

Financial Accounting (FI)



HELP.CAARCFI

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Financial Accounting (FI)

The following table shows the archiving objects provided:

Objects in Financial Accounting	Archiving Object
Accounting documents	FI_DOCUMNT [Page 20]
Transaction figures	FI_MONTHLY [Page 43]
Check data	FI_SCHECK [Page 76]
Payment requests	FI_PAYRQ [Page 81]
Bank data storage	FI_ELBANK [Page 85]
G/L account master data	FI_ACCOUNT [Page 49]
Customer master data	FI_ACCRECV [Page 55]
Vendor master data	FI_ACCPAYB [Page 64]
Bank master data	FI_BANKS [Page 70]
Totals records (Consolidation)	FI_LC_SUM [Page 90]
Journal entries (Consolidation)	FI_LC_ITEM [Page 90]
Totals records and journal entries (Consolidation) (reload, delete and read only)	FLC_OBJECT [Page 90]
Asset data	AM_ASSET [Page 109]
Totals records and line items (Special Purpose Ledger)	FI_SL_DATA [Page 117]
Earmarked funds documents (Funds Management)	FM_FUNRES [Page 136]
Budget hierarchy documents (Funds Management)	FM_BUDHIE [Page 142]
FI posting documents (Funds Management)	FM_DOC_FI [Page 143]
CO posting documents (Funds Management)	FM_DOC_CO [Page 144]
Commitments and funds transfer documents (Funds Management)	FM_DOC_OI [Page 145]

Archiving Financial Accounting Data (FI)

Definition

In Financial Accounting, you can archive and reload:

Description	Archiving object
Accounting documents	FI_DOCUMNT
Transaction figures	FI_MONTHLY
Checks	FI_SCHECK
Payment requests	FI_PAYRQ
Bank data storage	FI_ELBANK
G/L account master data	FI_ACCOUNT
Customer master data	FI_ACCRECV
Vendor master data	FI_ACCPAYB
Bank master data	FI_BANKS

For more information on reloading archive files, see [Reloading an Archive File \(FI\) \[Page 13\]](#).

For more information about archiving objects in general, see [The Archiving Object \[Ext.\]](#).

FI Overview

FI Overview

There are both technical and legal reasons for archiving Financial Accounting data.

Archiving:

- Reduces storage and runtime problems caused by the constant growth of transaction data
- Makes master data easier to manage and to keep up to date
- Enables data to be accessed at a later date

You can archive data no longer required in the online system using certain standard functions. This data is then stored in archive files and deleted from the online system.

For legal and commercial reasons, it is important that you are able to access archived data files online again, and the reloading function allows you to do this.

Data must meet certain conditions before it can be archived. Some of these controls are already defined in the system, for instance the fact that you cannot archive documents that contain open items. Certain other controls are user-defined.

For more overview information, see [Introduction \[Ext.\]](#) .

Archiving Data (FI)

Every archiving function can be accessed from archive management.

To reach archive management, choose:

- *Tools* → *Administration* → *Administration* → *Archiving* or
- from the General Ledger, Accounts Receivable, Accounts Payable or Banks menus *Periodic processing* → *Archiving* → *<Archiving object>* .

When you access archive management from these menus, the archiving object is defaulted by the system in the field *Object name*. Otherwise you must enter the name of the archiving object manually. You will find a list of archiving objects in [Archiving Financial Accounting Data \(FI\) \[Page 9\]](#).

You need to follow a specific procedure when archiving. See [Archiving Checklist \[Ext.\]](#) .

There are two steps to the archiving process:

1. The system selects the data to be archived and writes it to archive files.
2. For each archive file the system starts a delete program that reads the data in the archive file and deletes this data from the database.

For more information on how to archive objects, see the descriptions of the individual archiving objects titled *Creating Archive Files - <archiving object>*.

Starting the Delete Program (FI)

Starting the Delete Program (FI)

The delete program starts automatically when archive files are created if:

- The *Start automatically* indicator for the delete program is set in general Customizing for Archiving, and
- You have maintained variants for test and production runs.

Sometimes circumstances require you to start the delete program manually.



You create an archive file and start the archiving program. The data records are written to the archive files, but the system terminates processing before the delete program runs. If this happens, you need to delete the archived data manually.

To start the delete program manually:

1. In Customizing for Archiving, define variants for the delete program.
2. Access archive management by choosing *Tools* → *Administration* then *Administration* → *Archiving* and then choosing the *Delete* function.
3. Enter the name of the archive file to be deleted and maintain the start date and spool parameters.



If the delete program is not run, the data remains in the database. This means that when you archive, copies of files are created from the database, without data being deleted from it.

Reloading an Archive File (FI)

Using *Reload*, you can reload certain archived data into the database.

The following Financial Accounting (FI) objects can be reloaded:

- Accounting documents (using the FI_DOCUMNT object)
- Transaction figures (using the FI_MONTHLY object)
- Check data (using the FI_SCHECK object)
- Payment requests (using the FI_PAYRQ object)
- Bank data storage (using the FI_ELBANK object)
- G/L account master data (using the FI_ACCOUNT object)
- Customer master data (using the FI_ACCRECV object)
- Vendor master data (using the FI_ACCPAYB object)
- Bank master data (using the FI_BANKS object)

Archive files can be reloaded either in full or in part. In either case, they are noted by the system as reloaded. Objects that are not reloaded are written to a new archive file.

You access the *Reload* function in Archive Management.

To reach archive management, choose:

- *Tools* → *Administration* → *Administration* → *Archiving* or
- *General Ledger, Accounts Receivable, Accounts Payable, or Banks* → *Periodic processing* → *Archiving* → <Archiving object> → *Reload*.

When you access archive management from these menus, the archiving object is defaulted by the system in the field *Object name*. For the first method you must enter the archiving object yourself or use the input help.

If you want to reload data, you must make sure that the corresponding file in the R/3 System is under the file name specified in the administration record.

To do this choose *General Ledger, Accounts Receivable, Accounts Payable* or *Banks* → *Periodic processing* → *Archiving* <Name of archiving object> → *Management*.

This function evaluates the administration information for an archiving object and displays it as a list. You can either:

- Determine the location of archive files
- Transfer archive files to an archive system, by choosing *Goto* → *ArchiveLink*.
- Replace archive files using ArchiveLink

You can also store notes on archive files.

For more detailed information, see the *Extended Function Library* and *System Administration Guide*. You find this documentation in the SAP Library under *Basis Components* → *ABAP Workbench*.

Reloading an Archive File (FI)

Archive Management (FI)

You can display administrative data on the archiving session for each archiving object.

If you require further information, see [Call Archive Session Management \[Ext.\]](#).

You access the *Management* function in Archive Management. To reach

Archive Management choose:

- *Tools* → *Administration* → *Administration* → *Archiving* or
- *General Ledger, Accounts Receivable, Accounts Payable, or Banks* → *Periodic processing* → *Archiving* → *<Archiving object>* → *Management*.

When you access Archive Management from these menus, the archiving object is defaulted by the system in the field *Object name*. For the first method you must enter the archiving object yourself or use the input help.

Dependencies in Financial Accounting (FI)

Dependencies in Financial Accounting (FI)

When archiving, you must consider dependencies between archiving objects. This means that you will need to know if a predecessor exists for some of these objects. Predecessors must be archived first.

You can display this information by viewing the network graphic that shows the sequence in which objects must be archived.

To display the network graphic:

1. Choose *Tools* → *Administration* → *Administration* → *Archiving*.
2. To display the graphic **for all archiving objects**, make no entry in the field for the name of the archiving object.

If you want to see the graphic for a specific object that must be archived in advance, enter the name of the archiving object.
3. Choose *Goto* → *Network graphic*.

To display the graphic for a specific object from the General Ledger menu, choose *Periodic processing* → *Archiving* → *<Archiving object (Document for example)>* → *Archive*. Then choose *Goto* → *Network graphic*.

If only a single object is displayed within the network graphic, then there are no dependencies for that object. This is the case for accounting documents, for example.

If you want to archive bank master data, the network graphic shows you which objects to archive and in which sequence they must be archived. Bank master data cannot be archived before you have archived all Accounts Payable and Accounts Receivable accounts for which this bank master data is used. Customer and vendor accounts cannot be archived if their documents and transaction figures still exist in the system.

You must adhere to the following archiving sequence:

1. Documents and transaction figures
2. Customer and vendor master data
3. Bank master data

Archiving Authorizations (FI)

The S_ARCHIVE authorization object controls the use of the archive, delete, and reload programs.

For more information, see [User Authorization Checks \[Ext.\]](#).

To archive data, you require the following authorizations:

- S_ADMIN_FCD for printing and using the spool
- S_BTCH_JOB for archiving, deleting, and reloading data and for the read program in batch processing
- F_BKPF_BUK (company code authorization) for archiving accounting documents

You can create authorizations in Customizing by choosing *Financial Accounting Global Settings > Maintain Authorizations*.

Logs (FI)**Logs (FI)**

You can display standard and detail logs for every archiving program (archive, delete, reload).

The **standard log** contains statistical information on the number of archived data objects.

The **detail log** lists each individual object (for example, every document included in an archiving session) and describes how it was processed. For example, in the detail log for the archiving program, you can see whether each individual document was archived or not. If the document could not be archived, the detail log describes why, displaying a message such as *Document still contains open items* or *Document life not exceeded*.

Available Programs and Job Names (FI)

The following tables list the archive, delete, and reload programs available in Financial Accounting.

They also list the names of the jobs run during archiving, deleting, and reloading.

List of available programs

Archiving object	Archive program	Delete program	Reload program
Documents	SAPF048	SAPF048D	SAPF049
Transaction figures	SAPF064	SAPF064D	SAPF065
Check data	RFCHKA00	RFCHKA10	RFCHKA20
Payment requests	SAPFPRQ0	SAPFPRQD	SAPFPRQ1
Bank data storage	SAPF066	SAPF066D	SAPF067
G/L accounts	SAPF053	SAPF053D	SAPF054
Customers	SAPF056	SAPF056D	SAPF057
Vendors	SAPF058	SAPF058D	SAPF059
Banks	SAPF061	SAPF061D	SAPF062



You should always run archive and reload programs in the background, by making the appropriate selection in the *Maintain variants* screen. This ensures that the selections made in archive management are saved when the program is run. You can run programs from the G/L menu or directly using the transaction SARA. If you run programs online, the system neither saves the selection parameters nor starts the delete programs automatically. Therefore, you should use online processing for test purposes only. **Always execute the production run as a background job.**

Names of the jobs started during archiving, deleting and reloading

Job name	Meaning
ARCHIVE_<OBJEKT>_SUB_<DATUM>	Starts
ARCHIVE_<OBJEKT>_WRI_<DATUM>	Archives
ARCHIVE_<OBJEKT>_DEL_<DATUM>	Deletes
ARCHIVE_<OBJEKT>_REL_<DATUM>	Reloads
ARCHIVE_<OBJEKT>_IDX_<DATUM>	Deletes index (only documents)

Archiving FI Documents (FI-GL, FI-AR, FI-AP)

Definition

Financial Accounting documents are archived, deleted, and reloaded using the FI_DOCUMNT archiving object.

Use

When you archive documents, the system writes them (including change documents and long texts) to one or more archive files.

A number of conditions must be met to ensure that only documents no longer needed in the online system are archived. To determine whether a document can be archived, the archiving program checks the document header and line items. For more information see [Checks \(FI-GL, FI-AR, FI-AP\) \[Page 22\]](#).

Structure

Tables

You can archive data from different tables using the archiving object FI_DOCUMNT. To find out how to display the table names, see [Determine Linked Tables \[Ext.\]](#).

Function/report assignment

Function	Report
Archiving	SAPF048
Deleting	SAPF048D
Reloading	SAPF049

Displaying Individual Objects Using SAP AS

A business view for the archiving object FI_DOCUMNT is delivered as standard. To display individual objects for the archiving object FI_DOCUMNT using [SAP AS \[Ext.\]](#) you require an information structure that has been created based on the standard field catalogs SAP_FI_DOC_001 or SAP_FI_DOC_002 delivered by SAP. The information structure must be activated and set up.

For more information about information structures, see also [using the archive information system \[Ext.\]](#).

You will find more information about the archive information system in the SAP Library under *Cross-Application Components → CA Application Data Archiving → Introduction → Archive Information System (SAP AS)*.

Integration

Archiving Double-Entry Invoicing Data

The double-entry invoicing data is deleted by the archiving object FI_DOCUMNT for financial accounting documents. You can store this data in the database longer than the financial

Archiving FI Documents (FI-GL, FI-AR, FI-AP)

accounting document itself. The data is removed from the database together with the vendor secondary indices by the postprocessing program and not by the delete program.

As long as the vendor secondary index still exists in the database the double-entry invoice verification can take place, even if a document has already been archived.

In Customizing for account type lives (to archive financial accounting documents) you should set the secondary indices for vendors so that the data for the double-entry invoice verification remains in the system for the required period of time. For more information on archiving account type live, see the Customizing for *Financial Accounting* under [Archiving, Account Type Life \[Ext.\]](#).

Checks (FI-GL, FI-AR, FI-AP)

Checks (FI-GL, FI-AR, FI-AP)

A number of conditions must be met to ensure that only documents no longer needed in the online system are archived. To determine whether a document can be archived, the archiving program checks the document header and line items. If, during the checks, one of the prerequisites for the document is found not to have been met, the whole document is not archived.

The following conditions concern the **document header**:

- Document life must be exceeded.
You specify document life based on the type of document (for example, customer payment) and company code. For more information, see [Document Life in Financial Accounting \(FI\) \[Page 24\]](#).
- The document must have been in the system for at least the minimum period.
In addition to exceeding the document life and account life, documents must also exceed the minimum retention period. This means that the number of days between the date the document was entered or changed and the archiving key date must exceed the minimum retention period before documents can be archived.
- Documents with withholding tax must meet country-specific retention requirements.
- Sample, recurring and parked documents are not included.

The following conditions concern the **line items**:

- The document must not contain any open items. The system can only archive documents containing cleared items or those **not** managed on an open item basis.
- The account life must have expired.
You specify the account life based on the account type (customer, vendor, G/L account). For more information, see [Account Life in Financial Accounting \(FI\) \[Page 26\]](#).

The account or document life runs from the key date you enter for each program run. If you do not enter a key date the current date of execution is taken.

A further check is made that the external tax treatment has been completed.

If the documents contain Subsequent Settlement conditions, you cannot archive the documents until settlement accounting has been performed for the arrangements in question, and the retention time that you maintained for the document in Customizing for *Subsequent Settlement* has expired. For further information, see [Archiving of Arrangements \[Ext.\]](#).



If you require additional individual checks for your special application, you can create these using [user exits \[Ext.\]](#).

Customizing Archiving Objects (FI)

Customizing in archiving is divided into two areas:

- General Customizing

See [General Customizing \[Ext.\]](#).

You can access general Customizing for archiving in two ways:

- From the Implementation Guide, choose *Cross-Application Components* → *General Application Functions* → *Define control parameters for archiving sessions*.
- From archive management, choose *Goto* → *Customizing*.
- Object-specific Customizing in Financial Accounting

To archive documents specific settings must be made in Customizing for Financial Accounting. For these documents, you need to make settings for index management, document type life and account type life.

For more information, see [Archiving FI Documents \(FI-GL, FI-AR, FI-AP\) \[Page 20\]](#).

Document Life in Financial Accounting (FI)

Document Life in Financial Accounting (FI)

You can define the minimum amount of time a document spends in the system (prior to archiving) according to company code and document type. The system archives only those documents that have exceeded their document life. The reference dates used by the system to calculate this are the document posting and the key date you specify when you start the archiving program.

If the minimum life is the same for several company codes or document types, you can enter an asterisk (*) instead of entering a specific company code or document type. If not, enter the appropriate company code or document type.

To determine the document type life, the system always uses the most detailed entry for document type. Entries using "*" are of course less specific than those where a particular account type or company code are specified. Note, however, that if you specify a company code but make a generic entry (*) for document type, or you specify a document type but make a generic entry for company code, both entries are equally unspecific. In this situation (shown in the example below) the system uses the entry with the maximum number of days.



Company code	Document type	Life (in days)
0001	*	90
*	SB	120

Assuming you want to archive all documents as part of the closing entries for company code 0001, the program selects those documents that have been in the system for over 120 days. In this situation (shown in the example below) the system uses the entry with the maximum number of days.



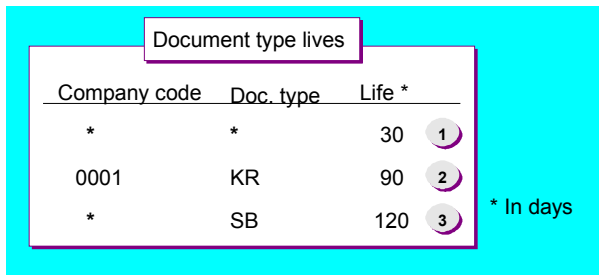
If no entry exists, the system uses a minimum life of **9999 days**.

If certain document types are of interest to you, you will define their minimum life per document type.



You specify a general document life of 30 days for all company codes. However, since the life of vendor invoices (document type KR) for company code 0001 needs to be longer, you define their document life as 90 days. For all company codes, closing entry documents must remain in the system for at least 120 days. You carry out these postings by using a separate document type (SB) that denotes closing postings.

Document Life in Financial Accounting (FI)



Document type lives

Company code	Doc. type	Life *
*	*	30
0001	KR	90
*	SB	120

* In days

You can also define an archive index life. For more information, see [Index Life in Financial Accounting \(FI\) \[Page 28\]](#).

You define **document type lives** and archive index lives in Customizing for Financial Accounting, by choosing *Financial Accounting Global Settings* → *Document* → *Accounting Document Archiving* → *Define Document Type Life*.

Account Life in Financial Accounting (FI)**Account Life in Financial Accounting (FI)**

You can define the minimum life documents remain in the system by company code, account type, and account number interval. When you archive documents, the system selects only those documents that have exceeded this minimum life.

For documents with cleared items, the system calculates the minimum life starting from the clearing date of the individual line items. For all other documents, calculation starts from the document posting date. The system checks which documents are to be archived on the key date you enter when executing the archiving program.

