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Batch Input

This document describes step by step the method for batch input of data without using ABAP/4 or other programming language.

The example presented below describes the steps for input of storage location, but you can use this method for input of any data.

Prerequisite:

Software:

- Microsoft Word (example is presented with Word 97);
- Microsoft Excel (example is presented with Excel 97).

Other:

- Folder C:\BatchInput must exist on your hard disk;
- Plant L006 must exist in your SAP R/3 system.

Note: Even if you do not have Microsoft Word and Microsoft Excel, but you have another word processor software and another spreadsheet software, that support mail merge, you still can use this way of batch input.
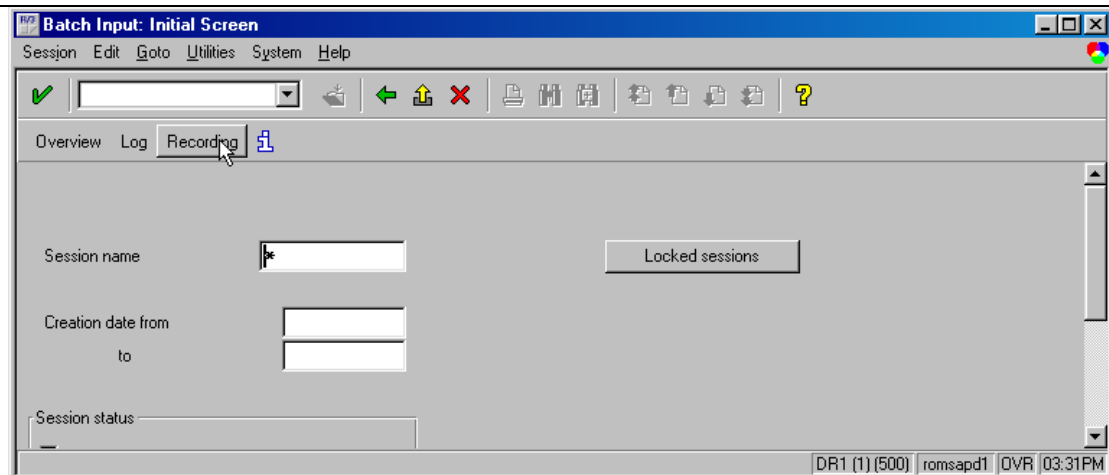
Step 1.

Go to Batch Input: Initial Screen
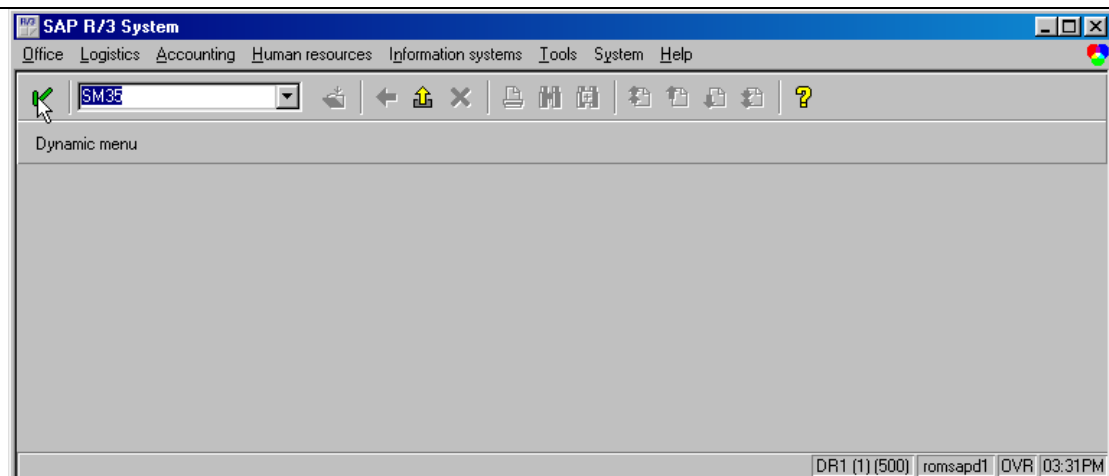
Step 2.

Go to Batch Input: Recording Screen

Step 3.

Input the name of the transaction to be recorded

Step 4.

Input the code of the transaction to be recorded OX09 – Create Storage Location

Step 5.

Input the Plant for which the Storage Locations must be created

Step 6.

Define a Storage Location
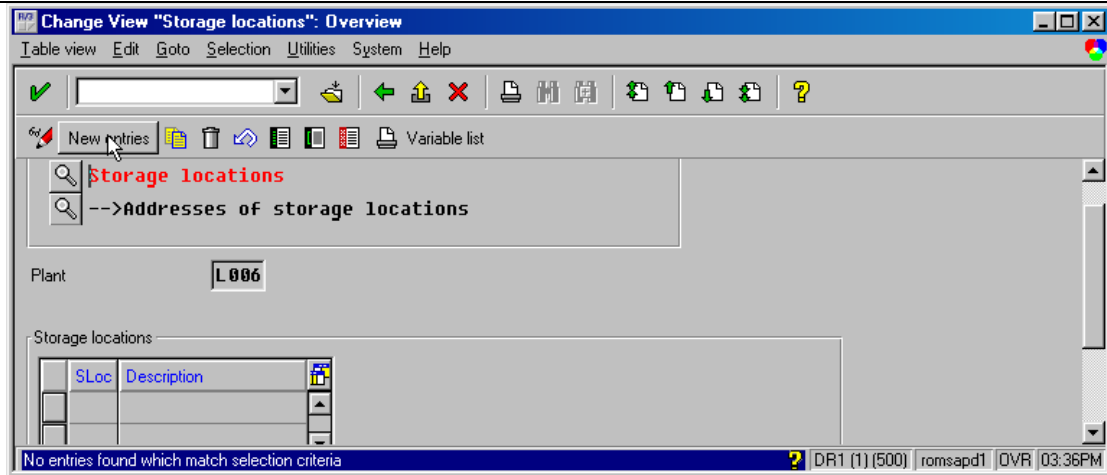
Step 7.

Save and exit
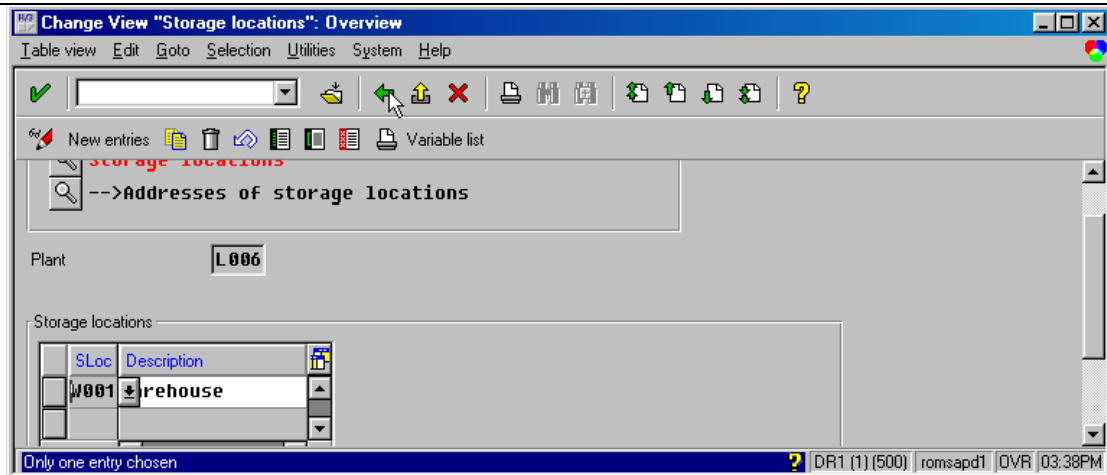
Step 8.

Get transaction code

Step 9.

Save transaction code

Step 10.

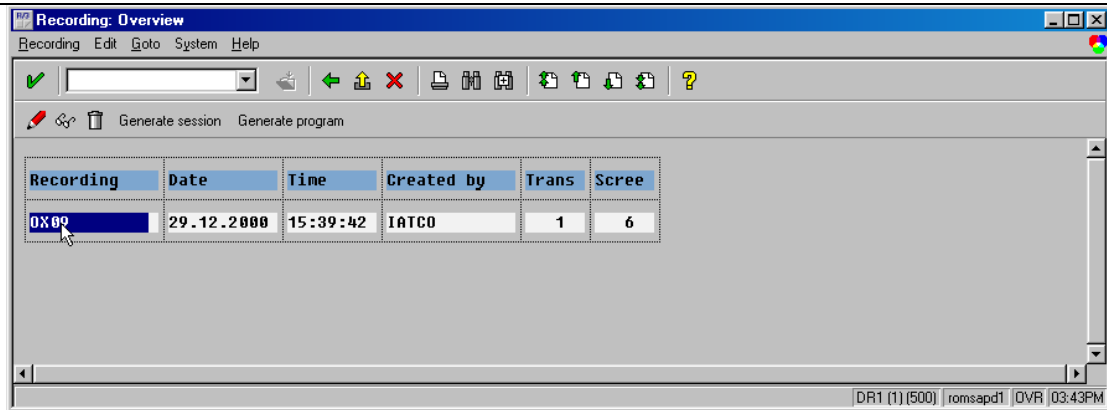| Exit Batch Input: Recording Screen |
| --- |
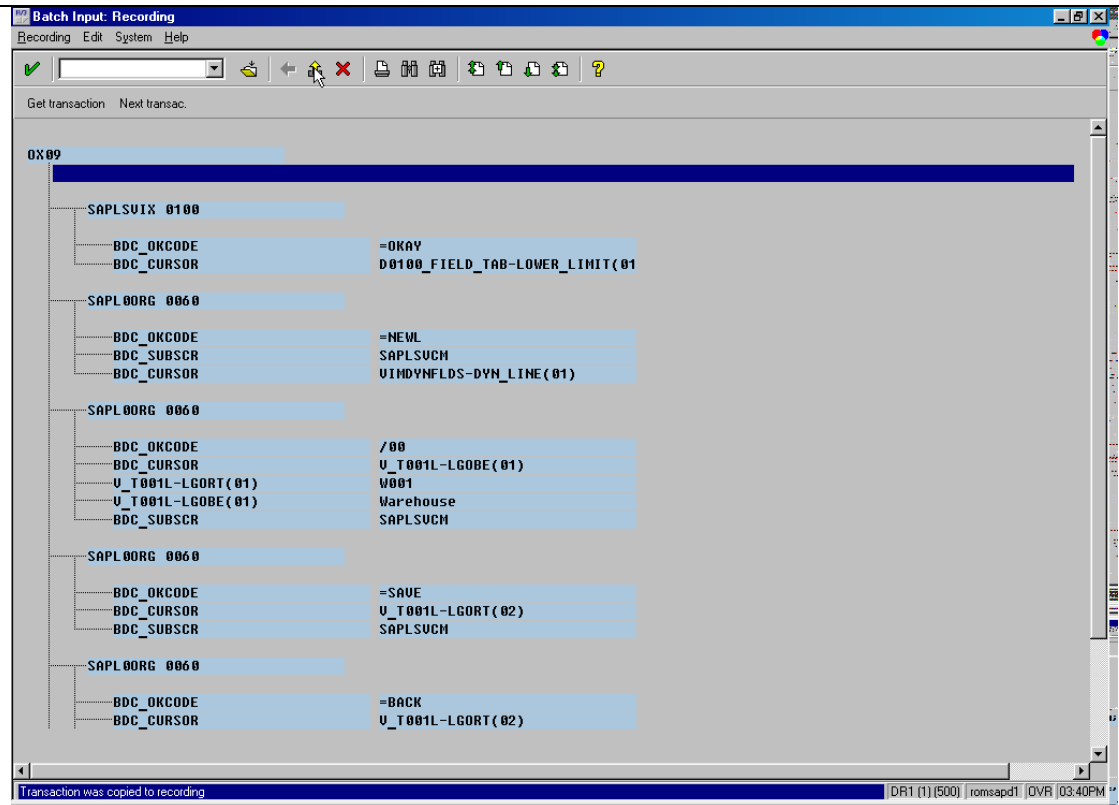
Step 11.

