



AC260

Additional Features in Financial Accounting

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- R/3 System
- Release 4.6C
- November 2000
- Material number 5004 3277

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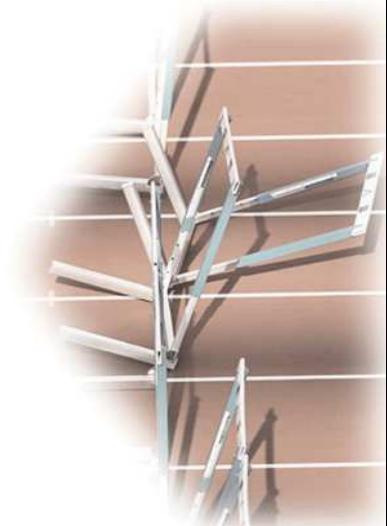
Level 2

AC010	5 days
Financial Accounting and Reporting	
@AC010a	1 h
Change Vendor or Customer Master Data via Internet	
HR051	1 day
Human Resources Essentials I	
HR052	2 days
Human Resources Essentials II	

Level 3

AC200	3 days
General Ledger/ Accounts Payable/ Accounts Receivable Configuration	
@AC200a	2 h
Interest Calculation of open and/or cleared items	
AC305	4 days
Asset Accounting	
AC220	5 days
Special Purpose Ledger	
AC270	3 days
Travel Management Travel Expenses	
AC205	2 days
Financial Closing	
AC260	1 day
Additional Financial Functionality	
AC201	2 days
Periodic Processing in Accounts Payable/ Accounts Receivable	
@ACxxxx	x h
more e-learnings	
AC275	2 days
Travel Management Travel Planning	

- ***AC010 Financial Accounting and Reporting***
- **Professional experience in accounting**



- **Participants:**
 - **Project team members responsible for Financial Accounting**
- **Duration: 2 days**



Notes for participants:

- The training materials are not designed to be **self-learning units**. The **materials are only complete when enhanced by the explanations of the course instructor**. There is space available on the pages to write down additional information.
- You may not have time to complete all the exercises during the course. The exercises are additional examples to enhance the material learned during the course. Using these examples, the participants can improve their knowledge after completing the course.

Contents:

- **Course goal**
- **Course objectives**
- **Contents**
- **Course overview diagram**
- **Business scenario**



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This course will enable you to:

- **Become aware of additional features within SAP's Financial Accounting module**



At the conclusion of this course, you will be able to:

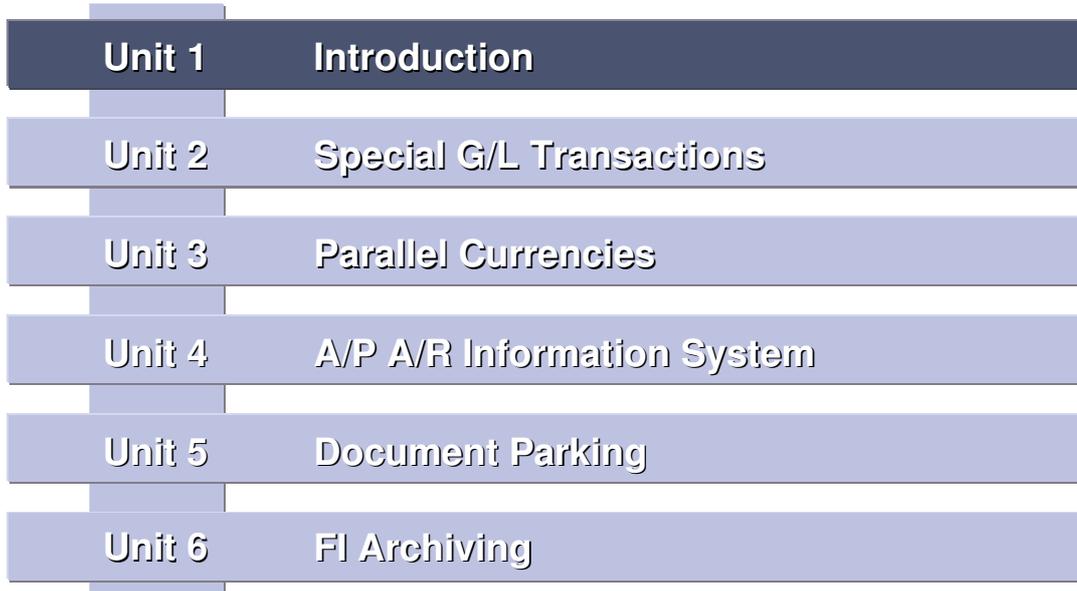
- **Describe additional features in FI**
- **Configure additional functions in FI**

Preface

Unit 1	Introduction	Unit 4	A/P A/R Information System
Unit 2	Special G/L Transactions	Unit 5	Document Parking
Unit 3	Parallel Currencies	Unit 6	FI Archiving

Exercises

Solutions





- **In addition to the more common FI functions, the users of the FI department need additional functions. This includes, for example, A/R A/P info systems. There are also additional technical functions that you might not use during the first year your R/3 System is in operation or functions that you might just need once, for example, data transfer prior to your productive start.**
- **After the installation of your R/3 System, you as a member of the project team will test these additional FI functions.**

Contents:

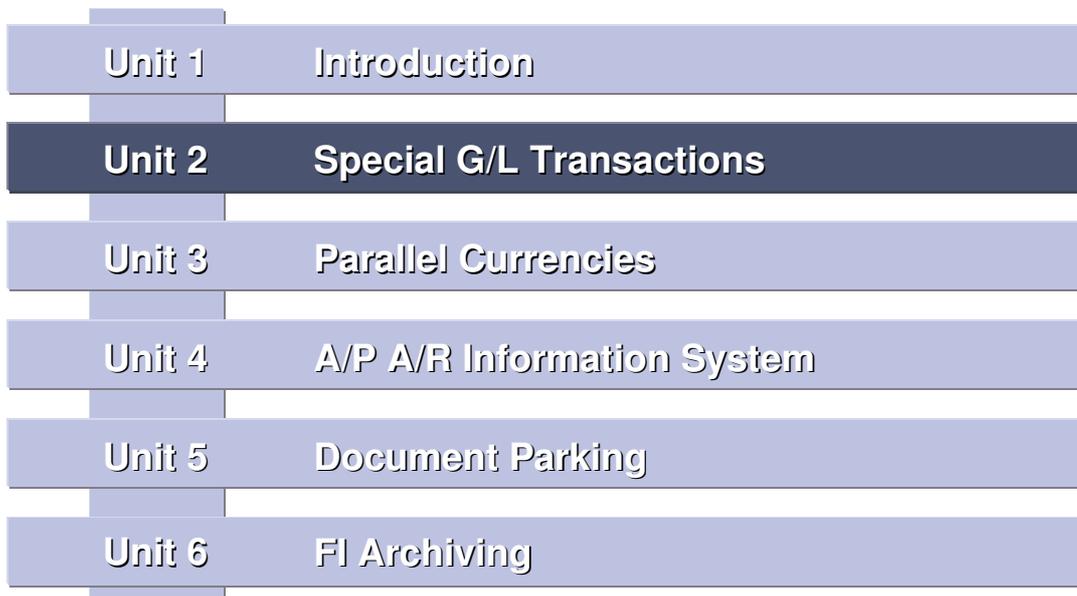
- **What is a Special G/L Transaction?**
- **Special G/L Transactions: Overview**
 - **Freely definable offsetting entries**
 - **Noted items**
 - **Statistical postings**
- **Configuration of Special G/L Transactions**

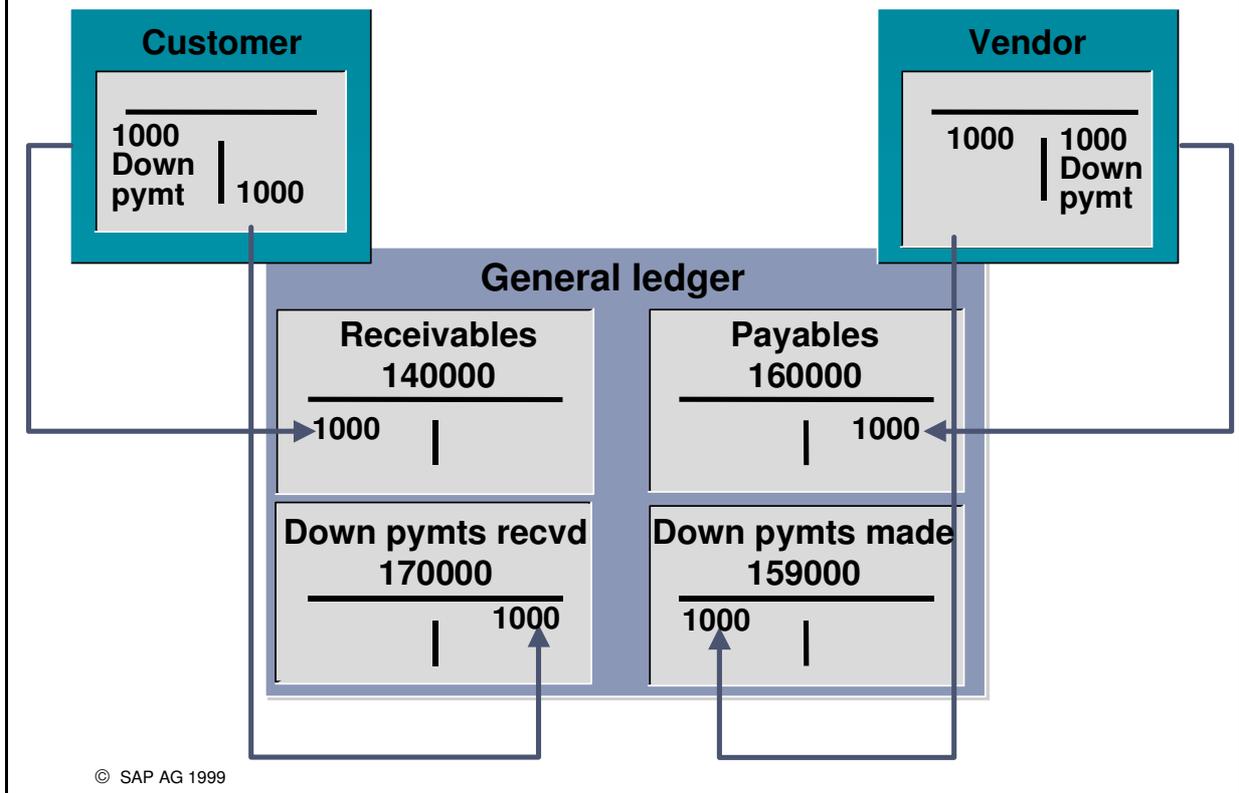




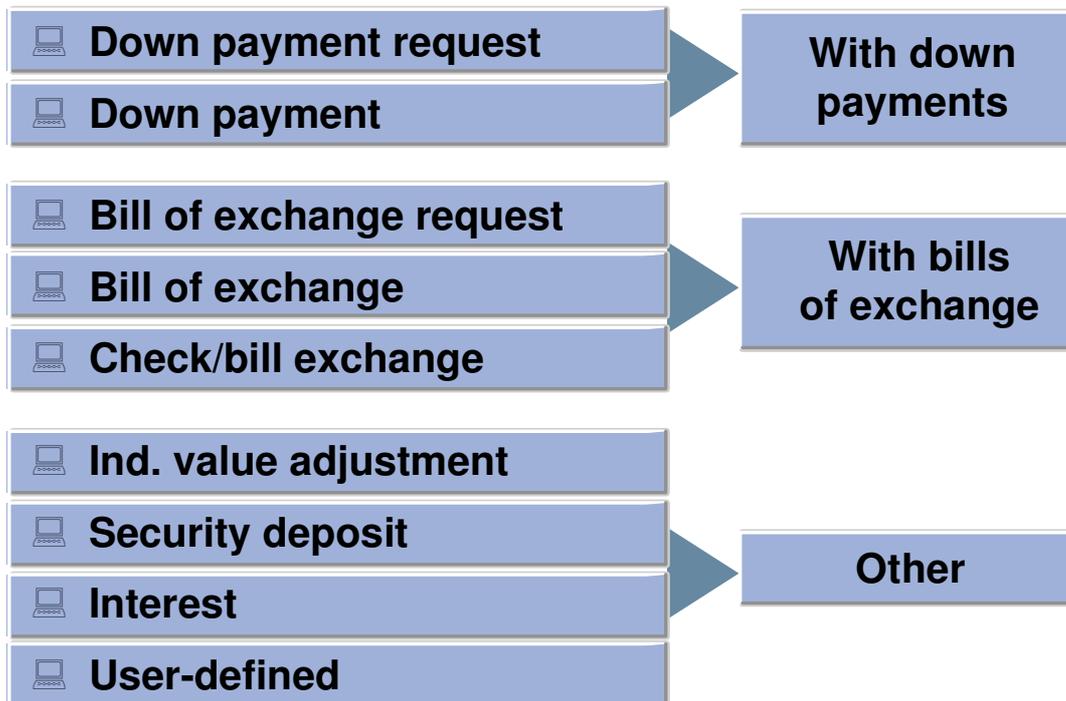
At the conclusion of this unit, you will be able to:

- **Describe the special G/L transactions**
- **Describe the functions of the special G/L transactions**
- **Perform special G/L transaction configuration**





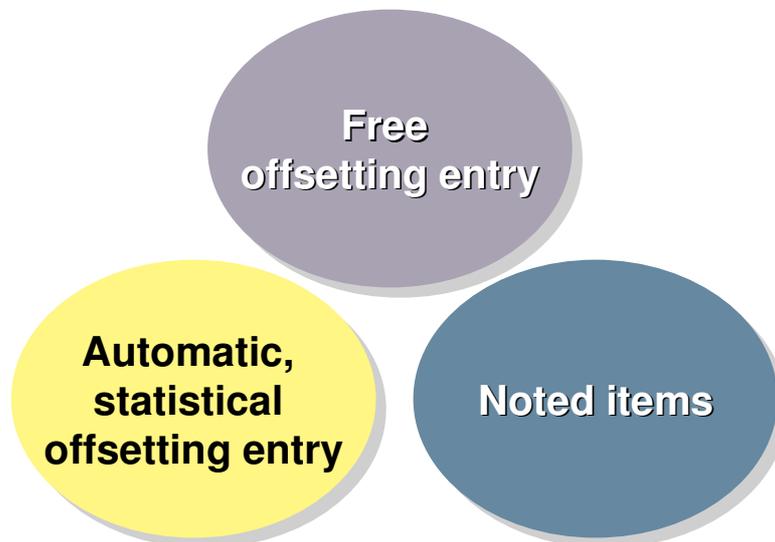
- Special G/L transactions are transactions in accounts receivable and accounts payable that are displayed separately in the general ledger and the subsidiary ledger. This may be necessary for reporting or internal reasons. For example, down payments must not be balanced with receivables and payables for goods and services.
- Transactions involving subsidiary ledgers are tied to the general ledger through the reconciliation account defined in the sub-ledger master record. Special general ledger indicators use the subsidiary ledger master records but are connected to the general ledger via alternative reconciliation accounts. The configuration of the special general ledger indicator determines if the posting will be an actual G/L posting, a noted item in the general ledger, or a statistical entry.



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- There are many uses for special G/L transactions. These transactions can be grouped into 3 basic categories:
 - **Down Payment Related:** R/3 provides special pre-configured programs and screens which handle the request, receipt and application of down payments. They can be used in the A/P or A/R application components and are contained on the standard R/3 menus. Down payment processing has also been integrated into the R/3 dunning and payment processing programs.
 - **Bill of Exchange Related:** Bill of exchange processing is used to handle country-specific requirements. R/3 contains special pre-configured programs and screens which use special G/L transaction functions to meet these requirements. Bill of exchange options are contained on the standard R/3 A/R and A/P menus and are integrated into other FI functions.
 - **Other Transactions:** Other miscellaneous types of business transactions use the special G/L transaction functions. To access these types of transactions, there is an option under document processing in A/P and A/R entitled "Other". It is also possible to direct individual financial document line items to an alternate reconciliation account by using the special G/L indicator. This will control the type of processing that will take place when the business transaction is entered.

