User Guide PUBLIC

SAP Financial Closing Cockpit Add-On
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Content

1 Financial Closing cockpit Add-On

Use

The SAP Financial Closing cockpit supports you in planning, executing, monitoring, and analyzing financial closing tasks for the entities of your group. The add-on combines significant new capabilities and all capabilities already existing for the product in the enhancement packages of SAP ERP 6.0.

You can use the *Financial Closing cockpit Add-On* in the following cases:

- Activities recur periodically.
- Multiple responsible agents are involved.
- The activities are performed within a process that has a fixed chronological sequence or is determined by dependencies.
- The activities need to be supported by a shared, uniform interface for everyone involved.
- The status of all periodic activities needs to be documented and made transparent and available for everyone involved.

The *Financial Closing cockpit Add-On* offers the following features to facilitate the optimization of your entire closing process:

- Event-driven organization of closing activities
- Process overview and monitoring options
- Analysis tools

The following figure shows the user interface for the *Financial Closing cockpit*:

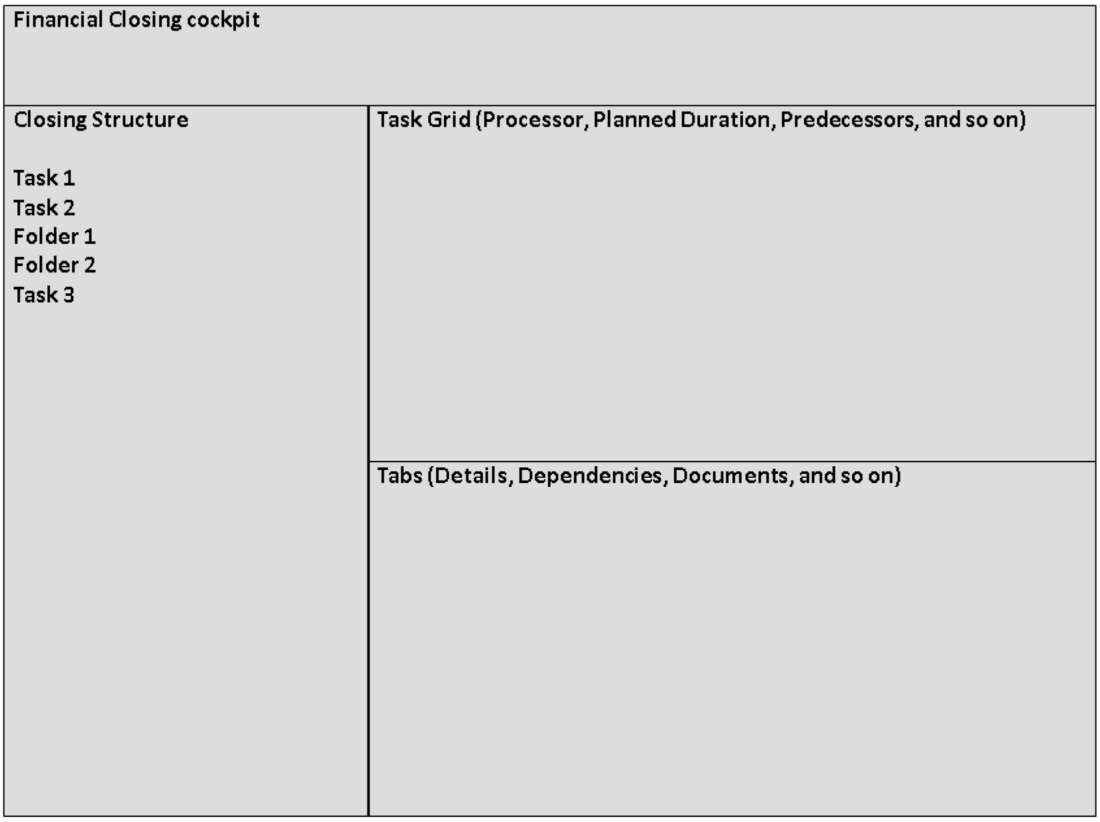

Figure 1: Financial Closing cockpit

As the figure shows, the system displays the folders and tasks in the task group, template, or task list that you have opened in the *Closing Structure* area in the left pane. Task properties, such as the task processor, the planned duration, and the predecessors, are displayed in the task grid in the top right pane. You can find out about a task's details, dependencies, attached documents, and other information on the respective tabs in the bottom right pane.

Integration

You can install the *Financial Closing cockpit Add-On* in two ways. You can install the add-on either alongside SAP ERP in the same system or standalone with SAP NetWeaver.

If you want to run the tasks in the *Financial Closing cockpit Add-On* in remote systems, you can use the following task types:

- Business Automation Enabler (BAE)

  Note

  Business Automation Enabler (BAE) is an interface between the SAP Financial Closing Cockpit and external scheduling tools, such as the Central Process Scheduling by Redwood for scheduling jobs and job chains and integrating of business and infrastructure events. The interface is released for all external schedulers that have passed either the SMSE or the BAE certification procedure.

For more information, see the following SAP Notes:

- 2391918
- 2502427

- Remote transaction
- Remote program
- Remote job

Using these types of tasks enables you to centrally execute and control the closing process in a distributed system landscape. The *Financial Closing cockpit Add-On* contains the required connectivity options.

You can process task lists in SAP GUI and also in the Web application in *SAP NetWeaver Portal* or *SAP NetWeaver Business Client*. For more information about the Web application for the *Financial Closing cockpit Add-On*, see Business Package for Financial Closing cockpit Add-On [page 11].

Prerequisites

- You have completed the required configuration of the *Financial Closing cockpit Add-On*. For more information, see Configuring the Financial Closing cockpit Add-On [page 9].
- If you want to manage and process your task lists using the Web application, you have made the relevant settings for the Business Package for Financial Closing cockpit Add-On [page 11].

Features

To support the closing process, the *Financial Closing cockpit Add-On* offers the following structural objects:

- Hierarchies for displaying the organizational objects involved in the closing process
- Templates that portray the organizational structure
- A detail view of the characteristic values of the organizational levels used in a template
- Task lists that are derived from templates
- Display of task lists
- A monitor that shows a graphical representation of the critical paths, the processing periods, and the processing sequence with the respective dependencies
  This function is also available in a Gantt diagram in the Web application.
- Details about the attributes of tasks and for analyzing background programs (spool, job log, and so on)
- Dependencies that define the prerequisites for processing a task
- Connection options for connecting to external schedulers via Business Automation Enabler (BAE)

You can launch the *Financial Closing cockpit Add-On* in SAP GUI and in a Web application. You can perform the following activities in the ABAP environment or in the Web application:

- You can use the transaction *Financial Closing cockpit - Customizing* (`FCLOCOC`) to create templates and task lists and to release task lists. Alternatively, you can use the transaction *Financial Closing cockpit - Preparation* (`FCLOCOT`) to change and release task lists.

- You can use the *Financial Closing cockpit - Customizing* (`FCLOCOC`) transaction or the *Financial Closing cockpit* Web application to change and execute task lists.

More Information

For an overview of the features introduced in the *Financial Closing cockpit Add-On*, see the release note for the *Financial Closing cockpit Add-On* on SAP Service Marketplace at http://service.sap.com/releasenotes *SAP Solutions* > *SAP Financial Closing cockpit Add-On* .

For information about the installation, operation, security, and upgrade of the *Financial Closing cockpit Add-On*, see the *Administrator's Guide for the Financial Closing cockpit Add-On* on SAP Service Marketplace at http://service.sap.com/instguides *SAP Business Suite Applications* > *SAP Financial Closing cockpit Add-On* .

2 Configuring the Financial Closing cockpit Add-On

Use

You use this process to configure the *Financial Closing cockpit Add-On*. This process provides an example for the configuration sequence.

Prerequisites

- You have configured the Web application for the *Financial Closing cockpit* if you want to use the Web application. For more information, see Business Package for Financial Closing cockpit Add-On [page 11].
- You have entered the transactions required for the closing process in table `SCMATRANSACT`.
- You have entered all the programs that you want to use in the *Financial Closing cockpit* in table `SCMAPROGRAMS`.

> **Note**
>
> For more information about including customer-specific programs in the *Financial Closing cockpit*, see SAP Note 1609030.

Process

You can find the Customizing activities and the Business Add-Ins (BAdIs) for the *Financial Closing cockpit* under *Cross-Application Components* > *Financial Closing cockpit Add-On*.

