



SAP SuccessFactors 

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Implementing Picklists

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1 Picklists in SAP SuccessFactors

A picklist defines the set of values that can be selected for a field. By restricting the values that can be entered in the field, picklists ease data entry and enforce standardization. New SAP SuccessFactors systems have many common picklists configured by default, but you can add or update any picklist you need.

How Picklists Are Used

If a field in the user interface is associated with a picklist, you can only select one of the allowable values for that field. Usually, you select it from a dropdown menu.

❖ Example

For example, most systems have a picklist for selecting a country or region. You probably want these values to be consistent, whether it's an employee's work location in Employee Central or the location of a job requisition in Recruiting.

Many systems also require a picklist for selecting a department or division in the organization. You can create a picklist defining these values.

In this way, picklists ensure that wherever you select a country/region, department, or division, you're always selecting from the same standard set of values.

→ Recommendation

We recommend that you start with the existing picklists in your system and then modify them based on your requirements. You're likely to find that many of the picklists you need already exist.

Cascading Picklists

Picklists can have a **parent-child** relationship, such that the values in a "child" picklist depend on the selected value in its "parent" picklist. These are known as "**cascading picklists**".

❖ Example

For example, most customers require a picklist for selecting political subdivisions, like a state or province. Cascading picklists allow you to make the list of states/provinces dependent on the selection of a country/region. First, you'd set up a picklist for country/region as the **parent** picklist. Then you'd set up a corresponding **child** picklist for the subdivisions of each country/region.

In this way, the political subdivision depends on the country or region. If you select "United States" as the country/region, you can only choose a U.S. state as the subdivision. If you select "Canada", you can only choose a Canadian province.

2 Migration to Picklist Center

Over the past few years, we've been working to migrate all customers to one common picklist management tool called [Picklist Center](#).

Different SAP SuccessFactors solutions have historically used different kinds of picklist and different picklist management tools. Some solutions, like Recruiting or Performance & Goals, used legacy picklists, which were managed in an offline CSV import file. Other solutions, like Employee Central, used MDF-based picklists, which were managed with MDF tools.

After picklist migration, all picklists are MDF-based and can be managed in [Picklist Center](#).

⚠ Caution

Legacy picklists are being retired! If your system hasn't been migrated to [Picklist Center](#) yet, contact us as soon as possible to begin the migration process and request a migration date.

→ Remember

Picklist migration **doesn't** impact the end-user experience. It only changes picklist management tools and the underlying technical framework.

Fields that reference a legacy picklist, as in Recruiting or Performance & Goals, still show the same options. During migration, legacy picklist IDs are mapped to new MDF picklist IDs to ensure that there's no change to end-user behavior.

3 Picklist Management Tools

Picklist management tools change as a result of picklist migration.

After Picklist Migration

If picklists in your system have been migrated to the Metadata Framework (MDF), use:

- [Picklist Center](#) to manage picklists in the Admin Center.
- [Import and Export Data](#) to manage picklists in an offline file and import them manually.
- [MDF Data Import \(FTP\)](#) job type to import picklists with a scheduled job.

→ Remember

As of 2H 2020, most customers have been migrated to [Picklist Center](#).

Before Picklist Migration

If picklists in your system **haven't** been migrated yet, you're still using "legacy" picklists.

In the meantime, use:

- [Picklists Management](#) to manage legacy picklists in an offline file and then import them.
- [Import Picklist](#) job type to import picklists with a scheduled job.
- [Picklist Center](#) and other MDF tools to manage MDF picklists.

⚠ Caution

Legacy picklists are being retired! If your system hasn't been migrated to [Picklist Center](#) yet, contact us as soon as possible to begin the migration process and request a migration date.

Related Information

[Working with MDF Picklists \[page 8\]](#)

[Working with Legacy Picklists \[page 35\]](#)

4 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.

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.

5 Working with MDF Picklists

After picklist migration, all picklists are MDF-based and can be managed in Picklist Center.

You can create, edit, and deactivate picklists in Picklist Center.

Related Information

[MDF Picklist Import \[page 27\]](#)

[Picklists and Instance Sync \[page 47\]](#)

[Creating a Picklist \[page 10\]](#)

[Editing a Picklist \[page 13\]](#)

5.1 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

Ensure you have either one of these permission to view and edit the relevant picklist objects in MDF:

- [Metadata Framework](#) > [Configure Object Definitions](#)
- [Picklist Management and Picklists Mappings Set Up](#)

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, the picklist's name, or Legacy Picklist ID of the picklist. 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.

5.2 Adding Picklists to a Bundle for Transportation

Add a picklist to a bundle so that you can transport the picklist to a paired system using Configuration Transport Center.

Prerequisites


- You've created a transport bundle in Configuration Transport Center.
- You have the necessary permission to create, update, and manage picklists.
- To access [Picklist Center](#), you have the [Administrator Permissions > Metadata Framework > Configure Object Definitions](#) permission.
- You have the [Administrator Permissions > Configuration Transport Center > Access to transport configurations](#) permission.

Context

Bundles are artifacts in Configuration Transport Center that contain configurations of your system. You can use bundles to transport the configuration of a source system to a paired target system so that you don't need to manually configure it.

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 transport.
3. The [Add to Transport Bundle](#) option is available in the [Picklist Center](#) overview page and the [Picklist Details](#) page. You can select the [Add to Transport Bundle](#) option to add the current picklist to an existing bundle.

