

Flexible General Ledger (Pilot Version)



Release 4.6B



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Flexible General Ledger (Pilot Version)

Purpose

The Flexible General Ledger is a type of data storage. The account assignment objects of the Flexible General Ledger are saved in various applications as master data, such as cost center in Cost Center Accounting and profit center in Profit Center Accounting.

The business processes are transacted in the individual applications, and the data is transferred to the Flexible General Ledger. If the cost center is posted in Cost Center Accounting, the data is transferred to the Flexible General Ledger by means of the accounting interface. The Flexible General Ledger runs parallel to the previous general ledger.

You can include the following dimensions in the Flexible General Ledger

- SAP dimensions (such as profit center, cost center, functional area)
- Customer-defined fields (such as region)

These dimensions are then available for planning and reporting use.

Unlike the Special Purpose Ledger, you only need to make minimal changes to the configuration in order to activate the Flexible General Ledger. You can make year-end closings based on period accounting as well as cost of sales accounting.

Implementation Considerations

The current version of the Flexible General Ledger is a pilot version. Whether this version is to be a final solution is presently being discussed. Please note this before implementing the Flexible General Ledger.

SAP can only provide the same support for this pilot version of the Flexible General Ledger as that provided for the Special Purpose Ledger. SAP is also unable to presently make a statement about the further development of the current version. Before implementing the Flexible General Ledger, you should thus check to see if the functions currently provided will meet your future needs.

Before implementation, contact your SAP consultant. Your consultant can tell you how to access the application menu and the Implementation Guide for the Flexible General Ledger.

Features

The Flexible General Ledger contains the following functions.

- The general ledger can be expanded to include SAP fields (such as profit center, cost center) or your own customer fields.
- You can carry out allocations (assessment and distribution) as in the application component Special Purpose Ledger (FI-SL).
- You can carry out as summarization of data (rollup) for reporting as in the application component Special Purpose Ledger (FI-SL).
- You can carry out multidimensional planning (that is, you can use various account assignments/dimensions for planning).
- You can carry out multidimensional reporting (that is, you can use various dimensions for balance lists and financial statements).

Flexible General Ledger (Pilot Version)

- You can use all dimensions of the Flexible General Ledger (business area, profit center, cost center, and so on) as characteristics for the breakdown in the financial statements.
- The cost of sales accounting ledger 0F has been replaced by the Flexible General Ledger. The Flexible General Ledger contains the “functional area” dimension in the standard system

Constraints

The following functions are currently not available:

- No statistical sizes are stored in the Flexible General Ledger. If both an order and a cost center are to be posted at the same time, and if cost center was included in the Flexible General Ledger as a dimension, the statistical cost center is not transferred to the corresponding line item posting in the general ledger. You are thus not able to create reports on the combinations of actual and statistical postings. If the cost center and order are to be stored parallel within a posting, you have to set up Cost Center Accounting or order settlement completely.
- Postings between cost centers in controlling are not automatically entered in the general ledger. Postings to a prior period from controlling to accounting only include the dimensions company code, business area, and functional area. If you include additional account assignment objects of controlling in the Flexible General Ledger (such as cost center), and you then repost these objects within controlling, a reconciliation between the controlling and Flexible General Ledger data will not longer be possible.

Flexible General Ledger Structure

Definition

The Flexible General Ledger can be expanded to include SAP dimensions (such as cost center, profit center) and customer dimensions (such as region). These dimensions are then available for planning and reporting use. A dimension is a single field or column of a database table.

The Flexible General Ledger runs parallel to the previous general ledger. Data is transferred to the Flexible General Ledger via the accounting interface.

Using SAP Dimensions

You decide on which dimensions you want to include in the Flexible General Ledger. These dimensions are fields that are already available in the standard system, such as cost center, profit center, and transaction type.

If you have made the corresponding settings in Customizing, entries are made for these fields in the Flexible General Ledger. To do this, carry out the activity "Select scenarios" in the Flexible General Ledger Implementation Guide.

The following table shows the individual scenarios provided in the standard system along with the fields in which data entries are made, once they are activated.

Scenario	Field Description	Technical name
Account/business area	Account	RACCT
	Business area	RBUSA
Cost of sales accounting	Functional area	RFAREA
	Partner functional area	SFAREA
	Account	RACCT
	Business area	RBUSA
Profit center update	Profit center	PRCTR
	Partner profit center	PRCTR
	Account	RACCT
	Business area	RBUSA
Cost center update	Cost Center	RCNTR
	Sender cost center	SCNTR
	Account	RACCT
	Business area	RBUSA
Preparation for consolidation	Trading partner	RASSC
	Transaction type	RMVCT
	Account	RACCT
	Business area	RBUSA

Flexible General Ledger Structure

Business area consolidation	Trading partner business area	SBUSA
	Account	RACCT
	Business area	RBUSA
Offsetting account update	Trading partner account number	SACCT
	Account	RACCT
	Business area	RBUSA

Using Customer-Defined Dimensions

You can add your own fields to the tables provided in the standard system. In this case, you enhance the database. For more information about this, in the Flexible General Ledger Implementation Guide (IMG) see the "Create enhancements" activity

Additional Information

You can find additional information on the capabilities of the Flexible General Ledger in the Implementation Guide of the Flexible General Ledger.

G/L Documents

Definition

The G/L document contains the line items and is thus a record of the balances in the Flexible General Ledger. The G/L document is a view of the accounting document that contains all account assignments. The G/L document only contains the account assignments or dimensions that are needed for the Flexible General Ledger.

Use

When updating the Flexible General Ledger, you can split documents.

The purpose of document splitting is to transport account assignment objects into document items containing no account assignments. You could, for example, assign the the business area of the expense items to the payable items.

Line items are split, that is, a line from the accounting document is retrieved and several line items are updated in the Flexible General Ledger.

Example: Vendor invoice

Document items in the document entry (financial accounting document):

Posting key	Account	Business area	Amount/USD
40	300000	0001	40,00
40	300000	0002	60,00
31	Vendor A		100,00

Document items in the Flexible General Ledger after document splitting (G/L document):

Posting key	Account	Business area	Amount/USD
40	300000	0001	40,00
40	300000	0002	60,00
31	Vendor A	0001	40,00
31	Vendor A	0002	60,00

Previously, you were not able to keep any independent accounting units in the general ledger (such as fund, profit center) other than company code and business area. This is due to the fact that the profit center, for example, is stored in the cost item of an invoice receipt, but the profit center is no longer contained in the payable item (that is, in the reconciliation account). This is the result of the fact that a payable item is not created for each expense item. With an outgoing payment, the profit center is also no longer available. The profit center could thus not be used as a balancing unit.

This problem could be solved by providing the corresponding offsetting items with the desired account assignments. The offsetting items would thus have to be split based on the number of assignments. For example, the payable side of an invoice is split according to the account assignments on the expense or profit side. The G/L document would thus be expanded to include additional document items.

G/L Documents**Constraints**

Document splitting is a function that only works with G/L documents. It cannot be used for accounting or financial accounting documents.

Activities

The following functions are available in the Flexible General Ledger menu for G/L documents.

- Document display under Document → G/L document
- Document search under Document → G/L document search
- Document archiving under Periodic processing → G/L Documents → Archive

You make the Customizing settings for the document splitting in the Flexible General Ledger Implementation Guide.

Allocation

Use

You can execute an assessment and distribution of amounts from a sender field to a receiver field just like you can in the Special Purpose Ledger (FI-SL) application component (for example, from one cost center to other cost center).

Prerequisites

You have made the Customizing settings for allocation in the Flexible General Ledger Implementation Guide.

Activities

To carry out an allocation, select the following activities in the Flexible General Ledger menu:

- Periodic processing → Allocation → Actual assessment
- Periodic processing → Allocation → Plan assessment
- Periodic processing → Allocation → Actual distribution
- Periodic processing → Allocation → Plan distribution

The procedure for allocation corresponds to the allocation procedure in the application component Special Purpose Ledger (FI-SL). The following is thus a description of the allocation function as contained in the “FI Special Purpose Ledger” documentation. Different than allocation in the Special Purpose Ledger, no distinction is made in the Flexible General Ledger between local ledgers and global ledgers. There are only local ledgers in the Flexible General Ledger.

The Flexible General Ledger is also different from the Special Purpose Ledger in the following ways:

- Only financial accounting document types are valid.
- Only one table (GLFLEXT) is used.
- For the field movement, other table fields play a role.

Allocations: Introduction

Allocations: Introduction

With Special Purpose Ledger's (FI-SL) Allocations, you can allocate plan and actual data using allocation cycles and segments.

What are Allocations?

An allocation is the process of allocating amounts from one organizational element to one or more other organizational elements (for example, from one cost center to other cost centers).

An allocation is normally from one dimension to the same dimension (for example, from one cost center to other cost centers).

With allocations, you can allocate fixed amounts from one object (the sender values) in the FI-SL summary database to another object(s). You can also allocate from sender values and to receiver values based on existing amounts in the FI-SL summary database.



You could allocate amounts based on:

- Head count
- Sales costs

Usually, you allocate using secondary accounts. (Primary accounts are accounts booked from an external business transaction, while secondary accounts are amounts that are allocated.)



You can control the system's interpretation of sender and receiver fields (for example, SBUSA and RBUSA) in Customizing for *Special Purpose Ledger* by choosing *Periodic Processing* → *Allocation* → *Maintain Sender/Receiver Relationship*.

In previous releases of FI-SL Allocations, the basis for allocating to receiver values was referred to as the **allocation basis**. Allocation basis is now called the **tracing factor**.



You can define an authorization check at ledger, cycle and action level when you create, change, display, delete and execute an allocation. Use:
Authorization object **G ALLOCTN**

The complete authorization profile **G_ALLOC_ALL** is delivered with the standard system. This profile is defined in Customizing.

You can define user authorizations in Customizing for *Special Purpose Ledger* by choosing *Tools* → *Authorization Management* → *Maintain Authorizations*.

Allocation Types

Allocation Types

The allocation type determines whether the original sender account is used or whether an assessment account is debited or credited during the allocation.

FI-SL uses the following types of allocations:

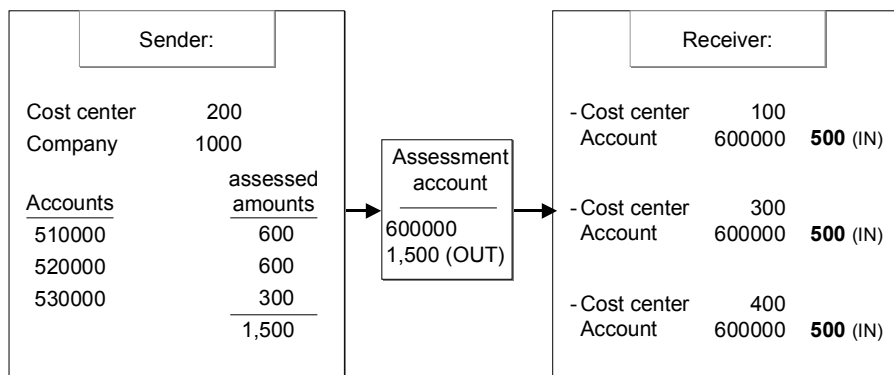
- Actual assessment allocations
- Planned assessment allocations
- Actual distribution allocations
- Planned distribution allocations

Assessments

When you use an assessment allocation, the system writes amounts from the sender(s) to an assessment account; the system then allocates the amounts from the assessment account to the receiver(s) and does **not** allocate from the original sender account.



In the following graphic, the balance of the utilities accounts (510000, 520000, and 530000) for Cost Center 200 (Administration) is accumulated into assessment account 600000.



The allocation would be processed as follows:

1. Assessment account 600000 accumulates the balances of the utilities accounts (510000, 520000, and 530000).
2. Assessment account 600000 equally allocates the balance from the utilities accounts (1,500) to EDP (Cost Center 100), Sales (Cost Center 300), and Marketing (Cost Center 400).
3. The amount 500 is allocated to each of the receiving cost centers in Account 600000.
4. The assessment account 600000 is credited with the amount 1,500.

Allocation Types

The following graphic is an example of an assessment allocation in reporting:

		<u>Before Allocation</u>	<u>After Allocation</u>
Administration (sender)			
Account	510000 (Electricity)	600	600
Account	520000 (Heating)	600	600
Account	530000 (Water)	300	300
Assessment Account	600000 OUT		(1500)
EDP (receiver)			
Account	600000	320	320 + 500 =820
	Allocation IN		500
Sales (receiver)			
Account	600000	320	320 + 500 =820
	Allocation IN		500
Marketing (receiver)			
Account	600000	320	320 + 500 =820
	Allocation IN		500

The allocation uses the assessment account 600000 to equally allocate the balance of the utilities accounts (510000, 520000, and 530000) of Administration (Cost Center 200) to EDP (Cost Center 100), Sales (Cost Center 300) Marketing (Cost Center 400), within assessment account 600000.

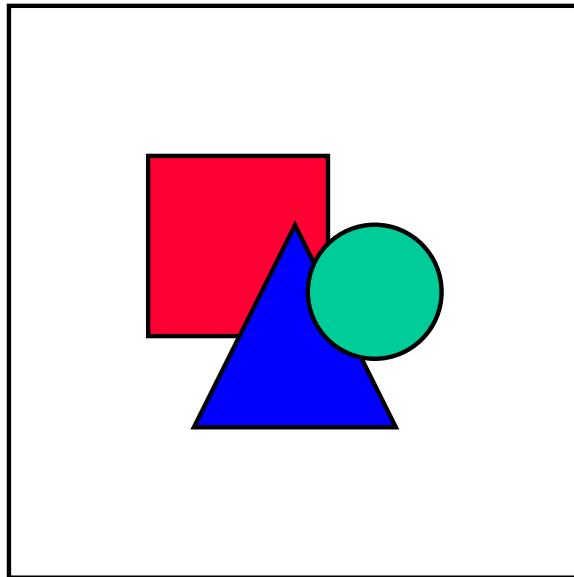
FI-SL supports the following types of assessments:

- Actual assessments (actual data)
- Planned assessments (plan data)

Distributions

When you use a distribution allocation, you allocate the balance(s) from the original sender(s) to the receivers. The **original** sender account is credited with the allocation.

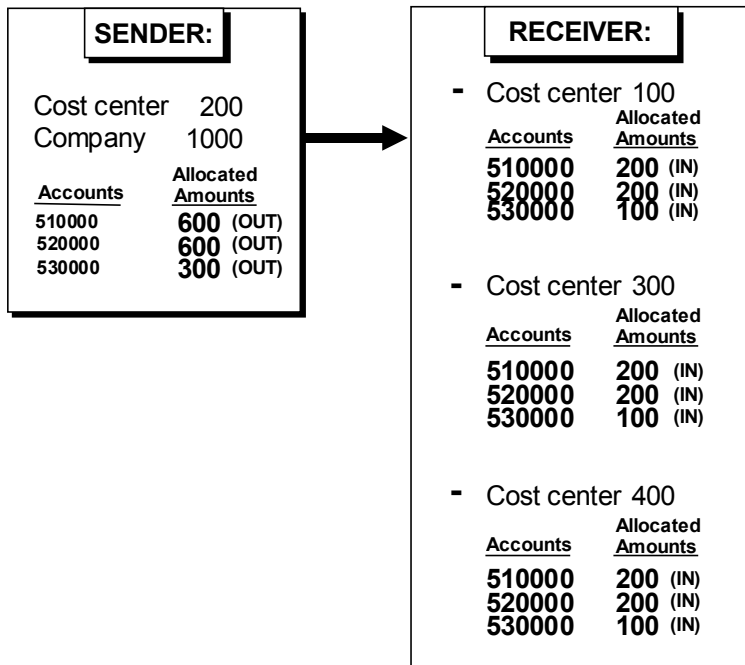
Allocation Types



Usually, you use distribution allocations when you want to update detailed records for the original primary account during the allocation.



In the following graphic, the sender is all data records for Administration (Cost Center 200) in Company 1000, for Accounts 510000 (Electricity), 520000 (Heating), and 530000 (Water).



The allocation would be processed as follows:

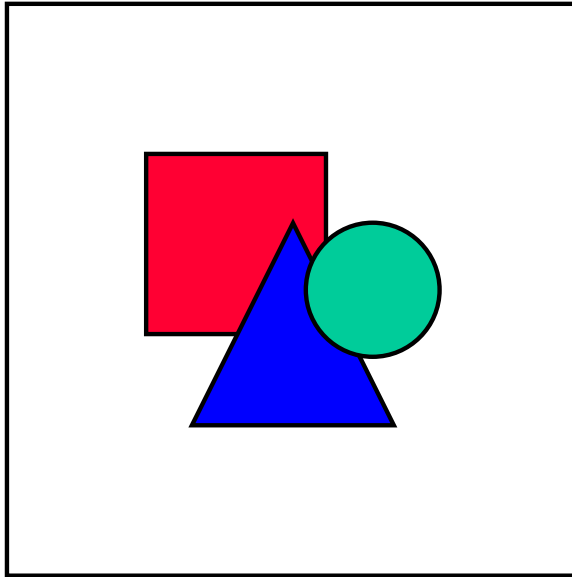
1. The sender equally allocates the total amount 1,500 from its utilities accounts (510000, 520000, 530000) to EDP (Cost Center 100), Sales (Cost Center 300), and Marketing (Cost Center 400).
2. The amount 500 is charged to each of the receiving cost centers in Accounts 510000, 520000, and 530000 (the original account is therefore retained).
3. The amount 1,500 is allocated from Accounts 510000, 520000, and 530000 in Administration (Cost Center 200).

The following graphic is an example of a distribution allocation in reporting:

	<u>Before Allocation</u>	<u>After Allocation</u>
Administration (sender)		
Account 510000 (Electricity)	600	(0)
Account 520000 (Heating)	600	(0)
Account 530000 (Water)	300	(0)
Allocation OUT		(1500)
EDP (receiver)		
Account 510000 (Electricity)	120	120+200=320
Account 520000 (Heating)	100	100+200=300
Account 530000 (Water)	100	100+100=200
Allocation IN		500
Sales (receiver)		
Account 510000 (Electricity)	120	120+200=320
Account 520000 (Heating)	100	100+200=300
Account 530000 (Water)	100	100+100=200
Allocation IN		500
Marketing (receiver)		
Account 510000 (Electricity)	120	120+200=320
Account 520000 (Heating)	100	100+200=300
Account 530000 (Water)	100	100+100=200
Allocation IN		500

Administration (Cost Center 200) uses a distribution allocation to allocate the amount 1,500 from its utilities accounts (510000, 520000, 530000) to the utilities accounts in EDP (Cost Center 100), Sales (Cost Center 300), and Marketing (Cost Center 400).

Allocation Types



Since allocations are stored in separate records, you can view database amounts from before and after the allocation.

FI-SL supports the following types of distributions:

- Actual distributions (actual data)
- Planned distributions (plan data)

Allocation Rules

You can use different rules for performing an allocation. The allocation rule, along with the allocation type, determines how an amount is to be allocated.

Sender Allocation Rules

You can use the following rules for allocating data for sender values:

- **Posted balance**

The posted balance (amount) stored in database records for the sender is posted to the receiver(s).

- **Fixed amount**

A specific fixed amount is allocated from the sender, independent of the balance of the sender(s).

When you allocate data using fixed amounts:

- You can allocate a specific, fixed amount from each sender.
- Allocated amounts can be in any currency.

The same amount is allocated from the sender(s) each time the allocation cycle is executed. The allocated amount does not depend on the current balance of the sender.

- **Fixed rate**

You determine a fixed rate (price) for each unit of the receiver tracing factor.

When you allocate data using fixed rates:

- The sender is not credited with a specific amount (unlike with fixed amounts). The sender is credited with the amount that results from multiplying the fixed rate with the total of the respective receiver tracing factors. This sender value is then allocated to the receiver(s) according to the receiver tracing factor.
- The receiver is debited with an amount that results from multiplying its tracing factor by the sender fixed rate.



The cost center CANTEEN allocates a fixed amount to the cost centers PERSON 1, PERSON 2, and PERSON 3. The receiver tracing factor is the statistical key figure 'Employee'.

The number of employees in cost centers PERSON 1, PERSON 2, and PERSON 3 is 50, 100 and 150 respectively (total = 300).

The sender allocation rule is a **fixed rate** of 5.50 USD/Employee.

The allocation is performed as follows:

Sender: CANTEEN : 5.50 USD/Employee * 300 (total employees) = -1650 USD

Receiver: PERSON 1: 5.50 USD/Employee * 50 (total employees) = +275 USD

Allocation Rules

Receiver: PERSON 2: 5.50 USD/Employee * 100 (total employees) = +550 USD

Receiver: PERSON 3: 5.50 USD/Employee * 150 (total employees) = +825 USD

When you define the allocation rule for the sender, you can also determine what percentage of the sender balance should be credited with the allocation amount.



The balance in the sender(s) is 50,000. The fixed amount to be allocated is 20,000. You define a percentage of 50% to be credited to the sender(s). The amount 10,000 is credited to the sender(s); the balance of the sender(s) is now 40,000.

You usually only define a percentage for the sender balance when using sender allocation rule 1 (posted balances).

You can also allocate data using sender control. With sender control, the system writes the balance from the sender control values to another sender(s). The system then allocates from the balance of the sender(s).



You want to credit an allocation to sender accounts 501000 through 502000. However, you want to allocate from the balance of accounts 601000 through 602000. To define this on your system, you would:

1. Use the posted balance allocation rule for the sender.
2. Define your sender with accounts 501000 through 502000.
3. Define your sender values with accounts 601000 through 602000.

The system then distributes the balances of accounts 601000 through 602000, but posts these as a credit to accounts 501000 through 502000.

Receiver Allocation Rules

You can use the following rules for allocating data for receiver values:

- **Variable portions**

A variable portion is allocated to each receiver, based on values found in the FI-SL summary database (which is used as the basis for the allocation).

To create an allocation with variable portions, you use receiver control. When you use receiver control, you allocate dimensions and values using variable portions as the tracing factor. You can enter specific values or a set for the dimension values.

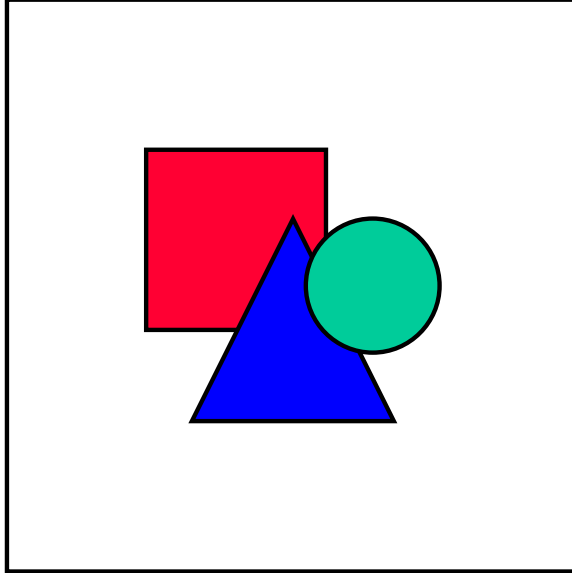


You could define an allocation so that the system checks the headcount of the cost centers in the receiver(s) to determine how the amount from the sender(s) should be allocated. Using variable portion values, the system checks the summary database records for the headcount in EDP (Cost Center 100), Marketing (Cost Center 300), and Sales (Cost Center 400) before allocating from the sender.

The following graphic shows how the system would process a dynamic allocation that uses:

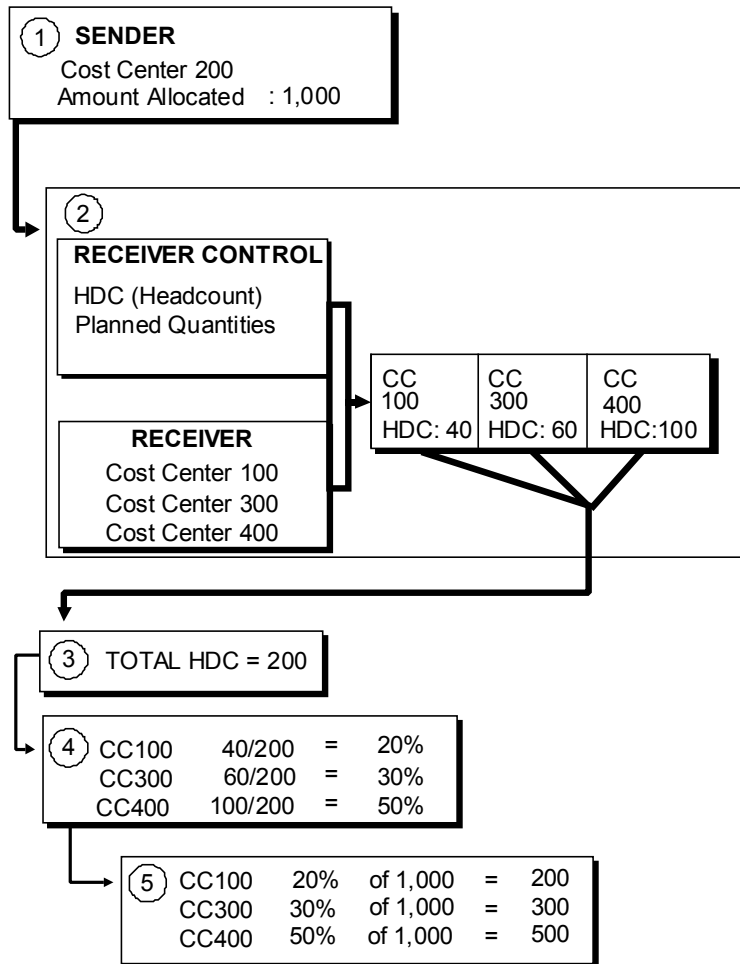
Allocation Rules

- Sender (cost center 200)
- Receiver (cost centers 100, 300, and 400)
- Variable portions (HDC for headcount)



This example assumes that the headcount was entered in the system by cost center (for example, as the statistical key figure "Employees").

Allocation Rules



When allocating amounts using variable portions, the system:

1. Checks the database summary records of the sender(s) to determine the amount to be allocated.



The system checks the database summary records for the Administration cost center. The amount is 1,000; this is the total amount to be allocated.

2. Checks the database summary records (as defined by the variable portion values) to determine the tracing factor.



The system checks the database summary records for headcount in the EDP, Marketing, and Sales cost centers. The amounts are:

EDP (100)	40
-----------	----

Allocation Rules

Sales (300)	60
Marketing (400)	100

3. Totals the database summary records of the variable portion amounts (the tracing factor).



The system totals the database summary record amounts for headcount in EDP, Marketing, and Sales. The total headcount is 200.

4. Divides each variable portion's database summary record amount(s) by the **total** database summary record amount to determine a percentage for each variable portion value.



The system divides each of the receiving cost center's amounts by 200. The percentages are:

EDP (100)	$40/200 = 20\%$
Sales (300)	$60/200 = 30\%$
Marketing (400)	$100/200 = 50\%$

5. Uses each variable portion's percentage to allocate a percentage from the total allocated amount to the receiver(s).



The receiving cost centers receive a percentage of the allocated amount according to the above calculations. The percentages are:

EDP (100)	20% of 1000 = 200
Sales (300)	30% of 1000 = 300
Marketing (400)	50% of 1000 = 500

- **Fixed amount**

A specific fixed amount is allocated to each receiver. The amount credited to the original sender or assessment account is the sum of the receiver's fixed amounts and is also dependent upon the sender allocation rule.

When you allocate data using fixed amounts:

- You can allocate a specific, fixed amount to each receiver.
- Allocated amounts can be in any currency.

Allocation Rules

- The total of allocated fixed amounts are credited to the sender according to the sender allocation rule.

The same fixed amount is allocated to the receiver(s) each time the allocation cycle is executed.


- **Fixed percentage**

A fixed percentage is allocated to each receiver, based on the amount to be allocated from the sender(s). You can define the percentage that should be allocated to each receiver. This percentage cannot be over 100%.

When you allocate data using fixed percentages:

- You can allocate a specific, fixed percentage to each receiver.
- The system calculates the allocated amounts based on the percentage you entered for each receiver and sender value.
- The credit to the sender or the assessment account is based on the amount available to be allocated from the sender(s) (sender allocation rule).

The same percentage is allocated to the receiver(s) each time the allocation cycle is executed. If you enter less than 100%, the sender is only credited with the percentage amount that you enter. The sender base is always 100%.



Sender Amount:	1000
Receiver Values:	
Cost Center 100	10%
Cost Center 200	10%
Cost Center 300	50%
Result:	
Cost Center 100	100
Cost Center 200	100
Cost Center 300	500

300 remains in the sender balance.

- **Fixed portion**

Fixed portions are allocated to the receiver(s). The fixed portion rule processes allocations in the same way as the variable portion rule, except that with fixed portions, **you** determine the portion to be allocated.

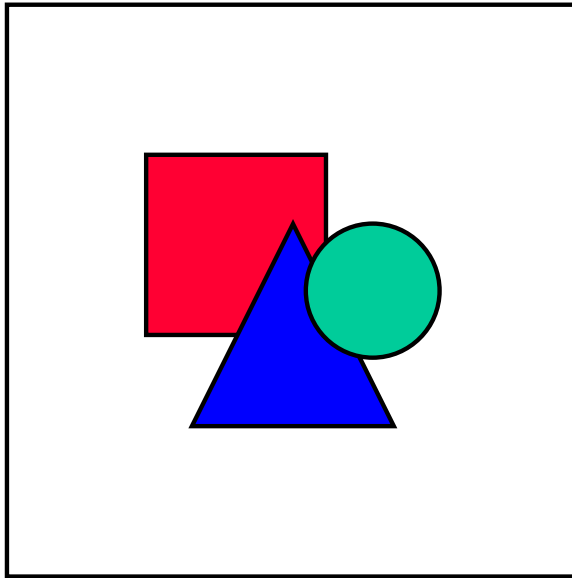
Allocation Cycles

In the FI-SL System, you enter an allocation as a cycle. An allocation cycle consists of one or more allocation segments that are processed together.

An allocation cycle consists of the following parts:

- **Cycle header data**

The cycle header data contains data that is valid for all segments in the allocation cycle, such as the cycle starting date, the cycle end date, the field groups for allocating (quantities and/or transaction currency), handling of negative values in the receiver bases, and user-defined selection criteria (for example, company code and version).



The local company code or the global company must be entered as a single value because it is not possible at present to perform a cross-company code or cross-global company allocation.

- **Segments**

An allocation cycle consists of one or more segments. Segments consist of the segment header data, sender and receiver values, sender control values, and the tracing factor.

Processing Allocation Cycles

You can process allocation cycles:

- **Iteratively**

When you process an allocation cycle iteratively, the result of one segment is then used by the other segments and processed further. This means, for example, that a cost center that is used as the receiver in one segment can be used again in another segment as the sender. The system continues to process the segments until all senders are completely credited.