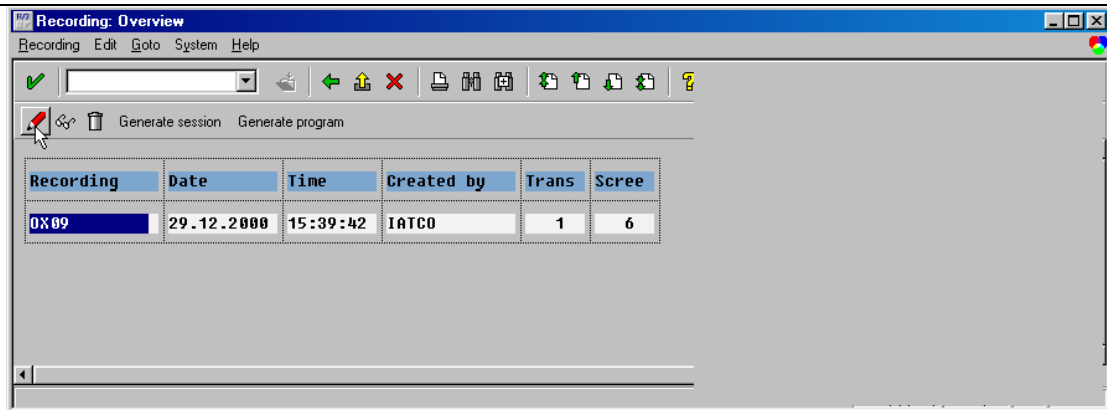| Overview recorded transactions |
| --- |
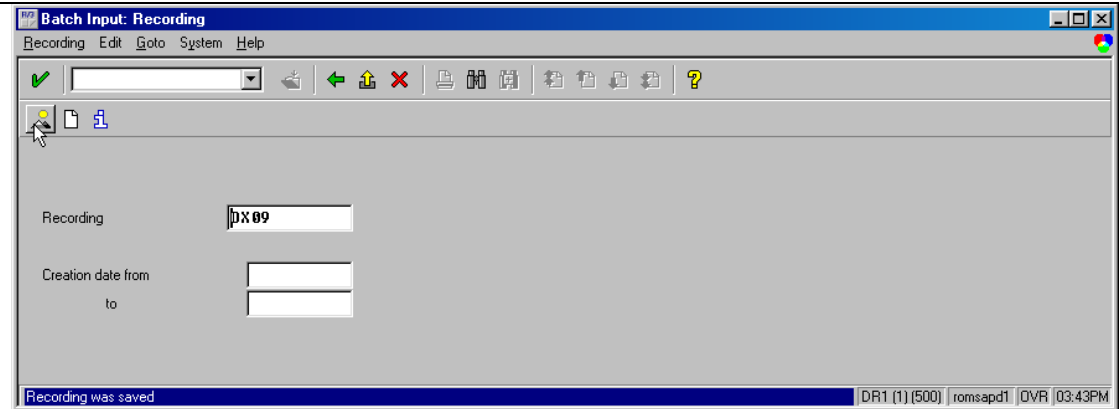
Step 12.

Select recorded transaction

Note: If you know ABAP4 and want to get the program code for batch input of this transaction, then press button "Generate program". In this case, you must have authorisation for program developing.
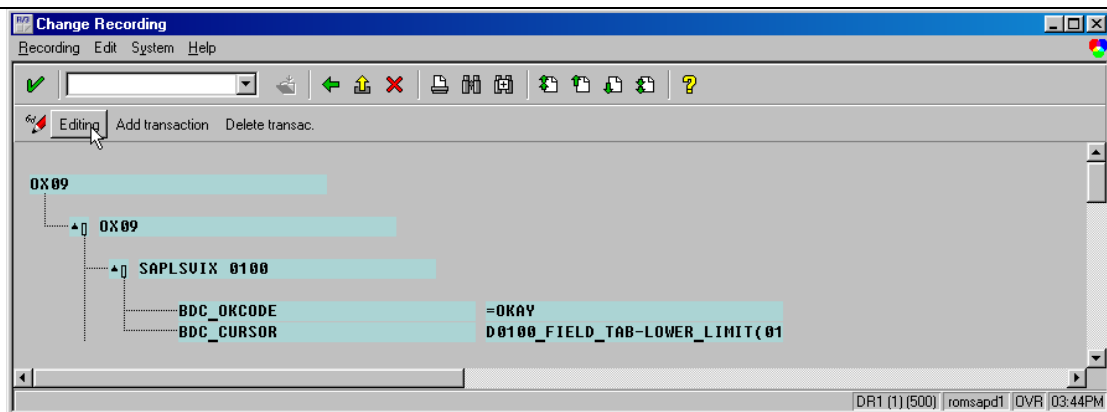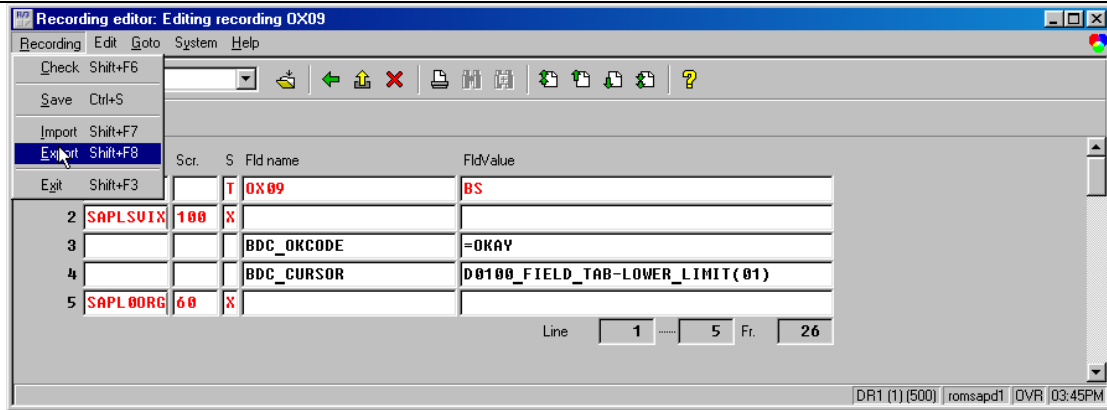

Step 13.

View recorded transaction

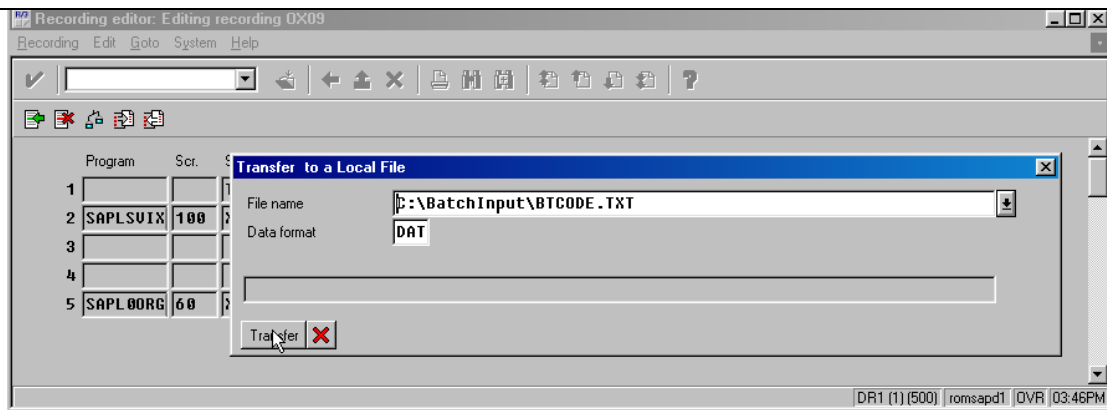
Step 14.

Edit recorded transaction

Step 15.

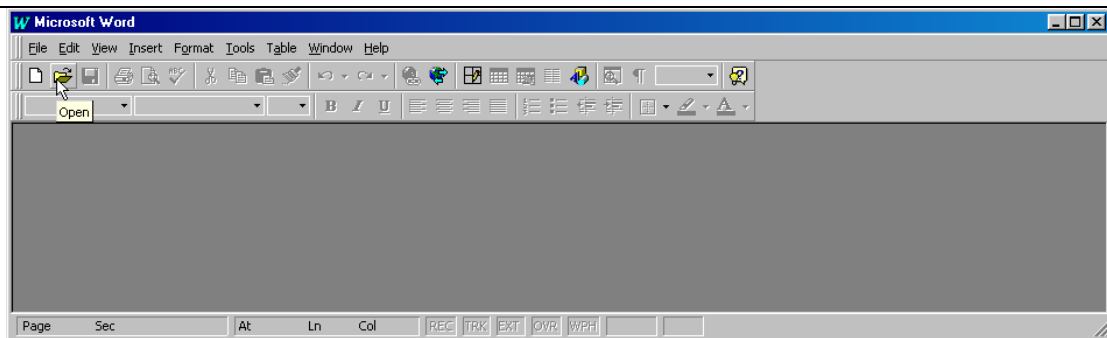Export code of recorded transaction

Step 16.