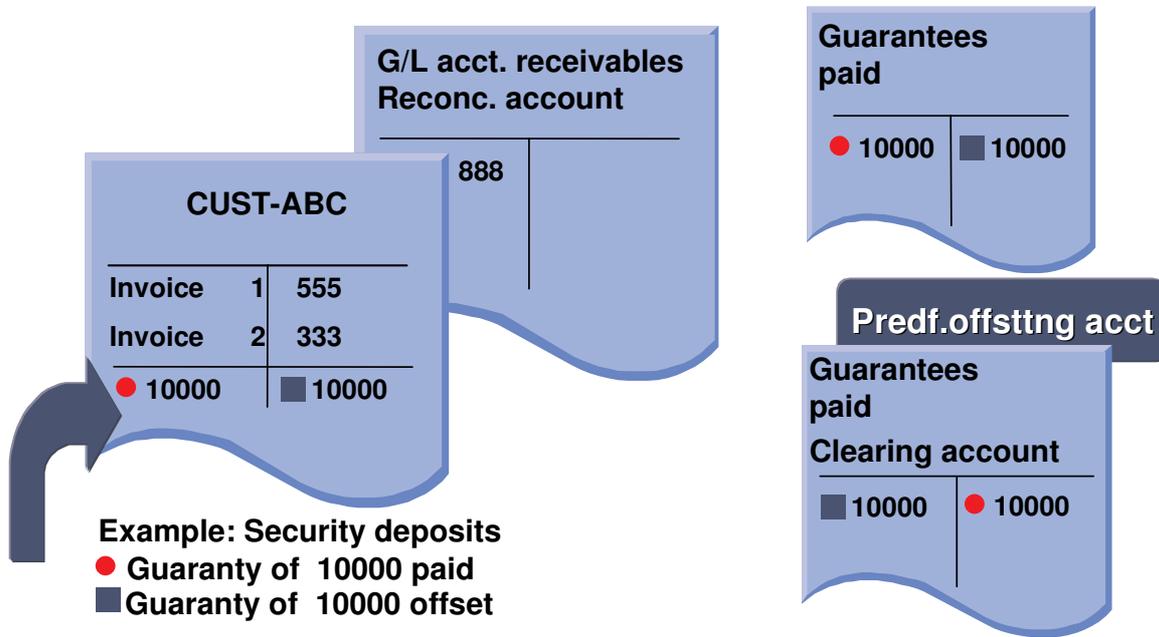
There are three types of special G/L transactions, and their relationship to the general ledger is the key distinction



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- There are 3 ways that special G/L entries can be recorded in the system. This is controlled by the G/L indicator of the line item being entered.
- **Real Postings** are part of the balance sheet. They are postings with a freely-definable offsetting entry. Example: The posting of a down payment received.
- **Automatic offsetting entries** are transactions that are always posted to the same offsetting account. They are typically part of the balance sheet appendix. Example: Posting a guarantee.
- **Noted items** are postings that are not intended to be displayed in the general ledger but are only to remind you of outstanding payments due or to be made. Example: A down payment request.

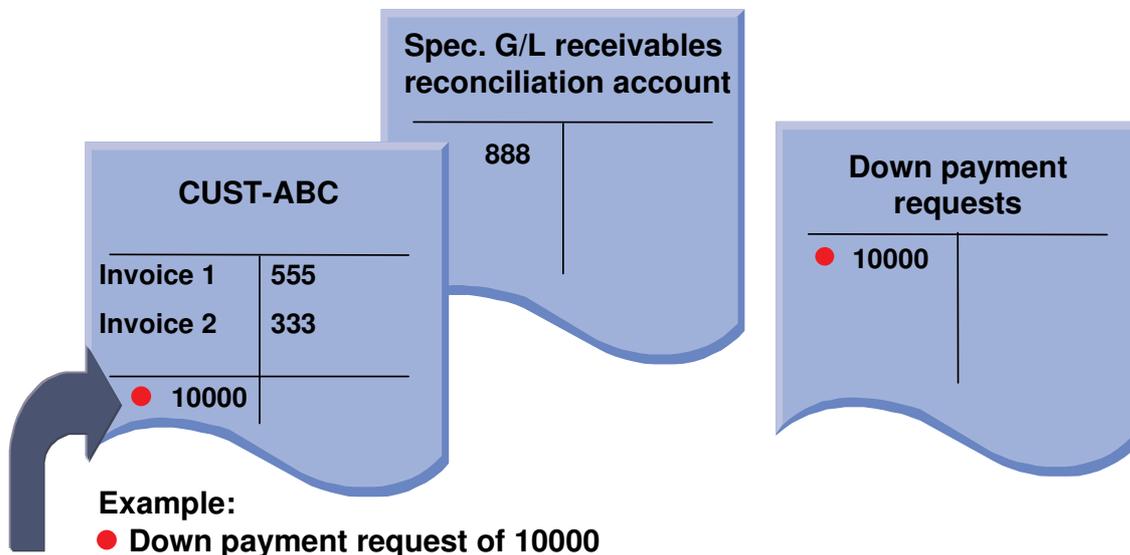
- Two line items with postings to a predefined offsetting account



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- With **automatic statistical postings**, you always post to the same offsetting account. To simplify the posting procedure, you can define the number of the account required for the offsetting entry in the system. The system then posts the offsetting entry automatically. When you clear open items in an open item account, the system automatically clears the relevant open items in the offsetting account.
- These transactions are called **statistical postings** since they are generally not displayed on the balance sheet or only in the appendix. For example, guarantees made are displayed in the appendix, while guarantees received are not displayed. Nevertheless, for internal purposes it is a good idea to have an overview of the guarantees that have been received.
- **Example of Statistical Entry -Guarantee:** You agree with a customer to stand as guarantor for an amount of 100 000, therefore accepting the possibility that you may be liable for this amount. This liability is shown in the customer account and the special G/L account Guarantees Made. The automatic offsetting posting is made to the clearing account for guarantees made. When the liability no longer exists, the guarantee would then be reversed.

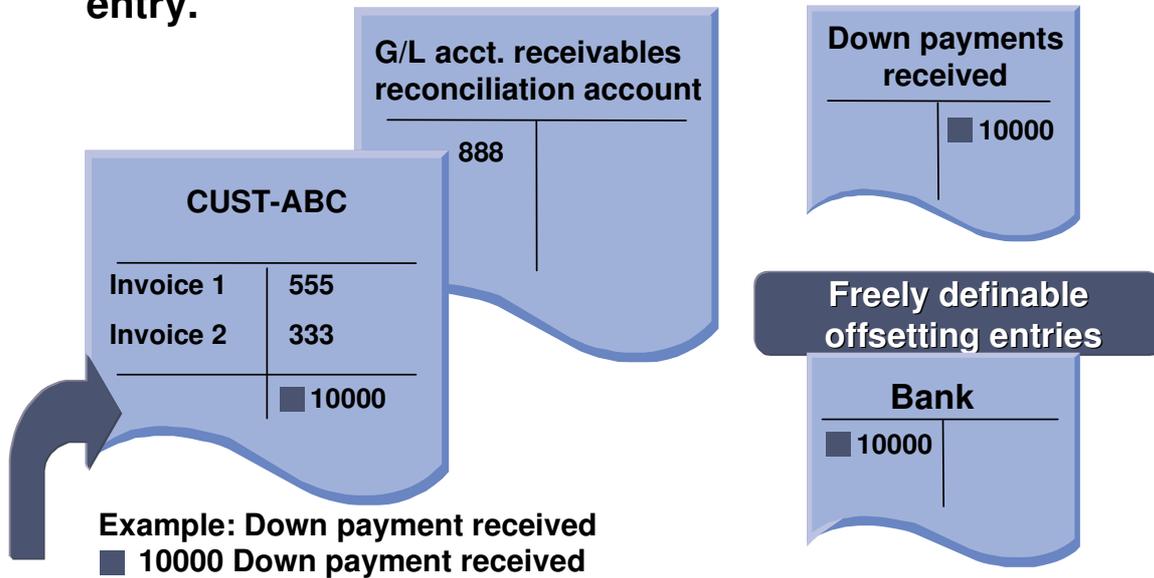
- A line item is created without updating the account balances in the general ledger



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- **Noted items** are informative special G/L transactions that are not intended to be displayed or included in the general ledger but are only to remind users of outstanding payments due or to be made.
- There is only one line item produced when a noted item is entered. There is no offsetting entry made.
- The payment program and the dunning program can access noted items for additional processing.
- Noted items are managed as a line item in the open item account and the special G/L account. Therefore you should always activate the line item display for these accounts.
- **Examples of Noted Items:** Down payment request, bill of exchange request

- **Freely definable offsets are two line entries where the offsetting line item account is entered at the time of the entry.**



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- Special G/L transactions configured as **freely definable offsets** create a real entry in the general ledger. The alternative reconciliation account is automatically debited or credited depending on the entry. The user is required to enter the G/L account for the offsetting entry.
- **Example of Freely Definable Offsetting Entry - Down Payment Receipt:** Upon receipt of a down payment request, a customer sends 100,000. The R/3 System registers the receipt of the payment in the accounts receivable ledger as well as in the G/L reconciliation account (down payments received). The account that will be debited for the cash received can be defined when the transaction is entered in the R/3 System.

Customer	
(3) 12000	10000 (4) 2000 (5)
(1) [09F 10000]	
(4) 09A 10000	19A 10000 (2)

Reconciliation account	
(3) 12000	10000 (4) 2000 (5)

Down payment request	
(1) [10000]	

Down payment (+B)	
(4) 10000	10000 (2)

Output tax	
(4) 1304.35	1304.35 (2) 1565.22 (3)

Output tax clearing	
(2) 1304.35	1304.35 (4)

Revenue	
	10434,78 (3)

Bank	
(2) 10000	
(5) 2000	

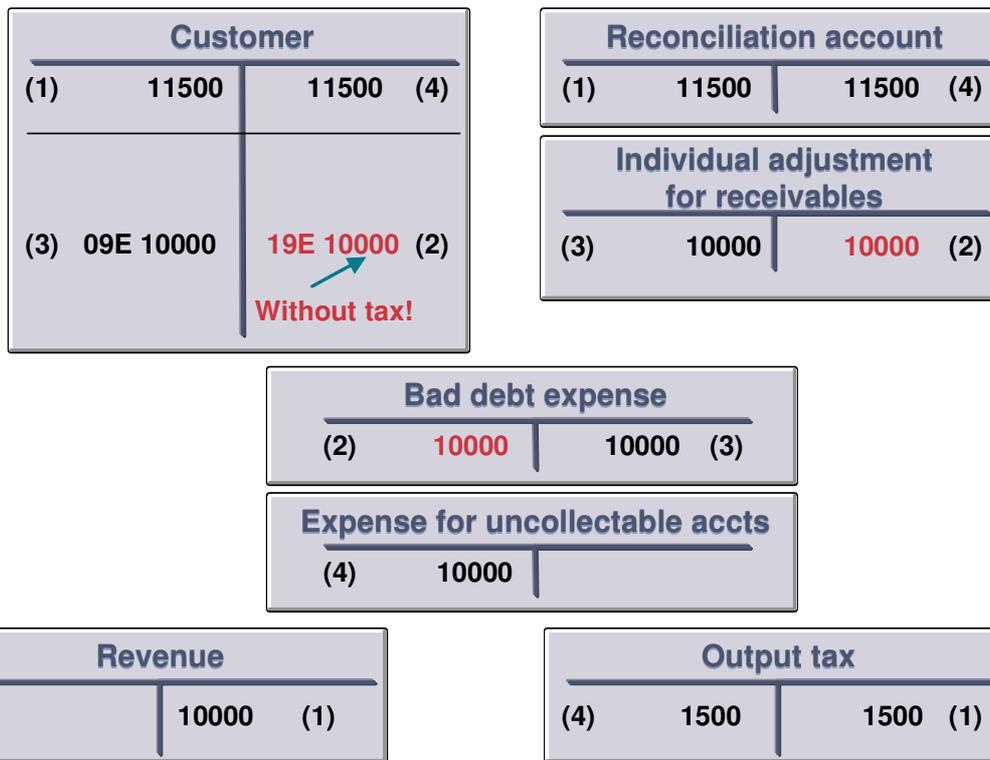
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- (1) **Down payment request:** A down payment request is a noted item. It does not change any account balances. You can can dun and pay automatically on the basis of down payment requests.
- (2) **Down payments received:** A down payment received represents a liability on your books. It thus may not change the balance of the "Receivables" reconciliation account. You manage down payments received in the alternative G/L account "Down Payments Received" in the payables area of the balance sheet.
- (3) **Customer invoice:** When goods are delivered or services performed, the customer receives an invoice.
- (4) **Apply Down Payment to Invoice:** At this point the down payment is no longer a down payment. Make the offsetting posting for it. Then it can be posted as a payment to account.
- (5) Clear the down payment from your accounts.

Note: The procedure for **down payments paid** is exactly the same as that for down payments received. The down payment is actually made with the payment program.

Bad Debt Adjustment: Example

SAP



- Doubtful receivables are recorded as individual value adjustments when preparing the balance sheet in year end closing procedures. The special general ledger method is suitable for this procedure since the transaction is entered in the customer account but is also posted to a special G/L account, "Individual Value Adjustments for Receivables".
 - (1) Receivable is recorded in the customer's account.
 - (2) Individual Value Adjustment (post without tax) is recorded. The expense is now in place for P&L reporting and will be entitled "Individual Value Adjustment Expense".
 - (3) After the balance sheet key date, you clear the individual value adjustment in effect reversing the adjustment.
 - (4) A valuation adjustment is made if the receivable is determined to be un-collectable. This time the account "Expense from non-recoverable receivables" is created. This entry does not use a special G/L account since the regular A/R reconciliation account must be adjusted.

Bill of Exchange Example (Without Charges)

SAP

Customer	
(1) 10000 ✓	10000 ✓ (2)
(2) 09W 10000 ✓	10000 ✓ (5)

Bank bill collection	
(3) 10000 ✓	10000 ✓ (4)

Reconciliation account	
(1) 10000	10000 (2)

Bill of exchange rec.	
(2) 10000	10000 (5)

Revenue	
	8695.65 (1)

Output tax	
	1304.35 (1)

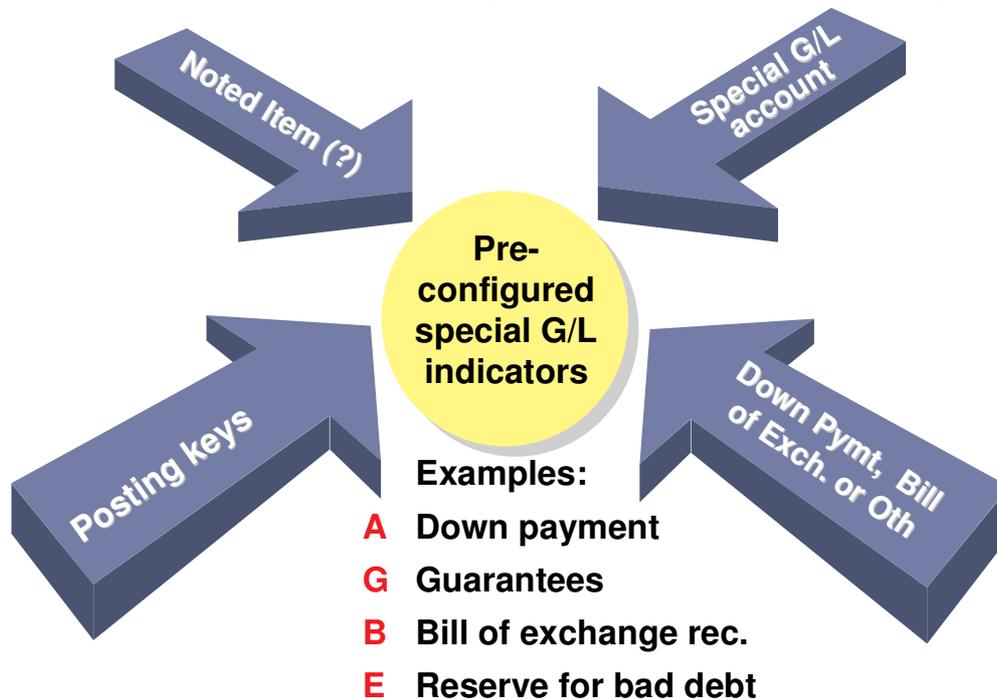
Bank	
(4) 10000	

Bill collection clearing	
(5) 10000	10000 (3)

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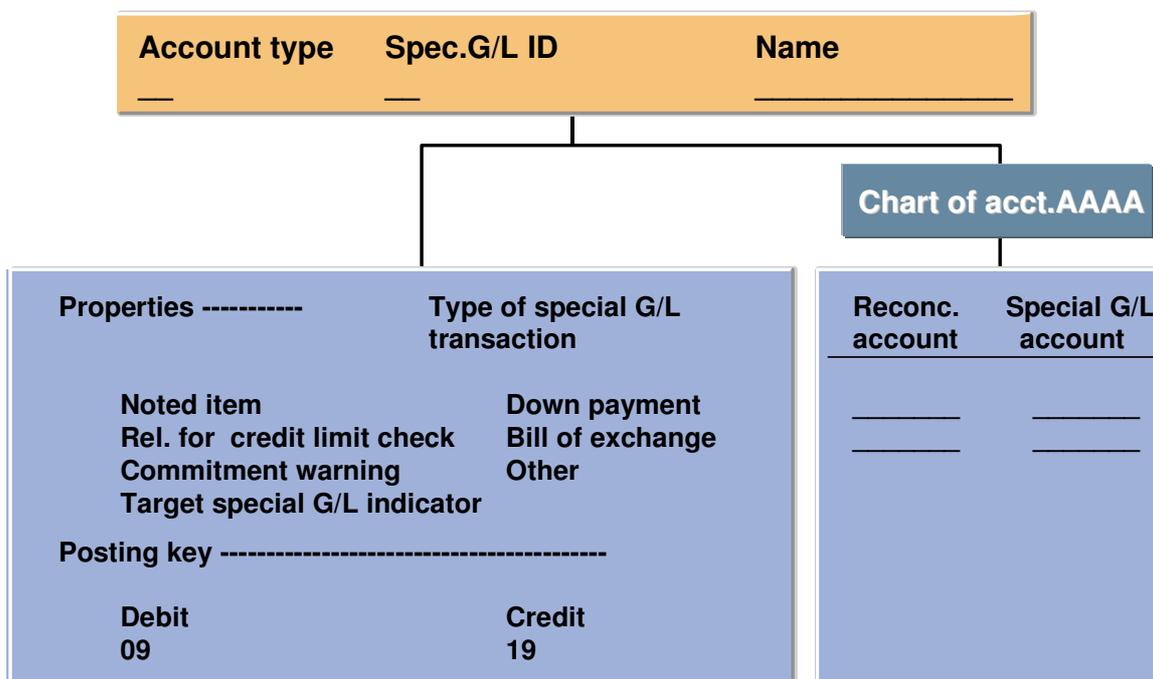
- **Bills of exchange are a form of short-term financing.** By paying an invoice by bill of exchange, your customer receives a longer payment period (three months, for example). If you wish, you can pass this bill on to third parties for refinancing. It can be discounted at a bank in advance of its due date in which case the bank would charge you interest. See the online help for more information.
- **Bills of exchange are treated as special G/L transactions in the FI system.** These transactions are therefore automatically recorded separately from other transactions in the sub-ledger and are posted to a special G/L account in the general ledger. As a result, you can display an overview of bills of exchange activity at any time. You can post bills of exchange receivable, bills of exchange payable, and outgoing & incoming checks/bills of exchange.
- An example of a bill of exchange receivable without charges is illustrated above:
 - (1) The receivable is recorded in the customer's account.
 - (2) Customer initiates payment using bill of exchange. The balance is now tracked with bills receivable rather than in normal A/R balance.
 - (3) The bank collects the funds from the customer's account on the date specified.
 - (4) The collected amount is deposited into your companies bank account.
 - (5) The amount is applied to the customer's account and the appropriate accounts are cleared.