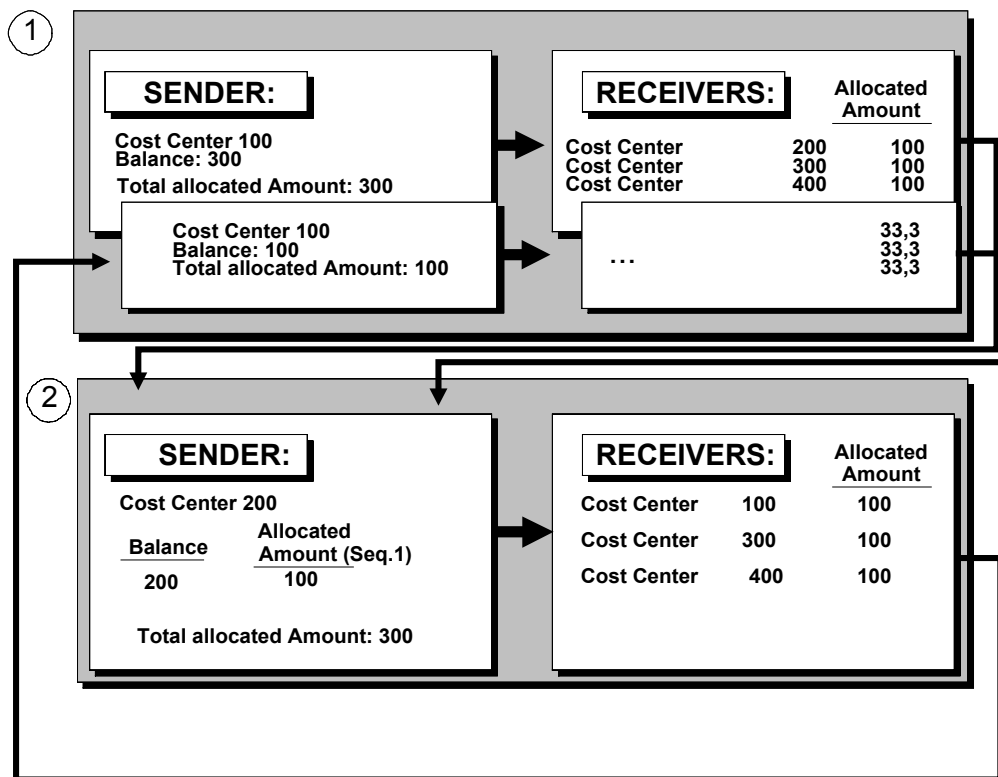
Allocation Cycles

- **Non-iteratively**

When you do **not** process an allocation cycle iteratively, each segment in the cycle is processed independently of the other segments in the cycle. The result of one segment is not used by the following segments.

Processing Cycles Iteratively

The following graphic shows an allocation cycle with allocation segments that are processed iteratively. The result of a segment is used by the next segment in the allocation cycle. Segments in this cycle are not processed independently of each other, and the order of the segments is irrelevant to the allocation results.

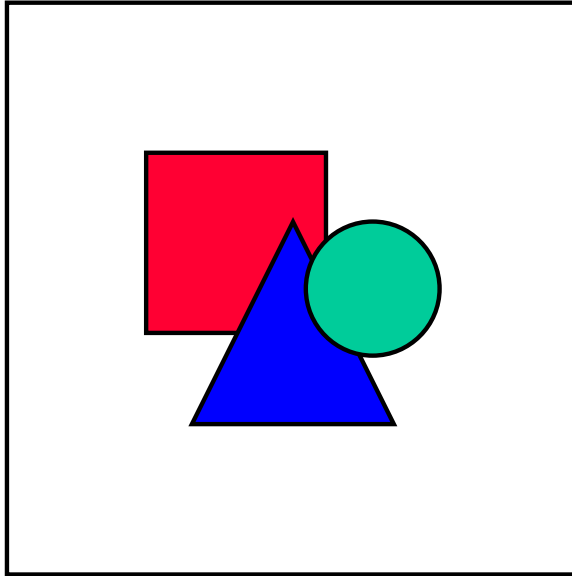


In this example, you allocate amounts from Cost Centers 100 (EDP) and 200 (Administration). These cost centers also allocate costs to each other; therefore, the allocation cycle is processed iteratively:

- Segment 1: The balance of Cost Center 100 (EDP) from Company 1000 is allocated to Cost Centers 200 (Administration), 300 (Sales), and 400 (Marketing).
- Segment 2: The balance of Cost Center 200 (from segment 1) in Company 1000 is allocated to Cost Centers 100 (EDP), 300 (Sales), and 400 (Marketing).

Allocation Cycles

The balance of Cost Center 100 from segment 2 is then allocated again to Cost Centers 200, 300, and 400 in segment 1. The allocation cycle is processed until the balance of all senders is zero.



When you process an allocation cycle iteratively, the system processes the segments until all senders have the balance **0**. If your allocation is defined so that two or more senders/receivers in a cycle completely allocate in a non-solvable relationship, the system will end processing and display an error.

Processing Cycles Non-Iteratively

You can also process segments within an allocation independently of each other. When you process an allocation cycle in this way, each segment in the cycle is processed independently of the other segments in the cycle, in the segment order defined in the cycle. The values allocated from previous segments are not used by the following segments in the allocation cycle. The order of the segments in the cycle is irrelevant to the allocation results.



You define one segment in an allocation cycle. In this segment, Cost Center 100 (EDP) allocates to Cost Center 200 (Administration); in segment 2, Cost Center 300 (Sales) allocates to Cost Center 400 (Marketing).

Allocation Segments

Allocation Segments

Within a cycle, you can define one or more segments. An allocation segment consists of the following parts:

- **Header Data**

The segment header data contains information that is valid for the complete segment. Header data contains information such as the allocation rule for the sender and receiver values.

The allocation rule determines how data should be allocated. For more information about allocation rules, see [Allocation Rules \[Page 21\]](#).

The header data also determines the sender and receiver values for the segment.

- **Sender Control Data**

If you specified a sender allocation rule for:

- Fixed amounts, you enter the amounts that should be allocated from each sender.
- Posted amounts, you can enter sender control values (if desired)
- Fixed rates, you determine a rate (price) for every sender for each unit of the receiver tracing factor

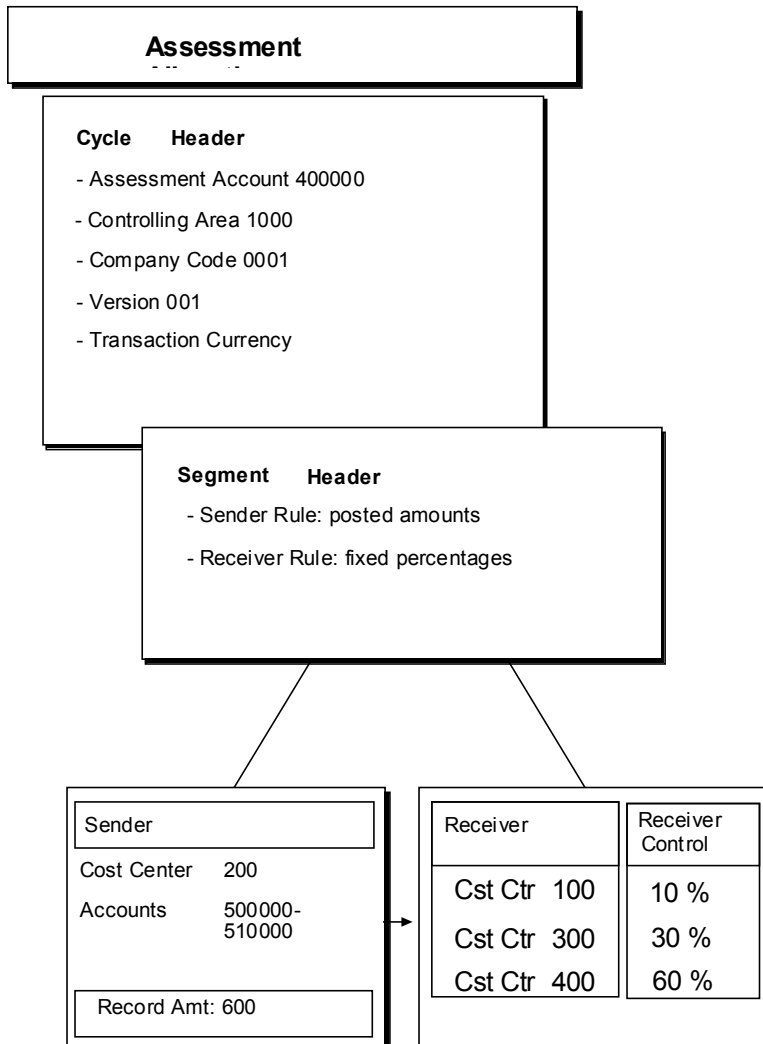
- **Tracing Factor**

If you specified:

- Variable portions, you enter the variable portion values for the receiver(s).
- Fixed amounts, you enter the fixed amounts that should be allocated to each receiver.
- Fixed percentages, you enter the fixed percentages (not more than 100%) that should be allocated to each receiver.
- Fixed portions, you enter the fixed portions (can be more than 100) that should be allocated to each receiver.

The tracing factor also determines in which field group (transaction currency, local currency, group currency, or quantities) data should be allocated and how negative values in the receiver(s) should be handled if you specified variable portions.

The following graphic is an example of a simple allocation segment.



In this example:

- The **allocation type** is an assessment; therefore, the allocated amount from the sender (accounts 500000-510000) is accumulated into an assessment account (400000).
- The **cycle header** (1) contains Controlling Area 1000, Company Code 0001, and Version 001. In addition to the local and group currency which are always usually allocated, the transaction currency should also be allocated.
- The **segment header** (2) contains the allocation rule for allocating data from Administration (Cost Center 200); this allocation rule uses posted amounts for the sender and fixed percentages for the receivers.
- The **sender** (3), or source of the allocation, consists of all existing data records for Administration (Cost Center 200), Accounts 500000 through 510000.

Allocation Segments

- The **receivers** (4) of the allocation are EDP (Cost Center 100), Sales (Cost Center 300), and Marketing (Cost Center 400).
- The **tracing factor** (5) is the percentages that are assigned to the receiver values (Cost Center 100: 10%; Cost Center 300: 30%; and Cost Center 400: 60%).

Allocation Selection Criteria

You can determine the selection criteria for allocating data, using:

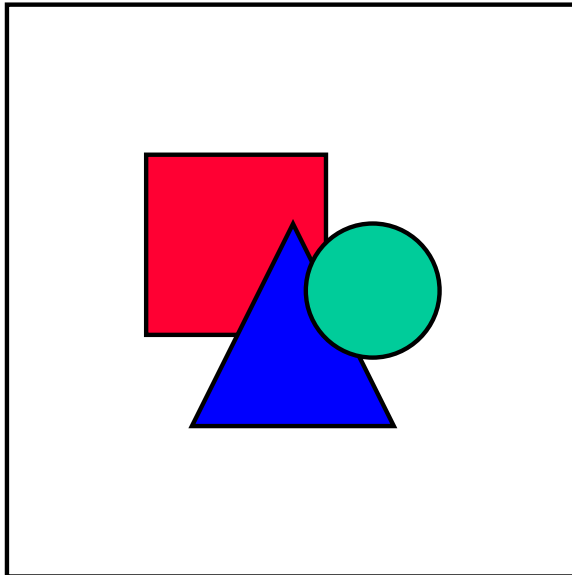
- **Values**

You can allocate from and to specific values and/or ranges of values.

- **Sets**

You can allocate from a sender and/or to a receiver using sets. You can use basic and single-dimension sets as selection criteria for allocation data. For more information about creating sets, see [Set Creation \[Ext.\]](#).

For each selection criteria dimension (for the sender, receiver, sender control, and tracing factor), you can enter a value, a range of values or a set name to define the values that should be used in the allocation.



In Customizing for *Special Purpose Ledger*, you can further define the fields that are allowed as sender, receiver, sender control, and tracing factor fields. You can also determine:

- Which fields must be the same within a segment.
- Which fields can be used for receivers, senders, sender control, and/or tracing factor.
- If fields defined in the cycle header can be changed in the cycle's segments.
- Whether a user can enter a value, a range of values, and/or a set name for a field.

For more information, refer to the activities under *Allocation* in the Implementation Guide (IMG) for *Special Purpose Ledger*.

Allocation Selection Criteria

Rules for Selection Criteria Values

There are special rules for using values for different dimensions of a segment:

1. Dimensions that are the same (for example for senders and receivers) only need to be entered once in the sender selection criteria, since they will be inherited. For more information about inherited dimensions, see [Allocation Dimensions \[Page 35\]](#).
2. If you do not enter a dimension as selection criteria, the dimension is not included in the data records for the allocation cycle and the data is summarized for this dimension. For undefined dimensions, the system will select all values.
3. If you enter selection criteria for sender control, there must be an **n:1** relation between the sender control and sender.



You enter a value of **400010** for the sender dimension Account. You then enter a range of values **800000** to **810000** for the sender control dimension Account. You **cannot** enter more than one value for the sender dimension Account.

4. In iterative processing, the system will allocate back to the sender if a dimension value is the same in the sender as it is in the receiver.



The sender value is **400000** for the dimension Account. The receiver values are **400000** for the dimension Account and **110** and **120** for the dimension Cost Center. Segment processing will result in an endless loop because the receiver continues to reallocate back to the sender value **400000**.

5. The following rules control the use of set values, if you use sets as selection criteria for your dimensions:
 - a) You cannot use a variable in a set used in an allocation.
 - b) To select or allocate all data records for a dimension, use the *Insert all values* function (in set maintenance under *Edit* → *Insert all values*). The system uses data records for **all** values in the dimension and creates data records for **all** values.
6. If a dimension is not defined, all data records for this dimension are selected; however, the initial value of the dimension is summarized in the created sender and receiver data records.

If all values for a dimension are selected (for example, using a range of values or the set value *All values*), all data records for the dimension are selected and sender and receiver data records are created for **every** field value (the dimension will **not** be summarized).

For more information about creating sets, see [Set Creation \[Ext.\]](#).

Allocation Dimensions

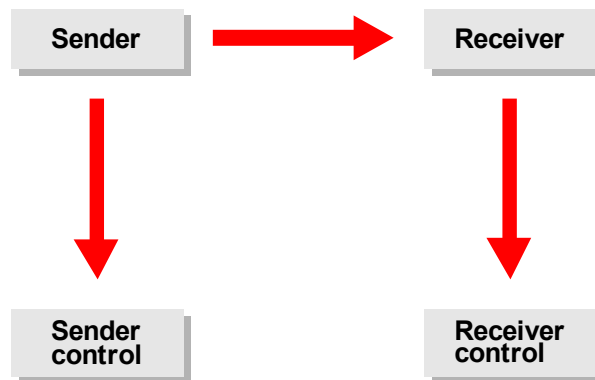
Dimensions are very important when defining your allocation cycle. Depending on how you use dimensions in your sender and receiver, your allocation cycle can be processed in different ways. Allocation dimensions are referred to as follows:

- Inherited dimensions: Dimensions that are automatically transferred from:
 - A sender to a receiver and/or from a sender to sender control
 - A receiver to tracing factor
- Distribution dimensions: Dimensions from the receiver to which you allocate percentages and/or amounts.
- Fixed dimensions: Dimensions that contain **exactly** one value; these dimension values are then written in a receiver data record.

Inherited Dimensions

Dimensions that are automatically transferred from a sender to a receiver or to sender control, or from a receiver to tracing factor, are called inherited dimensions. Dimensions are inherited as follows:

- Cycle dimensions (for example, company code) entered on the *Create <Allocation Type>: Initial and Header* screens are automatically inherited by the segments in the allocation cycle. Within the individual segments, you can overwrite these dimension values as needed.
- Segment dimensions are inherited as follows:



- Sender control and receiver dimensions are inherited from the sender.
- Tracing factor dimensions are inherited from the receiver.

Allocation Dimensions



- *A dimension is defined in the sender, but not in the sender control or receiver:*
The sender contains values **500000**, **510000**, and **520000** for the dimension Account and the values **10** and **20** for the dimension Plant. Selection criteria for the dimensions Account and Plant are not defined in the receiver; therefore, the receiver inherits the values **500000**, **510000**, and **520000** for the dimension Account and the values **10** and **20** for the dimension Plant.
- *A dimension is defined or inherited in the receiver, but not in the tracing factor:*
From the sender, the receiver inherits the values **500000**, **510000**, and **520000** for the dimension Account and the values **10** and **20** for the dimension Plant. Selection criteria for the dimensions Account and Plant are not defined in the tracing factor; therefore, the tracing factor inherits the values **500000**, **510000**, and **520000** for the dimension Account and the values **10** and **20** for the dimension Plant.

If you want:

- Your sender control to use some of the dimensions that are defined in your sender (but not all), only define the dimensions that you do **not** want the sender control to inherit from the sender.
- Your receiver to use some of the dimensions that are defined in your sender, only define the dimensions that you do **not** want the receiver to inherit from the sender.
- Your tracing factor to use the same dimensions that are defined or inherited in your receiver, you do not have to define the dimensions in your tracing factor.

If you want to allocate from one value in a dimension to the **same** value in the dimension, you should **not** define the value for your receiver. You should allow the value to be inherited from the sender.



If you want to allocate from plant 10 and cost center 100 (sender) to cost centers 200 and 300 for plant 10 (receiver), and from plant 20 and cost center 100 (sender) to cost centers 200 and 300 for plant 20 (receiver), you should not define the dimension Plant in your receiver; you should allow the values to be inherited from the sender.

The allocation is then:

From:	To:
Plant 10, Cost Center 100	Plant 10, Cost Center 200
	Plant 10, Cost Center 300
Plant 20, Cost Center 100	Plant 20, Cost Center 200
	Plant 20, Cost Center 300

Allocation Dimensions

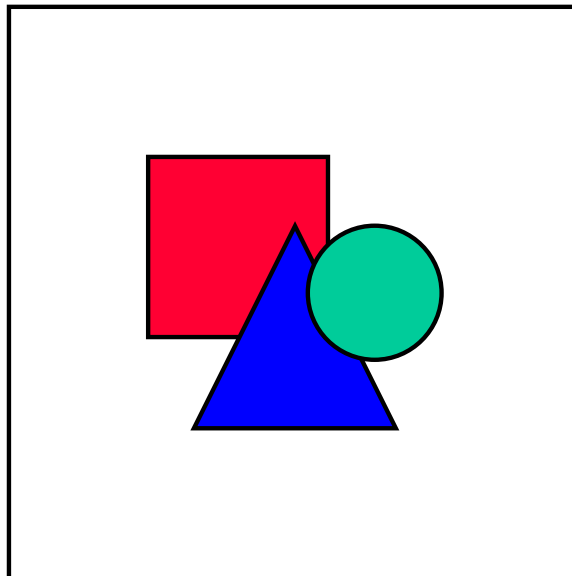
If you want to allocate from one value in a dimension to other values in the dimension, you must define the values in your receiver. The value is not inherited from the sender.



If you want to allocate from plant 10 and cost center 100 (sender) to cost centers 200 and 300 for plants 10 and 20 (receiver), and from plant 20 and cost center 100 (sender) to cost centers 200 and 300 for plants 10 and 20 (receiver), you should define the dimension Plant (10, 20) in your receiver.

The allocation is then:

From:	To:
Plant 10, Cost Center 100	Plant 10, Cost Center 200
	Plant 10, Cost Center 300
	Plant 20, Cost Center 200
	Plant 20, Cost Center 300
Plant 20, Cost Center 100	Plant 10, Cost Center 200
	Plant 10, Cost Center 300
	Plant 20, Cost Center 200
	Plant 20, Cost Center 300



If you do not define a dimension in the receiver and/or sender control, the values from the sender are automatically inherited. All dimensions in the cycle header are usually distributed to all segments.

Distribution Dimensions

The distribution dimension defines to which dimensions data is distributed. If you define more than one dimension as selection criteria for receiver(s), you need to instruct the system from

Allocation Dimensions

which receiver values it should allocate data. You can specify more than one distribution dimension for the receiver.

If you use the fixed amount or fixed portion allocation rule for your receiver(s), and more than one dimension is defined for the receiver, you must specify for which dimension(s) you want to enter receiver values.



You enter the following receiver selection criteria for the dimensions Plant and Cost Center.

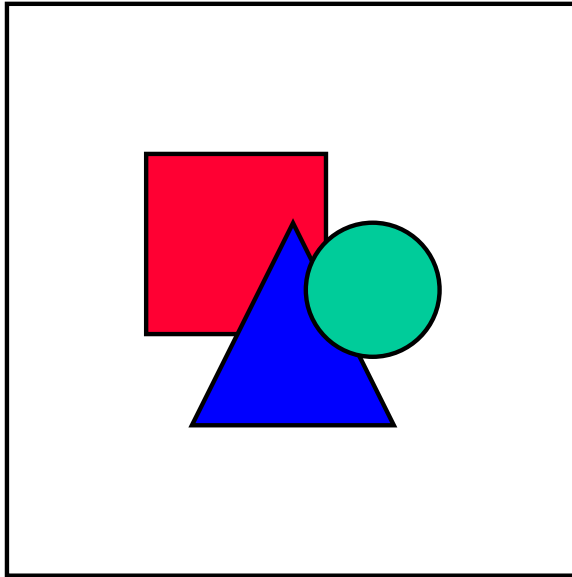
Plant	Cost Center
10	100
20	300
	400

If the distribution dimension is Plant, you can enter amounts or portions for Plants 10 and 20 (for Cost Centers 100, 300, 400).

If the distribution dimension is Cost Center, you can enter amounts or portions for Cost Centers 100, 300, and 400 (for Plants 10 and 20).

If the distribution dimensions are **both** Cost Center and Plant, you can enter amounts or portions for the following combinations:

- Cost Center 100/Plant 10
- Cost Center 100/Plant 20
- Cost Center 300/Plant 10
- Cost Center 300/Plant 20
- Cost Center 400/Plant 10
- Cost Center 400/Plant 20



When you select a distribution dimension, you do not change the amount or portion that is allocated. You only determine to which values data will be allocated.

If there is only one dimension defined for the receiver, that dimension automatically becomes the distribution dimension.

Fixed Dimensions

A fixed dimension is any dimension that contains **exactly** one value in the receiver. This value always appears in the data records for the receiver of the allocation.

Allocation Data Records

Allocation Data Records

Allocated amounts are stored in the FI-SL summary database as separate data records. Since allocated data is stored as separate data records, you can view actual or plan data with or without the allocated amounts. For more information about displaying actual data records, see [Displaying an Actual Document \[Ext.\]](#) . For more information about displaying plan data records, see [Displaying Plan Values \[Ext.\]](#) .

Tips for Optimizing System Runtime

This section contains important advice and recommendations on how to optimize the performance and runtime of your system when you work with allocations.

- You should only use more than fifty segments in an allocation cycle if absolutely necessary because system runtime increases considerably if you process more than fifty segments in an allocation.
- In an allocation cycle, you should try to minimize the set of data to be selected from the database. The system determines the smallest and greatest value for each dimension in the cycle and selects data for this interval from the database.



Segment 1 distributes account 100000

Segment 2 distributes account 900000

In this example, the system would select all accounts between 100000 and 900000, although you only want to distribute data for two accounts. System processing time would be very poor. It is therefore advisable to create several cycles with a relatively limited set of data (for example, one cycle that processes all accounts in the interval 400000 through 499999).

- You should only set the *Iterative* indicator if the allocation cycle is one that should actually be processed iteratively.

Overview of the Allocations Process

Overview of the Allocations Process

To use the allocations software, you must complete the following tasks:

1. During your initial system setup:
 - Determine the structure for your allocations.

When you determine the structure for your allocations, you need to determine the dimensions (and corresponding values) from and to which you want to allocate.
 - Maintain the field usage for the allocation.

In *Customizing for Special Purpose Ledger*, you must define the fields that can be used for assessment and distribution allocations.
 - Define the allocation field group information, data fields, text for the data fields, and allocation system information, if necessary. You only need to maintain this information in exceptional cases.
 - Check all your allocation configuration settings using the ABAP program RGALLOC4.

You only need to complete this step once. For more information about defining your initial system setup for allocations, see the activities under *Allocation* in the Implementation Guide (IMG) for *Special Purpose Ledger*.
2. Create the sets that you want to use for the allocation, if required.

You can allocate using fixed values and/or you can use sets to determine the sender(s) and receiver(s) of an allocation; you can also use a set to determine the basis of an allocation. When you define allocation segments, you can enter set names for the sender, receiver, sender values, and tracing factor selection criteria.
3. Create the allocation cycle.

You create an allocation cycle in the following steps:

 - Define cycle header information.

When you create the allocation cycle, you define information for all segments contained in the cycle.
 - Define the allocation segments in the allocation cycle.

When you create an allocation cycle, you define information for one or more allocation segments. You define the rules for allocating from the sender(s) and the selection criteria for the sender(s) and receiver(s).

For more information, see [Creating Allocation Cycles \[Page 44\]](#) .
4. Execute the allocation.

You can execute an allocation cycle in online or background processing.

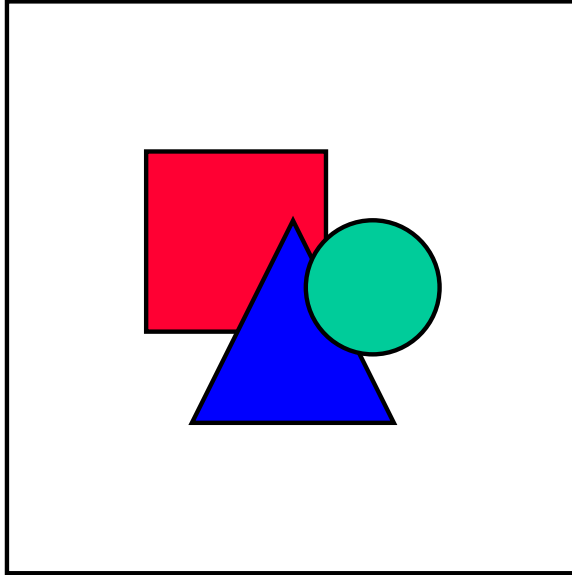
The system:

 - Accesses data records to be used for the allocation, according to the selection criteria defined in the sender.
 - Allocates the data according to the allocation type (assessment or distribution) and the allocation rule.

Overview of the Allocations Process

- Writes data records for the allocation.
- Writes a list of the allocation results and errors (if the allocation process included errors).

For more information, see [Executing Allocation Cycles \[Page 62\]](#) .



Beginning with Release 4.0A, the maintenance and execution functions for allocation cycles have changed.

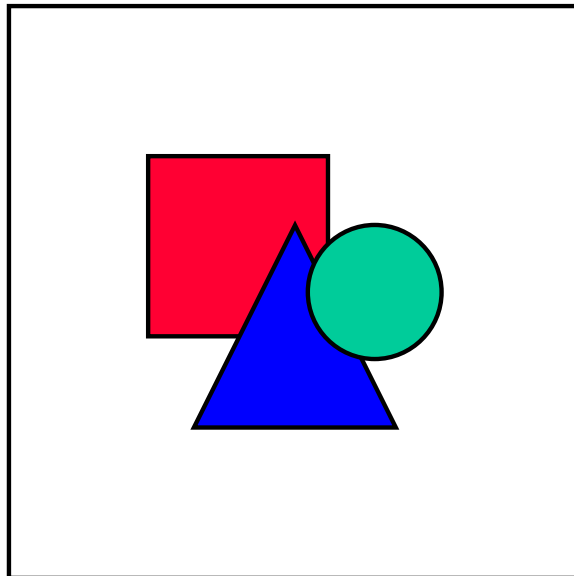
For more information about these changes, see the *Definition of Periodic Allocations* documentation in the R/3 Library (under *Controlling* → *Cost Center Accounting* → *Actual Postings and Allocations* → *Period-End Closing: Periodic Allocations*).

Creating Allocation Cycles

Creating Allocation Cycles

An allocation is the process of allocating amounts from one organizational element, such as an account, to one or more other organizational elements, such as cost centers.

You define allocations in cycles in the FI-SL System. Every cycle consists of one or more segments. Within each segment, you define the sender and receiver for the segment, as well as the rules for allocating data.



Beginning with Release 4.0A, the maintenance and execution functions for allocation cycles have changed.

For more information about these changes, see the *Definition of Periodic Allocations* documentation in the R/3 Library (under *Controlling* → *Cost Center Accounting* → *Actual Postings and Allocations* → *Period-End Closing: Periodic Allocations*).

This section explains how to create allocation cycles and segments for:

- Actual assessments
- Planned assessments
- Actual distributions
- Planned distributions

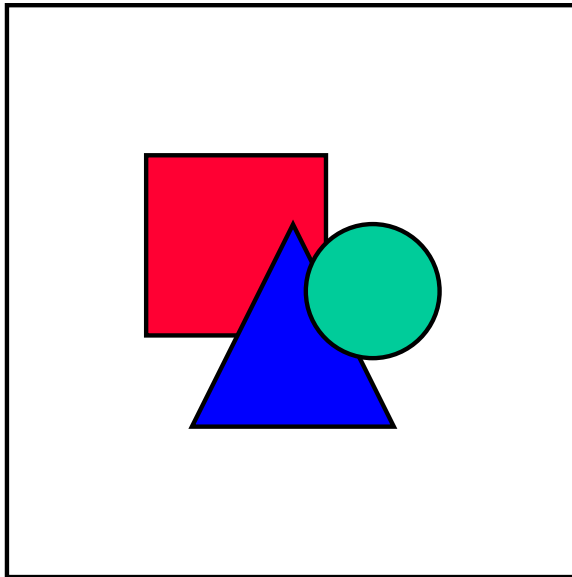
To create an allocation cycle:

1. Choose *Accounting* → *Financial accounting* → *Spec. Purpose Ledger*, then *Periodic Processing* → *Allocation* →
 - *Actual assessment* → *Create* (for actual assessments), or
 - *Planned assessment* → *Create* (for planned assessments), or
 - *Actual distribution* → *Create* (for actual distributions), or

Creating Allocation Cycles

- *Planned distribution* → *Create* (for planned distributions)

The *FI-SL: Create <Allocation Type>: Initial Screen* appears.



You can also use the *Actual posting* menu functions to create actual assessments and distributions (*Actual posting* → *Actual close* → *Actual assessment* OR *Actual distribution* → *Create*).

You can also use the *Planning* menu functions to create planned assessments and distributions (*Planning* → *Planned close* → *Planned assessment* OR *Planned distribution* → *Create*).

2. Enter the following data:
 - A ledger name for the allocation cycle
 - Name for the allocation cycle

The first character of the allocation cycle name cannot be a number. If you use the same name for an allocation more than once, the allocations must have different starting dates. When allocation cycles have the same name, but different starting dates, the system processes the cycles as independent objects. If you define cycles that have the same name, the valid period of the first cycle should normally end before the second cycle starts.

- Starting date for the allocation cycle
- Reference information, if you want to copy an existing allocation cycle, for example:
 - Name of the ledger from which you want to copy the allocation definition.
 - Name of the allocation cycle that you want to copy.
 - Starting date of the allocation cycle you want to copy.