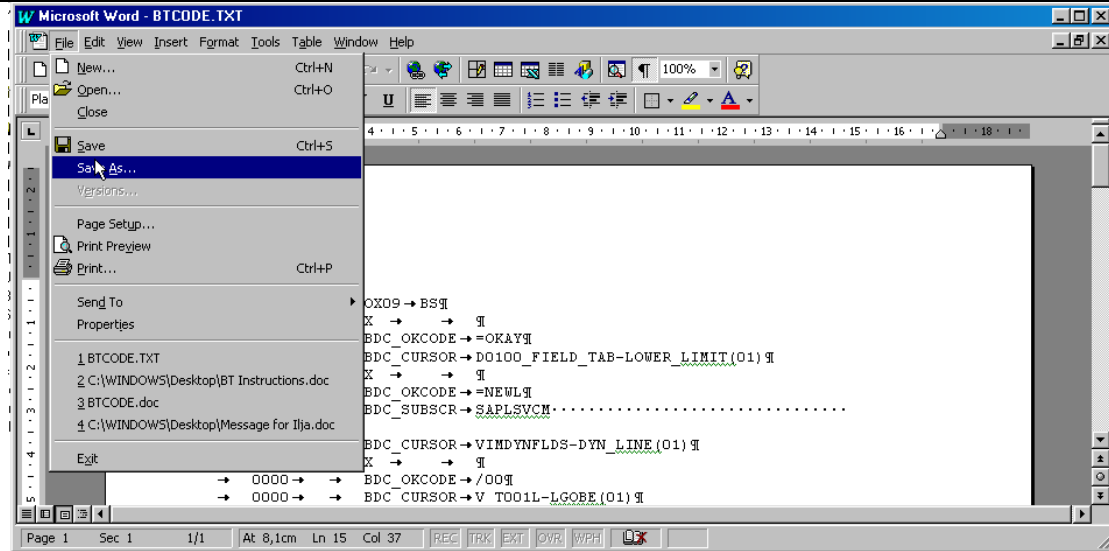Save code of recorded transaction into file C:\BatchInput\BTCODE.txt

Step 17.

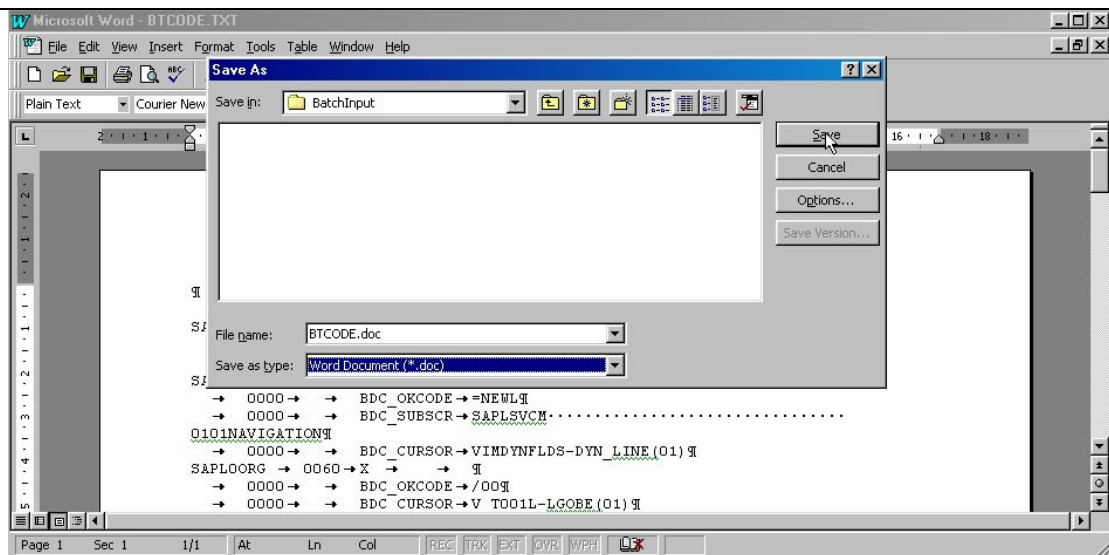Open file C:\BatchInput\BTCODE.txt in Microsoft Word

Step 18.

Save file BTCODE.TXT in Microsoft Word format
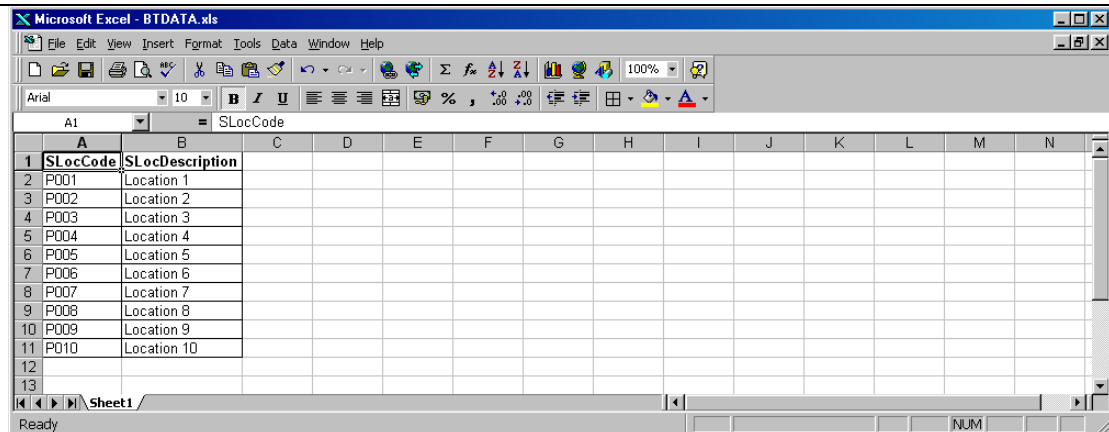*Note: First paragraph of document must be empty*

Step 19.

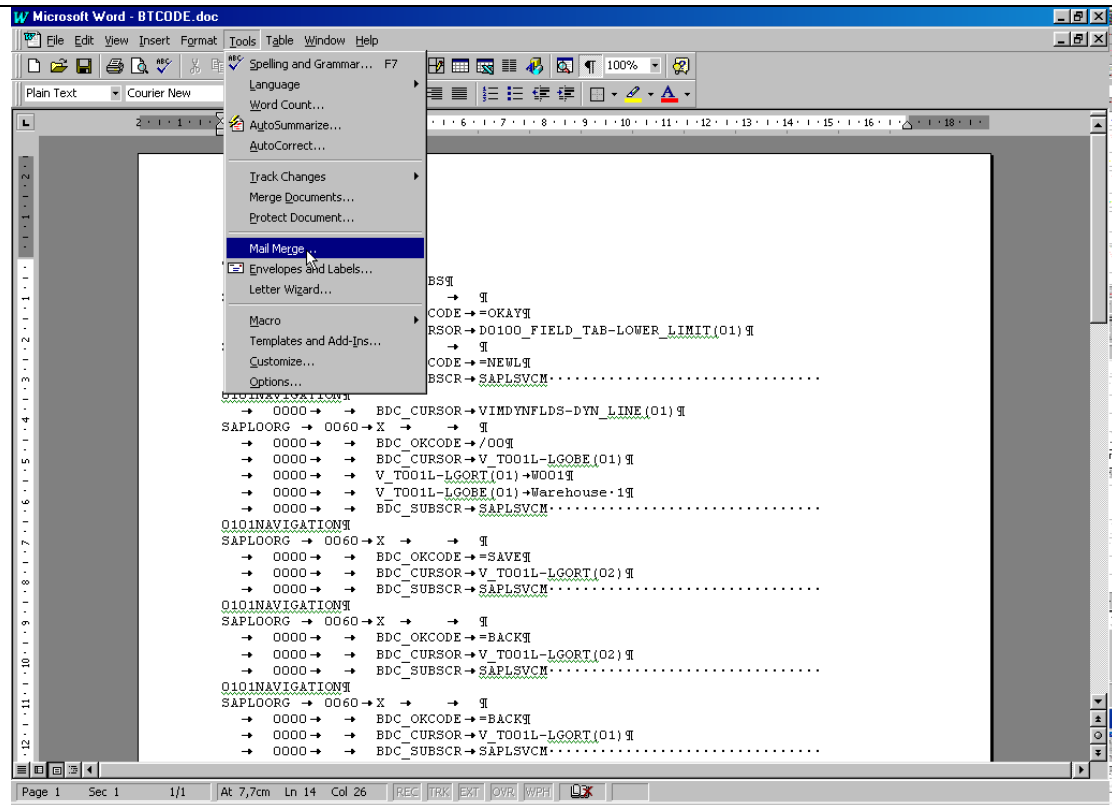Save file BTCODE.TXT in Microsoft Word format

Step 20.

Create Database for the Storage Locations to be input
Note: File must contain only one worksheet

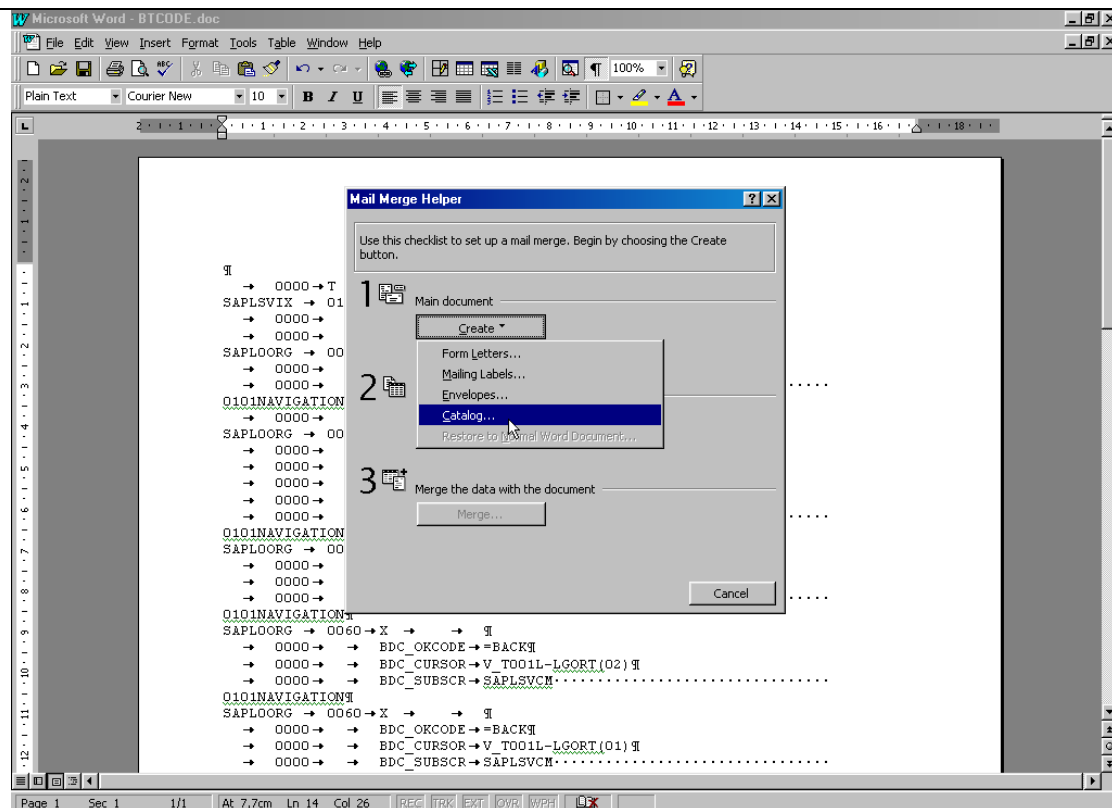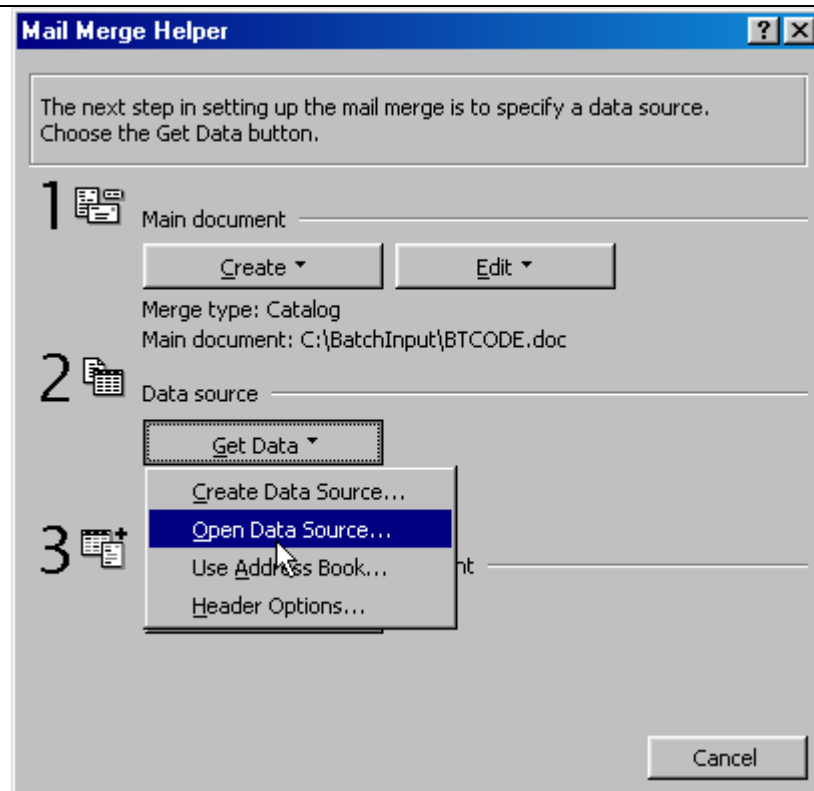**Step 21.**