If the minimum life is the same for several company codes, you can enter an asterisk (*) in the company code column. If this is not the case, enter the appropriate company code. The system always uses the more detailed entry.

To determine the account type life, the system always uses the most detailed entry for account type. Entries using "*" are of course less specific than those where a particular account type or company code are specified.

Note, however, that if you specify a company code but make a generic entry (*) for document type, or you specify a document type but make a generic entry for company code, both entries are equally unspecific. In this situation (shown in the example below) the system uses the entry with the maximum number of days.



If a minimum life has not been specified for an account type or for specific accounts, the system uses a default of **9999 days**. This applies to customer, vendor, and G/L accounts as well as assets and materials accounts.

The system requires you to enter G/L account numbers. This means that if you enter a number range for **D** or **K** account types (customer or vendor), you will need to use the numbers of the corresponding reconciliation accounts.

You define the minimum life of documents per account type or per account if every account of a certain account type or certain accounts in general are of interest to you.



You define a minimum life of 90 days for customer and vendor accounts in all company codes. You define a minimum life of 60 days for G/L accounts. The auditor always checks the accounts kept for free advertising gifts. You specify a longer life for these accounts (360 days) so that the documents relating to these accounts are still available online at the end of the year. You have customer account documents in company code 0001 and you need these documents to remain in the system longer than other accounts. You therefore specify a life of 180 days for the reconciliation account (140100) for these documents.

You can also define secondary index and archive index lives for accounts. For more information, see [Index Life in Financial Accounting \(FI\) \[Page 28\]](#).

You define account lives, secondary index and archive index lives in Customizing under *Financial Accounting Global Settings* → *Document* → *Accounting Document Archiving* → *Archiving, Account Type Life*.

Account Life in Financial Accounting (FI)

In the fiscal year of the local currency changeover you may not reduce the secondary indexes of documents that were reconciled in the current fiscal year. To guarantee this, the account type life must have been set up in Customizing accordingly. See also local currency changeover note under [Index Life in Financial Accounting \(FI\) \[Page 28\]](#).

Index Life in Financial Accounting (FI)

Index Life in Financial Accounting (FI)

In addition to document type lives and account type lives, you can also define index lives.

The system distinguishes between secondary, account-based and document-based indexes:

- Secondary indexes contain information on G/L, customer and vendor accounts that is used when displaying line items.
- Account type archive indexes contain similar data as found in secondary indexes, though less comprehensive. They contain the information you need to be able to access documents by account.
- Document type archive indexes are a direct link between a given document and its data stored in the archive. They enable you to access the archive directly, for example to display the document. This function also applies to displaying G/L, customer and vendor account line items.

The secondary index life and the archive index life determine whether and for how long an index for a document (based on the posting date and index removal program key date) should remain in the system following archiving. If the index life is longer than the account or document life, a document can be archived and deleted from the database while the information stored in the secondary index remains in the system.



Assume the archiving key date is 4/1/1996 and the secondary index life is 60 days. The posting date is 3/15/1996 for document A and 1/15/1996 for document B. This means that the secondary index for document A will not be deleted at the time of archiving whereas that for document B will.

You define secondary index lives and account type archive index lives in Customizing by following the menu path *Financial Accounting Global Settings* → *Document* → *Accounting Document Archiving* → *Archiving, Account Type Life*. In addition to defining the account type life, you can also define the account type archive index life and secondary index life. Note that the index life must always be greater than or equal to the account life.

You define the archive index lives for document types in Customizing under *Financial Accounting Global Settings* → *Document* → *Accounting Document Archiving* → *Archiving, Document Type Life*. As above, this index life must always be greater than or equal to the document type life.

This also guarantees that a document can be displayed from the archive in the line items list. You can display these from the display line items function in the General Ledger, Accounts Receivable or Accounts Payable menus.

You can only display line items from an account if the secondary index still exists. From the line item display, it is then possible to access the documents stored in the archive file. Note that the system can only locate those documents for which the document type archive index still exists.

Document-based and account-based archive indexes are constructed when the archive is written. You make this setting when customizing the archiving object by selecting the indicator *Fill index* under the technical settings for the archiving object FI_DOCUMNT.

If you accidentally delete a secondary, document-based or account-based index or need to reconstruct one for any reason, see [Starting the Index Construction Program for Documents \(FI\) \[Page 32\]](#) for more information.



In the local currency changeover year do not remove secondary indexes for documents that are to be reconciled in the current fiscal year. These are needed for the local currency changeover. To protect the secondary indexes to be reconciled in the current fiscal year, set the secondary index life to at least 366 days. Ensure that the index life is at least as long as the difference in days between the beginning of the fiscal year and the time of conversion. Note that you must know when conversion is to take place and also be aware of company codes with non-calendar shortened fiscal years. After the local currency changeover you can reset the index lives customizing to the original values.

Further information on the archive index is contained in the Archive Documentation Kit under *Extended Function Library Applications*. You find this documentation in the SAP Library under *Basis Components → ABAP Workbench*.

To learn about the settings that need to be in place to be able to use the function *Display individual documents from the archive*, see [Displaying Documents from the Archive \(FI\) \[Page 37\]](#).

Starting the Index Removal Program for Documents (FI)

Starting the Index Removal Program for Documents (FI)

Prerequisites

The index removal program and/or the post-processing program starts automatically following archiving, if you have made the necessary setting in Customizing. This setting is made under the technical settings for archiving object FI_DOCUMNT by selecting the indicator *Start automatically* for the post-processing program.

The index removal program then functions like a general deletion program, deleting the dataset for secondary indexes and/or the document-based and account-based archive indexes. To do this, you create a variant.

You can also execute the index removal program manually by entering the appropriate parameters. If necessary, you can then remove the automatic start indicator from Customizing.

Procedure

1. You can start the index removal program from Archive Management by choosing *Index* then *Remove index*.
2. Enter a variant name and choose *Maintain*.
3. The *Maintain Variant: <report name> <variant name>* screen appears. Choose *Attributes* and enter a description for your variant in the *Description* field. Save your entries.
4. You return to the *Maintain Variant: <report name> <variant name>* screen. Set the flags for the actions you require in the *Program control* area. After making your entries choose *Save* and then *Back*.
5. Enter the start date and spool parameters. To start the index removal choose *Execute*.

Result

The index removal program deletes all secondary indexes whose lives have expired by the key date. The index life runs from the clearing date (or the posting date in the case of accounts not managed on an open item basis). The documents belonging to the secondary index must already have been archived.

The index removal program also deletes all the archive indexes for a document whose document-based and account-based index lives have expired by the key date. The index lives run from the clearing date of the document.



The index removal program ignores clearing transactions, meaning that if you select both cleared and open items for display, the displayed balance can be incorrect. In accounting terms no error has occurred, since the balance is equivalent to the total of open items. You should therefore display balances using the account balance function and not line item display. To ensure that the account balance agrees with the line item balance, start the index removal program manually and select the option *Retain account display balance*. Note however, that if you set this indicator, the index removal program takes longer to run and does not remove as many objects from the database.

Starting the Index Removal Program for Documents (FI)

Starting the Index Construction Program for Documents (FI)

Starting the Index Construction Program for Documents (FI)

Prerequisites

Start the index construction program under the following circumstances:

- You accidentally deleted the secondary indexes and the document-based and account-based archive indexes.
- You have never constructed the indexes
- You want to (re)construct the indexes for other reasons

Procedure

6. You can start the index construction program from Archive Management by choosing *Index* then *Construct index*.
7. Enter a variant name and choose *Maintain*.
8. The *Maintain Variant: <report name> <variant name>* screen appears. Choose *Attributes* and enter a description for your variant in the *Description* field. Save your entries.
9. You return to the *Maintain Variant: <report name> <variant name>* screen. Set the required actions in the *Actions* area and then select the data source in the *Data sources* area. After making your entries choose *Save* and then *Back*.
10. Enter the start date and spool parameters. To start the index construction choose *Execute*.



When indexes are constructed from archives that had not been converted the secondary indexes are translated. They then have the same condition as if they had been part of the local currency changeover.

Creating Archive Files - Documents (FI)

Procedure

1. Choose *General Ledger, Accounts Receivable, or Accounts Payable* → *Periodic processing* → *Archiving* → *Documents* then *Archive*.

The *Archive Administration: Create Archive Files* screen appears.

2. Enter a variant name and choose *Maintain*.
3. Define the variant by specifying the following selection criteria:

- **Company codes**

The system archives only those documents posted in the company codes you specify here.

- **Document numbers**

The system archives only those documents within the interval you specify.

- **Document type**

The system archives only those documents within the document type interval you specify.

- **Fiscal year/period**

The system archives those documents posted within the time period you specify.

- **Minimum number of days that documents must remain in the system**

The system uses the date the document was entered in the system to determine whether the minimum number of days you specify here has been exceeded. If so, the document can be archived.

- **Key date (today's date)**

The system uses this date to calculate which documents can be archived. Before a document can be archived, it must have exceeded its document life and account life at this key date. If the time between the posting or clearing date and the key date is less than the specified life, the document remains in the system.

4. Enter the appropriate selection criteria and if necessary, maintain the following program parameters:

- **Test run**

If the archiving program is started in test mode, archiving is only simulated. The system neither writes data to archive files nor deletes data from the database.

- **Detail log**

The detail log records information on each archive object. The detail log is also generated during test runs. For more information, see [Logs \(FI\) \[Page 18\]](#).

- **Only incorrect docs in detail log**

Only incorrect objects are listed in the detail log, i.e. objects that for some reason were not archived. This is a shortened version of the log.

Creating Archive Files - Documents (FI)

5. Enter an archive description.

- **Archiving run memo**

A short text added to help identify the archiving session within archive administration.

5. Choose *Back*.

The system asks you whether you want to save your values. To save your data choose *Yes*.

The *ABAP: Save variant attributes* screen appears, and you enter a description of your variant in the *Description* field.

6. Save the variant by choosing *Save*. To return to the *Archive Administration: Create Archive Files* screen choose *Back*.

7. Maintain the *Start date* and the *Spool parameters* for the archiving session.

8. Once you have entered the above selection criteria, start date, and spool parameters, you can execute the archiving session by choosing *Execute*.

To display the status of the jobs you created, choose *Goto* → *Job overview*.

For more information on maintaining variants, see the SAP Library under *Getting Started*.

If every condition for archiving has been met, the system writes the archived documents to archive files. The system then starts a delete program for each archive file. This program rereads the data to be deleted in the archive files and then deletes it from the database.

If you have specified in Customizing that the system should automatically transfer archive files to optical storage, the system deletes the archive files as soon as this transfer has been effected.

Secondary indexes are not deleted at the same time as documents, but remain in the system until their index life is exceeded. After each archive and delete run, the system automatically starts a program that checks whether any index entries can be deleted, deleting them where possible. For more information, see [Index Life in Financial Accounting \(FI\) \[Page 28\]](#).

If you select the *Fill index* indicator for the delete program in Customizing, the archive index that represents the link between document and archive is updated. This index allows a document to be displayed from the archive in the line items list. You can display this document from the display line items function in the General Ledger, Accounts Receivable or Accounts Payable menu. For more information, see [Displaying Documents from the Archive \(FI\) \[Page 37\]](#).

Furthermore, you can customize FI document archiving so that documents from the current fiscal year cannot be archived. See also [Customizing Archiving Objects \(FI\) \[Page 23\]](#)



Documents can be archived at a point when posting periods are open. This can lead to inconsistencies however if documents from open periods are archived, and then posted to a prior period. It is therefore **essential** that you only archive documents from closed periods. Further, you should only archive those company codes that share the same posting period variants.



Creating Archive Files - Documents (FI)

If you carry out a local currency changeover in the current fiscal year, you may not archive any FI documents from that year until the local currency changeover has been carried out successfully. If you have selected documents from the current fiscal year for archiving, you can choose one of the following options: *Continue archiving*, *Protect fiscal year* and *Cancel*. If a local currency changeover is to be carried out in the current fiscal year, you must choose *Protect fiscal year* or *Cancel*. If you choose the option *Protect fiscal year*, documents from the current fiscal year are not archived.

Document Archiving: An Example (FI)**Document Archiving: An Example (FI)**

The following example shows the connection between document type life, account type life, secondary index life and the two archive index lives when archiving documents.

You defined the following time periods in the system:

Life	Entry in days
Document life	30 days
Account life	90 days
Minimum number of days in the system	-
Secondary index life	360 days
Archive index for document types	540
Archive index for account types	780

You enter the minimum number of days a document must remain in the system when you start the program. This period runs from the date noted in the document. In the example above, a minimum number of days has not been entered.

A customer invoice posted on March 5 is cleared on March 31. Since the document has open items, the system uses the clearing date, March 31, to determine whether document life, index life, and account life have been exceeded.

When you start the program on the key date of June 10, the system does not archive this document because the account life of 90 days has not been exceeded. However, when you start the program on the key date of July 10, the system archives the document since the specified life has been exceeded. A section of the document data is however stored in a secondary index where it remains until the life of this secondary index (360 days) has elapsed.

Archive indexes are deleted if all document-based or account-based archive indexes for a document can be deleted. This is the case after 720 days.

Displaying Documents from the Archive (FI)

You can display individual accounting documents from the archive. You can display this document from the display line items function via the General Ledger, Accounts Receivable or Accounts Payable menu.

However, you can only display line items from an account if the secondary index is still available in the system. Whether or not the secondary index still exists depends on the length of its index life. For more information, see [Index Life in Financial Accounting \(FI\) \[Page 28\]](#).

From the line item display, it is possible to access the documents stored in the archive file. Note that the system can only locate those documents that are still in the index for the archive access (archiving index). You must create this index when writing the archive. For more information about the archive index, see the "Archive Development Kit" in *Extended Function Library Applications*. You find this documentation in the SAP Library under *Basis Components* → *ABAP Workbench*.

If you have not written the archiving index for a particular period of time, then you can create it using program SAPF048S for the FI_DOCUMNT archiving object or for individual archive files of an archiving object. You can also recreate the index or add to it if you have already deleted parts of this index.

For more information, see [Starting the Index Removal Program for Documents \(FI\) \[Page 30\]](#) or [Starting the Index Construction Program for Documents \(FI\) \[Page 32\]](#).

The following settings are necessary in order to display line items:

- In general Customizing for archive management, you must select the *Fill index* indicator in the delete program for the FI_DOCUMNT archiving object. You can now access individual documents in the document archive for Financial Accounting.
- From the *Archive Management: Initial Screen* choose Customizing and in the dialog box that appears *Technical settings*.

For more information, see [Customizing Delete Program Settings \[Ext.\]](#).

- If, when displaying the line items for an account, you want previously archived documents to be accessible for a certain period of time, you must lengthen the index life in the Customizing of the account life for document archiving.

For more information, see [Index Life in Financial Accounting \(FI\) \[Page 28\]](#).

You determine the index life in Customizing by choosing *Financial Accounting Global Settings* → *Document* → *Accounting Document Archiving* → *Archiving, Account Type Life*.

- To enable users to display line items for documents from the archive, you have to allocate them the appropriate editing functions.

You can do this from the General Ledger, Accounts Receivable or Accounts Payable menus by choosing *Environment* → *User parameters* → *Editing options* and then choosing the *Doc. display* tab. Choose a suitable strategy for accessing the document archive. This activates the document search in the archive. There you can set whether you want to confirm again that this activity is carried out before the archive access.



Displaying Documents from the Archive (FI)

For displaying documents from archives that have not been translated, you can make a setting in Customizing that determines whether such documents are to be translated according to the local currency changeover. To do this, choose from the General Ledger menu *Environment* → *User parameters* → *Editing options* → *Document display*. If required, set the flag *Currency conversion when documents read from archive*. If you do not set this flag for the currency conversion, the documents will be displayed in their original currency and their original amount.

Reloading Archive Files - Documents (FI)

Prerequisites

Before reloading documents, you must ensure that the appropriate archive files are on the local drive so that the program can access them.

Procedure

1. Choose *General Ledger, Accounts Receivable, or Accounts Payable* → *Periodic processing* → *Archiving* → *Documents* then *Goto* → *Reload*.

The *Archive Administration: Reload Archive* screen appears.

2. Enter a variant name and choose *Maintain*.

The selection screen for maintaining variants appears.

3. The number of documents to be reloaded is determined using the following selection criteria:

- Company codes

The system only reloads documents posted in the company codes you specify.

- Document numbers

The system only reloads those documents within the interval you specify.

- Document type

The system only reloads those documents belonging to the document type you specify.

- Fiscal year/period

The system only reloads documents posted in the time period you specify.

4. Enter the appropriate selection criteria and, if necessary, activate the following fields:

- **Test run**

If you start the reload program in test mode, the system only simulates the reload run. The system does not change data in the database or in the archive.

- **Detail log**

The detail log records information on each reloaded object. For more information, see [Logs \(FI\) \[Page 18\]](#).

- **Only incorrect docs in detail log**

The system only displays information on incorrect objects in the log, that is, on objects that were not successfully reloaded. This is a shortened version of the log.

5. Choose *Back*.

The system asks you whether you want to save your values. To save your data choose *Yes*.

Reloading Archive Files - Documents (FI)

The *ABAP: Save Attributes of Variant* screen appears, and you enter a description of your variant in the *Description* field.

6. Save the variant by choosing *Save*. To return to the *Archive Administration: Reload Archive* screen choose *Back*.
7. Make the following settings:
 - Select the archive from which data is to be reloaded
 - Enter the start date for the reload run
 - Enter the spool parameters for the reload run
8. Once you have entered your selection criteria and have set the archive selection, start date, and spool parameters, choose *Execute*.

To display the status of the jobs you created choose *Goto* → *Job overview*.

Note that documents are not specially marked as having been reloaded and appear in their previous condition.

For more information on maintaining variants, see the SAP Library under *Getting Started*.



You cannot reload archives created before a local currency changeover (LCC) and containing converted company codes. You cannot reload documents from converted company codes that were archived before the local currency changeover.

Programs for Evaluating Documents (FI)

Evaluation programs allow different types of evaluation for selected archives, using additional selection criteria where necessary. Some of these programs also take the type of database into consideration.

Archived data can also be evaluated by standard evaluation programs like RFBELJ00 (for creating the compact journal) and RFEPOJ00 (for creating the line item journal).

