SAP SuccessFactors 🧡

Picklist Migration

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Content

1 What's New in Picklist Migration

Learn about changes to this guide in recent releases.

2H 2020

What's New	Description	More Info
Legacy feature retirement	We added information about the coming retirement of legacy picklist administration features.	Replacement of Legacy Picklists Management Tool [page 10] Replacement of Legacy Picklist Import Job [page 11]

1H 2020

What's New	Description	More Info
August 5, 2020		
Updated field mapping	We added field mapping information about the `PICKLISTID` and `EXTERNAL_CODE` fields in legacy picklists, to clarify that they are each mapped to two different MDF fields.	Field Mapping During Migration from Legacy to MDF Picklists [page 39]
April 10, 2020		
Simplified Merge Tool	The Merge Tool for resolving data conflicts was simplified and now has onscreen instructions.	Resolving Data Conflicts in Partially Matched Picklists [page 15]

Q4 2019

What's New	Description	More Info
January 24, 2020		

What's New	Description	More Info
Validations check always available	Now, the *Validation Check & Merge Tool for Picklist Migration* page is stays available from the first precheck until migration is completed, whether you have issues to resolve or not. New messages on the page help you check the migration status of your instance.	N/A
November 8, 2019		
Picklist Center available premigration	Now, Picklist Center is always available if the Metadata Framework (MDF) is enabled, regardless of picklist migration status. You can see your migration status by checking a message at the top of the page.	Checking If Picklists Have Been Migrated Yet [page 12]
Content aligned with MDF guide	We aligned content in this guide with content in the MDF guide because, now, Picklist Center is the only method for managing MDF picklists.	N/A
Removed limitation on size of legacy picklists	Removed warning that legacy picklists with more than 50,000 options can't be migrated. This restriction has been lifted and no longer applies.	N/A

Q3 2019

What's New	Description	More Info
September 14, 2019		
Corrected field mapping	We corrrected information about MDF Picklist field values for EXTERNAL_CODE after migration.	Field Mapping During Migration from Legacy to MDF Picklists [page 39]
Removed limitation on size of legacy picklists	Removed warning that legacy picklists with more than 50,000 options can't be migrated. This restriction has been lifted and no longer applies.	N/A
August 9, 2019		
Resolving premigration data conflicts	Updates to the premigration validation page reduce the number of options available. We simplified this content.	Resolving Data Conflicts in Partially Matched Picklists [page 15]
SAP Knowledge Base	We added links to the SAP Knowledge Base for more information about how to resolve different types of issues.	Troubleshooting Data Issues Before Picklist Migration [page 17] Troubleshooting Issues After Picklist Migration [page 37]

Q2 2019

What's New	Description	More Info
Troubleshooting note	We added a note about external codes and integrations, to help with troubleshooting.	Troubleshooting Issues After Picklist Migration [page 37]

Q1 2019

What's New	Description	More Info
April 5, 2019		
Premigration Check Results	You can now view validation check results on the *Validation Check & Merge Tool for Picklist Migration* page, to identify data conflicts that are preventing picklist migration.	Identifying Picklist Data Issues You Need to Resolve Offline [page 13]
Picklist Merge Tool page renamed	The Picklist Merge Tool is now part of the *Validation Check & Merge Tool for Picklist Migration*.	Resolving Data Conflicts in Partially Matched Picklists [page 15]
Links to more information about data conflicts	We've added links to Knowledge Base Articles to help you understand and resolve different types of data conflicts that are preventing picklist migration.	Troubleshooting Data Issues Before Picklist Migration [page 17]
EC2MDF mapping	If you use Employee Central, ensure that EC2MDF mapping is set up before your picklist migration. If you didn't, resolve the resulting issues using this Knowledge Base Article https://launchpad.support.sap.com/#/notes/2770463.	EC2MDF Mapping Required for Picklist Migration [page 18]
Limitations of Picklist Merge Tool	Added a note that the Picklist Merge Tool only supports merging of picklists with less than 10,000 options. For larger picklists, you need to use legacy picklist management tools to resolve the conflict, by renaming one of the picklists so that it treated separately and isn't merged with the other.	Resolving Data Conflicts in Partially Matched Picklists [page 15]
March 8, 2019		

What's New	Description	More Info
Working with large picklists	Add information about managing large picklists. Picklists that exceed 200 values are considered large picklists. Such picklists are managed differently.	[content removed]

2 Picklists

A picklist is a configurable set of options from which a user can make a selection, typically in a dropdown menu or smart search list. You can define the picklists used in your system to limit the values a user can enter in a form, preventing them from entering an invalid value.

> ⚘ Example
>
> For example, there are many places in the system where users must select a country or region, such as in an employee's home address in SAP SuccessFactors Employee Central or the location of a job requisition in SAP SuccessFactors Recruiting. You can configure a picklist that defines which countries and regions that are available for users to select.

Picklists can also have a **parent-child** relationship, in which options in the child picklist are associated with a specific option in the parent picklist. These are sometimes known as "cascading picklists".

> ⚘ Example
>
> For example, in places where users select a country or region, they might also select a subdivision such as a state or province. In this case, you want the list of states or provinces to be dependent on the selection of a country or region. To do this, you set up a picklist for country/region as the **parent** picklist and each corresponding picklist for state or province options as a **child** picklist.

> ⓘ Note
>
> Historically, picklists in different SAP SuccessFactors solutions were managed differently. Legacy picklists used a CSV import/export tool and MDF picklists used Metadata Framework (MDF) tools. Management of legacy picklists was cumbersome and error-prone. To simplify the system and reduce the risk of errors, we introduced the *Picklist Center* and are migrating all legacy picklists to MDF.

Related Information

3   Picklist Migration Process

We are in the process of migrating all picklists to one common framework, the Metadata Framework (MDF), and one common administration tool, the *Picklist Center*. All legacy picklists will be migrated, for all customers.

