G02 Minor Configuration Changes
NB : Please raise a Help Desk call for these changes

Configuration Change	Allowed Scapa Approvers	Op. Instns ?
Creation and change of Commodity Codes	**(Now done by Scapa)**	Y
Creation and change of purchase and sales terms	K Butler/ M McClure	N
Creation and change of MRP Controllers	**(Now done by Scapa)**	Y
Creation and change of Saleable Material Groups (FERTs and HAWAs)	**(Now done by Scapa)**	Y
Creation and change of Material Groups (Excludes Saleable Material Groups – See Above)	**(Now done by Scapa)**	Y
Creation and change of Material Group Shipping Materials	R Pazik	Y
Creation and change of External Material Groups	R Symes	Y
Creation and change of Sales Material Groups	N Radcliffe / M McClure	Y
Creation and change of Product Hierarchies	N Radcliffe / M McClure	Y
Creation and change of Purchasing Groups	**(Now done by Scapa)**	Y
Creation and change of Storage locations	R Pazik / M McClure	Y
Creation and change of Storage bins	R Pazik / M McClure	Y
Creation and change of Period Profiles for Safety Time (AKA MARC-SHPRO)	R Pazik / M McClure/R Symes	Y
Creation and change of Route determination and Transport zones	M McClure	Y
Creation and change of Price lists	N Radcliffe / M McClure/Rima Vaisman (ScapaNA)	Y
Creation and change of Incoterms	M McClure	Y
Creation and change of Production schedulers	R Symes / J King / M McClure	Y
Creation and change of Schedule Margin keys	J King / R Symes/ M McClure	Y
Creation and change of Planning calendars	R Symes / J King / M McClure	Y
Creation and change of Performance Efficiency Keys	John King / Keith Butler Please note: as these cover both product costing and PP scheduling approval should be from both PP and CO	Y
Creation and change of Shift Patterns and Sequences	R Symes / J King / M McClure	Y
Creation and change of Reasons for variance	J King / R Symes / M McClure	Y
Creation and change of VAT Codes	M McClure	Y
Creation of Foreign Exchange Difference Accounts for Open Items	M McClure	Y
Pick-pack times	Rick Pazik/ Nadia Poppi /M McClure	Y

Factory Calendar Date Changes	M McClure/ R Symes/ R Pazik/ J King.	Y
Creation of 'empty' Sapscripts for Thermal Transfer label printing.	M McClure, Rick Pazik, Nadia Poppi	Y
Default Printer Configuration e.g. default printers for purchase orders	Scapa SAP specialist for functional area	Y
Changes to LIV messages table T100C [Done directly in Production]	Keith Butler	Y
New/Change Payment Terms : Customers/Vendors NB Please check with Keith Butler before requesting.	David Entwistle, Andy Lo	Y
New Withholding Tax Code	David Entwistle	Y
New Customer Group NB Can also affect FICO - profit centre derivation rule and business unit derivation	SD - M McClure, Neil Radcliffe, FICO - Keith Butler	Y
New EAN Prefix codes	Rick Pazik	Y
New asset location codes	Mike McClure	Y
New Storage Types	Rick Pazik	N

Operating Instructions

Configuration Change	
Creation and change of Commodity Codes	OVE1 – create for all countries AND languages specified by User.
Creation and change of purchase and sales terms	
Creation and change of MRP Controllers	OMD0
Creation and change of Saleable Material Groups (FERTs and HAWAs)	OMSF – create for all languages specified by User.
Creation and change of Material Groups (Excludes Saleable Material Groups – See Above)	OMSF – create for all languages specified by User.
Creation and change of Material Group Shipping Materials	VEGR
Creation and change of External Material Groups	Logistics General>Material master>Settings for key fields>Maintain External Material Group [**remember to check all translations**]