- a. Choose [Add to Transport Bundle](#)  icon in the [Picklist Center](#) overview page to add the selected picklist to an existing bundle. The [Add to Transport Bundle](#) icon will be enabled only if you select a picklist.
- b. Choose an existing picklist to navigate to the [Picklist Details](#) page. Select the [Add to Transport Bundle](#) option at the top right of the page to add a picklist to transport bundle.

A list of available transport bundles appears.

Note

Adding a picklist to a transport bundle transfers the complete picklist, including all timeslices and picklist values. There's no support for a single timeslice or few picklist values individually.

4. Select the bundle that you want to add the configuration to and choose [Save](#).

Results

The picklist is added to the transport bundle.

5.3 Creating a Picklist




Create an MDF picklist using the Picklist Center.

Prerequisites

Ensure you have either one of these permission to view and edit the relevant picklist objects in MDF:

-  [Metadata Framework](#)  [Configure Object Definitions](#) 
- [Picklist Management and Picklists Mappings Set Up](#)

Context

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](#) .

Note

Adding custom fields, rules, or setting Picklist as RBP secured is not supported. In future releases, we will impose these restrictions. If you have these configurations, it might lead to issues in the application. Hence, remove them.

→ 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. <div> Example<p>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.</p></div>
Display Order	Order in which the picklist values are listed in the picklist dropdown in the application where it is used. 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.
Legacy Picklist ID	If you want the picklist to be used in non-MDF scenarios, enter the legacy picklist ID. Note that the value is case-sen-

Field	Description
	sitive and must be unique across all picklists. If no value is provided, the code value is used as the default value.

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	<p>The value of the parent picklist that causes the picklist value to appear.</p> <p>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.</p>
Non Unique External Code	Legacy external code, only used by migrated legacy picklists. Unlike the MDF external code, it can be blank or duplicated.

Note

Although this information is optional, it is recommended that you fill this out. When you create a new picklist value, the application automatically copies the value of the external code to this field.

In some instances, if this field is left blank, certain application pages may result in errors.

Min Value	Enter the minimum numeric value for the picklist value.
------------------	---

Field	Description
	<p>Min value and max value are used to define the range of numerical values associated with each picklist option. These fields are typically utilized when you want to assign numeric values to the picklist options for sorting or comparison purposes.</p> <div> ❖ Example <p>If you have a picklist for employee performance ratings with options like "Exceeds Expectations," "Meets Expectations," and "Needs Improvement," you might assign numeric values to them using the "Min Value" and "Max Value" fields. "Exceeds Expectations" could have a higher range than "Meets Expectations" and so on. This allows for numerical comparisons in reports or other system functionalities.</p> </div>
Max Value	Enter the maximum numeric value for the picklist value.
<div> Note <ul style="list-style-type: none"> The two grayed-out fields <i>R Value</i> and <i>Value</i> are only enabled for migrated legacy picklists. When legacy picklists are migrated to MDF picklists, an <code>optionId</code> is generated for existing MDF picklist values. For legacy picklist option that has been migrated, the existing <code>optionId</code> is retained. After the migration, when you create a picklist from the <i>Picklist Center</i>, an option ID is generated for all records. The present effective dated record is used; other effective dated entries for the parent picklist aren't considered. The system-generated ID is not editable and cannot be retained when you delete the picklist and create a new one with the same external code. </div>	

6. Click [Create](#) to add a picklist value to the picklist.

The picklist values are now created.

5.4 Editing a Picklist

Edit or update an MDF picklist using Picklist Center.

Prerequisites

Ensure you have either one of these permission to view and edit the relevant picklist objects in MDF:

- [Metadata Framework](#) ► [Configure Object Definitions](#) ►

- [Picklist Management and Picklists Mappings Set Up](#)

Context

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

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.

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](#).

5.5 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.

[Creating and Editing a Picklist Value \[page 15\]](#)

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

[Sort Order for Picklist Values \[page 16\]](#)

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

[Deactivating Picklist Values \[page 17\]](#)

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

5.5.1 Creating and Editing a Picklist Value

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

Prerequisites

Ensure you have either one of these permission to view and edit the relevant picklist objects in MDF:

- [Metadata Framework](#) > [Configure Object Definitions](#)
- [Picklist Management and Picklists Mappings Set Up](#)

Context

Note

Adding custom fields, rules, or setting Picklist Value as RBP secured is not supported. In future releases, we will impose these restrictions. If you have these configurations, it might lead to issues in the application. Hence, remove them.

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.

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: [Picklist Values \[page 14\]](#)

Related Information

[Sort Order for Picklist Values \[page 16\]](#)

[Deactivating Picklist Values \[page 17\]](#)

5.5.2 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.

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: [Picklist Values \[page 14\]](#)

Related Information

[Creating and Editing a Picklist Value \[page 15\]](#)

[Deactivating Picklist Values \[page 17\]](#)

5.5.3 Deactivating Picklist Values

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

Prerequisites

Ensure you have either one of these permission to view and edit the relevant picklist objects in MDF:

- [Metadata Framework](#) > [Configure Object Definitions](#) >
- [Picklist Management and Picklists Mappings Set Up](#)

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.

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 \[page 14\]](#)

Related Information

[Creating and Editing a Picklist Value \[page 15\]](#)

[Sort Order for Picklist Values \[page 16\]](#)

5.6 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.