Here is an overview of the migration process.

1. **Precheck**
   Our development team analyzes your existing picklists to determine the best course of action for your instance or instances.
2. **Scheduling**
   Your picklist migration dates are scheduled, according to the complexity and amount of preparation required.
3. **Communication**
   We contact you directly in advance of your migration through a Support Service Alert email, with dates and instructions.
4. **Preparation**
   In many cases, you don't need to do anything to prepare for your picklist migration, other than plan for post-migration testing. We do everything for you.
   In some cases, however, we need your input before we can proceed. To find out if there are issues you need to resolve, use the temporary *Validation Check & Merge Tool for Picklist Migration* page to view the issues we found. Then use existing picklist management tools to resolve each issue so we can proceed with migration.

   > → Remember
   >
   > You have to resolve picklist data issues in all of your instances (Development, Test, Production), in both datacenter environments (Preview and Production). Depending on the number of issues you have to resolve, you may choose to do so manually, by correcting them in each instance. Or you may choose to correct them in one instance and then use instance management tools such as Instance Sync or Instance Refresh to push the corrections to other instances.

   > → Tip
   >
   > Before proceeding with picklist migration, validate all Advanced Reports with the report validator tool. For more information, please refer to the *Using Report Center* guide. Locating Validation Errors in Report - Canvas.

5. **Testing in Preview**
   After your Preview system is migrated, test the picklists in your system to verify that they're working as expected. Then, prepare for migration of your Production system.
6. **After Migration**
   - All picklists in your system are now MDF picklists.
   - You can now use *Picklist Center* to manage all picklists.
   - The legacy *Picklist Management* import/export tool is no longer available.

   > → Tip
   >
   > As a last step, please validate all your existing advanced reports. Remember that when you move an Advanced Report from one instance to another, you can use the validation tool to fix issues that are due to

instance configuration differences. For more information, please refer to the *Using Report Center* guide. Locating Validation Errors in Report - Canvas.

→ Remember

There's no change to end-user behavior. Users of your system can still use picklists to select from the same picklist options as before. Only the back-end framework and administration tools have changed.

You can find out more about the migration plan on the Customer Community .

Related Information

4   Replacement of Legacy Picklists Management Tool

As of 2H 2020, most customers have been migrated to *Picklist Center*, so we're starting to retire the legacy tool.

Picklist Center enables you to manage picklists directly in the application, instead of an offline file. The MDF-based picklists in *Picklist Center* are effective-dated and have a unique ID, reducing the risk of error.

Phased retirement of the *Picklists Management* tool involves these steps:

1. **Q4 2018 to present** - All SAP SuccessFactors instances gradually migrated to *Picklist Center* tool and MDF-based picklists. After migration, the legacy *Picklists Management* tool is disabled in the instance.
2. **2H 2020** - Legacy tool is disabled in all nonmigrated instances. The page is still visible but **read-only**. You can no longer use it to import or export legacy picklists.
3. **End 2020 (target)** - Remaining nonmigrated instances must contact us to schedule picklist migration. If needed, we can re-enable the legacy tool to help you resolve legacy picklist issues preventing migration.
4. **Retirement** - When all instances are migrated to *Picklist Center*, the legacy *Picklists Management* tool can be permanently retired.

Key Dates

- **Replacement Date**: The date after which the feature or version is permanently disabled and no longer supported.
  Varies by customer instance. For all customers: 1H 2021 (target)
  For the latest scheduled dates, please refer to the SAP SuccessFactors Community .

Additional Resources

- SAP Help Portal Picklist Migration
- Customer Community Legacy Picklist Migration
- Customer Community Platform Product Resources

5   Replacement of Legacy Picklist Import Job

We're retiring the legacy *Import Picklists* job type because it's obsolete after picklist migration.

As of 2H 2020, most customers have been migrated to *Picklist Center*. After picklist migration, you can import picklists using the *MDF Data Import (FTP)* job type instead.

Key Dates

- **End of Maintenance**: The date after which no further bug fixes or patches will be delivered for the feature or version. Customer support is limited to how-to help.
  2H 2020
- **Replacement Date**: The date after which the feature or version is permanently disabled and no longer supported.
  1H 2021 (target)

Additional Resources

- SAP Help Portal Picklist Migration
- Customer Community Legacy Picklist Migration
- Customer Community Platform Product Resources

6   Checking If Picklists Have Been Migrated Yet

Check to see if picklists in your system have been migrated or not.

Prerequisites

You either have permission to manage picklists or permission to access Platform Feature Settings.

Procedure

1. Go to ▶ *Admin Center* ❯ *Picklist Center* ❯ and look for a message at the top of the page.

   - Before migration, it says *Legacy picklists have not been migrated yet* and provides a link to *Picklists Management* page.
   - After migration, for the first 7 days, it says *Congratulations, you can now manage all your picklists in Picklist Center*. After that, there's no message. The *Picklists Management* page is no longer available.
   - If you can't see Picklist Center at all, you either lack the required permission or the Metadata Framework (MDF) isn't enabled yet. If MDF is not enabled, picklists have **not** been migrated yet.

2. If you don't have permission to manage picklists, go to ▶ *Admin Center* ❯ *Platform Feature Settings* ❯ and find the *Unified Picklist Management* checkbox.

   - If the checkbox is checked, picklists have been migrated.
   - If it's unchecked, picklists have **not** been migrated yet.

   > **i Note**
   >
   > Manually checking or unchecking the *Unified Picklist Management* checkbox has no effect. Although the UI appears to let you change it, no change is saved. When you reload the page, the checkbox resets to the accurate state, based the migration status.

7 Preparing for Picklist Migration

There may be actions you need to take in order to prepare your system for picklist migration.

