Mass Maintenance of Procurement Data in SAP

Applies to:
SAP ECC 5.0 & SAP ECC 6.0. For more information, visit the Enterprise Resource Planning homepage.

Summary:
This document helps the P2P consultants to understand the mass maintenance of various data objects in SAP. It is suit for those consultants who are new to this subject. How the mass maintenance is carried out for the business requirement, has been explained in a simple and understandable way. Any suggestions and improvements towards this document will be always welcome.

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# Table of Contents

Mass maintenance ......................................................... 3

Types of Mass maintenance ............................................ 3

  Mass changes: .......................................................... 3
  New data addition: .................................................... 3

Approach to Mass maintenance ........................................ 4

  Dialog mode ............................................................ 4
  Background mode ..................................................... 4
  Mixed mode ............................................................. 4

Mass changes in data ..................................................... 4

Transaction codes for Mass change ................................... 5

Variant ........................................................................ 5

Mass Maintenance Process in Procurement .......................... 6

  Mass maintenance of Procurement Master Data .................. 6
    Variant creation for Material master object .................... 9
    Mass maintenance of purchasing documents .................. 30

New data addition ....................................................... 37

Background processing .................................................. 39

Related Content .......................................................... 43

Copyright ....................................................................... 44
Mass maintenance

Mass maintenance is otherwise called changing of large volume of data in the process of end to end business. The advantage of mass maintenance over unit or individual maintenance is mainly because of lesser time consuming and mass change. It can be also termed as mass data change.

Following are the list of advantages in terms of mass maintenance,

- Changing large volume of business data
- Fast and reliable compared with individual maintenance
- Consistent in data change
- Several fields for the particular business data can be changed at a time
- Possible to change or add data to the existing records
- Possible to automate the mass change by the way of background job.

Mass maintenance can be carried out almost all of the primary modules master data such as MM, SD, FI & PP. In this document explains about the mass maintenance of data objects related to procurement.

Types of Mass maintenance

Mass maintenance can be termed as per below depends on the business needs,

Mass changes:

In this mass change, the data shall be replaced by another data required for the business. For example, material group change in material master record, terms of payment change in vendor master record and plant change in the purchase order document. Simply, it will replace the data with new one. Technically speaking we need to maintain a variant for the mass data change. Variant maintenance will be dealt in the coming page.

Please note that, we cannot simply change the master data by using this system. Changing data is governed by certain organization setup. For example we can easily change the purchase group or material group in the material master or the purchase order. Since these elements are maintained at client level. If we found it is suitable for our business, obviously we can change it.

But, certain parameters for example purchase organization in the purchase order cannot be changed as like material master or vendor master. We need to consider the organization link also for this case.

However, it is advisable to carry out this mass changes by an experienced user or business person in order to avoid certain mistake.

New data addition:

In this mass addition of new data, a new data shall be added to the existing master data or documents depend on the requirement for the business. Like mass change, here we shall define new field value such as tolerance key value, cash management group, expedite date and other necessary data for the business.

Please note that, changing or adding organizational data should be valid and inter related with each other. (Duly configured) or else system will throw error log once the job executed.

It can be the addition of certain field value in the material master record or the vendor master record.

Please note, no configuration needed for carrying out the mass maintenance in terms of mass change or adding new value to the existing master data.

Only the required variants are to be created for carrying out a smooth and faster maintenance, while maintaining the data.
**Approach to Mass maintenance**

Mass maintenance can be carried out based on the following mode

- **Dialog mode**
- **Background mode**
- **Mixed mode**

**Dialog mode**

Dialog mode is meant for changing small volume of data with respect to certain field value. It is common for both mass data change as well as mass data addition. In this dialog mode, we need to enter the data manually and execute the script. In dialog mode there is an option for test execute. We can check the result in the test mode also. Depends on the frequent of change or add data, one can define the variant for the data group.