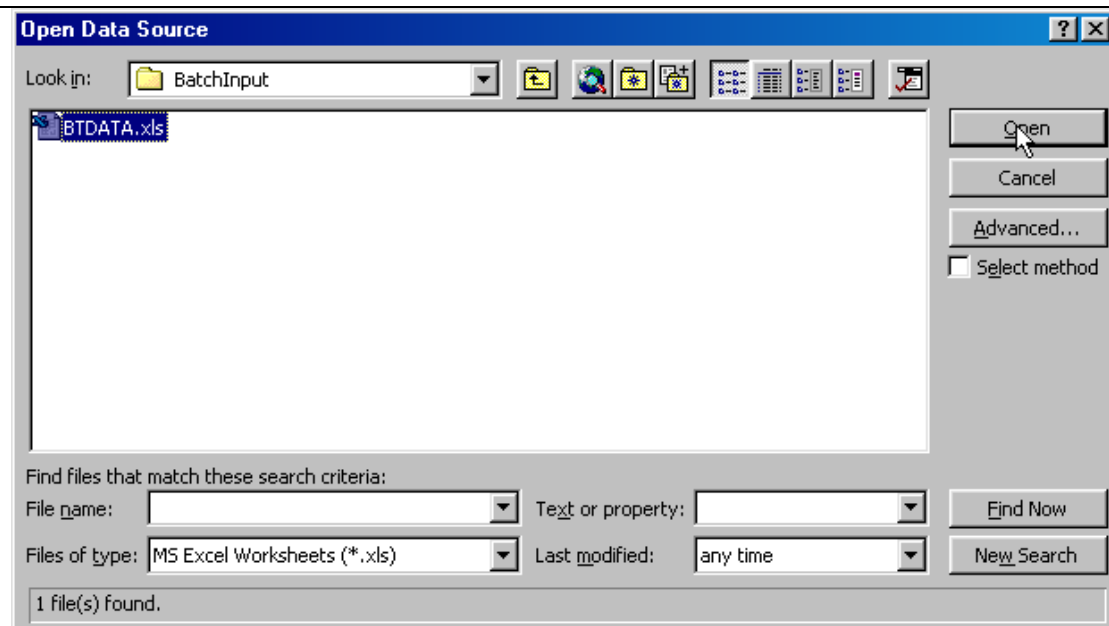Create Main document for MailMerge

Step 22.

Define type of Main document

Step 23.

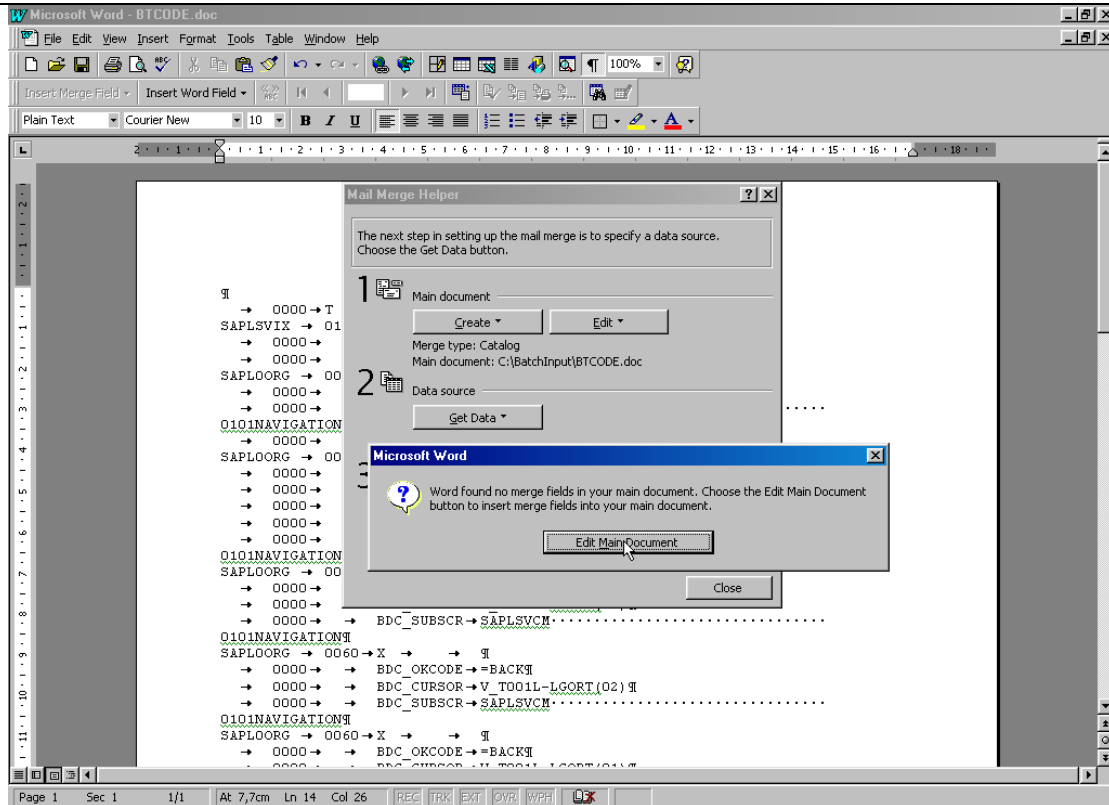| Define Data Source of Main document (BTDATA.XLS) |
| --- |

Step 24.

Define Data Source of Main document (BTDATA.XLS)

Step 25.

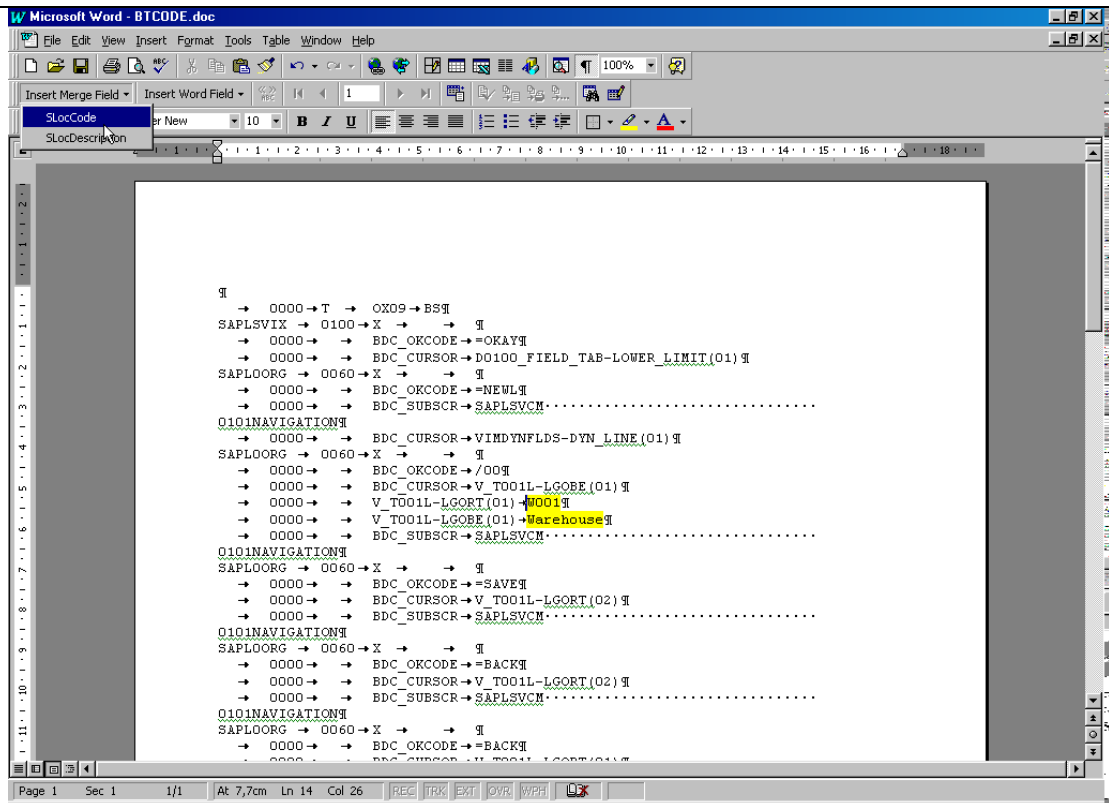| |
|---|
| Define merge fields in main document |

Step 26.