Before migration:

1. Run the premigration validation check to identify picklist data issues and resolve them, using picklist management tools.
2. Use the merge tool to see conflicts in partially matched picklists and decide how to handle them. You can choose whether to make them match or treat them as separate picklists.
3. Consult the SAP Knowledge Base for help troubleshooting specific data issues.
4. Set up EC2MDF mapping, if you use Employee Central, to avoid problems post-migration.

> → Remember
>
> You have to resolve picklist data issues in all of your instances (Development, Test, Production), in both datacenter environments (Preview and Production). Depending on the number of issues you have to resolve, you may choose to do so manually, by correcting them in each instance. Or you may choose to correct them in one instance and then use instance management tools such as Instance Sync or Instance Refresh to push the corrections to other instances.

Related Information

EC2MDF Mapping Required for Picklist Migration [page 18]
Resolving Data Conflicts in Partially Matched Picklists [page 15]
Identifying Picklist Data Issues You Need to Resolve Offline [page 13]
Troubleshooting Data Issues Before Picklist Migration [page 17]

7.1 Identifying Picklist Data Issues You Need to Resolve Offline

Run the premigration validation check and view a list of picklist data issues that are preventing picklist migration. Then resolve each issue offline, using picklist management tools.

Context

To resolve issues for legacy picklists, use the *Picklists Management* tool.

To resolve issues for MDF picklists, use the *Picklist Center* tool.

Procedure

1. Go to ▌ *Admin Center* ❯ *Manage Picklist Migration Conflicts* ❱.

   You're taken to the *Validation Check & Merge Tool for Picklist Migration* page.

   If you don't see this page, you: (1) haven't yet been scheduled for migration yet or (2) have successfully completed migration. You don't have to complete this task.

2. Open the *Premigration Check Results* tab to run the premigration check and see a list of data issues we find.

   The premigration check is run and results are updated each time you visit the tab.

3. Read onscreen instructions about how to use the tab.

4. Use the information provided for each issue listed to resolve it offline, using picklist management tools.

   If you're not sure how to resolve an issue, consult the SAP Knowledge Base. Troubleshooting Data Issues Before Picklist Migration [page 17]

5. Rerun the check and update the results each time you resolve an issue, by reopening the *Premigration Check Results* tab.

   If an issue was successfully resolved, it disappears from the list.

6. Continue working through each of the identified data conflicts until they're all resolved.

Results

When all conflicts are resolved, a message appears and confirms that the instance is ready for picklist migration.

Next Steps

Repeat this process for each instance.

> → Remember
>
> You have to resolve picklist data issues in all of your instances (Development, Test, Production), in both datacenter environments (Preview and Production). Depending on the number of issues you have to resolve, you may choose to do so manually, by correcting them in each instance. Or you may choose to correct them in one instance and then use instance management tools such as Instance Sync or Instance Refresh to push the corrections to other instances.

Related Information

Troubleshooting Data Issues Before Picklist Migration [page 17]

7.2   Resolving Data Conflicts in Partially Matched Picklists

Use the merge tool to see picklist data conflicts that are preventing migration and decide how to handle them.

Context

A data conflict occurs when a legacy picklist and an MDF picklist partially match but aren't identical. We can tell that they're similar and may serve a similar purpose, but their options don't match exactly, so we don't know how to handle them during migration. We can't merge them if they don't match exactly, so you need to either update the picklists so that they match exactly or decide to keep them separate during migration.

> ❖ Example
>
> Here is an example of a data conflict. You have two existing picklists called `Salutation`, one legacy picklist and one MDF picklist. We recognize the picklists are related because the names and IDs match, but the option values don't match exactly. The MDF picklist has three options (Mr., Mrs., Ms.) but the legacy picklist has four (Mr., Mrs., Ms., Miss). You have to decide how to handle the additional option ("Miss").
>
> You have two options. It's likely that you only want to maintain one common `Salutation` picklist, so you probably want to merge them. We can't merge them if the options don't match, you need to use picklist management tools to update them so they match. You could either remove the "Miss" option from the legacy picklist or add it to the MDF picklist. On the other hand, if you decide that both picklists serve a unique business purpose and really do need to be different, you can keep them separate. To do that, use the merge tool to tell us you want to keep them separate during migration.

> → Remember
>
> Picklist migration is your only opportunity to merge a pair of legacy and MDF picklists. It's almost impossible to merge two picklists before or after migration. To avoid the inconvenience of maintaining duplicate picklists in the future, we strongly recommend taking the time now to merge picklists that are meant to be the same.

Procedure

1. Go to ▌ *Admin Center* ❯ *Manage Picklist Migration Conflicts* ▐.

   You're taken to the *Validation Check & Merge Tool for Picklist Migration* page.

   If you don't see this page, you: (1) haven't yet been scheduled for migration yet or (2) have successfully completed migration. You don't have to complete this task.

2. Check the *Decision Required* tab to see the data conflicts we found. Then follow onscreen instructions.

   The number of decisions required appears in parentheses. For example, *Decision Required (2)* indicates that we found two picklist pairs that match partially, but not exactly, and need your decision.

   For each partial match, you can see the *Legacy Picklist* name, the *MDF Picklists* name, the number of *Matching Values*, and the *Decision* status.

3. For each partial match, select the row to view a side-by-side comparison of the picklists.

	salutation & salutation (1 of 2)						∧ ∨
	Legacy Picklist ID salutation				**MDF Picklist ID** salutation		
	Option Name	External Code	Parent Picklist	⚖	Option Name	External Code	Parent Picklist
1	Mrs.	MRS		✓	Mrs.	mrs	
2	Mr.	MR		✓	Mr.	mr	
3	Ms.	MS		✓	Ms.	ms	
4	Miss	MISS		⧉			

Example of a Data Conflict in Two Partially Matched Picklists

> **→ Tip**
>
> o Be sure to scroll all the way to the bottom of the dialog window and read the onscreen instructions. For picklists with many options, the instructions aren't immediately visible, so they can be easy to miss.