If you need to evaluate archived data, you can use one of R/3's standard evaluation programs, SAPF048C, or you can copy the program and modify it to suit your needs. Using this program, you can generate a list of all documents contained in an archive file. In addition to an archive, you can also include the SAP database in the evaluation process.

Important Programs for Evaluating Documents

Program name	Meaning
RFBELJ00	Compact journal
RFEPOJ00	Line item journal
SAPF048A	Standard evaluation program for Financial Accounting archive files
SAPF048C	Evaluation program for Financial Accounting archive files as reference copy
SAPF048L	Document list via document database or document archive
RFKKET00	Extract for accumulated open item balance audit trail
RFKLET00	Extract for the accumulated historical balance audit trail



For the changeover of archives that have not been translated the documents are translated according to the local currency changeover. The documents then have the same condition as if they had been part of the local currency changeover.

Retention Periods in Financial Accounting (FI)

Retention Periods in Financial Accounting (FI)

The only archiving objects in Financial Accounting for which you can set a date-dependent retention period are accounting documents. This retention period is based on the document type and the account type and is defined in Customizing. See [Document Life in Financial Accounting \(FI\) \[Page 24\]](#) and [Account Life in Financial Accounting \(FI\) \[Page 26\]](#).

Documents containing items subject to withholding tax must remain in the system for at least 455 days.

Transaction figures must remain in the system for at least two years before you can archive them. You cannot specify a retention period for them.

With check data, you define the number of days in the system when starting the archive program. The system can only archive checks that were cashed or voided a certain number of days prior to archiving.



Archives remain unaffected by the local currency changeover. In the fiscal year of the local currency changeover you may not archive documents from the current fiscal year. See also [Creating Archive Files - Documents \(FI\) \[Page 33\]](#).

Archiving FI Transaction Figures (FI-GL, FI-AR, FI-AP)

Definition

[Transaction figures \[Ext.\]](#) are archived, deleted, and reloaded using the FI_MONTHLY archiving object.



Transaction figures must remain in the system for at least two years before you can archive them. You cannot specify a retention period for them.

Use

You can archive transaction figures according to company code, fiscal year, and account type. Since the account type (customer, vendor and G/L) is the smallest unit of division, you cannot archive transaction figures from individual accounts or from account groups.

In order to maintain system integrity, you can archive either all or none of the accounts from a particular account group. G/L accounts can be further broken down according to whether they contain actual or planning data. You can archive planning data without the actual data, but actual data must always be archived with planning data.

Transaction figures from the current or previous fiscal year cannot be archived. Before transaction figures can be archived, every posting period in the relevant company code must be closed.

The system archives transaction figures whether or not documents exist for the fiscal year or company code in question. It therefore makes sense to archive transaction figures while certain documents (like extended down payments) are still in the system.

You must archive transaction figures before you can archive accounts. Accounts can only be deleted from the system once their transaction figures no longer exist.

Structure

Tables

You can archive data from different tables using the archiving object FI_MONTHLY. To find out how to display the table names, see [Determine Linked Tables \[Ext.\]](#).

Function/report assignment

Function	Report
Archiving	SAPF064
Deleting	SAPF064D
Reloading	SAPF065

Displaying Individual Objects Using SAP AS

To display individual objects for the archiving object FI_MONTHLY using [SAP AS \[Ext.\]](#) you require an information structure that has been created based on the standard field catalogs

Archiving FI Transaction Figures (FI-GL, FI-AR, FI-AP)

SAP_FI_MONTH_01, SAP_FI_MONTH_02, SAP_FI_MONTH_03, SAP_FI_MONTH_04 or SAP_FI_MONTH_05 delivered by SAP. The information structure must be activated and set up.

For more information about information structures, see also [Using the Archive Information System \[Ext.\]](#).

You can find further information about the archive information system in the SAP Library under *Cross-Application Components → CA Application Data Archiving → CA Cross-Application Functions → Introduction → Archive Information System (SAP AS)*.

Creating Archive Files - Transaction Figures (FI)

Prerequisites



You can archive transaction figures during the normal course of business. Note that until the deletion process is finished, you cannot open periods for the company codes selected in the fiscal years being archived.

Procedure

1. Choose *General Ledger, Accounts Receivable, or Accounts Payable* → *Periodic processing* → *Archiving* → *Transaction figures* then *Archive*.

The *Archive Administration: Create Archive Files* screen appears.

2. Enter a variant name and choose *Maintain*.
3. Define the variant by specifying the following selection criteria:
 - Company codes
Enter the relevant company codes here.
 - Fiscal year
Enter the fiscal year up to and including which documents should be archived.
 - Customer, vendor, G/L account transaction figures
If you select any or all of these fields, then the system archives the transaction figures for these accounts. In the case of G/L accounts, planning data is also archived.
 - Only G/L account planning data
If you activate this field, the system only archives the planning transaction figures of G/L accounts. Actual data remains in the system (is not archived).
4. Enter your selection criteria and make the following settings:
 - Test run
If you start the archiving program in test mode, archiving is only simulated. The system neither writes data to archive files nor deletes data from the database.
 - Detail log
The detail log records information on each archived object. For more information, see [Logs \(FI\) \[Page 18\]](#).
5. Enter an archive description.
 - Archiving run memo
A short text added to help identify the archiving session within archive administration.
6. Choose *Back*.

Creating Archive Files - Transaction Figures (FI)

The system asks you whether you want to save your values. To save your data choose *Yes*.

The *ABAP: Save variant attributes* screen appears, and you enter a description of your variant in the *Description* field.

7. Save the variant by choosing *Save*.

To return to the *Archive Administration: Create Archive Files* screen choose *Back*.

8. Maintain the *Start date* and the *Spool parameters* for the archiving session.
9. Once you have entered the above selection criteria, start date, and spool parameters, you can execute the archiving session by choosing *Execute*.

To display the status of the jobs you created, choose *Goto* → *Job overview*.

For more information on maintaining variants, see the SAP Library under *Getting Started*.

Reloading Archive Files - Transaction Figures (FI)

Prerequisites

Before reloading transaction figures, you must ensure that the appropriate archive files are on the local drive so that the program can access them.

Before reloading, you must close every period in the company codes for which data is to be reloaded. This prevents errors in data transfer.

Procedure

1. Choose *General Ledger, Accounts Receivable, or Accounts Payable* → *Periodic processing* → *Archiving* → *Transaction figures* then *Goto* → *Reload*.

The *Archive Administration: Reload Archive Files* screen appears.

2. Enter a variant name and choose *Maintain*.

The selection screen for maintaining variants appears.

3. The number of transaction figures to be reloaded is determined using the following selection criteria:

- **Company code**

The system reloads only those transaction figures belonging to the company codes you specify.

- **Fiscal years to be reloaded**

The system reloads only those transaction figures previous to and including the fiscal year you specify.

- **Customer, vendor, G/L account transaction figures**

Depending on how the transaction figures are marked, the system loads the transaction figures from customer, vendor or G/L accounts. In the case of G/L accounts, planning data is also reloaded.

4. Enter the appropriate selection criteria and, if necessary, activate the following fields:

- **Test run**

If you start the reload program in test mode, the system only simulates the reload run. The system does not change data in the database or in the archive.

- **Detail log**

The detail log records information on each reloaded object. For more information, see [Logs \(FI\) \[Page 18\]](#).

5. Choose *Back*.

The system asks you whether you want to save your values. To save your data choose *Yes*.

The *ABAP: Save Attributes of Variant* screen appears, and you enter a description of your variant in the *Description* field.

Reloading Archive Files - Transaction Figures (FI)

6. Save the variant by choosing *Save*. To return to the *Archive Administration: Reload Archive Files* screen choose *Back*.
7. Make the following settings:
 - Select the archive from which data is to be reloaded
 - Enter the start date for the reload run
 - Enter the spool parameters for the reload run
8. Once you have entered your selection criteria and have set the archive selection, start date, and spool parameters, choose *Execute*.

To display the status of the jobs you created choose *Goto* → *Job overview*.

For more information on maintaining variants, see the SAP Library under *Getting Started*.

Archiving G/L Account Master Data (FI-GL)

Definition

G/L account master records are archived, deleted, and reloaded using the FI_ACCOUNT archiving object.

Use

Master data for G/L accounts is stored in two different areas:

- General area
- A company code-specific area

When archiving master data, you decide whether you want to archive these areas together or separately. To archive master data, **you must set the deletion indicator in the master record**. You can set this indicator for both general and specific areas. It has the following effect:

- If you enter the deletion indicator **in the general area**, the system can archive this area only or, if all other requirements have been fulfilled, the entire master record. It follows that to archive the entire master record, you do not need to set the deletion indicator in the company code-specific area.
- If you enter the deletion indicator **in the company code-specific area**, the system can archive this area of the master record only, if all other requirements have been fulfilled. This enables you, for example, to archive and delete only the company code data for G/L accounts. To enable this data to be reloaded again later, the system also copies the general data that belongs to it into the archive, without deleting this same data from the system.

The following requirements must be met before you can archive data in the general area of the master record:

- If you have implemented the Sales, Purchasing, or Materials Management application components, then the general master data of your business partners will be used by these applications as well as by Financial Accounting (FI). Accordingly, the general area of master data can only be archived if this does not cause any conflicts in the other application components.
- You can archive only those G/L accounts that are not primary cost elements.
- All company code-specific data must be capable of being archived. Company code-specific data can only be archived if the account contains no transaction figures or open items.

For more information on how to set the deletion indicator in a master record, see also *FI Accounts Receivable and Accounts Payable*, and *FI General Ledger Accounting*.

Structure

Tables

You can archive data from different tables using the archiving object FI_ACCOUNT. To find out how to display the table names, see [Determine Linked Tables \[Ext.\]](#).

Archiving G/L Account Master Data (FI-GL)**Function/report assignment**

Function	Report
Archiving	SAPF053
Deleting	SAPF053D
Reloading	SAPF054

Displaying Individual Objects Using SAP AS

To display individual objects for the archiving object FI_ACCOUNT using [SAP AS \[Ext.\]](#) you require an information structure that has been created based on the standard field catalog SAP_FI_ACC_01 delivered by SAP. The information structure must be activated and set up.

For more information about information structures, see also [Using the Archive Information System \[Ext.\]](#).

You can find further information about the archive information system in the SAP Library under *Cross-Application Components → CA Application Data Archiving → CA Cross-Application Functions → Introduction → Archive Information System (SAP AS)*.

Creating Archive Files - G/L Account Master Data (FI)

1. Choose *General Ledger* → *Periodic processing* → *Archiving* → *G/L accounts* then *Archive*.

The *Archive Administration: Create Archive Files* screen appears.

2. Enter a variant name and choose *Maintain*.
3. You can limit the number of master records that are archived using the following selection criteria:

- The G/L account numbers
- The *Chart of accounts data* indicator and the *Company code data* indicator

The following master data can be archived either together or separately: Master data information for all chart of accounts and company code-specific master data information

- Company code
4. Having entered the selection criteria above, you can now maintain the following program parameters where necessary:

- **Test run**

If you start the archiving program in test mode, archiving is only simulated. The system neither writes data to archive files nor deletes data from the database.

- **Detail log**

The detail log records information on each archived object. For more information, see [Logs \(FI\) \[Page 18\]](#).

5. Enter an archive description.

- **Archiving run memo**

A short text added to help identify the archiving session within archive administration.

6. Choose *Back*.

The system asks you whether you want to save your values. To save your data choose *Yes*.

The *ABAP: Save Variant Attributes* screen appears, and you enter a description of your variant in the *Description* field.

7. Save the variant by choosing *Save*. To return to the *Archive Administration: Create Archive Files* screen choose *Back*.

8. Maintain the *Start date* and the *Spool parameters* for the archiving session.

9. Once you have maintained the above selection criteria, start date, and spool parameters, you can execute the archiving session by choosing *Execute*.

To display the status of the jobs you created, choose *Goto* → *Job overview*.

For more information on maintaining variants, see the SAP Library under *Getting Started*.

Reloading Archive Files - G/L Account Master Data (FI)

Prerequisites

Before reloading G/L accounts, you must ensure that the appropriate archive files are on the local drive so that the program can access them.

A G/L account can be reloaded if:

- The chart of accounts for the account in question has been created
- Every company code specified in the company code data for the account has been created
- Master data that is also stored in the archive no longer exists at the company code level

Procedure

1. Choose *General Ledger* → *Periodic processing* → *Archiving* → *G/L accounts* then *Goto* → *Reload*.

The *Archive Administration: Reload Archive Files* screen appears.

2. Enter a variant name and choose *Maintain*.

The selection screen for maintaining variants appears.

3. You can limit the number of G/L accounts to be reloaded using the **G/L Account** selection criteria, meaning that only the G/L accounts from the number interval you specify are reloaded.

4. Enter the appropriate selection criteria and, if necessary, activate the following fields:

- **Test run**

If you start the reload program in test mode, the system only simulates the reload run. The system does not change data in the database or in the archive.

- **Detail log**

The detail log records information on each reloaded object. For more information, see [Logs \(FI\) \[Page 18\]](#).

5. Choose *Back*.

The system asks you whether you want to save your values. To save your data choose *Yes*.

The *ABAP: Save Attributes of Variant* screen appears, and you enter a description of your variant in the *Description* field.

6. Save the variant by choosing *Save*. To return to the *Archive Administration: Reload Archive Files* screen choose *Back*.

7. Make the following settings:

- Select the archive from which data is to be reloaded
- Enter the start date for the reload run
- Enter the spool parameters for the reload run

Reloading Archive Files - G/L Account Master Data (FI)

8. Once you have entered your selection criteria and have set the archive selection, start date, and spool parameters, choose *Execute*.

To display the status of the jobs you created choose *Goto* → *Job overview*.

The data is reloaded into the R/3 System and deleted from the archive. Note that G/L accounts that have been reloaded are not specially marked and are found in their original condition.

For more information on maintaining variants, see the SAP Library under *Getting Started*.

Archiving Customer Master Data (FI-AR, SD)

Definition

Accounts receivable master data from component FI and customer master data from the component SD is archived, deleted and reloaded using the archiving object FI_ACCRECV.

See also:

[The Archiving Object \[Ext.\]](#)

Use

Accounts receivable or customer master data is stores in three different areas:

- General area
- Company-code specific (FI-specific) area
- Sales + distribution-specific (SD-specific) area

In the following text customer master data is used for both the FI and SD area.

Before starting the archiving session, you can decide whether you want to archive all the above areas together or each area separately by making the appropriate settings in the variant.

To archive master data, **you must set the [Deletion Indicator \[Ext.\]](#) in the master record.** You can set this indicator for each area. It has the following effect:

- If you set the deletion indicator in the **general area**, the system can archive the customer data from this area (if the relevant requirements are satisfied). However, archiving can only take place if the conditions for archiving the company code-specific and sales + distribution-specific areas are satisfied. In other words, customer data from the general area can only be archived if the data from the company code-specific and sales + distribution-specific areas can be archived.
- If you set the deletion indicator in the **company code-specific area**, the system can archive the customer data from this area separately (if the relevant requirements are satisfied). This enables you to archive and delete only the company code data for customer accounts. To enable this data to be reloaded again later, the system also copies the general data that belongs to it into the archive, without deleting this same data from the system.
- To be able to archive customer data from the company code-specific area, the account in question may not contain any transaction figures or open items.
- If you set the deletion indicator in the **sales + distribution-specific area**, the system can archive the customer data from this area separately (if the relevant requirements are satisfied). This enables you to archive and delete only the sales and distribution data for customer accounts. To enable this data to be reloaded again later, the system also copies the general data that belongs to it into the archive, without deleting this same data from the system.

For more information on how to set the deletion indicator, see also:

[Archiving and Deleting a Customer Master Record \[Ext.\]](#)

[Application Customizing \(FI-AR, SD\) \[Page 58\]](#)

For information about the checks carried out by the system before archiving see:

Reloading Archive Files - G/L Account Master Data (FI)

[Checks \(FI-AR, SD\) \[Page 57\]](#)

Structure

Tables

You can archive data from different tables using the archiving object FI_ACCRECV. To learn how to display the table names for the individual archiving objects, see [Determine Linked Tables \[Ext.\]](#)

Function/report assignment

Function	Report
Archiving	SAPF056
Deleting	SAPF056D
Reloading	SAPF057

For more information on archiving and reloading customer master data see also:

[Creating Archive Files - Customer Master Data \(FI-AR, SD\) \[Page 61\]](#)

[Reloading Archive Files - Customer Master Data \(FI-AR, SD\) \[Page 62\]](#)

Calling Up Archiving

You can call archiving of customer master data by choosing *Tools* → *Administration* → *Administration* → *Archiving*. Enter as object name FI_ACCRECV. Alternatively you can call archiving from the respective component:

- SD: According to the features your system has, choose:

System	Menu path
SAP R/3	<i>Logistics</i> → <i>Sales and Distribution</i> → <i>Master Data</i>
SAP Retail	<i>Master data</i>

Then choose *Business partners* → *Customer archiving*.

- FI: Choose *Accounts Receivable* → *Periodic processing* → *Archiving* → *Customers*.

Displaying Individual Objects Using SAP AS

To display individual objects for the archiving object FI_ACCRECV using [SAP AS \[Ext.\]](#) you require an information structure that has been created based on the standard field catalogs SAP_FI_ACCREC_1 or SAP_FI_ACCREC_2 delivered by SAP. The information structure must be activated and set up.

For more information about information structures, see also [Using the Archive Information System \[Ext.\]](#).

You can find further information about the archive information system in the SAP Library under *Cross-Application Components* → *CA Application Data Archiving* → *CA Cross-Application Functions* → *Introduction* → *Archive Information System (SAP AS)*.

Checks (FI-AR, SD)

A number of conditions must be met to ensure that only documents no longer needed in the online system are archived. The archiving program contains a number of checks to prevent inconsistencies occurring.

The system automatically checks whether:

- B segment data (company code and sales area-specific data) is still present for the customer master in Sales and Distribution and in Financial Accounting
- The customer master is contained in a [customer hierarchy \[Ext.\]](#)
- The customer master is being used as a [partner function \[Ext.\]](#) or for a customer that has not been archived

In these three cases the customer master is **not** archived.



To be able to archive customer data from the sales + distribution-specific area, you must first archive the sales + distribution documents from any given account to be archived.