3. Choose *Execute*.

The *FI-SL: Create <Allocation Type> Cycle: Header Data* screen appears.

This section describes:

Creating Allocation Cycles

[Creating Header Data for an Allocation Cycle \[Page 47\]](#)

[Creating a Segment for an Allocation Cycle \[Page 48\]](#)

[Creating Sender Values for a Segment \[Page 52\]](#)

[Creating a Tracing Factor for a Segment \[Page 55\]](#)

Creating Header Data for an Allocation Cycle

The information that you enter in the cycle header applies to every segment that you create for the cycle.

1. On the *FI-SL: Create <Allocation Type>: Header Data* screen, enter the following data:
 - End date for the allocation cycle
 - Description of the allocation cycle
 This description appears when you execute the allocation.
2. In the *Indicators* group box:
 - Deselect *Iterative* if you do **not** want to process the allocation cycle iteratively. For more information on iterative allocation cycles, see the “Processing Cycles Iteratively” subsection in [Allocation Cycles \[Page 27\]](#) .
 - Select the *Cumulative* indicator if you want to process the allocation cycle as a cumulative allocation.
3. Select the field groups to be used in the cycle:
 - Select *Actual quantities*, if you want to allocate amounts **and** quantities.
 - Select *Act. tr.*, if you want to allocate transaction currency. If you do not set this indicator, the system uses the second or third currency (depending on your system configuration) and writes it as transaction currency to the sender(s) and receiver(s) data records. This reduces the number of records stored on the database, since the system does not take into consideration the different transaction currencies.
4. Enter the selection criteria in the *Preset selection criteria* group box.
 The selection criteria fields that appear depend on the system structures you have defined for allocations in *Customizing for Special Purpose Ledger*. The values you enter in these fields are valid for all senders and receivers in all segments (unless specified in the segment definition). You must at least enter a local or global company.
5. You can use the following additional processing functions on this screen.

Additional Processing Functions – FI-SL: Create <Allocation Type> Cycle: Header Data Screen

Choose	To
<i>Edit → Attach segment</i>	Add a segment to the cycle.
<i>Edit → Copy segment...</i>	Copy an existing segment to the cycle.
<i>Goto → Overview segments...</i>	View an overview of segments contained in the cycle.
<i>Extras → History...</i>	View the revision history of the cycle.

6. Save the header information.

Creating a Segment for an Allocation Cycle

Creating a Segment for an Allocation Cycle

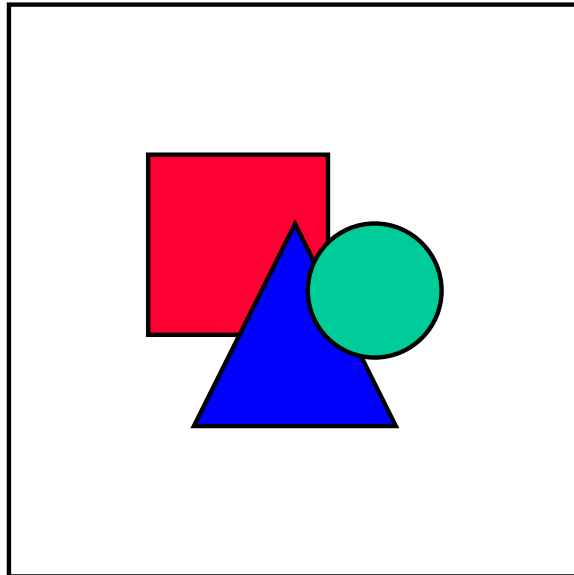
You define allocations in cycles in the FI-SL System. Every cycle consists of one or more segments. Within each segment, you define the sender and receiver for the segment, as well as the rules for allocating data.

1. On the *FI-SL: <Allocation Type> Cycle: Header Data* screen, choose *Edit* → *Attach segment*.

The *FI-SL: <Allocation Type> Cycle: Segment* screen appears.

2. Enter a name and description for the segment.
3. If you are creating an actual or planned assessment allocation, enter the account number that will be used to accumulate data from the original sender account(s).

For more information about assessment accounts, see [Allocation Types \[Page 16\]](#)



If you use account master files from Financial Accounting (FI), the assessment account would normally be a secondary cost account.

4. Set the block indicator if you want the system to temporarily ignore this segment in the allocation cycle. When processing the allocation cycle, the system ignores this segment.
5. Enter the following sender value data:
 - Code that defines how data should be allocated from the sender.

Valid values include:

 - Allocate the posted balance (amount) of the sender to each receiver value. If you are using sender control (with the posted amount 1 rule), you enter sender control information on the *FI-SL: Create <Allocation Type>: Sender Values* screen.
 - Allocate a specific fixed amount from the sender, independent of the amount in the sender(s)

Creating a Segment for an Allocation Cycle

You define amounts to be allocated from the sender on the *FI-SL: Create <Allocation Type> Cycle: Sender Values* screen.

- Determine a fixed rate (price) for every sender for each unit of the receiver tracing factor

You define fixed rates for the sender on the *FI-SL: Create <Allocation Type> Cycle: Sender Values* screen

- A percentage number that reflects what percentage of the sender balance should be credited to the sender



The balance in the sender(s) is 50,000. You define a percentage of 50% to be credited to the sender(s). The amount 25,000 is credited to the sender(s); the balance of the sender(s) is now 25,000.

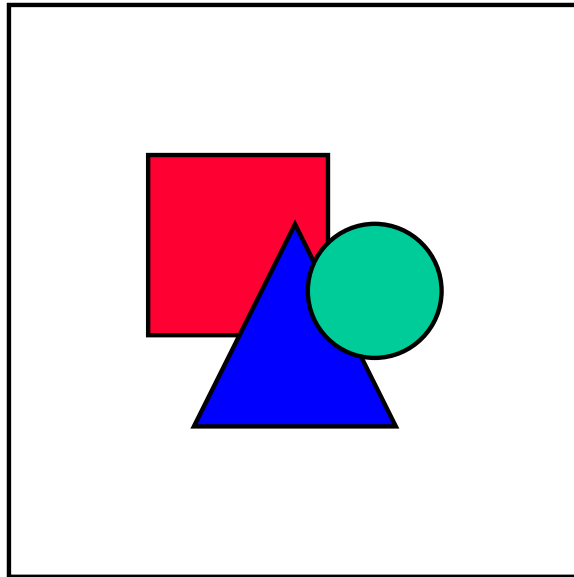
- Set the *Act.vals* indicator, if you want to allocate actual data to the receiver(s).
Set the *Plnd.vals* indicator, if you want to allocate plan data to the receiver(s).
6. In the *Tracing factor* group box, enter the allocation rule that determines how data should be allocated to the receiver.

Valid values include:

- Allocate variable portions
You define variable portions for receiver values on the *FI-SL: Create <Allocation Type> Cycle: Tracing Factors* screen.
 - Allocate fixed amounts
You define fixed amounts for receiver values on the *FI-SL: Create <Allocation Type> Cycle: Tracing Factors* screen.
 - Allocate fixed percentages (cannot be over 100%)
You define fixed percentages for receiver values on the *FI-SL: Create <Allocation Type> Cycle: Tracing Factors* screen.
 - Allocate fixed portions
You define fixed portions for receiver values on the *FI-SL: Create Actual <Allocation Type>: Tracing Factors* screen.
7. If you are using the variable portions allocation rule for the receiver, enter the receiver tracing factor.
8. If the tracing factor is **not** fixed amounts, fixed percentages, or fixed portions, the receivers could be credited with negative tracing factors. In this case, there are several options for scaling the negative tracing factors when you use the variable portions allocation rule for the receiver.
Select the option that you want to use to determine how the system handles negative balances that occur on the database for the receiver(s).
9. Enter the allocation dimensions (for senders and receivers), as required.
If you want to allocate from:
- A fixed value, you only enter a value in the *From* field.

Creating a Segment for an Allocation Cycle

- A range of values, you only enter values in the *From* and *To* fields.
- A mixture of fixed values and/or ranges of values, you only enter a value in the *Set* field.



The dimensions that appear are those dimensions defined for your database table in system configuration; you can only allocate data using these dimensions. Also, some dimensions may not appear depending upon your configuration settings. For more information about how your allocations software is configured, see the steps under *Allocation* in the *FI-SL Implementation Guide (IMG)*.

10. You can use the following additional processing functions on this screen.

Additional Processing Functions – FI-SL: <Allocation Type> Cycle: Segment Screen

Choose	To
<i>Edit</i> → Previous segment	View the previous segment in the cycle.
<i>Edit</i> → Next segment	View the next segment in the cycle.
<i>Edit</i> → Attach segment	Add a segment to the cycle.
<i>Edit</i> → Copy segment...	Copy an existing segment to the cycle.
<i>Edit</i> → Delete segment	Delete the segment from the cycle.
<i>Goto</i> → Header data	Enter header data for the cycle.
<i>Goto</i> → Overview segments...	View an overview of segments contained in the cycle.
<i>Goto</i> → Sender values	Enter sender values for the allocation.
<i>Goto</i> → Tracing factors	Enter receiver tracing factors for the allocation.
<i>Extras</i> → History...	View the revision history of the cycle.
<i>Extras</i> → Create set...	Create a set for the segment.

Creating a Segment for an Allocation Cycle

<i>Extras → Change set...</i>	Change a set used in the segment.
<i>Extras → Display senders...</i>	Display a list of senders for the segment.
<i>Extras → Display receivers...</i>	Display a list of receivers for the segment.
<i>Extras → Combinations → Senders...</i>	Change the distribution dimension(s) for the senders in the segment.
<i>Extras → Combinations → Receivers...</i>	Change the distribution dimension(s) for the receivers in the segment.

11. Save the segment information.

Creating Sender Values for a Segment

Creating Sender Values for a Segment

1. On the *FI-SL: <Allocation Type> Cycle: Segment* screen, choose *Goto* → *Sender values*.

If you are allocating fixed amounts (sender rule 2) and there is more than one distribution dimension for the sender, a dialog box appears. In this dialog box, you select the dimensions from which you want to send values and choose *Continue*.

The *FI-SL: <Allocation Type> Cycle: Sender Values* screen appears.

For more information about distribution dimensions, see [Allocation Dimensions \[Page 35\]](#).

Depending on the allocation rule that you entered for the sender, different fields appear on the *FI-SL: <Allocation Type> Cycle: Sender Values* screen.

2. Enter the following data:

For Allocation Rule 1 (Posted Amounts - Sender Control):

Sender values fields:

- Percentage number that reflects what percentage of the sender control values should be used for the allocation.

The remaining percentage is credited to the sender(s).

- Set the *Act.values* indicator, if you want to allocate actual data to the receiver(s).

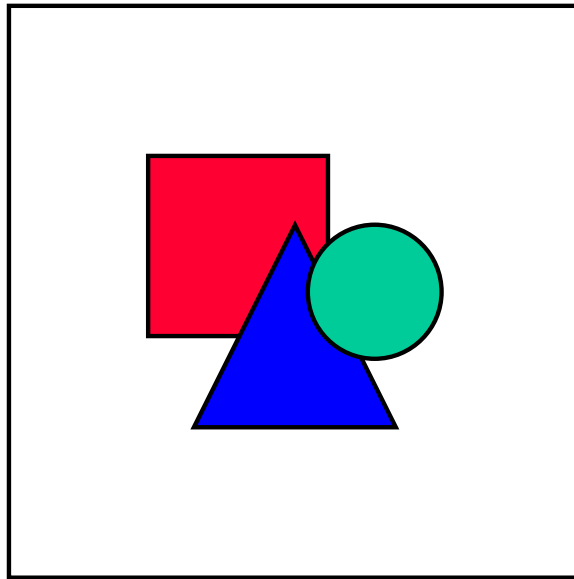
Set the *PInd.vals* indicator, if you want to allocate plan data to the receiver(s).

Selection criteria fields:

If you want to allocate from:

- A fixed value, you only enter a value in the *From* field
- A range of values, you only enter values in the *From* and *To* fields
- A mixture of fixed values and/or ranges of values, you only enter a value in the *Set* field

Creating Sender Values for a Segment



The dimensions that appear are those dimensions defined for your database table in system configuration; you can only allocate data using these dimensions. Also, some dimensions may not appear depending upon your configuration settings. For more information about how your allocations software is configured, see the steps under *Allocation* in the *FI-SL Implementation Guide (IMG)*.

For Allocation Rule 2 (Fixed Amounts):

- Currency in which the sender data is allocated.
- A fixed amount to be allocated from each sender value.

For Allocation Rule 3 (Fixed Rates):

- Currency in which the sender data is allocated.
 - A fixed rate for each sender per unit of the receiver tracing factor.
3. You can use the following additional processing functions on this screen.

Additional Processing Functions – FI-SL: <Allocation Type> Cycle: Sender Values Screen

Choose	To
<i>Edit → Previous segment</i>	View the previous segment in the cycle.
<i>Edit → Next segment</i>	View the next segment in the cycle.
<i>Edit → Attach segment</i>	Add a segment to the cycle.
<i>Edit → Copy segment...</i>	Copy an existing segment to the cycle.
<i>Edit → Delete segment</i>	Delete the segment from the cycle.
<i>Goto → Header data</i>	Enter header data for the cycle.
<i>Goto → Overview segments...</i>	View an overview of segments contained in the cycle.
<i>Goto → First segment</i>	Access segment header data for the cycle.

Creating Sender Values for a Segment

<i>Extras → History...</i>	View the revision history of the cycle.
<i>Extras → Create set...</i>	Create a set for the segment.
<i>Extras → Change set...</i>	Change a set used in the segment.
<i>Extras → Display senders...</i>	Display a list of senders for the segment.
<i>Extras → Display receivers...</i>	Display a list of receivers for the segment.

4. Save the sender value information.

Creating a Tracing Factor for a Segment

1. On the *FI-SL: <Allocation Type> Cycle: Segment* screen, choose *Goto → Tracing factors*.

If you are allocating fixed amounts (receiver rule 2), fixed percentages (receiver rule 3), or fixed portions (receiver rule 4) and there is more than one distribution dimension for the receiver, a dialog box appears. In this dialog box, you select the dimensions to which you want to enter values and choose *Continue*.

The *FI-SL: <Allocation Type> Cycle: Tracing Factors* screen appears.

For more information about distribution dimensions, see [Allocation Dimensions \[Page 35\]](#).

Depending on the allocation rule that you entered for the tracing factor, different fields appear on the *FI-SL: <Allocation Type> Cycle: Tracing Factors* screen.

2. Enter the following data:

For Allocation Rule 1 (Variable Portions - Tracing Factor):

Enter the selection criteria to be used as the tracing factor.

If you want to:

- Use a fixed value as the tracing factor, you only enter a value in the *From* field.
- Use a range of values as the tracing factor, you only enter values in the *From* and *To* fields.
- Use a mixture of fixed values and/or ranges of values as the tracing factor, you only enter a value in the *Set* field.

For Allocation Rule 2 (Fixed Amounts):

- Currency in which the receiver data is allocated
- Enter a fixed amount to be allocated to each value

For Allocation Rules 3/4 (Fixed Percentages/Fixed Portions):

For each receiver value defined for the segment, enter a fixed percentage/portion to be allocated to the value.

For receiver allocation rule **3** (fixed percentages), you cannot enter more than 100%.

For receiver allocation rule **4** (fixed portions), you enter fixed portions.

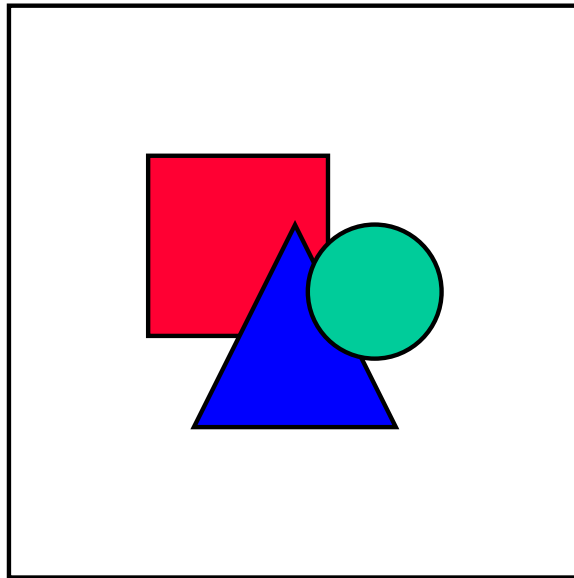
3. On this screen, you can use the additional processing functions in the table in [Creating Sender Values for a Segment \[Page 52\]](#).
4. Save the tracing factor information.

Displaying Allocation Cycles

Displaying Allocation Cycles

1. Choose *Accounting* → *Financial accounting* → *Spec. Purpose Ledger*, then *Periodic Processing* → *Allocation* →
 - *Actual assessment* → *Display* (for actual assessments), or
 - *Planned assessment* → *Display* (for planned assessments), or
 - *Actual distribution* → *Display* (for actual distributions), or
 - *Planned distribution* → *Display* (for planned distributions)

The *FI-SL: Display <Allocation Type>: Initial Screen* appears.



You can also use the *Actual posting* menu functions to display actual assessments and distributions (*Actual posting* → *Actual close* → *Actual assessment* OR *Actual distribution* → *Display*).

You can also use the *Planning* menu functions to display planned assessments and distributions (*Planning* → *Planned close* → *Planned assessment* OR *Planned distribution* → *Display*).

2. Enter the following data:
 - Ledger name for the allocation cycle you want to display.
 - The company from which you allocate data must be assigned to this ledger.
 - Name of the allocation cycle you want to display.
 - Allocation cycles with the same name must have different starting dates. When allocation cycles have the same name, but different starting dates, the system views them as independent objects.
 - Starting date for the allocation cycle
3. Choose *Enter*.

Displaying Allocation Cycles

The *FI-SL: Display <Allocation Type>: Header Data* screen appears.

4. You can use the following additional processing functions on this screen.

Additional Processing Functions – FI-SL: Display <Allocation Type>: Header Data Screen

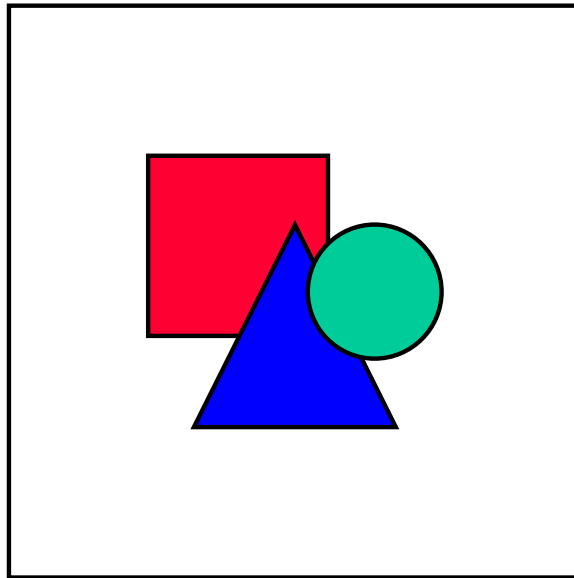
Choose	To
<i>Goto → Overview segments...</i>	View an overview of segments contained in the cycle.
<i>Goto → First segment</i>	Display segment information for the allocation cycle.
<i>Extras → History...</i>	View the revision and execution history of the cycle.

Changing Allocation Cycles

Changing Allocation Cycles

1. Choose *Accounting* → *Financial accounting* → *Spec. Purpose Ledger*, then *Periodic Processing* → *Allocation* →
 - *Actual assessment* → *Change* (for actual assessments), or
 - *Planned assessment* → *Change* (for planned assessments), or
 - *Actual distribution* → *Change* (for actual distributions), or
 - *Planned distribution* → *Change* (for planned distributions)

The *FI-SL: Change <Allocation Type>*: *Initial Screen* appears.



You can also use the *Actual posting* menu functions to change actual assessments and distributions (*Actual posting* → *Actual close* → *Actual assessment* OR *Actual distribution* → *Change*).

You can also use the *Planning* menu functions to create planned assessments and distributions (*Planning* → *Planned close* → *Planned assessment* OR *Planned distribution* → *Change*).

2. Enter the following data:
 - Ledger name for the allocation cycle you want to change.
 - Name of the allocation cycle you want to change.
 - Allocation cycles with the same name must have different starting dates. When allocation cycles have the same name, but different starting dates, the system views them as independent objects.
 - Starting date for the allocation cycle
3. Choose *Enter*.

The *FI-SL: Change <Allocation Type>*: *Header Data* screen appears.

Changing Allocation Cycles

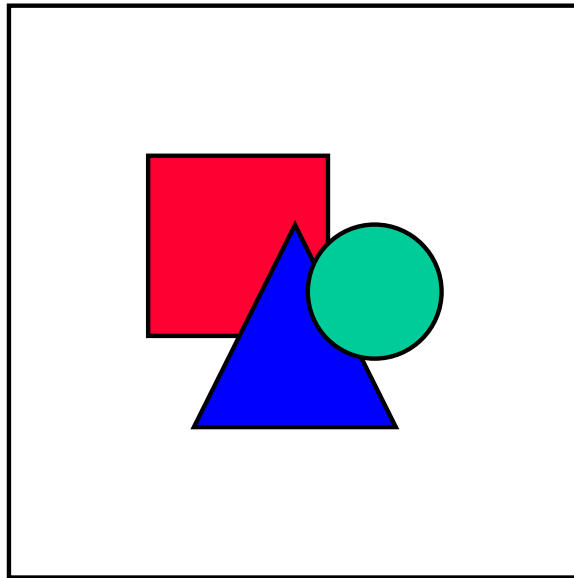
4. Type over existing values with your changes.
5. Save your changes.

Deleting Allocation Cycles

Deleting Allocation Cycles

1. Choose *Accounting* → *Financial accounting* → *Spec. Purpose Ledger*, then *Periodic Processing* → *Allocation* →
 - *Actual assessment* → *Delete* (for actual assessments), or
 - *Planned assessment* → *Delete* (for planned assessments), or
 - *Actual distribution* → *Delete* (for actual distributions), or
 - *Planned distribution* → *Delete* (for planned distributions)

The *FI-SL: Delete <Allocation Type> Cycle: Initial Screen* appears.



You can also use the *Actual posting* menu functions to delete actual assessments and distributions (*Actual posting* → *Actual close* → *Actual assessment* OR *Actual distribution* → *Delete*).

You can also use the *Planning* menu functions to delete planned assessments and distributions (*Planning* → *Planned close* → *Planned assessment* OR *Planned distribution* → *Delete*).

2. Enter the following data:
 - Ledger name for the allocation cycle that you want to delete.
 - Name of the allocation cycle you want to delete.
 - Allocation cycles with the same name must have different starting dates. When allocation cycles have the same name, but different starting dates, the system views them as independent objects.
 - Starting date for the allocation cycle
 3. Choose *Enter*.
- A dialog box appears, asking you if you want to delete the allocation cycle.

Deleting Allocation Cycles

4. To delete the allocation cycle, choose Yes.

The system has deleted the allocation cycle. You cannot restore an allocation cycle once it has been deleted.

Executing Allocation Cycles

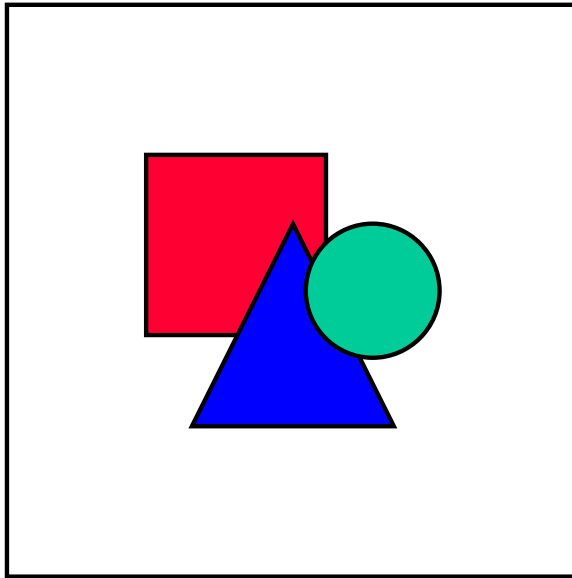
Executing Allocation Cycles

Once you have created an allocation cycle, the next step is to execute it. You can execute an allocation cycle in online and background processing.

This section explains how to execute an allocation cycle online and how to define an allocation job for background processing.

[Executing an Allocation Cycle Online \[Page 63\]](#)

[Defining an Allocation Job for Background Processing \[Page 70\]](#)



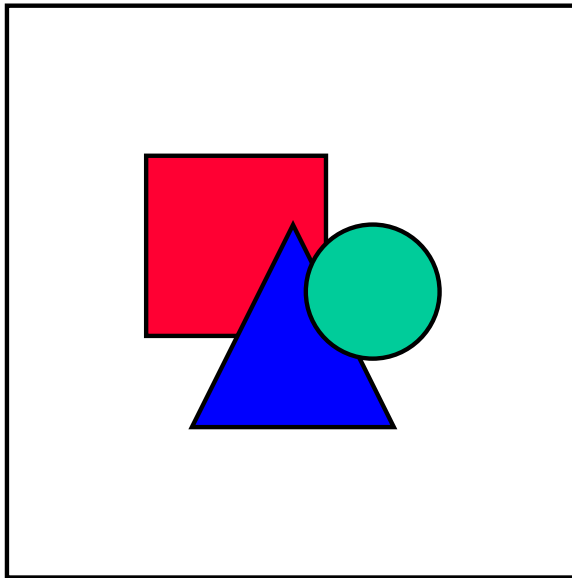
Beginning with Release 4.0A, the maintenance and execution functions for allocation cycles have changed.

For more information about these changes, see the *Definition of Periodic Allocations* documentation in the R/3 Library (under *Controlling* → *Cost Center Accounting* → *Actual Postings and Allocations* → *Period-End Closing: Periodic Allocations*).

Executing an Allocation Cycle Online

1. Choose *Accounting* → *Financial accounting* → *Spec. Purpose Ledger*, then *Periodic Processing* → *Allocation* →
 - *Actual assessment* → *Execute* (for actual assessments)
 - *Planned assessment* → *Execute* (for planned assessments)
 - *Actual distribution* → *Execute* (for actual distributions)
 - *Planned distribution* → *Execute* (for planned distributions)

The *Execute* <Allocation Type>: *Initial Screen* appears.



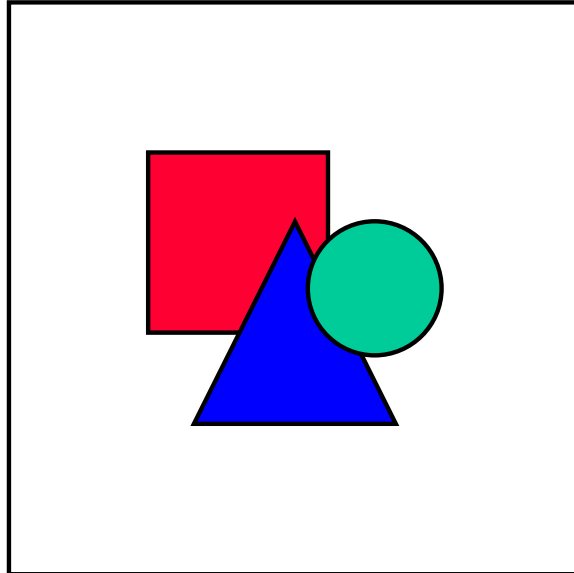
You can also use the *Actual posting* menu functions to execute actual assessments and distributions (*Actual posting* → *Actual close* → *Actual assessment* OR *Actual distribution* → *Execute*).

You can also use the *Planning* menu functions to execute planned assessments and distributions (*Planning* → *Planned close* → *Planned assessment* OR *Planned distribution* → *Execute*).

2. Enter the following data:
 - Ledger for the allocation cycle
 - The local company or global company from which you allocate data must be assigned to this ledger.
 - Beginning period from which you want to execute the allocation cycle.
 - End period to which you want to execute the allocation cycle.
 - Fiscal year for which you want to execute the allocation cycle.
 - Code that defines the document type that will be used in the allocation.

Executing an Allocation Cycle Online

3. Set the *Background processing* indicator if you want to execute the allocation in background processing.
4. Set the *Test run* indicator if you want to test an allocation. The allocation does **not** update the database.



Line item records are **always** written to the database when an allocation cycle is executed.

5. Set the *Detailed lists* indicator if you want an output list to display after the allocation is executed. This output list provides information about how the allocation was executed.
6. Complete the cycle fields for each cycle that you want to execute. You can execute more than one cycle per execution.
 - Name of the allocation cycle(s) you want to execute.
 - Starting date for the allocation cycle

If you are executing a cycle that has the same name as another allocation cycle, the system displays all allocation cycles that have the same name, with the cycle starting dates.

The order you execute the cycles impacts how the data is allocated.



Allocation cycle 1 allocates to cost centers 200 and 300. Allocation cycle 3 allocates to cost centers 300, 400, and 500. Allocation cycle 3 will use the results of allocation cycle 1 when executing the set of cycles.

7. If you are executing several allocation cycles as a collective execution, you can determine how the system is to react when it encounters errors during execution by choosing *Settings*.
 - If you want the system to end processing when it encounters errors, select *End program*. The following cycles are not processed.

Executing an Allocation Cycle Online

- If you want the system to continue processing the following cycles when it encounters errors, select *Change to simulation mode*. All errors in the allocation execution are output in one allocation run.
- 8. If the system cancels the cycle execution with an error message or if the cycle produces incorrect results, you can create a log that contains all relevant data for troubleshooting the error(s).

To activate the log, choose *Settings* and set the runtime log indicator.

- 9. You can define how data is selected from the database during the allocation execution. To do so, choose *Settings* and make an entry in the *Database selection* field.

You can select one of the following methods for database selection:

- Database selection by allocation cycle

This is the default setting. For each dimension used in the cycle, the system determines the smallest and greatest value for this dimension in the entire cycle and uses this value interval as the basis for the database selection.

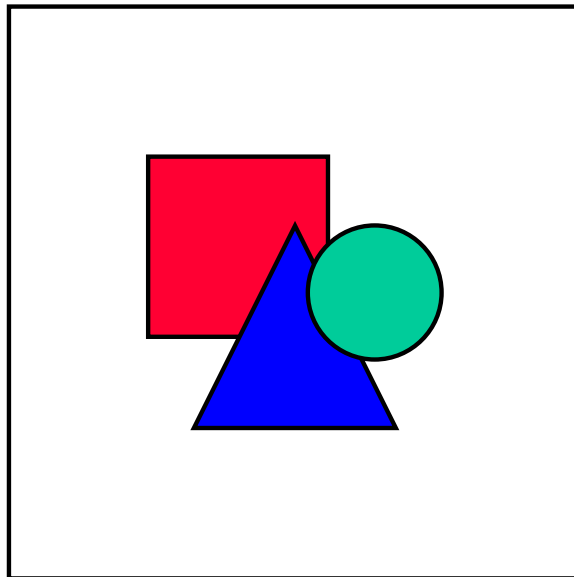
The system accesses the database once only. However, the system may have to select a large number of objects from the database.