**Background mode**

Background mode is meant for handling really mass data with respect to almost most field value. Like dialog mode, it is common for both mass data change as well as mass data addition. In this background mode, we need to set the background process with respect to the object to be changed and the variant related to the object. Here, there is no method of test mode execution. All execution will taking place in the background in order to avoid the system load. Here, we need to define the variant for the data group. Variant can be defined during dialog mode process or separately. Background mode can be defined immediately or during certain time or during certain event.

**Mixed mode**

It is a mixed of both dialog mode as well as background mode. One needs to start with dialog or manual mode and need to switch over to the background mode for the real changes.

**Mass changes in data**

The following are the list of master data and documents possible to carry out the mass change.

**Mass maintenance of Procurement data:**
- Material master
- Materials (Industry)
- Materials (Retail)
- Vendor master
- Purchasing info record
- Purchase requisition
- Purchase order
- Purchasing scheduling agreement
- Purchasing contract

**Mass maintenance of Sales data:**
- Customer master
- Sales order
- Customer quotation
- Customer contract
Mass maintenance of Production planning data:
MRP data

Mass maintenance of Financial and controlling data:
G/L account
Profit center

Apart from that, we can also change Business partner data in a mass way.
In this document explains how the mass data changes are happening in procurement environment.

**Transaction codes for Mass change**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>MASS</td>
<td>Mass maintenance of object data (common for all</td>
</tr>
<tr>
<td></td>
<td>the business)</td>
</tr>
<tr>
<td>MSJ1</td>
<td>Mass maintenance in the background</td>
</tr>
<tr>
<td>MEMASSPO</td>
<td>Mass maintenance of Purchase order</td>
</tr>
<tr>
<td>MEMASSRQ</td>
<td>Mass maintenance of Purchase requisition</td>
</tr>
<tr>
<td>MEMASSCONTRACT</td>
<td>Mass maintenance of Contract</td>
</tr>
<tr>
<td>MEMASSSA</td>
<td>Mass maintenance of scheduling agreement</td>
</tr>
<tr>
<td>MEMASSIN</td>
<td>Mass maintenance of Material info record</td>
</tr>
<tr>
<td>MM17</td>
<td>Mass maintenance of material master</td>
</tr>
<tr>
<td>XK99</td>
<td>Mass maintenance of vendor master</td>
</tr>
</tbody>
</table>

There is no need of memorizing all the transaction codes mentioned above. You can find all the T codes in the SAP Easy access menu under respective business area. For example, if you want to maintain data for material master, you can go to the SAP Easy access menu and found the mass maintenance under Material master.

**Variant**

SAP has given one provision for frequently data change / additions with the help of certain parameter. This is called Variant. We have to club the particular data field as a group and save as a variant. This will save the time.

The following data can be saved as a variant

- Fields available for selection
- Selection criteria entered in these fields
- Fields to be changed
- New values for the fields to be changed

Please note, it is not possible to define a variant in background mode

When you save your variant, a dialog box appears asking you to specify a name and description for the variant. This dialog box also offers you the option of excluding information from the variant. You do this by choosing further options and by deselecting or selecting the information accordingly.

Here too, only the criteria are saved according to which the new records are created. If, for example, the reference record is changed, the new record will also differ.

Variant creation is explained detailed in material master mass data maintenance.
Mass Maintenance Process in Procurement

Under this mass maintenance process of procurement data, the following will be covered,

Mass maintenance of Procurement Master data
Mass maintenance of Purchasing documents

Mass maintenance of Procurement Master Data

The following are the master data in procurement point of view,

Material master
Vendor master
Purchasing info record
Material master maintenance
Transaction code: MM17
Menu path:

SAP Easy access → Logistics → Materials management → Material master → Mass maintenance

Select it,
Execute it,

Here, the following material, we are changing the data (Material number: MM100 to MM107), the following screenshot showing the field values which are to be changed by another field values. Base unit of measure, material group, division, X-pant material status, purchasing group and valuation class

Please note that, valuation class can be changed only if no stock is existing for the material. Here, we are taking into account of valuation class change only for reference.
By using transaction code MM17 or by using SAP Easy access menu, we can go to the mass change of material master.
Variant creation for Material master object

Please note that, we can change the data with or without the help / using variant. But background mode of mass change variant is mandatory.
Here, it is showing table and field value of all the data related to material master. From all these data we need to create variant for our mass change requirement. Following steps show how to create variant for the following (Base unit of measure, Material group, Division, X-pant material status, purchasing group and valuation class.)