There is no fixed process in configuring the *Financial Closing cockpit Add-On*. You can configure the add-on by implementing the Customizing activities and the BAdIs in the following example sequence:

1. (Required) *General Customizing* > *Define General Customizing Settings*
2. (Optional) *General Customizing* > *Define Remote Systems*
3. (Optional) *General Customizing* > *Change Message Control*
4. (Required) *General Customizing* > *Define Authorization Groups*
5. (Optional) *General Customizing* > *Define Custom User Groups*
6. (Optional) *General Customizing* > *Register Programs*
7. (Optional) *General Customizing* > *Define Custom Variables*
8. (Optional) *General Customizing* > *Define Organizational Plan*

9. (Optional) *Organizational Hierarchies* > *Define Hierarchies*
10. (Optional) *Organizational Hierarchies* > *Define Organizational Units*
11. (Optional) *Organizational Hierarchies* > *Import Organizational Units*
12. (Optional) *Business Add-Ins (BAdIs)* > *BAdI: Custom User Group*
13. (Optional) *Internal Control* > *Define Significance*
14. (Optional) *Internal Control* > *Define Automation*
15. (Optional) *Internal Control* > *Define Purposes*
16. (Optional) *Business Add-Ins (BAdIs)* > *BAdI: Customize Notifications*
17. (Optional) *Business Add-Ins (BAdIs)* > *BAdI: Custom Notification Scenarios*
18. (Optional) *Notification* > *Edit Email Notification Templates*
19. (Optional) *Notification* > *Maintain Notification Configurations*
20. (Optional) *Workflow* > *Define Flow Definitions*
21. (Optional) *Workflow* > *Define Settings for Worklist*
22. (Optional) *Business Add-Ins (BAdIs)* > *BAdI: Custom Usage for Closing Type*
23. (Optional) *Business Add-Ins (BAdIs)* > *BAdI: Custom Calculation of Reference Date*
24. (Optional) *Business Add-Ins (BAdIs)* > *BAdI: Definition of Match Criteria for External Jobs*
25. (Required) *Template Maintenance* > *Define Templates and Task Groups*
26. (Optional) *Template Maintenance* > *Define Global IDs*
27. (Optional) *Template Maintenance* > *Define Profiles*
28. (Required) *General Customizing* > *Monitor Background Jobs*

After the configuration is complete, task processors can execute their tasks by going to the *SAP Easy Access* screen and choosing *Cross-Application Components* > *Financial Closing cockpit Add-On* > *Financial Closing cockpit - Execution - List* (transaction `FCLOCO`). You can also launch the Web application in the *SAP NetWeaver Portal* or *SAP NetWeaver Business Client*.

3 Business Package for Financial Closing cockpit Add-On 2.0

The Business Package for Financial Closing cockpit Add-On 2.0 enables you to execute your closing tasks in a Web application, and lets you centrally define the responsibilities and schedules for each individual task. You can manage and run your tasks during the closing process, adjust the schedules and responsibilities afterwards, and access all information concerning a close - this includes the status, duration, logs, comments, and documents.

You can accomplish all closing tasks within a single ERP system. However, if you nevertheless want to run tasks in the *Financial Closing cockpit* in multiple systems, you can link the *Financial Closing cockpit* to an external scheduler via Business Automation Enabler (BAE).

> **Note**
>
> Business Automation Enabler (BAE) is an interface between the SAP Financial Closing Cockpit and external scheduling tools, such as the Central Process Scheduling by Redwood for scheduling jobs and job chains and integrating of business and infrastructure events. The interface is released for all external schedulers that have passed either the SMSE or the BAE certification procedure.

The following worksets are available in this business package:

- Financial Closing cockpit Add-On [page 5]

Technical Data

Table 1:

Availability	SAP NetWeaver Portal 7.0 SAP Financial Closing Cockpit Add-On 2.0
Data Source	0FCC
Browser Recommendation	We recommend you use Microsoft Internet Explorer 8 for optimum display of the worksets. For information about system prerequisites for these components, see the Product Availability Matrix on SAP Support Portal at https://support.sap.com/pam.

Languages Available	• AR Arabic • BG Bulgarian • CA Catalan • CS Czech • DA Danish • DE German • EE Estonian • EL Greek • EN English • ES Spanish • FI Finnish • FR French • HE Hebrew • HR Croatian • HU Hungarian • IT Italian • JA Japanese • KO Korean • LT Lithuanian • NL Dutch • NO Norwegian • PL Polish • PT Portuguese • RO Romanian • RU Russian • SH Serbo-Croatian (latin) • SK Slovak • SL Slovenian • SV Swedish • TH Thai • TR Turkish • UA Ukrainian • VI Vietnamese • YU Serbian • ZF Chinese trad. • ZH Chinese
Support	CA-GTF-FCC

4 Monitoring Background Jobs

Use

The Background Job Monitor provides you with a central point of view for all the background jobs delivered with the Financial Closing cockpit. You can check whether each background job is running and display the job details.

Caution

These delivered background jobs are critical to the operation and functioning of the Financial Closing cockpit Add-On. SAP recommends that you make sure that the `FCC_MGMT_BACKGROUND_JOB` background job is released before using the add-on.

Features

The add-on delivers the following background jobs:

- `FCC_MGMT_BACKGROUND_JOB`
  This background job monitors the lifecycle of other background jobs delivered in the Financial Closing cockpit Add-On. After this background job is released, it runs at a fixed interval of five minutes to ensure that those background jobs are running properly.
  Every time when you open the Financial Closing cockpit application, the system checks whether this background job is running. If the background job is not running, the system creates the background job. The background job stops only when no task lists are released or active.
  Only a user who has all the authorization in the following table can release the background job:

  Table 2:

Authorization Object	Authorization Field	Field Value
S_BTCH_ADM	BTCADMIN	Y
S_BTCH_JOB	JOBGROUP	**Job group name**
	JOBACTION	RELE
S_BTCH_NAM	BTCUNAME	**User name**

  For more information about these authorization objects, search for them in transaction `SU21`.
  A user with all the above authorization can release the background job in the following two ways:
  - The user opens the Background Job Monitor from Customizing and clicks the *Schedule* button.
  - If the user also has the authorization to start the Financial Closing cockpit application, they can have the background job released automatically by merely starting the application. In this case, the user does not need to click the *Schedule* button.

After the background job is scheduled, the system records the user name in the Released By column. The background job releases the other background jobs if the respective conditions are met. For more information about the conditions, see the documentation for those background jobs.
If you find that this background job is not released and that you cannot release it by clicking the *Schedule* button, ask a user who has the required authorization to release it or contact your system administrator.

- `FCC_STD_BACKGROUND_JOB`
  This background job implements the following features for tasks:
  - Retrieves master data, such as company codes, controlling areas, and plants, from SAP ERP 6.0.
  - Copy logs, including application logs, spools, job logs, basic lists, and detail lists, from SAP NetWeaver to the tables of the Financial Closing cockpit Add-On daily to display them on the *Output Logs* tab. To enable copying logs, select the corresponding checkbox in the dialog box in which you create a task list.
  - Send email notifications automatically when a notification scenario is triggered. For more information about email notifications, see Sending Email Notifications [page 59].
  - Start a schedulable task immediately once its prerequisite tasks are completed. To enable the start immediately feature for a task, select the corresponding checkbox in the dialog box in which you create or edit the task.

  In order for the background job to run, the `FCC_MGMT_BACKGROUND_JOB` background job must be released. Also, at least one of the following requirements must be met:
  - The master data has been retrieved from a remote system.
  - The copy log feature is enabled for an active task list.
  - A notification scenario is enabled for an active or released task list.
  - The start immediately feature is enabled for a schedulable task.
- `FCC_RJ_BACKGROUND_JOB`
  This background job implements the scheduling and status update for remote jobs.
  In order for the background job to run, the `FCC_MGMT_BACKGROUND_JOB` background job must be released. Also, at least one remote job needs to be scheduled or have its status updated.
- `FCC_CUST_NOTI_BACKGROUND_JOB`
  This background job implements custom notification scenarios. You can create custom notification scenarios if the predefined scenarios do not meet your requirements. For more information, see the documentation for the Custom Notification Scenarios (`FCC_BADI_NOTIFICATION_SCENARIO`) Business Add-in (BAdI) in Customizing for *Business Add-Ins (BAdIs)* under *Cross-Application Components* > *Financial Closing cockpit Add-On*.
  In order for the background job to run, the `FCC_MGMT_BACKGROUND_JOB` background job must be released. Also, at least one custom notification scenario, whose ID starts with the letter X, Y, or Z, needs to have been enabled for an active or released task list.

5 Defining Authorization

You use authorization objects to define the activities that users can perform. You can maintain authorization control for users at the application, task group, template, task list, organizational unit, and task level. The authorization checks at the application level and at the template, task list, and task group level are mandatory; the authorization checks at the organizational unit level and at the task level are optional. For more information, see Enabling Optional Authorization Check [page 17].