You can:

- Archive the general master data by itself

In this case, B segments should already have been archived (company code and sales area-specific data).

- Archive the sales and distribution data for certain sales organizations

The system checks whether sales + distribution documents exist for the customers to be archived.

Application Customizing (FI-AR, SD)

Use

You can set the deletion indicator for a customer in application Customizing.

Features

For more information see also [Archiving Customer Master Data \(FI-AR, SD\) \[Page 55\]](#).

Activities

You have the following options for accessing application Customizing:

- To access archive management choose *Tools* → *Administration* → *Administration* → *Archiving*. Enter as object name FI_ACCRECV. Choose *Customizing* and then *Application-specific customizing*.
- **SD**: Choose *Logistics* → *Sales and Distribution* → *Master Data* → *Business partners* → *Customer archiving*, then *Customizing* and then *Application-specific customizing*.
- **FI**: Choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Periodic processing* → *Archiving* → *Customers*, then *Customizing* and then *Application-specific customizing*.



Variant Settings for Archiving (FI-AR, SD)

Use

In the variant for the archiving session, you can enter selection criteria for the archiving object FI_ACCRECV. These selection criteria enable you to restrict the amount of customer master data that is archived.

Features

You can choose from the following selection criteria:

- Customer
The system archives only that master data that lies within the number range you specify.
- General master records
If you set this indicator, the system archives only general (not chart of account-specific) data.
- FI data
If you set this indicator, the system archives only company code-specific or FI-specific master data.

If general master data is not selected, then only the FI-dependent data is processed, regardless of the deletion indicator in the general master data.
- FI link validation off
In FI, you have the option to link customers or vendors. This is carried out by filling fields such as the fiscal address, the dunning recipient or deviating payment recipient. During archiving you have the option, for example, to remove customer A, referred to by customer B, from the database. The reference from B then no longer leads anywhere. If you then still want to archive the customer, you must either delete the link or set this indicator.
This is relevant for archiving in that:
If you set this indicator, the system does **not** check whether a link exists between the vendor and the selected customer master data.
- Company code
The system archives the customer master data from the company codes you specified.
- SD data
If you set this indicator only master data dependent on sales area and business area or SD-specific master data is archived.

If general master data is not selected, then only the data dependent on sales and business area is processed, regardless of the deletion indicator in the general master data.

Variant Settings for Archiving (FI-AR, SD)

- SD sales document validation off

If you set this indicator, the system does **not** check whether sales documents exist for the selected customer master data. As this check requires a long runtime and is often unnecessary, you can set this indicator to deactivate this check and thus decrease the runtime of the archiving program.

- Sales organization

The system archives the customer master data belonging to the sales organizations you specified.



You cannot archive company code and sales area data in one program run. During the selection you must choose either company code or sales area data.

Activities

For further information on creating a variant for archiving customer master data, see [Creating Archive Files - Customer Master Data \(FI-AR, SD\) \[Page 61\]](#)

The following table provides an overview of some typical settings:

Task	Settings
Test run	<ul style="list-style-type: none"> • Select the documents • Select <i>Check purchase orders</i> • Select <i>Check accounting document</i>
Productive run	<ul style="list-style-type: none"> • Select the documents • Select <i>Write archive</i> • Select <i>Check purchase orders</i> • Select <i>Check accounting document</i>

See also:

[Create Archive Files \[Ext.\]](#)

Creating Archive Files - Customer Master Data (FI-AR, SD)

You can archive customer master data from either the FI or the SD application component.

1. Choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Periodic processing* → *Archiving* → *Customers* then *Archive* or *Logistics* → *Sales and Distribution* → *Master data* → *Customer archiving* then *Archive*. The same *Archive Administration: Create Archive Files* screen appears from both applications.
2. Enter a variant name and choose *Maintain*.
The selection screen for maintaining variants appears.
3. Define your variant for the archiving session by specifying the quantity of master data to be archived using the selection criteria displayed. To learn more about the selection criteria, see [Variant Settings for Archiving \(FI-AR, SD\) \[Page 59\]](#).
4. Define your program parameters:
 - **Test run**
If you start the archiving program in test mode, archiving is only simulated. The system neither writes data to archive files nor deletes data from the database.
 - **Detail log**
The detail log records information on each archived object. For more information, see [Logs \(FI\) \[Page 18\]](#).
5. Enter an archive description.
- **Archiving run memo**
A short text added to help identify the archiving session within archive administration.
6. Choose *Back*.
The system asks you whether you want to save your values. To save your data choose *Yes*.
The *ABAP: Save Variant Attributes* screen appears, and you enter a description of your variant in the *Description* field.
7. Save the variant by choosing *Save*.
To return to the *Archive Administration: Create Archive Files* screen choose *Back*.
8. Maintain the *Start date* and the *Spool parameters* for the archiving session. For more information, see also [Maintaining the Start Date \[Ext.\]](#) and [Maintaining Spool Parameters \[Ext.\]](#)
9. Once you have maintained the above selection criteria, start date, and spool parameters, you can execute the archiving session by choosing *Create job*.
To display the status of the jobs you created, choose *Goto* → *Job overview*.

Reloading Archive Files - Customer Master Data (FI-AR, SD)

Prerequisites

Before reloading customer master data, you must ensure that the appropriate archive files are on the local drive so that the program can access them.

You can reload customer master data, if:

- Every company code specified in the company code data for the account has been created
- Master data that is also stored in the archive no longer exists at company code level

Procedure

1. Choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Periodic processing* → *Archiving* → *Customers* then *Goto* → *Reload*. The *Archive Administration: Reload Archive Files* screen appears.
2. Enter a variant name and choose *Maintain*.
The selection screen for maintaining variants appears.
3. You can specify the amount of master data to be reloaded under *Customer*. The system reloads only those customer master records that lie within the number range you specify.
4. Define your program parameters:
 - FI link validation off
The system checks whether the reloaded master data refers to non-existent master data in the R/3 System. You can turn this check off if you plan to reload the referenced master data at a future date. If you want to turn this check off, set this indicator.
 - Test run
If you start the reload program in test mode, the system only simulates the reload run. The system does not change data in the database or in the archive.
 - Detail log
The detail log records information on each reloaded object. For more information, see [Logs \(FI\) \[Page 18\]](#).
5. Choose *Back*.
The system asks you whether you want to save your values. To save your data choose *Yes*.
The *ABAP: Save Attributes of Variant* screen appears, and you enter a description of your variant in the *Description* field.
6. Save the variant by choosing *Save*. To return to the *Archive Administration: Reload Archive* screen choose *Back*.

Reloading Archive Files - Customer Master Data (FI-AR, SD)

7. Enter the *Archive selection*, the *Start date* and the *Spool parameters* for the reloading run. For more information, see also [Maintaining the Start Date \[Ext.\]](#) and [Maintaining Spool Parameters \[Ext.\]](#)
8. Once you have defined your variant and have set the archive selection, start date, and spool parameters, choose *Execute*.

To display the status of the jobs you created choose *Goto* → *Job overview*.

Result

The data is reloaded into the R/3 System and deleted from the archive. Note that customer master data that has been reloaded is not specially marked and is found in its original condition.

Archiving Vendor Master Data (FI-AP)

Archiving Vendor Master Data (FI-AP)

Definition

Vendor master data is archived, deleted, and reloaded using the archiving object FI_ACCPAYB.

Use

Vendor master data is stored in a:

- General area
- Company-code specific (FI-specific) area
- Purchasing-specific (MM-specific) area

Before starting the archiving session, you can decide whether you want to archive all the above areas together or each area separately by making the appropriate settings in the variant.

To archive master data, **you must set the [deletion indicator \[Ext.\]](#) in the master record.** You can set this indicator for each area. It has the following effect:

- If you set the deletion indicator in the **general area**, the system can archive the vendor data from this area (if the relevant requirements are satisfied). However, archiving can only take place if the conditions for archiving the company code-specific and purchasing-specific areas are satisfied. In other words, vendor data from the general area can only be archived if the data from the company code-specific and purchasing-specific areas can be archived.
- If you set the deletion indicator in the **company code-specific area**, the system can archive the vendor data from this area separately (if the relevant requirements are satisfied). This enables you to archive and delete only the company code data for vendor accounts. To enable this data to be reloaded again later, the system also copies the general data that belongs to it into the archive, without deleting this same data from the system.

To be able to archive vendor data from the company code-specific area, the account in question may not contain any transaction figures or open items.

- If you set the deletion indicator in the **purchasing-specific area**, the system can archive the vendor data from this area separately (if the relevant requirements are satisfied). This enables you to archive and delete only the purchasing data for vendor accounts. To enable this data to be reloaded again later, the system also copies the general data that belongs to it into the archive, without deleting this same data from the system.

To be able to archive vendor data from the purchasing-specific area, you must first archive the purchasing documents from any given account to be archived.

For information on how to set the deletion indicator, see [Archiving and Deleting Vendor Master Records \[Ext.\]](#).

Structure

Tables

You can archive data from different tables using the archiving object FI_ACCPAYB. To learn how to display the table names for the individual archiving objects, see [Determine Linked Tables \[Ext.\]](#)

Function/report assignment

Function	Report
Archiving	SAPF058
Deleting	SAPF058D
Reloading	SAPF059

For more information on archiving and reloading vendor master data see also:

[Creating Archive Files - Vendor Master Data \(FI-AP\) \[Page 67\]](#)

[Reloading Archive Files - Vendor Master Data \(FI-AP\) \[Page 68\]](#)

Displaying Individual Objects Using SAP AS

To display individual objects for the archiving object FI_ACCPAYB using [SAP AS \[Ext.\]](#) you require an information structure that has been created based on the standard field catalogs SAP_FI_ACCPAY_1 or SAP_FI_ACCPAY_2 delivered by SAP. The information structure must be activated and set up.

For more information about information structures, see also [Using the Archive Information System \[Ext.\]](#).

You can find further information about the archive information system in the SAP Library under *Cross-Application Components → CA Application Data Archiving → CA Cross-Application Functions → Introduction → Archive Information System (SAP AS)*.

Variant Settings for Archiving (FI-AP)

Variant Settings for Archiving (FI-AP)

Use

In the variant for the archiving session, you can enter selection criteria for the archiving object FI_ACCPAYB. This selection criteria enables you to restrict the amount of vendor master data that is archived.

Features

You can choose from the following selection criteria:

- Vendor
The system archives only that master data that lies within the number range you specify.
- General master records
If you set this indicator, the system archives only general (not chart of account-specific) data.
- FI data
If you set this indicator, the system archives only company code-specific or FI-specific master data.
- FI link validation off
If you set this indicator, the system does **not** check whether a link exists between the customer and the selected vendor master data.
- Company code
The system archives the vendor master data from the company codes you specified.
- MM data
If you set this indicator, the system archives only SD-specific master data.
- Purchasing organization
The system archives the vendor master data belonging to the purchasing organizations you specified.

Activities

For further information on creating a variant for archiving vendor master data, see [Creating Archive Files - Vendor Master Data \(FI-AP\) \[Page 67\]](#)

Creating Archive Files - Vendor Master Data (FI-AP)

Procedure

1. Choose *Accounting* → *Financial accounting* → *Accounts Payable* → *Periodic processing* → *Archiving* → *Vendors* then *Archive*. The *Archive Administration: Create Archive Files* screen appears.
2. Enter a variant name and choose *Maintain*.
The selection screen for maintaining variants appears.
3. Define your variant for the archiving session by specifying the quantity of master data to be archived using the selection criteria displayed. To learn more about the selection criteria, see [Variant Settings for Archiving \(FI-AP\) \[Page 66\]](#).
4. Define your program parameters:
 - Test run
If you start the archiving program in test mode, archiving is only simulated. The system neither writes data to archive files nor deletes data from the database.
 - Detail log
The detail log records information on each archived object. For more information, see [Logs \(FI\) \[Page 18\]](#).
5. Enter an archive description.
 - Archiving run memo
A short text added to help identify the archiving session within archive administration.
6. Choose *Back*.
The system asks you whether you want to save your values. To save your data choose *Yes*.
The *ABAP: Save Variant Attributes* screen appears, and you enter a description of your variant in the *Description* field.
7. Save the variant by choosing *Save*.
To return to the *Archive Administration: Create Archive Files* screen choose *Back*.
8. Maintain the *Start date* and the *Spool parameters* for the archiving session. For more information, see also [Maintaining the Start Date \[Ext.\]](#) and [Maintaining Spool Parameters \[Ext.\]](#) To start the archiving session choose *Execute*.
To display the status of the jobs you created, choose *Goto* → *Job overview*.

Reloading Archive Files - Vendor Master Data (FI-AP)

Reloading Archive Files - Vendor Master Data (FI-AP)

Prerequisites

Before reloading vendor master data, you must ensure that the appropriate archive files are on the local drive so that the program can access them.

You can reload vendor master data, if:

- Every company code specified in the company code data for the account has been created
- Master data that is also stored in the archive no longer exists at company code level

Procedure

1. Choose *Accounting* → *Financial accounting* → *Accounts Payable* → *Periodic processing* → *Archiving* → *Vendors* then *Goto* → *Reload*.

The *Archive Administration: Reload Archive* screen appears.

2. Enter a variant name and choose *Maintain*.

The selection screen for maintaining variants appears.

3. You can specify the amount of master data to be reloaded under *Vendors*. The system reloads only those vendor master records that lie within the number range you specify.

4. Define your program parameters:

- FI link validation off

The system checks whether the reloaded master data refers to non-existent master data in the R/3 System. You can turn this check off if you plan to reload the referenced master data at a future date. If you want to turn this check off, set this indicator.

- Test run

If you start the reload program in test mode, the system only simulates the reload run. The system does not change data in the database or in the archive.

- Detail log

The detail log records information on each reloaded object. For more information, see [Logs \(FI\) \[Page 18\]](#).

5. Choose *Back*.

The system asks you whether you want to save your values. To save your data choose *Yes*.

The *ABAP: Save Attributes of Variant* screen appears, and you enter a description of your variant in the *Description* field.

6. Save the variant by choosing *Save*. To return to the *Archive Administration: Reload Archive* screen choose *Back*.

7. Enter the *Archive selection*, the *Start date* and the *Spool parameters* for the reloading run. For more information, see also [Maintaining the Start Date \[Ext.\]](#) and [Maintaining Spool Parameters \[Ext.\]](#)

Reloading Archive Files - Vendor Master Data (FI-AP)

8. Once you have defined your variant and have set the archive selection, start date, and spool parameters, choose *Execute*.

To display the status of the jobs you created choose *Goto* → *Job overview*.

Result

The data is reloaded into the R/3 System and deleted from the archive. Note that vendor master data that has been reloaded is in its original state and is therefore indistinguishable from data that was not archived.

Archiving FI Bank Master Data (FI-GL, FI-AR, FI-AP, FI-BL)

Archiving FI Bank Master Data (FI-GL, FI-AR, FI-AP, FI-BL)

Definition

Bank master data is archived, deleted, and reloaded using the FI_BANKS archiving object.

Use

Note the following when archiving bank master data:

- Bank master data is only archived if it is no longer used (referred to) within Financial Accounting (FI). Bank master data may be used for example when you enter the bank country and bank key of the appropriate bank in a customer or vendor master record. Similarly, bank details may be entered in documents posted to one-time accounts. You define your house banks by defining the bank country and bank key per company code and bank ID.
- You can set a deletion indicator in the bank master record. When archiving bank data, you can then select whether to delete banks no longer used in the system or keep the deletion indicator set in the bank master record.
- The bank master data that is archived can be further controlled by entering a minimum number of days in the system. (This minimum number must be greater than the number of days that have elapsed between the date the bank master data was created and the date of the archiving run).

For more information on how to set a deletion indicator in bank master data, see *FI Bank-Related Accounting*.

Structure

Tables

You can archive data from different tables using the archiving object FI_BANKS. To find out how to display the table names, see [Determine Linked Tables \[Ext.\]](#).

Function/report assignment

Function	Report
Archiving	SAPF061
Deleting	SAPF061D
Reloading	SAPF062

Displaying Individual Objects Using SAP AS

To display individual objects for the archiving object FI_BANKS using [SAP AS \[Ext.\]](#) you require an information structure that has been created based on the standard field catalog SAP_FI_BANKS_01 delivered by SAP. The information structure must be activated and set up.

For more information about information structures, see also [Using the Archive Information System \[Ext.\]](#).

Archiving FI Bank Master Data (FI-GL, FI-AR, FI-AP, FI-BL)

You can find further information about the archive information system in the SAP Library under *Cross-Application Components* → *CA Application Data Archiving* → *CA Cross-Application Functions* → *Introduction* → *Archive Information System (SAP AS)*.

Creating Archive Files - Bank Master Data (FI)

Procedure

1. Choose *General Ledger, Accounts Receivable, Accounts Payable* or *Banks* → *Periodic processing* → *Archiving* → *Banks* then *Archive*.

The *Archive Administration: Create Archive Files* screen appears.

2. Enter a variant name and choose *Maintain*.

3. You can limit the number of master records that are archived using the following selection criteria:

- Bank country

The system archives only those banks from the country or countries you specify here. If you do not enter a country, the system archives bank master data for every country.

- Minimum number of days in the system

The system archives all banks that have been in the system for the minimum number of days you specify here. The system calculates the number of days starting from the date the bank master data was created.

- Deletion flag

If you set this indicator, the system archives only those banks that have a deletion flag set. If you are using the *Personnel Administration* component, you have to set this selection.

4. Having entered the selection criteria above, you can now maintain the following program parameters where necessary:

- Test run

If the archiving program is started in test mode, archiving is only simulated. The system neither writes data to archive files nor deletes data from the database.

- Detail log

The detail log records information on each archived object. For more information, see [Logs \(FI\) \[Page 18\]](#).

5. Enter an archive description.

- Archiving run memo

A short text added to help identify the archiving session within archive administration.

6. Choose *Back*.

The system asks you whether you want to save your values. To save your data choose *Yes*.

The *ABAP: Save Variant Attributes* screen appears, and you enter a description of your variant in the *Description* field.

7. Save the variant by choosing *Save*. To return to the *Archive Administration: Create Archive Files* screen choose *Back*.

Creating Archive Files - Bank Master Data (FI)

8. Maintain the *Start date* and the *Spool parameters* for the archiving session.
9. Once you have maintained the above selection criteria, start date, and spool parameters, you can execute the archiving session by choosing *Execute*.