- Special G/L transactions are already maintained in the standard system



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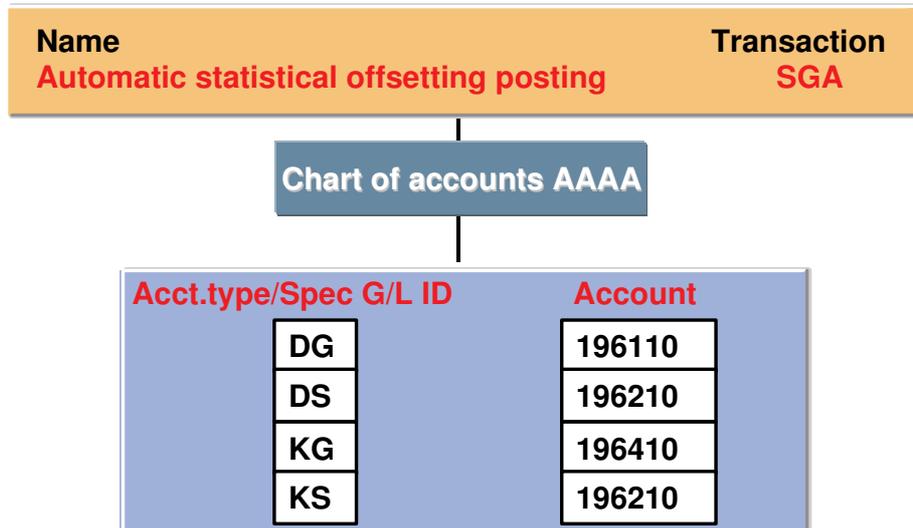
- Special G/L transactions are contained in the standard system. However you might want to customize further if you require changes to the standard transactions such as:
 - Different account numbers for the reconciliation accounts or the special G/L accounts
 - Other posting keys or special G/L indicators for the individual transactions
 - Other specifications for the automatic postings. These include the accounts to be posted, the posting keys and the rules for account assignment with automatic postings.
- Special G/L transactions use the **special G/L indicator** which specifies the type of transaction, in conjunction with the **type of account** (customer or vendor) to define a particular configuration.
 - Example: Customer down payments and vendor down payments are configured separately.
- You can get to a list of special G/L transactions through the use of transaction code FBKP. Then choose special G/L from the toolbar.



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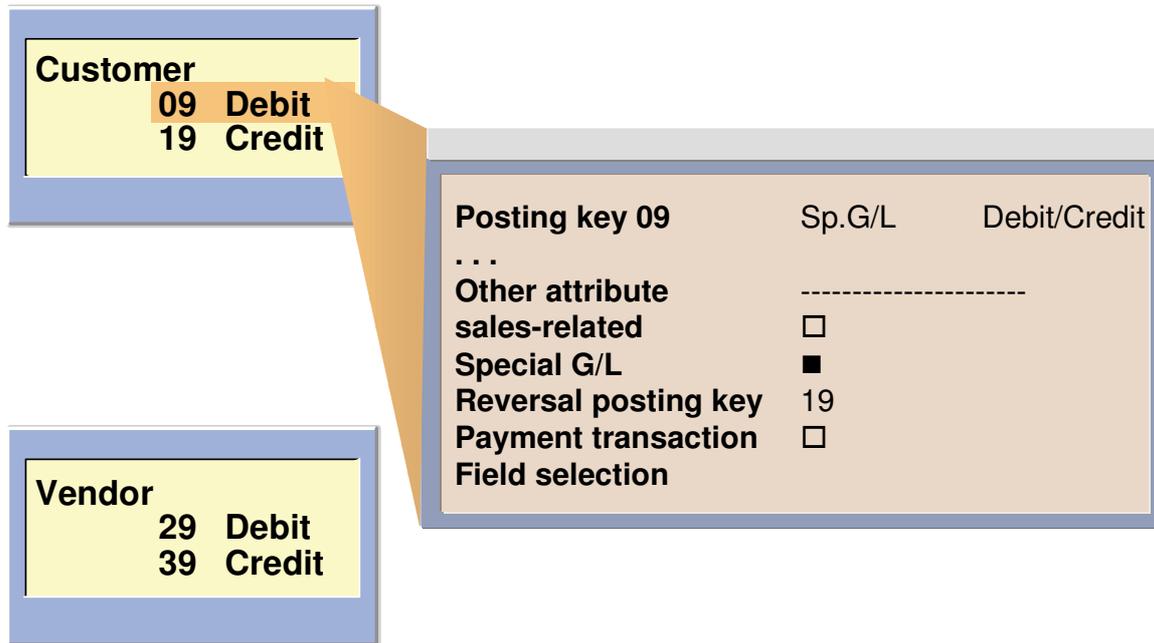
- The property screen defines the characteristics for each special G/L indicator/account type
 - **Noted Items:** You can specify that a special G/L transaction will not update account balances.
 - **Relevance for credit limit check:** Special G/L transactions can be included in customer credit limit checks. Noted items are generally not considered. All other transactions can be marked according to user specifications.
 - **Commitment warning:** You can specify that when you post to a vendor or customer account, a message is issued warning the user that a special G/L transaction exists.
Example: When you post a vendor invoice, it is helpful to know that a down payment exists for that vendor.
 - **Target special G/L indicator:** For noted items, you can set the special G/L indicators that are permitted during document entry. The target special G/L indicator is used in the standard system for down payment requests.
 - **Special G/L Transaction Type:** This defines whether the transaction is a down payment, bill of exchange, or another type.
 - **Posting keys:** These are the only posting keys that will be allowed in combination with this special G/L indicator.

FI configuration: Automatic postings



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- Statistical postings are postings that always post to the same offsetting account. It is based on a combination of the account type (customer/vendor) and the special G/L indicator being used.
- It is therefore necessary to define that offsetting account to be used.



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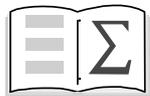
- The posting keys 09, 19, 29 and 39 are assigned to special G/L transactions in the standard system.
- The figure shows the configuration of posting key 09. Note that the selection button displays that this posting is used with special G/L transactions.

Master data in company code

Account control -----	
...	
Tax category	
Recon.account for acct type	(D/K)
...	
Line item display	<input checked="" type="checkbox"/>
Sort key	31 Customer number
Document creation control -----	
Field status group	G031 down payments rcvd
...	

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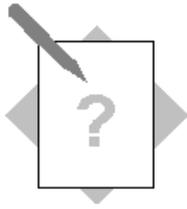
- The special G/L accounts are defined as reconciliation accounts for account types D or K.
- In contrast to 'standard reconciliation accounts' (A/P A/R), special G/L accounts generally have line item display capability.
- You can change the screen layout for entering postings via the field status group.



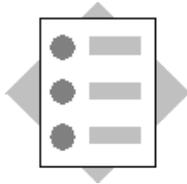
In this unit, you have learned how to:

- **Explain what special G/L transactions are**
- **Distinguish between various types of special G/L transactions**
- **Describe functions for special G/L transactions**
- **Configure special G/L transactions**

Exercises

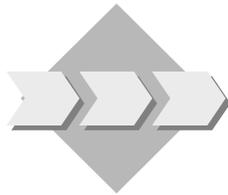


Unit: Special G/L Transactions



At the conclusion of these exercises, you will be able to:

- Process special G/L transactions, on the basis of down payments
- Demonstrate the configuration of a special G/L transaction using down payments as an example



You must prepare a simple demonstration to explain the processing and configuration of a Special G/L Transaction.

1-1 For this course, create a customer with the name T-C1##. ## is the group number as given to you by the course instructor. The customer should be created in company code 1000 using Cust-99 in company code 1000 as a reference.

1-1-1 Record the customer number and reconciliation account for your newly created customer.

1-2 You negotiated a contract with your customer for 10000, and the contract specifies a 10% down payment due immediately.

1-2-1 Post a down payment request for 1000 using today's date in company code 1000. The target G/L indicator should be A. The payment is due today. The tax code is **A0**.

1-2-2 What is the purpose of the *Trg. SP. G/L ind* field on this screen? (Use F1 to obtain additional information)

1-2-3 Record the document number of the down payment request.

1-2-4 Review the configuration of a down payment request and a down payment by executing transaction code FBKP and then selecting *Special G/L* from the toolbar. The down payment request for customers uses account type D and special G/L indicator F. The down payment uses account type D and special G/L indicator A.

1-2-5 What is different about the configuration of these two transactions?

1-2-6 From the configuration screens determine the general ledger account number that will be used when a down payment is received for a customer that uses reconciliation account 140000.

1-2-7 Display the open line items for your customer making sure to include Special G/L transactions.

Accounting → *Financial Accounting* → *Accounts Receivable* → *Account* → *Display/change line items...enter data, choose open items, cleared items and items with special G/L transactions*

1-2-8 What is the special G/L indicator for the down payment request?

1-2-9 How many line items make up this transaction?

1-2-10 What is the reconciliation account for this line item?

1-2-11 Today, you receive a down payment of 1000 from your customer T-C1## and post it to bank account 113100 with special G/L indicator A. From the menu, choose down payments, once you have entered the data that assigns the down payment to the correct down payment request. Record the document number of the down payment received.

1-2-12 Display the open line items for your customer making sure to include Special G/L transactions and cleared items.

1-2-13 What is the status of the down payment request?

1-2-14 Display the document overview for the down payment received. Which General Ledger account has been posted to?

Optional exercises:

1-3 Review the settings for individual value adjustments (Reserve for bad debt, Acct type *D*, special G/L indicator *E*) and guarantees (acct type *D*, special G/L indicator *G*)



Unit: Special G/L Transactions

- 1-1 For this course, create a customer with the name T-C1##. ## is the group number as given to you by the course instructor. The customer should be created in company code 1000 using Cust-99 in company code 1000 as a reference.

Accounting → Financial Accounting → Accounts Receivable → Master Records → Create.....enter data.....Save

- 1-1-1 Record the customer number and reconciliation account for your newly created customer.

T-C1##, reconciliation account 140000

- 1-2 You negotiated a contract with your customer for 10000, and the contract specifies a 10% down payment due immediately.

- 1-2-1 Post a down payment request for 1000 using today's date in company code 1000. The target G/L indicator should be A. The payment is due today. The tax code is A0.

Accounting → Financial Accounting → Accounts Receivable → Document Entry → Down Payment → Request

- 1-2-2 What is the purpose of the *Trg. SP. G/L ind* field on this screen? (Use F1 for help)

You determine the special G/L indicator for a down payment request in this field with which the corresponding down payment is to be posted later.

- 1-2-3 Record the document number of the down payment request.

(document number)

- 1-2-4 Review the configuration of a down payment request and a down payment by executing the transaction code FBKP and then selecting **Special G/L** from the toolbar. The down payment request for customers uses account type D and special G/L indicator F. The down payment uses account type D and special G/L indicator A.

FBKP → Special G/L → Choose Down payment request (F) for account type D → Chart of accounts: INT → Choose Properties

FBKP → Special G/L → Choose Down payment (A) for account type D → Chart of accounts: INT → Choose Properties

- 1-2-5 What is different about the configuration of these two transactions?

The down payment request is a noted item, while the down payment creates an actual entry.

The down payment request has only one posting key defined for it, while the down payment has a debit and credit posting key defined for it.

- 1-2-6 From the configuration screens determine the general ledger account number that will be used when a down payment is received for a customer that uses reconciliation account 140000.

170000

- 1-2-7 Display the open line items for your customer making sure to include noted items.

Accounting → Financial Accounting → Accounts Receivable → Account → Display/change line items...enter data, choose open items and noted items.

- 1-2-8 What is the special G/L indicator for the down payment request?

F

- 1-2-9 How many line items make up this transaction? ***One line item***

As above and then as follows: Double click line items → Choose the Overview symbol.

- 1-2-10 What is the reconciliation account for this line item? ***196000***

1-2-11 Today, you receive a down payment of 1000 from your customer T-C1## and post it to bank account 113100 with special G/L indicator A. From the menu, choose down payments, once you have entered the data that assigns the down payment to the correct down payment request.

Accounting→Financial Accounting→Accounts Receivable→Document Entry→Down Payment →Down Payment.....enter data. Choose Requests from the toolbar. Choose Down payment request, then choose Create down payment from the toolbar. Save your data.

Record the document number of the down payment received. (*document number*)

1-2-12 Display the open line items for your customer making sure to include Special G/L transactions and cleared items.

Accounting→Financial Accounting →Accounts Receivable →Account →Display/change line items...enter data, , choose all items, special general ledger transactions and noted items

1-2-13 What is the status of the down payment request? *Cleared Status*

1-2-14 Display the document overview for the down payment received. Which General Ledger account has been posted to? *170000*

Optional exercises:

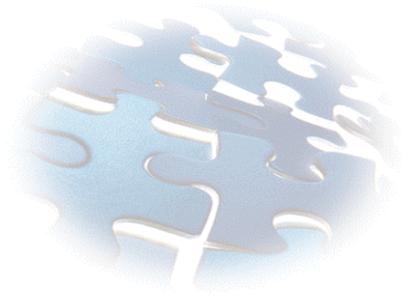
1-3 Review the settings for individual value adjustments (Reserve for bad debt, Acct type *D*, special G/L indicator *E*) and guarantees (acct type *D*, special G/L indicator *G*)

Return to the configuration menu for Special G/L transactions.

Transaction FBKP→Special G/Lenter data listed above

Contents:

- **Uses for additional currencies**
- **Types of currencies available within R/3**
- **Configuration of parallel currencies**
- **Displays and reports using parallel currencies**



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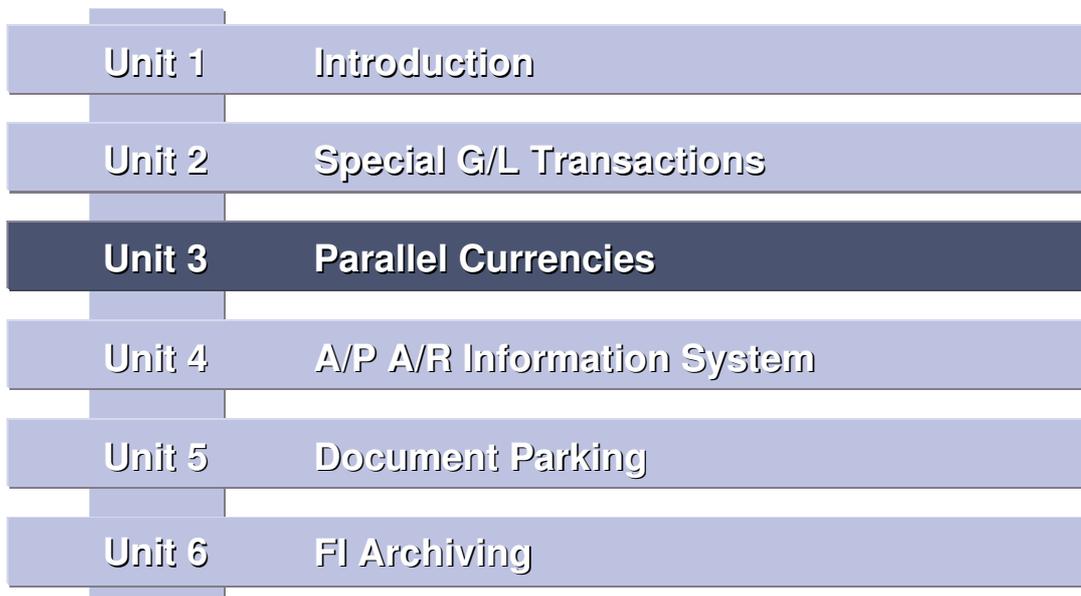


At the conclusion of this unit, you will be able to:

- **Describe the following aspects of parallel currencies:**
 - **Currency types available**
 - **Configuration of parallel currencies**
- **Discuss the role of parallel currencies**
- **Describe base currency and cross-rate functions**



- **Companies that have to do internal and/or external reporting in one or two additional currencies.**
- **Companies that are located in countries with high inflation**
- **Multi-national groups**



Account balances and transaction figures are always available and displayed in the **local currency** for all accounts

"Company Code Details"

Company code	1000
Company name	IDES, AG
Additional Data	
City	Frankfurt
Country	DE
Currency	UNI
Language	DE

The local currency is the currency of the company code. It is defined at the time the company code is created.