The system checks user authorization top-down. The system grants authorization to perform an activity only when the authorization to perform the preceding higher-level activities are granted. The following figure shows the detailed authorization check logic:

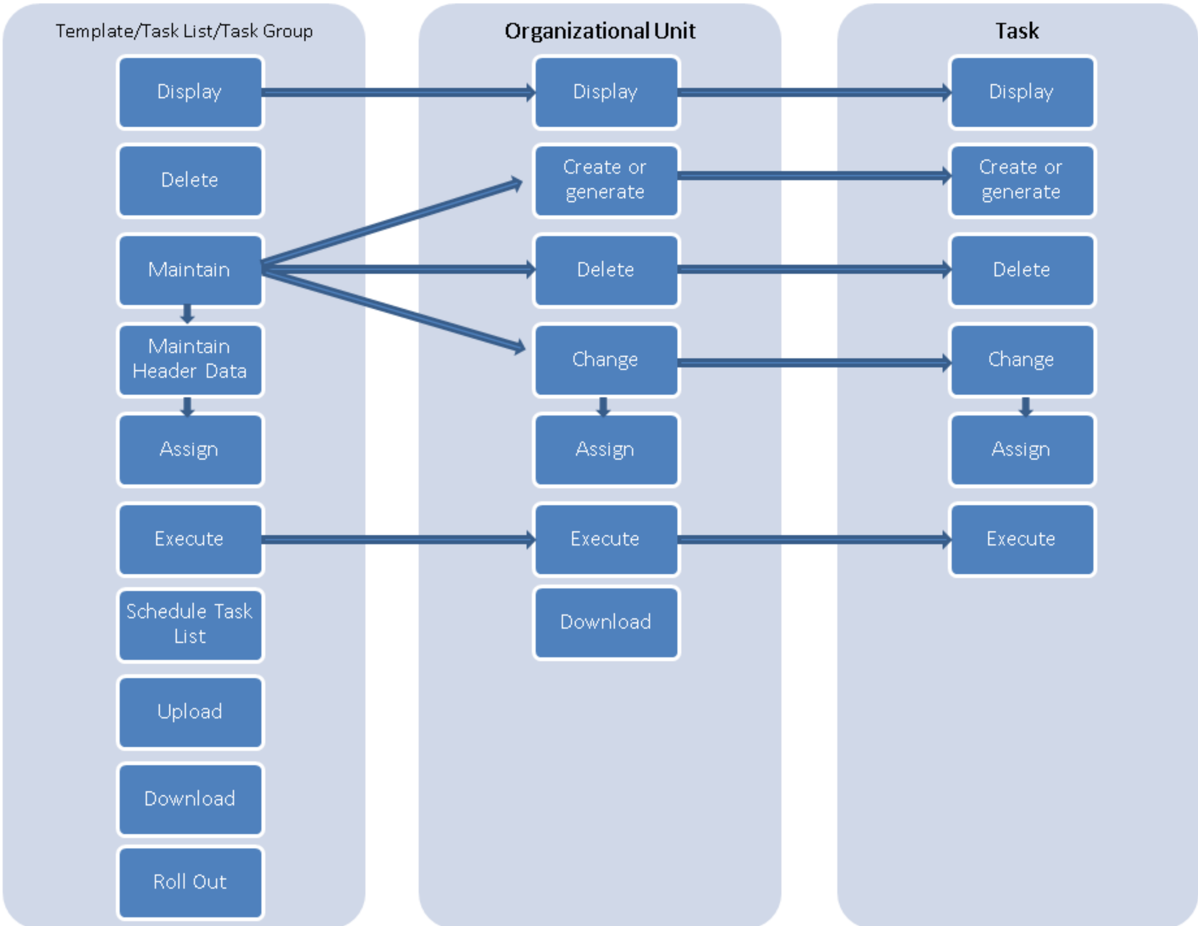

Figure 2: Authorization Check Logic

As the figure shows, to have the authorization to perform an activity on an organizational unit, the user must have the corresponding authorization at the template or task list level. To have the authorization to perform an activity on a task, the user must have the corresponding authorization at the organizational unit level and at the template or task list level.

Example

To have the authorization to delete a task, the user must have the authorization to delete an organizational unit and the authorization to maintain a template or task list.

If the user does not have the display authorization at the organizational unit level and the task level, the system displays the tasks in the task list as unauthorized tasks and does not display the task details to the user.

Authorization Profile

You assign authorization objects and authorization groups to the authorization profile of roles in transaction `PFCG`. The authorization profile defines which activities the users can perform on which task groups, templates, task lists, and tasks.

Authorization Objects

The activities that users can perform are defined in authorization objects. The following table shows the authorization objects that SAP delivers in the *Financial Closing cockpit Add-On*:

Table 3:

Authorization Object	Mandatory or Optional	Description	Use
`B_FCC_GEN`	Mandatory	Financial Closing cockpit: Application	Authorization check at the application level
`B_FCC_TEMP`	Mandatory	Financial Closing cockpit: Template/Task List/Task Group	Authorization check at the template, task list, and task group level
`B_FCC_ORG`	Optional	Financial Closing cockpit: Organizational Unit	Authorization check at the organizational unit level
`B_FCC_TASK`	Optional	Financial Closing cockpit: Task	Authorization check at the task level

For more information about the authorization objects, enter transaction `SU21` on the *SAP Easy Access* menu and open these objects in the *FCC* folder to display the documentation.

Authorization Groups

You use authorization groups to specify the task groups, templates, task lists, and tasks that users can perform activities on. You create authorization groups in the Customizing activity *Define Authorization Groups* under *Cross-Application Components* > *Financial Closing cockpit Add-On* > *General Customizing*. You then assign an authorization group to task groups, templates, task lists, and tasks. For more information, see Assigning Authorization Groups [page 17].

5.1 Enabling Optional Authorization Check

Use

You can enable the optional authorization check at the organizational unit level and at the task level.

Procedure

To enable the optional authorization check, proceed as follows:

1. Open the Customizing activity *Define General Customizing Settings* under *Cross-Application Components* > *Financial Closing cockpit Add-On* > *General Customizing*.
2. In change mode, select the corresponding checkboxes in the *Authorization Control Level* section.
3. Save your changes.

5.2 Assigning Authorization Groups

Prerequisites

You have defined at least one authorization groups in the Customizing activity *Define Authorization Groups* under *Cross-Application Components* > *Financial Closing cockpit Add-On* > *General Customizing*.

Context

You use authorization groups to specify the task groups, templates, task lists, and tasks that users can perform activities on. After you assign an authorization group to task groups, templates, task lists, or to tasks, you can define the activities that the user can perform on these task groups, templates, task lists, or tasks in transaction `PFCG`.

Procedure

1. On the *SAP Easy Access* screen, choose *Cross-Application Components* > *Financial Closing cockpit Add-On* > *Financial Closing cockpit - Customizing*.
2. Open the dialog box for creating or editing a task group, template, task list, or task. For more information, see the following documents:
   - Creating Task Groups [page 20]
   - Creating Templates [page 25]
   - Creating and Releasing Task Lists [page 71]
   - Creating Tasks [page 39]
3. Specify an authorization group in the corresponding field and choose ✔.

> **Note**
>
> If you are opening the dialog box for creating or editing a task group, template, or task list, you can specify only the authorization groups for task groups, templates, and task lists; if you are opening the dialog box for creating or editing a task, you can specify only the authorization groups for tasks.

4. Save your changes.

6 Using Task Groups

Use

A task group is a special template that allows you to assign its folders and tasks to ordinary templates (hitherto referred to as templates). A folder or task contains fields, such as its description, whose values you specify when creating or editing the folder or task. During the task group assignment, all the field values are copied to the template. You can assign multiple task groups to a template. You can also assign a task group to multiple templates.

> Note
>
> You **cannot** assign folders and tasks in a task group to task lists. You **cannot** create task lists from a task group, as you do with templates.

The following figure shows how you can use task groups, templates, and task lists.