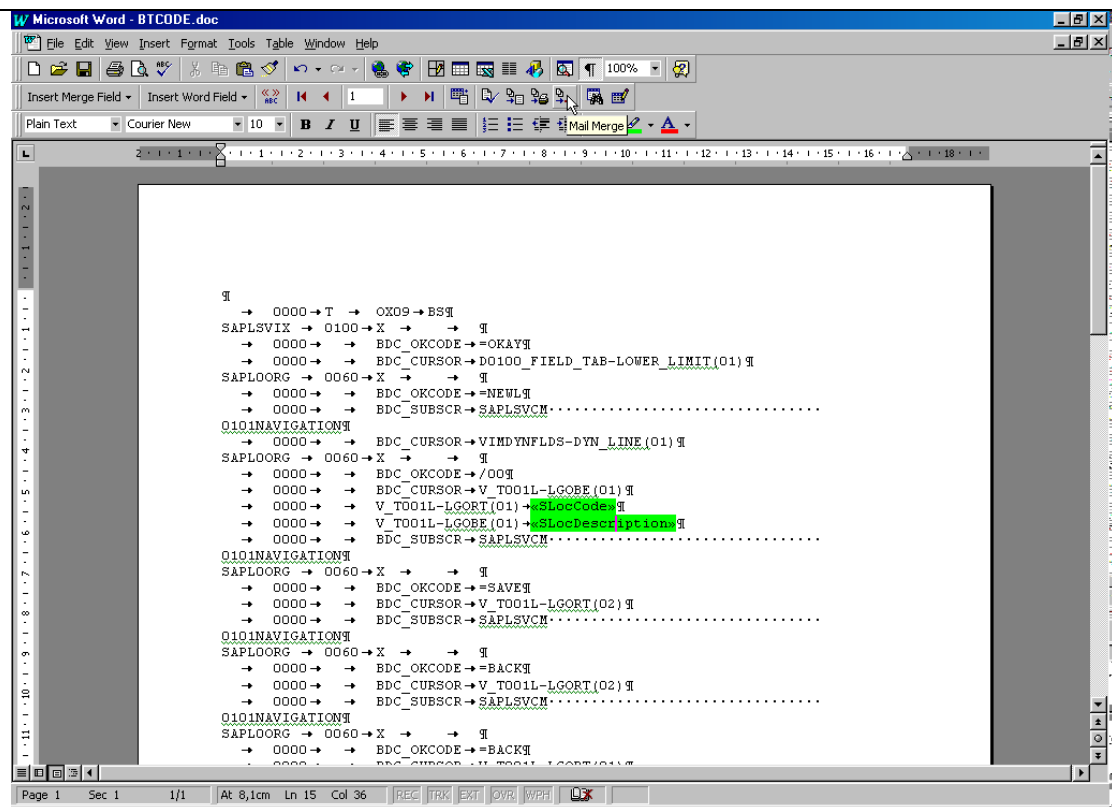| |
|---|
| Locate the position of merge fields in Main document
The fields can be found using:
• entered values during transaction recording (see yellow background)
• technical name of the fields |

Step 27.

Define merge fields in Main document
Replace:
- W001 from previous step with field SlocCode
- Warehouse from previous step with field SLocDescription

Step 28.

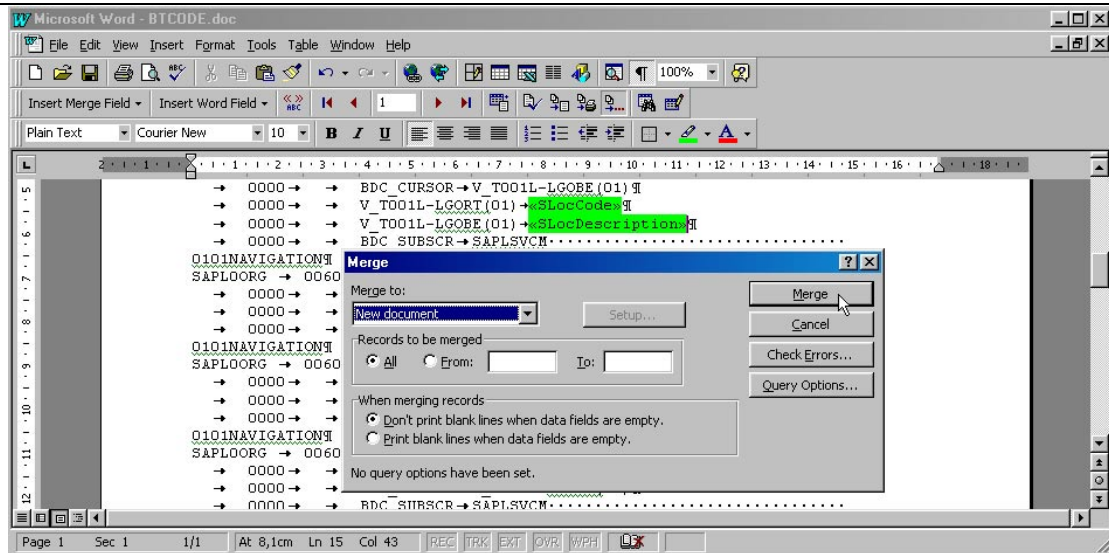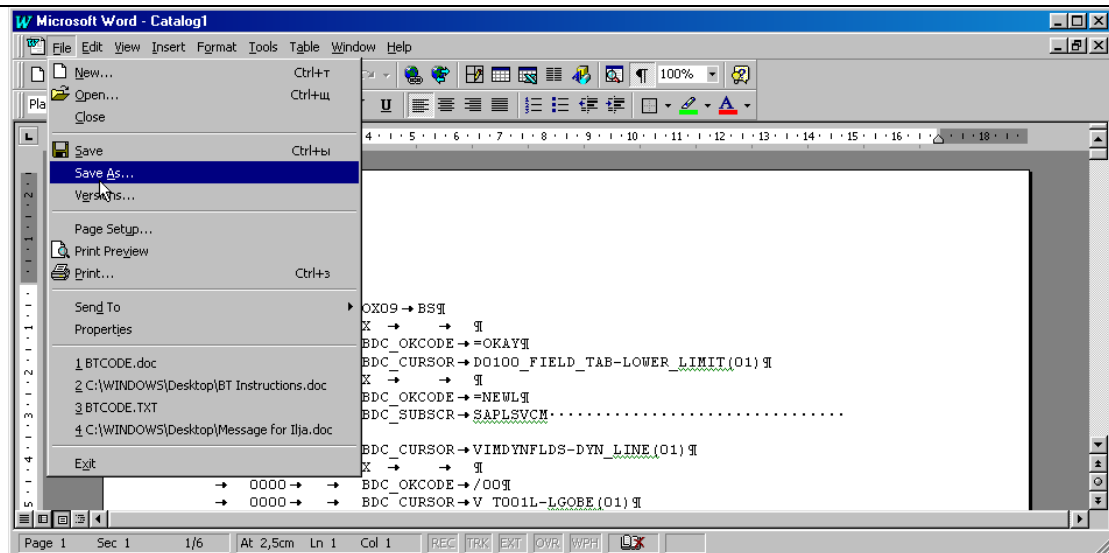Create code for Storage Locations to be input
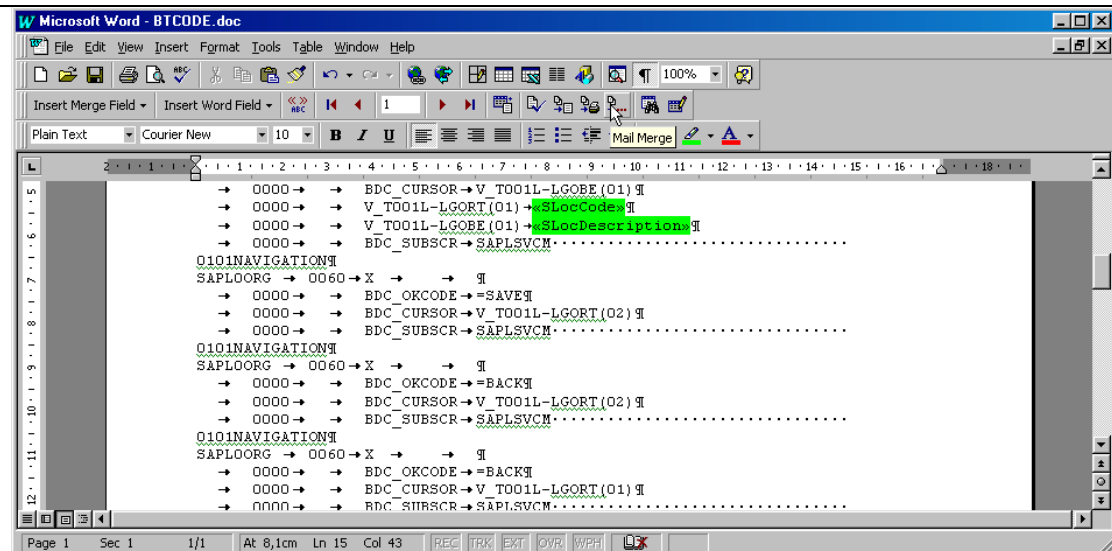
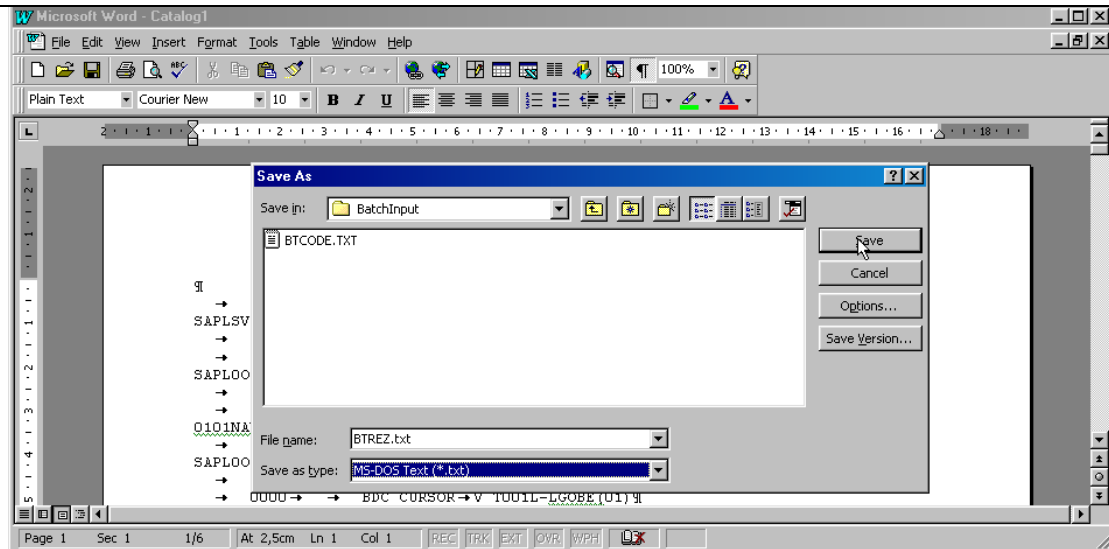**Step 29.**

Create code for Storage Locations to be input

Step 30.