- Database selection by segment

For each dimension used in the segment, the system determines the smallest and greatest value for this dimension in the segment.

- 10. You can save the entries you make on the execution initial screen as a variant. To do so, choose *Extras* → *Variant* → *Save* and enter a name and a short text for the variant.

To execute an allocation cycle using a specific variant, choose *Extras* → *Variant* → *Get*.



You can only call up variants within the same application and allocation type according to either actual or plan data. For example, you cannot call up the variants created for an actual assessment from the initial execution screen of a plan assessment or actual distribution.

Executing an Allocation Cycle Online

11. Choose *<Allocation Type>* → *Execute*.

The *Report AL01000R: Display <Allocation Type> Basic List* screen appears. The report name is determined as follows:

- **AL**: Allocation
- **01**: The run number of the allocation (for example, if more than one allocation is being processed more than once by different users)
- **000**: Client in which the allocation is being executed.
- **R**: Report

This screen displays data about the allocation cycles, such as the year, from and to periods, currencies, account numbers, local company, global company, version, record type, ledger, value date, and exchange rate type for the allocation cycles. For each cycle, the cycle name, start date, number of senders and receivers, and the number of messages (error/warning/information) that occurred during cycle processing are also listed.

You need to correct **E** (error) type messages before you can successfully execute an allocation. To improve processing time, you should also correct **W** (warning) type messages. **A** (abend) type messages result in termination of allocation processing. The following table contains examples of allocation messages that can occur during execution.

Example Messages Occurring During Allocation Execution

Example message	Explanation
I Cost center <number> is not supported in all periods	The cost center does not contain data for all periods defined for the cycle.
W No fixed sender values defined	Fixed sender values are not defined. You must define sender values for the allocation segment(s).
W Segment contains no receivers	Receiver values are not defined for the segment. You must define valid receiver values for the allocation segment(s).
W Sender base is 0; therefore allocation is not possible	Sender base values have not been entered, or no database records exist for the sender base. You must enter sender base values that have records in the database.
E Cost center <number> does not exist in controlling area <number>	The cost center is not defined for the controlling area. You must enter a valid cost center for the allocation cycle.
E No valid combinations found	Total records for the dimension combinations could not be found on the database.
A The cycle has not been defined in range <year-from date> - <year-to date>	The allocation cycle was not defined for the year and value date you entered in the top portion of the <i>Initial</i> screen. Re-execute the cycle for the correct year.

Executing an Allocation Cycle Online

To display a detailed error message description, choose *Goto* → *Messages* → *Total* to display all messages that occurred during the processing of the allocation cycle(s). Position the cursor on the error message you want to display and select *Long text*. Further explanations for the error appear, as well as suggestions for correcting the error.

12. You can use the following additional processing functions on the *Report AL01000R: Display <Allocation Type> Basic List* screen.

Additional Processing Functions – Report AL01000R: Display <Allocation Type> Basic List Screen

Choose	To
<i>Cycle</i> → <i>Output</i> → <i>Print</i>	Print the results of a specific allocation cycle.
<i>Cycle</i> → <i>Output</i> → <i>Print all</i>	Print the results of all allocation cycles.
<i>Goto</i> → <i>Segments</i>	Display detailed results of segment processing for a specific allocation cycle.
<i>Goto</i> → <i>Messages</i> → <i>Total</i>	Display all messages (error/warning/information) that occurred during the processing of the allocation cycles.
<i>Goto</i> → <i>Messages</i> → <i>Selection</i>	Display messages (error/warning/information) for a specific cycle.
<i>Goto</i> → <i>Technical statistics</i>	Display detailed results of how data was posted to the database (records read, used, and written for the allocation cycle).
<i>Goto</i> → <i>Senders</i>	Display detailed results of sender processing for a cycle and/or segment.
<i>Goto</i> → <i>Receivers</i>	Display detailed results of receiver processing for a cycle and/or segment.

Displaying an Overview of Processed Allocation Cycles

From the *Execute <Allocation Type>: Initial Screen*, you can display an overview of allocation cycles that have been processed for a specific ledger/year/period combination. This function is helpful when you want to see if an allocation cycle has already been processed for a ledger within a specific period.

To display an overview of processed allocation cycles from the *Execute <Allocation Type>: Initial Screen*:

1. Choose *<Allocation Type> → Overview*.
 - The *<Allocation Type> Overview: Initial Screen* appears.
2. Enter the following data:
 - Ledger for which you want to display processed allocation cycles.
 - Fiscal year for which you want to display processed allocation cycles.
 - From period for which you want to display processed allocation cycles.
 - End period for which you want to display processed allocation cycles.

Executing an Allocation Cycle Online

- Choose *Execute* to display an overview of executed allocation cycles.

The *<Allocation Type> Overview: Basic List* screen appears, displaying a list of allocations that have been processed for the ledger for the specified periods.

To display more detailed information about a processed allocation cycle, move your cursor to the desired allocation cycle and double-click.

- You can use the following additional processing functions on this screen.

Additional Processing Functions – *<Allocation Type> Overview: Basic List* Screen

Choose	To
<i>List → Print</i>	Print the list of processed allocations.
<i>Edit → Sort → By periods</i>	Sort the listed allocations by period.
<i>Edit → Sort → By cycle</i>	Sort the listed allocations by cycle name.
<i>Edit → Display → With reversal</i>	Display processed allocation cycles that have been reversed.
<i>Edit → Display → Without reversal</i>	Display processed allocation cycles that have not been reversed.
<i>Edit → Choose</i>	Select a specific cycle for detailed cycle information.
<i>Cycle → Create</i>	Create a new allocation cycle.
<i>Cycle → Change</i>	Change an existing allocation cycle.
<i>Cycle → Display</i>	Display an allocation cycle.
<i>Cycle → Delete</i>	Delete an allocation cycle.

Displaying Segment Information for an Executed Allocation Cycle

To view segment information for an executed allocation cycle from the *Report AL01000R: Display <Allocation Type> Basic/Sender/Receiver/Data Base List* screens:

Choose *Goto → Segments*.

The *Report AL01000R: Display <Allocation Type> Segment List* screen appears, displaying a list of segments that were processed in the allocation cycle. For each segment, the system lists the sender and receiver allocation rules, the number of senders and receivers, and the number of error messages in the segment.

Displaying Database Information for an Executed Allocation Cycle

To view database information for an executed allocation cycle from the *Report AL01000R: Display <Allocation Type> Basic/Segment/Sender/Receiver List* screens:

Choose *Goto → Technical statistics*.

The system selects data records from the database for the allocation cycles.

Executing an Allocation Cycle Online

The *Report AL01000R: Display <Allocation Type> Data Base List* screen appears, displaying detailed information about the posting of the allocation cycle to the database. The screen displays information such as the number of data records read, selected, written, and posted to the database for each cycle.

Displaying Sender Information for an Executed Allocation Cycle

To view sender information for an executed allocation cycle from the *Report AL01000R: Display <Allocation Type> Basic/Segment List* screens:

Choose *Goto* → *Senders*.

The *Report AL01000R: Display <Allocation Type> Sender List* screen appears, displaying a list of senders for the allocation cycle. For each sender, the screen also displays the sender allocation rule and the sender base for the allocation.

Displaying Receiver Information for an Executed Allocation Cycle

To view receiver information for an executed allocation cycle from the *Report AL01000R: Display <Allocation Type> Basic/Segment List* screen:

Choose *Goto* → *Receivers*.

The *Report AL01000R: Display <Allocation Type> Receiver List* screen appears, displaying a list of receivers for the allocation cycle. For each receiver, the screen also displays the receiver allocation rule and the tracing factor for the allocation.

Defining an Allocation Job for Background Processing

Defining an Allocation Job for Background Processing

1. On the *Execute <Allocation Type>: Initial Screen*, enter values in the fields as desired and set the *Background processing* indicator.

For more information about entering the values in these fields, see [Executing an Allocation Cycle Online \[Page 63\]](#).

2. Choose *<Allocation Type>* →
 - *Execute* (to execute the allocation in the background)
 - *Reverse* (to reverse the allocation in the background)A dialog box appears, prompting you for a job name.
3. Enter the job name in which the allocation cycles should be included and choose *Continue*.
A dialog box appears, prompting you for print parameter information.
4. Enter the print parameter information for the job and choose *Print*.
An information dialog box appears, telling you in which job the allocation cycles have been included.
5. Choose *Continue*.

For more information about how to define and execute a background job, see the *Working With R/3 → Getting Started with R/3* documentation in the R/3 Library.

Reversing Allocation Cycles

You should reverse an allocation cycle when:

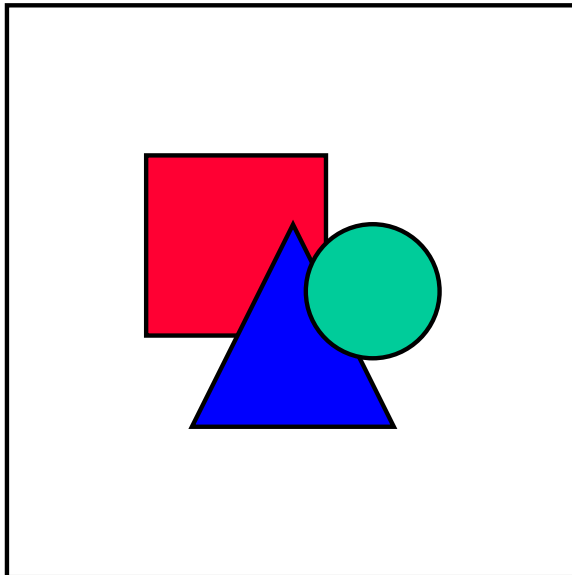
- You have executed an allocation cycle in error (for example, if you execute an allocation cycle on the wrong date).
- You have executed an allocation cycle that contains errors (for example, if you execute an allocation cycle that contains a segment that uses the wrong dimension).
- You want to reverse allocations from different periods (allocations can be reversed in another period, which may make sense in certain applications).

You reverse allocations using the *Execute* function.

1. On the *Execute <Allocation Type>: Initial Screen*, enter data as required.
2. Choose *<Allocation Type> → Reverse*.

The allocation cycle(s) has been reversed. The *Report AL01000R: Display <Allocation Type> Basic List* screen appears.

3. On this screen, you can use the additional processing functions in the table for the *Display <Allocation Type> Basic List* screen in [Executing an Allocation Cycle Online \[Page 63\]](#).



You can also reverse allocation cycles in background processing. For more information, see [Defining an Allocation Job for Background Processing \[Page 70\]](#)

Deleting Allocation Line Items

Deleting Allocation Line Items

You can delete allocation line items that you no longer require in your system. You delete the line items per allocation cycle. You should delete allocation line items when:

- You have executed and subsequently reversed an allocation cycle. You can then delete the line items from the allocation runs that have been reversed.
- You want to create memory space on your database. The repeated execution and reversal of allocation cycles can take up considerable memory space. It is therefore recommended that you periodically delete the allocation line items that you no longer require.

To delete allocation line items:

1. Choose *Accounting* → *Financial accounting* → *Spec. Purpose Ledger*, then *Periodic processing* → *Allocation* → *Delete line items*.

The *Allocation: Delete Line Items No Longer Needed* screen appears.

2. Enter the following data:

- Ledger name of the allocation cycle(s)
- Name of the allocation cycle for which you want to delete the allocation line items.
- Name of a second allocation cycle if you want to delete line items for a range of allocation cycles.

3. Select *Test run* if you want to perform a test run of the deletion program. The allocation line items are **not** deleted from the database.

4. Choose *Program* → *Execute*.

The system deletes the line items for the allocation cycle(s) you entered on the previous screen.

If you set the *Test run* indicator, the system displays a list of allocation cycles for which you can delete line items.

Rollup

Use

In the Flexible General Ledger, you can summarize data for the purpose of higher efficiency when reporting. Since the general ledger contains information that is irrelevant to certain reports, you can summarize this information in a rollup ledger. When creating reports using rollup ledgers, you have an improved processing time when compared to creating reports in the general ledger.

Prerequisites

You have made the Customizing settings for rollup ledgers in the Flexible General Ledger Implementation Guide.

Activities

To carry out a rollup, choose *Periodic processing* → *Rollup* from the flexible general ledger menu.

The procedure for rollups corresponds to the allocation procedure in the application component Special Purpose Ledger (FI-SL). The following is thus a description of the rollup function as found in the “FI Special Purpose Ledger” documentation. Different than rollups in the Special Purpose Ledger, no distinction is made in the Flexible General Ledger between local ledgers and global ledgers. There are only local ledgers in the Flexible General Ledger.

The Flexible General Ledger is also different from the Special Purpose Ledger in the following ways:

- Only financial accounting document types are valid.
- Only one table (GLFLEXT) is used.
- For the field use, other table fields play a role.

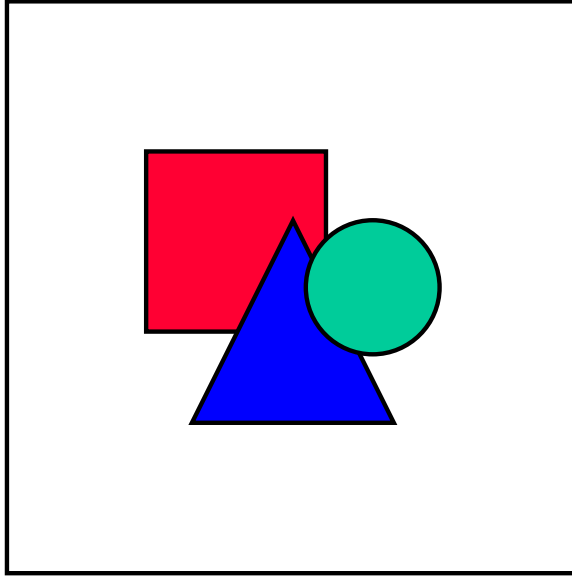
Rollups: Introduction

Rollups: Introduction

With the Rollup function, you can summarize information from one or more ledgers into a rollup ledger(s).

What is a Rollup Ledger?

Under the multi-ledger concept, different ledgers contain different levels of detail and/or different dimensions. For some high-level reports, a ledger may contain too much detail or may contain dimensions that need to be summarized into other dimensions. To make the running time of certain reports and inquiries more efficient, the FI-SL System uses rollup ledgers.

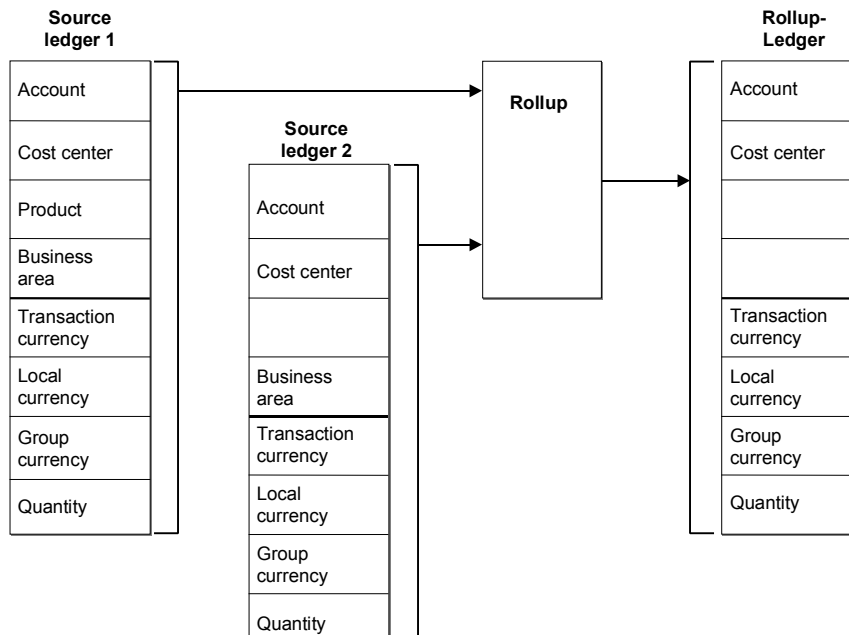


If a report will only be run once, it is more efficient for the Report Writer to summarize the data. However, if you must select the data for your report more than once, the report data should be summarized into a rollup ledger.

A rollup ledger is the summarization of information from one or more ledgers (source ledgers) into a single ledger.

The following graphic shows the data from several source ledgers being combined into one rollup ledger.

What is a Rollup Ledger?



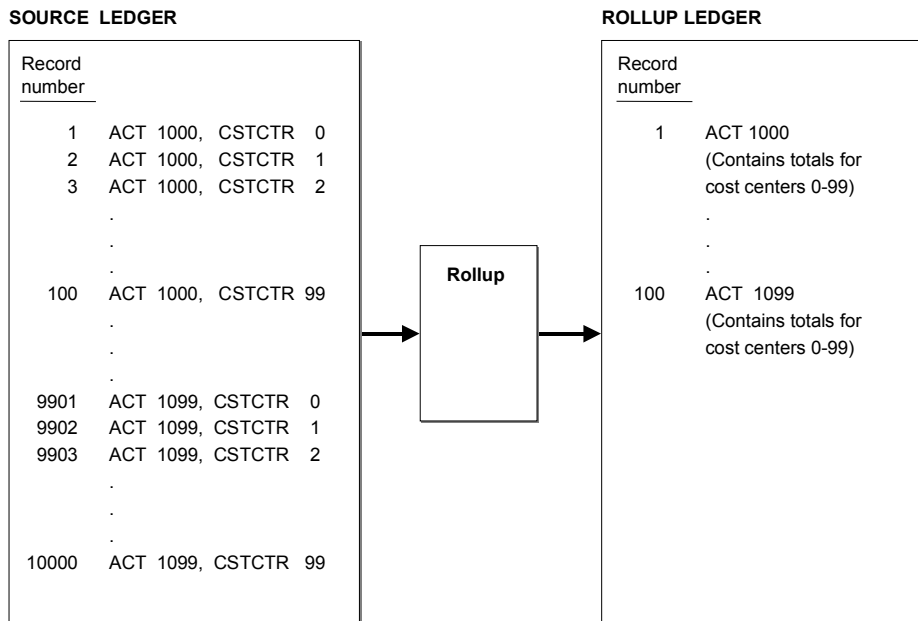
When you create a report in the FI-SL System, the Report Writer must read the ledgers that contain the data for your report. If the ledgers are detailed and contain many records, system performance is adversely affected. To improve system performance, you can create one rollup ledger that contains summarized and condensed data from one or more other ledgers.



If you want to create a report that only uses account data from a source ledger containing 100 different accounts and 100 different cost centers for each account, the system must read at least 10,000 records (100 accounts * 100 cost centers). Because the system reads so many records, the report takes longer to run. The solution is to summarize the account data from the source ledger into a rollup ledger that contains only 100 records (one record for each account). The rollup summarizes the cost center values for each account into one record.

The following graphic shows the summarization of a source ledger with 100 accounts and 100 cost centers (10,000 records) into a rollup ledger with only 100 accounts (100 records).

What is a Rollup Ledger?



You summarize data in a rollup ledger using a rollup. A rollup is the definition of how data is rolled up into a rollup ledger. A rollup consists of:

- **Rollup header**

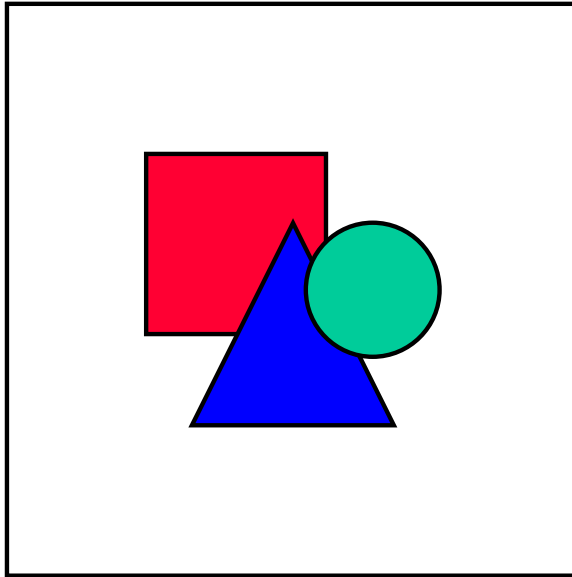
The rollup header contains header information such as the rollup title, rollup authorization, the sender and receiver tables, the reset set, rollup header set, and default values for rollup execution.

- **Rollup sequences**

Rollup sequences are the basic unit of rollup activity and allow you to execute multiple rollup actions within one rollup. By using sequences, you eliminate having to create and execute separate rollups when you want to execute a series of different rollups.

Rollup sequences contain information such as the sequence set, a selection condition for selecting data, the field grouping code, and the ledger.

Before you can create a rollup, you must first define a ledger as a rollup ledger. In Customizing for *Special Purpose Ledger*, you activate the *Rollup allowed* indicator in the ledger definition to define if you can rollup data into the ledger. For more information about defining a ledger, see the *Maintain Ledgers* step in the Implementation Guide (IMG) for *Special Purpose Ledger*.

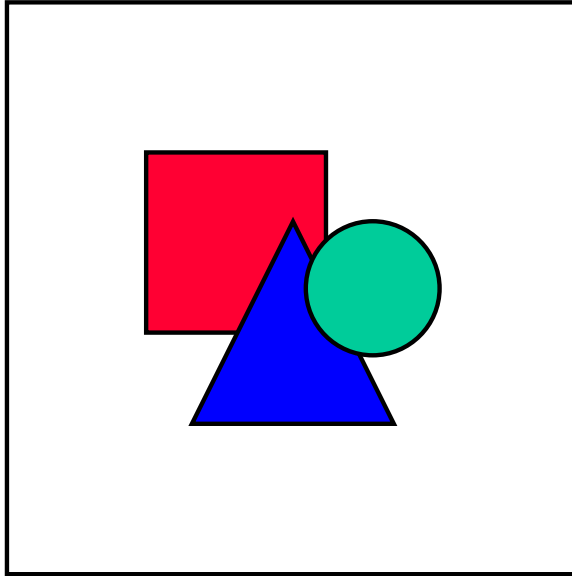
What is a Rollup Ledger?

You can also roll up data from FI-SL into Consolidation (FI-LC). To roll up data into FI-LC, the companies into which data is rolled must have the data transfer indicator **○** (rollup from FI-SL; you set this indicator in FI-LC Customizing). For more information about setting these parameters in Customizing, see the Implementation Guide for *Special Purpose Ledger* and the FI-LC Implementation Guide.

Sets and Rollups

Rollups use sets to select data for a rollup ledger, to rollup data based on a hierarchical set definition, and to select data to be reset to zero. You can use basic, single-dimension, and multi-dimension sets in rollups. Sets can be used in the:

- Rollup header, as rollup header sets or reset sets
- Rollup sequences, as rollup sequence sets



You can also use value variables in your rollup header, sequence, and reset sets, as well as set variables in your rollup sets.

When you use a set variable and/or value variable in a rollup, the system will prompt you to enter information for the variable when you execute the rollup.

Rollup Header Sets

The rollup header set values apply to **all** sequences within the rollup. A rollup header set is a multi-dimension set and must contain the following dimensions:

- Ledger
- Record Type
- Version
- Company (Local or Global)

You **cannot** use the following dimensions in your rollup header set:

- Client
- Period

Sets and Rollups

- Year

Your multi-dimension header set can include basic and/or single-dimension sets.



You can define a multi-dimension set that contains the following values:

- Ledger 01 (dimension Ledger)
- Record Type 0 (dimension Record Type)
- Version 001 (dimension Version)
- Companies 1000 and 1001 (dimension Company)
- Fixed Asset Accounts 500000-501000 (dimension Account)

You can enter the name of the multi-dimension set in the rollup header. When the system processes the rollup, fixed asset accounts 500000-501000 for ledger 01, record type 0, version 001, and companies 1000 and 1001 will be rolled up according to the field movement information you enter for the rollup.



If you want to create a hierarchical rollup, you include your cost center and/or business area hierarchy in the rollup header set (single-dimension set).

For more information about hierarchical rollups, see [Types of Rollups \[Page 87\]](#) .

Rollup Sequence Sets

A rollup sequence set can be defined per sequence. The values you define in a rollup sequence set determine which data for a specific sequence will be rolled up. The rollup header set determines the data that is selected for all sequences, and the rollup sequence set further defines the data to be selected for the specific rollup sequence.



You can create a basic set that contains only the fixed asset accounts 500000-500020 (dimension Account). You can then enter the set name in the rollup sequence and enter a specific field movement and substitution activity for the sequence. In this case, the system will roll up accounts 500000-500020 only for ledger 01, record type 0, version 001, and companies 1000 and 1001 in the appropriate sequence according to the field movement information you enter for the rollup.

Reset Sets

A reset set is used to select data fields from a rollup ledger and reset the data fields to zero before the rollup is executed. A rollup reset set is a multi-dimension set and must contain the following dimensions:

- Ledger
- Record Type

- Version
- Company (Local or Global)

You **cannot** use the following dimensions in your rollup reset set:

- Client
- Period
- Year

Your multi-dimension reset set can include basic and/or single-dimension sets.



You can define a multi-dimension set that contains the following values:

- Ledger 01 (dimension Ledger)
- Record Type 0 (dimension Record Type)
- Version 001 (dimension Version)
- Companies 1000 and 1001 (dimension Company)
- Fixed Asset Accounts 500000-501000 (dimension Account)

You can enter the name of the multi-dimension reset set in the rollup header. When the system processes the rollup, the data records for fixed asset accounts 500000-501000 for ledger 01, record type 0, version 001, and companies 1000 and 1001 will be reset to zero before the rollup is executed.

For more information about creating sets, see [Set Creation \[Ext.\]](#) .

Field Movements and Rollups

Field Movements and Rollups

When you execute a rollup, the data from the following dimensions is automatically transferred from the source ledger(s) into the dimensions in the rollup ledger:

- Ledger
- Record type
- Version
- Company (local or global)
- Transaction currency (depending on the rollup ledger definition)
- Unit of measure (depending on the rollup ledger definition)
- Debit/credit indicator (depending on the rollup ledger definition)

The data in dimensions Year and Period is determined by the period definition of the rollup ledger.

If you want to include data from other dimensions (such as Account, Cost Center, and Business Area) in your rollup ledger, you must define them as field movements.

Field movements contain:

- **Sender fields:** Dimensions in the source ledger(s).
- **Receiver fields:** Dimensions in the rollup ledger.

The following graphic shows a simple field movement example. The dimensions Account, Cost Center, and Business Area are transferred from the source ledger to the rollup ledger.

Field movement rule: WXYZ		
Dimension	From field (table)	To field (table)
Account	RACCT (GLT1)	RACCT (GLT1)
Cost center	RCNTR (GLT1)	RCNTR (GLT1)
Bus.area	RBUSA (GLT1)	RBUSA (GLT1)

In this example, the data from the dimensions Account, Cost Center, and Business Area, is transferred to the rollup ledger. The data from the dimensions that require no field movement definition (such as Ledger and Record Type) is also transferred to the rollup ledger.

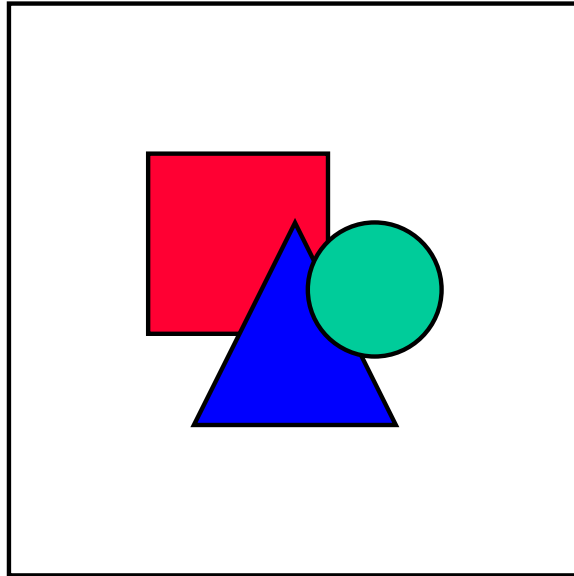
When field movements are not defined for dimensions, the **data** for those dimensions is summarized within the dimensions that have defined field movements but the dimensions themselves are not transferred to the rollup ledger.

Field Movements and Rollups



If you selected data for the dimensions Cost Center and Account, but you have only defined a field movement for the dimension Account, then the data for the selected cost centers is summarized and included in the data for the dimension Account.

You assign a field grouping code to each group of field movements, and then you assign the field grouping code to the rollup. The field grouping code determines how dimensions are taken over into the rollup ledger. For more information about assigning a field grouping code, see [Creating a Rollup \[Page 100\]](#).



If you want to take over all of your data on a one-to-one basis, you must define all of your dimensions in the rollup field movement.

When you define your field movements, you can also define a field movement so that a dimension from the sender table is transferred to a receiver dimension in the line item database, even though the dimension does not exist in the receiver summary table.



You define a field movement as follows:

- **Sender:** Table GLT1, Dimension Account
- **Receiver:** Table GLT1, Dimension Original Account

The dimension Original Account does not exist in the summary table GLT1; however, the dimension could be defined in the data part of the line item database GLS1 that corresponds to the summary table GLT1. In this case, the dimension Account would be transferred to the dimension Original Account only in table GLS1.

For more information about creating field movements in Customizing, see the *Maintain Field Movements* step in the Implementation Guide (IMG) for *Special Purpose Ledger*. For more information about changing field movements within a rollup, see [Creating a Rollup \[Page 100\]](#).

Field Movements and Rollups

Field Movements and Substitution Activities

When defining a field grouping code for a rollup, you can assign a substitution activity code to a field movement. A substitution activity code identifies a substitution activity; a substitution activity transfers substituted data to receiver dimensions during the rollup process.

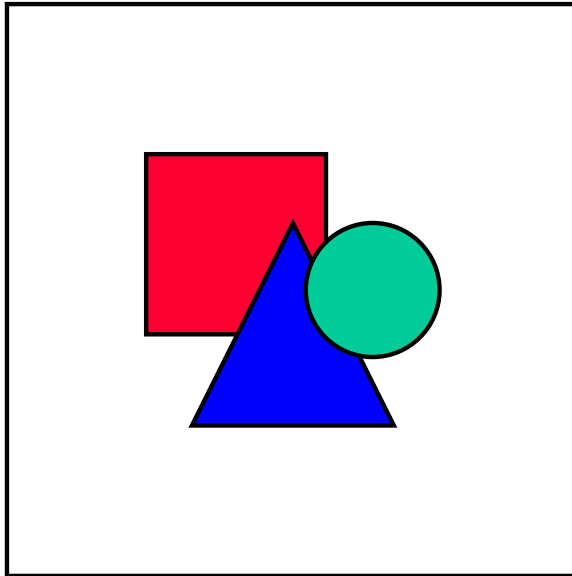


If you want to summarize a group of products under a product group, you can define a substitution activity that substitutes the product group for the products during the rollup process. You enter the substitution activity code for the substitution activity in the field movement.

If you are using substitution rules, you can define more than one substitution value for a substitution activity.