Note

Picklists that are configured outside MDF are not effective dated, for example, JobInformation. In such picklists, when they have multiple versions, the current date is considered as the effective date. This behavior is similar to the picklist in MDF objects that have effective dating set as None.

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

[Creating a Picklist Version \[page 19\]](#)

5.6.1 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.

ⓘ 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.

5.6.2 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.

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 warning message is displayed asking you to confirm your decision to deactivate it.

5.7 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.

5.8 Cascading Picklists

The `Picklist` and the `PicklistValue` objects have a cascading property, that is, they have a parent-child relationship.

To use cascading relationship, you have to add field criteria based on the picklist used. Using cascading picklists you can limit the values of a picklist to depend on the selection of another picklist. For example, if you want to create a cascading property between three picklists, **Country**, **State**, and **City**.

The value of **State** picklist depends on the selected **Country**. And the value of **City** picklist depends on the selected **State**. You can select the **Country** as India or the USA. Based on this selection, values displayed in State vary. Similarly, based on the selected **State**, the list of cities varies. If cascading property isn't configured, then you can configure **Country** as India, **State** as California, and **City** as Bangalore.

To create a cascading property between picklists, **Country**, **State**, and **City**, perform the following configurations:

1. In [Admin Center](#) > [Picklist Center](#), create three picklists **Country**, **State**, and **City**. Ensure to set [Parent Picklist](#) value of picklist **State** to **Country** and [Parent Picklist](#) value of picklist **City** to **State**.
2. In [Admin Center](#) > [Configure Object Definitions](#), create a Generic Object of type `cust_CascadingPicklistTest` that uses all three picklists.

Object Definition: cust_cascadingpicklist (cust_cascadingpicklist) Take Action ▾

* Code **cust_cascadingpicklist** ?

* Effective Dating **Basic** ?

API Visibility **Not Visible** ?

* Status **Active** ?

MDF Version History **No Selection** ?

Default Screen ?

Label **cust_cascadingpicklist** ? ?

Description ?

Enable Full Text Enhanced Search Indexing **No** ?

API Sub Version **V1.1** ?

Subject User Field ?

Workflow Routing ?

Pending Data **No** ?

Todo Category **Generic Object Change Requests** ?

Fields

Name	Database Field Name	Maximum Length	Data Type	(22) More
externalCode	externalCode	128	String	Details
externalName	externalName	128	String	Details
cust_Country	sfFields.sfField1	38	Picklist	Details
cust_State	sfFields.sfField2	38	Picklist	Details
cust_City	sfFields.sfField3	38	Picklist	Details
mdfSystemEffectiveStartDate	effectiveStartDate	10	Date	Details

3. To configure the cascading property, update the Field Criteria of **cust_State** and **cust_City** as:

1. Open **cust_State** details, update Field Criteria **parentPickListValue** to **cust_Country**.

Obj Details

Name **cust_State**

Database Field Name **sfFields.sfField2**

Maximum Length **38**

Data Type **Picklist**

Valid Values Source **MyState**

Hide Old Value **No**

Decimal Precision

Include Inactive Users **No**

UI Field Renderer

Transient **No**

Help Text

Private or Sensitive Information **No**

Show Trailing Zeros **No**

Default Value

Hide Seconds **No**

End Of Period **No**

BE Column Name

Required **No**

Visibility **Editable**

Status **Active**

Label **State** ?

Cascade **None**

Inactivated By **No Selection**

Rules

External Code

Field Criteria

Source Field Name	Destination Field Name	Default Destination Value	Status
parentPickListValue	cust_Country		Active
parent.effectiveStartDate	mdfSystemEffectiveStartDate	1900-01-01	Active

Field

Done

2. Open **cust_City** details, update Field Criteria **parentPickListValue** to **cust_State**.

Details

Name	cust_City
Database Field Name	sfFields.sfField3
Maximum Length	38
Data Type	Picklist
Valid Values Source	MyCity
Hide Old Value	No
Decimal Precision	
Include Inactive Users	No
UI Field Renderer	
Transient	No
Help Text	
Private or Sensitive Information	No
Show Trailing Zeros	No
Default Value	
Hide Seconds	No
End Of Period	No
BE Column Name	
Required	No
Visibility	Editable
Status	Active
Label	City 
Cascade	None
Inactivated By	No Selection

Rules

External Code

Field Criteria

Source Field Name	Destination Field Name	Default Destination Value	Status
parentPickListValue	cust_State		Active
parent.effectiveStartDate	mdfSystemEffectiveStartDate	1900-01-01	Active

[Done](#)

4. Go to [Admin Center > Manage Data](#), from Create New list, select **cust_CascadingPicklistTest**.
 1. Select **India** from the Country list. Now check the values in State list. Only states from India are listed.

cust_cascadingpicklist: Division_IND (Division)

* externalCode

externalName

Country

State

Bengal (WB)

City

* Effective Start Date

2. Select a state. Now, check the values in the City list. Only cities that are related to the state you have select are listed.

cust_cascadingpicklist: Division_IND (Division)

* externalCode

externalName

Country

State

City

* Effective Start Date

cust_cascadingpicklist: Division_IND (Division)

* externalCode

externalName

Country

State

City

* Effective Start Date

5.9 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

[Deleting Picklist or Picklist Versions \[page 25\]](#)

[Deleting Picklist Values \[page 26\]](#)

5.9.1 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 [Scheduled Job Manager](#).

