available for embedded composition maintenance, such as the contents of the composition or the composition partners.

**NOTE:** For any composition type to be available for embedded maintenance, it must be flagged as “Not Relevant for Validity.”

## 2.5.1.6 Delivered Objects

### 2.5.1.6.1 FSS/PHS Agreement Type and Rules

The following agreement types and rules are delivered in Business Register:

#### 2.5.1.6.1.1 FSS Agreement Type

The agreement type provided for FSS contracts is:

- X911 FSS Contract

#### 2.5.1.6.1.2 FSS Agreement Rules

The following agreement rules are provided to facilitate management of the Most Favored/Tracking Customer:

- Tracking Customer / NDC / Material
- Tracking Customer Group / NDC
- Tracking Sales Organization / NDC / Material
- Tracking NDC / Material

Track individual customers or groups of customers, along with the appropriate commercial pricing floor.

NOTE: IFF rebates can be included on the same agreement.

#### 2.5.1.6.1.3 PHS Agreement Type

The agreement type provided for PHS contracts is:

- X912 PHS Contract

## 2.5.1.6.2 Federal Supply Schedule

### 2.5.1.6.2.1 Commercial Contract Compliance

If the calculated FSS pricing is violated on the commercial agreement, an error message appears when you perform a Check and Complete function on the agreement.

### 2.5.1.6.2.2 Standard FSS Outputs

Business Register includes the standard FSS outputs for VA filing.

## 2.5.1.7 Master Data Transactions

### 2.5.1.7.1 Membership

#### 2.5.1.7.1.1 Trade Organization Attribute Workbench

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.

Access

Transaction code: /IRM/GTOAM

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.

#### 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

## 2.5.1.7.2 Product List

### 2.5.1.7.2.1 Product List Workbench

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).

#### Access

Transaction code: /IRM/GPLM

#### 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.

## 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

## 2.5.1.7.2.2 Upload/Download

### Upload Product List

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

#### Download Product List

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

#### File Template for Product List

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

## 2.5.1.7.3 Flexible Groups

### 2.5.1.7.3.1 Upload Flexible Grouping

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.

Access

Transaction code: /IRM/GFGUPL

Procedure

Uploading Flexible Groups

### 2.5.1.7.3.2 File Template for Flexible Groups

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.

Access

Transaction code: /IRM/GFGFTM

## 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.

## 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

## 2.5.1.7.4 Cross References

### 2.5.1.7.4.1 Material Cross Reference

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.

## Access

Transaction code: /IRM/GMXREF

## Work Area

The following buttons appear above the Work Area:

Action	Alternate Access
Display ↔ Change Toggle between Display mode and Change mode.	F6
Search Find a material cross reference previously created using General and Admin Data search fields.	Shift+F6 or Menu bar: Cross Reference → Search
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.	Shift+F7 or Menu bar: Cross Reference → Search More

The following buttons appear in the Work Area:

Action
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 (Change mode only) Delete the select row or rows. Alternately, from the menu bar select Cross Reference → Delete Rows.
Copy Records (Change mode only) Copy a record or multiple records.
Import Records From File (Change mode only) Import a file and map the field positions and field values.
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 (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 Display the change log for a highlighted row.
Overlapping Records Display a log of overlapping records for a highlighted row.
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.
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 (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:

Field	Description
Provider Type	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.
Sales Organization	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.
Distribution Channel	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.
Division	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.
Purchasing Organization	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.
Plant	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.
Provider	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.
One-line short form of formatted address	Address associated with the provider. This field will automatically populate after the provider is entered.
Material Entered	Material value submitted by an outside party.
Description	User-defined description of the Material Entered.
Unit of Measure Provided	Measurement of the material records provided.
Valid From	Date the cross reference begins. After creation of the row, this is a locked field.
Valid To	Date the cross reference ends.
Material Identification Type	When creating or maintaining a record, select a material identification type from the dropdown menu.
Material	Material referred to from the system.
Description	Characters describing a material. Derived from the material.
Converted UoM	Measurement of the material records in measurement units.
Measurement Unit Text	Default unit in which the measurement was recorded.
Denominator	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.
Numerator	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.
Universal Cross Reference	Indicates whether the entry applies across organizations, providers, or both. Options: <ul style="list-style-type: none"> <li>• V Across Provider &amp; Organization</li> </ul>



	<ul style="list-style-type: none"> <li>• W Across Organization</li> <li>• X Across Provider</li> </ul>
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.

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

### 2.5.1.7.4.2 Partner Cross Reference

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.

Access

Transaction code: /IRM/GPXREF

Work Area

The following buttons appear above the Work Area:

Action	Alternate Access
Display ↔ Change Toggle between Display mode and Change mode.	F6 or Menu bar: Cross Reference → Display ↔ Change
Search Find a partner cross reference previously created using General and Admin Data search fields.	Shift+F6 or Menu bar: Cross Reference → Search
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.	Shift+F7 or Menu bar: Cross Reference → Search More

The following buttons appear in the Work Area:

Action
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 (Change mode only) Delete the select row or rows. Alternately, from the menu bar select Cross Reference → Delete Rows.
Copy Records (Change mode only) Copy a record or multiple records.
Import Records From File (Change mode only) Import a file and map the field positions and field values.
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 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 Display the change log for a highlighted row.
Other Validity Records Display a log of overlapping records for a highlighted row.
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.
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 (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:

Field	Description
Provider Type	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.
Sales Organization	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.
Distribution Channel	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.
Division	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.
Purchasing Organization	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.

Provider	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.
One-line short form of formatted address	Address associated with the provider. This field will automatically populate after the provider is entered.
Valid From	Date the cross reference begins. After creation of the row, this is a locked field.
Valid To	Date the cross reference ends.
Partner Identification Type	When creating or maintaining a record, select a partner identification type from the dropdown menu.
Partner Function	Partner function that will be using the cross reference mapping.
Identification Provided	Identification used by the provider when entering a partner.
Partner Determined	SAP partner number used to determine when the identification provided is entered.
One-line short form of formatted address	Address associated with the SAP partner. This field will automatically populate after the determined partner is entered.
Universal Cross Reference	Indicates whether the entry applies across organizations, providers, or both. Options: <ul style="list-style-type: none"> <li>• V Across Provider &amp; Organization</li> <li>• W Across Organization</li> <li>• X Across Provider</li> </ul>
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.

## 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

### 2.5.1.7.4.3 Unit of Measure Cross Reference

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.

Access

Transaction code: /IRM/GUXREF

Work Area

The following buttons appear above the Work Area:

Action	Alternate Access
Display ↔ Change Toggle between Display mode and Change mode.	F6 or Menu bar: Cross Reference → Display ↔ Change
Search Find a unit of measure cross reference previously created using General and Admin Data search fields.	Shift+F6 or Menu bar: Cross Reference → Search
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.	Shift+F7 or Menu bar: Cross Reference → Search More

The following buttons appear in the Work Area:

Action
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 (Change mode only) Delete the select row or rows. Alternately, from the menu bar select Cross Reference → Delete Rows.

<p><b>Copy Records (Change mode only)</b> Copy a record or multiple records.</p>
<p><b>Import Records From File (Change mode only)</b> Import a file and map the field positions and field values.</p>
<p><b>Search and Replace (Change mode only)</b> Highlight a cell, cells, column, or columns that are changeable. Find and replace a specific value for another value.</p>
<p><b>Set Values (Change mode only)</b> Highlight one column and set the value for the entire column, or change the column by increasing or decreasing the value if applicable.</p>
<p><b>Changes</b> Display the change log for a highlighted row.</p>
<p><b>Overlapping Records</b> Display a log of overlapping records for a highlighted row.</p>
<p><b>Details</b> View selected records in a vertical column format in a separate window.</p>
<p><b>Sort in Ascending Order</b> Sort the data in a selected column in ascending alphanumeric sequence.</p>
<p><b>Sort in Descending Order</b> Sort the data in a selected column in descending alphanumeric sequence.</p>
<p><b>Find</b> Find a term within the grid values. The system highlights any cell that contains the term.</p>
<p><b>Find Next</b> Find the next instance of a term searched for previously.</p>
<p><b>Total (restricted to relevant numeric columns)</b> Highlight at least one numeric column, and then select a type of calculation (Total, Mean Value, Minimum, or Maximum) from the dropdown list.</p>
<p><b>Subtotals (active only when the Total button is used)</b> 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.</p>
<p><b>Export</b> Export the entire contents of the grid area to the selected document type/file type.</p>
<p><b>Choose Layout</b> Choose, change, save, and manage column layouts within the ALV grid.</p>

The following fields appear in the cross reference ALV grid:

Field	Description
Provider Type	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.
Sales Organization	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.
Distribution Channel	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 provide, if necessary.
Division	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.
Purchasing Organization	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.
Plant	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.
Provider	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.
One-line short form of formatted address	Address associated with the provider. This field will automatically populate after the provider is entered.
Unit of Measure Provided	Unit of measure value submitted by an outside party.
Valid From	Date the cross reference begins. After creation of the row, this is a locked field.
Valid To	Date the cross reference ends.
Converted UoM	Unit of measure that will be converted from the Unit of Measure Provided.
Measurement Unit Text	Unit in which the measurement was recorded.
Denominator	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.

Numerator	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.
Universal Cross Reference	Indicates whether the entry applies across organizations, providers, or both. Options: <ul style="list-style-type: none"> <li>• V Across Provider &amp; Organization</li> <li>• W Across Organization</li> <li>• X Across Provider</li> </ul>
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.

## 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



## 2.5.1.7.5 Business Register Agreements

### 2.5.1.7.5.1 Business Register Agreement Overview

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 customer location.

The agreement is entered into the system using the [Agreement Workbench](#) transaction. Agreements can be created and maintained directly in this workbench, however Vistex recommends creating an agreement request and then posting 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.

#### Business Register Agreement Transactions

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

#### Additional Transactions

##### Direct Agreements

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

##### 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.

### 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.

## 2.5.1.7.5.2 Agreement Policy Workbench

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.