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- Since you enter the currency key in the company code area, each company code can use its own local currency to manage its accounts. This is particularly important for international corporate groups since subsidiaries may all use the same chart of accounts but must manage their accounts in local currency.

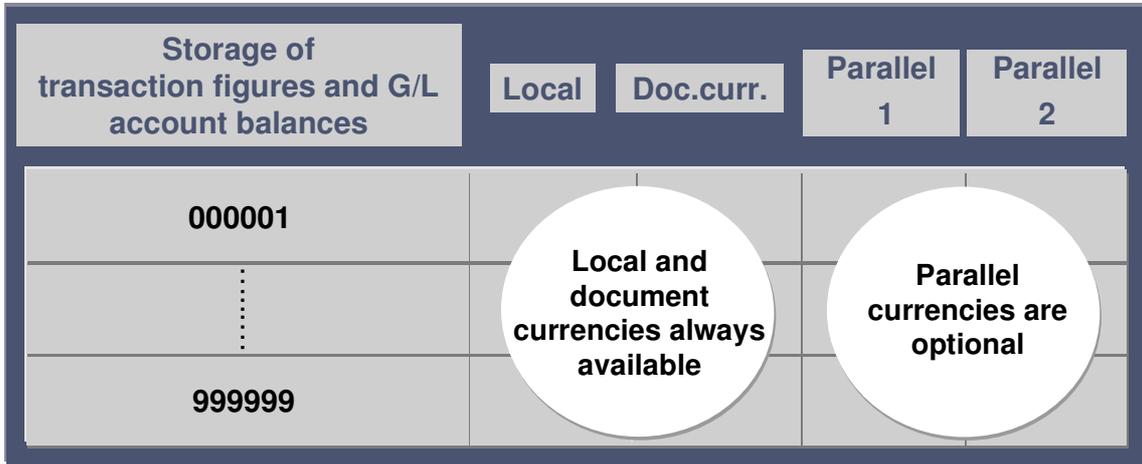
The **update currency** is the currency, in addition to the local currency, in which the transaction figures are updated in the General Ledger

Account type	Update currency	
	Document currency	Account currency
P&L account	×	×
Open item account	×	×
Reconciliation account	×	×
All other b/s accounts	×	×

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- The **account currency** is the currency that is entered in the master record of the account. This can be the local currency or the account can be managed in a foreign currency. NOTE: General Ledger accounts that are managed in a foreign currency can only be posted to in that currency.
- The **document currency** is the currency that is entered in the document when posting.
- Since transaction figures and account balances of P&L accounts are updated with the document currency, you can look at expenses and revenues separately per currency. With open item accounts, you can analyze receivables and payables at account level by currency.

Besides the local currency and the document currency, accounts in FI can be managed in two additional local currencies called **parallel currencies**.



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- The local and document currencies are stored in each document in FI. You can also choose to manage documents in two additional currencies.

Additional local currencies for company code			
CoCd	Company name	City	
2000	IDES UK	London	
4000	IDES Canada	Toronto	
4200	IDES Australia	Melbourne	AU
5000	IDES Japan		
6000	IDES Mexico		

Automatic calculation of additional currencies

Additional local curr for company code: Detail

Company Code IDES Mexico

1. Local Currency Currency

2. Local currency Currency

3. Local currency Currency

- Value of 1st Local Currency Defaults from Company Code
- 2nd and 3rd currency values must be defined in configuration

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- Two additional currencies can be defined for each company code in Customizing.
- Additional amounts do not have to be entered manually for the additional currencies. The system calculates them using the exchange rate table. Depending on settings, either the update or local currency is taken as a basis for the translation.

The **currency type** specifies the role of the currency to be kept in parallel

Additional Local Curr for Company Code: Detail

Company code **6000** IDES Mexico

2. Local currency

Curr. type	40	Hard currency	Currency	USD
	M	Sta		
	1	Tr		
	3	Tr		

Example of currency types / Place of definition

- **Group currency / client**
- **Global company currency / company master**
- **Hard currency / country master**
- **Index currency / country master**

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- The **currency type** is a key describing a currency with regard to :
 - Its role within the R/3 system
 - The valuation base with which the amount calculated, if you use functions for multiple valuation.
- You can define the currency type for the 2nd and 3rd additional local currency. The 1st local currency is always the local currency of the company code.
- Examples of currency types:
 - **Group currency** The currency that is specified in the client table and automatically defaults
 - **Global Company Currency:** Currency used for a group
 - **Index-Based Currency:** country-specific second currency that is used in countries with high inflation; used for reporting
- Exchange rate differences are posted in the local currency of the company and in the additional currencies

The **exchange rate type** determines which stored rate will be used for the calculation of the additional amount fields.

Additional local currencies for company code: Detail

Company code: **6000** IDES Mexico

2nd Local currency

Currency type: 40 Hard currency Currency: **USD**

Ex.rt.type **M** Standard translation at average rate

Src.curr. 1 Translation using the transaction currency as the basis

Exchange rate types overview

Type	Usage	Base curr.	Bcurr. = from	Buy rate at	Sell rate at	INV	EMU	Fixed
M	Standard trans.average	USD	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G	Bank buy rate		<input type="checkbox"/>	M		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2013	Historical rate					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Define base currency for cross rate function

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- The **exchange rate type** determines which exchange rate stored in the system is used for the calculation of the additional amount fields. As with the local currency, you can use the exchange rate type M (average rate) or any other exchange rate type.
- **Cross Rates:** if foreign currency translation is necessary between many different currencies, you can simplify the maintenance of the exchange rates by specifying a **base currency**. You will then only have to specify for this exchange rate type the rates of all currencies in relation to the base currency. All foreign currency translation is then carried out in two stages via the base currency.
- **Base currency = From currency** allows you to manage currency conversions that use the EURO as the base currency more easily. With exchange rate relations within the EU the base currency must be the From-currency according to legal directives.
- You can calculate the **bank buying and selling rates** using the the average rate and the spread. The spread is the difference between the average rate and the bank buying rate, or between the average rate and selling rates. Spreads are maintainable in R/3.

Add. local currencies for company code - detail

Company code **6000** IDES Mexico

2nd Local currency

Curr. types	40	Hard currency	Currency	USD
Ex.rt.type	M	Standard translation at average rate		
Out.curr.	1	Translation based on the transaction currency		
Type Trn.dte	3	Translation date		

Data for translation

1. Document date
2. Posting date
3. Translation date

Output currency for translation

1. Transaction currency as basis
2. First local currency as basis

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- The source currency for translation can be taken from the update/transaction currency or the first local currency (currency of the company code).
- The translation date type determines which date should be used for the translation of the amounts according to the exchange rate table.

If you manage parallel currencies other than the group currency, you must specify in which ledgers the parallel currency amounts are to be updated

Ledger 0 is always predefined

Display Ledger: Overview					
Close		Sort Criteria			
Ld	Ledger Name	Table	Valuation	Second Currency	Third Currency
0	G/L acct trans fig	GLT0	Legal Valu	Local currency	Group Currency
L1	G/L acct trans fig	GLT0	Legal Valu	Index-Based Currency	Group Currency
L2	G/L acct trans fig	GLT0	Legal Valu	Hard currency	Group Currency

Ledgers that contain additional currencies must be defined

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- The amounts of the currencies posted in parallel are stored in the documents and updated in the General Ledger. The update currency, the local currency and the group currencies are updated in the predefined ledger "00". This automatically takes place with no configuration necessary.
- However, if you manage parallel currencies other than the group currency you must specify in which ledgers the currency amounts are to be updated. The corresponding default ledger settings are made in Special Purpose Ledger. A Ledger would be defined with the desired parallel currencies capturing the appropriate amounts. These ledgers are used for reporting.

The exchange rate tables use the exchange rate types to determine the appropriate rate for translation

Exchange Rates: Overview

Type	From	To	Valid From	Exch.Rate	Fact. (From)	:	Factor (to)
M	MXN	USD	06/06/XX	12,57383	100	:	1
M	MXN	USD	06/06/XX	12,55490	100	:	1
M	MXN	USD	06/06/XX	12,88235	100	:	1

Example: On 06/06/XX

100000 Mexican Pesos = 12,573.83 USD00(100000 X 12.57383 / 100)

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- Exchange rates are needed to:
 - Translate foreign currency amounts when posting or clearing, or to check an exchange rate which has been entered manually.
 - Determine the gain and loss from exchange rate differences.
 - Evaluate open items in foreign currency, and evaluate foreign currency balance sheet accounts
- The system uses the "M" rate when posting and clearing documents.

The amounts of the currencies stored in parallel are stored in the individual documents and can be displayed by choosing the desired currency

Display Document: Overview

Display currency

Doc. number: 100000003 Company code: 6000 Fisc.yr: XXXX
 Doc. date: 06/06/XX Posting date: 05.05.XX Period: 5
 Reference: Cross CC No.:
 Currency: **MXN** Text available:

Line items in document currency

Ln.itm	PK	BusA	Acct.No.	Name
001	40		113101	Bank - Payabl
002	50		113100	Bank - Domes

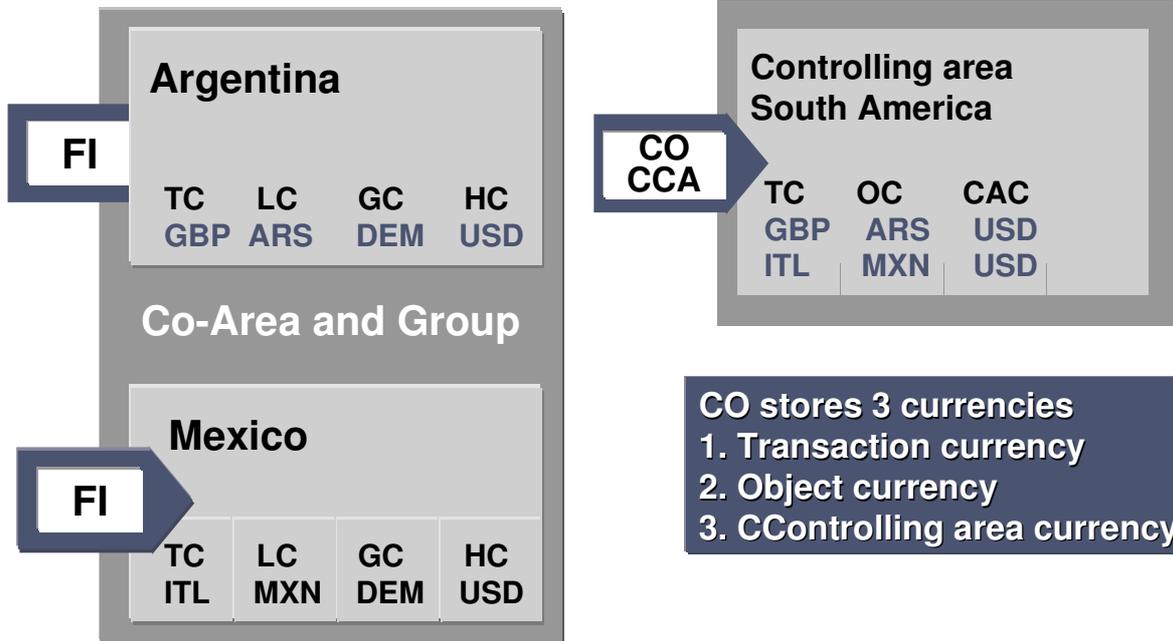
Currency for doc. display.

- Transaction currency
- Local currency
- Hard currency
- Group currency

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- In order to view the stored currencies on the document, use the document display, display currency functionality. The parallel currencies that have been defined will be available for viewing.
- To view all currencies simultaneously, you can define a **line layout variant** for currencies that are managed in parallel. There are different layouts for displaying documents and displaying accounts. Refer to R/3 documentation for more details on creating line layout variants.

Example: Mexican and Argentinean subsidiaries owned by a German company



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- If a controlling area contains only company codes with the same local currency, the object currency in CO is freely definable.
- When the currencies of the company codes within one controlling area are different, as in the example above, the object currency in CO is no longer freely definable. The object currency must be the local currency.



- **The chief financial officer has expressed a desire to be able to have a common currency between the subsidiary companies within the international group enterprise.**

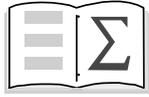


- The chief financial officer has expressed a desire to be able to have a common currency between the subsidiary companies within the international group enterprise.

International group currency: UNI

IDES Mexico	IDES USA	IDES Japan	IDES AG
6000	3000	5000	1000

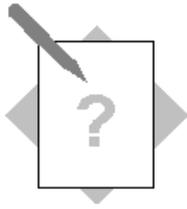
Local Curr	MXN	USD	JPY	UNI
Transaction curr	?	?	?	?
Group curr	UNI	UNI	UNI	UNI
Hard curr	USD			



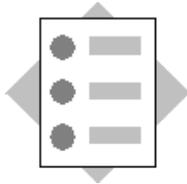
You should be able to describe the following aspects of parallel currencies:

- **Types of currencies available**
- **Configuration of parallel currencies**
- **Discuss the role of parallel currencies**

Exercises

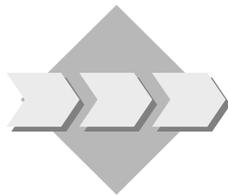


Unit: Parallel Currencies



At the conclusion of these exercises, you will be able to:

- Discuss the role of parallel currencies in an international organization.
- Explain how parallel currencies are configured in the system



The chief financial officer has expressed a desire to be able to have a common currency for subsidiary companies in the international group.



To define additional local currencies (parallel currencies) for a company code, proceed as follows:

1. Decide which currency types will be needed
2. Configure R/3 to capture the appropriate currency in the desired currency type
3. Configure each company code to use the appropriate currency types

1-1 What is the purpose of the local currency or company code currency in R/3?

1-2 What two currencies are R/3 documents always stored in?

1-3 IDES has a company code in Mexico, company code 6000. What is the local or company code currency for this company code? Where did you locate this information?

1-4 IDES will use the **group currency** to meet the CFO's desire to have a common currency throughout the enterprise. What is the group currency for Mexico? Where did you find this information?

1-5 IDES will use the **Hard Currency** function in Mexico. What is the purpose of a hard currency? Where is the hard currency defined for Mexico and what is it?

1-6 What **index currency** is defined for Mexico, should IDES Mexico choose to use it?

1-7 Display the configuration of the additional currencies for company code 6000 in Mexico. What additional local currency type has been defined for this company code? Where did you locate this information?

1-8 Post a document in Company Code 6000 to record the receipt of an A/P invoice from vendor 1095, Lopez S.A. in Mexico City. The amount of the invoice is 1000MXN. The posting date should be today's date. The debit should be posted to Miscellaneous, account 476900, cost center 1000. Use the tax code V0. Record the FI document number.

1-9 In how many currency types can this document be displayed? What are they? Make certain that the "Document display not as list" option is activated.

1-10 For internal reporting purposes this transaction is checked in controlling area 6000. What is the currency type and currency defined for controlling area 6000? Where did you locate this information?

1-11 Display the controlling document for this FI document. (Hint: Choose *Environment* → *FI-Document*, if you want to see the document overview). Record the CO document number.

- 1-12 Display the actual cost line items for cost center 1000 using the Overhead Management section of the Information System. Run the report for cost center 1000, cost element 476900. Today's data should line in the posting date area. Under further selection criteria, enter the CO document number of the document posted in 1-10.

After executing the report, highlight the amount in Value COCurr associated with cost center 1000, then select the *Choose detail* icon (magnifying glass) from the toolbar. Answer the following questions to see the type of currency data that is stored in R/3.

1-12-1 What is the value in the CO document? _____

1-12-2 What is the CO area currency? _____

1-12-3 What is the CO object type? _____

1-12-4 What is the object currency? _____

1-12-5 What is the value of the object currency? _____

1-12-6 What is the transaction currency? _____

1-12-7 What is the value in the transaction currency? _____



Unit: Parallel Currencies

- 1-1 What is the purpose of the local currency or company code currency in R/3?