When the job is completed, you can download the picklist package using the **Download Status** link in [View Details](#).

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 [Scheduled Job Manager](#).

5.9.2 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 [Scheduled Job Manager](#).

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 **Operator** 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 [Scheduled Job Manager](#).

5.10 Importing and Exporting Picklists

5.10.1 Exporting an MDF Picklist

Exporting picklists allow you to migrate the picklists from one instance to another with the existing configurations.

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. Configure these parameters as required:
 - a. From the *Select Generic Object* dropdown, select a picklist that you want to export.
 - b. From the *Include Dependencies* dropdown, select **Yes** to include the dependencies. Else, select **No** to exclude dependencies.
 - c. From the *Include Immutable IDs* dropdown, select **Yes** to export Entity ID and Record ID. Select **No** to exclude exporting Entity ID and Record ID.
 - d. From the *Exclude reference objects* dropdown, select **No** to export the reference objects. Select **Yes** to include reference objects.
 - e. From the *Select all data records* dropdown, select **Yes** to export all the picklists. If you select **No**, a *Select Objects* dropdown appears and here you can select the specific picklists that you want to export.
4. Click **Export**.

An export job is triggered. You can track the status of this job in ► [Admin Center](#) ► [Scheduled Job Manager](#) ►.

Results

When the job is completed, you can download the picklist package using the [Download Status](#) link in [View Details](#).

5.10.2 MDF Picklist Import

Similar to export, you can also import your picklist. Once you are done making changes to the exported picklist, you can import it back. You can import a picklist in two ways - CSV import and ZIP import.

Select the type of import relevant to your situation:

- Use CSV import if you want to make minor changes like - updating existing values, changing a label, adding values to the picklist.
- Use ZIP import if you want to do full purge, change the picklist headers and values separately.

[Using CSV Import with MDF Picklists \[page 28\]](#)

Use CSV import to make minor changes like - updating existing values, changing a label, adding values to the picklist.

[Using ZIP Import with MDF Picklists \[page 29\]](#)

Use ZIP import if you want to do full purge, change the picklist headers and values separately.

5.10.2.1 Using CSV Import with MDF Picklists

Use CSV import to make minor changes like - updating existing values, changing a label, adding values to the picklist.

Procedure

1. Go to ► [Admin Center](#) ► [Import and Export Data](#) ►.
2. 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.
3. Select a picklist from the [Select Generic Object](#) dropdown list.
4. Click [Choose File](#) to select the CSV file to import in the [File](#) field.
5. Specify the file encoding from the [File Encoding](#) dropdown list.
6. Select [Incremental Load](#) from the [Purge Type](#) dropdown list.

ⓘ Note

You aren't allowed to use [Full Purge](#) in CSV format as it leads to data loss. For example, if a picklist is referenced by an object, then after the full purge the reference goes off.

7. Select [Yes](#) to remove redundant effective-dated records from the [Suppress Redundant Date-Effective Records](#) dropdown list. Else, select [No](#).
8. Choose [Business Key](#) or [External Code](#) as the [Key preference](#).
Make sure that you select the same key preference as the one you chose when you exported the picklist.
9. Choose [Yes](#) in the [Use Locale Format](#) and select the locale in the [Locale](#) field. Else, choose [No](#).
10. Choose [Yes](#) in the [Enable Decimal Round Option](#) field if you want to round decimal values. Else, choose [No](#).
11. Choose [User Id](#) or [Assignment ID](#) as the [Identity type](#).

Make sure that you select the same identity type as the one you chose when you exported the picklist.

12. Click [Import](#) and check the import status in the [Scheduled Job Manager](#) tool.

Task overview: [MDF Picklist Import \[page 27\]](#)

Related Information

[Using ZIP Import with MDF Picklists \[page 29\]](#)

5.10.2.2 Using ZIP Import with MDF Picklists

Use ZIP import if you want to do full purge, change the picklist headers and values separately.

Context

If you want to do a full purge of your picklist, you must use the ZIP import option and import the picklist along with its picklist values.

Procedure

1. Prepare the ZIP file to be imported.
 - a. Change `purgeType=incremental` to `purgeType=fullpurge` in the `import.properties` file.
 - b. Add a `#` in front of the `suppressData=true` line in the `import.properties` file.
 - c. Compress `import.properties`, `import_sequence.csv`, `Picklist.csv`, and `Picklist-values.csv` into a zip file.
2. Select *Import Data* from the *Select the action to perform* dropdown list.
3. Choose the *ZIP File* tab.
4. Click the *Choose File* button and select the prepared zip file.
5. Click *Import* and check the import status in the *Scheduled Job Manager* tool.

Task overview: [MDF Picklist Import \[page 27\]](#)

Related Information

[Using CSV Import with MDF Picklists \[page 28\]](#)

5.11 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.

📌 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.

5.12 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 or Account Executive. For any non-implementation tasks, contact Technical 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.

5.13 Field Mapping from Legacy to MDF Picklists

Legacy picklists have been migrated to MDF picklists. Learn how each field in legacy picklists was migrated to a corresponding field in MDF picklists.