To display the status of the jobs you created, choose *Goto* → *Job overview*.

For more information on maintaining variants, see the SAP Library under *Getting Started*.

Reloading Archive Files - Bank Master Data (FI)

Reloading Archive Files - Bank Master Data (FI)

Prerequisites

Before reloading bank master data, you must ensure that the appropriate archive files are on the local drive so that the program can access them.

Procedure

1. Choose *Accounting* → *General Ledger, Accounts Receivable, Accounts Payable* or *Banks* → *Periodic processing* → *Archiving* → *Banks* then *Goto* → *Reload*. The *Archive Administration: Reload Archive* screen appears.
2. Enter a variant name and choose *Maintain*.
The selection screen for maintaining variants appears.
3. You can limit the amount of bank master data to be reloaded using the **bank country** selection criteria, meaning that only bank master data from the country you specify is reloaded.
4. Enter the appropriate selection criteria and, if necessary, activate the following fields:
 - Test run
If you start the reload program in test mode, the system only simulates the reload run. The system does not change data in the database or in the archive.
 - Detail log
The detail log records information on each reloaded object. For more information, see [Logs \(FI\) \[Page 18\]](#).
5. Choose *Back*.
The system asks you whether you want to save your values. To save your data choose *Yes*.
The *ABAP: Save Attributes of Variant* screen appears, and you enter a description of your variant in the *Description* field.
6. Save the variant by choosing *Save*. To return to the *Archive Administration: Reload Archive* screen choose *Back*.
7. Make the following settings:
 - Select the archive from which data is to be reloaded
 - Enter the start date for the reload run
 - Enter the spool parameters for the reload run
8. Once you have entered your selection criteria and have set the archive selection, start date, and spool parameters, choose *Execute*.

To display the status of the jobs you created choose *Goto* → *Job overview*.

The system reloads the data into the R/3 System and deletes it from the archive. Note that bank master data that has been reloaded is not specially marked and is found in its original condition.

For more information on maintaining variants, see the SAP Library under *Getting Started*.

Archiving FI Check Data (FI-AR, FI-AP, FI-BL)

Archiving FI Check Data (FI-AR, FI-AP, FI-BL)

Definition

Checks are archived, deleted, and reloaded using the FI_SCHECK archiving object.

Use

You can only archive checks that have been cashed or voided a certain number of days before archiving takes place. You define the minimum number of days that a check must be in the system before it can be archived when you maintain the variants for the archiving session.

Structure

Tables

You can archive data from different tables using the archiving object FI_SCHECK. To find out how to display the table names, see [Determine Linked Tables \[Ext.\]](#) .

Function/report assignment

Function	Report
Archiving	RFCHKA00
Deleting	RFCHKA10
Reloading	RFCHKA20

Displaying Individual Objects Using SAP AS

To display individual objects for the archiving object FI_SCHECK using [SAP AS \[Ext.\]](#) you require an information structure that has been created based on the standard field catalog SAP_FI_SCHECK_1 delivered by SAP. The information structure must be activated and set up.

For more information about information structures, see also [Using the Archive Information System \[Ext.\]](#).

You can find further information about the archive information system in the SAP Library under *Cross-Application Components* → *CA Application Data Archiving* → *CA Cross-Application Functions* → *Introduction* → *Archive Information System (SAP AS)*.

Creating Archive Files - Check Data (FI)

Procedure

1. Choose *General Ledger, Accounts Receivable, Accounts Payable* or *Banks* → *Periodic processing* → *Archiving* → *Checks* then *Archive*.

The *Archive Administration: Create Archive Files* screen appears.

2. Enter a variant name and choose *Maintain*.
3. Define the variant by specifying the following selection criteria:
 - Paying company code
 - House bank
 - Account ID
 - Check number
 - *Payroll checks* indicator

If you set this indicator, the system selects Human Resources checks only. If it is not set, the system selects checks from Financial Accounting only.

4. Having entered the selection criteria above, you can now maintain the following program parameters where necessary:
 - Number of days in the system
Note that only cashed or voided checks can be archived. Here you can specify a minimum number of days a check must have been in the system before it can be archived.
 - Key date
The system uses this date to determine if a check can be archived. Unless you specify otherwise, today's date will be adopted.
 - Test run
If you start the archiving program in test mode, archiving is only simulated. The system neither writes data to archive files nor deletes data from the database.
 - Detail log
The detail log records information on each archived object. For more information, see [Logs \(FI\) \[Page 18\]](#).

5. Enter an archive description.

- Archiving run memo

A short text added to help identify the archiving session within archive administration.

6. Choose *Back*.

The system asks you whether you want to save your values. To save your data choose *Yes*.

Creating Archive Files - Check Data (FI)

The *ABAP: Save variant attributes* screen appears, and you enter a description of your variant in the *Description* field.

7. Save the variant by choosing *Save*. To return to the *Archive Administration: Create Archive Files* screen choose *Back*.
8. Maintain the *Start date* and the *Spool parameters* for the archiving session.
9. Once you have maintained the above selection criteria, start date, and spool parameters, you can execute the archiving session by choosing *Execute*.

To display the status of the jobs you created, choose *Goto* → *Job overview*.

For more information on maintaining variants, see the SAP Library under *Getting Started*.

Reloading Archive Files - Check Data (FI)

Prerequisites

Before reloading check data, you must ensure that the appropriate archive files are on the local drive so that the program can access them.

In check lot management, you can view information on the archiving of a check lot. To display this information: From the Implementation Guide for Financial Accounting choose *Accounts Receivable and Accounts Payable* → *Business Transactions* → *Outgoing Payments* → *Automatic Outgoing Payments* → *Payment Media* → *Check Management* → [Define Number Ranges for Checks \[Ext.\]](#) then *Goto* → *Archive information*.

Individual check lots are indicated as *Partially archived* or *Archived* as appropriate. A check lot is indicated as *Archived* if the system has written all the checks to the archive file and deleted them from the database. A check lot is indicated as *Partially archived* if some checks remain in the system after the delete program is run.

The system assigns the indicator to the check lot when checks have been deleted for the first time after an archiving session, and it updates the indicator with each additional deletion or reload.

Procedure

1. Choose *General Ledger, Accounts Receivable, Accounts Payable* or *Banks* → *Periodic processing* → *Archiving* → *Checks* then *Goto* → *Reload*.

The *Archive Administration: Reload Archive Files* screen appears.

2. Enter a variant name and choose *Maintain*.

The selection screen for maintaining variants appears.

3. The number of documents to be reloaded is determined using the following selection criteria:

- Paying company code

The system only reloads check data posted by the company codes you specify.

- House bank

The system only reloads check data for checks paid by the house bank you specify.

- Account ID

The system only reloads check data for checks paid from the accounts you specify.

- Check number

The system only reloads the check data within the number range you specify.

- Payroll checks

If you set this indicator, the system selects Human Resources checks only. If it is not set, the system selects checks from Financial Accounting only.

4. Enter the appropriate selection criteria and, if necessary, activate the following fields:

- Test run

Reloading Archive Files - Check Data (FI)

If you start the reload program in test mode, the system only simulates the reload run. The system does not change data in the database or in the archive.

- Detail log

The detail log records information on each reloaded object. For more information, see [Logs \(FI\) \[Page 18\]](#).

5. Choose *Back*.

The system asks you whether you want to save your values. To save your data choose *Yes*.

The *ABAP: Save Attributes of Variant* screen appears, and you enter a description of your variant in the *Description* field.

6. Save the variant by choosing *Save*. To return to the *Archive Administration: Reload Archive Files* screen choose *Back*.

7. Make the following settings:

- Select the archive from which data is to be reloaded
- Enter the start date for the reload run
- Enter the spool parameters for the reload run

8. Once you have entered your selection criteria and have set the archive selection, start date, and spool parameters, choose *Execute*.

To display the status of the jobs you created choose *Goto* → *Job overview*.

For more information on maintaining variants, see the SAP Library under *Getting Started*.

Archiving Payment Requests (FI-BL)

Definition

Payment requests are archived, deleted, and reloaded using the FI_PAYRQ archiving object.

Use

You can only archive payment requests if the corresponding payment has actually been made. For archiving to be carried out, this payment must have been made a certain number of days beforehand. You enter the *archiving period (in days)* when maintaining the variants for the archiving session.

Structure

Tables

You can archive data from table PAYRQ using the archiving object FI_PAYRQ. To find out how to display the table names, see [Determine Linked Tables \[Ext.\]](#).



In addition to archiving table PAYRQ the corresponding entries in the reference texts for payment requests table PARQT are deleted if you use the archiving object FI_PAYRQ.

Function/report assignment

Function	Report
Archiving	SAPFPRQ0
Deleting	SAPFPRQD
Reloading	SAPFPRQ1

Creating Archive Files - Payment Requests (FI)

Creating Archive Files - Payment Requests (FI)

Procedure

1. Choose *Accounting* → *Financial accounting* → *Banks* → *Periodic processing* → *Archiving* → *Payment requests* then *Archive*. The *Archive Administration: Create Archive Files* screen appears.
2. Enter a variant name and choose *Maintain*.
3. You can determine the number of payment requests that are to be archived using the following selection criteria:
 - Company code
The system archives only those payment requests posted in the company codes you specify.
 - Key number
The system archives only those payment requests within the interval you specify.
 - X-Customer items
The system archives payment requests for customers.
 - X-Vendor items
The system archives payment requests for vendors.
 - X-G/L account items
The system archives payment requests for G/L accounts.
4. Having entered the selection criteria above, you can now maintain the following program parameters where necessary:
 - Archiving period (in days):
The system only archives those payment requests that are in the system longer than the archiving period.
 - Test run
If the archiving program is started in test mode, archiving is only simulated. The system neither writes data to archive files nor deletes data from the database.
5. Choose *Back*.
The system asks you whether you want to save your values. To save your data choose *Yes*.
The *ABAP: Save variant attributes* screen appears, and you enter a description of your variant in the *Description* field.
For more information about editing variants, see [creating archive files \[Ext.\]](#).
6. Save the variant by choosing *Save*. To return to the *Archive Administration: Create Archive Files* screen choose *Back*.
7. Maintain the *Start date* and the *Spool parameters* for the archiving session.

Creating Archive Files - Payment Requests (FI)

8. Once you have maintained the above selection criteria, start date, and spool parameters, you can execute the archiving session by choosing *Execute*.

To display the status of the jobs you created choose *Goto* → *Job overview*.

Result

If every condition for archiving has been met, the system writes the archived documents to external archive files. The system then starts a delete program for each archive file. This program rereads the data to be deleted in the archive files and then deletes it from the database.

Reloading Archive Files - Payment Requests (FI)

Reloading Archive Files - Payment Requests (FI)

Prerequisites

Before reloading payment requests, you must ensure that the appropriate archive files are on the local drive so that the program can access them.

Procedure

1. Choose *Accounting* → *Financial accounting* → *Banks* → *Periodic processing* → *Archiving* → *Payment requests* then *Goto* → *Reload*.

The Archive Administration: Reload Archive Files screen appears.

2. Enter a variant name and choose *Maintain*.
3. The selection screen for maintaining variants appears.
4. You can limit the number of payment requests to be reloaded using the **Key number** selection criteria, meaning that only the payment requests from the key number interval you specify are reloaded.
5. If you start the reload program in test mode, the system only simulates the reload run. The system does not change data in the database or in the archive.
6. If the indicator is not set, the reload program is started in update mode, that is, the system changes data in the database or in the archive.
7. Choose *Back*.
8. The system asks you whether you want to save your values. To save your data choose *Yes*.
9. The *ABAP: Save Attributes of Variant* screen appears, and you enter a description of your variant in the *Description* field.

For more information about editing variants, see [creating archive files \[Ext.\]](#).

10. Save the variant by choosing *Save*. To return to the *Archive Administration: Reload Archive Files* screen choose *Back*.
11. Make the following settings:
 - a. Select the archive from which data is to be reloaded
 - b. Enter the start date for the reload program.
 - c. Enter the spool parameter for the reload program.
12. Once you have entered your selection criteria and have set the archive selection, start date, and spool parameters, choose *Execute*.

To display the status of the jobs you created choose *Goto* → *Job overview*.

Note that payment requests are not specially marked as having been reloaded and are returned to their original condition.

Archiving FI Bank Data Storage (FI-BL)

Definition

Electronic bank data is archived, deleted, and reloaded using the FI_EL_BANK archiving object.

Use

You can only archive electronic bank data that has been completely posted. The system checks whether all data has been completely posted during the archiving session.

Structure

Tables

You can archive data from different tables using the archiving object FI_EL_BANK. To find out how to display the table names, see [Determine Linked Tables \[Ext.\]](#).

Function/report assignment

Function	Report
Archiving	SAPF066
Deleting	SAPF066D
Reloading	SAPF067

Displaying Individual Objects Using SAP AS

To display individual objects for the archiving object FI_EL_BANK using [SAP AS \[Ext.\]](#) you require an information structure that has been created based on the standard field catalog SAP_FI_EL_BANK_1 delivered by SAP. The information structure must be activated and set up.

For more information about information structures, see also [Using the Archive Information System \[Ext.\]](#).

You can find further information about the archive information system in the SAP Library under *Cross-Application Components* → *CA Application Data Archiving* → *CA Cross-Application Functions* → *Introduction* → *Archive Information System (SAP AS)*.

Creating Archive Files - Bank Data Storage (FI)

Prerequisites

You can only archive electronic bank data that has been completely posted.

Procedure

1. Choose *Banks* → *Periodic processing* → *Archiving* → *Bank data storage* then *Archive*.
The *Archive Administration: Create Archive Files* screen appears.
2. Enter a variant name and choose *Maintain*.
3. You can determine the amount of electronic bank data that is to be archived using the following selection criteria:
 - Company code
The system only archives electronic bank data posted in the company codes you specify.
 - Statement date
The system only archives electronic bank data from the interval you specify.
 - Application
The system only archives electronic bank data from the applications you specify.
 - ID
The system only archives electronic bank data from the interval you specify.
4. Having entered the selection criteria above, you can now maintain the following program parameters where necessary:
 - Test run
If you start the archiving program in test mode, archiving is only simulated. The system neither writes data to archive files nor deletes data from the database.
 - Detail log
The detail log records information on each archived object. For more information, see [Logs \(FI\) \[Page 18\]](#).
9. Enter an archive description.
 - Archiving run memo
A short text added to help identify the archiving session within archive administration.
6. Choose *Back*.
The system asks you whether you want to save your values. To save your data choose *Yes*.
The *ABAP: Save variant attributes* screen appears, and you enter a description of your variant in the *Description* field.

Creating Archive Files - Bank Data Storage (FI)

7. Save the variant by choosing *Save*. To return to the *Archive Administration: Create Archive Files* screen choose *Back*.
8. Maintain the *Start date* and the *Spool parameters* for the archiving session.
9. Once you have entered the above selection criteria, start date, and spool parameters, you can execute the archiving session by choosing *Execute*.

To display the status of the jobs you created, choose *Goto* → *Job overview*.

For more information on maintaining variants, see the SAP Library under *Getting Started*.

Reloading Archive Files - Bank Data Storage (FI)

Prerequisites

Before reloading electronic bank data, you must ensure that the appropriate archive files are on the local drive so that the program can access them.

Procedure

1. Choose *Banks* → *Periodic processing* → *Archiving* → *Bank data storage* then *Goto* → *Reload*.

The *Archive Administration: Reload Archive* screen appears.

2. Enter a variant name and choose *Maintain*.

The selection screen for maintaining variants appears.

3. You can determine the amount of electronic bank data that is to be reloaded using the following selection criteria:

- Company code

The system only reloads electronic bank data posted in the company codes you specify.

- Statement date

The system only reloads electronic bank data from the interval you specify.

- Application

The system only reloads electronic bank data from the applications you specify.

- ID

The system only reloads electronic bank data from the ID number interval you specify.

4. Enter the appropriate selection criteria and, if necessary, activate the following field:

- Test run

If you start the reload program in test mode, the system only simulates the reload run. The system does not change data in the database or in the archive.

- Detail log

The detail log records information on each reloaded object. For more information, see [Logs \(FI\) \[Page 18\]](#).

5. Choose *Back*.

The system asks you whether you want to save your values. To save your data choose *Yes*.

The *ABAP: Save Attributes of Variant* screen appears, and you enter a description of your variant in the *Description* field.

Prerequisites

6. Save the variant by choosing *Save*. To return to the *Archive Administration: Reload Archive* screen choose *Back*.
7. Make the following settings:
 - Select the archive from which data is to be reloaded
 - Enter the start date for the reload run
 - Enter the spool parameters for the reload run
8. Once you have entered your selection criteria and have set the archive selection, start date, and spool parameters, choose *Execute*.

To display the status of the jobs you created choose *Goto* → *Job overview*.

Note that the bank data is not specially marked as having been reloaded and is returned to its original condition.

For more information on maintaining variants, see the SAP Library under *Getting Started*.

Archiving FI-LC Totals Records and FI-LC Journal Entries

Archiving FI-LC Totals Records and FI-LC Journal Entries

Use

You use archiving for FI-LC totals records and FI-LC journal entries, to remove mass data, which you no longer require in Consolidation, from the database and yet store them so that they are still easy to evaluate.

The following archiving objects are available in FI-LC, the Consolidation component of Financial Accounting, as of Release 4.5A:

- *FI_LC_SUM* - to archive, delete, reload, and read totals records (new archiving object as of Release 4.5A)
- *FI_LC_ITEM* - to archive, delete, reload, and read journal entry records (new archiving object as of Release 4.5A).

Features

When you call up Archiving Management in the Consolidation application menu, the defaults *FI_LC_SUM* and/or *FI_LC_ITEM* automatically appear on the screen, and you do not have to enter the object's name. If you access Archive Management from elsewhere in the system, or you want to access Archive Management for archiving object *FLC_OBJECT*, you need to explicitly enter the name of the archiving object.


You can use the archiving object *FI_LC_ITEM* to archive and delete journal entries as needed. For example, if your database contains a large number of journal entries, you can archive these records regularly. If your system has enough storage space, you can archive the journal entries only once per fiscal year.