Each company code defines its own currency to manage its accounts and produce reports. This makes the data easy to enter and interpret for users of the company code.

- 1-2 What two currencies are R/3 documents always stored in?

R/3 always stores document data in the currency of the company code as well as in the update currency (transaction currency).

- 1-3 IDES has a company code in Mexico, company code 6000. What is the local or company code currency for this company code? Where did you locate this information?

IMG → Financial Accounting → Financial Accounting Global Settings → Company Code → Enter Global Parameters

Company Code 6000 uses MXN – Mexican Peso (new)

- 1-4 IDES will use the **group currency** to meet the CFO's desire to have a common currency throughout the enterprise. What is the group currency for Mexico? Where did you find this information?

Tools → Administration → Administration → Client Administration → Client Maintenance → ...view information related to the client you have been instructed to use for this course

Group currency is the currency of the client. The client currency is UNI.

- 1-5 IDES will use the **hard currency** function in Mexico. What is the purpose of a hard currency? Where is the hard currency defined for Mexico and what is it?

→ Display SAP Reference IMG . → General Settings → Set Countries → Define Countries → Select MX

The hard currency is a country-specific currency used in countries with high inflation. The hard currency defined for Mexico is USD.

- 1-6 What **index-based currency** is defined for Mexico, should IDES Mexico choose to use it?

There is no index-based currency currently defined for IDES, Mexico.

→Display SAP Reference IMG .→ General Settings → Set Countries → Define Countries → Select MX

- 1-7 Display the configuration of the additional currencies for company code 6000 in Mexico. What additional local currency type has been defined for this company code? Where did you locate this information?

→ Display SAP Reference IMG → Financial Accounting → Financial Accounting Global Settings → Company Code → Multiple Currencies → Define Additional Local Currencies

Company code 1. Local currency 2. Local currency 3. Local currency

6000 Type10-Local MXN Type 40-Hard-USD Type 30-Group UNI

- 1-8 Post a document in Company Code 6000 to record the receipt of an A/P invoice from vendor 1095, Lopez S.A. in Mexico City. The amount of the invoice is 1000MXN. The posting date should be today's date. The debit should be posted to Miscellaneous, account 476900, cost center 1000. Use the tax code V0. Record the FI document number.

Accounting→Financial Accounting→Accounts Payable→Document entry→Invoice....Enter Data

Header data:

Company Code: 6000

Vendor: 1095

Invoice date: Today's Date

Posting date: Today's Date

Currency: MXN

Amount: 1000

Calculate tax X

G/L account: 476900

Amount: 1000

Tax Code: V0

Cost Center: 1000

Save the document number

- 1-9 In how many currency types can this document be displayed? What are they? Make certain that the "Document display not as list" in your editing options is activated.

Accounting→Financial Accounting→Accounts Payable→Document→Display...enter Data, ...change the line layout to display the various local currencies (/ISAP)

Document currency MXN

Local currency MXN

Hard currency USD

Group Currency UNI

- 1-10 For internal reporting purposes this transaction is checked in controlling area 6000. What is the currency type and currency defined for controlling area 6000? Where did you locate this information?

→ Display SAP Reference IMG → Enterprise Structure → Definition → Controlling → Maintain Controlling Area → Maintain Controlling Area....Select controlling area 6000

The currency of the controlling area is located in the definition of the controlling area in the IMG.

The currency type for the controlling area is type 40, hard currency.

- 1-11 Display the controlling document for this FI document. (Hint: Choose *Environment → Accounting Documents* when displaying the document in the overview). Record the CO document number.

Accounting→Financial Accounting→Accounts Payable→Document→Display...enter Data....Environment→Accounting Documents Record the unique cost accounting document number.

- 1-12 Display the actual cost line items for cost center 1000 using the Overhead Management section of the Information System. Run the report for cost center 1000, cost element 476900. Today's data should line in the posting date area. Under further selection criteria, enter the CO document number of the document posted in 1-10.

After executing the report, highlight the amount in Value COCurr associated with cost center 1000, then select the *Choose detail* icon (magnifying glass) from the toolbar. Answer the following questions to see the type of currency data that is stored in R/3.

Information Systems→Accounting→Controlling → Reports for Cost Center Accounting → Line Items→ Cost Centers: Actual Line Items...enter data

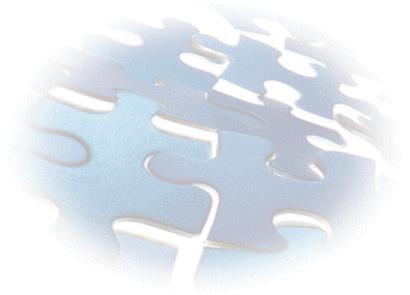
Controlling area: 6000
Cost Center: 1000
Cost Element: 476900
Posting date: Today's Date
Display Variant: ISAP

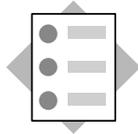
Choose further selection criteria and enter your user ID under documents/objects. Select your document and choose Detail (magnifying glass).

- 1-12-1 What is the value in the CO document? **Depends on the Current exchange rate**
- 1-12-2 What is the CO area currency? **USD**
- 1-12-3 What is the CO object type? **Cost Center**
- 1-12-4 What is the object currency? **MXN**
- 1-12-5 What is the value of the object currency? **1000**
- 1-12-6 What is the transaction currency? **MXN**
- 1-12-7 What is the value in the transaction currency? **1000**

Contents:

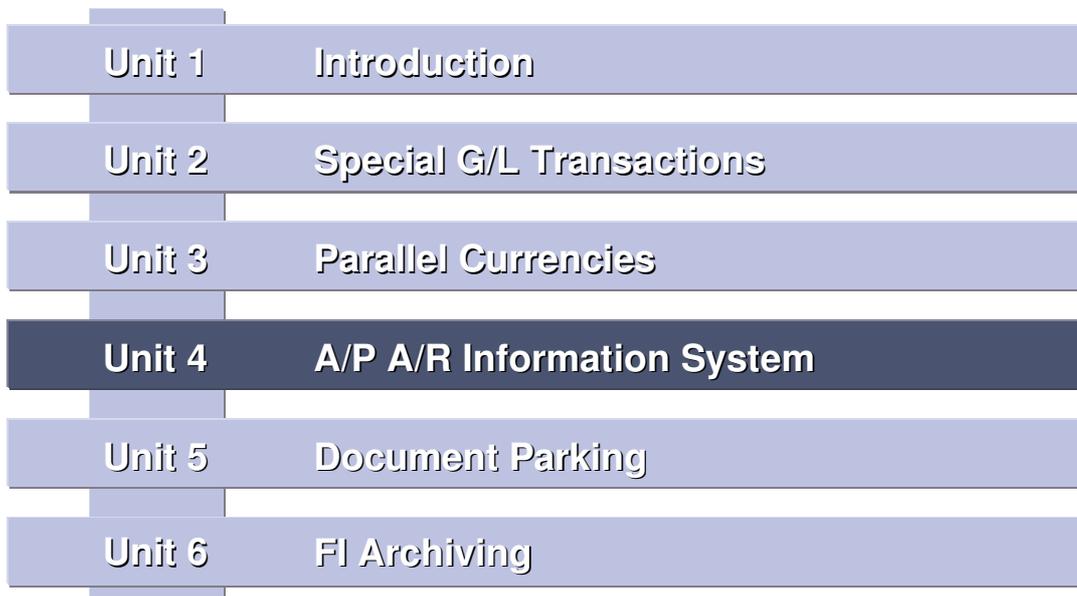
- **What is the Accounts Payable and Accounts Receivable information system?**
- **Creating evaluations**
- **Displaying evaluations**
 - **Evaluation types**
 - **Navigation and access paths**
- **Customizing the information system**





At the conclusion of this unit, you will be able to:

- **Create evaluations in the information system**
- **Understand the different options for displaying evaluations**
- **Navigate in the AP/AR information system tree structure and modify the structure**
- **Understand Customizing options and how they affect evaluations**





- **The Accounts Receivable and Accounts Payable managers have asked you for better reporting to support their areas. In particular, they want to be able to evaluate combinations of variables, such as company, business area, credit control area. They also want to be able to drill down from summary data levels to individual document details.**
- **You must demonstrate that R/3 will provide the kind of reporting they want.**

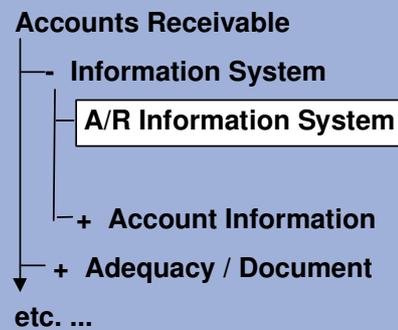
What is the Accounts Payable and Accounts Receivable Information System?

SAP



Options!

Standard report tree



Standard reporting:

→ **System** → **Services**
→ **Reporting**

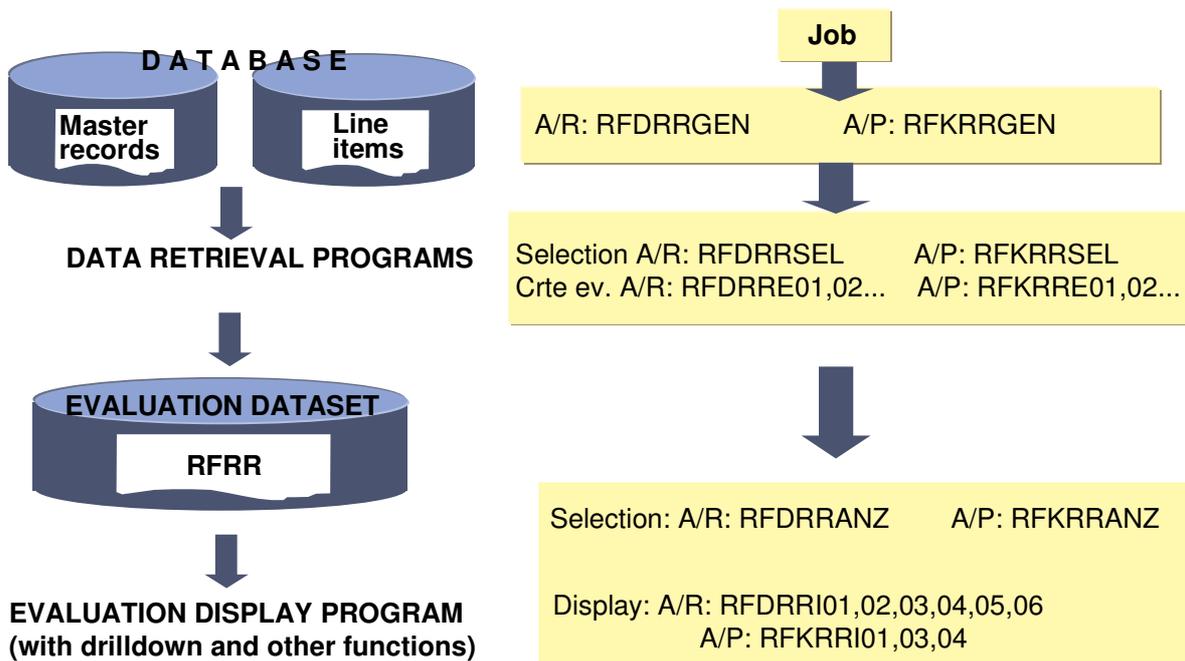
RFDABL00 Display Changes to Customers
RFDANZ00 List of Down Payments Open on Key Date
RFDAPO00 List of Cleared Customer Items
RFDAUB00 Recurring Entry Documents
etc...

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- The AP/AR info system is a separate information system for evaluating Accounts Payable and Accounts Receivable data. It corresponds to the other A/P and A/R reporting functions provided by the R/3 System. You can access both via the A/P and A/R report trees. The AP/AR information system provides special evaluation types, such as
 - Due date breakdown
 - Payment history
 - Currency analysis
 - Overdue items
 - Days sales outstanding analysis
 - Terms offered/terms taken
- The R/3 System provides many Accounts Receivable and Accounts Payable reports besides the information system. For some companies, these delivered reports may be sufficient. The AP/AR information system provides more functions, however. It permits extensive combinations of variables and allows you to break down the reports by document.

Evaluations - A Two-Step Process

SAP



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- First, the data retrieval program collects selected data from the general database. A further program stores this data as a drilldown list or a sorted list.
- Then the data selection program further processes the information and the evaluation program displays the results on the screen.
- If the Customizing settings are complete, the system coordinates the execution of all programs to obtain accurate results.

Evaluation views
 ----> **Evaluation types**
 ----> **Evaluations**

	View	AccTy	Evaluation view description	Retr. prog.	Variant
	SAP	D	Customer standard evaluation	RFDRRSEL	SAP_VARI
	SAP	K	Vendor standard evaluation	RFKRRSEL	SAP_VARI

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- Each table entry at the highest level "Evaluation view" automatically creates a separate branch in the standard report tree.
- You can assign authorizations for each table entry.
- In the variant of the retrieval program that you maintain here, you define the maximum volume of data that is available for display for each evaluation view.
 Example of a customer evaluation:
 You make three entries, one for company code Europe, a second for company code USA, and the third entry is for both company codes. These definitions will automatically create three branches in the tree of the A/R information system. Consequently, the corresponding selections (company codes) have to be made in the three different variants of the retrieval program.
- Note: It is easier to make the settings by copying entries than by creating new entries. If you copy an entry, the whole table hierarchy of the source entry is copied to the target entry.

New entries

Evaluation views

-----> Evaluation types

-----> Evaluations

Predefined evaluation types:

- 01 Due date analysis (cust.,vend.)
- 02 Payment history (cust.)
- 03 Currency analysis (cust.,vend.)
- 04 Overdue items (cust.,vend.)
- 05 DSO analysis (cust.)
- 06 Terms offered/terms taken (cust.)

	View	AccTy	Evaluation type	Evaluation type description
	SAP	D	01 ←	Due date analysis
	SAP	D	02 ←	Payment history

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- Depending on the selected account type, predefined evaluation types are available in the system.
- After having copied an entry on the preceding level (evaluation view level), you will find on this level all the evaluation types that belong to the source entry. Simply delete the entries that you do not require here.

New entries

Evaluation views
 ----> **Evaluation types**
 ----> **Evaluations**

	View	AccTy	Eval.type	Version	Crte	Name of the evaluation	Created on
	SAP	D	01	A	<input checked="" type="checkbox"/>	Due date analysis by company code	15.07.2000
	SAP	K	01	B	<input checked="" type="checkbox"/>	Due date analysis by business area	15.07.2000

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- At the lowest level of the table entries you can create your own versions of evaluations. Each entry uses a different variant of the creation report, which is part of the data retrieval program. Double-click on a standard entry to reach the screen for defining variants of the selection reports (RFDRRE01,02,03,04,05).

Maintain variant

Evaluation view: **SAP**
 Account type: **D**
 Evaluation type: **01**
 Evaluation version: **A**

General data
 Create evaluation:

Programs
 Selection: **RFDRE01** Variant: **SAP_D01A**

Evaluations required
 Bank data
 Credit control data
 Tax data
 Dunning data

If you select this indicator, you can have the system generate the required data during the next generation run.

Attention: Activate this field if database field is defined as grouping criterion in the variant.

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- If you activate the "Create evaluation" checkbox, the data is generated during the subsequent generation run.
- Attention: The relevant checkbox in the area "Evaluations required" must be activated if you wish to define one of these database fields as a grouping criterion (Maintaining the variant). This is necessary because the program does not otherwise read the following database fields:
 KNA1-KNAS (VAT registration number, tax data)
 KNA1-KNKA and KNA1-KNKK (Credit control data, control area data)
 KNA1-KNBK (Bank data)
 KNB1-KNB5 (Customer dunning master data)
 This feature also applies to Accounts Payable (except that the credit control data does not exist here).