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	<ul style="list-style-type: none">• Must be unique• Case-sensitive	Picklist	id (Code)	<ul style="list-style-type: none">• Must be unique.• Case-insensitive	In most cases, the <code>id</code> (or "Code") in MDF is the same as the legacy <code>PICKLISTID</code> . In the case of premigration conflicts, they can be different. For details, please refer to this Knowledge Base Article 2770495  .
PICKLISTID	<ul style="list-style-type: none">• Must be unique• Case-sensitive	Picklist	legacyPickListId	<ul style="list-style-type: none">• Must be unique.• Case-sensitive	The legacy <code>PICKLISTID</code> is always copied to the <code>legacyPickListId</code> field in MDF.
STATUS	Supports the following values: <ul style="list-style-type: none">• ACTIVE• OBSOLETE• DELETED	Picklist Value	status	Supports the following values: <ul style="list-style-type: none">• ACTIVE• INACTIVE	Original legacy value is copied to <code>status</code> field in MDF. Values are mapped as follows: <ul style="list-style-type: none">• 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_CODE	<ul style="list-style-type: none"> No constraints Not unique Can be null/empty. 	Picklist Value	externalCode	<ul style="list-style-type: none"> 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_CODE	<ul style="list-style-type: none"> No constraints Not unique Can be null/empty. 	Picklist Value	nonUniqueExternalCode	<ul style="list-style-type: none"> Not unique Can be null/empty 	Original legacy value is copied to nonUniqueExternalCode 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	<p>Original legacy value is copied to optValue field in MDF.</p> <p>Before migration, the optValue isn't present in MDF. This field is created during migration to hold the legacy value.</p>
L_VALUE	Present	Picklist Value	lValue	Not present before migration	<p>Original legacy value is copied to lValue field in MDF.</p> <p>Before migration, the lValue isn't present in MDF. This field is created during migration to hold the legacy value.</p>

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.

6 Working with Legacy Picklists

Legacy picklists are managed in an offline file. You can export existing picklists in CSV format, edit them offline, and import them again.

⚠ Caution

Legacy picklists are being retired! If your system hasn't been migrated to [Picklist Center](#) yet, contact us as soon as possible to begin the migration process and request a migration date.

Related Information

[Editing the Legacy Picklist \[page 40\]](#)

[Picklists and Instance Sync \[page 47\]](#)

[Exporting the Legacy Picklist \[page 35\]](#)

[Importing the Legacy Picklist \[page 43\]](#)

[Troubleshooting Legacy Picklists \[page 44\]](#)

6.1 Exporting the Legacy Picklist

Each system comes with a comprehensive picklist file. As a best practice, we recommend exporting the picklist file and then customizing it to the company's needs.

Prerequisites

You have the [Picklist Management and Picklists Mappings Set Up](#) permission.

Context

⚠ Caution

Legacy picklists are being retired! If your system hasn't been migrated to [Picklist Center](#) yet, contact us as soon as possible to begin the migration process and request a migration date.

⚠ Caution

We do not recommend creating a picklist file from scratch. But if you still want to create a new picklist file, you can use the [Export data format](#) option.

Export the default picklist file using [Export all picklist\(s\)](#).

Procedure

1. Go to [Admin Center](#).
2. In the [Tools](#) search field, enter [Picklists Management](#). The [Picklists](#) page appears.
3. Select [Export all picklist\(s\)](#).

📘 Note

To export the picklist file as part of a batch process, select [Process as a batch process](#).

📘 Note

The [Include System Generated Codes](#) option is selected by default. You can keep this option selected. Keeping this option selected allows a customer to see the system-generated codes they can use for mapping. Clearing this option has no adverse impact.

4. Click [Submit](#) to download a copy of the default picklist file.

→ Tip

Save the file with a date and version to a picklists folder. This will help you track your picklist changes in future.

Next Steps

Now that you've downloaded the picklist file, you are ready to edit the file. Do go through the best practices and tips for editing picklist files.

6.1.1 Getting Familiar with the Legacy Picklist File

It is recommended that you download the picklist file from the system when you get started.

⚠ Caution

Legacy picklists are being retired! If your system hasn't been migrated to [Picklist Center](#) yet, contact us as soon as possible to begin the migration process and request a migration date.

The picklist file you download from the system is in a CSV (Comma Separated Values) format. This is a very popular format for moving data between applications. *It is important that you preserve this format.* It is recommended that you use a text editor that supports UTF-8 formats to edit the file. By default, the file opens in a spreadsheet editor.

→ Recommendation

We suggest viewing the contents of the file in a text editor before uploading the modified file. *Make sure localized text still appears correctly.* If you see boxes in place of the localized text, the file is not usable for upload. Export a fresh copy and use an editor like OpenOffice to edit the CSV file. *It is also important to note that you should not delete any of the columns or change the order of the columns in the file.*

Column	Header	Required?	Description
A	<i>^picklistId</i>	Yes	<p>The picklist value (or 'key') is used to map picklists to the Live Profile and the Succession Org Chart.</p> <p>This picklist ID has to be the same as the picklist ID used in the data models.</p>
B	<i>OptionId</i>	Assigned by system	<p>The option ID value (or 'primary key') is used by the system to map edits to a previously established picklist value. This value is assigned by the system. Do not enter (for new picklists) or edit (for existing picklists) the option ID.</p> <p>Note: For each system, the option IDs are different, so you always have to export the existing picklists to know the option ID of a picklist entry.</p>
C	<i>minValue</i>	Yes	<p>These columns are used to support ranges for future use. Set the <i>minValue</i> and the <i>maxValue</i> to the same value. Do not overlap <i>minValue</i>/<i>maxValue</i> with other <i>minValue</i>/<i>maxValue</i> in the same picklist.</p>