Creation and change of Sales Material Groups	Logistics General>Material master>Settings for key fields>Data relevant to sales & distribution>Define material groups [**remember to check all translations**]
Creation and change of Product Hierarchies	V/76 – create descriptions for all languages specified by User.
Creation and change of Purchasing Groups	OME4
Creation and change of Storage locations	OX09
Creation and change of Storage bins	Master data maintained by Users.
Creation and change of Period Profiles for Safety Time (AKA MARC-SHPRO)	OM0D [remember to create all required translations]
Creation and change of Route determination and Transport zones	SPRO -> Sales and Distribution -> Basic Functions -> Routes -> Route Determination.
Creation and change of Price lists	V/LD
Creation and change of Incoterms	OVSG
Creation and change of Production schedulers	OPJ9
Creation and change of Schedule Margin keys	OPJZ
Creation and change of Planning calendars	Create MD25 Change MD26
Creation and change of Performance Efficiency Keys	OPJY
Creation and change of Shift Patterns and Sequences	OP4A
Creation and change of Reasons for variance	OPK5
Creation and change of VAT Codes	FTXP (N.B. Sales tax conditions should be checked as well as foreign trade config.) use RFTAXIMP to update rates post transport. transport accounts using OB40
Creation of Foreign Exchange Difference Accounts for Open Items	OB09
Pick-pack times	SPRO -> Logistics Execution -> Shipping -> Basic Shipping Functions -> Scheduling -> Maintain Duration. Click shipping point. Double click pick/pack time on LHS menu.
Factory Calendar Date Changes	SCAL Please note: factory calendar changes must be validated in the QA environment before being promoted to production.
Creation of 'empty' Sapscripts for Thermal Transfer label printing.	See Appendix A.
Default Printer Configuration e.g. default printers for purchase orders	For PO's, Condition records are now used and maintained by Users.
Changes to LIV messages table T100C [Done directly in Production]	OMRM – Create message for each User-id specified in request.
New/Change Payment Terms : Customers/Vendors	OBB8. If the payment Term relates to customer then

	Maintain the translations directly in the translation tool: a) Start Transaction SE63. b) Select the following menu option: Translation -> Short texts -> Table entries c) Specify 'TVZBT' as table name. d) Maintain your translations here. Refer SAP note 710252 Add the table manually in the transport request.
New Withholding Tax Code	OBC7
New Customer Group	OVS9 for customer group 0KEM for profit centre derivation rule ZCGBU table for business unit derivation (see also document NEW CUSTOMER GROUP in G:\Maidstone\GTS NES Delivery Centre\GHPAT Teams\SAP Support & Enhancements\Scapa\07.0 CM Library\07.02 Business Process\FI_CO) if adding profit centres or business units too.
New EAN Prefix codes	W4EQ
New asset location codes	V_T499S via SM30 or IMG enterprise structure > definition > logistics > define location
This transaction sets the default Cost centres for any company/GL account combinations that are required.	OKB9 CHANGES

Appendix A
Detailed Instructions.

Creation of 'empty' Sapscripts for Thermal Transfer label printing.

1.   Create Text.   SO10 -> create ZLABEL_xxxxxx

        This can be created directly in STQ and STP as no transport is created; if promotion is required
        then add the following entry to the transport generated during the SAPscript creation.

2.   Create SAPscript

        Transaction SE71
        Enter ZLABEL_xxxx in form name.
        Utilities => Copy from client
        Form name   ZLABEL_STANDARD
        Source client   030
        Target name   ZLABEL_xxxx

        Action log   selected
        GO
        Development class   ZDEV
        SAVE

        Go to Sapscript ZLABEL_xxxx and change the description.

        Go to layout of MAIN page:
        Get to the text screen (icon on bottom left) and change LABEL text to INCLUDE
        ZLABEL_XXX etc

        Remember to activate !

        Before releasing transport copy over to client 055 using SE71:

        Form name   ZLABEL_xxxx
        Source client   030
        Target name   ZLABEL_xxxx
        Action log   selected
        GO

Scapa now owns the process of creating the ITF file and uploading it into SAP.
Reference Only:
The process below should be followed when uploading an ITF file into an existing Sapscript:

1) Execute transaction SO10 – Standard text editor. Enter the text name created by CSC
   (ZLABEL_XXXX) and press the 'change' button.
2) Select menu path 'TEXT -> UPLOAD'.
3) In the dialogue box now displayed, select the 'ITF' radio-button and green tick.
4) Select the correct ITF file and green tick to upload.
5) Copy and paste the ITF code into the MAIN window of the Sapscript, under the element 'LABEL'.