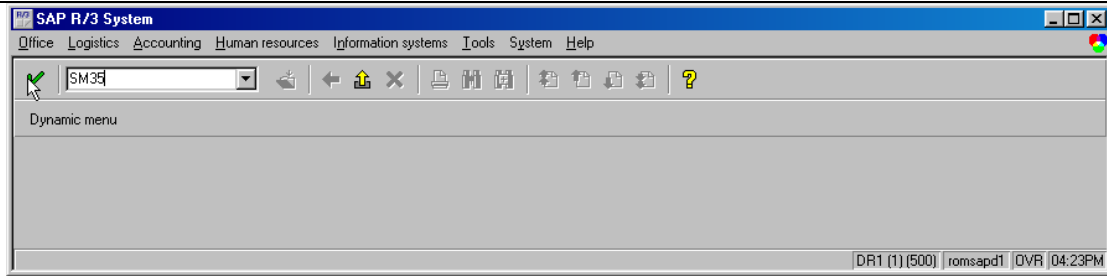Save code into file C:\BatchInput\BTREZ.txt (MS-DOS Text format)

Step 31.

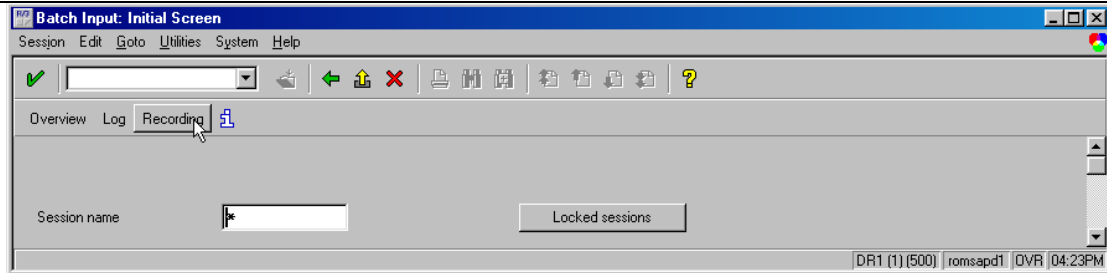Save code into file C:\BatchInput\BTREZ.txt (MS-DOS Text format)

Step 32.

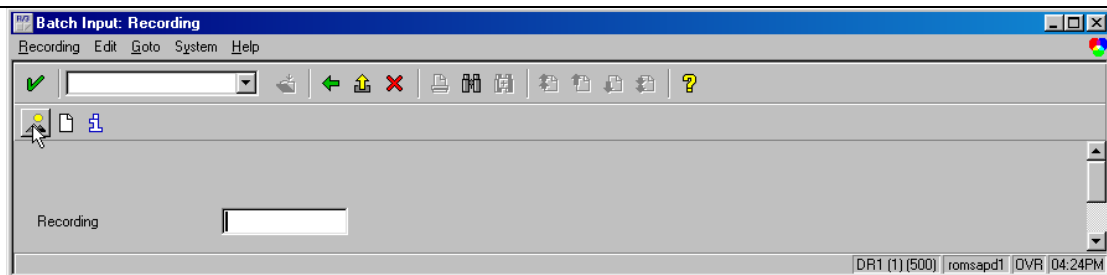Go to Batch Input Screen

Step 33.

Go to Batch Input: Recording Screen
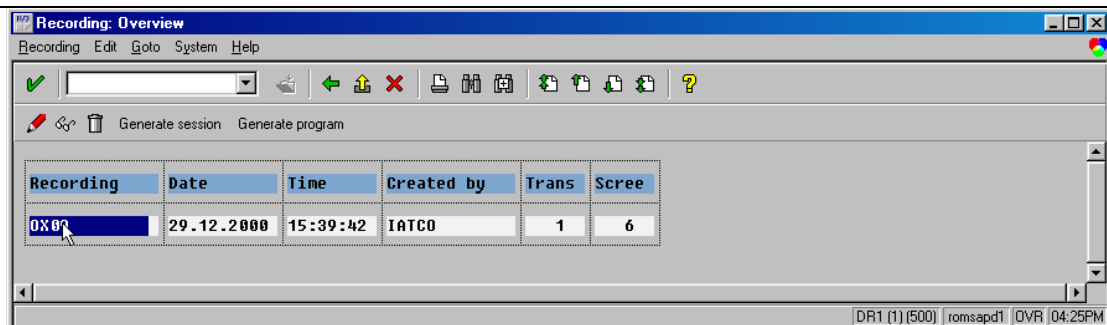

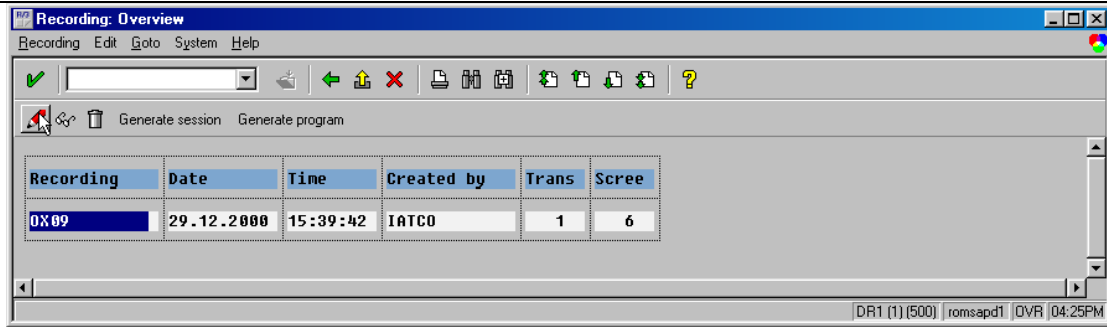**Step 34.**

Overview recorded transactions

Step 35.

Select the recorded transaction that will be used for loading of Storage Location batch input code (file BTREZ.TXT)
Note: You can use any recorded transaction for loading of the code. You can record just part of a transaction as described in steps 1 - 10, because for loading of code is necessary only the structure of recorded transaction.
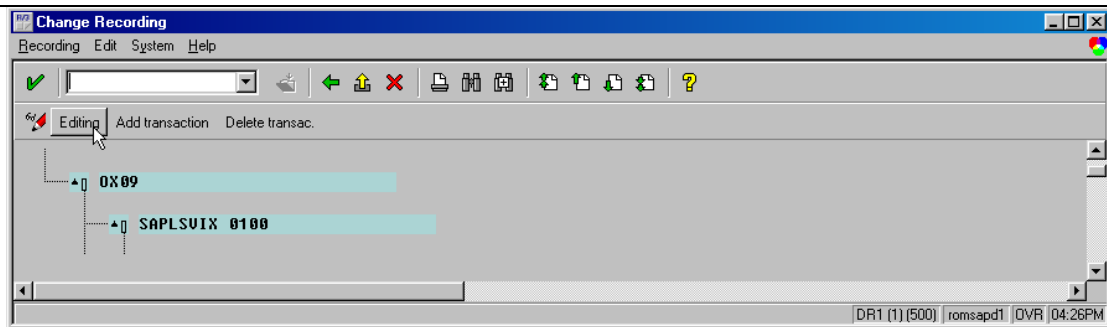
Step 36.

View the code of the transaction to be used for loading of Storage Location Code
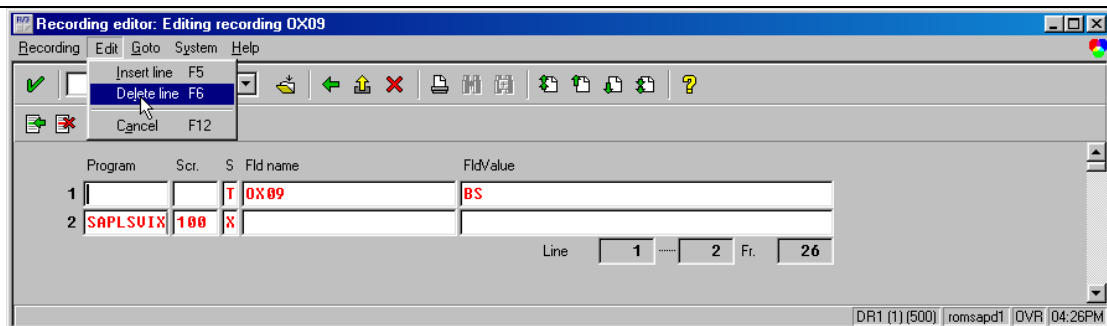

Step 37.

View the code of the transaction to be used for loading of Storage Location Code
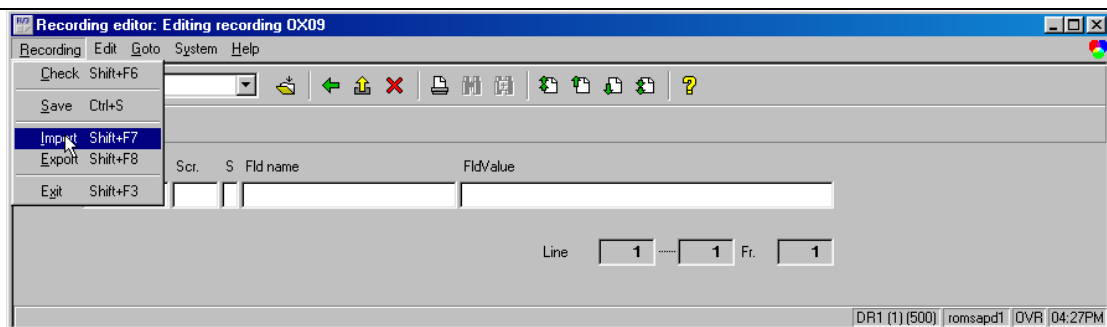

Step 38.

Delete all the lines from recorded transaction.
Note: Remember at Step35 it was said that only the structure is needed. That is why all lines must be deleted.
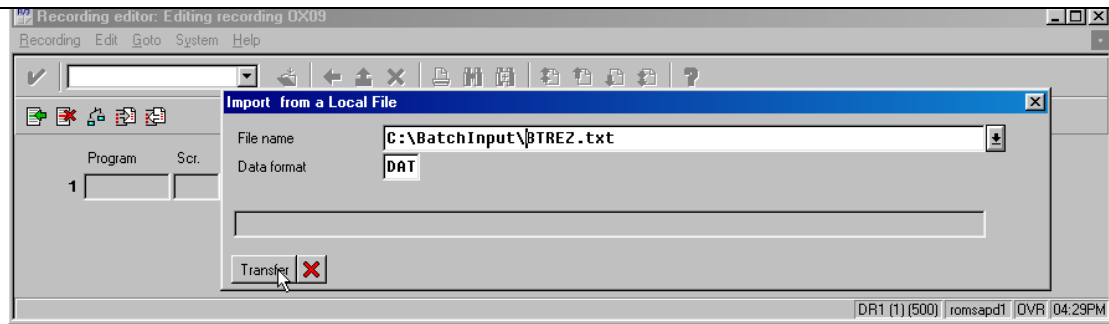

Step 39.