Column	Header	Required?	Description
D	<i>maxValue</i>	Yes	If you add new entries, you can enter 0 or -1 as <i>minValue/maxValue</i> .
E	<i>value</i>	No	This field is a placeholder for future use. (May be used in the future to find ranges of incremental values.) For fields that use values like rating scales (risk of loss, impact of loss, etc.) use the same value here as <i>minValue</i> and <i>maxValue</i> .
F	<i>status</i>	Yes	<p>Must be one of the following:</p> <ul style="list-style-type: none"> • ACTIVE: The picklist value is available for use. • DELETED: Disables the picklist value from the system (it is not displayed on the UI anymore). • OBSOLETE: Disables the picklist value from being selected in new user records. Retain its selection for the Query Tool. <div> <p>Note</p> <p>It is important that you do not delete the entry. Use the DELETED and OBSOLETE states, instead.</p> </div>

Column	Header	Required?	Description
G	<i>external_code</i>	No	<p>For standard picklist entries, use the external codes provided in the master picklist. The external code becomes relevant when you integrate with other systems, for example.</p> <div> <p>Note</p> <p>Best Practice Tip: If you add customer-specific picklists, we recommend to add external codes even though it is not mandatory.</p> </div>
H	<i>parentOptionId</i>	No	<p>This field specifies the parent value for the child in a cascading picklist. This allows you to create links between values the user selects first (for example, "North America") and those that appear in the next picklist field (for example, "USA"). If you do not use cascading picklists, leave this field blank.</p>
I	<i>en_US</i>	Yes	<p>The <i>en_US</i> encoding for US English is the default and therefore required. Other locales (for example, <i>fr_FR</i> for French, and so on) are optional; each locale has to be in its own column.</p>
J	[locale code]	No	

Related Information

[Exporting the Legacy Picklist \[page 35\]](#)

[Editing the Legacy Picklist \[page 40\]](#)

[Importing the Legacy Picklist \[page 43\]](#)

6.2 Editing the Legacy Picklist

After exporting the picklist, you are ready to update the picklist based on your company's requirements.

⚠ Caution

Legacy picklists are being retired! If your system hasn't been migrated to [Picklist Center](#) yet, contact us as soon as possible to begin the migration process and request a migration date.

You will typically edit the picklists for one of the following reasons:

- **Changing Labels:** Simply edit the label in the appropriate language in the default picklist CSV file without changing the other fields.
- **Adding a new item to an existing picklist:** Insert a row in the spreadsheet, enter the appropriate ^picklistId, minValue, maxValue, value, status, and labels. Do not enter an OptionId, leave it empty, as the system assigns that value.
- **Changing the order in the picklist:** For the rows with the same ^picklistId and status, simply change the order of the rows in the spreadsheet.
- **Marking a record obsolete:** Change the status of the item to OBSOLETE. This retains the data in the system but does not display the entry in the drop-down list for anyone to select it in the future.
- **Deleting values from the picklist:** Change the status of the item to DELETED. Deleting an item breaks the link to any data using that option. Generally, we recommend deleting an item only during the setup of new picklists.

→ Recommendation

Open the picklist CSV file using a text editor that supports the UTF-8 format. If you are using a spreadsheet editor, it is important you preserve the format and validate the edited file using a text editor before uploading. While the name of the file does not matter, the format does. It is important that you only upload the file in CSV format.

6.2.1 Tips for Editing Legacy Picklists

Best practices for HCM suite picklists.

⚠ Caution

Legacy picklists are being retired! If your system hasn't been migrated to [Picklist Center](#) yet, contact us as soon as possible to begin the migration process and request a migration date.

To ensure your picklists work smoothly across the suite and they are ready for migration to [Picklist Center](#), it is important to keep the following points in mind when working with picklists.

Tips and guidelines for working with picklists

Relates to...	Tip
Basics	<p>When you add a new picklist to a field that did not previously have a picklist, you will need to make changes to the XML data model as well as the picklist file.</p> <p>Always export the picklist to validate that the picklist does not exist.</p> <p>Picklists can only be used with text fields. Do not set up picklists for Boolean fields. They are automatically configured as dropdowns.</p> <p>The same picklist may be used for multiple fields. You can always search the XML to identify where else the "id" is referenced.</p> <p>Picklists cannot be used for user directory fields (those fields set in the standard user import file); they can only be used for elements populated through personal or background data import file. Department, Division, and Location fields are examples of standard elements.</p> <p>Picklists cannot be used on numeric or date fields.</p>
Odd characters in picklist file	<p>If you have odd characters in your picklists your file was most likely corrupted when edited in a spreadsheet editor. You will need to fix this. Start by exporting the file again and this time, make changes using a text editor that supports the UTF-8 format. You can validate your changes by opening the file. You should now be able to see localized content correctly.</p>
Upload issues	<p>The format is most likely incorrect. You can only upload a CSV file. Uploading a file in any other format can cause a blank screens or no action.</p>
Cleaning-up duplicates	<p>When you import to update picklists, Yes is the default selection for the question Are all the Pick Lists new?. If you have duplicates in your drop-down lists, make sure to change this selection to No. Continuing with Yes will create duplicates.</p> <p>To correct duplicates, export the picklist, identify duplicates and change the status of duplicates to "DELETED" and re-import.</p>
External Code	<p>Verify that the external code has been provided, even if it is optional.</p>
Picklist IDs	<p>There are no limits to the number of cascading picklist levels however, it is a good idea to keep your picklists clean and simple. So, give the structure a thought.</p> <p>Verify that picklists IDs are unique. Also, a 'Null' picklist ID is not supported and such picklists are not migrated.</p>
OptionIds	<p>Legacy picklists without labels will not be migrated if:</p> <p>(1) None of the OptionIds of a picklist exist in the label table. In this case, neither picklist nor picklist-Value will be migrated.</p> <p>(2) Some of the OptionIds of a picklist do not exist in the label table. In this case, picklistValues that are not present in the label will not be migrated. Picklist and other picklistValues will be migrated.</p> <p>Labels of languages that are not enabled for a company will not be migrated. This means that: label_id will not be migrated from the legacy label table.</p>