Line Item Database and Rollups

You can also define whether a rollup should update the line item database. If a rollup updates the line item database, a line item is written for each record that is rolled up. When line items have been written to the line item database for a rollup, the rollup can be reversed. Using rollup line items, you can also drill down from the summary rollup data to the original data stored in the source ledger.

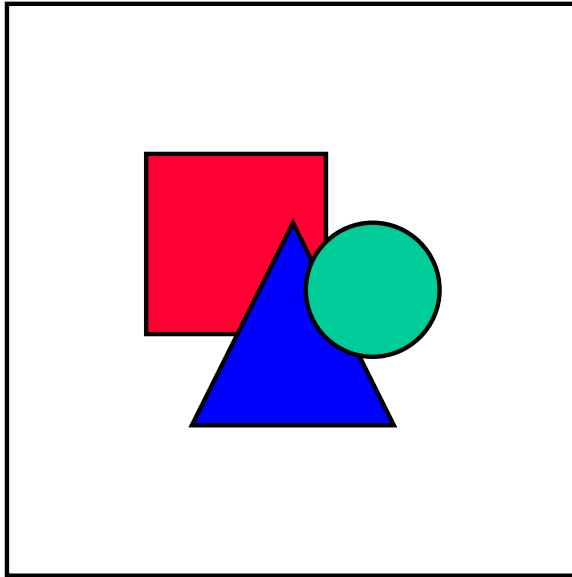


If line items are not created, the rollup **cannot** be reversed.

You can set the system to update line items, when you:

- Define a rollup header
- Execute a rollup

The line item update information you entered in the rollup header is proposed as a default when you execute a rollup.

Line Item Database and Rollups

To avoid unnecessary updates, you should **not** update the line item database unless you want to reverse the rollup after it has been executed (which is not usually necessary since data can be reset using the reset set) and/or want to drill down from the summary rollup data to the original data.

To post line item data for rollups, you must install a line item database for your 1) actual rollup data, and 2) plan rollup data. For more information about installing line item databases, see the Implementation Guide (IMG) for *Special Purpose Ledger*.

Types of Rollups

You can create three types of rollups:

- Standard rollups
- Hierarchical rollups
- Export rollups

Standard Rollup

In a standard rollup, you rollup data into one or more rollup ledgers, using one or more rollup sequences.

To define a standard rollup, you:

1. Define rollup header information.
2. Define rollup sequences.

You can define a rollup sequence set for each rollup sequence, or you can define the rollup so that only the rollup header set applies to the rollup sequences.

3. Define field movement information.

You can define field movement information for as many dimensions that you want to roll up in the ledger.

4. Define substitution activities.

You can define substitution activities for as many dimensions that you want to substitute in the ledger.

Hierarchical Rollup

In a hierarchical rollup, you rollup data according to the structure of the single-dimension set defined in your rollup header set.



You can use a hierarchical rollup to roll up data in a cost center hierarchy.

To define a hierarchical rollup, you:

1. Define rollup header information.

You define the rollup header set, so that it includes a single-dimension set that contains the hierarchy for the dimension you want to rollup. In the *Hierarchy dimension* field, you then enter the dimension that you want to use for processing the rollup (for example, Cost Center).



You can use a hierarchical rollup to roll up data to node cost centers within a cost center hierarchy.

For further examples, see the online help for the *Hierarchy dimension* field.

Types of Rollups

You enter a representative value for each set within the single-dimension set of your dimension hierarchy. This representative value represents, for example, the node cost centers to which you want to roll up data. When the set is processed in the rollup, the system creates data records using the representative values.

2. Define field movement information.

You can also summarize data for fields other than the hierarchy dimension or substitute fields that are not defined in the hierarchy dimension. When executing a hierarchical rollup, all fields used by the rollup are not automatically transferred. Only those fields assigned to the field movement defined for the rollup will be transferred.

3. Define substitution activities.

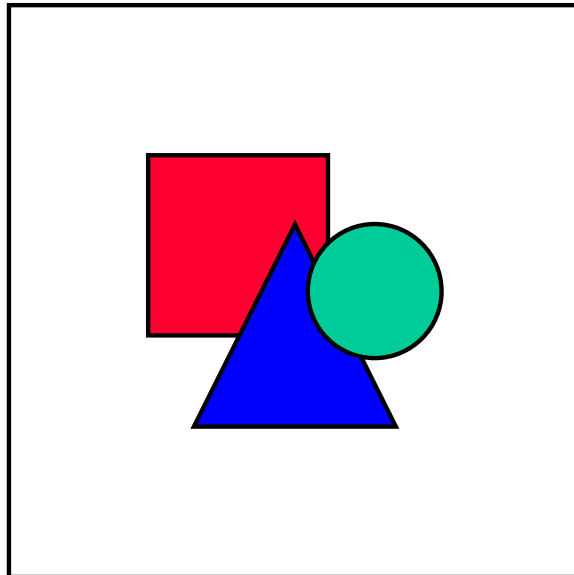
Export Rollup

Using export rollups, you can transfer data from local systems to a central system.

For more information about export rollups, see [Using FI-SL on Distributed Systems \[Page 92\]](#).

Special Periods and Rollups

You can also roll up data for special periods (for example, 13 through 16) when you execute and/or reverse a rollup. The *Execute Rollup: Parameter* and *Reverse Rollup: Parameter* screens contain fields (*From period* field, *To period* field) where you can enter the periods that should be used when executing/reversing the rollup.



If the fiscal year variants are different in the source ledger(s) and rollup ledger, you cannot rollup/reverse a specific special period(s). Instead, you can either rollup/reverse all or none of the special periods (*Special periods* indicator). For example, source ledger 01 has twelve posting periods and rollup ledger R1 has four posting periods.

For more information about setting the fiscal year variant for a ledger/local company or ledger/global company combination, see the Implementation Guide (IMG) for *Special Purpose Ledger*.

User Exits and Rollups

User Exits and Rollups

A user exit is a three character code that instructs the system to access a program during system processing. You can use the following user exits in rollups:

- **Exit in rollup header**

You enter this user exit in the *User exit* field on the *Create Rollup <Name>: Header* screen. The system accesses the user exit after it has filled the internal tables for executing the rollup. At this point, you can process general validations, for example, to check the period interval for the rollup.

- **Field movement header table, exit 1**

You enter this user exit in the *User exit after selection* field on the *Change Field Movement: Data* screen. The system uses this exit to further define the conditions for selecting data to be rolled up.

- **Field movement header table, exit 2**

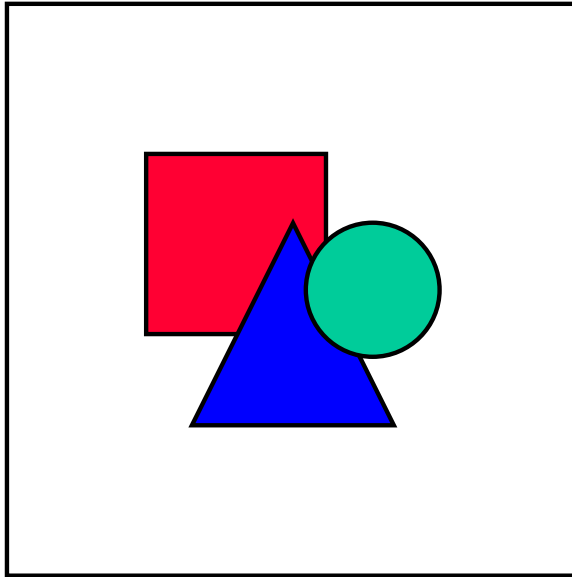
You enter this user exit in the *User exit before update* field on the *Change Field Movement: Data* screen. The system accesses the user exit after the receiver records have been completely created. The user exit is only used to process data field substitutions.

- **Exit in field movements/substitution activities**

You enter this user exit in the *Exit* field on the *Change Field Movement: Data* screen or the *User exit* field on the *Change View "Rollup Substitution": Overview* screen. (Both exits perform the same function.) This user exit can be used to perform key field substitutions. The system accesses the user exit when the specific dimension is moved from the sender to the receiver.

You use the following structure for user exits:

- **SXX:** **S** is for standard exits that are delivered by SAP. **XX** represents the 2-digit exit number.
- **UXX:** **U** is for user exits that are defined by the user. **XX** represents the 2-digit exit number.



Standard user exits delivered by SAP are stored in program RGLVS000.

You can define your own user exit programs. If you create a user exit program, this program name **must** be defined in the table for client-dependent user exits (table T80D) in Customizing. For more information, see the *Maintain Client-Dependent User Exits* step in the Implementation Guide (IMG) for *Special Purpose Ledger*.

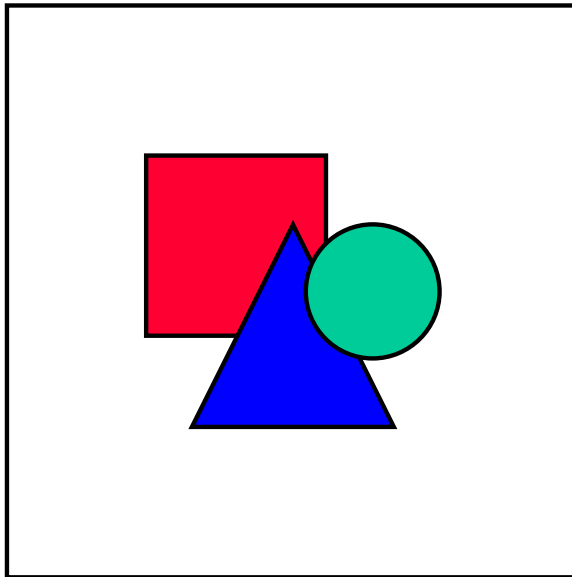
Using FI-SL on Distributed Systems

Using FI-SL on Distributed Systems

Using Application Link Enabling (ALE) and IDoc, you can transfer FI-SL ledger data across separate R/3 Systems. Using an export rollup, you can distribute ledger data from a local system to a central system.

Advantages of using FI-SL on distributed systems include:

- Ability to export data as often as necessary within a period, since the buffer memory is handled via the export rollup.
- Transferred data volumes are not extensive since only total records are transferred.



The FI-SL database table that you distribute must have the same name and the same basic structure in all systems. However, you can define the table structure in the central system so that it contains fewer fields than in the local systems, because the central system may not need to store all detailed information. Nevertheless, table definitions should **not** be too different.

Also, the Customizing settings for the ledgers and local or global companies that are to be distributed must be identical to ensure data consistency.

To distribute ledger data from a local system to a central system, you:

1. Define a distribution model.

The distribution model determines to which logical system (central system) the ledger data is to be distributed. You define the logical system either at ledger level or at ledger–local company/ledger–global company level. Once the logical system is defined, all local systems are informed that this is the logical system to which they must send their data.

You define a distribution model in ALE Customizing (*Cross-Application Components* → *Distribution (ALE)* → *Distribution customer model*).

2. Define an error workflow in the central system.

Using FI-SL on Distributed Systems

The error workflow is used to detect and process any errors that occur when the FI-SL data is transferred to the central system.

You define workflows using the *Make basic settings for Workflow* step in ALE Customizing (*Cross-Application Components* → *Distribution (ALE)* → *Basic configuration*).

3. Update the field assignment table EDIMAP in the central system.

The EDIMAP table must be updated in order to export data from a local system to a central system. This table determines the assignment of the field(s) in the FI-SL database table to the field(s) in the data transfer structure (IDoc field).

You update the EDIMAP table using the *Update Assignment Table EDIMAP* step in FI-SL Customizing (*Financial Accounting* → *Special Purpose Ledger* → *Tools* → *Distribution (ALE)*).

4. Generate the export and import programs.

The export and import programs must be generated in both the central system and all local systems.

You generate these programs using the *Generate Import/Export Programs* step in FI-SL Customizing (*Financial Accounting* → *Special Purpose Ledger* → *Tools* → *Distribution (ALE)*).

5. Define an export ledger in the local system(s).

If the data of a FI-SL ledger is to be sent to a central system, you must assign an export ledger to the FI-SL ledger.

The export ledger stores the balances of all previous data transfers. If you export data more than once within one period, only the difference amounts from the last data transfer are sent to the central system.

You define export ledgers using the *Maintain Ledgers* step in FI-SL Customizing (*Financial Accounting* → *Special Purpose Ledger* → *Basic Settings* → *Master Data*).

6. Create an export rollup in the local system(s).

When you create the export rollup, you determine how data should be transferred from the local system to the central system. You can transfer data on a one-to-one basis or summarize data using a user-defined field movement.

For more information, see [Creating a Rollup \[Page 100\]](#).

7. Execute the export rollup in the local system(s).

When you execute the rollup, the data is posted to the central system, which is defined in the distribution model, according to the criteria you have defined in the export rollup. You can execute the export rollup as often as you want within a period, since only difference amounts from the last data transfer are exported. The export ledger stores all data amounts that have been transferred.

For more information, see [Executing a Rollup \[Page 119\]](#).

Once the data has been transferred from the local system(s) to the central system (as IDocs), it must be updated in the central system using a workflow. The workflow is triggered when the data is sent to the central system. It calls up the import programs (see step four), which update the transferred data in the FI-SL tables. You must define an error workflow so that any errors can be detected and processed when data enters the central system (see step two).

Drill-Down to Rollup Line Items Using Report Writer

In previous releases of FI-SL, you could create reports that displayed the summary data stored in a rollup ledger. Beginning with Release 3.0, you can drill down from a Report Writer report that is defined for a rollup ledger to the original data stored in the source ledger.

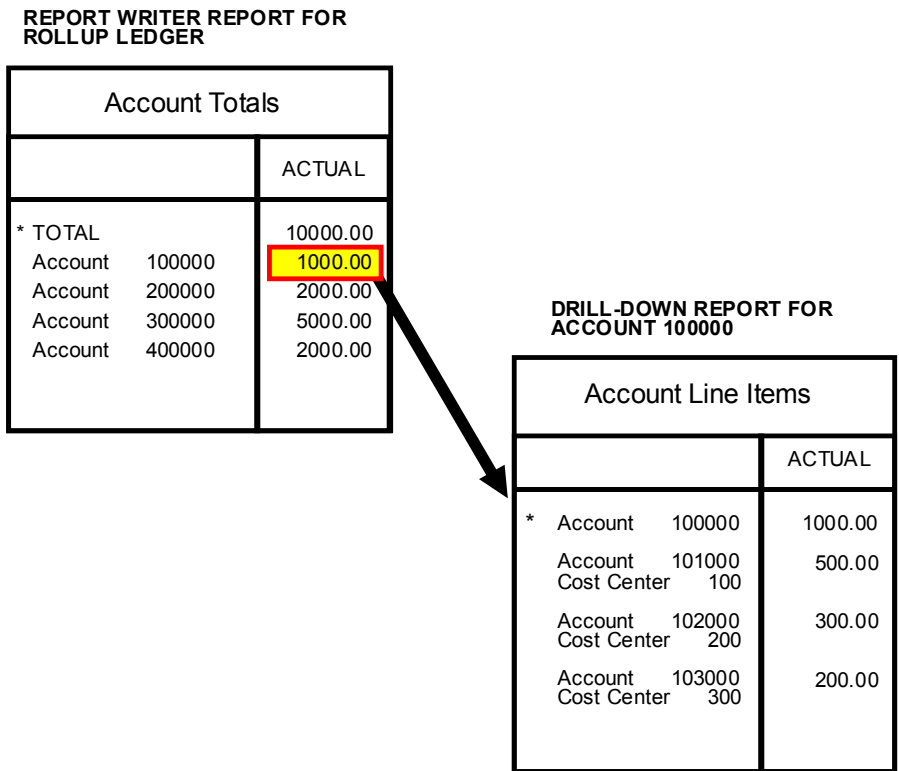


The accounts 101000, 102000 and 103000 are summarized into account 100000 using a rollup. A Report Writer report is defined for the rollup ledger; this report displays data for account 100000 after the report's report group has been executed.

Using the drill-down function, you can display the original posted data that makes up the total for account 100000.

The following graphic shows the drill-down report for account 100000. The report displays the original data stored in the source ledger for accounts 101000, 102000 and 103000.

In the report for the rollup ledger, the data for accounts 101000, 102000 and 103000 is summarized and substituted into account 100000 and the cost center data is summarized and included in the records for the accounts.



To be able to drill down to rollup line items in a Report Writer report, you must:

Drill-Down to Rollup Line Items Using Report Writer

1. Define and install rollup line item tables.

The source ledger data is stored in special rollup line item tables. It is not currently possible to automatically install these tables using the FI-SL *Define Table Group* functions. You should copy the standard example tables delivered with your system (GLREFU: rollup actual line item table and GLREFV: rollup plan line item table), and modify them according to your requirements.

For more information about installing rollup line item tables, see the Implementation Guide (IMG) for *Special Purpose Ledger*.

2. Write line item records when you execute the rollup.

To display the original data, line item records, which contain the original data, must be written when the rollup is executed. If no line item records are updated, the drill-down report will display incorrect data.

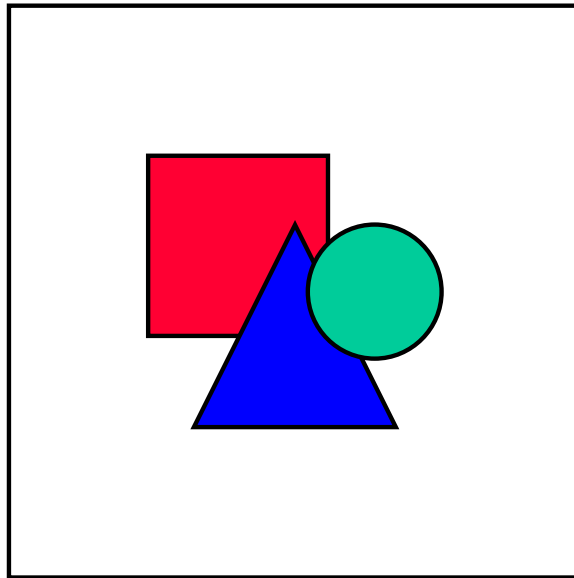
To update rollup line items, set the *Write line items* indicator in the rollup definition (*Processing optn* indicator).

For more information, see [Creating a Rollup \[Page 100\]](#).

3. Create the rollup report and the drill-down report.

For more information, see [Creating a Report Definition \[Ext.\]](#).

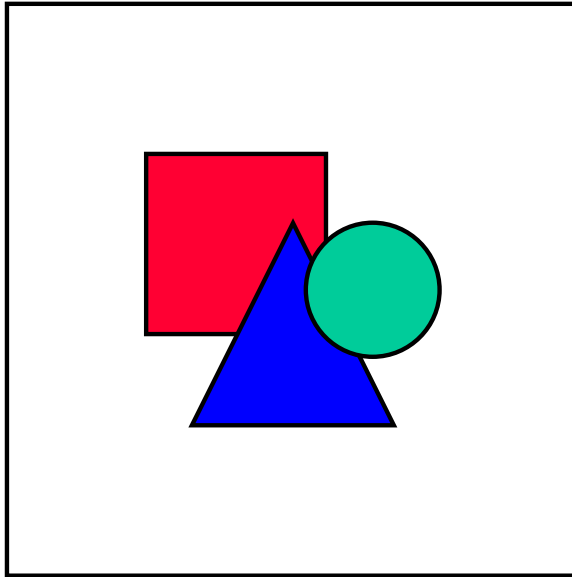
You drill down to the line items using the *Call up report* function. You must therefore define the drill-down report as a receiver report in the rollup report's report group. The drill-down report is called up via the report/report interface when you mark an area of data in the rollup report.



The drill-down report is similar to a standard line item report, but you can only use data set entries defined for the rollup line item tables when you create the report (for example, RBHSL-0 for rollup documents in local currency for actual data).

For more information about executing reports using the *Call up report* function, see [Functions in the Report Output \[Ext.\]](#).

Drill-Down to Rollup Line Items Using Report Writer



- It is not currently possible to drill down to both actual and plan data in a rollup report. You must therefore define two separate reports for displaying actual and plan rollup line items.
- The rollup line items are only relevant for rollups and the Report Writer. You cannot therefore display rollup line items using the summary record and document display functions.
- The reversal function can be used both with the 'normal' line item tables and with the special rollup line item tables. When writing line item records, the system checks if rollup line item tables are defined. If so, the line item records are written to these tables. If no rollup line item tables are defined, the line item records are written to the 'normal' line item tables.

Overview of the Rollup Process

Overview of the Rollup Process

To create a rollup, you must complete the following tasks:

1. Define a rollup ledger.

The rollup ledger receives summarized data from one or more source ledgers and must be defined before you can define a rollup. You must activate the *Rollup allowed* indicator in Customizing for *Special Purpose Ledger* if you want to define a ledger as a rollup ledger.

For more information about defining a ledger, see the *Maintain Ledgers* step in the Implementation Guide (IMG) for *Special Purpose Ledger*.

2. Create field movements and substitution activities.

Before you create a rollup, you must define a field grouping code that contains field movements. Field movements determine which dimensions from the source ledger(s) are transferred to the rollup ledger.

If you want to substitute data being transferred from the source ledger(s) to the rollup ledger, you need to create a substitution activity and enter a substitution activity code as part of the field movement. You enter the field movement code in each rollup action sequence you define.

For more information, see [Field Movements and Rollups \[Page 82\]](#) .

You can create field movements and substitution activities in Customizing. Detailed procedures for creating field movements and substitution activities in Customizing are described in the *Maintain Field Movements* and *Maintain Substitution* steps in the Implementation Guide (IMG) for *Special Purpose Ledger*. Detailed procedures for changing field movements and substitution activities when creating a rollup are described in [Creating a Rollup \[Page 100\]](#) .

3. Create sets.

Before you define a rollup, you must create sets for the rollup. The header set used in a rollup determines the data to be summarized into a rollup ledger, and the reset set determines the data fields in the rollup ledger to be reset to zero. The sequence set restricts the data to be processed for the respective rollup sequence.

For more information about sets and rollups, see [Sets and Rollups \[Page 79\]](#) .

For more information about creating sets, see [Set Creation \[Ext.\]](#) .

4. Create the rollup.

You create a rollup in three steps:

- a) Create the rollup header.
- b) Create the rollup sequences (for standard rollups).
- c) Enter the field movement information.

For more information, see [Creating a Rollup \[Page 100\]](#) .

5. Verify the rollup.

After you have created a rollup, you can use the *Check rollup* function to check for any errors in your rollup definition.

Overview of the Rollup Process

For more information, see [Verifying a Rollup \[Page 111\]](#) .

6. Document your rollup.

If you want to print a detailed listing of your rollup definition and statistics, you can use the *Document rollup* function.

For more information, see [Documenting a Rollup \[Page 112\]](#) .

7. Execute the rollup.

To execute a rollup, you use the *Execute* function.

For more information, see [Executing a Rollup \[Page 119\]](#) .

8. Reverse a rollup, if desired.

If you want to reverse a rollup, you use the reverse rollup function. Reversing a rollup is different from resetting data with a reset set. When you **reverse** a rollup the system creates reversing documents that offset the original line items. When you **reset** data with a reset set, the system resets selected data fields to zero but does not create any new documents. Refer to the online documentation for the *Write line items* field for further information.

For more information, see [Reversing a Rollup \[Page 117\]](#) .

9. Execute or reverse a rollup in background processing.

If executing or reversing your rollup involves large amounts of data and requires a long processing time, you should execute or reverse your rollup in background processing.

For more information, see [Defining a Rollup for Background Processing \[Page 116\]](#) .

Creating a Rollup

Creating a Rollup

1. Choose *Accounting* → *Financial accounting* → *Spec. Purpose Ledger*, then *Periodic processing* → *Rollup* → *Create*.

The *Create Rollup: Initial Screen* appears.

2. Enter the following data:

- Rollup name of eight characters or less
- *Rollup type* fields:

Set the *Standard* indicator if you want to create a standard rollup. In a standard rollup, you rollup data into one or more rollup ledgers, using one or more rollup sequences. For more information about standard rollups, see "Standard Rollups" in [Types of Rollups \[Page 87\]](#) .

Set the *Hierarchy* indicator if you want to create a hierarchical rollup. In a hierarchical rollup, you rollup data according to the structure of the single-dimension set defined in your rollup header set. For more information about hierarchical rollups, see "Hierarchical Rollups" in [Types of Rollups \[Page 87\]](#) .

Set the *Export* indicator if you want to create an export rollup. An export rollup is used to transfer data from local systems to a central system. For more information about export rollups, see [Using FI-SL on Distributed Systems \[Page 92\]](#) .

- Name of an existing rollup that you want to copy, if required
3. Choose *Rollup header*.

The *Create Rollup <Name>: Header* screen appears.

This section describes:

[Creating a Rollup Header \[Page 101\]](#)

[Creating a Rollup Sequence \[Page 104\]](#)

[Maintaining Field Movement Information \[Page 106\]](#)

[Entering Substitution Activity Information \[Page 108\]](#)

Creating a Rollup Header

1. Enter the following data:

- Rollup description
- Authorization group, if required

If you want to require that a user have authorization for creating, displaying, maintaining, executing, and reversing this rollup, enter the name of a rollup authorization group in this field. If you do not want to require user authorization, leave this field blank.

- Name of the sender table

The sender table is the database where the source data is located. You only make an entry in this field for standard rollups. (Hierarchical and export rollups are rolled up within one table.)

- Name of the receiver table

The receiver table is the database into which the data should be rolled up.

- Name of the reset set, if applicable

The set name you enter in this field selects the records to be reset in the rollup ledger before new data is rolled up. For performance reasons, you **must** include the following dimensions in your reset set:

Ledger

Record Type

Version

Company (local or global)

Also, you **cannot** use the following dimensions in your reset set:

Client

Period

Year

For more information about sets and rollups, see [Sets and Rollups \[Page 79\]](#)



You can define a reset set to reset the data fields for account 100000 to zero. When you execute the rollup, the data fields for account 100000 will first be reset to zero in the receiver table, then the rollup will add data to all data fields that meet the selection condition in the rollup header set.

- User-defined routine called a user exit for processing your rollup

To refer the system to a user exit, enter the user exit number in the *User exit* field. For more information about user exits, see [User Exits and Rollups \[Page 90\]](#).

- Name of the rollup header set

This set will be used for all sequences defined for the rollup.

Creating a Rollup Header

The multi-dimension set name you enter in this field selects the data to be rolled up from the source ledger(s). For performance reasons, you **must** include the following dimensions in your header set:

Ledger

Record Type

Version

Company (local or global)

Also, you **cannot** use the following dimensions in your header set:

Client

Period

Year

If you are defining a hierarchical rollup, you must include the single-dimension set of the hierarchy dimension in the header set.

For more information about sets and rollups, see [Sets and Rollups \[Page 79\]](#) .

- Name of the dimension that you want to use for processing the rollup, if your rollup is a hierarchical rollup.
 - Also, the single-dimension set containing the hierarchy dimension must be defined in the rollup header set. You only enter this field for hierarchical rollups. For more information about hierarchical rollups, see [Types of Rollups \[Page 87\]](#) .
- Name of the field movement that should be used for the rollup.
 - The field movement determines which dimensions will be transferred from the source ledger(s) to the rollup ledger. You only enter this field for hierarchical rollups.
- Rollup ledger name, if your rollup is a hierarchical rollup.
- Specify how the data is to be summarized in the receiver system, if you are creating an export rollup:
 - Set the *No summarization* indicator if you do not want to summarize the data when it is transferred to the receiver system. Data will be transferred on a 1:1 basis.
 - Set the *Field movement* indicator if you want to summarize the data when it is transferred to the receiver system using a field movement. Enter the name of the field movement.
- Select the *Processing optn* indicator to enter default values for processing rollups. These defaults will appear when you execute or reverse the rollup:
 - Set the *Write line items* indicator, if you want the option of reversing the rollup after it has been executed.
 - If you set the *Write line items* indicator, the system writes line items to the line item database. If you do not plan to reverse the rollup (or if you are rolling up large quantities of data), you should leave the *Write line items* indicator blank to avoid unnecessary database updates.
 - Set the *Accumulate values* indicator, if you want new rollup data to be added to existing rollup data in the rollup ledger.

Creating a Rollup Header

If you want new rollup data to overwrite existing rollup data, leave this indicator blank.

- Set the *Write records with amount 0* indicator, if you want the system to insert blank records (records with the value zero in their amount fields) in the rollup ledger.



If you want to create a report that shows **all** accounts in a group of accounts (including accounts that have amounts equal to zero), you must include records that have zero in their amount fields. If blank records are not included in your rollup ledger, then the summary records of those accounts that are equal to zero will not be created or available for reporting.

- Set the *Elim.of int.bus.vol.frm bus* indicator, if you want to eliminate internal business volume within a set hierarchy.

You can only use this field if the rollup is a hierarchical rollup and if the dimension you are rolling up in the hierarchical rollup has a partner dimension defined in the master files (for example, RCNTR (receiving cost center) and SCNTR (sending cost center)).

If you have allocated costs between the final cost centers within a cost center area, you can eliminate inter-company business volume.

- Set the *Summarize partner* indicator to summarize data across sender and receiver cost center (only for hierarchical rollups).
2. You can use the following additional processing functions on the *Create Rollup <Name>: Header* screen.

Additional Processing Functions – Create Rollup <Name>: Header Screen

Choose	To
<i>Edit → Choose</i>	Display and maintain a set or field movement defined in the rollup header. (Position the cursor on the set or the field movement that you want to display/maintain.)
<i>Goto → Rollup sequence</i>	Enter information for the rollup sequence (only for standard rollups).
<i>Extras → History</i>	View a revision history of the rollup.
<i>Extras → Document rollup</i>	Document the rollup definition and record results of the rollup.
<i>Extras → Check rollup</i>	Check the rollup for errors.

3. To save the rollup, choose *Rollup → Save*.

Creating a Rollup Sequence

Creating a Rollup Sequence

Sequences allow you to execute multiple rollup sequences without having to create and execute separate rollups.



You can create a rollup with three rollup sequences. Each sequence within the rollup rolls up data from three different sources into three different rollup ledgers. When you execute the rollup, all three sequences will be processed (record by record) in order of sequence number.

You can only create rollup sequences for standard rollups. All necessary information for a hierarchical and export rollup is defined on the *Create Rollup <Name>: Header* screen.

To create a rollup sequence from the *Create Rollup <Name>: Header* screen:

1. Choose *Goto* → *Rollup sequence*.

The *Create Rollup <Name>: Rollup Sequence* screen appears.

2. Enter the following data:

- Name of the rollup sequence set

The sequence set determines which data should be rolled up for the specific sequence. For more information about sets and rollups, see [Sets and Rollups \[Page 79\]](#).

- A selection rule, if your sequence set cannot completely define the data to be rolled up

The selection rule further qualifies the selection made by the sequence set (for example, OR conditions). The selection rule must conform to Boolean Logic syntax rules.

- Name of the field movement for the rollup sequence

The field movement determines which dimensions will be transferred from the source ledger(s) to the rollup ledger.

- A rollup ledger name

When you create a rollup sequence, you can now enter the ledger to which you want to rollup data. In previous releases, you had to assign a substitution activity, which contained the ledger, to the rollup sequence.