4. Identify the data conflicts you need to decide on.

    o A checkmark indicates that the options in that row match. There's no conflict to resolve.
    o When there's a conflict, icons indicate if the row contains an extra option in the legacy picklist, an extra option in the MDF picklist, or two conflicting options that don't match exactly.
    o You can see a count of the total number of matching options, conflicting options, legacy-only options, and MDF-only options at the bottom of the table.

5. Decide how to resolve the conflict.

    o **Resolve conflicts.** Use picklist management tools (*Picklist Center* for MDF picklists or *Picklists Management* for legacy picklists) to resolve all the conflicts. Then return to the merge tool to rerun the check. If the conflict is resolved, the picklist pair disappears from *Decision Required*. They're merged into one picklist during migration.

    > **i Note**
    >
    > Perfectly matching picklists have:
    > o same Picklist ID with the same case (uppercase or lowercase)
    > o same labels in all locales
    > o same status (active or inactive)
    > o same parent-child relationships.

    o **Keep picklists separate.** Choose *Keep Separate* to record your decision to keep the picklists separate during migration. They're treated as different picklists and can each be used separately after migration.

    > **i Note**
    >
    > When picklists are kept separate, a new MDF picklist ID and new legacy picklist ID are generated during migration to avoid duplicate names.

> **→ Tip**
>
> Saved decisions aren't final. You can change your decision anytime before migration.

6. Repeat steps for each conflict listed. Continue until you've either resolved all the conflicts or decided to keep the picklists with conflicts separate.
7. Review decisions before your scheduled migration date to make sure you're ready.

   - Use the *Decision Made* tab to review decisions you've made. If you change your mind, choose *Revert Decision* to move it back to the *Decision Required* tab.
   - Use the *No Decision Required* tab to review decisions that have been decided automatically.

8. Choose *Mark as 'Complete'* on the *Decision Required* tab to finalize your decisions.

Results

Your decision for each data conflict is saved. There's no immediate effect but we use your decisions during picklist migration.

Next Steps

Repeat this process for each instance.

> **→ Remember**
>
> You have to resolve picklist data issues in all of your instances (Development, Test, Production), in both datacenter environments (Preview and Production). Depending on the number of issues you have to resolve, you may choose to do so manually, by correcting them in each instance. Or you may choose to correct them in one instance and then use instance management tools such as Instance Sync or Instance Refresh to push the corrections to other instances.

7.3 Troubleshooting Data Issues Before Picklist Migration

Refer to the SAP Knowledge Base to find detailed information about how to resolve different types of data conflict **before** picklist migration.

Start with the central list of known premigration issues. Then follow links to find detailed information about the issue you're facing.

Related Information

How to Resolve Pre-Migration Picklist Issues

7.4   EC2MDF Mapping Required for Picklist Migration

If you use Employee Central, ensure that EC2MDF mapping is set up before your picklist migration.

If it isn't set up, it doesn't prevent picklist migration from proceeding as scheduled. However, completing migration without having this set up causes more issues for you to resolve later, after migration.

Related Information

How to Fix EC2MDF Out Of Sync Errors

8   Picklist Center

Use the *Picklist Center* to manage all MDF picklists, whether they are legacy picklists that have been migrated or picklists that were originally created in MDF.

The *Picklist Center* offers the following advantages:

- Ease of management
  You can change a single picklist value or subset of picklist values, and edit the attributes and values of a picklist. You can choose the picklist name and then navigate to the picklist element that you want to change.
- Mandatory, unique external codes
  Through both the UI and the import/export mechanisms (admin tool and scheduled job), you can enter a unique external code for every picklist (including parent-child picklists).
- Single, suitewide set of picklists
  You only have to manage a single picklist for each picklist type. For example, if you need a picklist for country/ region in several places, you don't have to maintain separate one for different solutions and create a mapping between them.
- Effective-dating
  You can assign an effective date to picklist values so that they are only shown as of their assigned effective date.

Related Information

8.1   Searching for a Picklist

By default, you can search for a picklist using its external code or the picklist's name. However, you can also search for a picklist using its display order, status, and so on.

Prerequisites

You have the *Picklist Management and Picklists Mappings Set Up* permission or you have permission to view and edit the relevant picklist objects in MDF.

Context

On the *Picklist Center* page, you can search, create, sort, delete, and filter picklists. You can also filter your picklists by their effective date and define the columns to be displayed on the page. Icons to perform these operations are displayed prominently against the *Picklists* table.

Procedure

1. To search for your migrated MDF picklists, go to *Admin Center > Picklist Center*.
2. In the *Search* field, enter the external code of the picklist or the picklist's name. You can also choose the effective date in the *As of date* field, to further filter the picklists to help you located your picklist.

   The picklist is displayed.

8.2   Creating a Picklist

Create an MDF picklist using the Picklist Center.

Prerequisites

You have the *Picklist Management and Picklists Mappings Set Up* permission or you have permission to view and edit the relevant picklist objects in MDF.

Context

> → Tip
>
> Since picklist values are entered individually, one after another, it takes time to create a large picklist from scratch. To add a large number of picklist values at once, we recommend using ▷ *Admin Center* ❯ *Import and Export Data* ❯.

> → Remember
>
> When you have cascading picklists, always create the parent picklist before creating the child picklist. This is required to map the parent and child picklist correctly.

Procedure

1. Go to ▌ *Admin Center* ❯ *Picklist Center* ❯ .
2. Click the + icon, to create a new picklist.

   The *Create a New Picklist* window is displayed on the UI.
3. Enter the picklist data.