You also use the archiving objects to reload archived data into your system and evaluate archived data. This should only be done in emergency situations. User-friendly read reports and transactions are available for read accesses of archived data.



You are **not** permitted to archive any totals records during a fiscal year because the year is part of the totals record key. If, for example, you were to archive a totals record in May and then make new system postings in June, a new totals record would be created. This would lead to inconsistencies with the totals record that has already been archived.



For further information, see the Hints documentation for the respective action by choosing  in the application menu or *Goto* → *Hints*.

Further Information

The archiving functions have been revised to Release 4.5A. You can now archive the totals records and the journal entries separately.

As from Release 4.5A, you can only use the archiving object *FLC_OBJECT* for reloading or reading. You can no longer use this object for archiving or deleting. When you want to read or

Archiving FI-LC Totals Records and FI-LC Journal Entries

reload archived data by means of FLC_OBJECT, you can of course also use the new archiving objects FI_LC_SUM or FI_LC_ITEM.

Application Customizing (FI-LC)

Use

In addition to maintaining the Customizing settings for the archiving objects FI_LC_SUM and FI_LC_ITEM, (see [Customizing of Archiving Objects \(FI-LC\) \[Page 93\]](#)), you can, if needed, define report groups for the archive reports in Consolidation Customizing. You can use these report groups to evaluate archived data and/or database data.

Features

If you want to generate reports with the ability to evaluate archived data and/or database data, you must specify which report groups need to be executed for creating such archiving reports. You can use any report groups that you created in the Reporting component, plus the reports groups in library 4LC supplied by SAP.

For more information regarding the execution of archiving reports, see [Executing Archive Reports \(FI-LC\) \[Page 106\]](#).

Activities

Maintain the settings for the archiving objects FI_LC_SUM and FI_LC_ITEM

You can run the reporting functions described above in the Implementation Guide for Consolidation:

Information System → Report Writer → Determine report groups for archiving reports

Customizing of Archiving Objects (FI-LC)

Use

You must maintain various archiving settings before starting the archiving programs. This includes the size of the archive file and the variants for running the delete program in test and production modes.

Features

Archive File

The size of the archive file is specified in megabytes. SAP recommends a size between 10 and 100 megabytes.

Variants for the Delete Program

You have to enter variants for both the test run and production run of the delete program.



In the test run variant for the delete program, make sure that the *Test run* indicator **is** selected.

In the production run variant for the delete program, make especially sure that the *Test run* indicator is **not** selected. If the test run indicator is selected, the records that have been archived will **not** be deleted from the database after they have been written to the archive files.

Activities

To access the Customizing settings for the archiving objects FI_LC_SUM or FI_LC_ITEM in the *Consolidation* application menu, choose either *Indiv.Fin.Stmts* → *Archiving* → *Totals records* → *Archive* → *Goto* → *Customizing*, or *Indiv.Fin.Stmts* → *Archiving* → *Journal entries* → *Archive* → *Goto* → *Customizing*. For more information on this subject, see [Customizing: Overview \[Ext.\]](#).

Runtime (FI-LC)**Runtime (FI-LC)**

The time needed to run the archiving program depends on the number of records to be archived and the system load and performance.

Storage Requirements

You can use the following rules of thumb to estimate the amount of storage required to archive totals records and journal entries:

One totals record requires approximately **1,500 bytes**.

One journal entry requires approximately **430 bytes**.

Hence, the storage space needed for archiving depends on the size of the original data records.

Authorizations (FI-LC)

To archive data in consolidation, you must have authorizations for:

- Archiving in general
 - For more information, see [User Authorization Checks \[Ext.\]](#)
- The archiving object G_ADMI_CUS with activity 03 (archiving)
- Authorization object S_ARCHIVE with the following values:
 - Activity: 01 (creating, reloading, deleting, and reading archive files)
 - Application area: FI
 - Archiving objects: FI_LC_SUM and FI_LC_ITEM
- Authorization object S_TCODE

Archiving Log (FI-LC)

Archiving Log (FI-LC)



Starting with Release 4.6A (as part of the Enjoy initiative), there is only one archiving log for FI-LC data. This log was referred to as the standard log up until Release 4.5B.

Standard Log

The standard log created for each archiving session or archive file lists the number of archiving objects for each archive by table name. For more information, see [The Standard Log \[Ext.\]](#).

Variant Settings for Archiving (FI-LC)

Use

When you create an archive file you should specify a variant that already exists or define a new one. The variant contains criteria for selecting totals records and journal entry records that you want to archive.

Selection Criteria

The criteria for selecting totals records and journal entries for archiving are:

- Ledger
- Version
- Company code (only for totals records)
- Company
- Fiscal year
- Period (only for journal entries)
- Financial statement item
- Document type

You can enter either individual values or value intervals as selection criteria.

The system only archives records that meet the selection criteria you enter in the variant.



When should you use the company code as a selection criterion and when should you use the company?

Enter the *company code* to archive data from a local consolidation staging ledger (ledger 09).

Enter the *company* to archive data from a global consolidation processing ledger (ledger 10).

You should define as many selection criteria as possible to reduce the processing time of the archive program, and you should always enter a ledger name and fiscal year.

If your consolidation processing ledger contains a large number of journal entries, you can archive these during the fiscal year for a specific period or for an interval of periods by making an entry in the *Period* field.

Processing Options

- Select *Test run* if you want to start the archiving program in test mode. In test mode, the system reads the transaction data, but does not create an archive file. The system displays the number of records that were read during the test run.
- Select *Archive* if you **do not** want transaction data deleted from the database after archiving.

Variant Settings for Archiving (FI-LC)

- Select *Archive with Deleting* if you **do** want transaction data deleted from the database after archiving.
- The delete program is started using a variant. You can define the variant by clicking *Customizing* or choosing *Goto* → *Customizing*, both of which takes you to the *Archive Management: Selection Screen*. It is important that you enter the correct variant for the production run.



F1 Help in the archiving program contains more information.

Maintaining Variants for Archiving (FI-LC)

1. On the SAP R/3 System screen, choose either
Accounting → *Financial accounting* → *Consolidation* → *Indiv.fin.stmts* → *Archiving* → *Totals records* or
Accounting → *Financial accounting* → *Consolidation* → *Indiv.fin.stmts* → *Archiving* → *Journal entry records*.

On the *Archive Management: Selection Screen* choose *Archiving*.



Before you start the archiving program, you should ensure that you have maintained the Customizing settings for archiving. These include the size of the archive file, and variants for the test and production run of the delete program.


For more information, see [Customizing of Archiving Objects \(FI-LC\) \[Page 93\]](#).


2. Enter the information for archiving your system data.

Since the archiving programs run in the background, you must enter an existing variant or create a new one. The variant contains the selection criteria for the Consolidation totals records and journal entries that you want to archive.
3. To create a variant, enter the name of the variant and choose *Maintain*.

When archiving totals records, the screen *Maintain Variants: Report RGUARCTC, Variant <variant Name>* appears.

When archiving journal entries, the screen *Maintain Variants: Report RGUARCLC, Variant <variant Name>* appears.
4. Enter the selection criteria (for example, the consolidation processing ledger, company code or company), processing options (test run, archive or archive with deleting), and any other settings you require.

For further information about the fields and indicators on this screen, see [Variant Settings for Archiving \(FI-LC\) \[Page 97\]](#).
5. Choose  *Attributes*. On the following screen enter a description for your variant.
6. Decide whether your variant is only intended for background processing, and whether it should be write-protected. If applicable, assign further attributes to the objects on the selection screen.
7. Save your variant.
8. Choose Back to return to the *Archive Management: Create Archive Files* screen..
9. Enter the start date and save your entries.

The previous screen appears.
10. Enter the spool parameter information for the archiving run.
11. Once you have maintained the selection criteria, start date, and spool parameters, choose  (*Execute*) to start the archiving program.

Maintaining Variants for Archiving (FI-LC)**Result**

Once you have created the archive job and started the archiving program, the system records the totals records or journal entries in external archive files. The system then starts a delete program for each archive file. The delete program rereads the data to be deleted from the archive files and deletes it from the database.

Choose *Goto* → *Job overview* to display the status of the job you created.

Variant Settings for Reloading Archived Data (FI-LC)

Use

Using the *Reload* function, you can retrieve archived data from archive files and load the data back into your online system. This function is only intended for **emergencies** and should only be used in such emergencies (for example, when you archived too much data or the wrong data). If you merely want to access archived data, you should use the *Read* function. See also [Accessing Archived Data \[Ext.\]](#) in the SAP Library.



You can reload an archive file as often as required. However, you should exercise caution when reloading because the system does not produce a log telling you whether archive files have already been reloaded into your system. As a result, your system could contain inconsistent and/or duplicated data.

To reload an archive file, you must enter an existing variant or create a new one. The variant contains the selection criteria for the Consolidation totals records and journal entry records that you want to reload.

To reload FI-LC data, use the following archiving objects:

- FI_LC_SUM for data that was archived with archiving object FI_LC_SUM
- FI_LC_ITEM for data that was archived with archiving object FI_LC_ITEM
- FLC_OBJECT for data that was archived with archiving object FLC_OBJECT

Features

When creating the variant to reload archived data, you must make entries for the selection criteria, additional settings, and data records.

Selection Criteria

The selection criteria for the totals records and/or journal entry records that you want to reload are:

- ledger
- version
- company code (not with archiving object FI_LC_SUM)
- company
- fiscal year
- period (not with archiving object FI_LC_ITEM)
- financial statement item
- document type

You can enter either individual values or value intervals as selection criteria.

The system only reloads data records that meet the selection criteria you enter in the variant.

Variant Settings for Reloading Archived Data (FI-LC)

Enter as many selection criteria as possible to reduce the processing time of the reload program. You should always enter a ledger name and fiscal year.

Additional Settings

If you want to start the reload program in test mode, select *Test run*.

Data is **not** reloaded into your system. The system only reads the selected archive files according to the selection criteria you enter.

Data Records



This only concerns archiving object *FLC_OBJECT*:

Specify whether you want to reload totals records and/or journal entry records.



When processing archiving objects *FI_LC_SUM* and *FI_LC_ITEM*:

The name of the object itself indicates whether totals records (SUM) or journal entry records (ITEM) are being reloaded.

Activities

You are looking at the initial screen of Archive Management.


The archiving object you want to reload is displayed in the *Object name* field.

Choose *Goto* → *Reload*.

The screen *Archive Management: Reload Archive* appears.

Enter a variant for the reload program and enter the following parameters:

- Archive selection
- Start date
- Spool parameters

To see more information on reloading, in Archive Management choose Tips .

See also:

[Maintaining Variant for Reloading Archived Data \(FI-LC\) \[Page 103\]](#)

Maintaining Variant for Reloading Archived Data (FI-LC)

1. The initial screen for maintaining reload variants differs depending on which archiving object you choose:
 - a) If you are reloading data with archiving object **FI_LC_ITEM**, on the SAP screen, choose *Accounting* → *Financial accounting* → *Consolidation* → *Indiv.fin.stmts* → *Archiving* → *Journal entries*. Choose *Reload* on the selection screen.
 - b) If you are reloading data with archiving object **FI_LC_SUM**, on the SAP screen, choose *Accounting* → *Financial accounting* → *Consolidation* → *Indiv.fin.stmts* → *Archiving* → *Totals records*. Choose *Reload* on the selection screen.

The following applies in either case:

The *Archive Management: Reload Archive* screen appears.

If you are reloading data with archiving object **FLC_OBJECT**, start the transaction SARA, specify the object FLC_OBJECT, and choose *Reload*.

2. Enter a variant name and choose *Maintain*.
 - FI_LC_ITEM: The *Maintain Variants: Report RGURELLC, Variant <variant Name>* screen appears.
 - FI_LC_SUM: The *Maintain Variants: Report RGURELTC, Variant <variant Name>* screen appears.
 - FLC_OBJECT: The *Maintain Variants: Report RGUREL10, Variant <variant Name>* screen appears.
3. Enter the selection criteria, the additional settings, and data record information, as required.

For more information about the data you enter on this screen, see [Variant Settings for Reloading Archived Data \(FI-LC\) \[Page 101\]](#).
4. Choose *Continue*.

The system displays another screen in which you enter a description for your variant.
5. Save your variant.
6. Choose *Back* to return to the *Archive Management: Reload Archive* screen.
7. Choose *Archive selection*.
 - a) The system displays a list of archive sessions that contain data that has already been archived (that is, those files that have already been processed by the delete program).
 - b) Select the archive run from which archived data should be retrieved.
8. Enter the start date for the reload program and save your entries.

You return to the previous screen.
9. Enter the spool parameter information for the reload program.
10. Once you have maintained the selection criteria, start date, and spool parameters, choose *Create job* to start the reload program.

Maintaining Variant for Reloading Archived Data (FI-LC)

11. Choose *Goto* → *Job overview* or click the icon to display the status of the jobs you created.

Deleting Archived Data (FI-LC)

When you choose *Archiving with Deleting*, the system automatically deletes archived data. However, it might be necessary to start the delete program manually.



You create an archive file and run the archiving program. The data records are copied to the archive file(s), but the system cancels processing if the delete program is already running. In this case, you need to delete the archived data in a separate step.

Procedure

1. Which screen first appears depends on which archiving object you choose:
 - a) If you are deleting data with archiving object **FI_LC_ITEM**, on the SAP screen, choose *Accounting* → *Financial accounting* → *Consolidation* → *Indiv.fin.stmts* → *Archiving* → *Journal entries*. Choose *Delete* on the selection screen.
 - b) If you are deleting data with archiving object **FI_LC_SUM**, on the SAP screen, choose *Accounting* → *Financial accounting* → *Consolidation* → *Indiv.fin.stmts* → *Archiving* → *Totals records*. Choose *Delete* on the selection screen.

The following applies in either case:

The *Archive Management: Execute Delete Program* screen appears. On this screen, you schedule the background job for the delete program.

2. Choose *Goto* → *Customizing* to maintain the variants for the test and production runs of the delete program.
3. Choose *Test run* if you want to start the delete program in test mode.

No records are deleted in test mode.
4. Choose *Archive selection*.

The system displays a list of files that contain data that has already been archived for the archiving object.
5. Select the archive files that you want to delete from your database.
6. Enter the start date for the start date and save your entries.

You return to the previous screen.
7. Enter the spool parameter information for the delete program.
8. Once you have selected the archived files and maintained the start date and spool parameters, choose *Create job* to start the delete program.

Executing Archive Reports (FI-LC)

Executing Archive Reports (FI-LC)

Which screen first appears depends on which archiving object you choose. However, the following applies for all objects:

1. On the SAP screen, choose *Accounting* → *Financial accounting* → *Consolidation* → *Indiv.Fin.Stmts* → *Archiving* .
2. At this point, choose the archiving object to be used for the report.

To run a report on archiving object **FI_LC_ITEM**, choose *Journal entries*.

The *Archive Management: Selection Screen* appears.

Choose *Evaluate*.

To run a report on archiving object **FI_LC_ITEM**, choose *Journal entries*.

The *Archive Management: Selection Screen* appears.

Choose *Evaluate*.

To run a report on archiving object **FLC_OBJECT**, you can either use archiving object **FI_LC_ITEM** or **FI_LC_SUM** to do this.



In order to process a report on archiving object **FLC_OBJECT**, you must first enter the name **FLC_OBJECT** in the corresponding field that contains the name of one of the other two archiving objects. You can also use F4/Possible Entries to choose the name of the archiving object.

The following applies in all cases:

The *Archive Management: Selection Screen* appears. This is where you schedule the job for analysis program.

3. Decide whether you want to execute the archive report in the background or online: Choose either *Batch* or *Dialog*.



If you select a large number of archive files and execute the archive report online, the system could cancel processing with a runtime error because it must select a very large number of data records. SAP recommends that you specify as many criteria as possible, so that the volume of data is kept to a minimum.



If you execute the archive reports in the background, you **cannot** drill down from the totals data to the journal entry items.

4. Select the read program you want to execute.

The read programs shown here are those that you defined in Customizing for Consolidation. For more information, see [Application Customizing \(FI-LC\) \[Page 92\]](#).

1. **If you are executing the report online:**

- a) Choose *Create job* or .

Executing Archive Reports (FI-LC)

On the following screen, you enter the data source information and selection criteria for the report execution.

- b) Choose the button for choosing the  *Data sources* to define whether you want to analyze archived data and/or database data.

To analyze **data stored in the database**, select the database as the data source.

The following only applies for read programs RGUFILCT (totals records of table FILCT) and RFILCA00 (actual journal entries of table FILCT):

To analyze **data stored in archive files**, select *Use archives* and choose the archive files from which you want to read data.

- i) If you choose *Choose archive*, you can select specific archive files from which you want to read data.
- ii) If you choose *All archives (on/off)*, you can select **all** archive files that exist for the archiving object displayed in the *Object* field.
- c) To save the data source entries, choose *Continue*.
- d) Enter the selection criteria and key figures for the report execution, as required.
- e) To execute the report online, choose *Program → Execute*.

If you want a list of the selected archive data, or you prefer creating a batch job for executing the report, you can instead choose *Program → Execute and Print* or *Program → Execute in Background*.



You can save your entries as a variant by choosing *Goto → Variants → Save as variant*.

5. If you are executing the report in the background:

- a) Enter a variant name and choose *Maintain*.
The *Maintain Variants: Report <Report Name>, Variant <Variant Name>* screen appears.
- b) Enter the data source information and selection criteria for the report execution.
For more information about the data you enter, see step four.
- c) Enter a variant description (choose *Variant Attributes*) and then save your variant.
You return to the *Archive Management: Execute Analysis Program* screen.
- d) Enter the start date for the report execution.
You can determine that your job should run at a certain time of day. There are different ways to schedule the job:
- i) by explicitly naming the job
- ii) by a certain type of operation (e.g., Day or Night Operation)
- iii) by an event you define

Save your entries.

The previous screen appears.

Executing Archive Reports (FI-LC)

- e) Enter the spool parameter information for the analysis program.
- f) Once you have maintained the selection criteria, start date, and spool parameters, choose *Create job* to execute the archive report in the background.

Archiving FI Asset Data (FI-AA)

Definition

The archiving object for archiving asset data in the *Financial Accounting* application component is *AM_ASSET*. This object contains all master data, transactions, and values that are associated with an asset in the R/3 database. It does **not** include any control tables (Customizing).