### Access

Transaction code: /IRM/IPAGPLM

### 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
  - 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.

#### 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

## 2.5.1.7.5.3 Business Register Agreement Mass Process

The Business Register 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

#### Access

Transaction code: /IRM/IPBRAME

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

## Procedures

Changing Selected Agreements

Creating an Agreement Request to Change Agreements

Creating New Agreements

Copying Agreements to Create an Agreement Request

[FSS/PHS Processing](#)

## 2.5.1.8 Processing Transactions

### 2.5.1.8.1 Business Register Calculations

#### 2.5.1.8.1.1 Business Register Calculations

##### 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 business register 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.

##### 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
- **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**  
Controls the application and condition search profile for 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.

#### 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
- Purchase document
- 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)

#### 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).

#### 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.

#### Bucket Processing

The Mass Processing of Business Register Source Documents (/IRM/IPBRCLBSMP) transaction can be used to process (build calculation buckets), reprocess (delete and recreate calculation buckets), and reprice (to reprice line items).

## 2.5.1.8.2 Accrual and Settlement

### 2.5.1.8.2.1 Settlement Overview

Settlement is the process that completes the financial postings initiated by the accrual.

#### Purpose

Settlement is performed to reflect the transfer of funds between the manufacturer/vendor and distributor/retailer/customer.

For Business Register, the customer's account is credited and the clearing account is debited. Settlement results in balancing the clearing account, debiting the business register expense account, and crediting the customer's account by the final business register amount.

#### 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.

#### 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 business register document is parked (held for response), settlement will take place after the business register 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 business registers.

#### Settlement Parameters

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

For business registers:

- If settlement is performed using Accounts Receivable, the customer/retailer/distributor receiving payment is set up as a customer, and the settlement parameters are defined in the Customer Settlement Parameters transaction.
- If settlement is performed using Accounts Payable, the company receiving the claim is set up as a vendor. A vendor number must be specified in the customer master and 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.

#### Processing

In the transactional model, business register documents can be settled using the following methods:

- [Business Register Workbench](#)
- [Business Register Mass Processing](#)
- [Business Register Search and Process](#)

- resolution (in claim or transaction document)
- buckets

In the composite model, business register documents can be settled in the following transactions:

- Calculation Run Workbench
- [Create Calculation Run](#)
- [Calculation Run Mass Processing](#)

## 2.5.1.8.2.2 Settlement Parameters

### Customer Settlement Parameters

Settlement parameters are set up at the customer level to indicate the rules for settlement when settlement is performed using Accounts Receivable. For Business Register, the customer/retailer/distributor receiving the payment is set up as a customer.

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.

### Access

Transaction code: /IRM/IPBRCSP

### 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.

## 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

### 2.5.1.8.2.3 Settlement Calendar Maintenance

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. 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.

#### Access

Transaction code: /IRM/IPSCALM

#### Structure

The Calendar screen is organized into the following areas:

- Application Toolbar
- Calendar

#### Application Toolbar

The buttons on the application toolbar are:

Action	Alternate Access
Display ↔ Change Toggle between Display mode and Change mode.	F6 or Menu bar: IP Calendar → Display ↔ Change
Mark Settlement Date (Change mode only)	F5 or

Displays the Recurrence Dates dialog window, used to add settlement dates to the displayed calendar.	Menu bar: Edit → Settlement Date → Mark
Delete Settlement Dates (Change mode only) Delete a settlement date from the displayed settlement calendar.	Shift+F2 or Menu bar: Edit → Settlement Date → Delete
Other IP Calendar View a specific settlement calendar.	Shift+F5 or Menu bar: Goto → Other IP Calendar

## 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.

## Procedures

Displaying a Settlement Calendar

Adding Dates to a Settlement Calendar

Deleting Dates from a Settlement Calendar

## 2.5.1.9 Composite Transactions

### 2.5.1.9.1 Building a Composite Plan

#### 2.5.1.9.1.1 Composite Building Blocks

##### Building Blocks

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

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

##### Participants

##### 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 DMRmaterials).

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:

NOTE: The following participation options allow the Participation Workbench and tracking screen to be accessed directly from the Performance tab in the agreement, rather than having to exit the agreement. If the participant number is in the agreement, that participant will appear on the tracking screen. Performance functionality can be used even if participants are not being automatically assigned.

- 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/IPBRVM)**  
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.

#### Participation Workbench

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/IPBRPA

#### 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

Upload Participants

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

## 2.5.1.9.1.2 Composite Workbench

The Composite Workbench provides a central view of the composite building blocks, including:

- Deployment Group
- Deployment Codes
- Deployment Components
- Agreements
- Matrices
- IP Types
- Participation
- Administration & Performance

#### Access

Transaction code: /IRM/IPCWB

#### Structure

The Composite Workbench screen is organized into the following areas:

- List of Elements  
The list presents a tree view, with each building block as a folder. From the list, click on an entry to view it in focus in the Work Area.
- Work Area  
Use the Work Area to display detail of one entry.

#### Procedures

Displaying the Building Blocks  
Displaying a Deployment Group  
Displaying a Deployment Code  
Displaying an Agreement  
Displaying a Matrix  
Displaying an IP Type  
Displaying a Participant  
Transferring to Configuration

### 2.5.1.9.1.3 Incentive Plan Builder

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:

- Assembly
- Execution

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

#### Access

Transaction code: /IRM/IPCPB

### 2.5.1.9.2 Accrual and Settlement

#### 2.5.1.9.2.1 Composite Accrual and Settlement

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.

### 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.

### Examples

#### 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 \$1,000 for that month. The participant, who is owed 50% of his commission after settlement, is paid a sales incentive amount of \$500.
- Month 2, the administrator accrues a new amount of \$1,200. The system reverse accrues the amount from the previous month (\$1,000). Since the employee was paid for the first month, he receives, per the agreement, 50% of the remaining amount. The final amount for second month is \$100.
- Month 3, the administrator accrues \$1,500. The system reverse accrues the previous amount of \$1,200. Before settlement, the manager pays \$50 earlier than the scheduled payment date. The settlement amount is \$300 but per the agreement, the final payment is 50% of that amount, or \$150. Since the employee has already received \$50 as interim settlement, the final payout amount is \$100.

Month	Accrual	Reverse Accrual	Settlement
Month 1	\$1000		\$500
Month 2	\$1200	-\$1000	\$100
Month 3	\$1500	-\$1200	\$100

NOTE: When settlement occurs, the Business Script Editor/Formula Builder looks at the agreement and pulls the information before calculation.

#### 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 participant receives all the incentives 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.



Month	Accrual	Settlement
Month 1	\$100	\$100
Month 2	\$80	\$80
Month 3	\$70	\$70

## 2.5.1.9.2.2 Composite Accrual and Settlement Processing

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.

### 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.

### Mass Processing

Two mass processing transactions are available: Mass Processing (/IRM/IPCMP) and Mass Processing of a Calculation Run (/IRM/IPBRPCRMP). 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.

### Procedures

Performing Accrual/Settlement on a Calculation Run

Performing Mass Processing

Performing Mass Processing of a Calculation Run

## 2.5.1.9.2.3 Calculation Run

### Calculation Run Overview

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/IPBRPCRCMP, 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/IPBRPCRPMP, 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/IPBRPCRM, 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.

### 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.

## 2.5.1.9.3 Utilities

### 2.5.1.9.3.1 Composite Correspondence Trigger Event

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.

Access

Transaction code: /IRM/OIPG26

Structure

The fields used to maintain the events are:

Field	Description
IP Doc. Category	Function for which correspondence is sent to the participant. Use the dropdown to select the document category.
Deployment Code	Plan that the correspondence is about.
IP Type	Application for which correspondence is being used.
Participant Role	Type of partner involved in the process.
IP Participant	Used to specify a particular partner for the process. If all partners of the type specified in the Participant Role field are to be selected, enter an asterisk (*) in this field.
Correspondence	Type of correspondence to be used when all the above criteria are met.
Medium	Message transmission medium. Output may be printed, faxed, or sent by other means, such as electronic mail or Electronic Data Interchange (EDI).

## 2.5.1.9.3.2 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 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.

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/IPCLOG. 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.

## 2.6 Business Register Reporting and Analytics

### Reporting and Analytics Overview

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

### 2.6.1.1 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.)

## 2.6.1.1.1 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.

## 2.6.1.2 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).

### 2.6.1.3 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.

### 2.6.1.3.1 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.

### 2.6.1.3.2 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.

### 2.6.1.3.3 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.
- **Upload Entity /VIZI/ENUPL**  
NOTE: Requires a file template created in the Entity File Template Workbench (/VIZI/ENFTPM). Upload execution can be scheduled as a background job.
- **Upload Value Table /VIZI/VTUPL**  
NOTE: Requires a file template. Upload execution can be scheduled as a background job.
- **Load Description Store /VIZI/DESTLOAD**  
Load execution can be scheduled as a background job.
- **Load Value Table Master Data /VIZI/VT\_LOAD**  
Specify one or multiple replication data models. Load execution can be scheduled as a background job.

## 2.6.1.4 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.

[Business Register Reports](#)

## 2.6.1.5 Process Management Reports

The following process management reports are provided:

- Price Type Trend Analysis, to compare a price type across periods
- Price Type Compare, across price types for a given period
- Unit Rebate Amount Detail
- Nominal Sales, lists all sales for which prices are less than 10% of the WAC

## 2.6.1.6 Standard DDR Reports

The following standard reports are provided:

- Non-state Specific:
  - Monthly AMP
  - Quarterly AMP, BP, NP, PP Price
  - Quarterly NonFAMP
  - Quarterly ASP Addendum A
  - Annual NonFAMP
  - DDR Drug Product
- State Specific:
  - Quarterly PA PACE (text and Excel file)
  - Quarterly Maine AMP BP
  - Quarterly Vermont AMP-BP-WAC
  - Quarterly California AMP BP
  - New York Epic Product
  - Quarterly New York Epic Price
  - Quarterly Texas Price File
  - Annual New Mexico Submission File

## 2.6.1.7 Medicaid Reports

### 2.6.1.7.1 Reports

The following standard Medicaid reports can be configured as required:

- Medicaid Rebate Status
- Unit Rebate Amount
- Medicaid Dispute

### 2.6.1.7.2 Smart Forms

The following Smart forms are delivered with Business Register:

- Reconciliation of State Invoice (ROSI) - smart form /IRM/BR\_ROSI\_SF  
The invoice submitted by the manufacturer to the state agency. The report details the current quarter's rebates, by NDC.