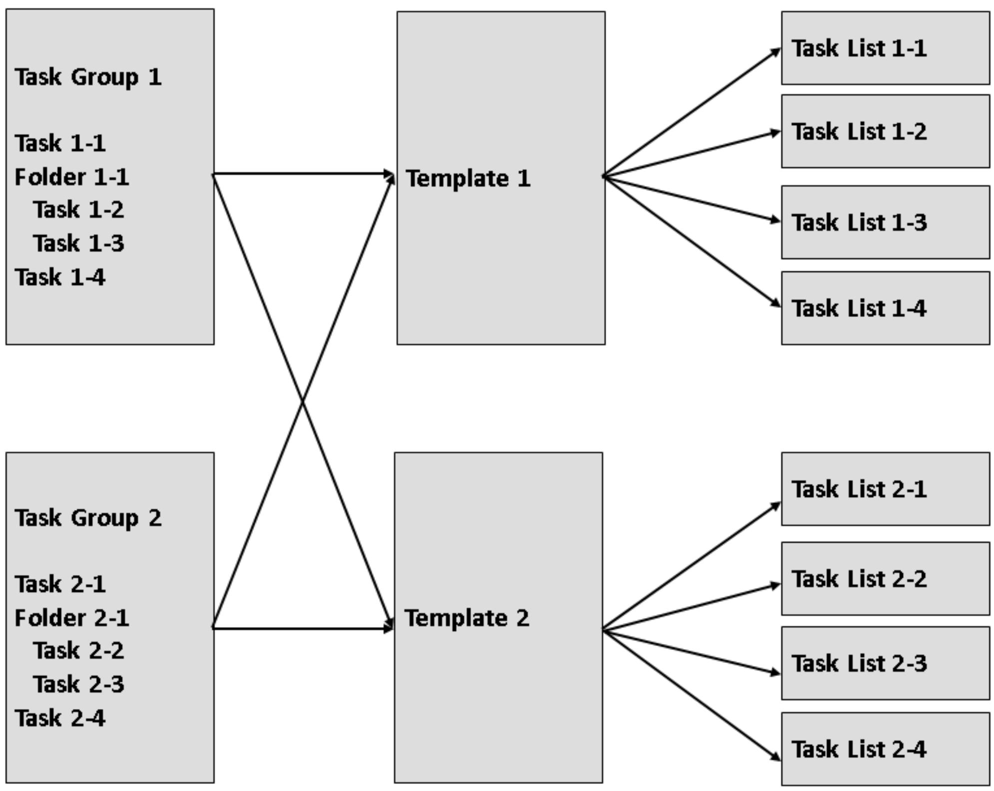

Figure 3: Using Task Groups, Templates, and Task Lists

As the figure shows, you first assign folders and tasks in task groups to templates. You then create task lists from the templates.

When you create a task group, you can select the fields that you want to be able to update in the assigned templates. After the task group assignment, you cannot edit the selected fields in the templates while you still can in the task group. If you change the values of the selected fields of the assigned folders or tasks in the task group, or if you delete the assigned folders or tasks from the task group, or if you create folders or tasks in the task group, you can update the template with all or some of the changes. If you delete any assigned folders or tasks in the template, you can use the template update feature to re-assign all or some of them from the task group.

Process

To use the task group feature, proceed as follows:

1. Create one or more task groups.
   You define the fields that you want to be able to update in the assigned templates. You also create folders and tasks in the task groups. For more information, see Creating Task Groups [page 20].
2. Assign the task groups to templates.
   You assign the folders and tasks in the task groups to templates. For more information, see Assigning Task Groups to Templates [page 21].
3. Change the task groups or the templates. (optional)
   If necessary, you change the task groups or templates according to your business needs.
4. Update the templates. (only if you have performed step three)
   You can update the templates with all or some of the changes. For more information, see Updating Templates [page 22].

6.1 Creating Task Groups

Use

You create a task group to define the fields that you want to be able to update in the assigned templates. You also create folders and tasks in the task group.

Procedure

Proceed as follows:

1. On the *SAP Easy Access* screen, choose *Cross-Application Components* > *Financial Closing cockpit Add-On* > *Financial Closing cockpit - Customizing*.
2. Choose *Template/Task List* > *Create* > *Create Task Group*.
3. Enter the task group name and description.

4. Choose the *Settings* pushbutton.
5. Select the fields that you want to be able to update in the assigned templates and choose *Continue*.

   > **Note**
   >
   > The selections in this dialog box only define what fields you want to update after a folder or task in this task group is copied to a template. As long as the folder or task does not exist in the template before the task group assignment or template update, all the field values of the folder or task are copied to the template during the assignment or update regardless of what fields you have selected.
   >
   > You can still edit the parameters of Business Automation Enabler (BAE) certified external schedulers in the template even if you select the *Queue of BAE Tasks* checkbox or the *Job Definition of BAE Tasks* checkbox.

6. Choose *Continue* to close the *Create Task Group* dialog box.
7. Create tasks in the task group and, if necessary, organize them in folders. For more information, see Creating tasks [page 39].
8. Save your changes.

Result

You have created a task group. You can assign the folders and tasks in the task group to templates.

More Information

For information about how to assign the folders and tasks in the task group to templates, see Assigning Task Groups to Templates [page 21].

6.2 Assigning Task Groups to Templates

Use

You can assign one or more task groups to one or more templates.

After the assignment has been made, you cannot edit the fields you select in the *Settings for Updating Fields* dialog box in the templates while you still can in the task groups. If you change the values of the selected fields of the assigned folders or tasks in the task groups, or if you delete the assigned folders or tasks from the task groups, or if you create folders or tasks in the task groups, you can update the templates with all or some of the changes. If you delete any assigned folders or tasks in the templates, you can re-assign all or some of them from the task groups during the template update.

Prerequisites

You have created at least one task group and at least one template. For more information, see Creating Tasks Groups [page 20] and Creating Templates [page 25].

Procedure

You can assign one or more task groups to a template at a time. Proceed as follows:

1. On the *SAP Easy Access* screen, choose *Cross-Application Components* > *Financial Closing cockpit Add-On* > *Financial Closing cockpit - Customizing*.
2. Choose *Template/Task List* > *Open*.
3. Choose the template to which you want to assign a task group and choose *Continue*.
4. In change mode, right-click a folder in which you want to assign a task group and choose *Assign Task Groups* from the context menu.
5. Select the checkboxes corresponding to the folders and tasks that you want to assign to the template and choose *Continue*.
6. Confirm the messages in the *Closing Cockpit Messages* dialog box.

Result

The folders and tasks you have selected are copied to the folder you have right-clicked in the template. Folders and tasks copied from a task group are copied to the folder with the same name as the task group in the template.

More Information

For information about updating the templates after you have made changes to the task groups or templates, see Updating Templates [page 22].

6.3 Updating Templates

Use

After you have assigned task groups to templates and have changed the task groups or templates afterwards, you can update the templates with all or some of the changes. For the folders and tasks that exist in the task groups but not in the templates, you can copy them to the templates. For the folders and tasks that exist in both the task groups and the templates, you can update the field values of them in the templates.

Prerequisites

You have assigned at least one task group to at least one template. For more information, see Assigning Task Groups to Templates [page 21].

Procedure

Updating a Template That Has Been Assigned One or More Task Groups

Proceed as follows:

1. On the *SAP Easy Access* screen, choose *Cross-Application Components* > *Financial Closing cockpit Add-On* > *Financial Closing cockpit - Customizing*.
2. Choose *Template/Task List* > *Open*.
3. In change mode, choose the template that you want to update and choose *Continue*.
4. Choose *Utilities* > *Update from Task Groups* or right-click the folder that you want to update and choose *Update from Task Groups* from the context menu.

> **Note**
>
> Choosing *Utilities* > *Update from Task Groups* allows you to see all the task groups assigned to the template. Choosing *Update from Task Groups* from the context menu only allows you to see the task group corresponding to the folder you have right-clicked.

5. Collapse the folders in the `Use Points of Task Group` column to display the differences between the task groups and the template in the `Differences` column.
6. Select the checkboxes corresponding to the folders and tasks that you want to update in the template and choose .
7. Confirm the messages in the *Closing Cockpit Messages* dialog box.

Updating One or More Templates That Have Been Assigned a Task Group

Proceed as follows:

1. On the *SAP Easy Access* screen, choose *Cross-Application Components* > *Financial Closing cockpit Add-On* > *Financial Closing cockpit - Customizing*.
2. Choose *Template/Task List* > *Open*.
3. In change mode, choose the task group that you have assigned to templates and choose *Continue*.
4. Choose *Utilities* > *Update Assigned Templates*.
5. Collapse the folders in the `Use Points of Task Group` column to display the differences between the task group and the templates in the `Differences` column.
6. Select the checkboxes corresponding to the folders and tasks that you want to update in the templates and choose .
7. Confirm the messages in the *Closing Cockpit Messages* dialog box.

Result

The selected folders and tasks that exist in the task groups but not in the templates are copied to the templates. The field values of the selected folders and tasks that exist in both the task groups and the templates are updated in the templates.

7 Creating Templates

Use

A template is used to structure the individual steps of a process. In this interface, the relevant activities are accessible in tasks that are executed online or in background processing.

The scope of a template should **not** be determined by application-related aspects. Instead, its scope should be oriented towards the overall process and the organizational units involved.