Variant attributes

Field for grouping: **KNB1-BUKRS**

Number of top customers: **50**

List sorted by days: **15** **30** **45**

Create - client:

Create - credit control area:

Create - company code:

Create - business area:

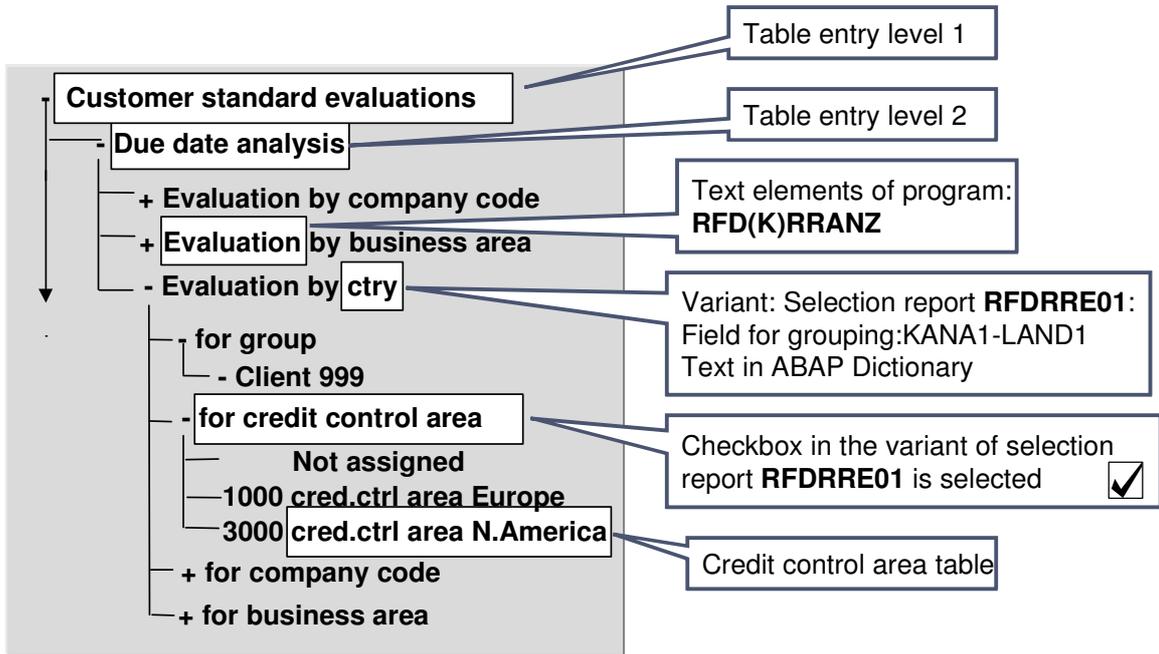
Grouping criterion: In this case you can carry out evaluations "by company code".

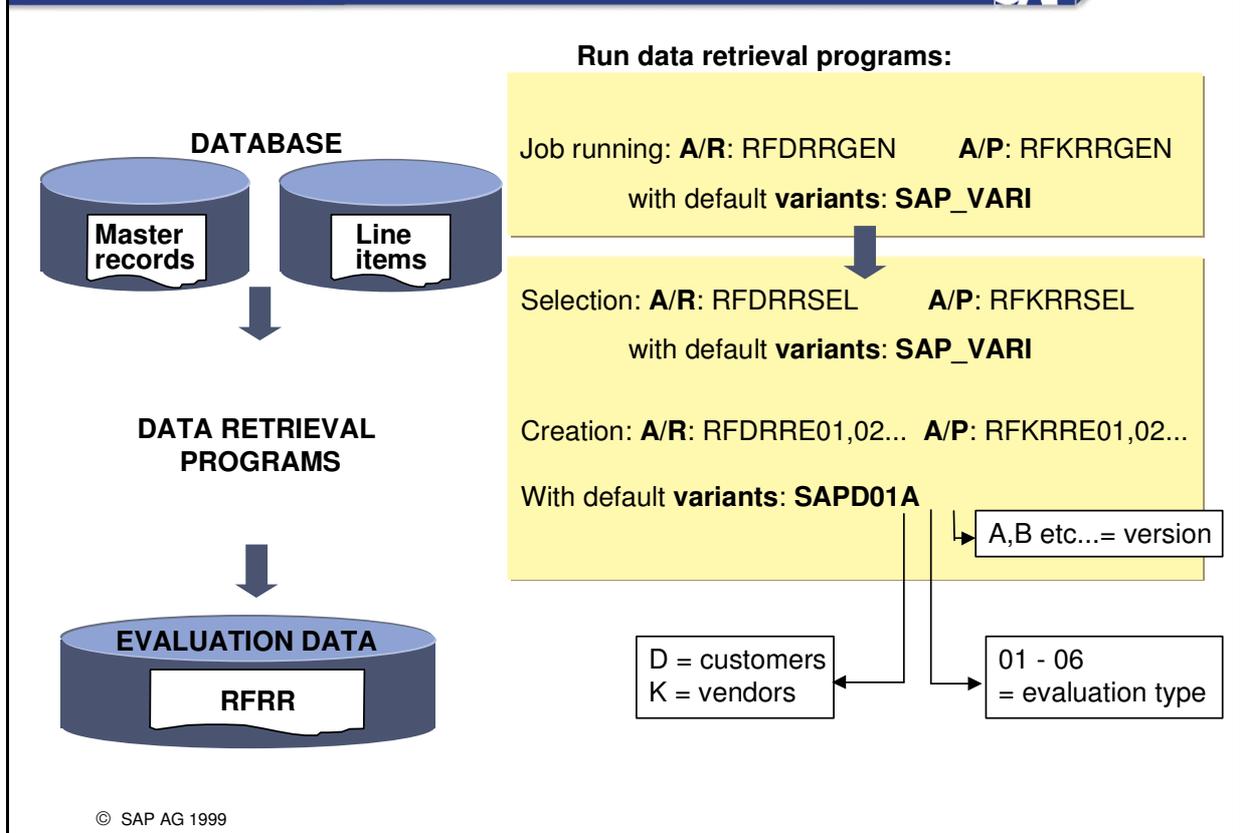
While the report is running you can select the view of the top N customers.

Depending on the evaluation, you can specify a time interval for which the system is to break down the selected items.

You create reports "for each credit control area" in every single company code.

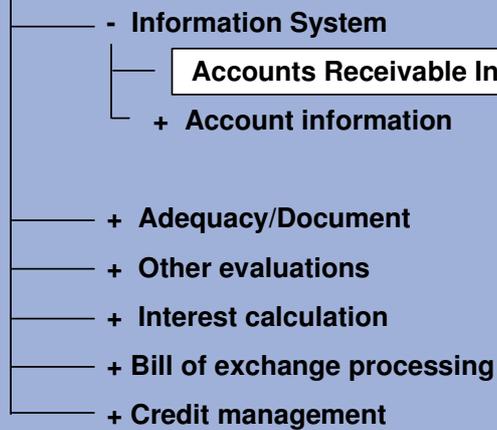
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- To create an evaluation, the system analyzes the master data and line items of customer and vendor accounts. This process can be very time-consuming if large data sets are involved. Evaluations must therefore be run as background jobs.
- You can schedule the background processing for specific times and dates. You can have the system run certain evaluations daily, weekly, or monthly.
- Note that evaluations can only ever be as current as the last data retrieval. If activities have been carried out since the last data retrieval, the current customer or vendor information may not correspond exactly to the evaluation.
- Changing data volume:
You must change the data volume if (1) an evaluation as currently configured does not provide the required information, or (2) selection criteria, such as key date for open items, need to be updated regularly.

Accounts Receivable



You enter the A/P (or A/R) information system menu paths via the report tree.

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- Enter the Accounts Receivable (or Accounts Payable) information system via the main Accounts Receivable (or Accounts Payable) report tree.
- Navigate through the AP/AR information system tree structure to reach the required evaluations. Double-click on the required evaluation to execute it.

- Standard customer evaluations

- Due date analysis
 - + Evaluation by company code
 - + For group
 - + For credit control area
 - For business area
 - Not assigned
 - 7000 Electronic products

Due Date Analysis

Key date: 31.12.2000
Values in: UNI

Business area: **Electronic products**

Company code	Due	Not due	All Ols
IDES AG	16,223.46	2,597,785.75	16,223.46
IDES US Inc	1,241,752.44	0.00	3,839,538.19
Total	1,257,975.90	2,597,785.75	3,855,761.65

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- Standard evaluations are provided with the R/3 software. They can be copied into a client system by means of the Implementation Guide.
- Delivered R/3 evaluations combine
 - an evaluation type (or a predefined report type, such as due date analysis)
 - an "evaluation by" selection (such as company code)
 - an "evaluation for" selection (such as business area)
- An evaluation represents one evaluation type for one member of the "for" group, with data further broken down by the "by" criterion.

The basic list (all open items) for the selected business area displays the totals of items due, items not due, and all open items for each company code.

→ View → *Ol sorted list*

The open item sorted list (overall or for one company code) shows due items sorted by user-defined period intervals.

→ View → *Top n customers*

Top n customers (overall or for one company code) lists customers, sorted by items due, items not due, or all open items.

→ View → *Line item analysis*

Line item analysis (for one customer) shows line items and a drilldown list by document.

→ View → *Ol sorted list*

Ol sorted list (for one customer) calls up a dialog box listing due dates according to periods intervals.



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- This evaluation is available for both customers and vendors.
- Note that the following information applies to all evaluations: When you drill down to line item level, you access current database information that might differ from the totals from the preceding run of the data retrieval program.

The basic list displays for the selected credit control area the total per company code of short-term days in arrears, medium-term days in arrears, and days in arrears for open items. The data is selected for the evaluation key date.

→ View → *Days in arrears*

Days in arrears (overall or for one company code) calls up a dialog box, which explains how days in arrears are calculated in the R/3 System.

→ View → *Top n customers* → etc.

Top n customers (overall or for one company code) calls up a list of individual customers, sorted by short-term, medium-term, or open item days in arrears, or short-term, medium-term, or open item interest calculation numerators.

→ View → *Line item analysis*

Line item analysis (for one customer) shows line items and drilldown lists by document.

→ View → *Days in arrears*

Days in arrears (for one customer) calls up a dialog box, which explains how days in arrears are calculated in the R/3 System.



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- This evaluation is available for customers only.



The basic list displays for the selected business area

- (1) the historical total of documents posted in a foreign currency, at the exchange rate valid on the posting date
- (2) the current total of the documents in (1), translated at the current exchange rate valid on the evaluation key date
- (3) the exchange rate difference, the difference between the historical and current totals

→ View → *Top n customers*

Top n customers (overall or for one company code) displays a list of customers affected by exchange rate differences.

→ View → *Currencies*

Currencies (overall or for one company code) displays historical, current, and difference totals by currency.

→ View → *Line item analysis*

Line item analysis (for one customer; on the line item selection screen enter the company code, switch to cleared items if required) shows line items and drilldown lists by document.

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- This evaluation is available for both customers and vendors.

The basic list displays for the selected business area the total per company code for

- (1) Interest calculation numerator
- (2) Days in arrears
- (3) Total amount of items overdue on the evaluation key date

→ View → *Top n documents*



Top n documents (overall or for one company code) displays the totals, interest calculation numerators, and days in arrears for documents with the highest interest calculation numerators.



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- This evaluation is available for both customers and vendors.

The basic list displays the following values per company code for the selected credit control area:

- (1) Balance of outstanding open items in the customer accounts
- (2) Average sales for the period selected
- (3) DSO days - balance divided by average sales per month multiplied by 30

→ View → *Top n customers*

Top n customers (overall or for one company code) displays the above values per customer.

→ View → *Line item analysis*

Line item analysis (for one customer) displays line items and drilldown lists by document.



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- This evaluation is available for customers only.

The initial screen displays the following for the selected business areas:

- (1) Terms offered, in accordance with the terms of payment granted
- (2) Terms taken, which reflect the customer's cash discount history
- (3) Difference between days offered and actual days taken

→ View → *Payment methods*

Payment methods (overall or for one company code) display the same information as above, broken down by terms: net, cash discount 1, cash discount 2.



→ View → *Top n customers*

Top n customers (overall or for one company code) displays the information as above, broken down by customer.

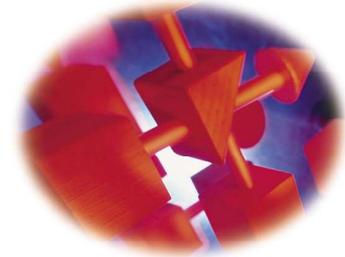
→ View → *Line item analysis*

Line item analysis (for one customer) displays line items and drilldown lists by document.

- This evaluation is available for customers only.

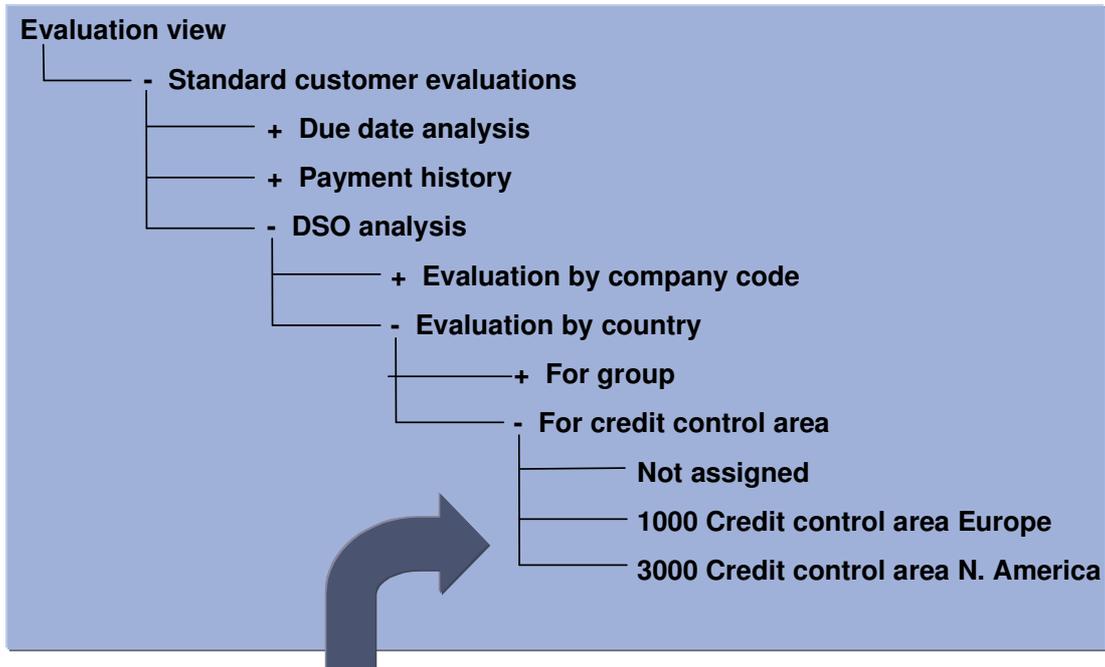
You can carry out the following functions for all drilldown lists:

- **Printing the drilldown list**
- **Sorting the drilldown list by the displayed columns**
- **Displaying values graphically using SAP Business Graphics**
- **Displaying selection criteria**
- **Changing the display currency**
- **Representing percentages**
- **Setting up scaling (reports in thousands, for example)**
- **Modifying the line item display**
- **Specifying how headers should appear on printed lists**



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- You navigate directly to a drilldown list at the lowest level of the AP/AR information system tree structure. The functions above are available in all drilldown lists.

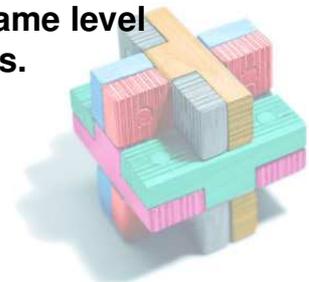


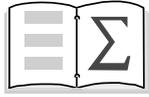
**Lowest level of report tree -
access evaluation lists from here**

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- To reach the A/P or A/R information system, expand the information system node.
- You determine which reports are displayed in the report tree and how the tree is structured in the *Define Evaluations* activity in the Implementation Guide for *Accounts Receivable and Accounts Payable*.
- The "+" symbol in front of a node indicates that this node can be expanded.
- The "-" symbol in front of a node indicates that the branch that starts at this node can be compressed.
- You carry out evaluations at the lowest level of the report tree.
- You can create an alternative report tree and save both structures in your user-specific settings.

- You can create access paths to required evaluations or drilldown lists within a tree structure.
- You can save access paths to the required drilldown lists when you call up the AP/AR information systems. The tree structure can be saved under the user name.
- You can change the direction in which you navigate through the tree structure, branching from evaluation views to evaluation levels. You can save a set of access paths for this direction as well.
- You can navigate from node to node at the same level using *Next node* and *Previous node* functions.

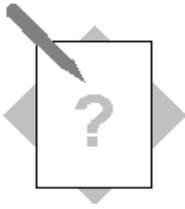




In this unit, you have learned how to:

- Explain how evaluations are carried out in the AP/AR information system
- Navigate in the information system report tree
- Carry out and display evaluations and be familiar with the relevant list functions
- Explain the Customizing options for the information system

Exercises

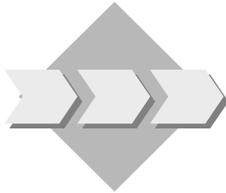


Unit: A/P A/R Information System



At the conclusion of this exercise, you will be able to:

- Create evaluations in the information system
- Describe the various options for displaying evaluations
- Navigate in and modify the A/R A/P Information System tree structure



The A/P A/R managers have requested better reporting capabilities to support their areas. In particular, they want to be able to evaluate combinations of variables like company code, business area, controlling area. They also want to be able to drilldown from summary data levels to individual document details.

You are to demonstrate that R/3 will provide the kind of reporting they want.

- 1-1 Your instructor has demonstrated different A/P A/R evaluations in the system. In order to know and to learn to navigate within the information system, log on to the R/3 System and run some A/P A/R evaluations.

Menu path:

- 1-2 In order to create and run your own evaluation view go into the customizing and create your own variant for the data retrieval program RFDRRSEL.

Variant name: GR## (##=group number)

- 1-3 Copy an existing entry of the table containing the evaluation views.
Note: Note that it is easier to copy entries rather than create new entries. Use the entries SAP and D as templates.