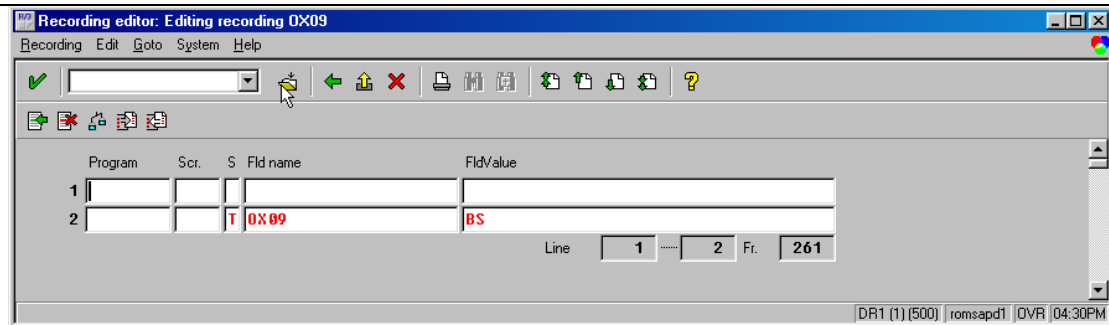Load the Storage Locations Code (file BTREZ.TXT).

Step 40.

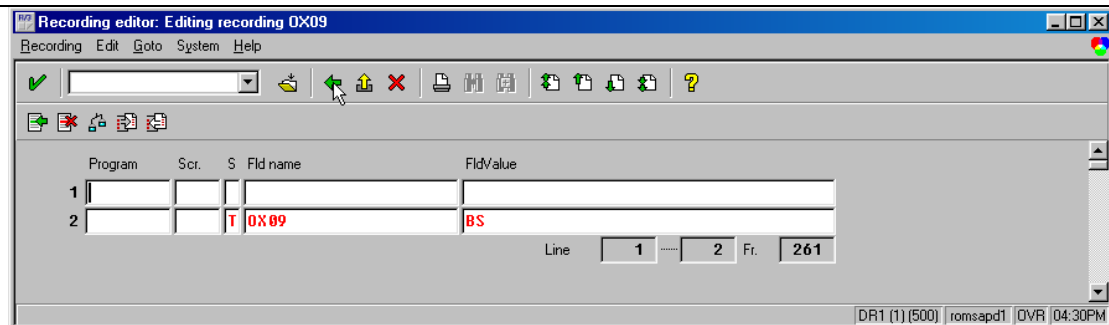Load the Storage Locations Code (file BTREZ.TXT).

Step 41.

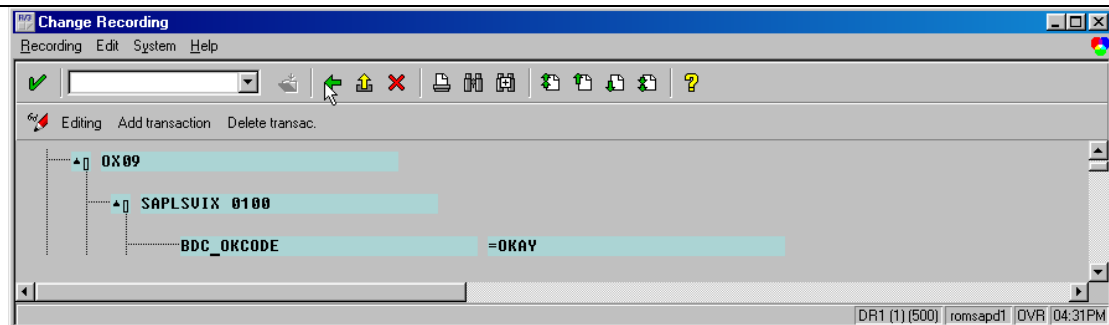Save the Storage Location Code
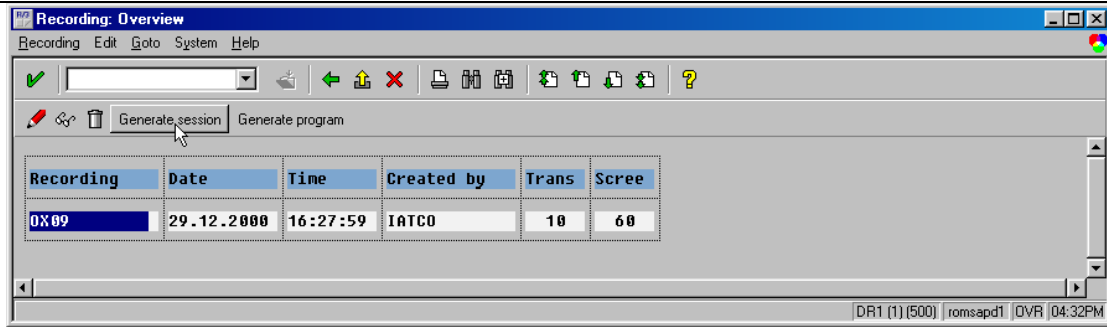

Step 42.

Go back to Batch Input: Recording Screen

Step 43.

Go back to Batch Input: Recording Screen
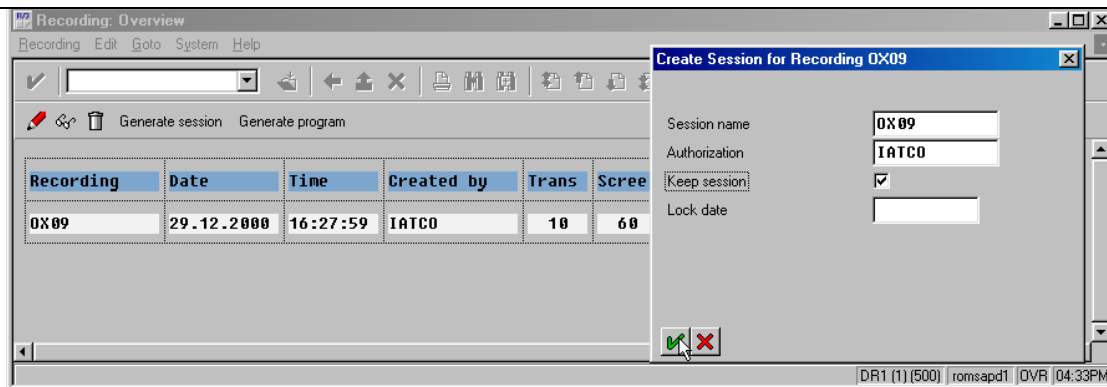
Step 44.

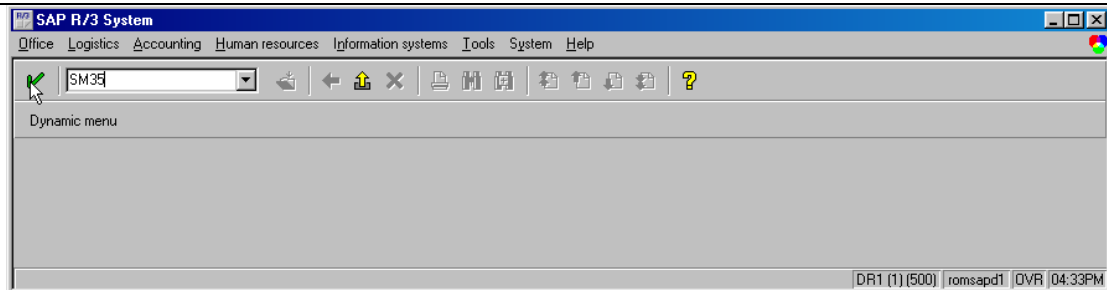| Generate Batch Input session using Storage Location Code |
| --- |

Step 45.

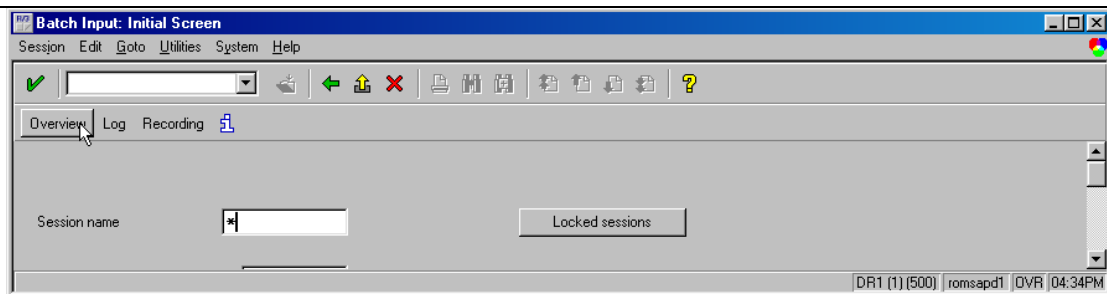| Generate Batch Input session using Storage Location Code |
| --- |

Step 46.

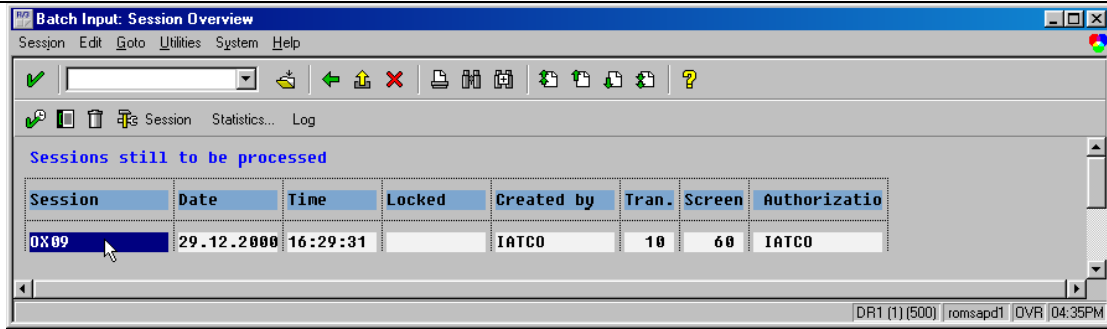| Go to Batch Input Screen |
| --- |

Step 47.