Field	Description
Code	Unique business key that is used to identify the picklist. (If you're familiar with legacy picklists, these are the equivalent of the picklist ID.)
Name	Name of the picklist. For example, if the picklist is for the type of address (home, mailing, business, billing, and so on), you could name the picklist "Address Type."
Status	Specifies whether the picklist is active or inactive, that is, whether it's available for use.
Effective Start Date	A picklist can have different sets of picklist values for different start dates.
	⁂ Example
	To add a new value **New York** to the *Location* picklist but you want this picklist to be available for this location after January 1, 2017. Enter in **01/01/2017** as the effective date, this picklist that contains the new value is available after the January date.
Display Order	Order in which the picklist values are listed in the picklist dropdown. The options available currently are alphabetical, numerical, and custom sort.
Parent Picklist	Name of the parent picklist that has been selected, in a scenario where cascading picklists are used.
	When legacy picklists are migrated to MDF picklists, an `optionId` is generated for existing MDF picklist values. For legacy picklist option that has been migrated, the existing `optionId` is stored in the mapping table.
	i Note
	After the migration, when you create a picklist from the *Picklist Center*, an option ID is generated for all records. The present effective dated record is used; other effec-

Field	Description
	tive dated entries for the parent picklist aren't considered.

A new picklist is created.

4. Use the add icon **+** to create a new picklist value.

   The *Add New Value* window is displayed.

5. Enter picklist values.

   For example, if your picklist is State, your values could be Alabama, Alaska, California, and so on.

Field	Description
External Code	MDF external code. A unique business key that is used to identify the picklist value, for example, state_Alabama.
Label	For example, if the external code is state_Alabama, the label would be Alabama. You can also click on the Globe icon to add the translated version of the label value.
Status	Specifies whether the picklist value is active or inactive, that is, whether it's available for use.
Sort Order (L Value)	If you chose the display order as **Custom**, you can enter a numeric value here to help you define the sort order of the picklist values.
Parent Picklist Value	The value of the parent picklist that causes the picklist value to appear. For example, the picklist value Alabama would have a parent picklist value United States. The picklist value Alberta would have a parent picklist value Canada.
Non Unique External Code	Legacy external code, only used by migrated legacy picklists. Unlike the MDF external code, it can be blank or duplicated.

> **i Note**
>
> The two grayed-out fields *R Value* and *Value* are only enabled for migrated legacy picklists.

6. Click *Create* to add a picklist value to the picklist.

   The picklist values are now created.

8.3   Editing a Picklist

Edit or update an MDF picklist using Picklist Center.

Prerequisites

You have the *Picklist Management and Picklists Mappings Set Up* permission or you have permission to view and edit the relevant picklist objects in MDF.

Context

You can use Picklist Center to edit all fields in a picklist, from changing the external code to attaching a new parent picklist.

> **i Note**
>
> If a picklist is referenced elsewhere, editing its external code could lead to data loss on MDF objects where it has been used.

Procedure

1. Go to ▌ *Admin Center* ❯ *Picklist Center* ❯ .
2. Search for the picklist you want to edit and click on the selected picklist's effective start date to start editing picklist.
3. Click *Edit* in the *Picklist Details* page to modify the picklist.

> **i Note**
>
> ○ You can now edit legacy picklist IDs from Picklist Center after they're migrated to MDF. The Edit Picklist page allows you to edit **Legacy Picklist ID** field. Please note that a legacy picklist ID must be unique across all picklists.
> For picklists that are configuration outside MDF, for example, Succession Data Model, the value of Legacy Picklist ID needs to be used. Ensure that any changes made to the Legacy picklist ID are adjusted in all references to this picklist outside MDF.
> ○ Since MDF picklists are effective-dated, you can always control the date from which the record takes effect.

4. Click *Save*.

8.4   Picklist Values

You can add values to your picklist.

For example, if you create a new department, you can add new values such as Human Resources, IT, Finance, and so on, as values to your picklist. The list of these values is displayed in the picklist dropdown when they're used in a different place within the system.

8.4.1 Creating and Editing a Picklist Value

Create a new picklist value or edit an existing picklist value, using Picklist Center.

Prerequisites

You have the *Picklist Management and Picklists Mappings Set Up* permission or you have permission to view and edit the relevant picklist objects in MDF.

Procedure

1. Go to ▶ *Admin Center* ▶ *Picklist Center* ▶.
2. Search for the picklist you want to edit and click on the selected picklist's effective start date to start editing picklist.

   The *Versions* page along with its picklist values are displayed.
3. Add or edit a picklist value.

   ○ Use the add icon ✚ to create a new value.
   ○ Click an existing value to edit it.

   Based on the action you chose, you are directed to either the *Add New Value* page or the *Edit Picklist Value* page.
4. Enter picklist value data, as needed.

   > **i Note**
   >
   > The two grayed-out fields, *R Value* and *Value* are only enabled for migrated legacy picklists.

5. Click *Save*.

    Your new picklist value is either created or edited.

Task overview:

Related Information

8.4.2 Sort Order for Picklist Values

You can choose the sort order for picklist values that are listed in the picklist dropdown.

Picklist values can be sorted in three specific ways. By default, the sorting order is set to *Alphabetical*. However, you can change the display order to *Numeric* or *Custom*.

While you choose the order of your picklist values while creating your picklist in the *Picklist Center*, you won't typically see the manner in which your picklist values are displayed. The values are seen in the order you've chosen when your picklist is being used in a different place within the system.

For example, if you're entering employee details and choosing the state the employee is from, you can create a picklist called `United States`, with the picklist values being all the states within the country. If you have chosen the display order as **Alphabetical**, the admin notices that the states are listed in alphabetical order in the picklist dropdown.

The three kinds of display orders are:

- *Alphabetical*. The picklist values are displayed in alphabetical order.
- *Numeric*. The picklist values are displayed in numeric sequence.
- *Custom*. You can choose a numeric sort order value that defines how the picklist values are displayed in the picklist dropdown.