- Prior Quarter Adjustment Statement (PQAS) - smart form /IRM/BR\_PQAD\_SF  
The statement used for reporting discrepancies found in the previous quarter.

Analytics Setup

## 2.6.1.8 Reporting Field Workbench

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.

### 2.6.1.8.1 Access

Transaction code: /VIZI/RFM

### 2.6.1.8.2 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.

#### 2.6.1.8.2.1 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.

## 2.6.1.8.2.2 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.

## 2.6.1.8.2.3 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".

## 2.6.1.9 Data Source Workbench

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, HANA view, External view, Attribute view, Analytic 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 types and add additional data, as needed, for that source type. A data source also can be created by copying an existing data source. In Release 1809, ViZi can be used as a data source for the source types listed above.

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.

### 2.6.1.9.1 Access

Transaction code: /VIZI/DSM

### 2.6.1.9.2 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:
  - **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.
  - **Variants**
  - **Restriction**
  - **Action**
  - **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.

## 2.6.1.10 Replication Workbench

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

## 2.6.1.10.1.1 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.

## 2.6.1.10.2 Access

Transaction code: /VIZI/RPLM

## 2.6.1.10.3 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.



## 2.6.1.11 Report Workbench

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.

### 2.6.1.11.1 Access

Transaction code: /VIZI/REPM

### 2.6.1.11.2 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.

## 2.7 Business Register Extras

### Automated Document Maintenance

#### 2.7.1.1 Automated Document Maintenance (ADM)

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 based on price type changes, and reprocessing 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, business registers, and agreement territories and partners

Runs can be executed online using these 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

#### 2.7.1.1.1 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.

## 2.7.1.1.2 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.

## 2.7.1.1.3 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  
[Approvals/Status Flow](#)

## 2.7.1.2 Approvals

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.

## 2.7.1.2.1 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.

## 2.7.1.2.2 Objects Supported

The following objects support using manual approvals or approvals that are tied into standard SAP Workflow:

- Agreements
- Agreement Requests
- Programs
- Campaigns
- Templates
- 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

## 2.7.1.3 Status Flow Overview

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.

### 2.7.1.3.1 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.

## 2.7.1.3.2 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:**

NOTE: Activity types, priority codes, and reason codes are defined in Activities configuration.

- **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.

## 2.7.1.4 Status Flow Workbench

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.

### 2.7.1.4.1 Access

Transaction code: /IRM/GSFM

Enter this transaction directly or from the Status Profile Workbench.

### 2.7.1.4.2 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.

### 2.7.1.4.3 Procedures

Displaying a Status Flow

Creating a Status Flow

Copying a Status Flow

Maintaining a Status Flow

Deleting a Status Flow

### 2.7.1.5 Status Profile Workbench

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.

## 2.7.1.5.1 Access

Transaction code: /IRM/GSPM

## 2.7.1.5.2 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.

## 2.7.1.5.3 Procedures

Displaying a Status Profile  
Creating a Status Profile  
Maintaining a Status Profile  
Deleting a Status Profile

## 2.7.1.6 Delegation Workbench

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.

## 2.7.1.6.1 Access

Transaction code: /IRM/GDGM

## 2.7.1.6.2 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
- Admin Data

NOTE: Functions accessed from the menu bar apply only to the delegation 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.

## 2.7.1.6.3 Procedures

Displaying a Delegation

Creating a Delegation

Maintaining a Delegation

Copying a Delegation

Deleting a Delegation  
Assigning a Delegation

## 2.7.1.7 Recipient List Workbench

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)

### 2.7.1.7.1 Access

Transaction code: /IRM/GRCM

### 2.7.1.7.2 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.

## 2.7.1.7.3 Procedures

- Displaying a Recipient List
- Creating a Recipient List
- Maintaining a Recipient List
- Copying a Recipient List
- Deleting a Recipient List

## 2.7.1.8 Trigger Workbench

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.

### 2.7.1.8.1 Access

Transaction code: /IRM/GTRGM

### 2.7.1.8.2 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.

## 2.7.1.8.3 Procedures

- Displaying a Trigger
- Creating a Trigger
- Copying a Trigger
- Maintaining a Trigger
- Deleting a Trigger

## 2.7.1.9 Notifications

### 2.7.1.9.1 Notification Event Workbench

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 BADl is required for the system to generate the messages for the event.

#### 2.7.1.9.1.1 Access

Transaction code: /IRM/GNFEM

#### 2.7.1.9.1.2 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.

### 2.7.1.9.1.3 Procedures

Displaying a Notification Event

Creating a Notification Event

Copying a Notification Event

Maintaining a Notification Event

Deleting a Notification Event

### 2.7.1.9.2 Notification Profile Workbench

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.

#### 2.7.1.9.2.1 Access

Transaction code: /IRM/GNFPM

## 2.7.1.9.2.2 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.

## 2.7.1.9.2.3 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

## 2.7.1.9.3 Assign Notification Profile

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.

### 2.7.1.9.3.1 Access

Transaction code: /IRM/GNFPM

## 2.7.1.9.3.2 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:

Action	Alternate Access
Execute After you specify the search criteria, click to perform the search.	F8
Variant Display a list of search variants. Select the variant to use and click OK to insert the values into the Workspace search fields.	Shift+F5 or Menu bar: Goto → Variants

The search fields are:

Field	Description
User Name	Enter or select one user or a range of users to limit the search to that user or range.
Notification Profile	Enter or select a notification profile or a range of notification profiles to limit the search to that profile or range.
Valid From	Select a date or range of dates to limit the search to users whose assignment begins on that date or within that date range.
Valid To	Select a date or range of dates to limit the search to users whose assignment ends on that date or within that date range.

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:

Action	Alternate Access
Display ↔ Change Toggle between Display mode and Change mode.	F6 or Menu bar: Edit → Display ↔ Change

Insert (Change mode only) Select a row and click to insert a blank row above the selected row.	None
Delete (Change mode only) Select a row and click to delete that row. Click Yes in the confirmation window.	None
Copy (Change mode only) Select a row and click to copy that row.	None
Details View selected records in a vertical column format in a separate window.	None
Find Find a term within the grid values. The system highlights any cell that contains the term.	None
Find Next Find the next instance of a term searched for previously.	None
Set Filter Select a column, and then click the Set Filter button to set and delete column filters.	None
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.	None
Export Export the entire contents of the grid area to the selected document type/file type.	None
Choose Layout Choose, change, save, and manage column layouts within the ALV grid.	None

The user assignment fields are:

Field	Description
User Name	Enter or select an SAP user ID to assign the workspace to that user.
Name 1	Displays the full user name.
Notification Profile	Enter or select a notification profile to assign the user to that notification profile.
Description	Displays the description of the selected notification profile.
Valid From	Enter or select the first date the assignment is in effect.
Valid To	Enter or select the last date the assignment is in effect.
Processor Type	Displays the processor type for the User ID.

## 2.7.1.9.3.3 Procedures

Assigning a User to a Notification Profile

Maintaining a Notification Profile User Assignment

Assigning a Notification Profile to an Organizational Object

[Organizational Objects](#)

## 2.7.1.10 Organizational Objects Overview

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.

### 2.7.1.10.1.1 Attributes

To capture and track information, you can use the same attribute concept as used in SAP Data Maintenance by Vistex, Resources option (DMr). 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.

## 2.7.1.10.1.2 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).

## 2.7.1.10.2 Access

### 2.7.1.10.2.1 Organizational Object Workbenches

- [Organizational Unit Workbench](#) /IRM/GOUM
- [Position Workbench](#) /IRM/GOPM
- [Job Workbench](#) /IRM/GOJM
- [Employee Workbench](#) /IRM/GOEM

### 2.7.1.10.2.2 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

### 2.7.1.10.2.3 Organizational Object Hierarchy

- [Organizational Object Hierarchy](#) /IRM/GOOHIM

## 2.7.1.10.3 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

## 2.7.1.11 Organizational Unit Workbench

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.

### 2.7.1.11.1 Access

Transaction code: /IRM/GOUM

### 2.7.1.11.2 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.

## 2.7.1.11.3 Procedures

Creating an Organizational Unit  
Displaying an Organizational Unit  
Copying an Organizational Unit  
Maintaining an Organizational Unit  
Deleting an Organizational Unit

## 2.7.1.12 Job Workbench

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.

### 2.7.1.12.1 Access

Transaction code: /IRM/GOJM

### 2.7.1.12.2 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 a 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.

## 2.7.1.12.3 Procedures

Creating a Job

Displaying a Job

Copying a Job

Maintaining a Job

Deleting a Job

## 2.7.1.13 Position Workbench

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.

### 2.7.1.13.1 Access

Transaction code: /IRM/GOPM

## 2.7.1.13.2 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 a 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.

## 2.7.1.13.3 Procedures

Creating a Position

Displaying a Position

Copying a Position

Maintaining a Position

Deleting a Position

## 2.7.1.14 Employee Workbench

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.

## 2.7.1.14.1 Access

Transaction code: /IRM/GOEM

## 2.7.1.14.2 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.

## 2.7.1.14.3 Procedures

Creating an Employee  
Displaying an Employee

Copying an Employee  
 Maintaining an Employee  
 Deleting an Employee

## 2.7.1.15 Organizational Object Hierarchy

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.

### 2.7.1.15.1 Access

Transaction code: /IRM/GOOHIM

### 2.7.1.15.2 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:

Action	Alternate Access
Display ↔ Change Toggle between Display mode and Change mode.	F6
Change Hierarchy Selections Display the Hierarchy Selections window to reselect the display criteria.	Shift+F8

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.