- Set the *Blocked* indicator if you want to block the sequence from rollup processing

- Rollup sequence description

3. You can use the following additional processing functions on the *Create Rollup <Name>: Rollup Sequence* screen.

Additional Processing Functions – Create Rollup <Name>: Rollup Sequence Screen

Choose	To
--------	----

Creating a Rollup Sequence

<i>Edit → Choose</i>	Display and maintain a set, rule or field movement defined in the rollup sequence. (Position the cursor on the set/rule/field movement you want to display or maintain.)
<i>Edit → Delete sequence</i>	Delete the sequence from the rollup.
<i>Extras → Create field movemnt</i>	Select a sequence and enter field movement information.
<i>Extras → History</i>	View a revision history of the rollup.
<i>Extras → Document rollup</i>	Document the rollup definition and record results of the rollup.
<i>Extras → Check rollup</i>	Check the rollup for errors.

4. To save the rollup, choose *Rollup → Save*.

Maintaining Field Movement Information

Maintaining Field Movement Information

To maintain field movement information from the *Create Rollup <Name>: Rollup Sequence* screen:

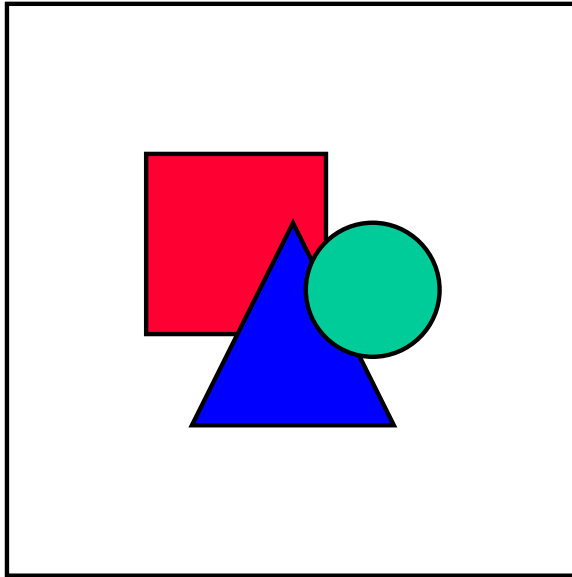
1. Move the cursor to the sequence for which you want to maintain field movement information.
2. Choose *Extras → Create field movement*.
The *Create Field Movement* dialog box appears.
3. Enter the name of the field movement that you want to create and choose *Continue*.
The *Create Rollup Field Movement: Data* screen appears.
4. Enter the following data:
 - A description of the field movement
 - A user exit to be performed **after** data is selected from the database, if required.
 - A user exit to be performed **before** the database is updated with receiver records, if required.
 - Receiver field name
The receiver field is the field to which the sender field name is assigned.
 - A sender field name that is to be assigned from the source table.
The data from this field is assigned to the *Rec. fld* field.
 - A substitution activity code
 - A user exit number to be performed when the data from the sender field is moved to the receiver field during rollup execution, if required.
For more information about user exits, see [User Exits and Rollups \[Page 90\]](#) .
5. You can use the following additional processing functions on the *Create Rollup Field Movement: Data* screen.

Additional Processing Functions – Create Rollup Field Movement: Data Screen

Choose	To
<i>Edit → New entries</i>	Display additional entries for entering field movements for the rollup.
<i>Edit → Delete line</i>	Delete a field movement line from the field assignment information.
<i>Edit → Delete all lines</i>	Delete all field movement lines from the field assignment information.
<i>Goto → Substitution</i>	Enter substitution information for the rollup.

6. To save the field movement information, choose *Field movement → Save*.

Maintaining Field Movement Information



You use the *Edit* → *Choose* function on the *Create Rollup <Name>: Rollup Sequence* screen to display a field movement already defined in the rollup sequence.

Entering Substitution Activity Information

Entering Substitution Activity Information

A substitution activity allows you to transfer substituted data to receiver dimensions during the rollup process. A substitution activity is identified by its substitution activity code, and you enter the substitution activity code in a field movement. You can use the same substitution activity code for more than one rollup sequence.



You could define a substitution activity called CONV to substitute the value 300000 for account numbers between 500000 and 500020 (number 1) and to substitute the value 400000 for account numbers between 600000 and 600020 (number 2). Next, you enter the substitution activity code CONV in a field movement that transfers the data for the dimension Account. When you execute your rollup, account numbers between 500000 and 500020 will be changed to and summarized under account number 300000, and account numbers between 600000 and 600020 will be changed to and summarized under 400000.

To add a substitution activity from the *Change Field Movement: Data* screen:

1. Choose *Goto* → *Substitution*.
The *Change View "Rollup Substitution": Overview* screen appears.
2. Choose *Edit* → *New entries*.
3. Enter the following data:
 - Name of the substitution activity
 - A consecutive number
 - Table name that will receive the substituted value
 - Name of the dimension that will receive the substituted value
 - Substitution value

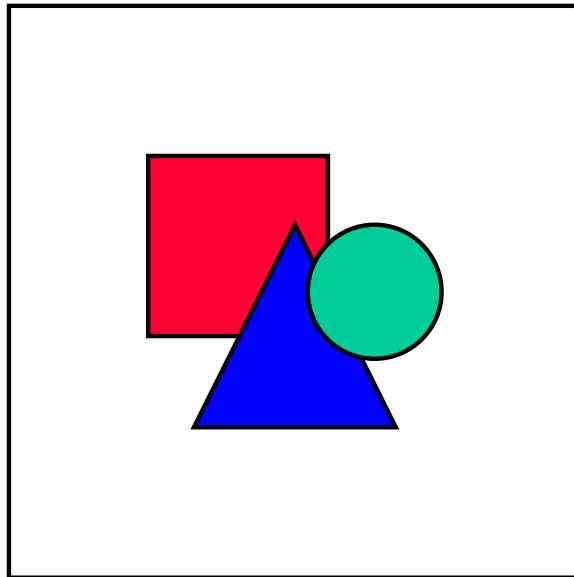
The value you enter in this field will be substituted for the original value if the substitution condition is met.



For substitution activity code CONV (above example), you could enter the value 300000.

- User exit number, to refer the system to a rollup substitution exit
If your substitution condition is too complicated to define here (for example, if you want to read a user-defined table), you can define the substitution in a user-defined routine called a substitution exit. Generally, if you enter a user exit, it is not necessary to enter a value in the *Constant value* field. For more information about user exits, see [User Exits and Rollups \[Page 90\]](#).
- A substitution rule

Entering Substitution Activity Information



All substitution rules that are used in rollup substitution activities must be created for table GLU1 (application area GU, callup point 0002).

For more information about creating substitution rules, see [Creating Rules \[Ext.\]](#).

4. You can use the following additional processing functions on the *Change View "Rollup Substitution": Overview* screen.

Additional Processing Functions – Change View "Rollup Substitution": Overview Screen

Choose	To
<i>Position</i>	Position on an existing substitution activity.
<i>Table view → Change → Display</i>	Switch from the <i>Change</i> mode to the <i>Display</i> mode.
<i>Table view → Display → Change</i>	Switch from the <i>Display</i> mode to the <i>Change</i> mode.
<i>Table view → Print → Standard list</i>	Print all substitution activities defined on the system.
<i>Table view → Print → Variable list</i>	Print specific substitution activities based on user-defined selection criteria.
<i>Table view → Save</i>	Save the substitution activity definitions.
<i>Table view → Transport</i>	Prepare the table for transport under a correction number.
<i>Edit → New entries</i>	Create a new substitution activity.
<i>Edit → Selections → Select all</i>	Select all substitution activities for further processing.
<i>Edit → Selections → Deselect all</i>	Deselect selected substitution activities.
<i>Edit → Selections → Select block</i>	Select a block of substitution activities for further processing.
<i>Edit → Delete</i>	Delete selected substitution activities.

Entering Substitution Activity Information

<i>Edit → Copy as...</i>	Copy a selected substitution activity.
<i>Edit → Change fld cont...</i>	Correct a selected substitution activity.
<i>Edit → Undo change</i>	Change a selected substitution activity back to its previous definition.
<i>Goto → Next entry</i>	Move to the next substitution activity.
<i>Goto → Previous entry</i>	Move to the previous substitution activity.
<i>Goto → Other entry...</i>	Move to a specific substitution activity.
<i>Selection → By contents...</i>	View substitution activities according to the fields displayed on the screen.
<i>Selection → All selected entries</i>	View all substitution activities that have been selected.
<i>Selection → All changed entries</i>	View all substitution activities that have been changed.
<i>Selection → All created entries</i>	View all substitution activities that have just been created.
<i>Selection → Display del. entries</i>	View all substitution activities that have just been deleted.
<i>Utilities → Other system</i>	Compare the substitution activity entries with the entries in another system (for example, a test system vs. a productive system).
<i>Utilities → Requests (Organizer)</i>	Call up the Workbench Organizer, for example, to maintain and display transport requests.

- To save the substitution activity, choose *Table view → Save*.

Verifying a Rollup

After you have created a rollup, you should verify that it is correct. You can verify a rollup from the *Create/Change/Display Rollup* screens using the *Check rollup* function.

To check a rollup from the *Create/Change/Display Rollup* screens:

Choose *Extras* → *Check rollup*.

The system checks the rollup. If the rollup is correct, the system displays the following message:

```
Rollup <Rollup Name> is formally correct
```

If the rollup contains errors, error messages appear. You must correct these errors before executing the rollup. (You can ignore warning errors.)

When displaying error messages for a rollup definition, you can also display a more extensive explanation for an error. To display additional information for an error message:

1. Move the cursor to the error message for which you want to display additional information.
2. Choose *Long text* or double-click the message.

Documenting a Rollup

Documenting a Rollup

When you document a rollup, you can display and print all of the rollup screens (including all rollup sequences). The *Document rollup* function gives you a detailed overview of the rollup definition.

You can document a rollup from the *Create/Change/Display Rollup* screens using the *Document rollup* function.

To document a rollup from the *Create/Change/Display Rollup* screens:

1. Choose *Extras* → *Document rollup*.

The *Document Rollup Definition* screen appears.

2. Complete the fields with the necessary information for printing.
3. Choose *Program* → *Execute and print*.

The system prints the rollup documentation at the selected printer or writes the documentation to the spool file to be printed later.

Displaying a Rollup Definition

1. Choose *Accounting* → *Financial accounting* → *Spec. Purpose Ledger*, then *Periodic processing* → *Rollup* → *Display*.

The *Display Rollup: Initial Screen* appears.

2. Enter the name of the rollup that you want to display.
3. Choose *Rollup header*.

The *Display Rollup <Name>: Header* screen appears.

Maintaining Rollup Number Ranges

Maintaining Rollup Number Ranges

Number ranges for rollups are usually defined in Customizing function when you initially set up your system. However, you can also define number intervals when executing or reversing a rollup.

To define a number interval for a rollup from the *Execute OR Reverse Rollup: Initial Screen*:

1. Choose *Rollup → Number range maint.*
The *Number Ranges for FI-SL Rollup Documents* screen appears.
2. You can use the following processing functions on the *Number Ranges for FI-SL Rollup Documents* screen.

Processing Functions – Number Ranges for FI-SL Rollup Documents Screen

Choose	To
<i>Number range object → Overview</i>	Display defined number range intervals.
<i>Interval → Display</i>	Display defined number range intervals.
<i>Interval → Change</i>	Maintain number range intervals.
<i>Interval → Change status</i>	Change the current value in the <i>Current number</i> field (current assigned document number).
<i>Interval → Transport</i>	Transport all selected intervals to another system.

3. Choose *Interval → Change*.
The *Maintain Number Range Intervals* screen appears.
4. Choose *Edit → Insert interval*.
A dialog box appears, prompting you for additional information.
5. Enter the following data:
 - Number range code for the number range interval
 - Beginning document number for the number range
 - Last document number for the number range

You should **not** enter a value in the *Current number* field. This field displays the actual document number posted for the number range

Do not set the *Ext.* indicator, because the system determines the document number.
6. To save the number range interval information, choose *Insert Interval*.
7. You can use the following additional functions on the *Maintain Number Range Intervals* screen.

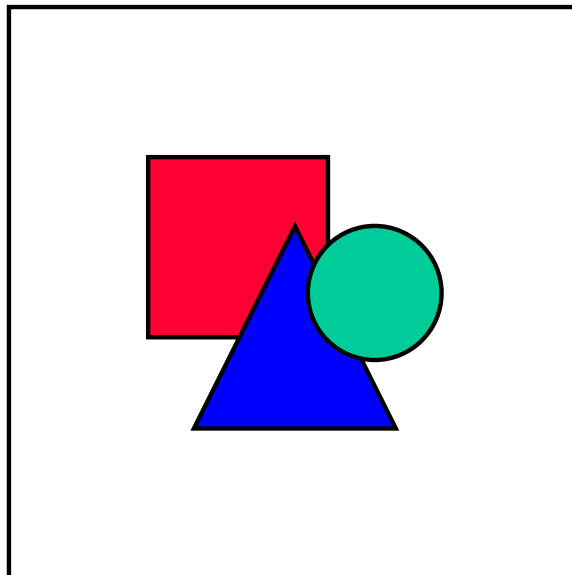
Additional Processing Functions – Maintain Number Range Intervals Screen

Choose	To

Maintaining Rollup Number Ranges

<i>Edit → Insert interval</i>	Create a new number range.
<i>Edit → Delete interval</i>	Delete a defined number range.
<i>Edit → Select → Select all</i>	Select all existing number ranges for further processing.
<i>Edit → Select → Deselect all</i>	Deselect all selected number ranges.
<i>Interval → Display intervals</i>	Display defined number ranges.
<i>Interval → Change status</i>	Change the current value in the <i>Change No. Status</i> field (current assigned document number).
<i>Interval → Check</i>	Check if the number range interval is correct.

8. Choose *Number range object → Save*.



You must assign the number range code (value in the *No.* field) to a document type in *Table T889* (Document Types) before you can use the interval you have added. You assign the number range code in the *RoNr* field on the *Maintain Table T889* screen.

For more information about defining number range intervals in Customizing, see the *Maintain Number Ranges* step (Rollup) in the Implementation Guide (IMG) for *Special Purpose Ledger*.

Defining a Rollup for Background Processing

Defining a Rollup for Background Processing

You can execute or reverse a rollup in either online or background processing. Normally, executing or reversing your rollup involves large amounts of data and requires extensive processing time; in this case, you should execute or reverse your rollup in background processing.

To define a rollup for background processing:

1. Choose *Accounting* → *Financial accounting* → *Spec. Purpose Ledger*, then *Periodic processing* → *Rollup* → *Execute OR Reverse*.

The *Execute OR Reverse Rollup: Initial Screen* appears.

2. In the *Rollup* field, enter the name of the rollup for which you want to create a job for background processing and choose *Enter*.

The *Execute OR Reverse Rollup <Name>: Parameter Screen* appears.

3. Enter data as required.

For more information about entering the values in these fields, see [Executing a Rollup \[Page 119\]](#) and [Reversing a Rollup \[Page 117\]](#).

4. Set the *Background processing* indicator and choose *Execute* or *Reverse*.

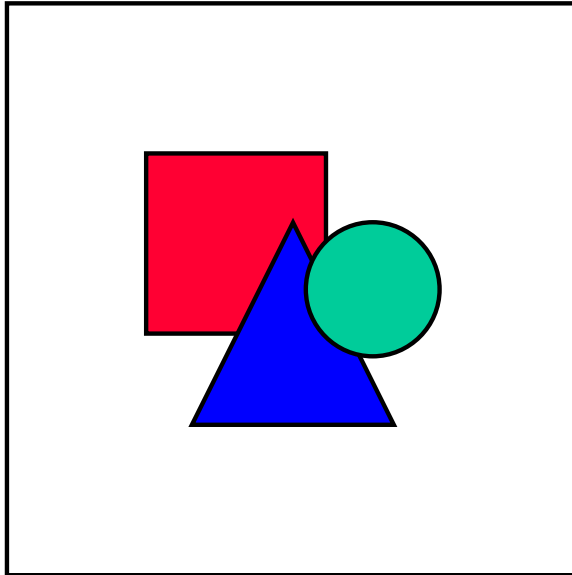
A dialog box appears, prompting you for job information.

5. Enter the information for executing/reversing the rollup in background processing and choose *Execute*.

For more information about scheduling background jobs, see the *Working With R/3 – Getting Started with R/3* documentation in the R/3 library.

Reversing a Rollup

If you want to reverse a rollup, you use the *Reverse* function. Reversing a rollup is different than resetting a rollup. When you **reverse** a rollup the system creates reversing documents that offset the original line items. When you **reset** a rollup, the system resets selected data fields to zero but does not create any new documents.



You can reverse a rollup only if the rollup data has been posted to the line item database(s).

To reverse a rollup:

1. Choose *Accounting* → *Financial accounting* → *Spec. Purpose Ledger*, then *Periodic processing* → *Rollup* → *Reverse*.

The *Reverse Rollup: Initial Screen* appears.

2. Enter the name of the rollup that you want to reverse.
3. Choose *Reverse*.

The *Reverse Rollup <Name>: Parameter Screen* appears.

4. Enter the following data:

Parameters fields:

For standard and hierarchical rollups (when the fiscal year variants are the same for the source ledger(s) and rollup ledger):

- Beginning period for which you want to reverse rollup data.
- Fiscal year for the value entered in the *From period* field.
- End period for which you want to reverse rollup data.
- Fiscal year for the value entered in the *To period* field.

Reversing a Rollup

For standard rollups (when the fiscal year variants are different for the source ledger(s) and the rollup ledger):

- Start date for the rollup reversal
- End date for the rollup reversal
- Set the *Carry-frwr period frm yr* indicator if you want to reverse the carry forward period of a specific year. In the second field, enter the fiscal year for which you want to reverse the carry forward period.
- Set the *Special periods* indicator if you want to reverse all special periods.

Processing options fields:

- If you want to reverse your rollup in the background, set the *Background processing* indicator.

For more information about reversing your rollup in the background, see [Defining a Rollup for Background Processing \[Page 116\]](#) .

- If you want to output a list containing details on all the records read and generated during the rollup reversal, set the *Detail list* indicator.
5. You can use the following additional processing functions on the *Reverse Rollup <Name>: Parameter Screen*.

Additional Processing Functions – Reverse Rollup <Name> Parameter Screen

Choose	To
<i>Extras → History</i>	View the execution history of the rollup.
<i>Extras → Delete history</i>	Delete the execution history information for the rollup.
<i>Extras → Document rollup</i>	Document the rollup and record results of the rollup.

6. Choose *Reverse*.

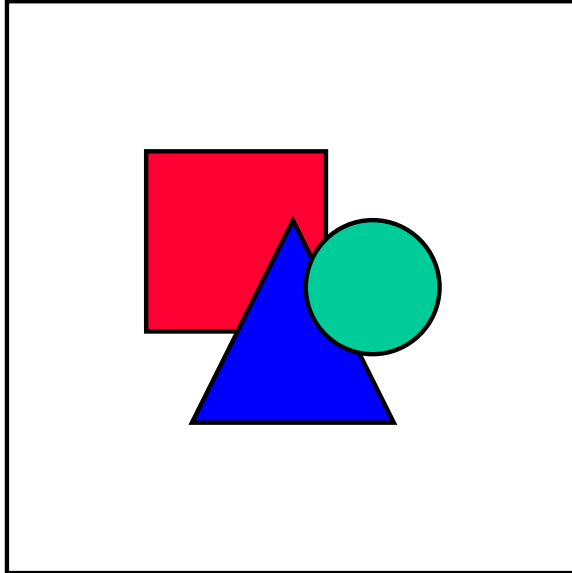
A list of statistics for the reversed rollup appears on the *Reverse Rollup <Name>: Statistics* screen.

Executing a Rollup

1. Choose *Accounting* → *Financial accounting* → *Spec. Purpose Ledger*, then *Periodic processing* → *Rollup* → *Execute*.

The *Execute Rollup: Initial Screen* appears.

2. Enter the name of the rollup that you want to execute.
3. Choose *Execute*.



If you entered a value or set variable in one of your rollup sets, a dialog box appears, prompting you to confirm or change the default value of the variable. The dialog box for set variables appears first, followed by the dialog box for value variables.

The *Execute Rollup <Name>: Parameter Screen* appears.

If there are errors in the rollup definition, a screen appears, listing the errors. If the errors are only warnings, choose *Execute*. The *Execute Rollup <Name>: Parameter Screen* appears.

4. Enter the following data:

Parameters fields:

For standard, hierarchical and export rollups (when the fiscal year variants are the same for the source ledger(s) and rollup ledger):

- Beginning period for which you want to roll up data.
- Fiscal year for the value entered in the *From period* field.
- End period for which you want to roll up data.
- Fiscal year for the value entered in the *To period* field.

For standard rollups (when the fiscal year variants are different for the source ledger(s) and the rollup ledger):

Executing a Rollup

- Start date for the rollup execution
- End date for the rollup execution
- Set the *Carry-frwr period frm yr* indicator if you want to roll up the carry forward period of a specific year. In the second field, enter the fiscal year for which you want to roll up the carry forward period.
- Set the *Special periods* indicator if you want to roll up all special periods.

Processing options fields:

- If you want to execute your rollup in the background, set the *Background processing* indicator.
 For more information about executing your rollup in the background, see [Defining a Rollup for Background Processing \[Page 116\]](#) .
- If you want the option of reversing the rollup after it has been executed, set the *Write line items* indicator.
 If you set the *Write line items* indicator, the system writes line items to the line item database. If you do not plan to reverse the rollup or drill down to rollup line items in a report created for the rollup ledger (or if you are rolling up large quantities of data), you should leave the *Write line items* indicator blank to avoid unnecessary database updates.
- Enter the document type for the rollup, if line items should be created for the rollup. The document type groups together documents that are processed in the same way.
- If you want new rollup data to be added to existing rollup data in the rollup ledger, set the *Accumulate values* indicator. If you want new rollup data to overwrite existing rollup data, do not set this indicator.
- If you want the system to insert blank records (records with the value zero in their amount fields) in the rollup ledger, set the *Write records with amount 0* indicator.

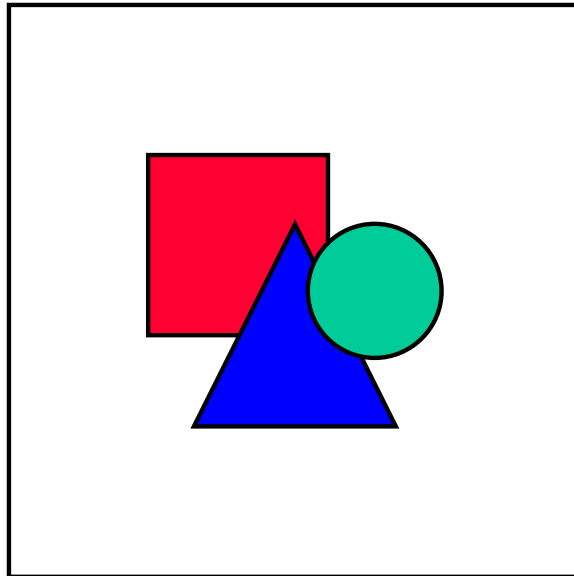


If you want to create a report that shows **all** accounts in a group of accounts (including accounts that have amounts equal to zero), you must include records that have zero in their amount fields. If blank records are not included in your rollup ledger, then the summary records of those accounts that are equal to zero will not be created or available for reporting.

- If you want to eliminate internal business volume within a set hierarchy, set the *Elim.of int.bus.vol.frm bus* indicator . You can only use this indicator if the rollup is a hierarchical rollup and if the dimension you are rolling up in the hierarchical rollup has a partner dimension defined in the master files (for example, RCNTR (receiving cost center) and SCNTR (sending cost center)).
 If you have allocated costs between the final cost centers within a cost center area, you can eliminate inter-company business volume. You only set this indicator for hierarchical rollups.
- If you also want to summarize data for sender objects parallel to the receiver object, set the *Summarize partner by level* indicator. You can only use this indicator if the rollup is a hierarchical rollup.

Executing a Rollup

- If you want to output a list containing details on all the records read and created during the rollup execution, set the *Detail list* indicator.



Processing time could take longer if you are processing a large volume of data and set the *Detail list* indicator.

5. You can use the following additional processing functions on the *Execute Rollup <Name>: Parameter Screen*.

Additional Processing Functions – Execute Rollup <Name>: Parameter Screen

Choose	To
<i>Extras → Export file</i>	Import data from a sequential file or PC file or export data to a sequential file or PC file.
<i>Extras → History</i>	View the execution history of the rollup.
<i>Extras → Delete history</i>	Delete the execution history information for the rollup.
<i>Extras → Document rollup</i>	Document the rollup definition and record results of the rollup.

6. Choose *Execute*.

A list of the records read and created for the executed rollup appears.

Exporting/Importing Rollup Data

You can also export/import rollup data to/from a PC file, which is advantageous when rolling up data across separate R/3 Systems or clients.

To export or import rollup data from the *Execute Rollup <Name>: Parameter Screen*:

1. Choose *Extras → Export file*.

A dialog box appears, displaying the options for importing/exporting rollup data.

2. Enter the following data:

Executing a Rollup

Input data fields: You enter values in these fields when you want to import the rollup data from a sequential file or PC file.

Enter the file name from which you want to import data in the field under the file type you have marked.

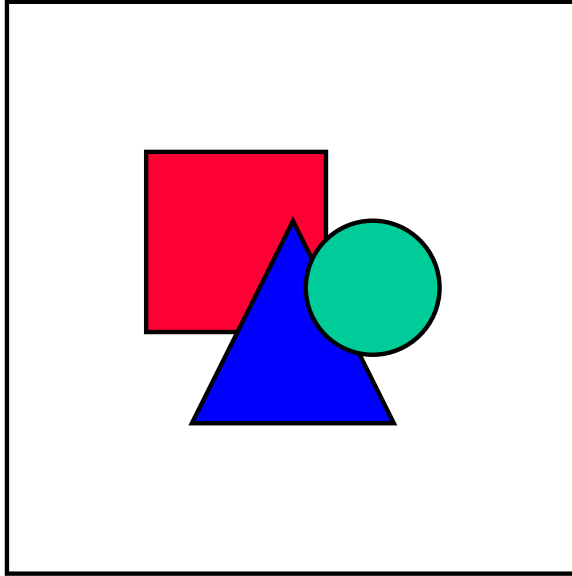
Output data fields: You enter values in these fields when you want to export the rollup data to a sequential file or PC file.

Enter the file name to which you want to export data in the field under the file type you have marked.

3. Choose *Continue*.

When you execute the rollup, the system imports the data from or exports the data to the files you have specified.

Deleting a Rollup Definition



You should use extreme caution before you delete a rollup definition from your productive system.

When you delete a rollup, you do not delete the rollup ledger; you only delete the definition of how the data was rolled up into the rollup ledger.

To delete a rollup definition:

1. Choose *Accounting* → *Financial accounting* → *Spec. Purpose Ledger*, then *Periodic processing* → *Rollup* → *Delete*.

The *Delete Rollup: Initial Screen* appears.

2. Enter the name of the rollup that you want to delete.
3. Choose *Enter*.

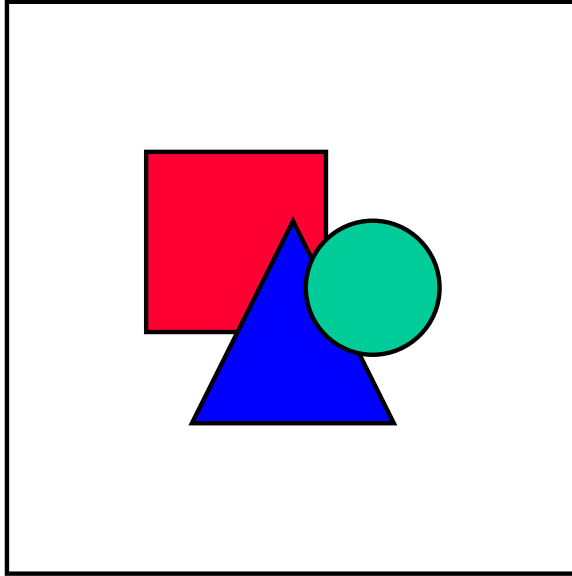
A dialog box appears, asking you if you want to delete the rollup.

4. To delete the rollup, choose *Yes*.

The system has deletes the rollup definition. You cannot restore a rollup definition after it has been deleted.

Changing a Rollup Definition

Changing a Rollup Definition



You should use caution when changing the structure of your productive system. Structure changes that you make in a productive system may violate the integrity of your data.

To change a rollup definition:

1. Choose *Accounting* → *Financial accounting* → *Spec. Purpose Ledger*, then *Periodic processing* → *Rollup* → *Change*.
The *Change Rollup: Initial Screen* appears.
2. Enter the name of the rollup that you want to change.
3. Choose *Rollup header*.
The *Change Rollup <Name>: Header* screen appears.
4. Type over existing values with your changes.
5. To save your changes, choose *Rollup* → *Save*.

Planning

Use

Using the Flexible General Ledger, you can carry out multidimensional planning. Not only can you plan for accounts as in the previous general ledger, you can also plan for other dimensions (cost center, profit center, and so on).

Prerequisites

You have made the Customizing settings for planning in the Flexible General Ledger Implementation Guide.

If you want to use dimensions other than the account level for planning, you have to create a set which contains the corresponding dimensions. The “account” dimension may not be contained in this set. You create sets for planning in the Flexible General Ledger Implementation Guide.

Features

You have the following functions available for planning:

- Planning for accounts (balance sheet/ profit and loss version)
- Planning for other account assignments/dimensions of the general ledger (that is, the dimension contained in the R/3 system, such as cost center and profit center)
- Planning for you own account assignments (fields with which you have expanded the Flexible General Ledger)

Activities

To set up planning, choose *Period processing* → *Planning* from the Flexible General Ledger menu.

You always access planning via the balance sheet/profit and loss version. If you want additional account assignments for planning, enter a set with the corresponding account assignments or dimensions in the “Additional account assignments” field.

The procedure for planning corresponds to the planning procedure in the application component Special Purpose Ledger (FI-SL). Following is a description of the planning function as found in the FI Special Purpose Ledger documentation. Different than planning in the Special Purpose Ledger, no distinction is made in the Flexible General Ledger between local ledgers and global ledgers. There are only local ledgers in the flexible general ledger.

Planning

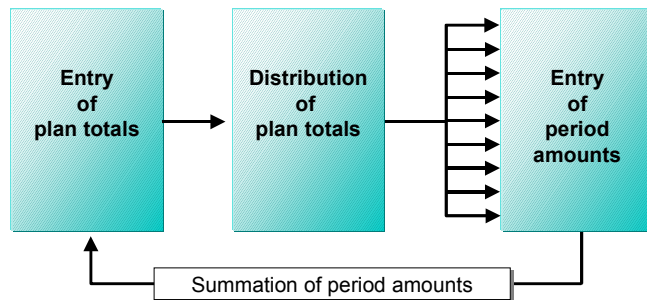
Planning

Purpose

With the Planning function in the [Special Purpose Ledger \[Ext.\]](#), you can enter and distribute plan data to create budgets, forecasts, and other reports.