  > i Note
  >
  > You'll see the *Sort Order (L Value)* field when you create or edit a picklist value **only** if you chose *Custom* as the display order while creating your picklist.

Parent topic:

Related Information

8.4.3 Deactivating Picklist Values

Deactivate a picklist value from a picklist, using Picklist Center, when it's no longer required.

Prerequisites

You have the *Picklist Management and Picklists Mappings Set Up* permission or you have permission to view and edit the relevant picklist objects in MDF.

Context

You can select picklist values for deactivation by choosing the checkbox against each picklist value.

Procedure

1. Go to ▶ *Admin Center* ❯ *Picklist Center* ❯.
2. In the *Picklist Search* field, enter the external code or name of the picklist. Choose the picklist from which you want to remove picklist values.

    > **i** Note
    >
    > You can also click on the effective start date of the picklist to view the picklist values associated to the picklist.

    You're directed to the *Versions* page of the picklist to make any edits to it.
3. Choose the picklist values that you want to deactivate and click ◇.

    A warning message is displayed letting you know of the consequences of your action.
4. Click *Yes* to continue.

    Your picklist value is now deactivated.

Task overview: Picklist Values [page 24]

Related Information

8.5   Picklist Versions

MDF picklists are effective-dated. To make changes to the picklist values for a different date, create a new version of a picklist with a different effective start date, and then, modify your picklist values. For more information, see **Inserting a New Picklist Version**.

You can view any version of the selected picklist on the *Versions* page. In addition to the version of the picklist, you can also view the status of the version, its effective start date, when it was last modified, and details of the user who modified the selected picklist version.

To view picklist versions

1. Go to the *Picklist Center* and search for the picklist you want to view.
2. Click on the external code of the picklist to be directed to the *Versions* page. All the versions associated with the picklist are listed here.
3. Click on the picklist version you want to work with.

Related Information

8.5.1 Creating a Picklist Version

You can add new version for a selected picklist as required by your company.

Context

You can only add one version for a picklist at a time. You can't insert a time slice earlier than the initial record and you can't insert a time slice for an existing version with the same effective start date.

Procedure

1. Go to the *Picklist Center* and search for the picklist you want to view.

   > **i Note**
   >
   > To manage legacy picklists, use the legacy **Picklist Management** to export and import them as a CSV file.
   >
   > In either situation, if you want to work offline with your picklist, use **MDF Import and Export** page.

2. Click on the external code of the picklist you want to create a version for.

   You're directed to the *Versions* page. All the versions associated with the picklist are listed here.

3. Click **+** to add a version.

4. Select the date using date picker option from the *Add New Version* dialog.

   By default, current date is selected on the *Add New Version* dialog.

5. Click *OK*.

Results

The new version for the picklist gets added in the *Versions* page. When you insert a version between the existing versions of the picklist, all the picklist values and the header information that are available for the previous versions are carried over to the inserted version.

8.5.2 Deactivating a Picklist Version

You can deactivate a version from the picklist when it's no longer required.

Context

Deactivated picklist versions aren't available for use in the application.

Procedure

1. Go to the *Picklist Center* and search for the picklist you want to view.

   > **i Note**
   >
   > To manage legacy picklists, use the legacy **Picklist Management** to export and import them as a CSV file.
   >
   > In either situation, if you want to work offline with your picklist, use **MDF Import and Export** page.

2. Click on the external code of the picklist.

   You're directed to the *Versions* page. All the versions associated with the picklist are listed.
3. Select the version of the picklist that you want to deactivate and click *Deactivate*.

   A warning message is displayed letting you know of the consequences of your action.
4. Click *Yes* to deactivate the version.

Results

The selected picklist version gets deactivated. If picklist has a reference, an error message is displayed asking you to confirm your decision to deactivate it.

8.6 Deactivating a Picklist

If picklist has only one version, then you can deactivate an entire picklist. Deactivated picklists aren't available for use in the application.

Context

You can select the picklist you want to deactivate by choosing the checkbox against each picklist.

Procedure

1. Go to ▌▶ *Admin Center* ❯ *Picklist Center* ▌.
2. In the *Picklist Search* field, enter the external code or name of the picklist and select the picklist that you want to deactivate.

   You can also click on the effective start date of the picklist to view picklist data.

   You're directed to the *Versions* page of the picklist to make any edits to it.
3. Click ◇ to deactivate the picklist.

   A warning message is displayed letting you know of the consequences of your action.
4. Click *Yes* to continue.

8.7 Deleting Picklists

Deleting picklists, picklist versions, or picklist values results in the loss of data references within or outside MDF. A deleted picklist, picklist version, or picklist value can't be restored.

SAP recommends not to delete picklists, picklist versions, or picklist values.

If picklists are deleted, it can't be recovered. Hence, you must only deactivate a picklist, picklist version, or picklist value.

Related Information

8.7.1 Deleting Picklist or Picklist Versions

You can delete a picklist or a picklist version when it's no longer required.

Context

SAP recommends not to delete picklists or picklist versions. If picklists are deleted, it can't be recovered. Hence, you must only deactivate a picklist, picklist version, or picklist value.

Procedure

1. Go to ▶ *Admin Center* ❭ *Import and Export Data* ❭.
2. From the *Select the action to perform* dropdown, select **Export Data**.

   Fields corresponding to **Export Data** appears
3. From the *Select Generic Object* dropdown, select a picklist.
4. From the *Include Dependencies* dropdown, select **No**.
5. From the *Select all data records* dropdown, select **No**.

   On selecting **No**, a *Select Objects* dropdown appears and here you can specify the specific picklists that you want to export.
6. Click *Export*.

   An export job is triggered. You can track the status of this job in ▶ *AdminCenter* ❭ *Monitor Jobs* ❭.

When the status of this job is Completed, you can download the picklist package using the **Download Status** link.