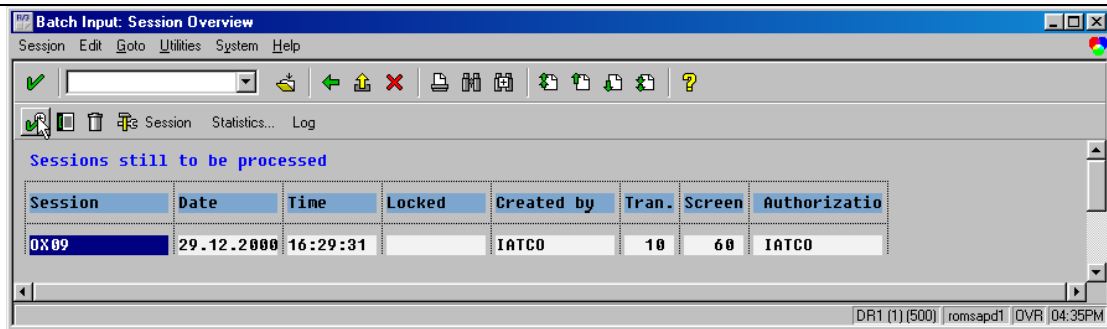| Overview of Batch Input Session |
| --- |

Step 48.

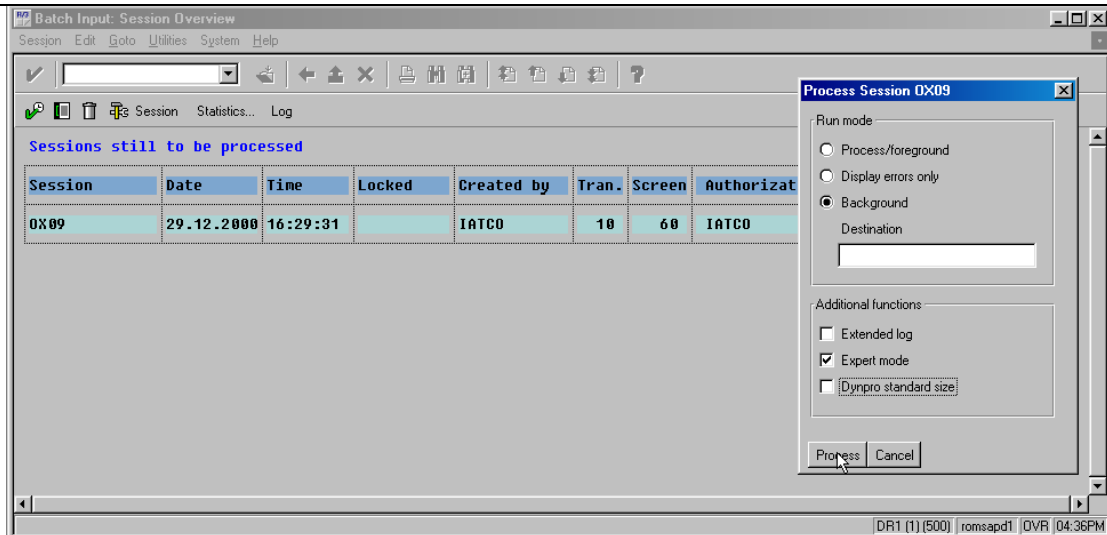Select the Batch Input Session

Step 49.
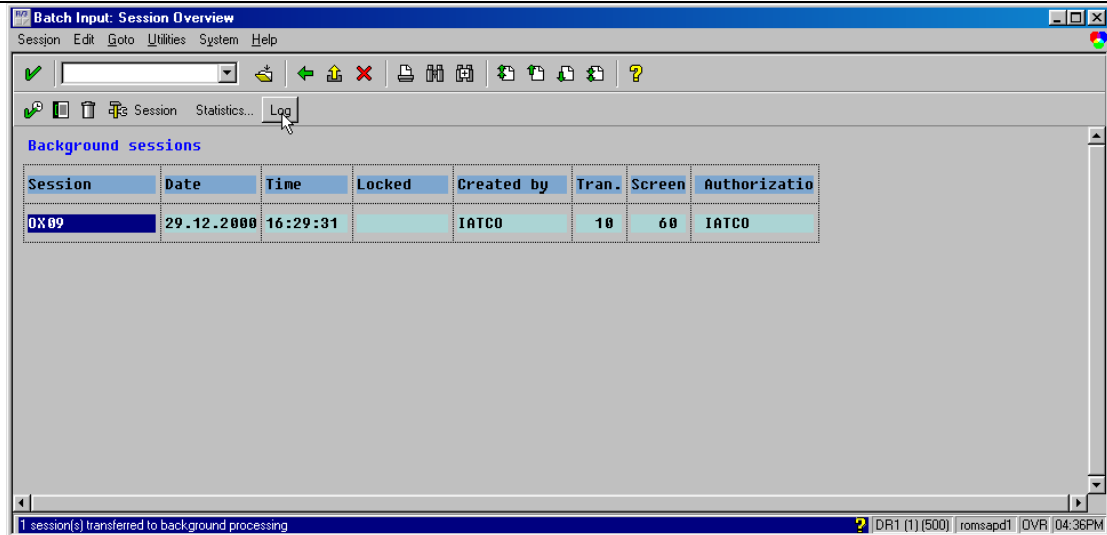
Run the Session

Step 50.
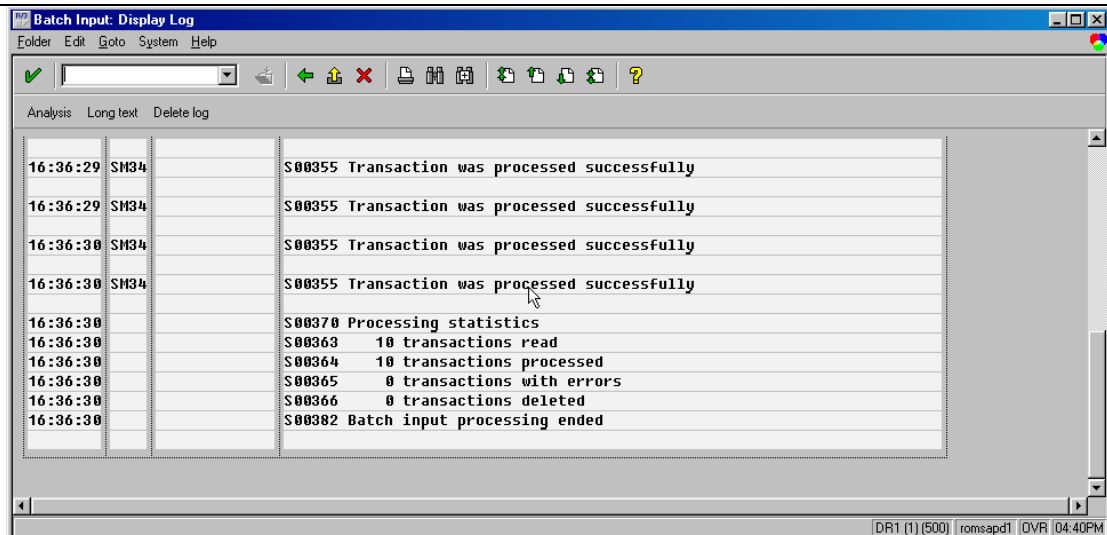
Define Run mode of the Session

Step 51.
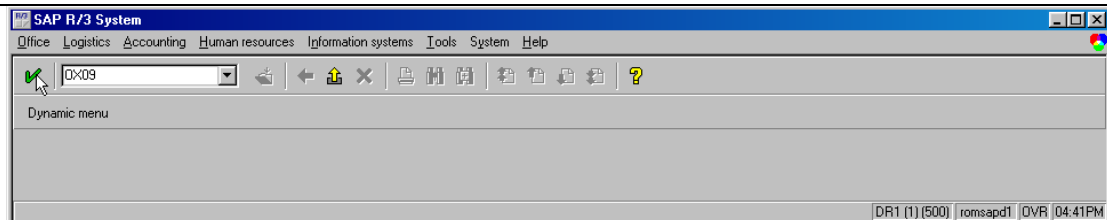
Go to Batch Input: Display Log Screen

Step 52.

View the Log of Processed Session
Note: If session ends with error then run session again with Run mode – Process/Foreground, in order to find out bugs in the code
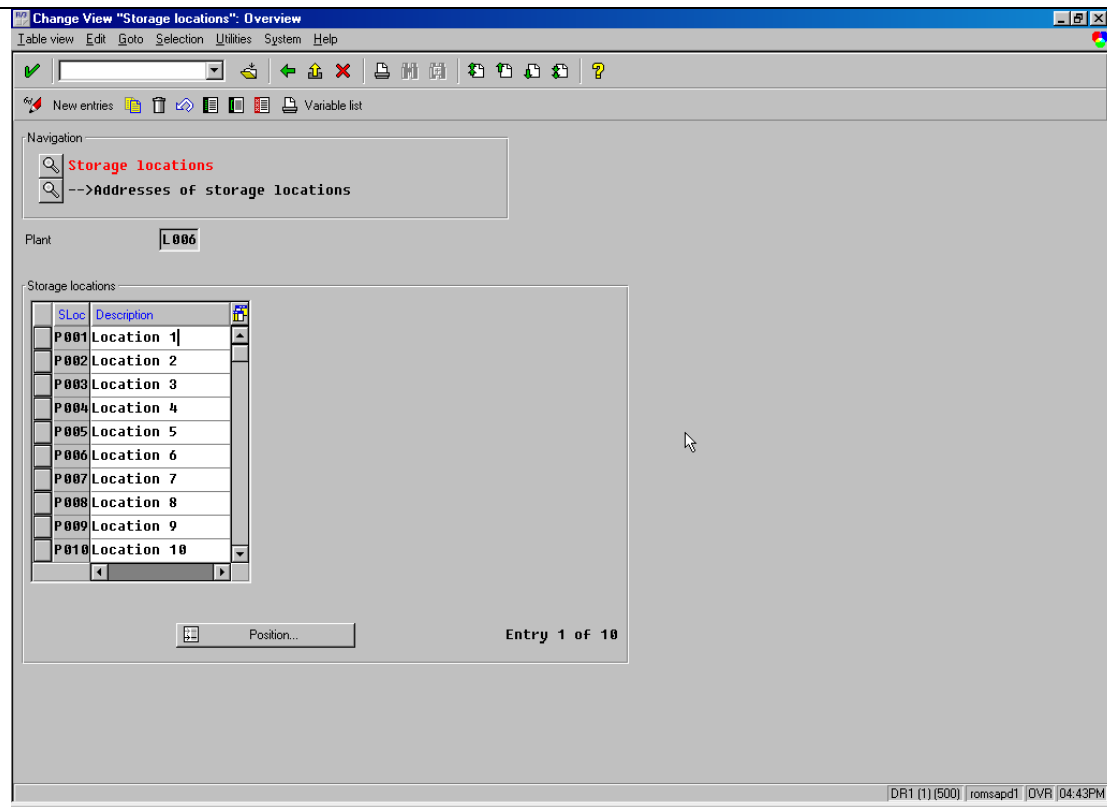

Step 53.

Verify if input data is correct

Step 54.

Verify if input data is correct

This is just an example, but you can use the same way for Batch Input of anything – material master, service master, material documents, accounting documents, etc.

I wish you to have an easy Batch Input!

Best regards,

Iatco Sergiu