## 2.7.1.15.2.1 Hierarchy

The Hierarchy section (left pane) displays the existing hierarchy. The following buttons appear in the section:

Action
<b>Assignment Details</b> For a selected row in the hierarchy, displays the object ID and validity dates.
<b>Unassign</b> To remove the selected object from the hierarchy.
<b>Expand Subtree</b> Expand all levels of the hierarchy.
<b>Collapse Subtree</b> Collapse all levels of the hierarchy.
<b>Find</b> Find a term within the grid values. The system highlights any cell that contains the term.
<b>Recalculate Columns</b> Highlight at least one numeric column, and then select a type of calculation (Total, Mean Value, Minimum, or Maximum) from the dropdown list.
<b>Print View</b> Print the grid content.
<b>Choose Layout</b> Choose, change, save, and manage column layouts within the ALV grid.
<b>Details</b> View selected records in a vertical column format in a separate window.

The following fields appear in the hierarchy:

Field	Description
Hierarchy	Name of the organizational object, in a nested display.
Object Category	Type of organizational object. Options: <ul style="list-style-type: none"> <li>• Organizational Unit</li> <li>• Position</li> <li>• Job</li> <li>• Employee</li> <li>• External Person</li> </ul>
Object Id	Numeric identifier for the organizational object. Click on the link to view that organizational object.
Name	Name of the organizational object.

Valid From	First date the organizational object is valid in the hierarchy, based on the validity date range selected when the object is added to the hierarchy.
Valid To	Last date the organizational object is valid in the hierarchy, based on the validity date range selected when the object is added to the hierarchy.
Object Type	Organizational object type, such as job type or position type.
Description	Description of the organizational object.

## 2.7.1.15.2.2 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:

<b>Action</b>
<p><b>Assignments</b> 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.</p>
<p><b>Search</b> View the search criteria screen. Enter the search criteria, and then click on the Execute button to perform the search.</p>
<p><b>Search More</b> 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.</p>
<p><b>Other Selection</b> Used to select the organizational object type to search. You must select a type to view the applicable search fields for that type. Options:</p> <ul style="list-style-type: none"> <li>• Organizational Unit</li> <li>• Position</li> <li>• Job</li> <li>• Employee</li> <li>• External Person</li> </ul>
<p><b>Sort in Ascending Order</b> Sort the data in a selected column in ascending alphanumeric sequence.</p>
<p><b>Sort in Descending Order</b> Sort the data in a selected column in descending alphanumeric sequence.</p>
<p><b>Find</b></p>

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.
Set Filter Select a column, and then click the Set Filter button to set and delete column filters.
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 (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 fields in the pane differ, depending on the type of organization object displayed.

## 2.7.1.15.3 Procedures

Creating an Organizational Object Hierarchy  
 Displaying an Organizational Object Hierarchy  
 Maintaining an Organizational Object Hierarchy

## 2.7.1.16 Organizational Object Attributes

### 2.7.1.16.1 Organizational Object Attribute Workbench

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.

## 2.7.1.16.1.1 Access

Transaction code: /IRM/GOOATM

## 2.7.1.16.1.2 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.

## 2.7.1.16.1.3 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



## 2.7.1.16.2 Organizational Object Composite Attribute Workbench

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. If 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.

### 2.7.1.16.2.1 Access

Transaction code: /IRM/GOOCAM

### 2.7.1.16.2.2 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.

## 2.7.1.16.2.3 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

## 2.7.1.16.3 Attribute Group Workbench

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.

### 2.7.1.16.3.1 Access

Transaction code: /IRM/GOOAGM

### 2.7.1.16.3.2 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.

### 2.7.1.16.3.3 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

### 2.7.1.16.4 Create Attributes for Employees

The Create Attributes for Employees utility is used to mass create Data Maintenance by Vistex, Resources option (DMr) employee attributes from standard SAP employee attributes. This transaction typically is run one time during implementation. Results are displayed in a grid format.

#### 2.7.1.16.4.1 Access

Transaction code: /IRM/GOEUA

#### 2.7.1.16.4.2 Structure

The following buttons appear on the Create Attributes for Employees mass processing screen:

Action
Create Attribute

Used to create the selected SAP attributes. 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.
<b>Select All</b> Select all lines in the grid.
<b>Deselect All</b> Unselect all lines in the grid.
<b>Search and Replace</b> Search for a selected value and replace that value with a specified value.
<b>Color Legend</b> View the color legend associated with the grid.
<b>Details</b> View selected records in a vertical column format in a separate window.
<b>Sort in Ascending Order</b> Sort the data in a selected column in ascending alphanumeric sequence.
<b>Sort in Descending Order</b> Sort the data in a selected column in descending alphanumeric sequence.
<b>Find</b> Find a term within the grid values. The system highlights any cell that contains the term.
<b>Find Next</b> Find the next instance of a term searched for previously.
<b>Export</b> Export the entire contents of the grid area to the selected document type/file type.
<b>Choose Layout</b> Choose, change, save, and manage column layouts within the ALV grid.

The following fields appear in the grid:

<b>Field</b>	<b>Description</b>
Table Name	SAP table name or structure.
Field Name	SAP field name within the table name/structure. Click on the link to view the data element.
Short Description	SAP short description for the field name.
Field Selection	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.

Attribute Name	SAP characteristic name that was created using transaction CT04 (Characteristics).
Attribute Description	SAP characteristic description that was created using transaction CT04 (Characteristics).
No input	Check the checkbox if the attribute is not ready for input.
Entry Required	Check the checkbox if assigning a value to the attribute is required.
Value Rule	Selected value rule assigned to the attribute. When a value is added to an attribute, the system performs an SAP check for that attribute. If the assigned value rule is violated, a message will appear, based on the message type assigned in configuration.

### 2.7.1.16.4.3 Procedure

Creating Attributes for Selected Employees

Restrictions

### 2.7.1.17 Restrictions Overview

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 (found only in SAP Data Maintenance by Vistex, Pricing option)

## 2.7.1.17.1 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.

### 2.7.1.17.1.1 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:

- Claims Restriction (/IRM/GCRRTM)
- [Transaction Restriction \(/IRM/GRCARTM\)](#)
- [Agreement Restriction \(/IRM/IPAGR TM\)](#)
- Master Request Restriction (/IRM/IPPQR TM)

### 2.7.1.17.1.2 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:

- Claims Restriction Profile (/IRM/GCRRPM)
- [Transaction Restriction Profile \(/IRM/GRCARPM\)](#)
- [Agreement Restriction Profile \(/IRM/IPAGRPM\)](#)
- Master Request Restriction Profile (/IRM/IPPQRPM)

## 2.7.1.18 Restriction Search Help Variant Workbench

Use the Restriction Search Help Variant Workbench to create the search help variants used in restrictions.

### 2.7.1.18.1 Access

Transaction code: /IRM/GRTSHM

### 2.7.1.18.2 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.

### 2.7.1.18.3 Procedures

Displaying a Restrictions Variant

Creating a Restrictions Variant

Copying a Restrictions Variant

Maintaining a Restrictions Variant

Deleting a Restrictions Variant

## 2.7.1.19 Agreement Restriction Workbench

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.

### 2.7.1.19.1 Access

Transaction code: /IRM/IPAGRTM

### 2.7.1.19.2 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.

### 2.7.1.19.3 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

### 2.7.1.20 Agreement Restriction Profile Workbench

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).

#### 2.7.1.20.1 Access

Transaction code: /IRM/IPAGRPM

#### 2.7.1.20.2 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.

## 2.7.1.20.3 Procedures

Displaying an Agreement Restriction Profile  
Creating an Agreement Restriction Profile  
Maintaining an Agreement Restriction Profile  
Deleting an Agreement Restriction Profile

## 2.7.1.21 Transaction Restriction Workbench

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.

### 2.7.1.21.1 Access

Transaction code: /IRM/GRCARTM

### 2.7.1.21.2 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.

## 2.7.1.21.3 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

## 2.7.1.22 Transaction Restriction Profile Workbench

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).

### 2.7.1.22.1 Access

Transaction code: /IRM/GRCARPM

### 2.7.1.22.2 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.

## 2.7.1.22.3 Procedures

Displaying a Transaction Restriction Profile  
Creating a Transaction Restriction Profile  
Maintaining a Transaction Restriction Profile  
Deleting a Transaction Restriction Profile

## 2.8 Business Register Utilities

### Business Partner Workbench

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.

### 2.8.1.1.1 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/GBPDS to create the display profiles.

### 2.8.1.1.2 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 (/IRM/GAMBPIDX) to index the existing addresses for the business partners and Index Details of Partners (/IRM/GAMIDX) to index business partners detail.

## 2.8.1.2 Access

Transaction code: /IRM/GBPM

## 2.8.1.3 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.

## 2.8.1.4 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

[IP Correspondence Triggers](#)

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/OIPG8C).

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.

## 2.8.1.5 Access

Transaction code: /IRM/OIPG8

## 2.8.1.6 Structure

The fields used to maintain the events are:

Field	Description
IP Doc. Category	Function for which correspondence is sent to partner. Use the dropdown to select the document category.
IP Type	Application for which correspondence is being used.
Participant Role	Type of partner involved in the process.

Participant	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.
Correspondence	Type of correspondence to be used when all the above criteria are met.
Medium	Message transmission medium. Output may be printed, faxed, or sent by other means, such as electronic mail or Electronic Data Interchange (EDI).

### Batch Trigger for Correspondence

After 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.

## 2.8.1.7 Access

Transaction code: /IRM/IPGCRT



### Business Register User Settings

Every user can change his/her settings for Business Register.

The following user settings can be changed to override the settings defined in configuration:

- **Create Zero Value Items**  
By default, when calculation line items are created, any line item in the source document whose business register value is zero is not created. 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 shown.
- **Switch Signs**  
By default, the business register amount is shown positive and the debit/credit indicator indicates whether the business register is incoming or outgoing. If the checkbox is checked, an outgoing business register will be indicated as a negative value and an incoming business register 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, 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.

## 2.8.1.8 Access

Transaction code: /IRM/IPBRUSET



## 3 User Experience

### 3.1 UI-Support Texts for Rules

Text notes used on rules are now visible in Fiori.