View: GR## (##=group number)

- 1-4 Create your own variant for program RFDRRGEN, selecting your evaluation view:

Variant: GR## (##=group number)

- 1-5 Start evaluation generation for your evaluation view as a background process within the application.

Menu path:

Job name: Group ##

Job class: A

Check the status of your job:

Menu path:

This generation run might be a little time consuming because data for your evaluation view is generated for all customers. This should take 3 to 5 minutes.

Choose *Job log*. Both views (the previous view "SAP" and your new view "gr##") have been generated.

1-6 Display evaluation results

Once you have generated data for your evaluation view , you can then display your generated data within the A/P A/R application components.

Menu path:

You now see that your evaluation view (group ##) is displayed as an additional branch in the reporting tree.

Navigate in your generated evaluation view

- 1-7 Use the options "Change path" and "Focus path" within the A/P A/R Information System. Save your settings, leave the reporting tree, log in again and verify that your settings have been saved.

Having the A/R A/P reporting tree expanded:

Menu path for *change path*:

The main difference is that the evaluation type is now expanded on a lower level than within the standard structure.

You can save the expanded level of both structures as user-defined settings.

Menu path for saving the changed path:

A further possibility is to set a focus within the reporting tree. This is useful if you intend to always evaluate the same data selection.

Drilldown to the lowest level:

Menu path for setting the focus:

You can save this as your user-specific setting. Alternatively you can always access the standard structure:

Menu path for accessing the standard structure:



Unit: A/P A/R Information System

- 1-1 Your instructor has demonstrated different A/P A/R evaluations in the system. In order to know and to learn to navigate within the information system, log on to the R/3 System and run some A/P A/R evaluations.

→ *Accounting* → *Financial Accounting* → *Accounts Receivable*
→ *Information system* → *Reports for Accounts Receivable Accounting*
→ *Customer balances*
→ *Accounts Receivable Information System (double click)*

- 1-2 In order to create and run your own evaluation view, access Customizing and create your own variant for the data retrieval program RFDRRSEL.

→ *SAP Refer.-IMG.*
→ *Financial Accounting* → *Accounts Receivable and Accounts Payable*
→ *Information System* → *Accounts Receivable* → *Standard Evaluations*
→ *Select Standard Evaluations*

Create a new variant (GR00) for RFDRRSEL:

Mark first entry, then choose:

→ *Environment* → *Maintain variant*

On the next screen:

Remove the "SAP_VARI" entry, then

→ *Variants* → *Create*

New variant name: GR## (##= your group number) and choose "Create"

Accept the default selections

Choose → *Edit* → *Attributes*

Description: Group ##

Select the "Selection variable" for the following parameter:
"Open item at key date"

Choose the "Selection variables" button

Click on the yellow light in column "D" (Dynamic date calculation, green light appears)

Click on the downward pointing arrow.

Choose "Current date"

Choose *Save*

Go back (green arrow) to the "Save Attributes of Variant GR##" screen.

Choose *Save* to save the variant.

Note that the key date can no longer be changed on this screen.

Go back twice (green arrow).

- 1-3 Copy an existing entry of the table containing the evaluation views.
Note: Note that it is easier to copy entries rather than create new entries.

Mark the first entry, then choose:

→ *Edit* → *Copy as*

Overwrite the entries:

View: GR##

Account type: D (current value)

Evaluation view description: Customer evaluation group ##

Retr. prog. RFDRRSEL (accept entry)

Data retr. var.: GR## (the variant name that you created before).

Press Enter button.

Confirm message in dialog box and choose: "Copy all" (dependent entries)

Confirm information box by choosing continue.

Save table entry at the "Evaluation views" level.

- 1-4 Create your own variant for program RFDRRGEN, selecting your evaluation view:

→ *System* → *Services* → *Reporting*

Program: RFDRRGEN

→ *Goto* → *Variants*

Variant GR##

Choose: "Create"

Confirm dialog box by choosing "Continue"

Enter your evaluation view "GR##" (that you created in the preceding exercise)

Choose → Edit → Attributes

Description: Evaluation view GR##.

Choose *Save* The system reports that your variant has been saved.

Choose save again to save the values of your variant.

- 1-5 Start evaluation generation for your evaluation view as a background process within the application.

→ Accounting → Financial Accounting → Accounts receivable → Information system → Tools → Configure → Create evaluations

Confirm dialog box

Job name: Group ##

Job class: A

Choose *Steps* button

ABAP program RFDRRGEN (accept default value)

Choose *Variant list*.

Select your variant "GR##"

Save.

Go back (green arrow)

Choose *start condition*

Choose "Immediate"

Choose *Save*

Save the background job

Check the status of your job:

→ System → Services → Jobs → Job overview

Accept your user selection and choose *Enter*.

This generation run may be time consuming, because data for your evaluation view is generated for all customers. This should take 3 to 4 minutes. See status "Finished".

Choose *Job log*. Your new view "GR##" has been generated.

1-6 Display evaluation results

Once you have generated data for your evaluation view , you can then display your generated data within the A/P A/R application components.

→ *Accounting* → *Financial Accounting* → *Accounts Receivable*
→ *Information system* → *Reports for Accounts Receivable Accounting*
→ *Customer balances*
→ *Accounts Receivable Information System (double click)*

You now see that your evaluation view (group ##) is displayed as an additional branch in the reporting tree.

Navigate in your generated evaluation view.

1-7 Use the options "Change path" and "Focus path" within the A/P A/R Information System. Save your settings, leave the reporting tree, log on again and verify that your settings have been saved.

Having the A/R A/P reporting tree expanded:

→ *Edit* → *Change path*

See that the main difference is, that the evaluation type is now expanded on a lower level than within the standard structure.

You can save the expanded level of both structures as user-defined settings.

→ *File access path* → *Save*

A further possibility is to set a focus within the reporting tree. This is useful if you intend to always evaluate the same data selection.

Drilldown to the lowest level:

→ *Edit* → *Set focus*

You can save this as your user-specific setting. Alternatively you can always access the standard structure by:

→ *Edit* → *Change path*

Contents:

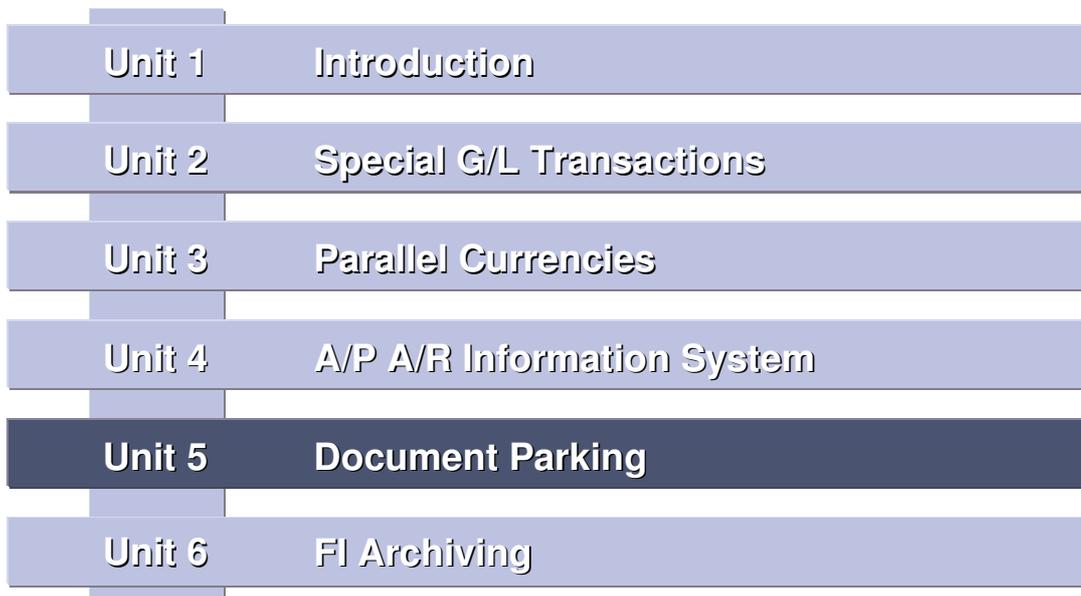
- **What is a document parking?**
- **Document parking**
 - **Park**
 - **Change**
 - **Post**
 - **Delete**
 - **Display Changes**
- **Reporting on parked documents**
- **Workflow and authorizations**





At the conclusion of this unit, you will be able to:

- **Describe the differences between parked, held and posted documents**
- **Enter, change, delete and post parked documents**
- **Understand options for reporting on parked documents**





- **The credit department has heard about the concept of parked documents and believes it will assist the Controller, as he must approve all documents over a specified dollar limit. Currently this process is done manually and a bottleneck occurs when posting documents at month's end. You are to investigate this alternative method of processing.**

Document parking is an alternative way to enter transaction documents in R/3.

Unlike "regular" posted documents:

- **Transaction figures are not updated**
- **A user can review, change, and then repark the document**
- **The document will eventually be posted or deleted**



Unlike "held" documents:

- **Parking a document generates a document number**
- **Parked data can be evaluated in various R3 reports**

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- Using document parking, you can enter and store (park) incomplete documents in the R/3 system, without extensive entry checks. You (or a different user) can complete, check and then post previously parked documents at a later date.
- The advantage of document parking is that the data of these documents can be included in reports once the data is entered in the system. That is, you do not have to wait until the documents are completed and posted. For example, amounts from parked documents can be included in the advance tax on sales/purchases report.
- In contrast to document parking, noted documents (held documents) merely allows you to interrupt your data entry work on a document and save the data temporarily until you can resume posting. No document number is issued, and data entered is not included in any evaluations.

- **Entering data and parking a document**
- **Changing a parked document**
- **Posting a parked document**
- **Deleting a parked document**
- **Displaying change documents**



- **Customer accounts (invoices and credit memos)**
- **Vendor accounts (invoices and credit memos)**
- **General ledger accounts (G/L postings)**



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- You can park documents relating to customer, vendor, and G/L accounts. R/3 provides an additional fast entry function for G/L accounts.

- **Access data entry through a different menu path than for regular documents**
- **Entry screens are the same as with regular documents**
 - **Templates available for fast entry**
 - **Can use account assignment models**
 - **Validation and substitution not active**



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- R/3 only checks information entered as part of a parked document as to whether it exists. Only a few fields - posting key and account number, for example - are required entry fields.
- No tolerance checks are carried out.
- When you save a parked document, the system does NOT update control totals nor does it generate automatic postings.

- **Change documents and subsequently complete them**
- **Can change most fields, including amount**
 - **Change individual documents and line items**
 - **Change several documents simultaneously via lists**
 - **Change other values via line items**
 - **Cannot change currency or company code**



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- A parked document can be changed, reparked repeatedly and be completed step by step. Users can change a large number of header and item fields, including amounts.
- If you do not know the document number, use the document list function. Enter selection criteria and execute. The system generates a list of parked documents you can select from.

- **After all changes have been made, you can post a parked document**
- **The document becomes a regular posted document**
- **Post individually or via a list of parked documents**
- **The number of the parked document becomes the number of the posted document**
- **Can review change documents**



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- You can post documents individually or via a list. You can also create a batch input session to post parked documents.
- Posting deletes the data in parked documents. The document is posted to the document database and the appropriate data (transaction figures, etc.) is updated.

- **You can remove a parked document from the R/3 system**
- **Delete individually or via a list of parked documents**
- **Deleted parked document numbers cannot be reused**



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- To delete a document, you need to know the company code, document number, and fiscal year.
- To find a parked document number or to delete more than one document, use the document list function. Enter appropriate selection criteria, and the system will generate a list of documents that match them.

All changes to parked documents are logged and can be displayed before and after posting

Before posting:

- **Display changes**
- **Select document**
- **Shows changes to the parked document**

After posting:

- **Display changes**
- **Select document**
- **Displays changes to posted documents plus changes to parked documents before posting**

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- If the number of a document was changed - for example as part of changes to the document header - you can search for changes made to the document under its original number.

- **Many SAP R/3 delivered reports have options to include parked documents**
- **You can include parked documents in the document journal**
- **You can display parked documents in the line item display screen**



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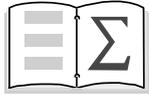
- Document parking is linked to the account display and reporting functions in Financial Accounting. Many reports can evaluate transactions stored as parked documents.

- **Can set different authorizations for different users: Some users can post documents, others can only park them**
- **You can set up document parking to inform the users whose job it is to review and complete parked documents**
- **You can set up approvals at various levels: amount, account assignment, completion, and so on**



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- Incomplete documents can be parked, then gradually completed with additional information. Every time an incomplete document is parked, R/3 initiates a workflow containing a single task: "complete". Users whose job it is to complete documents receive a message and can proceed to change the parked document. The message stays in the inbox of every user concerned until one of them marks the document as "complete".
- Other SAP courses deal with workflow functions in detail.

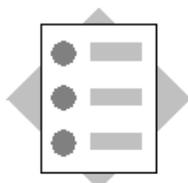


You should now be able to:

- **Describe the differences between parked documents and those held or posted**
- **Understand the functions for document parking**
- **Demonstrate how to park, change, post, delete and review changes to parked documents**

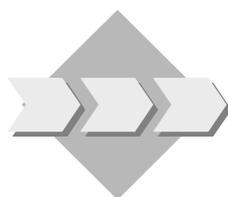


Unit: Document Parking



At the conclusion of this exercise, you will be able to:

- Describe the functions of document parking
- Understanding the differences between parking and other kinds of document entry



The Controller has asked you to evaluate document parking as a means to eliminate the manual backlog at month end when he must approve all documents above a certain dollar limit. Among others, he asks the following questions:

1-1 True or False:

1-1-1 You can see parked documents in a line item display

1-1-2 A parked document and its eventual posted version will have the same document number

1-1-3 You can use substitution in parked documents

1-1-4 You can use account assignment models in parked documents

1-1-5 You can review changes made to a parked document even after you post it

1-2 Summarize the advantages and features of document parking

1-2-1 Name two advantages of a parked document over a held document

1-2-2 What kinds of documents can be parked?

1-2-3 List 5 functions you can perform on a parked document

1-3 Demonstrate the differences between a parked document and a held document.

- 1-3-1 Enter the following information as part of a G/L document posting, then hold the document:

Date: Today's date
Company code: 1000
Document header text: Hold##1 where ## = group number
Debit (40) G/L account 100000 for 49 UNI
Credit (49) G/L account 110000 for 50 UNI
Enter the temporary document number.

- 1-3-2 Enter the following information as part of a G/L document, then park the document:

Date: Today's date
Company code: 1000
Debit (40) G/L account 100000 for 50 UNI
Credit (50) G/L account 110000 for 50 UNI
Enter your group number in the document header text field
When you park the document, write down the document number

- 1-3-3 Look at the line item display for account 100000, company code 1000
Be sure that the *Parked items* indicator is set. Which document do you see?
- _____

- 1-3-4 Re-open the held document and change the amounts to 48 UNI. Re-hold the document

- 1-3-5 Open the parked document and change the amounts to 51 UNI. Repark the document

- 1-3-6 Post both documents: Note the document number for the originally "held" document:
- _____

Also note the document number for the originally "parked" document:

- 1-3-7 Look in the line item display for account 110000, company code 1000 and locate the documents you posted. Drilldown to the overview and review the information available on the document changes. What information did you change on the formerly parked document?
- _____



Unit: Document Parking

1-1 True or False:

1-1-1 You can see parked documents in a line item display

True

1-1-2 A parked document and its eventual posted version will have the same document number

True

1-1-3 You can use substitution in parked documents

False

1-1-4 You can use account assignment models in parked documents

True

1-1-5 You can review changes made to a parked document even after you post it

True

- 1-2 Summarize the advantages and features of document parking
- 1-2-1 Name two advantages of a parked document over a held document
- A parked document generates a document number**
- A parked document can be evaluated in R3 reporting**
- A parked document can be used in conjunction with authorizations and workflow to automate approval processes**
- (Others)
- 1-2-2 What kinds of documents can be parked?
- Customer, vendor, and G/L documents**
- Or
- Invoices, credit memos, and G/L postings**
- 1-2-3 List 5 functions you can perform on a parked document
- Park, change, post, view changes and delete**
- 1-3 Demonstrate the differences between a parked document and a held document.
- 1-3-1 Enter the following information as part of a G/L document posting, then hold the document:
- Accounting*→*Financial Accounting*→*General ledger***
- Document entry*→*G/L account posting***
- Enter the data, then select
- Document*→*Hold***
- 1-3-2 Enter information as part of a G/L document, then park the document
- Accounting*→*Financial Accounting*→*General ledger***
- Document entry*→*Park document***
- Enter the data, then select
- Document*→*Park document***

1-3-3 Look at the line item display for account 100000, company code 1000

Accounting→*Financial Accounting*→*General ledger*

Account→*Display line items*

Be sure that the *Parked items* indicator is set.

You should find the document you parked in the "parked items" section

1-3-4 Retrieve the held document and change the amounts to 48 UNI. Hold the document again.