7. Open the CSV file. Retain the rows corresponding to the picklist or picklist version that you want to delete and remove the other rows from the CSV file.

8. In the rows corresponding to the picklist or picklist version that you want to delete, update the **Operations** column entries to **DELETE**.

9. Go to ⟩ *Admin Center* ⟩ *Import and Export Data* ⟩.

10. Select *Import Data* from the *Select the action to perform* dropdown list.

    Fields corresponding to *Import Data* appears and by default *CSV File* tab is selected.

11. Select a picklist from the *Select Generic Object* dropdown list.

12. Click *Choose File* to select the CSV file to import in the *File* field.

13. Select *Incremental Load* from the *Purge Type* dropdown list.

14. Click *Import* and check the import status in the *Monitor Job* tool.

8.7.2 Deleting Picklist Values

You can delete a picklist value when it's no longer required.

Context

SAP recommends not to delete picklist values. If picklists are deleted, it can't be recovered. Hence, you must only deactivate a picklist, picklist version, or picklist value.

Procedure

1. Go to ⟩ *Admin Center* ⟩ *Import and Export Data* ⟩.

2. From the *Select the action to perform* dropdown, select **Export Data**.

   Fields corresponding to **Export Data** appears

3. From the *Select Generic Object* dropdown, select *Picklist-Values*.

4. Click *Export*.

   An export job is triggered. You can track the status of this job in ⟩ *AdminCenter* ⟩ *Monitor Jobs* ⟩.

   When the status of this job is Completed, you can download the picklist package using the **Download Status** link.

5. Open the CSV file. Retain the rows corresponding to the picklist values you want to delete and remove the other rows from the CSV file.

6. In the rows corresponding to the picklist values that you want to delete, update the **Operations** column entries to **DELIMIT**.

7. Go to ▍ *Admin Center* ❯ *Import and Export Data* ❯.

8. Select *Import Data* from the *Select the action to perform* dropdown list.

   Fields corresponding to *Import Data* appears and by default *CSV File* tab is selected.

9. Select *Picklist-Values* from the *Select Generic Object* dropdown list.

10. Select *Incremental Load* from the *Purge Type* dropdown list.

11. Click *Choose File* to select the CSV file to import in the *File* field.

12. Click *Import* and check the import status in the *Monitor Job* tool.

9 Making Picklist Value Fields Visible and Editable in Picklist Center

Make additional picklist value fields visible and/or editable in Picklist Center if the default migration settings don't meet your requirements.

Prerequisites

You have the *Configure Object Definitions* permission, allowing you to manage MDF object definitions.

Context

Some MDF picklist value fields are read-only or not visible in Picklist Center by default. You can make them visible and editable by updating the PicklistValue MDF object.

> ⚙ Example
>
> The legacy picklist field `Value` is used by SAP SuccessFactors Recruiting. During migration, it's mapped to the `optValue` field in MDF. If you're using SAP SuccessFactors Recruiting, you can make the `optValue` field editable in Picklist Center after picklist migration.

Procedure

1. Go to ▌*Admin Center* ❯ *Configure Object Definition* ▐.
2. Select *Object Definition* in the first search menu.
3. Type **Picklist Value** in the second search menu and select this object.
4. In the *Take Action* menu, click *Make Correction*.
5. In the *Fields* section, find the field you want to make editable in Picklist Center.
6. Click *Details* to see all of the properties of this field.
7. Set the *Visibility* property to *Read Only* or *Editable* as required.
8. Click *Done* to close the *Details* dialog and *Save* to save your changes.

Results

You can now view and/or edit this field in Picklist Center.

> **i Note**
>
> The `optValue` field in the MDF object definition is called *Value* in Picklist Center because that was the original field name in legacy picklists.

10 Disabling Sync of Non-Unique External Code

Disable the automatic sync between the `nonUniqueExternalCode` and `externalCode` fields in MDF picklists.

Prerequisites

You have access to Provisioning.

> **→ Remember**
>
> As a customer, you don't have access to Provisioning. To complete tasks in Provisioning, contact your implementation partner. If you're no longer working with an implementation partner, contact SAP Cloud Support.

Context

The `nonUniqueExternalCode` field in the PicklistValue MDF object contains the value of the `EXTERNAL_CODE` field from a migrated legacy picklist.

In many cases, we can't do a straight one-to-one mapping of external codes because the `EXTERNAL_CODE` in legacy picklists could be any value and it wasn't required, but the `externalCode` in MDF picklists is mandatory and unique. In such cases, we use to store the value of the legacy `EXTERNAL_CODE` so that applications that use it can ensure there's no change to the user experience.

By default, the value of the unique `externalCode` and the value of the `nonUniqueExternalCode` copied from legacy picklists are kept in sync in an MDF picklist. Any change you make to `externalCode` is automatically copied into `nonUniqueExternalCode` as well.

However, you can disable this behavior. If you used the `EXTERNAL_CODE` field in legacy picklists for a specific purpose that we couldn't anticipate and you do **not** want them to be synced automatically with the `externalCode` field in MDF picklists, you can choose to disable the sync.

Procedure

1. Log in to Provisioning for the company.
2. Disable the option *Picklist Management: Automatically copy External Code to Non Unique External Code*.

Results

The value of the `externalCode` field in MDF picklists is no longer copied automatically to the `nonUniqueExternalCode` field. Instead, they're treated as two distinct fields and you can use them for different purposes.

11 Troubleshooting Issues After Picklist Migration

Learn more about different types of picklist issues and how to resolve them, after picklist migration.