Click any one of the table value and execute it,
Choose the selection field; we will end up with the selection field screen where we can compile for variant creation.
Here, we need to move the data from the Pool to the selection criteria section.
Once all the field value moved from the Pool data, it is ready for creating the variant.

Then Goto, Variants and save the variant,
Give the name for the variant, description and save it.

Thus, the variant for material master object has been created. We need to follow the same method for the creation of variant for other object type also.
Execute it,

Here, you will see three tabs pertaining to different data levels. (like general data, material valuation, and plant level data).
Enter the new value to be changed for all the fields.
Before actually processing, one need to execute in test mode. The option available in terms of Test changes.

Execute the test changes and will get the following result.
Once the test changes are found o.k. then you can execute in real time mode by applying the changes as per below.

Apply the same for all the three tabs.
Then finally save it. By checking the material master again for the changes happened. The following screenshot showing the changed values for the materials.
Mass Maintenance of Procurement Data in SAP

Vendor master maintenance:

SAP Easy access ➔ Logistics ➔ Materials management ➔ Purchasing ➔ Master data ➔ Vendor ➔ Mass maintenance

Transaction code: XK99
In this section, we will see another method of maintaining mass data in vendor master. Here, we are not defining any variant and we are changing data without variant. Here you need to go,

Select it,
Enter the vendor number and company code details,

Choose field,
Here, we need to move the data from the Pool to the selection criteria section. Enter the new value in the respective field.
Apply changes,

![Mass Maintenance of Procurement Data in SAP](image1)

Execute it,

![Mass Maintenance of Procurement Data in SAP](image2)
Then finally save it. By checking the vendor master again for the changes happened. The following screenshot showing the changed values for the vendors.
Info record

Info record maintenance:

SAP Easy access ➔ Logistics ➔ Materials management ➔ Purchasing ➔ Master data ➔ Info record ➔ Mass maintenance

Transaction code: MEMASSIN

Select it,
Select any one of the data and execute it,

Give the info record numbers and execute it,
Select changed value,

Choose the field value to be changed,
Then apply changes and save it.
Mass maintenance of purchasing documents

Under this, the following will be covered,

Purchase order:

SAP Easy access → Logistics → Materials management → Purchasing → Purchase order → Mass maintenance

Transaction code: MEMASSPO
Select the purchase order item and execute it,

Enter the purchase document number and execute it,
Choose the fields,

Apply changes and save it.
Mass change contract / Scheduling agreement:
Transaction code: MEMASSCONTRACT / MEMASSSA
Mass Maintenance of Procurement Data in SAP

SAP Easy access → Logistics → Materials management → Purchasing → Outline agreement → Contract → Mass maintenance
Like purchase order we need to give the contract or scheduling agreement document number and execute the same operation. Here only difference is object type (Purchase contract object type)
You can change data in a number of different purchase orders quickly and straightforwardly, in a single step. It is possible to change header and item data such as the plant, the terms of payment, or the purchasing group in all the selected POs simultaneously.
New data addition

Adding mass value:

Transaction code: MASS

SAP Easy access → Logistics → Central functions → Mass maintenance → Mass maintenance →
Dialog processing

Execute it,
Execute it,

Select the Do not change existing data indicator on the tab “Data records to be changed”. Choose the tab page Data records to be created.

Enter the selection criteria for creating the new records & determining the reference record if required.
## Background processing

Transaction code: MSJ1

Choose SAP Easy access → Logistics → Central functions → Mass maintenance → Mass maintenance → Contract → Background processing

Select it,

Enter the object type and variant name and execute it,
Choose Execute background mode.
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