Accounting→*Financial Accounting*→*General ledger*

Document entry→*G/L account posting*

Edit → *Select held document*

Make the necessary changes, then choose

Document→*Hold*

1-3-5 Open the parked document and change the amounts to 51 UNI. Repark the document

Accounting→*Financial Accounting*→*General ledger*→*Edit or Park a G/L Document*

Make the changes indicated, then choose *Document*→*Park*

1-4 Post both documents

To post the "held" document:

Accounting→*Financial Accounting*→*General ledger*

Document entry→*G/L account posting*

Edit → *Select held document*

Select the appropriate held document

Document→*Post*

To post the "parked" document

Accounting→*Financial Accounting*→*General ledger*→*Edit or Park a G/L Document*

Select the parked document in question

Document→*Post*

- 1-4-1 Look in the line item display for account 110000, company code 1000 and locate the documents you posted. Drilldown to the overview and review the information available on the document changes.

Accounting → *Financial Accounting* → *General ledger*

Account → *Display/change line items*

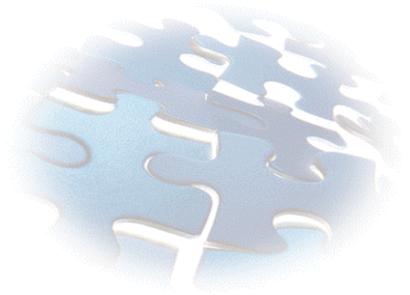
Enter the account and company code, then choose enter. Double click on your transaction to view details. Then choose:

Environment → *Document changes*

Neither document will show any changes on the first screen (which shows changes made to the document after posting). Press enter again to view changes made before posting the "parked" document. Then click on any of the fields to see what changes were made.

Contents:

- Purpose of FI archiving
- FI Archiving functions
- Basic configuration of FI archiving

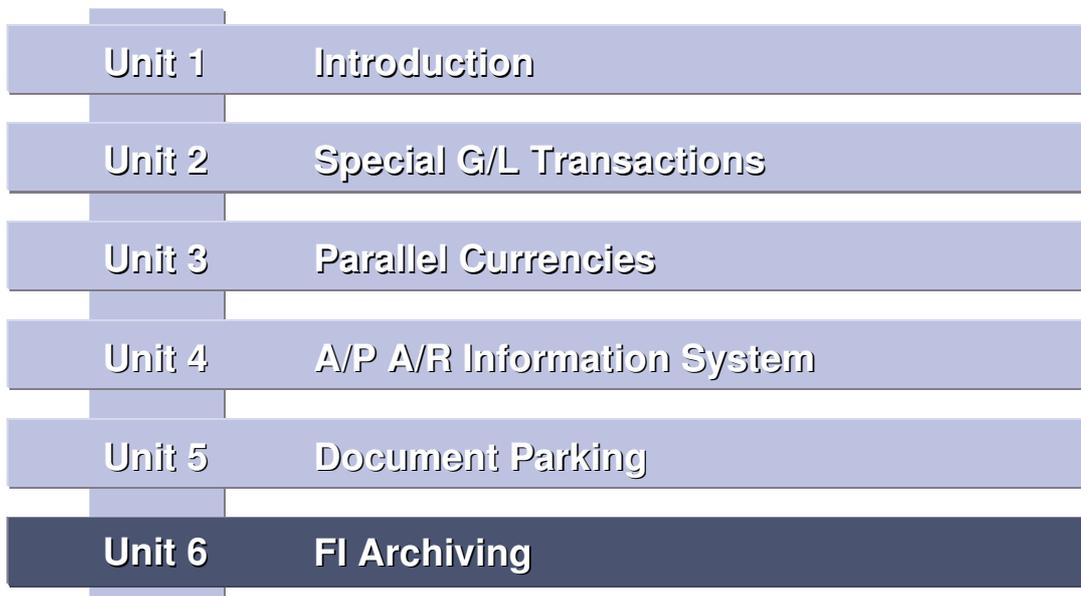


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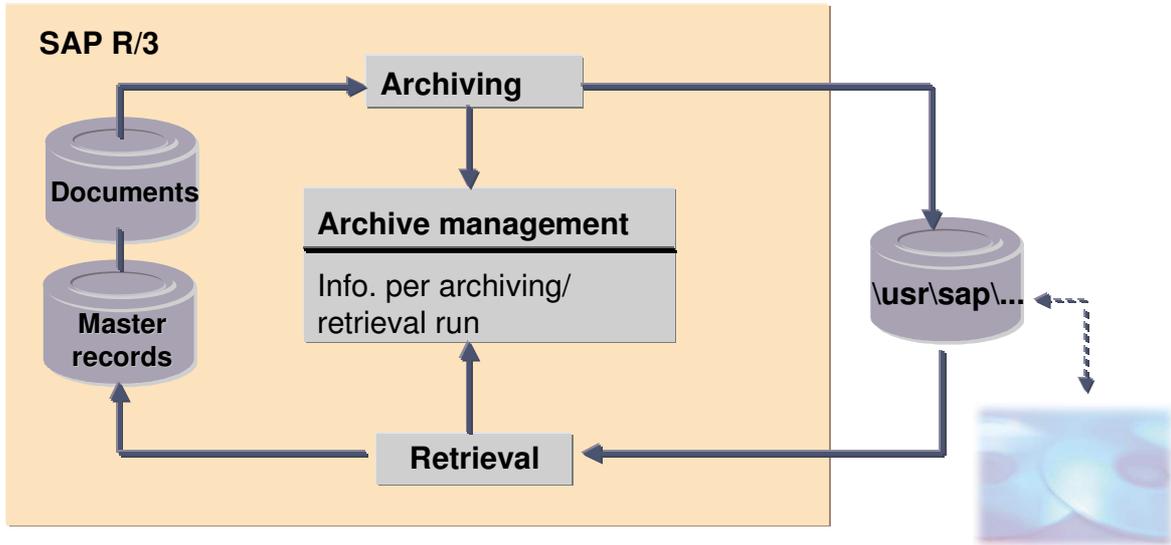
At the conclusion of this unit, you will be able to:

- **Explain the concept of FI archiving**
- **Describe the FI archiving functions**
- **Describe the basic configuration of FI archiving**





- **The accounting managers have decided to keep the system management costs as low as possible. This decision intends to keep the data volume as small as possible and the system's performance at a good level.**
- **You as a member of the project team will find out by talking with the accounting clerks how long FI documents and master records have to be available within the R/3 system in order to archive them as soon as possible. Having collected the different requirements, you will start to set the parameters of the FI archiving program.**



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Object Description	Archiving object	Archiving program
G/L accounts Accounts receivable Accounts payable Transaction figures Banks Documents Payment requests Checks	FI_ACCOUNT FI_ACCPAYB FI_ACCREC FI_MONTHLY FI_BANKS FI_DOCUMNT FI_PAYRQ FI_SCHECK	SAPF053 SAPF058 SAPF056 SAPF064 SAPF061 SAPF048 SAPFPRQ0 RFCHKA00 Deletion programs: SAPFxxxD RCHKA10

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- Within FI you can archive master records and documents.
- Retrieval programs allow you to reload archived data.
- During every archive run the systems creates management data to give you information about the archived/retrieved data.
- In order to get an overview of the objects which are relevant to archiving, use transaction code AOBJ.
Using this transaction code you can see for each archiving object, which tables are archived or just deleted. Example: Related to archiving object FI_DOCUMNT the tables BSAD, BSAK, BSAS, BSIS are deleted and not archived.

No logic	Application logic	Customizing
Transaction figures: - No logic	Banks: - Deletion flag is set? - Still in use? G/L Accounts: - Deletion flags are set? - Transaction figures already archived? - Documents already archived? Customers/ Vendors: - Deletion flags are set in SD,MM and FI ? - Transaction figures already archived? - Documents in all applications already archived? - Customer is also vendor? - Alternative payee ?	Documents: - Runtime definitions - Item cleared? Not cleared?

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- The transaction figures have to stay at least 2 years in the system before they can be archived.

Document archiving table: Account life

Company code	Account type	From account	To account	Life	Secondary index length	Archive index length
*	*	1	ZZZZZZZZZ	Period of time until document is archived	Length of time until secondary index is deleted	Length of time for account-related archive index

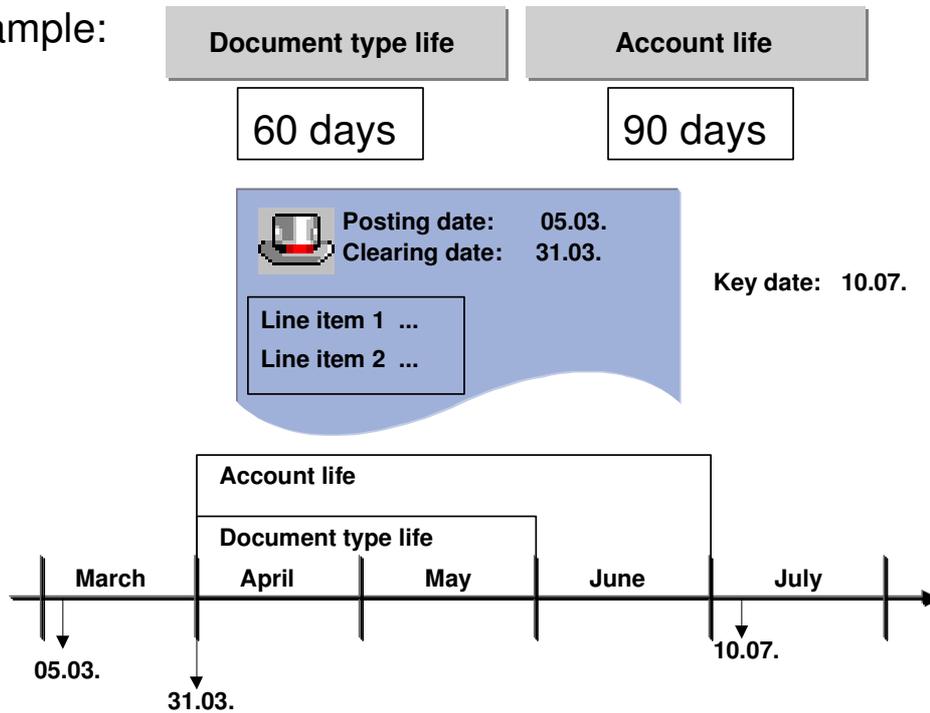
Document archiving table: Document life

Company code	Document type	Document lifetime	Archive index lifetime
*	*	Length of time until document is archived	Length of document related archive index

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- You can make generic entries for company code, document type and account type. The more detail the better.
- The customizing of the document type and account type includes a test function that checks an individual document against the corresponding entries of the tables (transaction code: FB99).
- Archive Indices:
 ARIX_BKPF: Document related archive index
 ARIX_BSAD: Customer account-related archive index.
 ARIX_BSAK: Vendor account related archive index.
 ARIX_BSAS, ARIX_B SIS: GL - Account related archive indices.
 Note: The document oriented archive index is used by transaction code FB03. The account oriented indices are not yet used in standard transactions and programs. However, they can be used for your own developments.
- If you want to take advantage of the new archive indices with regard to old archives, you can use program SAPP048X in order to create the new indices based on old archives.

Example:



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- The relevant dates for determining the life time of the document are the posting date (open item managed accounts refer to the clearing date) and the key date.
- The longer life time definition determines the remaining time of the document in the system.

Financial Accounting editing options: Document display

Search strategy

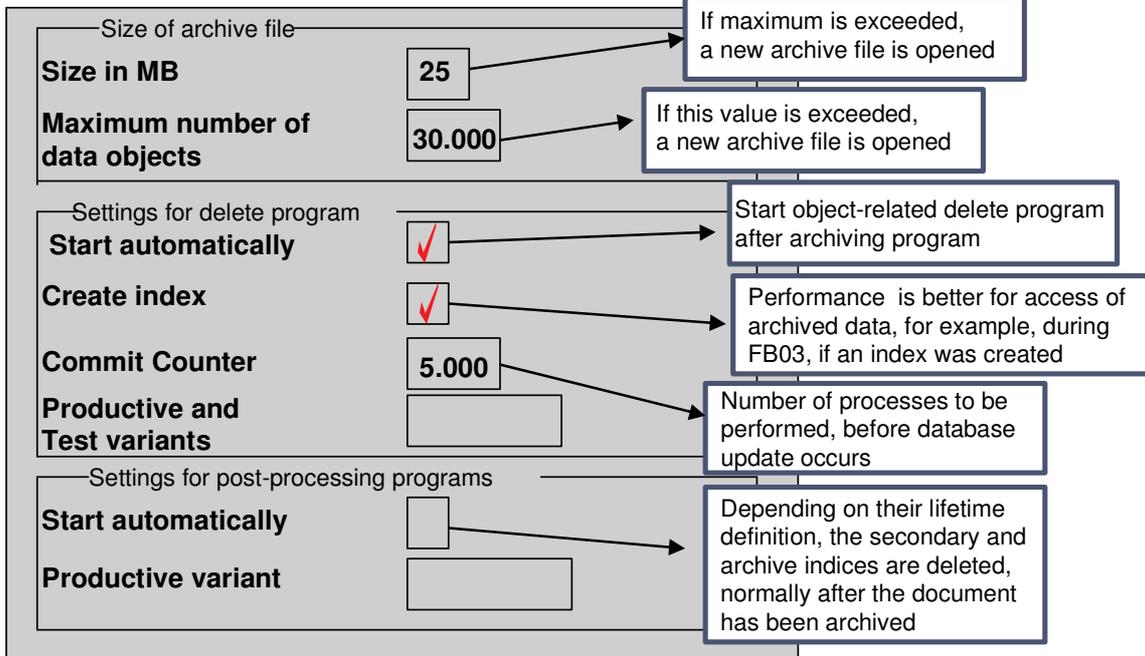
Single document drilldown 1

Search strategies only for current document display

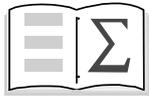
Document archiving table: Document life

Strategy	Short text
0	Ignore archive, database only
1	Strategy 1-4, until matches found
2	Search per archive index until matches found
3	If complete, search per archive index, otherwise archive administration
4	Search per archive administration until matches found
	Completely search each archive until matches found

Technical settings: Example object: FI_DOCUMNT



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You are now able to:

- **Explain the purpose and conception of the FI archiving programs**
- **Describe the functions of FI archiving**
- **Explain the steps necessary for FI archiving integration**

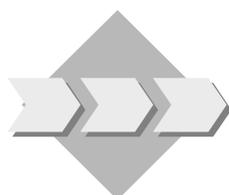


Unit: FI Archiving



At the conclusion of this exercise, you will be able to:

- Explain the concept of FI archiving
- Describe the functions in FI archiving
- Describe basic configuration of FI archiving



- The accounting managers have decided to keep the system management costs as low as possible. They hope to keep the data volume as small as possible and the system performance at a good level.
- You, as a member of the project team, will find out by talking with the accounting clerks how long FI documents and master records have to be accessible within the R/3 system in order to archive them as soon as possible. Having collected the different requirements, you will start to set the parameters for the FI archiving program.

Your instructor has shown you an example of FI document archiving. In order to learn to navigate in the archive management try to find the following information in the system:

1-1 What is the physical file name of the data archived by your instructor?

Menu path:

Physical file name:

1-2 How large is the archived file?

Same menu path as in 1-1:

Size in MB:

1-3 What is the date of the archived data?

Same menu path as in 1-1:

1-4 Which one of the four dates of a document belonging to an open item managed account is relevant for archiving? Select the correct answers!

CPU date *Yes* *No*

Posting date *Yes* *No*

Clearing date *Yes* *No*

Document date *Yes* *No*

1-5 Can open items be archived or deleted?

1-6 Which objects relevant to FI archiving are defined in the system? Which transactions/ menu paths can you use to find out?

Transaction:

Menu path:

List of object names:



Unit: FI Archiving

Your instructor has shown you an example of FI document archiving. In order to learn to navigate in the archive management, try to find the following information in the system:

1-1 What is the physical file name of the data archived by your instructor?

Accounting → *Financial Accounting* → *General ledger* → *Periodic processing* → *Archiving* → *Documents*

Select *Management* and drilldown until the following appears:

Physical file name: **D:\usr\sap\XYZ\sys\global\RFImmdd0**

(XYZ = R/3 System)

1-2 How large is the archived file?

Same menu path as in 1-1

see size in MB

(Data may vary)

1-3 What is the creation date of the archive file?

Same menu path as in 1-1

Having drilled down to the lowest level, press the "File" icon. Scroll to your right to the "Posting date" column.

The creation date is today's date.

1-4 Which one of the four dates of a document belonging to an open item managed account is relevant for archiving? Select the correct answers!

CPU date *Yes* *No*

Posting date *Yes* *No*

Clearing date *Yes* *No*

Document date *Yes* *No*

1-5 Can open items be archived or deleted?

They are not archived. They are deleted. Only documents are archived.

1-6 Which objects relevant to FI archiving are defined in the system? Which transactions/ menu paths can you use to find out?

Transaction: AOBJ

→Goto →Position

Select object name: FI

List of archiving objects within FI:

FI_ACCOUNT

FI_ACCPAYB

FI_ACCRECV

FI_BANKS

FI_...

and so on...