Procedure

Creating a Template

To create a template, start from the *Change Closing Cockpit* screen. Then proceed as follows:

1. Choose *Template/Task List* > *Create* > *Create Template...* .
2. Enter a technical name for the template.

> **Note**
>
> To use the export and import template feature (see Exporting and Importing Templates [page 27]), do not use any of the following characters in the template name on Microsoft Windows operating systems:
>
> - Backslash (\)
> - Forward slash (/)
> - Colon (:)
> - Asterisk (*)
> - Question mark (?)
> - Quotation mark (")
> - Less than sign (<)
> - Greater than sign (>)
> - Vertical slash (|)

3. Select a closing hierarchy.
4. Enter a description for the template.

> **Example**
>
> *Template*: `ZCLOSE_M`
>
> *Closing Hierarchy*: *Controlling Area/Company Code*
>
> *Description*: `Closing Template (Month-End Closing)`

5. Specify a responsible agent.

6. Select an authorization group.
7. If you want to use a factory calendar, specify one that suits your enterprise.

> **Note**
>
> If you want the factory calendar to only be valid for specific tasks, you can assign it at task folder level. For more information, see Creating Folders [page 38].

8. Confirm your entries and save your changes.

Importing a Template

You also can import a template from the Schedule Manager (CA).

To import a template from the Schedule Manager (CA), start from the *Change Closing Cockpit* screen. Then proceed as follows:

1. Choose *Template/Task List* > *Import Template* > *Import Template from Schedule Manager*.
2. In the dialog box, enter the data for the RFC connection, the template to be imported, and the closing hierarchy.

Result

The system generates a proposal for a template in accordance with the selected hierarchies and using all organizational objects available in the system (controlling areas with assigned company codes, including any subfolders defined).

8 Exporting and Importing Templates

Use

With this process, you can export and import folders and tasks in templates in the comma separated values (CSV) file format in Unicode. You can use CSV compatible software to edit the templates outside the SAP system before later importing the changes back into the system. This allows you to create, change, and delete multiple folders and tasks in a template all at once. You can also use this process to copy templates between systems.

Process

Proceed as follows:

1. Export a template
   The system converts the header data of the template, the folders and the tasks, and the attached documents of the tasks in the template to three CSV files and documents in an attachment folder. For more information, see Exporting Templates [page 27].
2. Edit the exported files
   You change the header data and add or change folders, tasks, and attached documents as necessary. As of SAP Financial Closing cockpit 2.0, you can also use this process to delete any folder or task that already exists in the template in the system. You cannot use this process to delete any document only. For more information, see Editing Exported Files [page 30].
3. Import the template
   You import the template to a system. If you import the CSV files to the system from which you exported the template, the template in the system is updated. If you import the CSV files to another system, the template is created in that system. For more information, see Importing Templates [page 33].

8.1 Exporting Templates

Use

Exporting a template allows you to create, change, and delete multiple folders and tasks in the template all at once. When you export a template, the header data of the template, the folders and tasks in the template, and the attached documents of the tasks in the template are converted to data in three comma separated values (CSV) files and documents in an attachment folder.

Prerequisites

You have created a template. The template name does not contain any invalid characters. For more information, see Creating Templates [page 25].

Procedure

Proceed as follows:

1. On the *SAP Easy Access* screen, choose *Cross-Application Components* > *Financial Closing cockpit Add-On* > *Financial Closing cockpit - Customizing*.
2. Choose *Template/Task List* > *Open*.
3. Choose the template you want to export and choose *Continue*.
4. Choose *Template/Task List* > *Export Template*.
5. In the *File Format Options* screen area, select the decimal notation, date format, time format, and separator character you want to use in the exported comma separated values (CSV) files.

> **Note**
>
> When you import the template, you need to select the same format options as you do in this dialog box.

6. In the *Export Directory* screen area, specify the folder you want to save the exported files in.
7. Choose the *Export* pushbutton.

Result

All the data in the template is exported to three CSV files in the Unicode format. If a task contains a document, that document is saved to an attachment folder in the export directory. Note that the folders and tasks assigned to the template from task groups are not exported.

The following table shows the files and folders in the export directory:

Table 4:

Name	Type	Description
`<Template Name>_header.csv`	File	Contains the header data of the template.
`<Template Name>_item.csv`	File	Contains the field values of the folders and tasks in the template. An item is a folder or a task.
`<Template Name>_document.csv`	File	Contains data about the documents attached to the tasks in the template.

Name	Type	Description
<Template Name>_doc	Folder	Contains the documents, except URL links, listed in the document CSV file.

Each of the CSV files contains three or more rows depending on whether it is a header, item, or document file. You must not delete the top three rows in each file while you can edit any remaining rows. The following list explains the use of each row in the CSV files:

- First row
  This row contains technical object names. When you import a template, the system matches the object names with those in the system database. You must not change any value in this row; otherwise an error occurs during import.
- Second row
  This row contains the field labels on the user interface in the SAP system. The field labels correspond to the technical object names in the first row. The system ignores changes to this row during the import.
- Third row
  This row contains instructions on how to enter or change field values in the remaining rows. The system ignores changes to this row during the import.
- Remaining rows
  These are the rows where you enter or change field values, such as the folders and tasks the template contains. The following table shows the information the remaining rows in each of the CSV files contain:

  Table 5:

File	Remaining Rows
<Template Name>_header.csv	The only remaining row contains the header data of the template.
<Template Name>_item.csv	Each remaining row contains the field values of one folder or task in the template.
<Template Name>_document.csv	Each remaining row contains data about one document attached to the tasks in the template.

More Information

For information about editing the exported files, see Editing Exported Files [page 30].

For information about importing templates, see Importing Templates [page 33].

8.2 Editing Exported Files

Use

You can edit the exported files from a template to change the header data of the template, add and change folders, tasks, and attached documents, and delete folders and tasks. If a task you delete has attached documents, the documents are also deleted. However, you cannot delete any attached document only. You can only delete it by deleting the task to which it is attached or deleting the folder that contains the task to which the document is attached.

Prerequisites

You have exported a template. For more information, see Exporting Templates [page 27].

Activities

Editing the CSV Files

To add a folder, task, or document, enter the field values in a new row. If you want to later import the comma separated values (CSV) files to the system from which you exported the template, the field values for *Parent ID* and *Item ID* in the item CSV file and the field values for *Task ID* and *DOC ID* in the document CSV file must start with the letter n, either in lower or upper case, to indicate that you are adding a new item. After the letter n, enter a unique number for each new item. The system does not use these numbers as the actual folder, task, or document IDs when you import the template into the system, but uses them to distinguish between the new entries you add and the existing ones in the system. The system assigns IDs to new folders, tasks, and documents during the import. However, if you want to later import the CSV files to another system, you do not need to add the letter. In this case, the system uses the IDs you have assigned to folders and tasks as the actual IDs after the import and does not assign new IDs to them. The system still assigns new IDs to documents.

To add more than one value to a field, separate the values with an ampersand (&).

> Example
>
> You have three tasks, whose IDs are 1, 2, and 3, respectively. To specify the first two tasks as the predecessors of the third task, enter `1&2` in the *Predecessors* column for the third task in the item CSV file.

To keep the value of an existing field or to use the default value for a new field, enter a backslash (`\`) in the field.

To delete the value of an existing field or to leave the value of a new field unspecified, clear the value in the existing field or leave the new field empty.

To delete a folder or task, prefix the letter d, either in lower or upper case, to the item ID of that folder or task in the item CSV file. If you mark a folder for deletion, all the folders and tasks, including the attached documents to the tasks, in the folder will be deleted.

In the header CSV file, the item CSV file, and the document CSV file, you can adjust the column order as you like and delete columns that correspond to optional fields. In the item CSV file and the document CSV file, you can also delete the remaining rows.

Note

If you delete a column or row in the CSV files, you skip the column or row for editing rather than deleting the actual data in the system during the import. When you import a template into the system from which you exported the template, the system reads the IDs in the first two columns in the CSV files and searches for matches in the system. Folders, tasks, and documents that do not exist in the CSV files are not read by the system during the import, so their values remain unchanged after the import.

Using the Third Row

When you create or change values in the remaining rows in a CSV file, follow the instructions in the third row. The instructions give you the following information:

- Whether you should enter characters or only numbers
  Char means you should enter characters, including numbers; *Num* means you can enter only numbers.
- Whether there is a limit on the number of characters you can enter
  length 0 means there is no limit.
- Whether a field is mandatory or optional
  If the instructions do not mention this information, the field is optional.
- What are all the valid values you can enter for dropdown lists
  The valid values are behind the colon (:) and are separated by semicolons (;). If the instructions do not mention this information, you can enter any value that complies with the other requirements.