Relates to...**Tip**

Cascading Picklists

Always make sure that a child picklist refers to only one parent picklist. Here's an example of a cascading picklist definition.

❖ Example

```
<background-element id="experiencesNextLevel" type-id="40">
  <label>Critical Experiences Needed for Next Level Development</label>
  <data-field id="entryDate" field-name="dfld1" required="true" max-length="999" max-file-size-
  KB="1000">
    <label>Entry Date</label>
  </data-field>
  <data-field id="experiencesCategory" field-name="vfld1" required="true" max-length="4000"
  max-file-size-KB="1000">
    <label>Experience Category</label>
    <picklist id="experiencesCategory"/>
  </data-field>
  <data-field id="assessmentNextLevel" field-name="vfld2" required="true" max-length="4000"
  max-file-size-KB="1000">
    <label>Assessment</label>
    <picklist id="experiencesNextLevel" parent-field-id="experiencesCategory"/>
  </data-field>
  <data-field id="experienceStretch" field-name="vfld3" required="true" max-length="4000" max-
  file-size-KB="1000">
    <label>Stretch Assignment to Address Experience Gap</label>
    <picklist id="experienceStretch"/>
  </data-field>
</background-element>
```

The field must be a picklist type field for cascading picklists to work. If the standard picklist type of the fields (both parent and child) is not a picklist, you will not be able to use a cascading picklist.

You should not create cascading picklists for enum or derived fields.

Choose a meaningful picklist ID. Picklists can be shared across modules.

Relates to...	Tip
	<p>The field association is always completed within the XML(Provisioning).</p> <div> <p>→ Remember</p> <p>As a customer, you don't have access to Provisioning. To complete tasks in Provisioning, contact your implementation partner or Account Executive. For any non-implementation tasks, contact Technical Support.</p> </div> <p>Cascading picklists values and individual associations need to be maintained by the company Admin on an ongoing basis in Admin Center.</p>

6.3 Importing the Legacy Picklist

When you add new picklists or update the existing ones, the changes appear only after you import the updated picklist file.

Prerequisites

You have the [Picklist Management and Picklists Mappings Set Up](#) permission.

Context

⚠ Caution

Legacy picklists are being retired! If your system hasn't been migrated to [Picklist Center](#) yet, contact us as soon as possible to begin the migration process and request a migration date.

You can't create and modify picklists at the same time. Before uploading the CSV file, verify that it only contains new picklists or modified picklists, not both.

→ Recommendation

We suggest you export the existing picklist to verify whether or not a picklist exists before uploading or modifying a picklist.

Procedure

1. Go to [Admin Center](#)
2. In the [Tools](#) search field, enter [Picklists Management](#). The [Picklists](#) page appears.
3. Select [Import picklist\(s\)](#), and click [Choose File](#) to browse and select the picklist file you want to import.

⚠ Caution

Do not use [Import the default \(pre-packaged\) picklists](#) for importing picklists, as it overwrites all your picklists. This means, you will lose all of your existing picklists, if you use [Import the default \(pre-packaged\) picklists](#).

4. For the [Are all the Pick Lists new?](#) question, select [No](#) if you have edited the existing picklists.

📘 Note

For the [Are all the Pick Lists new?](#) question, you can select [Yes](#), only if all picklists are new and do not currently exist in your system. Also, remember that the system will assign ID, so make sure that field is blank in your import file.

5. Click [Submit](#). The imported picklist is sent to the system.

📘 Note

If you want to import the picklist file as part of a batch process, select the [Process as a batch process](#) option and then click [Submit](#).

Next Steps

When you see the message [Template has been uploaded and saved](#), you can view the updated picklist in your system.

6.4 Troubleshooting Legacy Picklists

Once you've configured your picklist, it is a good idea to test a few scenarios.

While testing your picklists, it is possible that you might encounter a few issues - these are typically due to customizations to the picklist or configuration issues. In addition to the guides on the Help Portal, the [SAP Support Portal](#) is a good place to look for answers. Here's a list of some KBAs that might answer questions you have about picklists.