Structure

AM_ASSET has the following table structure:

ANLA	Technical information on the asset main number
ANLH	Asset master data
ANLT	Language-dependent texts
ANLV	Insurance specifications
ANLW	Base insurable values
ANLZ	Time-dependent data
ANLB	Depreciation area specifications
ANLC	Annual values
ANLP	Depreciation posting values
ANEK	Transaction header
ANEP	Transactions
ANEA	Proportional values
ANEV	Information on down payments
ANLI	Allocation of Controlling (CO) object to asset under construction (AuC) for capital investment measures
ANLE	Proof of origin
COBRA	Settlement rule header (for AuC)
CORB	Settlement rules (for AuC)

AM_ASSET also contains asset long texts and change documents.

Sub-objects

The AM_ASSET tables are grouped together into sub-objects. The archiving program checks these sub-objects to see if they should be archived and reorganized according to the defined retention period. If a sub-object is to be deleted, the program deletes all the data records in the tables that belong to the sub-object in a second step.

To maintain consistency, the system archives any additional asset table entries that belong to the sub-object.

- **Depreciation Posting Values (ANLP)**

Archiving FI Asset Data (FI-AA)

The ANLP sub-object contains information on one depreciation posting run for each asset and depreciation area. This information has two purposes:

- When the depreciation posting run does not process correctly, the system can use this information to correct errors. The information becomes meaningless once the next depreciation posting run is carried out.
- The report for the periodic display of depreciation posted to cost centers evaluates this information.

The archiving program archives the ANLA, ANLH, ANLB, ANLC, and ANLT table entries for each ANLP record.

- **Transactions, Annual Values, and Change Documents (ANLC, ANEK, ANEP, ANEA)**

Because it logically belongs together, the system considers this information as a single sub-object for reorganization. The archiving program thus always archives the complete asset object. In other words, it archives all tables.

- **Complete Asset**

The complete asset object contains all the tables of the AM_ASSET archiving object, including master data. All the archiving object tables are archived and deleted.

All change documents and long texts are also cleared along with the asset.



The archiving program does not allow you to archive only selected sub-objects. You can't for instance, archive only depreciation posting values. The program always archives **all** sub-objects that are eligible for archiving according to their defined minimum retention period.

Dependent Objects

The archiving object AM_ASSET is always archived together with AM_STEUER. This object contains control tables that can be made available for a possible later further development of asset archiving. You must, therefore, also maintain the technical settings for the archiving object AM_STEUER (such as the logical file path) in asset archiving.



Note the sequence in which the archiving sessions must be carried out. To obtain an overview choose *Goto* → *Network graphic*.

The Data Retention Period (FI-AA)



The data retention period is the only archiving test criterion.

Standard Retention Period

The following standard retention periods apply to individual object components in the system.

- Depreciation posting values

Since this information is only relevant in the current fiscal year, the system reorganizes or archives this data during the first reorganization run after the fiscal year has been closed.

- Transactions, annual values, and change documents

Under certain circumstances, it may be necessary to reverse the year-end closing more than once in order to be able to correct postings. Therefore, the minimum retention period of these objects is extended to a year beyond the year-end closing. This means that these objects can only be cleared after the close of the following fiscal year.

- Complete asset

The earliest that a **complete asset** can be cleared is when it is deactivated and none of its depreciation areas contain values. The minimum retention period is extended to a year beyond the close of the year in which the asset is deactivated.

Customer-Specific Retention Periods

In addition to the standard retention period described above, you can specify your own retention periods for transactions or values. You make these specifications in Customizing for Asset Accounting under *Master Data* → *Archiving* → *Specify retention periods for archiving*. The actual retention period is the sum of this retention period and the standard system retention period of one year.



Deactivated asset: 3/1/YYYY

System retention period: 1 year

Customer retention period: 1 year

The earliest that an asset can be reorganized is in the fiscal year YYYY plus three years. The number three comes from adding a year each for the year following the deactivation year, the system retention period, and the customer retention period.



It is not currently possible to retain individual assets in the system for longer than the defined minimum retention period. The exception to this is assets with history management.

Retention Period for Assets Under Construction with Line Item

The Data Retention Period (FI-AA)**Management**

Assets under construction with open item management are handled somewhat differently than other assets during archiving. You can delete transactions and annual values for these assets only when the asset under construction is deactivated.

Retention Period for Assets with History Management

Assets with history management (an indicator that is set in the asset master record) are handled like assets under construction with open-item management.

Retention Period for Capital Investment Measures

Assets under construction for capital investment measures can only be deleted when the accompanying Controlling (CO) object (internal order, WBS element) is deleted.

Calculating Storage Space Requirements (FI-AA)

The space requirement for a given asset object depends on the number of transactions that have been posted to the asset. A complete asset object requires approximately four kilobytes.

Test Criteria (FI-AA)

Test Criteria (FI-AA)

[The Data Retention Period \(FI-AA\) \[Page 111\]](#) is the only test criterion.

Archiving Authorizations (FI-AA)

Use

To archive data in Asset Accounting, you must have the following authorizations:

Features

- Archiving in general
 - For more information, see [User Authorization Checks \[Ext.\]](#).
- Authorization object S_ARCHIVE with
 - Activity: 01 (creating, reloading, deleting, and reading archive files)
 - Application area: FI
 - Archiving object: AM_ASSET, AM_STEUER
- Authorization object A_PERI_BUK with the following values:
 - Activity 37 (archiving)
 - Activity 38 (reloading)

Archiving in Asset Accounting (FI-AA)

Archiving in Asset Accounting (FI-AA)

The archiving process in Asset Accounting can be divided into two steps:

- In the first step, the system copies object components and their table entries into an archive file and marks the records to be deleted from the database (*Create archive file*).
- The system compares the archive file with the records flagged in the database and deletes them from the database (*Edit archive file*).

You can set the system to automatically start the delete program when archive files are created. In this case archiving and reorganization are completed in one step. The relevant control flag is an archiving customizing parameter (for more information, see *Archiving* in the FI-AA Implementation Guide).

Additional transactions let you reload archive files and display information about archiving sessions (*Manage archive files*).

If you require further information, see [Archiving Procedure \[Ext.\]](#).



If an error occurs during the archiving sessions the system aborts the archiving activity without archiving any assets. This ensures that no data is lost. You can then correct the error and restart the archiving session.

Archiving Totals/Line Item Records (FI-SL)

Definition

Archiving object FI_SL_DATA used to archive totals and/or line item records in the *Special Purpose Ledger* (FI-SL) application component.

Use

When you call Archive Management from *Special Purpose Ledger*, FI_SL_DATA is set as the default so you do not need to enter it. If you access Archive Management from elsewhere in the system, you need to enter the name of the archiving object.

You can use the FI_SL_DATA archiving object to archive and delete line item records according to your own specific requirements. For example, if your database contains a large number of journal entries, you can archive these records regularly. If your system has enough storage space, you need only archive the journal entries once per fiscal year.

You also use the archiving object to reload archived data into your system and evaluate archived data. Reloading archived data is problematic and is only to be used in emergencies.



You cannot reload data archived before a local currency changeover after the local currency changeover has taken place.



You must **not** archive totals records during a fiscal year because the year is part of the totals record key. If, for example, you were to archive a totals record in May and then make new system postings in June, a new totals record would be created. This would lead to inconsistencies with the totals record that has already been archived.

Structure

Displaying Individual Objects Using SAP AS

To display individual objects for the archiving object FI_SL_DATA using [SAP AS \[Ext.\]](#) you require an information structure that has been created based on the standard field catalogs SAP_FI_SL_001 or SAP_FI_SL_002 delivered by SAP. The information structure must be activated and set up.

Recommendation

- Use the information structures SAP_FI_SL_001 or SAP_FI_SL_002 delivered as standard.

For more information about information structures, see also [Using the Archive Information System \[Ext.\]](#).

You can find further information about the archive information system in the SAP Library under *Cross-Application Components* → *CA Application Data Archiving* → *CA Cross-Application Functions* → *Introduction* → *Archive Information System (SAP AS)*.

Archiving Totals/Line Item Records (FI-SL)

Application Customizing (FI-SL)

Use

In addition to maintaining the Customizing settings for the FI_SL_DATA archiving object (see [Archiving Object-Specific Customizing \(FI-SL\) \[Page 121\]](#)), you can also perform the following archiving activities in Customizing for *Special Purpose Ledger* as required:

- Regenerate code for the archiving programs.
- Generate report programs to output reports that evaluate archived data and/or database data.
- Define the report groups and read programs that you can use in archive reporting in order to output reports that read archived data and/or database data.



Accounts archived **before** a local currency changeover are displayed in the original currency. A translation is **not** carried out in the background.

Range of Functions

Regenerate Code

Before you create an archive and execute the archiving program, you can regenerate the code for the archiving programs in Customizing for *Special Purpose Ledger*.



You only need to regenerate the code before you start to archive if syntax errors have occurred in the archiving programs. Code is generated automatically when you first install the *Special Purpose Ledger* application component (table group installation). It is also advisable to regenerate code if you have changed your system setup.

You may **not** regenerate code when the FI_SL_DATA periphery programs are running.

Generate Archive Report Programs

SAP provides ABAP report programs for some of the standard tables delivered with the *Special Purpose Ledger* application component (for example, GLT1, GLS1, GLP1, GLFUNCT, GLFUNCA, GLFUNCP). These generated programs allow you to output summary reports and actual and plan line-item reports, which evaluate archived data and/or database data.

If you have modified the standard tables or want to use standard tables for which there are no generated report programs, you can generate the programs.

If you have installed and activated your own database tables in Special Purpose Ledger, you can also generate the necessary report programs for displaying reports that evaluate archived and/or database data.

Application Customizing (FI-SL)**Define Report Groups and Programs for Archive Reporting**

If you want to output reports that evaluate archived data and/or database data, you have to specify which report groups and report programs you can execute in archive reporting to output such reports. You can specify any of the report groups that you have created in reporting. The report groups 0M11 and 0M12 are delivered with the SAP R/3 System and contain reference reports for table GLFUNCT. You can execute the reports contained in these report groups in archive reporting.



You do not have to specify the archive report programs that you generated in Customizing (see the above section). The system automatically includes these programs so that you can execute them in archive reporting.

For more information on executing archive reports, see [Executing Archive Reports \(FI-SL\) \[Page 133\]](#)

Activities

You can call up the above functions in Customizing for *Special Purpose Ledger* by choosing one of the following:

- *Periodic Processing* → *Archiving* → *Generate Code for Archiving*
- *Periodic Processing* → *Archiving* → *Generate Archive Reports*
- *Periodic Processing* → *Archiving* → *Define Report Groups and Read Programs*

Customizing for the FI_SL_DATA Archiving Object (FI-SL)

Use

Before you start the archiving programs, you must maintain various settings for archiving, including the size of the archive file and variants for the test and production runs of the delete program.

Features

Archive File

You have to enter the size of your archive file in megabytes. It is recommended that you enter between 10 and 100 megabytes.

Variants for the Delete Program

You have to enter variants for both the test run and production run of the delete program.



You must ensure that the *Test run* indicator is **not** selected in the production run variant for the delete program. If the test run indicator is selected, the records that have been archived will **not** be deleted from the database after they have been written to the archive files.

You must also ensure that the *Test run* indicator **is** selected in the test run variant for the delete program.

Commit Counter

The commit counter determines the number of data objects counted before the program sends a commit to the database. It is recommended that you enter between 10 and 100 as the commit counter.

Activities

To access the Customizing settings for the FI_SL_DATA archiving object on the *Special Purpose Ledger* screen, choose *Periodic processing* → *Archiving* → *Create archive*, then *Goto* → *Customizing*. In the following dialog box, choose the technical settings option. For more information, see [Customizing: Overview \[Ext.\]](#).

Runtime (FI-SL)

Runtime (FI-SL)

The time needed to run the archiving program depends on the number of records that are archived and the system load and performance.

Storage Requirements

To estimate the amount of memory needed to archive summary and line item records, use the following guidelines:

	1 Summary Record	1 Line Item	1 Plan Line Item
Estimated amount of memory required in database in bytes	800	300	800

The data is compressed during archiving. The compression factor depends on the data record length and content. A data record containing lots of empty fields is compressed to a smaller size than a record that is completely filled.

Application-specific basic and system information is written in a data record header for every archiving file, so that even an empty archiving file takes up memory space.

**Database Storage Requirements when Archiving Plan Line Items**

	500 Plan Line Items	5000 Plan Line Items
Before archiving	0.4 MB	4 MB
After archiving	0.91 MB	1.10 MB
thereof:		
storage requirement for header data information	0.89 MB	0.89 MB
storage requirement for remaining data	0.02 MB	0.21 MB

The 0.91MB of memory space required in the database after archiving 500 plan line items is made up of 0.89MB for the header data and 0.02MB for the remaining data after compression. The storage requirement for the header data information after archiving 5000 plan line items is the same as for the archiving of 500 plan line items.

The storage requirement for header data information per file depends on the number of FI-SL tables and their record lengths. Regard the data in the example as a guideline for the possible scale of the data.

Archiving Authorizations (FI-SL)

To archive data in Special Purpose Ledger, you must have authorizations for:

- Archiving in general
 - For more information, see [User Authorization Checks \[Ext.\]](#).
- Authorization object G_ADMI_CUS with activity 03 (archiving)
- Authorization object S_ARCHIVE with the following values:
 - Activity: 01 (creating, reloading, deleting, and reading archive files)
 - Application area: GL
 - Archiving object: FI_SL_DATA
- Authorization object S_TCODE

Archiving Log (FI-SL)

Archiving Log (FI-SL)

In Special Purpose Ledger, you can choose between a standard log and an extended log.

Standard Log

The standard log created for each archiving session and archive file lists the number of archiving objects for each archive by table name. For more information, see [The Standard Log \[Ext.\]](#).

Extended Log

The extended log contains the information from the standard log plus statistics on the number of records found for each Customizing combination that meets the selection criteria you entered. It lists the totals and actual and plan line item tables, and the number of records found in the tables for each Customizing combination.

If an average balance ledger or export ledger is assigned to the ledger you entered in the selection criteria, the extended log also contains information on the number of records found for these ledgers.



When counting the number of Customizing records, the system uses an algorithm that is different from the one used during the archiving session. You should check the results of the extended log against the final result of the archiving session for discrepancies. Discrepancies can result in incorrect data.

Variant Settings for Archiving (FI-SL)

Use

When creating an archive file, you must enter an existing variant or create a new one. The variant contains the selection criteria for the Special Purpose Ledger summary and/or line-item records that you want to archive.

Features

When creating the archive variant, you determine whether you want to archive line-item records only or both summary and line-item records (mass archiving). The default archiving type is **line items only**. You can change this default setting by choosing *Archiving type*.

The entries you make for the archive variant depend on the archiving type you select:

- If you archive line items only, you must make entries for the general selection criteria, document selection criteria, processing options, output options and technical settings.
- If you archive both summary and line-item records, you must make entries for the general selection criteria, processing options, output options and technical settings.

General Selection Criteria

The selection criteria for the summary records and line-item records that you want to archive are the ledger, record type, version, local company, global company, and fiscal year. The period field only appears when you archive line-item records (**not** for mass archiving).



The period field is only used for archiving **actual** line-item records. You cannot enter periods if you are archiving plan line-item records (that is, when you enter record type 1 (plan records) or 3 (plan allocation records)). If you do so, the system displays an error message.

You can enter either individual values or value intervals as selection criteria.

The system only archives data records that meet the selection criteria you enter in the variant.

Enter as many selection criteria as possible to reduce the processing time of the archiving program. You should always enter a ledger name and fiscal year.



You can only archive data records if the appropriate configuration settings are maintained in Customizing for *Special Purpose Ledger*.

For example, if you want to archive data records for ledger **AB** and version **007**, the system first checks to see whether version 007 is assigned to ledger AB in Customizing. If this assignment is defined in Customizing, the system creates an archive file and archives the appropriate data records. If the assignment is not defined, data records are not archived for the combination ledger AB/version 007.

Document Selection Criteria

You only enter document selection criteria if you are archiving line-item records (and not summary records).

Variant Settings for Archiving (FI-SL)

You can enter either individual values or value intervals as document selection criteria.

The system only archives the line-item records that meet the selection criteria you enter in the variant.

Processing Options

- Select *Output combination list only* if you want the system to display a list of the Customizing combinations that would be archived using the selection criteria you enter. The archive run is not executed. Only the transaction data found for these Customizing combinations would be archived and then deleted from your system.



You can only archive data records if the appropriate configuration settings are defined and maintained in Customizing for *Special Purpose Ledger*.

For example, if records have already been posted for the combination ledger AB and version 007, but the assignment of version 007 to ledger AB is later deleted in Customizing, the data records for ledger AB/version 007 are not listed in the combination list and are not archived.

You can use the *Ledger statistics* function (by choosing *Tools* → *Ledger statistics* on the *Special Purpose Ledger* screen) to detect any differences in the number of data records that meet your archiving selection criteria. In the above example, the *Ledger statistics* function would output statistics on the data records for ledger AB and version 007, **including** those records posted before the assignment was deleted.

- Select *Test run* if you want to start the archiving program in test mode for the selection criteria you enter. The system reads the transaction data, but does not create an archive file. The system displays statistics on the number of data records read during the test run.
- Select *Archive without database update* if you want to start the archiving program and create an archive file for the selection criteria you enter. Transaction data is **not** deleted from the database.
- Select *Archive with database update* if you want to start the archiving program and create an archive file for the selection criteria you enter. Archived transaction data **is** deleted from the database.

The delete program is started using a variant. You can define the variant by choosing *Goto* → *Customizing* on the *Archive Management: Create Archive Files* screen. It is important that you enter the correct variant for the production run.

Processing Options for Line-Item Records

When you archive line items, you have to specify how you want the system to sort and archive the line-item records:

- Select *Unsorted archiving by package* if you want the system to read and archive the line items that meet the selection criteria by package. The system does **not** sort and archive the line-item records by document number (that is, the records are not archived in a specific sequence). The system archives the records by table name only.



This type of archiving improves the performance of the archiving program.

Variant Settings for Archiving (FI-SL)

When you archive line-item records by package, however, it is **not** possible to call up the individual documents via archive index tables.