Example

- *Char (length 10, mandatory)*
  You should enter a maximum of 10 characters. This is a mandatory field, meaning you must fill in all the fields in the column.
- *Char (length 2): US(User); O(Org. Unit); C(Job); S(Position); AG(Role); UG(Cust. User Group)*
  You should enter a maximum of 2 characters. You can enter only the values after the colon, namely, *US*, *O*, *C*, *S*, *AG*, and *UG*. The description of each value is in the brackets behind the value. Each value you can enter is separated by a semicolon. This is an optional field because the instruction does not mention that it is mandatory.
- *Char (length 0, mandatory for URL)*
  You should enter characters. There is no limit on the number of characters you can enter because the instruction does not mention a limit. This instruction appears in the *URL Link* field in the document CSV file. The field is mandatory only if you have specified the value of the *File Type* field as **`URL Link`**.
- *Char (length 1): X(TRUE); (FALSE)*
  You should enter a maximum of 1 character. You can enter only **`X`**, meaning true, or leave the field empty, meaning false. This is an optional field because the instruction does not mention that it is mandatory.
- *Num (length 10, mandatory)*
  You should enter numbers with a maximum of 10 numbers. You can enter only numbers. This is a mandatory field.
- *Date (length 8)*

You should enter 8 numbers and the appropriate separators. You must enter numbers in the format you have selected when exporting the template. This is an optional field because the instruction does not mention that it is mandatory.

Attaching Documents

When you make changes to the attachment folder, you need to make the corresponding changes in the document CSV file. If you attach a document to a task, you need to add the document to the attachment folder and edit the document CSV file. When attaching documents, you need to adhere to the following standards:

- To specify what task the document should be attached to, the task ID you specify for a new document in the *Task ID* column in the document CSV file must match the task ID in the item CSV file.
- You can attach documents with the following file types:
  - Microsoft Office Excel Chart (.xlc)
  - Microsoft Office Excel Worksheet (.xlsx)
  - Microsoft Office Excel 97-2003 Worksheet (.xls)
  - Microsoft Office PowerPoint Presentation (.pptx)
  - Microsoft Office PowerPoint 97-2003 Presentation (.ppt)
  - Microsoft Office PowerPoint Slide (.pptx)
  - Microsoft Office PowerPoint 97-2003 Slide (.ppt)
  - Microsoft Office Word Document (.docx)
  - Microsoft Office Word 97-2003 Document (.doc)
  - Text (.txt)
  - URL Link
- You must use relative paths in the *File Location* column in the document CSV file. The relative path format you should use is **`/ <Template Name>/ <Document Name>. <Document Extension>`**.

  Example

  You have exported a template named Template_1 to C:\Exported_Templates. For the Document_1.txt document you add to the C:\Exported_Templates\Template_1 folder, enter **`/Template_1/Document_1.txt`** in the *File Location* column in the document CSV file.

If you use Microsoft Excel to edit the CSV files, after you have finished editing them, make sure that you manually save them before closing them in Microsoft Excel; do not wait for Microsoft Excel to automatically ask you whether you want to save your changes when you close the files. When you manually save a CSV file, choose `Yes` in the dialog box that appears, which says that the CSV file may contain features that are not compatible with Unicode text. When you close the CSV file, choose `Don't Save` in the dialog box that appears, which asks you whether you want to save your changes.

More Information

For information about importing templates, see Importing Templates [page 33].

8.3 Importing Templates

Use

After editing the exported files, you have the following two options for importing the template:

- If you import the comma separated values (CSV) files to the system from which you exported the template, the template in the system is updated.
- If you import the CSV files to another system, the template is created in the system.

Prerequisites

The following prerequisites must be met before you can proceed:

- You have exported a template. For more information, see Exporting Templates [page 27].
- The CSV files are encoded in Unicode. If the CSV files are encoded in other codes, such as UTF-8, import fails.
- No other user is editing the template.

Procedure

Proceed as follows:

1. On the *SAP Easy Access* screen, choose *Cross-Application Components* > *Financial Closing cockpit Add-On* > *Financial Closing cockpit - Customizing*.
2. If you import the CSV files to the system from which you exported the template, choose *Template/Task List* > *Import Template* > *Update Template from File*. If you import the CSV files to another system, choose *Template/Task List* > *Import Template* > *Create Template from File*.
3. In the *File Format Options* screen area, select the decimal notation, date format, time format, and separator character applied to the CSV files you want to import.
4. In the *File List* screen area, specify the location of the header CSV file, the item CSV file, and the document CSV file.

   > Note
   >
   > You must specify a header CSV file. However, if you have not changed the item CSV file or the document CSV file after the export, or if you do not want to import their changes, you do not need to specify them in this dialog box. You do not need to specify the attachments folder or the documents in the folder because the document CSV file already contains this information.

5. Choose the *Continue* pushbutton.
   The *Import Template from File* dialog box appears. The *Mapped* column shows whether each field is matched.
6. Choose the *Continue* pushbutton and follow the instructions on the dialog box that appears to complete the import or resolve any errors or warnings.

7. Save the template.

Result

The system returns one of the following results:

- If there is any error during the import, import is aborted and no data is imported.
- If there is any warning during the import, you have the option to continue importing or to display the warnings first. If you choose to display the warnings first, you can then decide whether to continue or stop.
- If there is no error or warning during the import, the template is updated or created in the system.

9 Creating Organizational Hierarchies

Use

You can use organizational hierarchies to organize your closing process. This helps avoid applying identical process steps to each of the independent accounting units of the same type.

SAP delivers the following organizational levels:

- Controlling Area
- Company Code
- Plant
- Controlling Area/Company Code
- Controlling Area/Plant

If necessary, you can create additional organizational levels.

Prerequisites

The following prerequisites must be met before you can create organizational hierarchies:

- You have the authorization for the *Financial Closing cockpit - Customizing* (`FCLOCOC`) transaction under *Cross-Application Components* › *Financial Closing cockpit Add-On* .
- The *Schedule Manager: Authorizations for Task Lists* (`B_SMAN_WPL`) authorization object (activity *02 Change*) has been assigned to your profile.

Procedure

You create organizational hierarchies in the Customizing activity *Define Organizational Hierarchies* under *Cross-Application Components* › *Financial Closing cockpit Add-On* › *Organizational Hierarchies* .

Creating New Organizational Levels

If the delivered organizational levels are not sufficient for your closing process, you can add new organizational levels, such as profit centers. To create new organizational levels, proceed as follows:

1. In the *Maintain Organizational Hierarchy* dialog box, choose *Org Levels*.
2. To add a new organizational level, choose .
3. Enter the type and the name of the organizational level.

> Example
>
> *Org. Type*: **PRCTR**

Org. Obj. Text: **`Profit Center`**

4. Choose ✔ to return to the *Maintain Organizational Hierarchy* dialog box.
   The system generates values for the parameters and the selection options according to the organizational level type you have entered. The values are stored in the `TVARV` table.

   > Example
   >
   > *Variant-Variable Parameters*: `SAP_FAST_CLOSE_PRCTR_P`
   >
   > *Variant-Variable Selectn Options*: `SAP_FAST_CLOSE_PRCTR_S`

5. Select a superordinate organizational level for the organizational level you have created. You can assign the organizational level you have created directly below the superordinate organizational level in the organizational hierarchy. If you do not select a superordinate organizational level, you can assign the organizational level only directly below an organizational hierarchy.
6. To be able to link the organizational level with valid values in the system, enter the value and the text of the desired table and field in the corresponding fields.
7. If you want to allow users to summarize the organizational level using chart of accounts, fiscal year variant, currency, or valuation area, specify the tables and fields in the corresponding fields.
8. If you want to define the default folders that the organizational level contains, choose the *Subfolder* pushbutton.
9. Choose ✔.

Creating New Organizational Hierarchies

If the delivered organizational hierarchies are not sufficient, or if you want to create new organizational hierarchies with new organizational levels, proceed as follows:

1. In the *Maintain Organizational Hierarchy* dialog box, choose *New Org Hierarchy*.
2. Enter a name for the new organizational hierarchy.

   > Example
   >
   > - Controlling Area
   > - Company Code
   > - Profit Center

3. Right-click the organizational hierarchy to assign organizational levels to the organizational hierarchy.

   > Note
   >
   > The context menu options for an organizational level differ depending on the superordinate organizational level.

4. Choose ✔.

9.1 Editing Organizational Levels

Use

After organizational levels are linked to the values in the system, the system can perform the following tasks:

- Automatically derive the variables of the selection variants in the background when the individual programs are executed.
- Summarize the organizational units, such as fiscal year variant, using the relevant values in the template.

When you create new templates, the system creates the links automatically using the properties defined in the tables and fields in the organizational hierarchies and the closing hierarchy defined in the template header. The links are subsequently available as default values in the template.

You should delete any organizational objects that are **not** involved in the closing process, such as delivery controlling areas, from the template. You should also check the values of the organizational structure and make adjustments where necessary.

Prerequisites

You have defined the properties of the organizational levels (see Creating Organizational Hierarchies [page 35]).