### 3.2 Dependent Rule Sheets

The Source tab in the mapping profile also includes a Dependent flag. Marking a field as dependent ensures that only the relevant records are included in the proforma. For example, in cases where one material is supplied by two customers, marking the customer number field as dependent on the material number will search the relevant sheets for that material number and identify the corresponding customer number. Only those records containing this information are then added to the proforma.

### 3.3 Campaigns

Attachments for campaigns have been integrated with the Elements tab in Fiori. This allows users to upload attach via the Elements tab or the Active Documents tab in campaigns.

Campaign Assignments are now supported in master requests and agreements. This enables the creation of assignments through campaigns, or campaigns can be created directly from the master agreement.

### 3.4 Worklist Actions

An Actions column has been added to the worklist to perform basic functions for available line items.

### 3.5 Role Workbench

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 1809, 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.

### Access

Transaction code: /IRM/GURLM

### 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.

## Procedures

Displaying a Role

Creating a Role

Activating a Role

Copying a Role

Maintaining a Role

Deleting a Role

## 3.6 Workspace Workbench

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.

### Access

Transaction code: /IRM/GWSM

### 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.

#### 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

## 3.7 Search Profile Workbench

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 UI profiles are defined, they are attached to roles in the Role Workbench (/IRM/GURLM). and workspace links in the Workspace Workbench (/IRM/GWSM). 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 the application, based on the role.
- **GUI Screens:**  
The active search profiles will be listed in the Search Profile dropdown on the search screens.

#### Access

The Search Profile Workbench transaction code is application specific:

Object	Transaction Code
Agreement	/IRM/IPAGUSPM
Agreement Request	/IRM/IPARUSPM
Direct Agreement	/IRM/IPDAUSPM
Deal	/IRM/GDLUSPM
Deal Request	/IRM/GDLRUSPM
Claim, Claim Validation	/IRM/GCRUSPM
Clause	/IRM/GCLUSPM
Template	/IRM/GTPUSPM
Evaluation	/IRM/GEVUSPM
Flexible Group	/IRM/GFGUSPM
Transaction, Transaction Validation	/IRM/GRCAUSPM

Composite - Calculation Run and Individual Tracking	/IRM/IPCIUSPM
Master Request, Master Agreement	/IRM/IPPQUSPM
Matrix, Planning, Proforma	/IRM/IPMXUSPM
Price Proposal	/IRM/GPPUSPM

### 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.

### 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

## 3.8 UI Profile Workbench

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.

#### Access

Price proposal transaction code: /IRM/GPPUPM

Pricing Workbench Transaction code: /IRM/GPRPWUPM

#### 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, Master Request, and Price Proposal 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.

#### 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

## 3.9 Designer

Initially released in 1709, Designer in Fiori maintains the text/data for clauses with various customization options.

### 3.9.1.1 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.

### 3.9.1.2 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.

### 3.9.1.3 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.

Name	Definition
TABLE	Insert a table to display filed data from a ViZi data source or report (Row & Column)
CROSS TABLE	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.
FORM	Display data in a top - down format
ADDRESS	If you want to display the address as per SAP standard's we can use the address component.
TEXT AREA	to display static text along with the field data
LINK	Here we can display hyperlinks in reports

IMAGE	We can upload images on to the Page (like company logo)
HORIZONTAL LINE	We can draw a horizontal line in page
SUB FORM	Subform is like section to define the multiple elements adjacent to each other after interactive element
ORDERED LIST	To display the data in list format with numbering/dots/etc..

As of Release 1809, Designer in Fiori includes two new features.

### 3.9.1.4 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.

### 3.9.1.5 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

## 3.10 Display Profile (GUI)

Display Profile for Business Register

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.

A display profile controls the layout of fields on a document-based application GUI screen. The following categories of display profiles can be created:

- 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 to take effect.

### 3.10.1.1 Access

Following is a list of the transaction codes used to create display profiles. 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/IPBRAGDSP – Display Profile for Agreements  
Categories: Header and List  
Used in: Agreement Workbench /IRM/IPBRASP
- /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/IPBRARDSP – Display Profile for Agreement Request  
Categories: Header and List  
Used in: Agreement Request Workbench /IRM/IPBRARM
- /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/IPPQDSP – Display Profile for Master Request  
Categories: Header and List  
Used in: Master Request Workbench /IRM/IPPQM
- /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/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/IPBRCDSP – Display Profile for Composite  
Category: List  
Used in: Calculation Run /IRM/IPBRPCR
- /IRM/IPBRPADSP – Display Profile for Participation  
Category: Header  
Used in: Participation Workbench /IRM/IPBRPA
- /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/GCULDSP - Display Profile for Customer List  
Category: Import from File  
Used in Customer List Workbench /IRM/GCULM
- /IRM/GVNLDSP - Display Profile for Vendor List  
Category: Import from File  
Used in Vendor List Workbench /IRM/GVNLM
- /IRM/GBPDSAP – Display Profile for Business Partner  
Category: Header  
Used in: Business Partner Workbench /IRM/GBPM

### Pricing Display Profiles

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.

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 (billback agreement type, chargeback claim type, and so on) to take effect.

### 3.10.1.2 Access

Following is a list of the transaction codes used to create display profiles for pricing. 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/GPRDSP - Display Profile for Pricing  
Category: Header  
Used in: Record tab in the Price Record Details
- /IRM/GCTDSP - Display Profile for Catalog  
Categories: Import from File, Header, Item, and List  
Used in: Catalog Workbench /IRM/GCTM
- /IRM/GPSDSP - Display Profile for Price Simulation  
Categories: Import from File, Header, Item, and List  
Used in: Price Simulation Workbench /IRM/GPSM

## 4 Vistex Technical

### 4.1 Enhancements Workbench

Prior to Release 1809, to implement BAdIs a user must write the ABAP code for the BAdI implementation in SAP. No functionality existed to implement the BAdI using Vistex Business Script.

Release 1809 includes functionality called "enhancements". 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.

#### Access

Transaction code: /IRM/GEHM

#### 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.

#### Procedures

Displaying an Enhancement

Converting an Implementation to an Enhancement

Creating an Enhancement

Maintaining an Enhancement

Deleting an Enhancement

## 4.2 File Submission Workbench

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

#### Access

Transaction code: /IRM/GFSUB

#### 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.

#### Procedures

Creating a File Submission Entry

Displaying a File Submission Entry

## 4.3 Message Class Workbench

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.

### Access

Transaction code: /IRM/GMSGM

### 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.

### 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

### Agreement and Pricing Archiving

The following objects can be archived:

- Agreements
- Agreement Requests
- Master Requests
- Price Proposals

### 4.4.1.1 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/OIPAGR21  
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/OIPAR21  
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/OGPP21  
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/OGPP21  
Use the parameters to set the residence time for every combination of sales organization and price proposal type.

### Bucket Archiving

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.

## 4.4.1.2 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.

## 4.4.1.3 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 Business Registers /IRM/IPBCK15. 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.

### Composite Archiving

The following composite objects can be archived:

- Calculation Run
- Deployment Code

## 4.4.1.4 Calculation Run

Before archiving a calculation run, check that any dependent or posting documents related to the calculation run are archived.

### 4.4.1.4.1 Setting the Completion Status

The Set/Reset Completion Status program is run using the transaction code SE38.

In SE38, run the program /IRM/IPPCR\_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.

### 4.4.1.4.2 Archiving a Calculation Run

The Archiving Calculation Run program is run using the transaction code SE38.

In SE38, run the Write program /IRM/IPPCR\_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.

## 4.4.1.5 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.

### 4.4.1.5.1 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.

### 4.4.1.5.2 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.

#### IP Archiving

The following objects can be archived:

- /IRM/GCR Claims
- /IRM/IPBB Billback Documents
- /IRM/IPCB Chargeback Documents
- /IRM/IPSI 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.

## 4.4.1.6 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.

### 4.4.1.6.1 Archiving Billback Documents

The following table displays possible value combinations that you can use when maintaining views /IRM/V\_TIPAPARM:

	SOrg	IPTyp	Document days
1	*	*	
2	0001	*	40
3	*	BBCK	20
4	00*	ZZ*	100
5	0001	ZCPB	1

### 4.4.1.6.2 Archiving Chargeback Documents

The following table displays possible value combinations that you can use when maintaining views /IRM/V\_TIPAPARM:

	SOrg	IPTyp	Document days
1	*	*	
2	0001	*	40
3	*	CHBK	20
4	00*	ZZ*	100
5	0001	ZCSI	1

### 4.4.1.6.3 Archiving Sales Incentive Documents

The following table displays possible value combinations that you can use when maintaining views /IRM/V\_TIPAPARM:

	SOrg	IPTyp	Document days
1	*	*	
2	0001	*	40
3	*	ZISI	20
4	00*	ZZ*	100
5	0001	ZZSI	1

### 4.4.1.6.4 Archiving Sales Rebate Documents

The following table displays possible value combinations that you can use when maintaining views /IRM/V\_TIPAPARM:

	SOrg	IPTyp	Document days
1	*	*	
2	0001	*	40
3	*	STRB	20
4	00*	ZZ*	100
5	0001	ZCR1	1

### 4.4.1.6.5 Archiving Claim Documents

The following table displays possible value combinations that you can use when maintaining views /IRM/V\_TIPAPARM:

	SOrg	IPTyp	Document days
1	*	*	
2	0001	*	40
3	*	STRB	20
4	00*	ZZ*	100
5	0001	ZGCR	1

### 4.4.1.6.6 Archiving Purchasing Rebate Documents

The following table displays possible value combinations that you can use when maintaining views /IRM/V\_TIPAPARM:

	SOrg	IPTyp	Document days
1	*	*	
2	0001	*	40
3	*	PVRB	20
4	00*	ZZ*	100
5	0001	ZPR1	1

## 4.5 Business Script

### Business Script Overview

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:

- IP 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
- Business Register Report Workbench (/IRM/IPBRRPM)
- [Status Flow Workbench \(/IRM/GSFM\)](#)
- Pricing Transactions:
  - Explosion Profile Workbench (/IRM/GPREFM)
  - [Flex Formulas \(/IRM/GPRFFM\)](#)
  - [Master Formulas \(/IRM/GPRMFM\)](#)
  - [Price Policy Workbench \(/IRM/GPRPLM\)](#)
  - [Sheet Formulas and Procedures \(/IRM/GPRFPM\)](#)

#### Business Script Editor

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.