If you are looking for information about...	See this KBA...	This applies to...
Blank error while adding new employee	KBA 2197679	Employee Central

If you are looking for information about...	See this KBA...	This applies to...
Contingent Workforce: Events with externalCode are missing in the picklist event	KBA 2400351	Employee Central
Cascading picklists not working on Job Info	KBA 2458906	Employee Central
Document Generation: Picklist value displays OptionId when document is generated	KBA 2511258	Employee Central
Unable to create Leave of Absence Time Types after migrating picklists to MDF	KBA 2518461	Employee Central
Character limit for picklists	KBA 2088656	HCM suite
Picklist does not follow the order that was assigned in Picklist Management	KBA 2088689	HCM suite
Accessing Job Information records throws an error for all employees when accessed	KBA 2203207	HCM suite
Importing a legacy picklist file fails with a java error related to loading a null object from local variable 'languages'	KBA 2308174	HCM suite
The UI field displays the updated values for an updated picklist but the downloaded picklist continues to show the old values	KBA 2436965	HCM suite
The child picklist field displays all picklist values when parent field is country-of-company	KBA 2473795	HCM suite
Unable to import picklist – sent back to Admin Center	KBA 2489655	HCM suite
Picklist Option ID values are displayed instead of the label	KBA 2517873	HCM suite
HRIS Sync stops working for certain mappings after MDF Picklist Migration	KBA 2464855	HRIS Sync
Legacy picklist externalCode is blank for Boomi Integrations	KBA 2116077	Integration
Picklist showing UNAVAILABLE in Panels	KBA 2422154	Onboarding
Picklist is not available in Data Dictionary	KBA 2491998	Onboarding
Fields are not mapping between Onboarding and Employee Central in Emergency Contact Information	KBA 2432866	Onboarding/Employee Central
Picklist values keep loading	KBA 2416751	People Profile
You get the following error when accessing the Picklist Management page: "You do not have permission to perform any Administrative or Human Resources functions"	KBA 2211499	Permissions

If you are looking for information about...	See this KBA...	This applies to...
Mapping picklist fields in Employee Central Position Management to RCM Integration with OData API	KBA 2361220	Recruiting Management/ Employee Central
Error encountered when selecting any Recruiting or Onboarding hire in the Manage Pending Hires page	KBA 2478250	Recruiting Management/ Employee Central
Adding filters to a Position Tile	KBA 2238266	Succession and Development
Disabling the sync of non-unique external codes	KBA 2824572	Employee Central
Country not filled out in the Job Information section when adding a new employee	KBA 2798662	Employee Central
An error occurred while the changes were being synchronized. The position and incumbents have not been updated.	KBA 2800724	Employee Central

7 Picklists and Instance Sync

Using Instance Sync, you can move configuration artifacts and settings from one SAP SuccessFactors company instance to another.

Each type of instance sync configuration artifact is different and can require a slightly different setup in the wizard. They each have different prerequisites, permissions, dependencies, and other requirements. For more information on syncing the MDF picklists and legacy picklists, see the [Instance Synchronization Administration Guide](#).

→ Remember

A fresh instance will already have some system delivered picklists in the system. Therefore, it is not necessary to move over all picklists from the target.

7.1 Troubleshooting Instance Sync for Picklists

Describes some of the issues you might encounter when syncing picklists using Instance Sync.

This table describes some of the issues you might encounter when syncing picklists from a source instance to a target instance. We suggest you go through the [Instance Sync Administration Guide](#) for details on the process, prerequisites and other best practices.

Common Issues

Issue	Reason
External code for the option ID does not exist in the picklist	Syncing picklists now requires the externalCode. Every option in a picklist must be assigned a unique external code in order to be successfully synced. Options which exist in both the source and the target will be updated, not deleted and inserted. Options which exist in the target but not in the source will not be deleted.
Two Option IDs within the same Picklist ID share the same external code.	This can be confusing as you do not get this error when uploading the picklists manually. Check the <i>report.csv</i> file for information on which Option IDs are non-immutable. You can then upload those records to the source instance as purge, with different external codes.
Unable to select child picklists in the Configuration Sync Wizard. You can only select parent picklists.	This is expected behavior. All associated child picklists are automatically synced with the parent picklist.

8 Additional Picklist References

If you are working with multiple products within the HCM suite, we recommend going through the product-specific guides. Here are some pointers to other topics on the Help Portal that talk about picklists.

Additional References on the Help Portal

For information related to...	See...
SAP SuccessFactors Onboarding	<ul style="list-style-type: none">• Setting Up Picklists for Recruiting to Onboarding Integration• Mapping Recruiting-Onboarding Enum Picklists• Using Onboarding with Recruiting Management and Employee Central
SAP SuccessFactors Employee Central	<ul style="list-style-type: none">• Setting Up Picklists for Employee Central Pension Payouts• Setting Up Picklists for Employee Central Dependents Management• Setting Up Picklists for Contingent Workforce Management• Setting Up Picklists for Global Assignments• Setting Up Picklists for Employee Central Global Benefits• Setting Up Picklists for Employee Central Advances• Keeping Legacy and MDF Picklists in Sync• Working with Cascading Picklists in Employee Central
Picklists and Instance Sync	<ul style="list-style-type: none">• Using the Instance Synchronization Tool for Syncing MDF Picklists• Using the Instance Synchronization Tool for Syncing Legacy Picklists

9 Change History

Learn about changes to the documentation for implementing picklists.

2H 2023

Type of Change	Description	More Info
Changed	We have moved the Change History to the end of the guide.	Picklists in SAP SuccessFactors [page 4]

2H 2021 – 1H 2023



Type of Change	Description	More Info
None	We did not update this document.	

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