Procedure

To edit organizational levels, proceed as follows:

1. On the *SAP Easy Access* screen, choose *Cross-Application Components* > *Financial Closing cockpit Add-On* > *Financial Closing cockpit - Customizing* (transaction `FCLOCOC`).
2. Choose *Template/Task List* > *Open*.
3. Choose the template in which you want to edit organizational levels and choose *Continue*.
4. You can make the following edits to the organization levels:
    - To delete the default organizational hierarchies, right-click the hierarchies and choose *Delete* from the context menu.
    - To create subfolders, see Creating Folders [page 38].
    - To check the selection of the corresponding organizational objects for the relevant organizational level, choose . Double-click the relevant organizational level to call up the corresponding values. To change individual values or to allow multiple selections for an organizational level, choose .
    - To assign organizational objects, double-click the new organizational level and choose the required organizational object from the *Characteristic Values* detail screen. Then choose .

9.2 Creating Folders

Use

You use folders to organize the organizational levels in a template.

You can define the default folders that an organizational level contains. For more information, see Creating Organizational Hierarchies [page 35].

Procedure

To create a folder, proceed as follows:

1. On the *SAP Easy Access* menu, choose *Cross-Application Components* > *Financial Closing cockpit Add-On* > *Financial Closing cockpit - Customizing*.
2. Choose *Template/Task List* > *Open*.
3. Choose the template you want to create folders in and choose ✔.
4. In the closing structure of the template, right-click the organizational level for which you want to create a subfolder and choose *Create Subfolder* from the context menu.
5. Select an organizational level.

    Note

    The availability of the organizational levels you can choose from depends on the closing hierarchy you have selected for the template. If you choose the phase organizational level, you can use a roadmap in the Web application to select the tasks in the template by phases. However, you can choose this organizational level only if you have created the phase at the top hierarchy node. If you choose the folder organizational level, you can structure the tasks in the organizational level in any way you want. Phases and folders do not have values.

6. Enter a name and a responsible agent.
7. If necessary, specify a factory calendar.

    Note

    The system by default uses the factory calendar that is assigned to the template for each folder in the template. If you assign a specific factory calendar to a folder, that factory calendar prevails for the folder.

8. Save your changes.

10 Creating Tasks

Use

You create the activities that need to be performed as part of the overall closing process in a template. This allows users of the *Financial Closing cockpit* (transaction `FCLOCO`) application to navigate to the required activities from the central interface.

Prerequisites

You have arranged all the closing activities in chronological order and can portray these activities in the SAP System as transactions, programs, flow definitions, or other task types.

Procedure

To create a task, proceed as follows:

1. On the *SAP Easy Access* menu, choose *Cross-Application Components* > *Financial Closing cockpit Add-On* > *Financial Closing cockpit - Customizing*.
2. Choose *Template/Task List* > *Open*.
3. Choose the template in which you want to create a task and choose ✔.
4. Right-click the folder in which you want to create a task and choose *Create Task* from the context menu.
5. Enter a description for the task.
6. Assign a responsible agent and a processor for the task.

   > **Note**
   >
   > You can display the tasks to which you have been assigned as the responsible agent or processor in a template or task list. To do this, in display mode, right-click the folders and tasks that you have selected and choose *Display Tasks in Selection* > *I Am Responsible* or *Display Tasks in Selection* > *I Am the Processor*.

7. Enter an authorization group (see Defining Authorization [page 15] and Assigning Authorization Groups [page 17]).
8. Enter a global ID (see Using the Global ID Monitor [page 83] and Assigning a Global ID to Tasks [page 84]).
9. Choose one of the following task types:
   - Job (see Creating Jobs [page 41])
   - Flow definition (see Creating Flow Definitions [page 43])
   - Transaction (see Creating Transactions [page 42])

- Note (see Creating Notes [page 42])
- Program (see Creating Programs [page 41])
- Business Automation Enabler (BAE) certified external schedulers (see Creating Business Automation Enabler (BAE) Tasks [page 46])
- Remote transaction (see Creating Remote Transactions [page 47])
- Remote program (see Creating Remote Programs [page 48])
- Remote job (see Creating Remote Jobs [page 48])
- External job (see Creating External Jobs [page 49])
- Remote flow definition (see Creating Remote Flow Definitions [page 50])

In addition, you can add one or more documents to a task (see Adding Documents to a Task [page 51]).

10. If you want the task to start immediately when its prerequisite tasks are completed, select the corresponding checkbox. A task with the following task type can start immediately:
    - Job
    - Flow definition
    - Business Automation Enabler (BAE)
    - Remote job
    - Remote flow definition
11. If completion of the task has an essential deadline for closing operations, you can select the *Critical Path* checkbox so that the task is displayed accordingly in the *Financial Closing cockpit - Execution - List* application (transaction `FCLOCO`) under *Cross-Application Components* > *Financial Closing cockpit Add-On*.
12. Assign the task to at least one closing type. When you create task lists from the template, the system includes the tasks that have been assigned the corresponding closing type.

    Example

    If you create a task list from the template for year-end closing, the task list contains only the tasks that have been assigned the year-end closing type.

13. If you want to receive email notifications for the task, select the corresponding checkbox. For more information about email notifications, see Sending Email Notifications [page 59].
14. Define the additional fields that you want to edit in the template. You can enter the value of these fields using a Business Add-In (BAdI).

    Note

    If you have defined additional fields, the *Additional Fields* pushbutton appears in the *Closing Cockpit: Display/Create/Change Tasks* dialog box. Choose the pushbutton to display the fields that you have defined in a dialog box for processing.

15. Choose ✔ and save your changes.

More Information

If necessary, you can change the task attributes at a later time. To change an attribute for multiple tasks at a time, you can conduct a mass change (see Conducting Mass Changes [page 55]).

10.1 Creating Jobs

Use

You can use jobs to process activities in the background. You can start batch processing directly from the *Financial Closing cockpit*.

Subsequently, you can check the start, end, log, and spool list for background processing directly on the *Details* tab as well as in the *List Display* in the *Financial Closing cockpit* (transaction `FCLOCO`) application. You can also analyze and repair background jobs containing errors on the *Details* tab.

Procedure

You create a job in the dialog box *Closing Cockpit: Display/Create/Change Tasks* (see Creating Tasks [page 39]). Proceed as follows:

1. To store a job in the template within a task folder for periodic processing, choose *Job*.
   Enter the program that you want to make available in the task list for background processing. When editing tasks, you can create a variant for the selected program or assign an existing variant.
2. To create a variant for the program, choose .
3. You can store the parameters *Period from*, *Period to*, and *Fiscal Year* as variables in the attributes of the variant. In this way, if there are changes during processing, you do not need to make adjustments in all program variants used in the *Financial Closing cockpit*.
   To enter parameters as variables, choose *Attributes*. Lock the parameters against changes.
4. To ensure that the valid values for the variables can later be determined automatically from the header information of the derived task list and updated in table `TVARV`, you should assign for the program variants those variables in table `TVARV` that are used in the header information of the template or the organizational levels.

   Example

   Period: SAP_FAST_CLOSE_PERIOD_P

   Fiscal year: SAP_FAST_CLOSE_GJAHR_P
5. Save your entries.

10.2 Creating Programs

Use

You can include programs in a template. The programs in a task list can be started and processed in the *Financial Closing cockpit* application.

Procedure

You create a program in the dialog box *Closing Cockpit: Display/Create/Change Tasks* (see Creating Tasks [page 39]). Proceed as follows:

1. Choose *Program* as the task type.
2. Enter a program and a description for the task.
3. Save your entries .

10.3 Creating Transactions

Use

You can include individual activities that are triggered by transactions during a process in the template

Then, you can execute transactions manually from within the task list and navigate from the *Financial Closing cockpit* application to the required transaction.

Procedure

You create a transaction in the dialog box *Closing Cockpit: Display/Create/Change Tasks* (see Creating Tasks [page 39]). Proceed as follows:

1. Choose *Transaction* as the task type.
2. Enter the transaction code in the corresponding field and enter a description for the task.
3. Save your entries.

10.4 Creating Notes

Use

You use notes to simplify complex processes. For example, you can list the necessary organizational preliminary activities that cannot be portrayed in the system as a note. You can also communicate instructions to users regarding the parameters to use in the transactions.

Once included in the task list, notes cannot be changed because they are not linked to a transaction or a program. Notes serve solely as reminders.

Other than notes, you can add one or more documents to a task (see Adding Documents to a Task [page 51]).

Procedure

You create a note in the dialog box *Closing Cockpit: Display/Create/Change Tasks* (see Creating Tasks [page 39]). Proceed as follows:

1. Choose *Note* as the task type.
2. Enter a description for the note.
3. Save your entries.

10.5 Creating Flow Definitions

Use

You use flow definitions to process multiple programs automatically without interruption. You combine such programs with variants to form a logical flow chain with predecessor and successor relationships.

When a flow definition is executed, the system processes all the programs within the flow definition in the specified sequence. The system displays the results on the *Details* tab.

> Note
>
> To display the status of each flow definition step during execution, you can go from the *Details* tab to the Workflow Monitor.