### 4.5.1.1 Access

The Business Script Editor is integrated into the following transactions:

- IP 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
- Business Register Report Workbench (/IRM/IPBRRPM)
- [Status Flow Workbench \(/IRM/GSFM\)](#)
- Pricing Transactions:
  - Explosion Profile Workbench (/IRM/GPREFM)
  - [Flex Formulas \(/IRM/GPRFFM\)](#)
  - [Master Formulas \(/IRM/GPRMFM\)](#)
  - [Price Policy Workbench \(/IRM/GPRPLM\)](#)
  - [Sheet Formulas and Procedures \(/IRM/GPRFPM\)](#)

## 4.5.1.2 Structure

The Business Script Editor is organized into the following areas:

- Application Toolbar
- Script Tabs
- Script Logic

### 4.5.1.2.1 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

### 4.5.1.2.2 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.

## 4.5.1.3 Procedures

Creating a Business Script

Assigning a Global Message to a Business Script

[Business Script Workbench](#)

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.

## 4.5.1.4 Access

Transaction code: /VTA/BSEM

## 4.5.1.5 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 an 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.
  - Admin Data

## 4.5.1.6 Procedures

Creating a Business Script

Assigning a Global Message to a Business Script

[Global Messages](#)

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.

## 4.5.1.7 Access

Transaction code: /IRM/BMSM

## 4.5.1.8 Procedures

Creating a Custom Global Message

Assigning a Global Message to a Business Script





## 5 Glossary

Term	Definition
Accepted Agreement	The agreement between the company and a partner (sales employee, customer, or vendor). The accepted agreement defines the terms and conditions for incentives or paybacks.
Accepted Amount	The incentive or payback amount calculated by the company is sent to the partner for review. The dollar value with the partner response is the accepted amount.
Accepted Amount Status	Status of the final accepted payout amount.
Accepted Price	Line item accepted price.
Access Area	Vistex application to which an organizational object is given access.
Access Framework	Access Framework/restrictions enable 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, and external person).
Account Determination	A process to establish the revenue accounts to which prices, discounts, and surcharges are posted.
Accrual Adjustment	To adjust the distribution of expenditures, revenue, receivables and losses to the correct period, based on the origin of these amounts.
Accrual Indicator	Indicates the flow of funds, whether they are incoming or outgoing.
Accrual Profile	Determines the settings used during the accrual document creation.
Accrue	To distribute expenditures, revenue, receivables and losses to the correct period, based on the origin of these amounts.
Action Code (Data Objects)	User-defined codes that describe what manual intervention was performed by the user after data cleansing. These codes are set by the user.
Active Document	The currently valid document that is used for business processing, in contrast to an historical version or a change version.
Activity	Global task, such as an action or notification, used primarily for the Status Flow approval process. Activities are attached to the steps in the status flow.
Activity Template	Used to format the communication to be sent to the user involved in the Status Flow process.
Actual Accruals	Total net values of the accrual line items.
Address Match	If using address matching, the system displays the results in the data model detail. Both exact and fuzzy matches are provided. Only the qualified (highest percentage) match is sent to the new version.
Address Verification	Mapping required to use an external verification service.
Adjustment Code	Codes are used to specify the reasons for adjustments. When an adjustment is carried out, the corresponding adjustment code is displayed at the line item level in the document.

Agency	Company that brings together brand owners and licensees, acting as a broker during licensing negotiations.
Aggregation	Created to calculate a bucket subtotal. Used in Royalties to subtotal the rights dimensions values.
Aging	A graphical summary of the various stages of a transaction/business process based on the number of days.
Agreement	An agreement is a contract between two or more parties with mutual obligations. It serves as a highly flexible central repository and is the foundation for all Incentives Administration and Paybacks & Chargebacks (IP) processing. The agreement is stored in the condition contract.
Agreement Group	Group of agreements based on user defined grouping criteria that can be used during agreement maintenance.
Agreement Group Type	Agreements can be grouped into agreement groups, and this group maintenance is controlled by Agreement Group Types.
Agreement Hierarchy	A list of agreements, in numerical order, associated/referenced to a Higher Level Agreement.
Agreement Posting Summary	Report designed to help analyze the performance of an individual agreement. The report shows all accounting postings that have been posted against the agreement.
Agreement Request	An agreement request is initiated when an approval process is required to either create a new agreement or change an existing agreement.
Agreement Type	The agreement type is how condition records are grouped together using agreements.
Alias	User-friendly description of a price sheet (condition type/condition table combination).
Anchor	A master data object that acts as basis for carrying out an activity. For example, a material anchor for settling the rebates.
Application	Vistex applications include: Chargebacks, Billbacks, Purchasing Rebates, Sales Rebates, and Sales Incentives.
Approval Code	Managers assign an approval code before accrual and settlement can occur.
Approval Status	After an approval code is entered, the system assigns an internal approval status.
Assignment Type	Different versions of a territory structure can be created, each assigned a different assignment type.
Attachment Folder Hierarchy	Model of folders that store internal/external comments, notes, text, and attachments (a diagram, for example) used by data objects.
Attachment Profile	Configured attachments, which are a combination of comments, notes, texts, and documents used by data objects. The attachment profile is assigned to the data model.
Attribute	Known as a characteristic in SAP, an attribute defines the allowed values for an organizational object or external person.
Attribute Group	A flexible grouping of attributes based on business requirements. Attribute groups appear as tab headings in the organizational object workbenches.
Attribute Set	A logical collection of attributes used for reporting or for review/maintenance.
Auto Adjustment Amount	An amount on a claim line item that is automatically generated to balance the difference between the requested amount and calculated amount. It

	can be done with a credit to the customer (billback) or a debit to the vendor (chargeback).
Auto Load	Enables a URL to load directly into the workspace, rather than appearing as a link.
Auto Validation	Scheduled validation runs, primarily 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.
Automated Data Maintenance	Now known as Automated Document Maintenance (ADM), Automated Data Maintenance, is used to selectively process/maintain certain documents that have had master data or rules changed in independent transactions that could result in new calculations or results. It is used to limit the selection of what should be reprocessed instead of reprocessing all of the open documents resulting in a significant time savings.
Automatic Activity	In a master request, selected activities can be performed in the background automatically.
Award	The granting of an agreement to a customer, distributor, supplier or other party. This may be the conversion of a bid to an agreement or execution of a negotiated proposal.
Billback	A billback is the process of a manufacturer validating claims for compensation from one of its channel partners. It manages the process of a partner "billing back" for expenses they have incurred on the paying company's behalf.
Business Register	A collection of documents used to track, calculate, filter, and categorize business done within a company. Sources of a business register are orders, invoices, deliveries, and other Vistex documents.
Business Script	Vistex scripting method used to configure business rules, define validations, and create pricing or calculation formulas.
Calculation Bucket	Stores lean data from source documents related to an agreement and/or partner. Calculated information is stored in the calculation line items, which are visible in the calculation run and tracking. Bucket documents can be created either manually or automatically from agreements or settlement parameter groups.
Calculation Bucket Type	Controls all fields to be stored in the calculation bucket. Configured for each application/source document type. A calculation bucket type is assigned to the agreement type.
Calculation Engine	Performs all Vistex calculations, such as bucket line item calculations.
Calculation Path	Tells how the system will read the condition table for Vistex transactions.
Calculation Run	A calculation run is a snapshot of eligible accrual and settlement values that is sent through an approval process prior to accrual and/or settlement taking place.
Calculation Type	Standard SAP field. Determines how the system calculates prices, discounts, or surcharges in a condition. For example, the system can calculate a price as a fixed amount or as a percentage based on quantity, volume, or weight.
Calendar ID	Selection of one of the following calendar dates, to determine when to accrue and when to settle: month end, beginning of the month, middle of the month, or any specific calendar date configured to a client needs.

Campaign	Campaigns can be used for trade planning, to estimate future sales of a new product during its rollout period.
Catalog	Use a price catalog to communicate a price list to multiple customers. The catalog can be created manually or in batch using a transaction that derives the catalog from a segment, which is a user-defined collection of agreements, customers, materials, and/or vendors.
Chargeback	A chargeback is the process of a distributor claiming compensation from one of its channel partners. It manages the process of them "charging back" for expenses they have incurred on the paying company's behalf.
Claim	1. It is the process of asking for compensation from a partner. 2. A document in Vistex that stores the data relevant to process the request for compensation from a partner. That data typically includes, but is not limited to, a subset of the following: materials, quantities, partners, requested amount, reference/related pricing records, requested and calculated agreements supporting the request, partners related the initial transaction. The claim can also be used to validate and clean up the data and reconcile the amounts requested versus the amounts calculated.
Claim Category	Claim categories include: Original submission, if the claim is the original claim; Reference, if the claim is referenced by another claim; Transfer, if the claim was created for items transferred from another claim; and Resubmission, if the claim is a resubmission of the original claim.
Claim Status	The status of a claim is indicated by a status code defined in configuration.
Clause	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.
Close Out Agreement	To change the status of an agreement, typically at the of end of the agreement term, in which the agreement cannot be changed, processed, or an agreement requests cannot be created. The agreement is closed out at the spend type level of agreement level.
Coding Block	List of account assignments, such as cost center and profit center.
Collective Request	When mass changing multiple agreements, the system can be configured to create one collective request for all the agreements being changed; otherwise, the system will create a separate agreement request for each agreement.
Combination Criteria	In claim and transaction file templates, a flag that indicates which fields will be used to combine claims/transactions during upload.
Completion Profile	Controls the fields that must be filled in order for the document to be considered complete when a completion check is performed.
Composite Attribute	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.
Composition	Defines what a licensable article is composed of.
Computation	The act or use of computing calculations to find a value. In Vistex terms, this is a calculation that can be done across or within agreements and price sheets.
Condition Map	In the solution, there is the ability to create a one row of data or a price sheet that has multiple records in it (such as price, discount, surcharge,