You can quickly and easily enter large amounts of plan data. Generally, you can enter plan amounts in the following ways:

- You can enter amounts as plan totals that are (automatically or manually) distributed to the planning periods.
- You can enter amounts as period amounts that are automatically totaled.
- You can enter a combination of both totals and period amounts.



For information on creating plan data, see [Creating Plan Data \[Page 133\]](#).

Implementation Considerations

Before you can complete planning in the Special Purpose Ledger, you have to set up planning in Customizing. For more information, see [Setting Up Planning \[Page 129\]](#).

Integration

You can transfer plan data from the following SAP components to complete planning:

- Overhead Cost Controlling (CO-OM)
- Profitability Analysis (CO-PA)

To transfer data, choose Accounting → Financial accounting → Special Purpose Ledger → Periodic processing → Data transfer → CO plan data object/document or CO-PA plan data.



CO plan data is only posted directly to FI-SL when a plan version is defined for the ledger to which the CO data is to be posted. If you want to post planning data to a FI-SL ledger, you must maintain a plan version for the ledger in Customizing. Additionally, you have to activate plan integration in Controlling Customizing.

Features

The following options are available in Special Purpose Ledger planning:

- Your planning can be completed centrally or decentrally. When setting up planning, you provide a framework for the individual planners and assign authorizations. You can also adapt the entry screen layout.
- You can use Microsoft Excel to enter the data. The individual planners can enter their plan data using Microsoft Excel. You can then import this plan data to the SAP System. See [Excel Integration in Planning \[Page 165\]](#).
- You can post plan data to a nearly unlimited number of forecast versions per year. You define plan versions in Customizing under *Accounting → Financial Accounting → Special Purpose Ledger → Planning → Plan Settings → [Maintain Plan Versions \[Ext.\]](#)*.
- You can use existing actual and/or plan data (for example, from previous years) as a reference for a new plan. To do so, choose *Accounting → Financial accounting → Special Purpose Ledger → Planning → Copy model plan → Local or Global*. See [Using a Model Plan \[Page 176\]](#).
- You can compare actual and plan data
- You can display totals records of your plan data. Choose *Accounting → Financial accounting → Special Purpose Ledger → Planning → Display totals*. See [Displaying Totals Records \[Page 177\]](#).
- You can display individual plan documents. Choose *Accounting → Financial accounting → Special Purpose Ledger → Planning → Display plan documents. → Local or global plan documents*. See [Displaying Plan Documents \[Page 179\]](#).
- With the allocation functions, you can assess or distribute plan data. To do so, choose *Accounting → Financial accounting → Special Purpose Ledger → Planning → Planned close → Plan assessment or Plan distribution*.
- With [rollups \[Ext.\]](#) you can summarize plan data.

Master Data and Planning

Master Data and Planning

Planning uses master data to validate entries and to store other master data information. If not master data exists for the dimensions of your plan sets, the system cannot check the values entered. In this case, you would receive an error message.



If your set contains the cost centers 100 and 200, but these cost centers are not in the master data, the system displays an error message.

Master data information may be located in different places in the system. When the system searches master data information, it checks the settings in Customizing. The master data being searched for is stored here.

For information about defining and editing FI-SL master data, see [Creating Master Data \[Ext.\]](#).

Setting Up Planning

Purpose

Before you can complete planning in the Special Purpose Ledger, you have to set up planning in Customizing.

The activities for setting up planning are found in Customizing under Financial Accounting → Special Purpose Ledger → Planning.

Process flow

You have to complete the following activities:

1. Define one or more [planning layouts \[Page 130\]](#).

For each planning layout, you determine which summary table your planning is to be based on, which characteristics and key figures are to be used, and the layout of the creation screen. You can also enter certain values for selected characteristics and key figures.

You define a planning layout for each variant of your planning.

2. Define one or more [planner profiles \[Page 131\]](#) and assign the desired planning layouts to each planner profile.

Planner profiles are used to provide the individual planner a selection of the plan tasks that are created for his/her area of responsibility.

With a planner profile, you control the planning process. For each summary table, you determine which plan tasks are to be used, that is, which planning layouts with which default parameters. You also determine which users are allowed to complete which planning activities by assigning an authorization group to each planner profile.

3. A planner profile must be assigned to each user who is to carry out planning. To assign a planner profile, from the main menu choose Accounting → Financial accounting → Special Purpose Ledger → Planning → Set planner profile.

Result

You have set up planning. The individual planners can now enter their plan data. You can read more about how to create plan data and the functions available in [Entering Plan Values \[Page 134\]](#).

Planning Layout

Planning Layout

Definition

Form that determines how planning is carried out based on the characteristics and key figures of a summary table and how the screen is set up for completing planning.

Use

Since the tables you installed serve as the basis in the Special Purpose Ledger, you have to specify the tables on which the planning layout is based.

With a planning layout, you define:

- How you want to carry out planning, based on the characteristics and key figures
- How the screen is set up for planning, that is, you define how the characteristics and key figures are arranged
- Whether you want to enter default values of intervals for selected characteristics and key figures
- Whether you want to include actual key figures in your planning

You define planning layouts in Customizing under *Accounting* → *Financial Accounting* → *Special Purpose Ledger* → *Planning* → [Define Planning Layout \[Ext.\]](#).

Planning layouts are created using the [Report Painter \[Ext.\]](#). You can use all the functions of the Report Painter when editing your planning layouts.

Structure

A planning layout consists of the following parts:

- **Header area**

The header area is defined by the general selection criteria.

- **Key column(s)**

The key columns contain the characteristics that identify the individual lines in the planning layout, such as account or cost center.

- **Value columns**

The value columns contain the key figures to be planned, that is, the plan values.

Planner Profile

Definition

Hierarchically structured overview of [plan tasks \[Ext.\]](#).

Defined per summary table in a planner profile are the plan tasks and the order they are used in planning.

Use

Planner profiles are used to provide the planner a selection of the plan tasks that are created for his/her area of responsibility. Before a planner can start planning, he/she has to assign a planner profile to him/herself.

With planner profiles, you control the planning process. For each summary table, they determine which plan tasks are used with which default parameters. For each table, you can create multiple plan tasks.

The plan tasks are assigned to a planner profile and profile items. The profile items determine the order of the plan tasks in a planner profile. You can assign the same plan task multiple times to a planner profile, but only with different default parameters.

In a planner profile, you set the following default parameters for planning:

- **Authorizations**

You can assign an authorization group to each planner profile.

By defining planner profiles specifically for the planners and by assigning corresponding authorization groups to the planner profiles, you can ensure that the individual planners can only complete planning in their individual areas of responsibility.

- **Default parameters**

You can assign default parameters to your planning layouts. The combination of planning layout and default settings is a plan task.

With the default parameters, you provide default values for variables of a planning layout. In a planner profile, you define whether values can be overwritten when completing planning.

You define planner profiles in Customizing under *Accounting* → *Financial Accounting* → *Special Purpose Ledger* → *Planning* → [Define Planner Profile \[Ext.\]](#).

Structure

Planner profiles are structured hierarchically.

General planner profiles

 Plannable tables

 Plan tasks for a table

 Default parameters

Planner Profile**Integration**

You can use planner profiles from other application components such as Profitability Analysis (CO-PA) or Cost Center Accounting (CO-OM) and enhance them to include plan tasks from the Special Purpose Ledger.

Creating Plan Data

Use

You have various options available to you for creating and displaying plan data.

- You can create your plan data in a R/3 screen. See [Entering Plan Values \[Page 134\]](#).
- You can activate Microsoft Excel as an interface for entering your plan data. See [Excel Integration in Planning \[Page 165\]](#).

When entering plan data, various functions such as copy, cut, and paste are available. See [Planning Functions \[Page 136\]](#).

Prerequisites

Before you can enter plan data, your planning has to be set up, that is, your planner profiles and plan tasks have to be defined. For more information, see [Setting Up Planning \[Page 129\]](#).

Creating Plan Data

Creating Plan Data

Use

The following options are available for creating plan data:

- You can create plan data by entering plan totals, which you then distribute to the individual plan periods using a [distribution key \[Page 157\]](#).
- You can enter plan data for the individual plan periods and have the system total these amounts.
- You can enter both total amounts and period amounts.

Prerequisites



Before you can enter plan data, the following settings have to be made:

- Planning must be set up. For more information, see [Setting Up Planning \[Page 129\]](#).
- A planner profile has to be assigned to you, that is, a planner profile and the related summary table must be entered in your user master record. To assign a planner profile, from the main menu choose Accounting → Financial accounting → Special Purpose Ledger → Planning → Set planner profile.

Procedure

To create plan data, proceed as follows:

1. Choose *Accounting* → *Financial accounting* → *Special Purpose Ledger* → *Planning* → *Planned values* → *Enter*.

The initial screen appears. In the initial screen, the first plan task of the current planner profile is displayed. You can switch between the plan tasks of the planner profile. To do so, choose  or .



The system displays the planner profile that was last saved in your user master record. If, for example, you completed a planning session in the [planning tool \[Page 174\]](#), the planner profile from this session is displayed.

2. Enter values for the characteristics.

You can overwrite default characteristic values, if they are defined in the plan task as such.



If fixed values were preassigned for all characteristics when the plan task was defined, the overview screen is displayed, that is, you can enter the plan data directly.




3. Choose .

The overview screen appears.

4. Enter your plan data.

Creating Plan Data

The following functions are available for entering and processing plan data. You can find the documentation for these functions under [Planning Functions \[Page 136\]](#).

5. Save your entries.
6. Select a plan value with the cursor and choose .
- The period screen appears.
7. The system displays the distribution of the selected plan value to the individual periods. You can switch between the screens of the individual periods. To do so, choose  or .
- The distribution depends on the [distribution key \[Page 157\]](#) that was entered when the plan task was defined. The following options are available for distributing a plan value to periods.
 - You can change the distribution key in the overview screen.
 - You can overwrite the displayed period values. The new is automatically stored under the manual distribution key 0 when saving and the new plan total is calculated.
8. Save your changes.

Planning Functions

Planning Functions

Use

When creating and editing plan data, various functions are available such as cut, copy, and paste. You can also enter a long text.

Features

The following functions are available:

- [Reload data \[Page 137\]](#)
- [Reverse row/Entries, restore \[Page 138\]](#)
- [Cut \[Page 139\]](#)
- [Copy \[Page 141\]](#)
- [Insert \[Page 143\]](#)
- [Change values \[Page 145\]](#)
- [Line item display \[Page 146\]](#)
- [Long text \[Page 147\]](#)
- [Target value search \[Page 148\]](#)
- [Sort \[Page 150\]](#)
- [Print preparation \[Page 151\]](#)
- [Number format \[Page 152\]](#)
- [Key columns \[Page 153\]](#)
- [Header display on/off \[Page 155\]](#)
- [All key values on/off \[Page 156\]](#)

Reload Data

Use

With this function you can reload plan or actual data, that is, you can update this information. This function is useful in the following cases:

- If you want to display actual data in your plan task, you can update the data.
- If you are working with several people on a plan task, you can display the current plan values.

Clear Row, Undo, Redo

Clear Row, Undo, Redo

Clear Row

This function is only active when you make an entry that is not allowed.

It allows you to reverse the entries made in the row where the error occurred, thus returning the row to its last valid state in the planning session. The system then continues checking the entries with the next row.

Undo

This function reverses all the entries in the last dialog step. The system always stores the five last states so that you can restore these. However, these states are lost each time you switch from the overview screen to the period screen or back. After that you can no longer undo the previous step.



If you choose this function by mistake, you can “undo” the “undo” using the *Redo* function.

Redo

The *Redo* function is only active after you have used the *Undo* function.

Cut

Use

This function lets you move all the data in the selected range to the clipboard. When you do that, the system clears the selected cells.

You can select any of the following:

- An entire value column
- A block within a value column
- A block of value cells within a row

You can select an entire column by clicking on the column header. To select a block, use the *Select block* function. You can also select areas by positioning the cursor. The system interprets the cursor position as follows:

Where is the cursor?	What is selected?
in a lead column (not a blank row)	the row where the cursor is positioned
on a data cell (not a blank row)	the cell where the cursor is positioned
any other position	nothing



If you have explicitly selected a block or entire column, the system ignores the cursor position.

Prerequisites

The selected area may not contain any attribute cells (such as distribution keys), since these cannot be cleared.

Features

When you choose *Cut*, all the selected cells are cleared (set to "0") and the values contained there are moved to the clipboard. The contents of the clipboard are

- **Overwritten**, the next time you use the *Cut* or *Copy* function or
- **Deleted** as soon as you switch from the overview screen to the period screen or back.

The function [Paste \[Page 143\]](#) lets you insert the values from the clipboard to another position on the entry screen.



If you want to reverse the *Cut* function, choose *Undo entries* or the corresponding icon.

Cut

Copy

Use

This function lets you copy all the data in the selected range to the clipboard.

You can select any of the following:

- An entire value column
- A block within a value column
- A block of value cells within a row
- An entire row

You can only paste a row into a another row if the target row is ready for input. Consequently, the screen must contain rows that are ready for input before you can copy entire rows to the clipboard.

You can select an entire row or column by clicking on the row or column header. To select a block, use the *Select block* function. You can also select areas by positioning the cursor. The system interprets the cursor position as follows:

Where is the cursor?	What is selected?
in a lead column (not a blank row)	the row where the cursor is positioned
on a data cell (not a blank row)	the cell where the cursor is positioned
any other position	nothing



If you have explicitly selected a block or entire column, the system ignores the cursor position.

Features

When you choose *Copy*, the values contained in the selected cells are copied to the clipboard. The contents are the clipboard are

- **Overwritten**, the next time you use the *Cut* or *Copy* function or
- **Deleted** as soon as you switch from the overview screen to the period screen or back.

The function [Paste \[Page 143\]](#) lets you insert the values from the clipboard to another position on the entry screen.

Copy

Paste

Prerequisites

You can only use this function if you have already cut or copied data to the clipboard. For details, see [Cut \[Page 139\]](#) and [Copy \[Page 141\]](#).

Use

The function *Paste* lets you insert the values from the clipboard to the selected area on the entry screen.

Where the data is inserted depends on what is in the clipboard and what you have selected (either explicitly or by positioning the cursor) on the entry screen.

What is in the clipboard?	What is selected?
an entire column	You can select either the entire target column or the first cell in that column.
an entire row	You can either select the entire target row (blank row) or position the cursor on the target row in the lead column.
a block within a column	Select the first cell (on the left) of the area where you want to insert the data from the clipboard. The data is inserted there and in the cells to the right.
a block within a row	Select the first cell (on the left) of the area where you want to insert the data from the clipboard. The data is inserted there and in the cells to the right.



If you have explicitly selected a block or entire column, the system ignores the cursor position.

Tips

When using the *Paste* function, note the following:

- You can copy entire rows to the clipboard. If you do, you can only insert the row in a blank row that allows data entry.
The system inserts the characteristic values in the lead columns along with the values in the value columns. However, if you only copied the row, note that the combination of characteristics already exists. You therefore need to change the new row.
- If some cells in the target range are in display mode, the values in those cells are not overwritten. However, if you change values that are used to calculate other values, this could also change those calculated values, even if they are in cells that are not ready for input.
- The *Paste* function does not change or delete the content of the clipboard.

Paste

If you want to reverse the *Cut* function, choose *Undo entries* or the corresponding icon.

Change Values

Use

To use the function *Change values*, you first need to select a range of data cells that does not contain any attributes (such as distribution keys). You can then change the values in the selected range using the functions *Reevaluate* and *Add*.

Features

- Reevaluate

This function increases the values in the selected cells by a percentage that you enter. You can also enter a “-” sign, in which case the values in the selected cells are decreased by that percentage.

- Add

The *Add* button lets you add the value you specify in the *Value* field to the values in the selected cells. Again, you can enter a “-” sign, in which case the value you entered is subtracted from the previous values.



If you want to reverse the *Change values* function, choose *Undo entries* or the corresponding icon.

Line Item Display

Line Item Display

Use

With this function, you can display the change documents of a plan value.

Long Text

Use

With this function, you can create a long text for a plan value or display an existing long text. If, for example, you are working together with several people on the planning, you could enter explanations for the individual plan values.

Features

You create long texts with the [SAPscript \[Ext.\]](#) editor. All the functions of this editor are available.

Goal Seek Function

Goal Seek Function

Use

The goal seek function is used in manual planning to find the content of a cell automatically by referencing another cell that shares the first cell's function. The cell whose content is to be sought is referred to as the **source cell**. The **target cell** must be linked to the source cell by a formula and must represent the result of this formula.

You can enter a value - the **target** value - for the target cell in the goal seek function. After the function has been carried out, the value necessary for reaching the target value is written to the source cell. In this way, the system simulates manual entry.



Your planning layout contains, among others, the following columns: planned revenue, planned quantity and planned price. The planned revenue is the product of planned quantity and planned price.

When entering planning figures, you can use the goal seek function to produce in the planned price cell the value required in order to attain a certain target revenue. Select the planned price as the source cell and the revenue as the target cell. Ensure that there is a value in the planned quantity cell.

Since the source cell must always be the cell unlocked for manual entry, the system automatically designates as source cell that cell of the selected pair that is unlocked. If both of the selected cells are unlocked for entry, you can switch the cells round after having selected the goal seek function and then specify the source cell.

Prerequisites

- Your current planning layout should always contain formulas or ratios.
- You need to select two cells and ensure that at least one of those selected - the **source cell** - is unlocked for manual entry.
- All cells used to calculate between the source and target cells must have entries.
- Neither of the selected cells should be the totals row.

Activities

1. Select just two cells.
2. Choose *Edit* → *Goal seek*.
3. If necessary, change around the source and target cells.
4. Enter a target value.
5. If you want to cancel the result produced by the goal seek function, choose *Edit* → *Undo* → *Undo entry*.

Insert

Insert

This function lets you insert new lines between existing ones.

Format to Print

This function lets you display the data you are currently displaying in list form, so that you can then do the following:

- print it
- send it as an attachment in SAPmail
- save it in a report tree
- download it to a file on your PC

It is technically not possible to print directly from the data entry screen. Consequently, the system formats all the data that meets the current selection criteria as a report list. This list looks exactly like the data entry screen. This means, for example, that if you change the width of a column on the entry screen, that will affect the width in the report list. It is not possible to change the report list directly.

Number Format

Number Format

This function lets you change the way the values in a specific column are displayed. For example, you can display the values in millions with one decimal place. This does not affect the way the data is stored.



The number formats used when you first call up the planning screen are taken from the definition of the planning layout.

Lead Columns

Use

When planning data is entered, the total for all entries in the planning layout is always displayed in several lead columns. Furthermore, you can choose to have a **subtotal** displayed for each characteristic in the lead column. To make this setting, select/deselect the option *Total* in the relevant dialog box. If you are working with two lead columns and you select the option *Total* for just one of them, all the value fields for the characteristics in the other lead column are then summarized.

Planning layouts with only one lead column are the exception. The default setting is for no total to be displayed, but you can have it displayed by selecting the option *Total*.



With the default settings, an overview screen could appear as in the following example:

Cost center	Cost element	Value field
4711	400000	10
	410000	20
	420000	30
4712	400000	40
	410000	50
	420000	60
4713	400000	70
	410000	80
	420000	90
*Cost center	*Cost element	450

If you select the option *Total* in the dialog box for the cost center, the following representation appears:

Cost center	Cost element	Value field
4711	400000	10
	410000	20
	420000	30
	*Cost element	60
4712	400000	40
	410000	50
	420000	60
	*Cost element	150
4713	400000	70
	410000	80
	420000	90
	*Cost element	240
*Cost center	*Cost element	450

Lead Columns



In Customizing, you can make the subtotals be displayed using default parameters: when you are in CO-PA, you do this in the parameter group, when you are in other applications, you do this during planner profile definition. When entering planning data in the application, you can alter this setting for the duration of that planning session.

Activities

By choosing *Settings* → *Lead Columns...* in Customizing as well as in the application, you can access the dialog box to set the subtotals display.

Header Display On/Off

Use

The function *Header display on/off* allows you to display or hide information at the top of the overview screen and of the period screen. The setting is only valid during that particular planning session.

Activities

Choose *Settings* → *Header display on/off*.

All Key Values On/Off

All Key Values On/Off

Use

In planning layouts containing with several lead columns, it can occur that several characteristic values relate to the same value in another column. In such cases, the system default is to display the repeated characteristic only once in the overview screen.

By choosing *Settings* → *All key values on/off*, you can set the repeated characteristic values to be displayed or hidden. The selected setting, however, is only valid for the planning session you are working in.



Standard Setting *All Key Values Off*.

Customer	Product	Revenue
Brown plc	Pump P-100	100 000,00
	Pump P-110	50 000,00
	Pump P-200	120 000,00
Smith Ltd	Pump P-200	200 000,00

All Key Values On

Customer	Product	Revenue
Brown plc	Pump P-100	100 000,00
Brown plc	Pump P-110	50 000,00
Brown plc	Pump P-200	120 000,00
Smith Ltd	Pump P-200	200 000,00



In order that you can distinguish the initial value of a characteristic from a hidden value, the initial value is displayed with the special character "#".

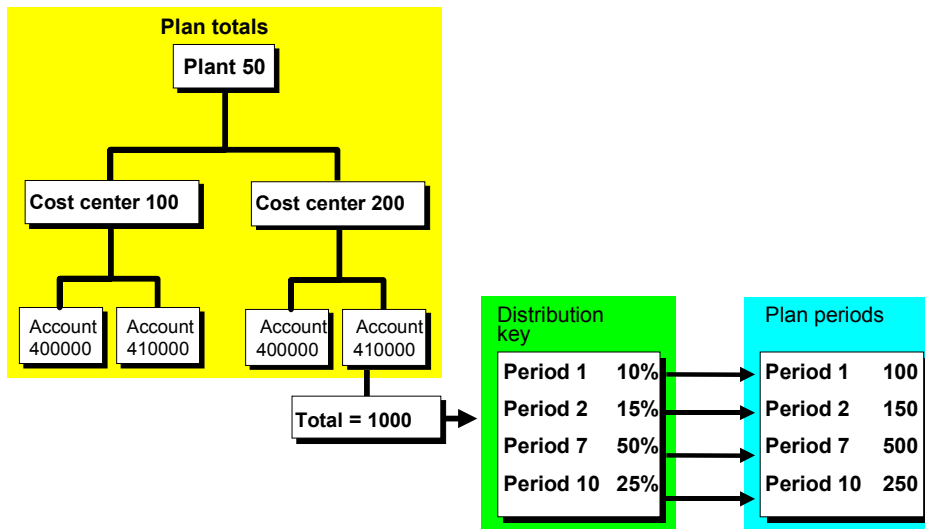
Distribution Key

Definition

Key which specifies the rules to be used to distribute a plan value to the individual plan periods.

Use

With the distribution key, you distribute your plan values or plan totals for the year to the individual plan periods. The distribution key contains information on the rules used for distribution.



Structure

The following distribution keys are available:

- **Standard distribution keys**

You can use the standard distribution keys that are included in the standard system. See [Standard Distribution Keys](#).

- **Customer-defined distributions keys**

You can define your own distribution keys to meet your specific needs. You can specify that each period receive a relative portion of the plan total. See [Defining a Distribution Key \[Page 164\]](#).

Integration

Distribution keys are application independent, that is, you can use distribution keys from other applications such as Controlling when planning in the Special Purpose Ledger. You can also use distributions keys you created for planning in the Special Purpose Ledger in other applications.

Distribution Key

Standard Distribution Keys

Use

SAP provides the following standard distribution keys:

- **Distribution Key 0**
Used to enter values manually for each period.
- **Distribution Key 1**
Used to distribute the input value (annual plan value) equally between the plan periods.
- **Distribution Key 2**
Used to distribute the input value (annual plan value) in the same way as the last distribution key used.
- **Distribution Key 3**
Interprets the input value as a percentage rate and multiplies it each period by the previous value.
- **Distribution Key 4**
Used to distribute period values not equal to zero to the subsequent empty periods.
- **Distribution Key 5**
Copies periods values not equal to zero to the subsequent empty periods.
- **Distribution key 6**
Copies a given period value to subsequent periods.
- **Distribution Key 7**
Used to distribute the input value (annual plan value) on the individual periods according to the number of calendar days per period.
- **Distribution Key 11**
Can only be used in Cost Center Accounting for planning activity-dependent costs or activity-dependent statistical key figures.
The input value (annual plan value) is distributed in line with the activity quantity planned on the cost center.



The R/3 System uses only those activity quantities planned at the time of the distribution key's use. If you change activity quantities later or copy plan values to another version, the R/3 System does **not** automatically carry out new distributions.

The R/3 System distinguishes between true distribution keys and input helps:

- If a plan value is distributed on periods using a true distribution key, the sum of all period values always equals the sum of the original plan values entered.
- If you use an input help, the original value entered may change.

Standard Distribution Keys

The standard distribution keys 0, 3, 4, 5, and 6 are input helps.

Examples of Standard Distribution Keys

Examples of Standard Distribution Keys

The following graphics illustrate distribution, based on the various distribution keys. The examples use monthly planning. Distribution keys can also be used in the same manner for other period cycles (for example, quarterly planning).

<p>Distribution Key 0</p> <p>Individual values entered manually for each period</p> <table border="1"> <thead> <tr> <th>Period</th> <th>Value</th> </tr> </thead> <tbody> <tr><td>1</td><td>2,000</td></tr> <tr><td>2</td><td>2,000</td></tr> <tr><td>3</td><td>1,500</td></tr> <tr><td>4</td><td>1,500</td></tr> <tr><td>5</td><td>2,000</td></tr> <tr><td>6</td><td>2,500</td></tr> <tr><td>7</td><td>2,500</td></tr> <tr><td>8</td><td>2,500</td></tr> <tr><td>9</td><td>2,000</td></tr> <tr><td>10</td><td>2,000</td></tr> <tr><td>11</td><td>2,000</td></tr> <tr><td>12</td><td>1,500</td></tr> <tr> <td>Total</td> <td>24,000</td> </tr> </tbody> </table>		Period	Value	1	2,000	2	2,000	3	1,500	4	1,500	5	2,000	6	2,500	7	2,500	8	2,500	9	2,000	10	2,000	11	2,000	12	1,500	Total	24,000	<p>Distribution Key 1</p> <p>Equal distribution across the individual periods</p> <p>Input value: 24,000</p> <table border="1"> <thead> <tr> <th>Period</th> <th>Value</th> </tr> </thead> <tbody> <tr><td>1</td><td>2,000</td></tr> <tr><td>2</td><td>2,000</td></tr> <tr><td>3</td><td>2,000</td></tr> <tr><td>4</td><td>2,000</td></tr> <tr><td>5</td><td>2,000</td></tr> <tr><td>6</td><td>2,000</td></tr> <tr><td>7</td><td>2,000</td></tr> <tr><td>8</td><td>2,000</td></tr> <tr><td>9</td><td>2,000</td></tr> <tr><td>10</td><td>2,000</td></tr> <tr><td>11</td><td>2,000</td></tr> <tr><td>12</td><td>2,000</td></tr> </tbody> </table>		Period	Value	1	2,000	2	2,000	3	2,000	4	2,000	5	2,000	6	2,000	7	2,000	8	2,000	9	2,000	10	2,000	11	2,000	12	2,000																														
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<p>Distribution Key 2</p> <p>Distribution according to an existing distribution</p> <p>Input value: 36,000</p> <table border="1"> <thead> <tr> <th>Period</th> <th>Prev. value</th> <th>Subs. value</th> </tr> </thead> <tbody> <tr><td>1</td><td>2,000</td><td>3,000</td></tr> <tr><td>2</td><td>4,000</td><td>6,000</td></tr> <tr><td>3</td><td>3,000</td><td>4,500</td></tr> <tr><td>4</td><td>1,000</td><td>1,500</td></tr> <tr><td>5</td><td>1,000</td><td>1,500</td></tr> <tr><td>6</td><td>1,000</td><td>1,500</td></tr> <tr><td>7</td><td>2,000</td><td>3,000</td></tr> <tr><td>8</td><td>4,000</td><td>6,000</td></tr> <tr><td>9</td><td>3,000</td><td>4,500</td></tr> <tr><td>10</td><td>1,000</td><td>1,500</td></tr> <tr><td>11</td><td>1,000</td><td>1,500</td></tr> <tr><td>12</td><td>1,000</td><td>1,500</td></tr> <tr> <td>Total</td> <td>24,000</td> <td>36,000</td> </tr> </tbody> </table>		Period	Prev. value	Subs. value	1	2,000	3,000	2	4,000	6,000	3	3,000	4,500	4	1,000	1,500	5	1,000	1,500	6	1,000	1,500	7	2,000	3,000	8	4,000	6,000	9	3,000	4,500	10	1,000	1,500	11	1,000	1,500	12	1,000	1,500	Total	24,000	36,000	<p>Distribution Key 3</p> <p>Input value is interpreted as a percentage and refers to previous values</p> <p>Input value: 50(%)</p> <table border="1"> <thead> <tr> <th>Period</th> <th>Prev. value</th> <th>Subs. value</th> </tr> </thead> <tbody> <tr><td>1</td><td>2,000</td><td>1,000</td></tr> <tr><td>2</td><td>4,000</td><td>2,000</td></tr> <tr><td>3</td><td>3,000</td><td>1,500</td></tr> <tr><td>4</td><td>1,000</td><td>500</td></tr> <tr><td>5</td><td>1,000</td><td>500</td></tr> <tr><td>6</td><td>1,000</td><td>500</td></tr> <tr><td>7</td><td>2,000</td><td>1,000</td></tr> <tr><td>8</td><td>4,000</td><td>2,000</td></tr> <tr><td>9</td><td>3,000</td><td>1,500</td></tr> <tr><td>10</td><td>1,000</td><td>500</td></tr> <tr><td>11</td><td>1,000</td><td>500</td></tr> <tr><td>12</td><td>1,000</td><td>500</td></tr> <tr> <td>Total</td> <td>24,000</td> <td>12,000</td> </tr> </tbody> </table>		Period	Prev. value	Subs. value	1	2,000	1,000	2	4,000	2,000	3	3,000	1,500	4	1,000	500	5	1,000	500	6	1,000	500	7	2,000	1,000	8	4,000	2,000	9	3,000	1,500	10	1,000	500	11	1,000	500	12	1,000	500	Total	24,000	12,000
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Examples of Standard Distribution Keys

Distribution Key 4				Distribution Key 5			
Period values are distributed to subsequent empty periods				Period values are copied to subsequent empty periods			
Period	Input		Subs. value	Period	Input		Value
1	8,000		2,000	1	2,000		2,000
2			2,000	2			2,000
3			2,000	3			2,000
4			2,000	4			2,000
5	10,000		2,500	5	2,500		2,500
6			2,500	6			2,500
7			2,500	7			2,500
8			2,500	8			2,500
9	6,000		1,500	9	1,500		1,500
10			1,500	10			1,500
11			1,500	11			1,500
12			1,500	12			1,500
Total			24,000	Total			24,000

Distribution Key 6				Distribution Key 7			
Period value is copied to subsequent periods				Input value is apportioned to the periods based on the number of calendar days in each period			
Period	Prev. value	Input	Subs. value	Input value: 24,000		Period	Value
1	2,000		2,000	1		1	2,032.79
2	2,000	3,000	3,000	2		2	1,901.64
3	2,000		3,000	3		3	2,032.79
4	2,000		3,000	4		4	1,967.21
5	2,000		3,000	5		5	2,032.79
6	2,000		3,000	6		6	1,967.21
7	2,000	2,500	2,500	7		7	2,032.79
8	2,000		2,500	8		8	2,032.79
9	2,000		2,500	9		9	1,967.21
10	2,000		2,500	10		10	2,032.79
11	2,000	2,000	2,000	11		11	1,967.21
12	2,000		2,000	12		12	2,032.78
Total	24,000		31,000				

Examples of Standard Distribution Keys

Distribution Key 11		
Input value is apportioned to the costs centers corresponding to the activity quantity (only applies to Cost Center Accounting)		
Input value: 24.000		
Period	Planned activity	Subs. value
1	30h	3,000
2	60h	4,000
3	45h	4,500
4	15h	1,500
5	15h	1,500
6	15h	1,500
7	30h	3,000
8	60h	6,000
9	45h	4,500
10	15h	1,500
11	15h	1,500
12	15h	1,500

Defining a Distribution Key

Defining a Distribution Key

Use

In addition to the [standard distribution keys \[Page 159\]](#) included in the standard system, you can also define your own [distribution keys \[Page 157\]](#) to allow for variances such as seasonal fluctuations.