Troubleshooting Picklists After Migration

Issue	Solution
Refer to the SAP Knowledge Base to find detailed information about how to resolve different types of post-migration picklist issues.	How to Resolve Post-Migration Picklist Issues
When you import a legacy picklist, the import fails.	Check whether you've provided a value for the external code.
Post migration, the parent_option_id doesn't exist.	As part of migration, the `<parent_option_id>` reference is dropped and it's set to "-1", which is the default value. If this proves to be an issue, specify the correct mapping using the Picklist Center.
Migration fails when the child picklist has multiple parent picklists.	This isn't a supported scenario and causes migration to fail.
Duplicate external codes exist in the existing MDF picklist.	Duplicate `<external_code>` values aren't supported by MDF. As a result, during migration, a unique external code is generated for MDF and the legacy external code is preserved in a new database field. This new database field appears on the UI as non-unique external code while the other code is displayed as the external code. You can edit both these fields using the Picklist Center. i Note To edit the *NonUniqueExternalCode* field, you first have to make the field editable using the *Configure Object Definition* page in the Admin Center.
Picklist ID is 'null' in the Legacy table	'Null' picklist ID values aren't supported by migration. Such picklists aren't migrated.

Issue	Solution
Legacy Picklists with no labels	Legacy picklists without labels aren't migrated in the following scenarios: • Scenario 1: None of the option ID's of a picklist exist in the label table. In this case, picklist norpicklistValue aren't migrated. • Scenario 2: Some of the option ID's of a picklist don't exist in the label table. In this case, PicklistValues that aren't present in the label table aren't migrated. Picklist and other picklistValues are migrated. **i Note** Labels of languages that aren't enabled for a company aren't migrated. This means that: label_id aren't migrated from the legacy label table.
EC2MDF mapping wasn't set up before migration.	If you use Employee Central, we strongly recommend that you ensure EC2MDF mapping is set up **before** your picklist migration. However, if you didn't, you may have additional issues to resolve **after** migration. For more information, refer to this Knowledge Base Article https://launchpad.support.sap.com/#/notes/2770463 .
External Code field is always unique but doesn't impact integration.	The external code field in new MDF picklists is always unique but you don't have to change any integration. During migration, the original Option ID value in a legacy picklist is copied as-is to the External Code field in MDF if it's unique. Or, if there are conflicts, a new unique external code value is assigned. The original legacy Option ID value is always copied as-is to the "nonUniqueExternalCode field" in MDF. For integration, the parent picklist mapping is based on the Option ID in legacy picklists, which is transferred to the "nonUniqueExternalCode field" in MDF as-is. The generated External Code in MDF shouldn't impact any parent picklist fields.

12 Field Mapping During Migration from Legacy to MDF Picklists

A description of how each legacy picklist field is migrated to MDF.

Mapping of Legacy Picklists to MDF Picklists

Legacy Picklist Field	Legacy Field Values	MDF Object	MDF Picklist Field Name	MDF Picklist Field Values	Comments
`PICKLISTID`	- Must be unique - Case-sensitive	`Picklist`	`id (Code)`	- Must be unique. - Case-insensitive	In most cases, the `id` (or "Code") in MDF is the same as the legacy `PICKLISTID`. In the case of premigration conflicts, they can be different. For details, please refer to this Knowledge Base Article.
`PICKLISTID`	- Must be unique - Case-sensitive	`Picklist`	`legacyPickListId`	- Must be unique. - Case-sensitive	The legacy `PICKLISTID` is always copied to the `legacyPickListId` field in MDF.
`STATUS`	Supports the following values: - ACTIVE - OBSOLETE - DELETED	`Picklist Value`	`status`	Supports the following values: - ACTIVE - INACTIVE	Original legacy value is copied to `status` field in MDF. Values are mapped as follows: - ACTIVE in legacy maps to ACTIVE in MDF - DELETED in legacy maps to INACTIVE in MDF - OBSOLETE in legacy maps to INACTIVE in MDF

Legacy Picklist Field	Legacy Field Values	MDF Object	MDF Picklist Field Name	MDF Picklist Field Values	Comments
`EXTERNAL_COD E`	• No con-straints • Not unique • Can be null/empty.	`Picklist Value`	`externalCode`	• Must be unique • Can't be null/empty	In most cases, the `externalCode` in MDF is the same as the legacy `EXTERNAL_CODE`. Sometimes the `externalCode` value is changed during migration, following certain rules and conventions, to ensure that it's unique.
`EXTERNAL_COD E`	• No con-straints • Not unique • Can be null/empty.	`Picklist Value`	`nonUniqueExt ernalCode`	• Not unique • Can be null/empty	Original legacy value is copied to `nonUniqueExternalC ode` field in MDF.
`OPTIONID`	Unique primary key	`Picklist Value`	N/A	N/A	Original legacy value is copied to a mapping table but is still visible in the picklist object in MDF.
`VALUE`	Present	`Picklist Value`	`optValue`	Not present before migration	Original legacy value is copied to `optValue` field in MDF. Before migration, the `optValue` isn't present in MDF. This field is created during migration to hold the legacy value.
`L_VALUE`	Present	`Picklist Value`	`lValue`	Not present before migration	Original legacy value is copied to `lValue` field in MDF. Before migration, the `lValue` isn't present in MDF. This field is created during migration to hold the legacy value.

Legacy Picklist Field	Legacy Field Values	MDF Object	MDF Picklist Field Name	MDF Picklist Field Values	Comments
R_VALUE	Present	Picklist Value	rValue	Not present before migration	Original legacy value is copied to `rValue` field in MDF. Before migration, the `rValue` isn't present in MDF. This field is created during migration to hold the legacy value.
MINVAL	Present	Picklist Value	minVal	Not present before migration	Original legacy value is copied to `minVal` field in MDF. Before migration, the `minVal` isn't present in MDF. This field is created during migration to hold the legacy value.
MAXVAL	Present	Picklist Value	maxVal	Not present before migration	Original legacy value is copied to `maxVal` field in MDF. Before migration, the `maxVal` isn't present in MDF. This field is created during migration to hold the legacy value.

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