	rebate). Condition map allows the system to know what condition records to write this data to ultimately. This is only available on the master request.
Condition Search Profile	Used in Condition Search analysis to search for partners, agreements, or territories during line item processing.
Contribution Percentage	In Sales Incentives, used to determine each sales employee share in multiple salesperson orders.
Correction	A correction is a set of directions for a specific change that will be executed at a later point in time.
Correction Code	User-defined codes that indicate what was corrected during data cleansing. These codes are set by the system. No logic is delivered for this type of code.
Coverage (Profile Run)	Fields from each section of a data model to be included in a profile run.
CPD Plan	If a deployment code is set up as a current period plan, then all data depends on the totals of the current period.
Cross Reference	The cross reference is to link the current system records (materials, partner, unit of measures, agreements) 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, price sheets, and price types.
Cross Reference Type	Configured definition for a custom cross reference.
Custom Cross Reference	User-defined cross reference, which contains fields based on a configured cross reference type.
Dashboard (Data Objects)	Used to perform mass maintenance across data objects in one data model, based on a search profile and a layout defined for the data model.
Dashboard (ViZi)	Used to create a tile-based user interface that provides links to the reporting views.
Data Area	Type of data attached to an application, for example: header, notes, or dates.
Data Model	Data is processed based on a redefined data model that is designed to capture all the necessary information for the system.
Data Object	An intermediate step between receiving a submission of raw data from external sources and loading that data into the appropriate Vistex application files.
Dataset	Used for accounting at the composite line item level. The dataset defines the formula or criteria used to push all applicable line items into financial allocation tables for processing a composite plan.
Debit/Credit Indicator	Financial postings are controlled by this debit/credit indicator. Options: Incoming indicator, represents incoming funds and the settlement is posted as an expense or reduction in cost. Outgoing indicator, represents outgoing funds and the settlement is posted as an expense.
Delegation	Substitute who approves documents when the original person is on vacation or otherwise unavailable.
Delta Accrual	If configured for delta accruals, when an accrual is changed and accrued again, the system keeps the previous accrual and create a new accrual document for the delta amount, that is, the difference between the two amounts.

Deployment Code	Used to identify the various composite programs or plans in effect for an organization.
Deployment Code Group	Logical grouping of deployment codes (plans).
Deployment Component	A component is a collection of the key figures being tracked for a composite plan.
Derivation	Data cleansing capability to derive data values, performing partner lookup for example.
Dimensional Scale	Dimensional scales can be used to measure two or three dimensions in a condition type.
Display Profile	A display profile is a object that controls the layout of fields on a document-based application GUI screen. It allows the users to show/hide/rename/reorganize/combine the screen layouts to meet their business needs instead of what Vistex feels it should be so it becomes more user friendly. No development is needed to create one.
Document Map	Used to map data from the (source) data model to the (target) application files. The system follows the mapping to create documents from the source data model.
Document Repository	The Document Repository is a section within the Document Tab that is used to store external documents and organize them based on company requirements. The Document Repository is organized by a folder structure. Documents in the repository can be static or dynamically changed. PDF and MS Office documents are supported.
Domain (Data Objects)	A domain is a set of fields that are available for assignment to a data model. Global fields are domain independent and can be assigned to multiple data models.
Driver	Controls how a rule will perform by indicating which deployment code and which components within the deployment code that the rule will point to.
Duplication Check	For a data model version, a duplication check can be performed over selected data objects. 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 validation code.
Edition	Version of a master request; used to provide information of who created which documents. Only one edition can be active/open at a time.
Enrichment	Data cleansing capability to enhance, refine, or otherwise improve the raw data, for example splitting an address into multiple fields.
Enrollment	List of who is enrolled in an awards program.
Evaluation	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: outcome based contracting (census or compliance), MBO evaluation, contextual evaluation, or suitability (using a questionnaire).
Evaluation Element	Evaluation elements are individual elements, such as textboxes, dropdown menus, and multiple choice questions, that appear in evaluations.
Evaluation Template	An evaluation template contains individual and grouped evaluations elements that have been arranged into a display view. The template is linked to an object using an evaluation type.

Expected Accrual	Setting aside funds for claims expected in the future, based either on actual shipments or anticipated volume.
Extension Profile	For a price sheet, configuration used to add new fields and store the field data in Vistex tables.
External Adjustment Code	Codes are used to specify the reasons for adjustments sent by partners while they are communicating their responses for submitted data by the company.
External Person	An external person is used to maintain information for customer contacts, vendor contacts, third party agents, employees, and any other person, with or without reference to a customer, vendor, or your company.
External Win/Loss Reason	External Win or Loss Reason is used to capture and track the reason why a request was accepted or rejected. This is filled in based on an external reason(s) given. For example, the customer rejected the agreement request.
Fast Entry	For agreements/deals, agreement/deal requests, and master requests, a Fast Entry tab can be used to maintain values for a selected list of partner, dates, and rules fields.
Field (Data Objects)	Part of the organization of a data model, fields can be domain/application-specific or global (available for use in all domains).
Field Type	In Data Objects, a custom classification used to assign common characteristics and fixed values to a group of fields. For example, a custom field type can be assigned to 20 fields that have the same technical characteristics, such as data type and number of decimal places. If no custom field type is assigned when creating a field, the system will generate a field type.
File Template	Re-usable template that controls the fields and format of files during upload and/or download.
Flex Formula	Standard SAP allows for pricing requirements, alternate condition values, and scale formulas through ABAP development. These are created in transaction VOFM. Flex formulas allow users to create these same functions with user friendly Excel-like formulas instead of development.
Flexible Group	Custom group that consists of included and/or excluded customers, materials, vendors, and/or documents. Flexible grouping allows the user to define the condition table keys with the flexible group, to construct and execute complex pricing algorithms.
Formatting	Data cleansing capability to reformat the raw data, for example changing numeric values formatted with a negative sign after the value (1-) to values formatted with the negative sign before the value (-1).
Identification Type	A document or an entry in a system of records whose key can be stored as an attribute for a business partner (such as, Tax Identification Number) or material (such as, UPC Number, EAN). ID types are entered when entering partners or materials on a claim. The ID type controls how the lookups are done to determine the SAP customer or material numbers.
Incentive Builder	Incentive Builder is a term that refers to the Incentive Plan Builder, which provides a user-friendly way to set up a composite plan. Located on the Performance Tab, Incentive Builder field is a link that will take you to the Incentive Plan Builder transaction. It can also be accessed as a standalone transaction (/IRM/IPCPB).



Info Key Figure	In composite tracking, info key figures allow users 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.
Interim Settlement	A process for companies submitting claims to recognize the revenue that the partner has agreed to in their response while reconciliation continues for the remaining differences.
Interim Settlement Amount	A settlement dollar value that the distributor accepts, knowing that the vendor might dispute it later.
Internal Win/Loss Reason	Internal Win or Loss Reason is used to capture and track the reason why a request was accepted or rejected. This is filled in based on an internal reason(s) given. For example the legal department rejected the agreement request.
Item Accrual Status	Status code that indicates whether the line item was accrued.
Key Figures	Measurable metrics to be included in the matrix.
Lean Object Processing	Instead of processing all the functionality, fields, and buttons that are available for claim processing, the system can be configured to ignore unused fields and provide only required functions (suppressing unused buttons and menu bar options).
License	An authorization (by the licensor) to use the licensed material (by the licensee).
Licensee	Company/person authorized to use an intellectual property.
Licensor	Owner(s) of the licensed intellectual property.
Lookup Profile	A set of parameters which controls the content of which a material or partner is searched. Pre-delivered options are available when setting up the sort sequence. For example, when looking up an entered material, first it will look to the standard SAP material determination, then the cross reference tables, then classification, then standard SAP.
Master Agreement	Document used to change a master request.
Master Request	A starting point for creating a request for pricing that is stored in SAP for historical reference or for future use as a "template" that can be copied to create similar bids. Multiple condition records can be managed within one price sheet within a master request for ease of negotiation.
Matrix	A table with rows and columns that contain sales or purchasing data, which stores contain characteristics (who we are tracking for) and key figures (what we are tracking).
Matrix Group	Create a matrix group assigned a dataset to populate actual data into the matrix for a subset/usage. In a matrix group, specify the matrix, subset, and usage to be updated.
Matrix Key Figure ID	A matrix key figure is "what" type of data is being tracked (examples: revenue, margin, growth). The Matrix Key Figure ID is the code used to identify the key figure. (example: ID = MPRRV, Key Figure = Revenue). It is a combination of a matrix and a key within that matrix.
Measure	A value, most commonly numerical, that is used to represent a measurement, distance, or quantity. In Vistex, it is used to calculate metrics within an agreement. The output can be results (such as total cost of the agreement) or can be which status profile step should be set.

Membership	Membership is a Vistex solution implemented to manage dynamic groups of partners that can be organized into multiple pricing relevant hierarchies. Membership lists can be internally or externally defined.
Membership Submission	Membership is managed using submission. Each submission is a collection of additions, changes, and deletions.
Organizational Object	Organizational objects are groupings of departments, positions, roles, and individuals (employees and external persons) used to store additional information about customers, vendors, and employees. This functionality provides the flexibility to maintain HR resources at all levels of the organizational tree, including employee personal data, job responsibilities, position, and pay grade information.
Organizational Object Attribute	To capture and track information, you can use the same attribute concept as used in SAP Data Maintenance by Vistex, Resources option. 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.
Original Response Amount	Amount from the original response to the claim.
Original Submission Amount	Amount from the original claim.
Outstanding Accruals	Amount of expected accruals not yet accrued. Calculated as: Expected Accrual - Actual Accruals + Adjusted Accruals
Outstanding Settlement	Amount of actual accruals not yet settled. Calculated as: Actual Accruals - Settlement Amount.
Overlap Profile	A complex overlap check can be implemented into an agreement to determine whether there are duplicate agreements in the system. The overlap profile contains the condition search profile and rules sheets used to perform the check.
Package	If a claim contains so many line items that processing time is slowed, the claim can be divided into a parent claim and a series of packages (child claims). The parent claim is the source document used to create the calculation line items.
Package Size (Data Objects)	Controls the number of lines to be brought into the detail display.
Paging	Use paging to divide records by user-defined setting, displaying a certain number of records on each page.
Park	A settlement type function that allows a claim to remain in a hold status pending response from the other party.
Park Status	A Status tab tracks the current status of functions, including Parking Status. The parking status might be: Not Relevant (if parking is not specified in the settlement parameters), Not yet Parked, or Completely Parked.
Participant	Recipient or beneficiary of the incentive/commission.
Participant Assignment Type	Establishes the hierarchy relationships between participants and the members rolling up to the participant.
Participation Type	Can be sales employees, as well as non-employees, such as customer or vendors.
Participation Variant	Used for dynamically derived participation.