- Select *Archiving by document number* if you want the system to read and archive the line items that meet the selection criteria by document number. The system sorts and archives the records by table, ledger, and document number.

Each document corresponds to one object within the sequential file.



When you archive line-item records by document number, the system creates an archive index, which allows you to call up the individual documents.

However, this type of archiving can impair system performance and can use a lot of memory space. It is therefore recommended that you first run the archiving program in test mode.

Output Options

If you selected *Test run*, *Archive without database update*, or *Archive with database update*, you can specify whether you want to display a standard or extended log for each archive file created.

The default setting is the standard log (the *Include Customizing list* indicator is not set). The system displays the number of archiving objects for each archive by table name.

The extended log includes the information from the standard list plus statistics on the number of records found for each Customizing combination that meets the selection criteria you entered. If you want to display an extended log, set the *Include Customizing list* indicator.

For more information, see [Archiving Log \(FI-SL\) \[Page 124\]](#).

Technical Settings

You have to enter the package size for the records that are archived (by choosing *Access parameters*). The package size determines the number of records that are read for each database access.

If you selected *Unsorted archiving by package*, the package size also determines the number of archived line-item records per object within the sequential file.

The default package size is 10000. You can change the package size to meet your own requirements.

See also:

[Maintaining Archiving Variant \(FI-SL\) \[Page 128\]](#)

Maintaining Archiving Variant (FI-SL)

Maintaining Archiving Variant (FI-SL)

Procedure

1. Choose *Accounting* → *Financial Accounting* → *Special Purpose Ledger* → *Periodic processing* → *Create archive* then *Archive*.

The *Archive Management: Create Archive Files* screen appears.



Before you start the archiving program, you should ensure that you have maintained the Customizing settings for archiving. These include the size of the archive file and variants for the test and production run of the delete program.

You can find further information on this topic under [Customizing Archiving Objects \[Page 121\]](#).

2. Enter the information for archiving your system data.

Since the archiving programs run in the background, you must enter an existing variant or create a new one. The variant contains the selection criteria for the totals and/or line item records you want to archive.

3. To create a variant, enter the name of the variant and choose *Maintain*.

The screen *Maintain Variant: Report RGUARCSL, Variant <variant name>* appears.

4. Enter the selection criteria, the processing information, and the additional settings, as required.

For more information about the fields and settings on this screen, see [Variant Settings for Archiving FI-SL \[Page 125\]](#).

5. Choose *Continue*.

The system displays another screen in which you enter a description for your variant. Save your variant.

6. To return to the *Archive Management: Create Archive Files* screen choose *Back*.

7. Enter the start date for the archiving session and save your entries. You return to the previous screen.

8. Enter the spool parameter information for the archiving session. Here you enter the background printer parameters for the archiving log.

9. Once you have maintained the selection criteria, start date, and spool parameters, start the archiving program by choosing *Execute*.

Result

Once you have created the archive job and started the archiving program, the system records the totals records or line items in external archive files. The system then starts a delete program for each archive file. The delete program rereads the data to be deleted from the archive files and deletes it from the database.

To display the status of the job you created choose *Goto* → *Job overview*.

Variant Settings for Reloading (FI-SL)

Variant Settings for Reloading (FI-SL)

Use

Using the *Reload* function, you can retrieve archived data from archive files and load the data back into your online system. Use this function as a temporary solution only.



You can reload an archive file as often as required. However, you should exercise caution when reloading because the system does not produce a log telling you whether archive files have already been reloaded into your system. As a result, your system could contain incorrect or duplicated data after reloading.



Data archived before local currency changeover cannot be reloaded.

To reload an archive file, you must enter an existing variant or create a new one. The variant contains the selection criteria for the Special Purpose Ledger summary and line item records that you want to reload.

Range of Functions

When creating the variant to reload archived data, you must make entries for the selection criteria, additional settings, and data records.

Selection Criteria

The selection criteria for the summary records and/or line item records that you want to reload are the ledger, record type, version, local company, global company, fiscal year, and period.

You can enter either single values or value intervals as selection criteria.

The system only reloads data records that meet the selection criteria you enter in the variant.

Enter as many selection criteria as possible to reduce the processing time of the reload program. You should always enter a ledger name and fiscal year.

Additional Settings

If you want to start the reload program in test mode, select *Test run*.

Data is **not** reloaded into your system. The system only reads the selected archive files according to the selection criteria you enter.

Data Records

Specify whether you want to reload summary records and/or line item records.

See also:

[Maintaining Variant for Reloading Archived Data \(FI-SL\) \[Page 131\]](#)

Maintaining Variant for Reloading Archived Data (FI-SL)

1. Choose *Accounting* → *Financial Accounting* → *Special Purpose Ledger* → *Periodic processing* → *Create archive* then *Reload*.
The *Archive Management: Reload Archive* screen appears.
2. Enter a variant name and choose *Maintain*.
The screen *Maintain Variant: Report RGURELSL, Variant <variant name>* appears.
3. In the *Reload setting* area you can define the current type of reload. You can choose whether totals or only line items are to be loaded.
Enter the selection criteria, the additional settings, and data record information, as required.
For more information about the data you enter on this screen, see [Variant Settings for Reloading \(FI-SL\) \[Page 130\]](#).
4. Choose *Back*.
Enter a description for your variant and then save the variant.
To return to the *Archive Management: Reload Archive* screen choose *Back*.
5. Choose *Archive selection*.
The system displays a list of archiving sessions that contain data that has already been archived. (The files that have already been processed by the delete program are displayed here.)
Select the archiving session from which archived data should be reloaded.
6. Enter the start date for the reload program and save your entries.
You return to the previous screen.
7. Enter the spool parameter information for the reload program.
8. To start the reload program choose *Execute*.
To display the status of the jobs you created choose *Job overview* .

Deleting Archived Data (FI-SL)

Deleting Archived Data (FI-SL)

Archived data is normally deleted automatically by the system. However, it might be necessary to start the delete program manually.



You create an archive file and start the archiving program. The data records are copied into the archive files, but the system cancels processing while running the delete program. If this happens, you need to delete the archived data manually.

Procedure

1. Choose *Accounting* → *Financial Accounting* → *Special Purpose Ledger* → *Periodic processing* → *Create archive* then *Delete*.

The *Archive Management: Execute Delete Program* screen appears. On this screen, you schedule the background job for the delete program.

2. To enter the variants for the test and production runs of the delete program, choose *Goto* → *Customizing*.
3. If you want to start the delete program in test mode, choose *Test run*.

In test mode, data records are **not** deleted from the database.

4. Choose *Archive selection*.

The system displays a list of files that contain data that has already been archived for the archiving object.

Select the archive files that you want to delete from your database.

5. Enter the start date for the delete program.
6. Enter the spool parameter information for the delete program.
7. To start the delete program choose *Execute*.

Executing Archive Reports (FI-SL)



Accounts archived **before** a local currency changeover are displayed in the original currency. A translation is **not** carried out in the background.

1. Choose *Accounting* → *Financial Accounting* → *Special Purpose Ledger* → *Periodic processing* → *Create archive* then *Analyze*.

The *Archive Management: Execute Analysis Program* screen appears.

2. To run the archive report online choose *Dialog* in the *Totals and line items in FI-SL* area. To run the archive report in the background, however, choose *Batch* here.



If you have selected a large number of archive files and execute the archive report online, the system could cancel processing with a runtime error because it must select a very large number of data records. We therefore recommend that you restrict the selection criteria you enter.

If you execute the archive reports in the background, you **cannot** drill down from the totals data to the line items.

3. Select the read program or report group that you want to execute.

The read programs and report groups displayed here are those that you generated and/or defined in Customizing for *Special Purpose Ledger*. For more information on this topic, see [Application Customizing \(FI-SL\) \[Page 119\]](#).

4. **If you are executing the report online (*Dialog*):**

- a) Choose *Execute*.

On the following screen, enter the data source information and selection criteria for the report execution.

- b) Choose *Choose data sources* to define whether you want to analyze archived data and/or database data.

To analyze data stored in the database, select *Use database*.

To analyze data stored in archive files, select *Use archives* and choose the archive files from which you want to read data.

- If you choose *Choose archive*, you can select specific archive files from which you want to read data.
- If you choose *All archiv.(on/off)*, you can select **all** archive files that exist for the archiving object displayed in the *Object* field.

- c) To save the data source entries, choose *Continue*.
- d) Enter the selection criteria and key figures for the report execution, as required.
- e) To execute the report online, choose *Execute*.

Executing Archive Reports (FI-SL)

You can save your entries as a variant by choosing *Goto* → *Variants* → *Save as variant*.

5. If you are executing the report in the background (*Batch*):

- a) Enter a variant name and choose *Maintain*.
The *Maintain Variant: Report <Report Name>, Variant <Variant Name>* screen appears.
- b) Enter the data source information and selection criteria for the report execution.
For more information about the data you enter, see step four.
- c) Enter a variant description and then save your variant.
- d) To return to the *Archive Management: Execute Analysis Program* screen, choose *Back*.
- e) Enter the start date for the report execution and the spool parameters and save your entries.
You return to the previous screen.
- f) To run the archive report in the background choose *Execute*.

Archiving Funds Management Data (FI-FM)

Definition

In Funds Management, you can archive and reload:

Description	Archiving Object
Earmarked funds	FM FUNRES [Page 136]
Budget postings	FM BUDHIE [Page 142]
FI postings	FM DOC FI [Page 143]
CO postings	FM DOC CO [Page 144]
Commitment and funds transfers	FM DOC OI [Page 145]

See also:

[Introduction \[Ext.\]](#)

Archiving Earmarked Funds (FI-FM)

Archiving Earmarked Funds (FI-FM)

Definition

You can use the archiving object *FM_FUNRES* to archive the following document types:

- Funds blocking
- Funds reservation
- Funds precommitment
- Funds commitment
- Funds transfer
- Forecast of revenue

Structure

When you use archiving object *FM_FUNRES* you archive data from several tables. You can display the tables using the pushbutton *DB tables*.

The following functions are available for *FM_FUNRES*:

Action	Report
Preprocessing	RFMRESDF <p>The preprocessing program checks whether a document can be archived. If a document can be archived, an archiving indicator is set. The document can then no longer be changed.</p> <p>For more information, see the report documentation.</p>
Archiving	RFMRESWR <p>This program creates archive files and writes data to them. It does not delete the data from the database. Only documents where the archiving indicator has been set are archived (see preprocessing).</p>
Deleting	RFMRESDL <p>The basis for the delete program is always the archive files already created. You can specify in Customizing for archiving objects whether archive files are to be automatically passed to a storage system using Content Management Service after successful processing.</p> <p>The archiving object <i>FM_FUNRES</i> that we deliver is configured so that deletion is automatically triggered when archiving is complete.</p> <p>In Customizing you can, however, configure the archiving object <i>FM_FUNRES</i> so that the delete program is only started as a test run.</p>

Archiving Earmarked Funds (FI-FM)

<p>Reloading</p>	<p>RFMRESRL</p> <p>This program reloads the archived earmarked funds to the database. You can only use the reload program if an archiving session has already been carried out. A complete archiving session is always processed at once.</p> <p>You should take great care when using this program. It is particularly risky reloading documents if the Customizing settings have been changed in the meantime.</p>
<p>Managing</p>	<p>You can use this function to display and analyze object-specific management information.</p> <p>For information on the relevant functions, see call archive session management [Ext.].</p>

Archiving Periods and Criteria (FI-FM)

Archiving Periods and Criteria (FI-FM)

A number of prerequisites must be satisfied before documents no longer required can be archived. The preprocessing program does not set the indicator in the relevant document headers until all the conditions are met. Only the preprocessing program can set the archiving indicator. You cannot make any further changes to the document once the archiving indicator is set. The archiving indicator cannot be removed.

Prerequisites for Setting of the Archiving Indicator

- You must be authorized to archive the document. For more information, see [Earmarked Fund Authorizations \(FI-FM\) \[Page 141\]](#)
- The document must have been completed for a given period of time (retention period) with no changes made in the interim. The term “changes” in this context includes reduction postings.



Information on the document, particularly on when it was last changed and whether the archiving indicator has been set, is in the document header. For detailed document header information, choose *Goto* → *Document header detail* in the document display.

- There must be no dependent documents. For more information, see [Earmarked Fund Dependencies \(FI-FM\) \[Page 140\]](#)

Application Customizing (FI-FM)

Use

As well as basic customizing for archiving, you must stipulate the retention period which the preprocessing program evaluates in the archivability check.



The retention period should be at least three months.

Features

The retention period is the timespan (in calendar months) which must have elapsed between the last change to a document and the preprocessing program or, more precisely, the setting of the archiving indicator.

Activities

Go to the *Funds Management* IMG and maintain the retention period using the step *Define document types*.

Earmarked Fund Dependencies (FI-FM)**Earmarked Fund Dependencies (FI-FM)**

Earmarked funds documents which reference each other, such as where a funds commitment references a funds reservation, must be archived in the same archiving run.

Other documents, such as invoices or purchase orders, which reference the earmarked funds to be archived, must be archived and deleted **before** you archive the earmarked funds themselves.

Earmarked Fund Authorizations (FI-FM)

To archive earmarked fund documents, you must have both the general archiving authorization and authorization for the F_FUNDSRES authorization object, with activity 24 (archiving).

Archiving Budget Postings (FI-FM)

Archiving Budget Postings (FI-FM)

Definition

Budget hierarchy documents from Funds Management (FM) are archived using the archiving object *FM_BUDHIE*.

Structure

You can archive data from different tables using the archiving object *FM_BUDHIE*. From the archiving function you can display the tables affected by pressing the pushbutton *DB tables*.

The following functions are available for archiving object *FM_BUDHIE*:

Function	Description	Report
Archiving	This program archives budget documents for closed fiscal years, generating an archive file. You can set the program up so that the database entries are deleted immediately after archiving.	RFFMAR41
Deleting	This program deletes the database entries of budget documents that have been archived.	RFFMAR44
Reloading	This program reloads the archived budget documents to the database. You should only reload database entries in exceptional cases. For more information, see the program documentation.	RFFMAR45

See also:

[Archiving Funds Management \(FI-FM\) \[Page 135\]](#)

Program documentation **RFFMAR41**

Archiving FI Postings (FI-FM)

Definition

FI postings from Funds Management (FM) are archived using the archiving object *FM_DOC_FI*. These are:

- FI line items
- FI actual line items
- FM postings

Structure

You can archive data from different tables using the archiving object *FM_DOC_FI*. From the archiving function you can display the tables affected by pressing the pushbutton *DB tables*.

The following functions are available for archiving object *FM_DOC_FI*:

Function	Description	Report
Archiving	The archiving program archives the FI postings from FM, generating an archive file. You can set the program up so that the database entries are deleted immediately after archiving.	RFFMAR01
Deleting	The delete program deletes the database entries of the FI postings from FM that have been archived.	RFFMAR04
Evaluating	The evaluation program carries out a sequential evaluation of the archived data. This program is designed for test cases or a small amount of data. Use the archive information system for more comprehensive evaluations.	RFFMAR02
Reloading	The reloading program reloads archived FI postings for FM to the database. You should only reload database entries in exceptional cases. For more information, see the program documentation.	RFFMAR05

Integration

The FI postings in Funds Management are copies of the financial accounting documents. You can not archive FI postings in FM until the corresponding documents in Financial Accounting have been archived using the archiving object *FI_DOCUMNT*.

See also:

[Archiving Funds Management \(FI-FM\) \[Page 135\]](#)

Program documentation **RFFMAR01**

Archiving CO Postings (FI-FM)

Archiving CO Postings (FI-FM)

Definition

CO postings from Funds Management (FM) are archived using the archiving object *FM_DOC_CO*. These are:

- CO line items
- CO actual line items
- FM postings

Structure

You can archive data from different tables using the archiving object *FM_DOC_CO*. From the archiving function you can display the tables affected by pressing the pushbutton *DB tables*.

The following functions are available for archiving object *FM_DOC_CO*:

Function	Description	Report
Archiving	The archiving program archives the CO postings from FM, generating an archive file. You can set the program up so that the database entries are deleted immediately after archiving.	RFFMAR21
Deleting	The delete program deletes the database entries of the CO postings from FM that have been archived.	RFFMAR24
Evaluating	The evaluation program carries out a sequential evaluation of the archived CO postings. This program is designed for test cases or a small amount of data. Use the archive information system (SAP AS) for more comprehensive evaluations.	RFFMAR22
Reloading	The reloading program reloads archived CO postings for FM to the database. You should only reload database entries in exceptional cases. For more information, see the program documentation.	RFFMAR25

Integration

The CO postings in Funds Management are copies of the financial accounting documents. You can not archive CO postings in FM until the corresponding external CO documents have been archived using the archiving object *CO_ITEM*.

See also:

[Archiving Funds Management \(FI-FM\) \[Page 135\]](#)

Program documentation **RFFMAR21**

Archiving Commitment and Funds Transfers (FI-FM)

Definition

Commitment and funds transfers from Funds Management (FM) are archived using the archiving object *FM_DOC_OI*. These are:

- Commitment line items
- Commitment actual line items
- FM postings

Structure

You can archive data from different tables using the archiving object *FM_DOC_OI*. From the archiving function you can display the tables affected by pressing the pushbutton *DB tables*.

The following functions are available for archiving object *FM_DOC_OI*:

Function	Description	Report
Archiving	The archiving program archives the commitment and funds transfers from FM, generating an archive file. You can set the program up so that the database entries are deleted immediately after archiving.	RFFMAR11
Deleting	The delete program deletes the database entries of the commitment and funds transfers from FM that have been archived.	RFFMAR14
Evaluating	The evaluation program carries out a sequential evaluation of the archived commitment and funds transfers. This program is designed for test cases or a small amount of data. Use the archive information system for more comprehensive evaluations.	RFFMAR12
Reloading	The reloading program reloads archived commitment and funds transfers for FM to the database. You should only reload database entries in exceptional cases. For more information, see the program documentation.	RFFMAR15

Integration

The commitment and funds transfers in Funds Management are copies of the financial accounting documents. You can not archive CO postings in FM until the corresponding external MM documents have been archived using the archiving object *FI_DOCUMNT*.

See also:

[Archiving Funds Management \(FI-FM\) \[Page 135\]](#)

Program documentation **RFFMAR11**