For each distribution key, you define which periods receive distribution amounts, and for each period, how much of the total amount the period receives.

Features

The following functions are available:

- Create

You can create a distribution key. One possibility is to use an existing distribution key as a reference and to adjust it as needed.



If the referenced distribution key is one of the standard distribution keys (delivered with your system), you cannot change the number of periods or the relative factor of the distribution key.

- Change

You can change a distribution key. Note that if plan data was already distributed with this key, this data is not affected by these changes.

- Display

You can display a distribution key.

- Delete

You can only delete a distribution key if it is **not** used in existing plan tasks or planning layouts. You cannot restore a distribution key once it has been deleted.

Activities

To define or edit a distribution key, in Customizing choose *Accounting* → *Financial Accounting* → *Special Purpose Ledger* → *Planning* → *Plan Settings* → [Define Distribution Key \[Ext.\]](#).

Integrated Excel in Planning

Use

For planning with integrated Excel, Microsoft Excel is used as a planning screen for your planning data in the SAP System. This allows you to combine the comfort of Excel's formatting and data processing functions with the powerful planning functions of your SAP application. You are therefore able to use the Office input interface with online planning in the SAP System.

There are two ways of using Excel to plan your data:

- Planning with Excel integrated into the user interface of the SAP System
Excel replaces the standard SAP planning screen. This enables you to plan using the functions of both the SAP System and Excel.
- Offline planning in Excel and uploading data into the SAP System
From one or more PCs that are not connected to the SAP System, you can enter your planning data into several Excel spreadsheets. This data can then be uploaded into the SAP System, where you can process it further using the SAP planning functions.

Prerequisites

Software

To be able to plan using integrated Excel, the following should be installed on your PC:

- The Windows NT 4.0 or Windows 95 operating system
- Microsoft Excel 97
- A current SAPgui (32-Bit) matching your SAP Release

Hardware

To ensure good response times, your PC should have a Pentium II processor and 64 MB RAM.

Features

In Customizing, you can define Excel spreadsheets for use as templates in planning. In those templates, you can move data around, insert graphics, define macros, and format text and cells. You can use this template to plan with integrated Excel or to plan with the upload function.

Link between Excel and the SAP System

From the technical point of view, Excel is called up by the SAP System using OLE (Object Linking and Embedding), an interface in the Office programs. Integrated Excel into the SAP System allows you to use the same Excel functions that are available with the integration of Excel in Word, for example.

On a more detailed level, the link between the Excel spreadsheet and the SAP planning layout is created above the position of the data in the Excel spreadsheet:

The SAP System uses Customizing to determine which SAP data is in Excel and where it can be found. The position of the data cannot be changed in the planning screen to ensure that the data is imported correctly. The fields of the planning layout are mapped to the Excel spreadsheet using [File Description \[Ext.\]](#).

Integrated Excel in Planning

Constraint

You cannot use integrated Excel to enter any planning data in the *period screen*.

Activities

Initial Steps

To be able to use Microsoft Excel as your planning screen, you need to activate the indicator *integrated Excel* in Customizing for your application when [Setting Up the Initial Planning Screen \[Ext.\]](#) (only CO-PA), or when you assign your planning layouts to a planner profile.

In Customizing, you can also design an Excel spreadsheet to be used as a template for planning in Excel.

For more information about setting up integrated Excel, see [Setting Up Integrated Excel \[Page 167\]](#).

Planning in Excel

- Excel integrated in the SAP interface
 - To plan directly in the SAP System using integrated Excel, you can choose between executing a corresponding parameter set (only CO-PA) or using a planner profile in which Excel was activated as the planning screen for one or more layouts. You enter your planning data in Excel and can use Excel functions such as macros or diagrams as well as all the usual SAP planning functions. For more information on planning with integrated Excel, see [How To Plan Using Integrated Excel \[Page 170\]](#).
- Planning in Excel and uploading data into the SAP System
 - The Excel template created in Customizing can be copied as often as required and used to create planning data in Excel. By using the uploading function for Excel, you can transfer the individual files into the SAP system. This means that planning data can be entered into different PCs, local planning thereby being possible. For more information on the required procedure, see [Planning Offline and Uploading into the SAP System \[Page 172\]](#).

Setting Up Integrated Excel

Prerequisites

Your [Planning Layouts \[Ext.\]](#) must be defined.



If you want to change a planning layout for which you have already created an Excel template, you must create a new Excel template.

For technical reasons, it is necessary that the system already contain planning data that corresponds to the planning layout (at least one row) before an Excel spreadsheet can be formatted as a template. If no such data is present in the system, you need to create some. One way of doing this is by entering data into the appropriate layout without integrated Excel.

Procedure

Activating Excel

Depending on the application you are working in, you should proceed as follows:

- **In Profitability Analysis (CO-PA)**, you set the integrated Excel indicator to "active" when you define a parameter set (for more information, see the section [Settings for the Parameter Set \[Ext.\]](#)). When you first select this parameter set in the initial planning screen, the structure that you specified in the planning layout is represented in the upper left-hand corner of an Excel sheet.
- **In the other applications**, select *Integrated Excel* in Customizing on the *Define Planner Profiles* screen when you assign planning layouts to the planner profile. This activates Excel as the planning tool for that layout in that planner profile. When you enter planning, the system displays the planning layout you defined in the upper left-hand corner of an Excel spreadsheet.

When moving the planning layout, you can enter a specific name for the file description. This makes sense, for example, in cases where you intend to use the file description several times. If you do not enter anything here, the system automatically creates a file description when you save your planner profiles. This file description will reflect the position in the profile.



If you want to customize a particular spreadsheet to be used uniquely with that layout in planning, you need to define an appropriate template (see "Defining an Excel Template").

If you want to **upload** an Excel spreadsheet, you need to edit an Excel sheet template in order that the system can generate a file description. This file description is required for the upload. Furthermore, you need to make several additional settings (see "Settings for Uploading").

Setting Up Integrated Excel

Defining an Excel Template




1. **CO-PA:** Execute the planning method *Enter planning data*, using the related parameter set. Doing so takes you to an unformatted Excel sheet. There you choose *Settings* → *Formatting*.

Other applications: In the IMG for defining the planner profile, choose *Default Parameters* and enter values for the variables defined in the planning layout. You must do this so that you can open the spreadsheet in the next step. If desired, you can delete these entries again after you have customized your Excel template.

To open Excel in the SAP window, choose .



2. In the *Maintain File Description* screen, you can now customize an Excel spreadsheet as a template for your planning screen.

Note the following:

- To **move** planning data within the spreadsheet, **only use the appropriate SAP function**. To do this, select the data you want to move using , and then position the cursor on the target location and choose . You save the link between the old position and the new position of the data by choosing  Save [file description \[Ext.\]](#).
- The first Excel spreadsheet is protected. Cells that were not locked against entries in the SAP entry screen, such as those that can be defined in the planning layout, are excluded from this protection in Excel. If you want to use functions in Excel that extend beyond editing those cells where entries can be made, you first need to remove the general spreadsheet protection in Excel.



After editing, you should then reactivate the spreadsheet protection in Excel to ensure that, for subsequent planning, the only data that can be entered corresponds to that specified in the SAP System.

- You can use the Excel formatting functions (such as different fonts or colors) to format the Excel template.
 - You can use Excel to create diagrams, macros and formulas and then use these for additional calculations, for example. It is recommended that you insert these into a second spreadsheet to avoid the data conflicting with the actual R/3 planning data later. The SAP planning data is imported from the first spreadsheet only.
 - When you enter formulas in the SAP data area in Excel, they are overwritten by the formula result during posting, and the formulas themselves are then discarded.
 - You can save the Excel formatting in the SAP System by choosing  *Save Excel layout*.
3. If you later want to upload files from your PC to the SAP System, you must enter a [generic file name \[Ext.\]](#) (see "Settings for Uploading").
 4. Choose  in the toolbar. This function will also save the file description and the Excel template.




Data saved with this function is permanent from then on.

5. Choose .

Setting Up Integrated Excel

CO-PA: You then return to the initial planning screen.

Other applications: You return to the *Default Parameters* screen. Delete any values you entered for the variables if you do not want to have them displayed as the template in planning. Choose .



The default parameters are only saved temporarily at this point.

For this reason, you should then finish by saving the planner profile. Only then does the system assign a definitive file description to the planning layout and save the values for the variables are saved permanently.

Settings for Uploading

If you want to upload files later from your PC to the SAP System, you must enter a [generic file name \[Ext.\]](#) when you edit the Excel template under *Generic file*. This name must consist of a string of characters (upper case), an asterisk (*), and the file suffix ".TXT" (example: PLANNING*.TXT).

When you later upload Excel files into the SAP System, this generic file name links the file on your local PC to the file description.



The name ranges of the various generic file names cannot overlap, because this would mean that the assignment of file name to file description would not be unique. For example, if you assigned the generic file name PLAN*.TXT to one file description and PLANS*.TXT to another, file PLANS03.TXT would not be uniquely assigned.





For an overview of all file descriptions together with the generic file names, you can call up the program RKCDPREO with the *ABAP Editor* for the *ABAP Workbench*. From the list drawn up by the program, you can delete any file descriptions and generic file names that are no longer used.

How To Plan Using Integrated Excel

Prerequisites


To be able to use Microsoft Excel as your planning screen in the SAP System, you need to make the appropriate settings either in Customizing under *Define Planner Profile* or when setting up the initial planning screen in the parameter set (CO-PA only). For more information, see [Setting Up Integrated Excel \[Page 167\]](#).


Procedure

1. **CO-PA:** Execute the planning method *Enter planning data* using a parameter set for which Excel has been activated as the planning tool. This automatically calls up Excel within the SAP window.
 - Other applications:** Enter planning using a planner profile and choose a planning layout for which integrated Excel has been activated. To open Microsoft Excel in the SAP System window, choose . (It is not possible to use Excel to create planning data in the period screen.)
 - If you have used Customizing just to set the indicator for integrated Excel and no special formatting has been made in the Excel template for this planning layout, the system displays the planning data unformatted in the upper left-hand corner of the spreadsheet.
 - If you have formatted an Excel template in Customizing, the system opens this template in Excel.
2. Enter your planning data.
 - Note the following:
 - You must **avoid** any use of the following **Excel functions**:
 - Delete
 - Paste
 - SortUse of the above functions prevents data from being imported correctly into the SAP System.
 - If you want to **delete** data, choose  in the **SAP System**.
 - Enter new objects for planning directly beneath the existing SAP data (where appropriate, beneath the totals row). To **paste**, use the **SAP input help** function (available via ). Note that the system does not recognize data that is separated from the existing SAP planning data by an empty row.
 - You can **sort** additional data into existing data by choosing *Edit* → *Sort* in the **SAP menu**.
 - If the Excel spreadsheet is protected, then the entries that can be made in the individual cells correspond to those specified in the SAP System.
 - You can access **SAP input help** by choosing .
 - The SAP System only imports data from the first spreadsheet in an Excel folder. You can perform additional calculations or add diagrams on a second spreadsheet. These

How To Plan Using Integrated Excel

calculations and diagrams are only kept during your planning session if they have not already been created in Customizing.

- When you enter formulas in the SAP data area in Excel, they are overwritten by the formula result during posting, and the formulas themselves are then discarded.
- If you want to save, use an SAP planning function or run a validity check, you need to make sure that no cell is currently being edited in Excel. You can control this by displaying the "Formula Bar" in Excel (choose *View* → *Formula bar*).
- To run a validity check for the data you have entered, choose  in the SAP System.

3. Post the data by choosing .

You then return to the initial screen.

Planning Offline and Uploading into the SAP System

Use

You can create your planning data in multiple files on your PC and upload those files later into the SAP System.

Prerequisites

To be able to upload the files, you must specify the **characteristic values** in the lead column of the corresponding planning layout. It is not enough to simply specify the characteristic text.

Procedure

Setup

The data you enter in Excel is uploaded into the SAP System using a suitable file description. You are therefore required to use an Excel template defined in Customizing for your offline planning. You need to proceed as follows:

1. Follow the procedure outlined in the section [Setting Up Integrated Excel \[Page 167\]](#). Pay particular attention to the paragraph on "Settings for Uploading".
2. In **Excel**, save a copy of the file on your PC and assign it a name that matches the [generic file name \[Ext.\]](#). (Choose *Generic file* to display the generic file name.) For example, if the generic file name is SALES*.TXT, you can name the file SALES01 or SALES_NW.



You have to save your copy of the Excel template as an Excel file (suffix ".XLS") for the template to be opened correctly. The text format (suffix ".TXT") becomes necessary when the file is uploaded back into the SAP System. For this reason, you must save the file with file type "TXT" before uploading it into the SAP System.

Once you have downloaded the Excel template, you can make copies of it or give it to other users for the purpose of offline planning. The name of each new file you create must still adhere to the generic file name so that they can be uploaded later.

Local Planning

1. Enter your planning data offline using the downloaded Excel file (or copies of this file). Whenever you want to save your planning data but are not yet ready to upload it, save in .XLS-format.

Note the following for local planning:

- You must **avoid** any use of the following **Excel functions**:
 - Delete
 - Paste
 - Sort

Use of the above functions prevents data from being imported correctly into the SAP System.

Planning Offline and Uploading into the SAP System

- You can perform additional calculations or add diagrams on a second spreadsheet since only the first spreadsheet is saved when the Excel folder is saved as a TXT file before uploading. The additional spreadsheets are therefore not relevant for uploading.
 - During the upload, the SAP System interprets each row as an object. This means that, before you upload the file, you must delete any totals or subtotals rows. Otherwise the system will try to interpret these as separate planning objects and import them into the database as well.
 - If you want to delete a characteristic value (such as a product or cost element) in the SAP System, enter a zero in that row. This is necessary because the system uploads exactly those objects that are contained in the Excel file. If you remove the individual object completely, its values will not be reset to zero in the SAP System.
2. When you are ready to upload your data, save the file in text format (suffix ".TXT").
 3. Make sure that the file name adheres to the generic file name, so that it can be assigned to the file description correctly.

Uploading Files

1. To import planning data into the SAP System, call up the uploading function:
 - By choosing *Extras* → *Excel Planning* → *Upload* in the planning menu for Cost Center Accounting
 - By choosing *Planning* → *Integrated Planning* → *Upload from Excel* → *Execute* in the Profitability Analysis menu.
2. Specify the file or directory that you want to import.
3. In the *file description* field, you can specify the file description with which the file(s) are to be imported. If you leave this field blank, the system will automatically create a file description using the generic file name.
4. Upload your files.

Working with the Planning Tool

Working with the Planning Tool

Use

With the planning tool, you can execute the following functions in one step:

- Create a [plan task \[Ext.\]](#)
- Enter default parameters for the plan task
- Execute planning

Working with the planning tool is an alternative method to the activities described in [Setting Up Planning \[Page 129\]](#).



The functions of the [Report Painter \[Ext.\]](#) are limited in the planning tool. The planning tool is useful if you want to create less complex planning layouts. If, for example, you want to create planning layouts with formula rows, you should complete this using the alternative individual steps.

Prerequisites

To create a plan task using the planning tool, the planner profile, to which you want to assign this plan task, has to be defined. You define planner profiles in Customizing under *Financial Accounting* → *Special Purpose Ledger* → *Planning* → [Define Planner Profile \[Ext.\]](#).

Features

Screen layout

The screen of the planning tool is made up of two areas:

- **Navigation and display areas**
On the *Plan task* tab, which is on the left-hand side of the screen, the planner profiles with their assigned plan tasks are displayed. On the *Online help* tab, detailed information on the individual activities is displayed.
- **Entry area**
On the right side of the screen, you define your plan task and execute planning.

Functions

The planning tool contains the following functions:

- You can create a plan task and assign it to an existing planner profile.
- You can change an existing plan task. To do so, select a plan task in the *Plan tasks* tab and choose *Change*.
- You can still use plan parameters. To import your plan parameters, choose *Import Planp..* Save the imported data as a plan task.
- You can select or change the characteristics and key figures for a plan task.
- You can display the layout of your R/3 entry screen. To do so, choose *Layout*.

Working with the Planning Tool

- You can complete planning, that is, you can enter the plan values. For more information, see [Creating Plan Data \[Page 133\]](#). You can also use [Microsoft Excel \[Page 165\]](#) to enter data. To do so, select *Use Excel*.

Activities

You can access the planning tool by choosing *Accounting* → *Financial accounting* → *Special Purpose Ledger* → *Planning* → *Plan values* → *Planning tool*.



Detailed information on the individual activities is displayed on the left-hand side of the screen. Choose the information button to display information on the desired field group.

Using a Plan Template

Using a Plan Template

Use

You can use existing actual and/or plan data (for example, from previous years) as a reference for a new plan.



For example, you can use the actual values of the current year as the basis for planning for the next year.

Procedure

To use a plan template, proceed as follows:

1. Choose *Accounting* → *Financial accounting* → *Special Purpose Ledger* → *Planning* → *Copy model plan* → *Local* (for local ledgers) or *Global* (for global ledgers).

The *Copy <Local or Global> Data to Plan* screen appears.

2. Enter the source ledger and the type of data (such as 0 for actual data, 1 for plan data) you want to copy as well as the target ledger.
3. Activate the *Copy data without summarization* field group, if you want to copy the data as not summarized or if you want to limit the data selection.
4. You can copy the data without reevaluating it. The following options are available for doing this:
 - You can multiply the existing currency and quantity amounts by a factor. To do so, enter the factor for the currency and quantity amounts.



The currency amount is **500** and the revaluation factor for currencies (*Currencies* field) is **2**. The plan currency amount in the new plan will be **1000**.

- You can enter a user exit for reevaluating the data.
5. In the field group *Existing data*, specify whether you want to cumulate the values, that is, if the new plan data should be added to or if it should replace the old plan data.
 6. Activate the *Background processing* indicator, if you want to run this as a batch job.
 7. Choose *Execute*.

Result

If the data was successfully copied, a statistic display shows you how many records were, read, summarized, processed, and created.

Displaying Totals Records

Use

[Totals record display \[Ext.\]](#) is also used in Profit Center Accounting (EC-PCA). See [Displaying Totals Records \[Ext.\]](#).

Procedure

Totals record display is found under Accounting → Financial accounting → Special Purpose Ledger→

- Planning → Display totals
- Actual posting → Display totals
- *Information system* → *Reports for the Special Purpose Ledger* → *Totals Record Display*

To display totals records, proceed as follows:

1. Enter the name of the ledger for which you want to display totals records.

You can define the following:

- In the output list, you can display totals records with a zero value. To do so, select *Display zero records*.
- Under *Settings...*, you can directly select the totals records you want displayed.
 - You can enter a user table to display its data.
 - Under *Variant for list*, you can select a display variant for the output list. Included in the SAP Standard System are the display variants 0F_1 and 0F_2 for cost of sales ledger 0F.



If you select a display variant, the totals records in the output list are automatically summarized. This means that totals records that match each other as to the displayed key fields are summarized and displayed as one totals record. With *Restore*, you can display the individual totals records.

- You can also summarize the totals record when you select the data. To do so, select *No individual records*.



If you use this function, you increase the performance when generating the output list. However, you cannot display the individual totals records using the restore function.

- Under *Maintain user table...*, you can create or change a user table.

2. Choose *Execute*.

Selection screen

3. Enter your selection criteria.

Displaying Totals Records

Enter 0 as the record type to display actual data and 1 to display plan data.

You are also able to display archived totals records. To do so, choose *Data sources...*, select *archive* and enter the archive data. For additional information press the information button.

4. Choose *Execute*.

Output list

5. The totals records you selected are displayed in the output list.

The amounts and totaled amounts are displayed for all currencies kept in the ledger. The amounts are totaled for the posting periods you selected. The totaled amounts consist of the amounts from previous periods and the balance carried forward (period 0).



If you select posting periods 2 to 4 in the selection screen, the totals of periods 2 to 4 are displayed as well as the total of periods 0 to 4.

In the output list, you can:

- You can edit the output list by using display variants, by displaying or suppressing columns, or by forming totals. The functions of the [ABAP List Viewer \[Ext.\]](#) are available for this. You can find additional information on the functions of the ABAP List Viewer under [ABAP List Viewer \(ALV\): Classic \[Ext.\]](#).
- If you suppress individual key fields in the output list, the *summarize* function is activated. This allows you to summarize the remaining totals records that have the same key fields. With *Restore*, the summarization is reversed.
- You can display long texts for the dimensions account number, cost center, business area, profit center, and functional area.
- From the output list, you can access the following information on the individual totals records:
 - **Period breakdown:** You can display period information for an individual totals record. To do so, double-click the totals record.
 - **Line items:** You can display the original document lines of a totals record if the document lines are stored in a line item table. To do so, double-click the totals record in the period screen.



You can only display a document in FI-SL if the document lines are stored in the line item table or in the source application database (if the document was posted to FI-SL from another application).

Displaying Plan Documents

Use

You can display plan documents that were posted to local and global ledgers.

Prerequisites

To display plan documents, these documents have to be stored in the FI-SL line item table of the ledger you want to plan. Before doing so, you have to make the following settings in Customizing:

- The lint item indicator must be set for your ledger. You make this setting in Customizing under *Accounting* → *Financial Accounting* → *Special Purpose Ledger* → *Basic Settings* → *Master Data* → [Maintain Ledgers \[Ext.\]](#).
- You have to activate the update of local or global line items for your ledger. This setting is made in Customizing under *Accounting* → *Financial Accounting* → *Special Purpose Ledger* → *Planning* → *Plan Settings* → *Activate Line Items* → [Activate Local Line Items \[Ext.\]](#) or [Activate Global Line Items \[Ext.\]](#).

Procedure

To display a plan document, proceed as follows:

1. Choose *Accounting* → *Financial accounting* → *Special Purpose Ledger* → *Planning* → *Display plan documents.* → *Local or global plan documents.*
2. Enter your selection criteria:
 - Enter a document number range.
 - Enter the fiscal year, ledger, company code, and document type.



To improve the processing time for displaying plan documents, enter additional ranges of values in the *From value* and *To value* fields for the dimensions listed.

3. Choose *Execute*.

The output list is displayed.

4. The plan documents you selected are in the output list.

You can edit the output list by using display variants, by displaying or suppressing columns, or by forming totals. The functions of the [ABAP List Viewer \[Ext.\]](#) are available for this. You can find additional information on the functions of the ABAP List Viewer under [ABAP List Viewer \(ALV\): Classic \[Ext.\]](#).

Reporting

Reporting

Use

As in the previous general ledger, you can use the drilldown reporting method to evaluate your dataset. You have transactions figures and the balance sheet/profit and loss versions available as the basis for evaluations.

A listing method for the display of balance lists is also available.

Prerequisites

If you want to use the drilldown reporting method, you must define forms and reports in Customizing for the Flexible General Ledger.

Features

You can carry out the following evaluations and reports with the Flexible General Ledger.

- List display of balances
- Balance lists based on drilldown reporting
- Financial statements based on drilldown reporting

Activities

- List display of balances

If you want a list display of the balances, choose *Account* → *Balance list* from the Flexible General Ledger menu. Here, you have various functions available, such as summarization of data, Excel export, sort, and drilldown to document level.

- Balance lists based on drilldown reporting

If you want a balance list based of drilldown reporting, choose *Account* → *Flex. balance analysis* from the Flexible General Ledger menu. A SAP report is available here for your use.

Additionally, you can define your own forms or reports for balance evaluation.

- Financial statements based on drilldown reporting

If you want to create a financial statement based of drilldown reporting, choose *Periodic processing* → *Report selection* from the Flexible General Ledger menu. A SAP report tree is available, and you can use it for you financial statement.

Additionally, you can define your own forms or reports for balance evaluation.

Displaying Account Balances

Use

You can display account balances using the list display method. Here you can see the balances for the dimensions of the Flexible General Ledger selected (account, business area, cost center, and profit center). Additionally, the balances are displayed in all currencies of the general ledger.

Features

The following functions are available for the listing of account balances:

- Print list
- Export list for table calculation or word processing.
- Send list using SAP Office
- Summarize list using certain key fields (such as account)
- Sort list
- Create subtotals using certain key fields (such as account)
- Define variants to be displayed
- You can also use the standard variants provided by SAP.

Activities

If you want a list display of the balances, choose *Account* → *Account balances* from the Flexible General Ledger menu.

Enter the relevant selection characteristics (fiscal year, company code, account number, posting period).

Defining Drilldown Reports

Defining Drilldown Reports

Use

You can define the following reports using the drilldown technique.

- Financial statement reports
- Account balances

Prerequisites

In Flexible General Ledger Customizing, you define reports and forms. To do this, in the Flexible General Ledger Implementation Guide select the application area *Information System* and complete each activity.

Procedure

The procedure for creating reports and forms corresponds to the procedure in the previous general ledger. Here, the differences between the previous general ledger and the Flexible General Ledger are described. The exact procedure can be found in the R/3 Library under Financial Accounting in the General Ledger documentation. Read the "Information System" documentation in this section.

Financial statement reports (one axis with key figures)

The following rules apply to forms:

- Select "One axis with key figure" as the form type.
- In the "Handling the currency" screen, select indicator "Currency per element, with currency translation". Only one currency is possible for a financial statement report.
- If you want to define the characteristics for all columns, choose *Edit* → *General selections* → *Display/change*. Here you enter the general selection criteria such as ledger and business area. You can assign fixed values to these characteristics.
- If you want to define the characteristics of the individual columns, note that you **always have to select "Balance sheet value" as the key figure**. This value is then entered in the column.

After you have determined the key figure, you can select the characteristics you want such as fiscal year and company code.

Afterwards, enter the values for your characteristics. You can enter either fixed values or variables for your characteristics. Select *Variable on/off* to enter variables. The entry field is then changed accordingly. Unlike with the present general ledger, there are no predefined global variables. Rather, you have to define local variables at this point. A local variable has to begin with a "\$" sign.

The following rules apply to creating reports:

- When determining the breakdown characteristics with *Goto* → *Characteristics*, you have to select either "Financial statement item" or "Financial statement item/account". Additionally, you can select the relevant general ledger dimensions (such as functional area, cost center, and profit center).
- Choose *Edit* → *Hierarchy selection* to select the "Financial statement version" indicator.

Note the following when carrying out this report:

- When including a report in the report tree, select application class FBRG.
- To carry out the report, choose *Account* → *More reports* in the Flexible General Ledger.

B. Balance sheet key figure reports (2 axes)

The following rules apply to forms:

- Select “Two axes (matrix)” as the form type.
- In the “Handling the currency” screen, select the “Currency per element, with currency translation” indicator. You can only use one currency for a financial statement report.
- If you want to define the characteristics for all columns, choose *Edit* → *General selections* → *Display/change*. You have to select “Financial statement version” as a general selection. All other selection criteria are optional, such as ledger, business area. You can assign fixed values to these characteristics.
- If you want to define the characteristics of the individual columns, note that you always have to select “Financial statement item” as the key figure for the first column. On the next screen, position your cursor on the hierarchy nodes button and select the desired financial statement item using the F4 key. You can extend these reports by including the financial statement items desired in the individual rows.

You can also have values calculated for the individual lines of the key column. To do this, you have to select the “Formula” element type. You can, for example, have totals from the financial statement items be calculated for defined rows.

- If you want to define the characteristics of the other columns, note that you always have to select “Balance sheet value” as the key figure. This value is then entered in the column.

After you have determined the key figure, you can select the characteristics you want such as fiscal year and company code.

Afterwards, enter the values for your characteristics. You can enter either fixed values or variables for your characteristics. Select *Variable on/off* to enter variables. The entry field is then changed accordingly. Unlike with the present general ledger, there are no predefined global variables. Rather, you have to define local variables at this point. A local variable has to begin with a “\$” sign.

The following rules apply to creating reports:

- When determining the breakdown characteristics, you can select the characteristics desired by choosing *Goto* → *Characteristics*. You can also select the relevant general ledger dimensions (such as functional area, cost center, and profit center).
- No hierarchies are selected for this report.

The following rules apply to creating reports:

- When including a report in the report tree, select application class FBRG.
- To carry out the report, choose *Account* → *More reports* in the Flexible General Ledger.

C: Account balances

The following rules apply to forms:

- You can select each type of form.

Defining Drilldown Reports

- In the “Handling the currency” screen, select indicator “Any currency, no currency translation”. All currencies can be used for account balances.
- If you want define the characteristics for all columns, choose *Edit* → *General selections* → *Display/change*. You can select the selection characteristics needed, such as ledger, version, and profit center, and you can enter fixed values for them.
- If you defined the individual columns, you can select any key figure for each row; for example, the total of the debit posting for one row, total of the credit postings for the second row, and balance for the third row.

After you have determined the key figure, you can select the characteristics you want, such as fiscal year and company code.

Afterwards, enter the values for your characteristics. You can enter either fixed values or variables for your characteristics. Select *Variable on/off* to enter variables. The entry field is then changed accordingly. Unlike with the present general ledger, there are no predefined global variables. Rather, you have to define local variables at this point. A local variable has to begin with a “\$” sign.

The following rules apply to creating reports:

- When determining the breakdown characteristics, you can select the characteristics desired by choosing *Goto* → *Characteristics*. You can also select the relevant general ledger dimensions (such as functional area, cost center, and profit center).
- No hierarchies are selected for this report.

The following rules apply to creating reports:

- When including a report in the report tree, select application class FBRG.
- To carry out the report, choose *Account* → *More reports* from the Flexible General Ledger menu.