Period Profile	Period profiles are used to create Global Posting Periods and assign them to a participant.
Period Slider	A time frame defined by either discrete values or value ranges.
Phase	An agreement/proposal goes through multiple phases during its lifecycle. Different phases are created in lifecycle profile configuration for an agreement/proposal.
Post	Process financial entries for accrual or settlement.
Posting Period	Period within a fiscal year for which transaction figures are updated.
Price Book	A storage of prices, discounts, and materials used to determine profitability. A price book is similar to an order (customer, materials, quantity, and pricing with a price procedure) without the overhead. It can also include price cascades and waterfalls. Price books are used to internally or externally communicate and evaluate pricing information. It can also be used as a quoting tool.
Price Cascade	Within a price book, a list of elements (such as price, net price, discount, and net cost) used to perform "what if" price calculations, which can be compared and used for profitability and pricing optimization.
Price Formula	Used for additional price calculations based on conditions defined in a business script. Price formulas derive values with a price sheet without code.
Price Policy	Function that calculates thresholds for pricing exceptions and generates warnings or errors when a price requirement on a price sheet has been violated. It can also set price levels that can be used to control approval levels through measures.
Price Proposal	A process to request approval for the creation of price condition records.
Price Sheet	A foundation of pricing condition types and condition tables. It is a unique condition type and condition table combination. It is then extended to include addition information relevant for the condition records.
Price Type	Price Types are used to upload the price condition records. They are used primarily to load large amounts of external prices that are loaded periodically, such as commodity prices or vendor purchase price lists . Price types have the same features as regular condition records, except that they have a fixed structure and fixed maintenance levels.
Primary Partner	Partner responsible for a transaction or document.
Procedure	A macro type function that can be assigned to a price sheet. A procedure can include copy, set values, apply formulas (only in DMP) and search and replace.
Profile Run	The results of the profile run are statistics that can be used to analyze the data to decide what cleansing needs to be performed.
Proforma	Worksheet at a usage level that provides data to be reviewed and approved before the data is posted to a matrix. Used for planning and profitability analysis.
Program	A program is an agreement template that can be reused to set up multiple similar agreements or agreement requests.
Program Group	Collection of programs that are combined in order to access them more easily or to manage a large number of related programs.
PTD Plan	If a deployment code is set up as a period-to-date plan, then all data depends on the cumulative totals of all previous periods.

Purchasing Rebate	Incoming refunds or payments received from a manufacturer, vendor, or channel partner as defined in predetermined contracts based on purchases of product.
Qualifier	Used to specify the conditions for a correction, including 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.
Rebuy	Sales deals can be set up to provide a benefit for subsequent orders, either a number of orders or orders during a certain time period. For example, for the first order the customer may receive no discount, but when the system sees that a customer is purchasing again, the customer receives 10% off for up to 5 more purchases or until a specific date.
Recipient	Employee who receives the sales incentive or the distributor who receives the rebate.
Recipient Role	Partner role that is eligible to receive the incentive or payment amount.
Reconciliation	Process used to resolve the discrepancy between the claimed amount and the accepted amount.
Redemption Catalog	Catalog used to allow redemption for products that are fulfilled through a catalog system.
Relationship	During configuration, relationships for a manual bill of material explosion can be defined for each price sheet.
Reservation	In Funds Management, used to allocate actual funds to a promotion or event.
Resolution	List of subsequent activities executed on demand in a predetermined sequence.
Restriction	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).
Restriction Profile	A restriction profile is a group of restrictions that will be processed at the same time.
Resubmission	Process of responding to an existing claim, prior to settlement.
Reverse Accrue	Process of reversing the postings of the original accrual. An accounting document is created to reflect the reversal.
Review Sheet	User-friendly HTML view of an agreement or campaign.
Revision	Document used to change a master agreement.
Roster	Extensions of the Vistex awards functionality, rosters are used to manage business-to-business loyalty programs.
Royalty	A usage-based payment made by a licensee to a licensor for the right to use intellectual property.
Rule (Data Object)	Logic defined in data object rules (business script) can be applied as the data is mapped.
Rule Profile	Predefined group of data object rules.
Rules Sheet	A foundation of condition types and condition tables. Rules are condition types. A rules sheet is a list of condition types for a particular price sheet.
Sales Incentive	A commission or bonus paid to an employee, agent, or broker as a reward for selling products or services.

Sales Rebate	Refunds or outgoing payments made to customers, channel partners, and/or group purchasing organizations as defined in predetermined contracts based on their purchases.
Scales	Determines how the system interprets a pricing scale in a condition. For example, the scale can be based on quantity, weight, or volume.
Scenario	A variant used in the Planning Workbench.
Search Profile (Data Objects)	The data object 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.
Section	Each section of the data model is a collection of fields.
Segment	A subset of an agreement or request that can stand alone as its own agreement.
Segment (Price Catalog)	A price catalog segment is a predefined list of customers, materials, and/or agreements used to create the price catalog.
Segment Frequency	A segment's frequency calendar is a list of dates when a price catalog should be created for each type of calendar assigned to the segment. Each segment can be analyzed by comparing the scheduled dates to the actual dates a catalog was created.
Selection Variant	A predefined set of selected options for a report program.
Settlement	Process of paying participants of a plan, depending on qualifying eligibility and calculations. Postings are made to Finance GL accounts.
Settlement Adjustment	To adjust the settled funds between partners after initial payments/credits are made.
Settlement Adjustment Code	Used to carry out adjustments after settlement. The code specifies the reason why post settlement adjustment is carried out.
Settlement Block	A settlement block can be set to prevent the system from settling to SAP. If certain line items are being investigated either internally or externally by a partner, it may be required to block the settlement until the investigation has been completed.
Settlement Company Code	Company code that settlement will be performed in.
Settlement Fiscal Year	Fiscal year for which settlement was performed.
Settlement Parameters	Settlement Parameters are set up at the customer/vendor/employee level to indicate the rules for settlement when transactional settlement is performed.
Settlement Profile	Determines the path that settlement will take.
Settlement Reversal	To reverse the settled transfer of funds between partners.
Settlement Type	Settlement can be processed automatically on a daily basis, or one can settle on a date chosen in the settlement calendar.
Source Data Mapping	The following mapping sources can be configured to pull data into composite: matrix, buckets (to process only the line items in the calculation bucket), evaluations (to store and display compliance and census information), and General Ledger accounts (to map directly to specific General Ledger accounts).
Source Version	Raw data submitted from an external source.
Split Criteria	In claim and transaction file templates, a flag that indicates which fields will be used to split claims/transactions during upload.

Status Flow	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 e-mail, and change the approval flow from one predefined path to another either based on preset triggers or on-the-fly.
Submitter Profile	Parameters used for uploading data files from a submitter. Multiple profiles can be created for each submitter, however, each profile must be unique for a submitter/organizational profile/effectivity date range.
Subset	A subset is used to define the set of data to be loaded into a matrix table.
Target Version	Data after cleansing has been performed.
Template	A template is a group of clauses. When a template is created, a structure is specified which allows one to specify the layout of the clauses that will appear one after another. In configuration, a template type defines which clause types can be used and which are required and optional. A template is the pre-approved legal document assigned to an agreement.
Terminate Agreement	Function allowing an agreement to terminate prior to expiration.
Territory	A geographic location, brand, or item category and its hierarchy.
Territory Level	The hierarchy level within a territory.
Territory Proposal	Contains proposed additions, changes to, and deletions from the territory structure. When the proposal is released, the changes can be posted to the territory structure.
Territory Structure	Territory hierarchy
Time Window	Time windows allow for time-sensitive pricing. Prices can be available only during a specific time window (time period on a certain date). Dates/times are assigned to condition records on the agreement price sheet. During pricing, the system selects the condition record that is in effect on the pricing date and time, based on the system time zone.
Trade Organization Attribute	Values can be assigned to a configured list of attributes for a specific trade organization. When a membership list is created for the trade organization, the attribute values automatically populate the new membership list.
Transformation	Data cleansing capability to scrub the raw data, for example removing a prefix that is not used in Vistex.
Usage	1. Funds Usage is used to view a real-time report on how funds have been spent. 2. The Usages tab is used to list the versions of the matrix/subset. Data can be uploaded to the matrix for a specific usage.
Validation	Data cleansing capability to validate the accuracy of the raw data, for example to cross reference a customer.
Validation Code	User-defined codes that indicate what went wrong during data cleansing. These codes, which are set by the system, can be assigned to a duplication check.
Validation Run	Results from the mass maintenance performed on data objects for a data model.
Version	A version of a data object 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.

View Profile	Additional price fields combined into a grouping that can be assigned to a price sheet (condition type/condition table combination).
Virtual Bucket	Reads bucket aggregation data in real time, without replicating any source data in the bucket table.
Wallet	VIBES document in which all the posting amounts for a particular partner can be captured and displayed.
Win/Loss Reason	Reason code used to indicate why a request was accepted or rejected.
Workbench	A work area where many different functionalities within Vistex can be created, changed, or deleted.
Workspace	Component of a Launchpad that contains sections and links to process GUI or BSP transactions in Create, Change, or Display mode. A workspace is typically role/process based.

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