Procedure

You create a flow definition in the dialog box *Closing Cockpit: Display/Create/Change Tasks* (see Creating Tasks [page 39]). Proceed as follows:

1. To store a program in the template within a task folder for periodic processing, choose *Flow Definition* under *Task Type*.

   > Note
   >
   > You can define flows with or without a worklist. For more information, search for **`Multilevel Worklist`** on the SAP Help Portal at https://help.sap.com for the documentation on the functions of the Schedule Manager (CA).

2. To create a new flow definition, choose . Enter a 12-character technical name for the flow definition and a description. Assign the flow definition to a specific application, or use the application *Entire R/3*.
3. Confirm your entries to display the *Workflow Builder*.

Note

You can create a flow definition using the following elements as steps:

: Start/End Workflow

: Assign Program with Variant

: Assign Flow Definition

: Assign User Decision

: Assign Parallel Processing

4. You can delete any steps that you no longer require in the flow definition. To do so, select the relevant symbol in the graphical display.
5. Choose *Edit* > *Block* > *Cut*.
6. To create a new step, select the preceding step (or the initial step) in the structure in the graphical display.
7. Choose *Edit* > *Create.*
   The *Select Task* dialog box appears. In this dialog box, you can select the task for the flow definition.

Example

Examples for flow definitions:

- Program [page 46]
- User Decision [page 45]
- Fork [page 45]
- Flow Definition [page 44]

For more information, for the documentation on the functions of the Schedule Manager (CA).

For more information about using flow definition in the Schedule Manager (CA), search for `Using the Flow Definition` on the SAP Help Portal at https://help.sap.com.

10.5.1 Example: Flow Definition

1. To include a *flow definition* within a flow definition (see Creating Flow Definitions [page 43]), choose the corresponding pushbutton and enter the required parameters in the *Flow Definition: Task Details* screen. The following table shows an example:

Table 6:

Field Name	User Action and Values
Name	Flow Definition for Assessment
Flow Definition	1-OM-CCA-1 (issued by the system)

2. Choose *Back* and return to processing the flow definition.
3. Save your settings.
4. To activate the flow definition, choose .
5. Choose *Back* and return to the template.

10.5.2 Example: User Decision

1. To include a user decision in a flow definition (see Creating Flow Definitions [page 43]), choose the corresponding pushbutton and enter the required parameters in the *Flow Definition: Detail of User Decision* screen. The following table shows an example:

Table 7:

Field Name	User Action and Values
Name	Check of planned distribution by report
Message Title	Check the planned distribution run of service cost centers
Message Recipient	User
Message Priority	2 (very high)

2. Choose *Back* and return to processing the flow definition.
3. Save your settings.
4. To activate the flow definition, choose .

10.5.3 Example: Fork

1. To include a fork in the flow definition (see Creating Flow Definitions [page 43]), choose the corresponding pushbutton and enter the required parameters in the *Flow Definition: Fork Details* screen. The following table shows an example:

Table 8:

Field Name	User Action and Values
Description	Parallel Processing, Varying Cycle Size
Parallel Branches	3

2. Choose *Back* and return to processing the flow definition.
3. Save your settings.
4. To activate the flow definition, choose .

10.5.4 Example: Program with Variant

1. To include a program with variant in the flow definition (see Creating Flow Definitions [page 43]), choose the corresponding pushbutton and enter the required parameters in the *Flow Definition: Task Detail* screen. The following table shows an example:

Table 9:

Field Name	User Action and Values
Description	Distribution of Managerial Costs to Cost Center
Program	RKGALKSVB
Variant	RKGALKSVB_001 (create where necessary with corre-sponding parameters)
Job name	TESTRKGALKSVB_001
Authorization check with	WF Batch (default setting) or user
If errors, mail to:	Workflow Initiator (default setting) or user

> **Note**
>
> It is only possible to include programs in flow definitions using input help. For customer-specific programs to be available for selection in the input help, they need to be entered in table `SCMAPROGRAMS`.
>
> For information about using a flow definition to include customer-specific reports in background processing, see SAP Note 325118.

2. Choose *Back* and return to processing the flow definition.
3. Save your settings.
4. To activate the flow definition, choose .

10.6 Creating Business Automation Enabler (BAE) Tasks

Use

You can create and schedule Business Automation Enabler (BAE) tasks to process tasks on other systems.

> **Note**
>
> This is an additional function that is available only if you have implemented BAE certified external schedulers.

Prerequisites

The following prerequisite must be met before you can create BAE tasks:

- You have made all the settings required for connecting to BAE certified external schedulers.
- You have assigned the *External Scheduler* (`S_BTCH_EXT`) authorization object to the users. The activities that the users can perform are listed in the authorization object. For more information about the authorization object, see SAP Note 1112590. If the authorization for a remote function call (RFC) connection is missing, see SAP Note 1106488.

Procedure

You create an BAE task in the dialog box *Closing Cockpit: Display/Create/Change Tasks* (see Creating Tasks [page 39]). Proceed as follows:

1. Choose *Business Automation Enabler* as the task type.
2. Enter a job definition that already exists on the external scheduler and choose .
3. Enter a queue. Whether you can change the parameter values depends on the configuration for the job definition on the external scheduler.
4. Save your entries.

10.7 Creating Remote Transactions

Use

You can create transactions that are run in remote systems. For more information about transactions, see Creating Transactions [page 42].

Prerequisites

You have defined remote systems in the Customizing activity *Define Remote Systems* under *Cross-Application Components* > *Financial Closing cockpit Add-On* > *General Customizing* .

Procedure

You create a remote transaction in the dialog box *Closing Cockpit: Display/Create/Change Tasks* (see Creating Tasks [page 39]). Proceed as follows:

1. Choose *Remote Transaction* as the task type.
2. Enter a remote system in which you want to run the remote transaction.
3. Enter a transaction.
4. Save your entries.

10.8 Creating Remote Programs

Use

You can create programs that are run in remote systems. For more information about programs, see Creating Programs [page 41].

Prerequisites

You have defined remote systems in the Customizing activity *Define Remote Systems* under *Cross-Application Components* > *Financial Closing cockpit Add-On* > *General Customizing*.

Procedure

You create a remote program in the dialog box *Closing Cockpit: Display/Create/Change Tasks* (see Creating Tasks [page 39]). Proceed as follows:

1. Choose *Remote Program* as the task type.
2. Enter a remote system in which you want to run the remote program.
3. Enter a program.
4. Save your entries.

10.9 Creating Remote Jobs

Use

You can create jobs that are run in remote systems. For more information about jobs, see Creating Jobs [page 41].

Prerequisites

You have defined remote systems in the Customizing activity *Define Remote Systems* under *Cross-Application Components* > *Financial Closing cockpit Add-On* > *General Customizing*.

Procedure

You create a remote job in the dialog box *Closing Cockpit: Display/Create/Change Tasks* (see Creating Tasks [page 39]). Proceed as follows:

1. Choose *Remote Job* as the task type.
2. Enter a remote system in which you want to run the remote job.
3. Enter a program and a variant.
4. Enter a remote user. The system uses this user to schedule the job in the remote system. If you do not specify a remote user, the system uses the user that is used to establish the remote function call (RFC) connection to the remote system as the remote user.
5. Enter a job name. If you do not enter a job name, the system creates the job name according to the program name and variant name that you have entered.
6. Save your entries.

10.10 Creating External Jobs

Use

You can create tasks that you use to monitor the jobs that are created or scheduled in a remote or the local system using external schedulers, such as IBM Tivoli Workload Scheduler, BMC Control-M, and UC4. The Financial Closing cockpit application looks for the jobs created or scheduled by external schedulers and brings the job information back to the application.

> **Note**
>
> Tasks with this task type only retrieve information from systems. You cannot use them to perform any closing operations.

For more information about jobs, see Creating Jobs [page 41].

Procedure

Planning Phase

During the planning phase of closing, the following sequence applies:

1. When you define a template, you define the range, in hours, for external job scan in the template header and create external jobs in the template. You create an external job in the dialog box *Closing Cockpit: Display/ Create/Change Tasks* (see Creating Tasks [page 39]). Proceed as follows:
    1. Choose *External Job* as the task type.
    2. Enter a remote system that contains the job that you want to monitor. If you do not enter a remote system, this task monitors a job in the local system.
    3. Enter a job in the remote or local system. Enter the corresponding program and variant.
    4. Enter a job owner. The remote or local system checks whether the job owner is authorized to run the job and uses this job owner to schedule the job in the system.
    5. Enter a job creator. The job creator creates the job on the remote or local system using an external scheduler.
    6. Save your entries.
2. When you create task lists from the template, you define the range, in hours, for external job scan in the task list header.

Execution Phase

During the execution phase of closing, the following sequence applies:

1. External schedulers create or schedule jobs in a remote or the local system via BC-XBP.
2. The Financial Closing cockpit application scans for jobs in the system and tries to match them with the external jobs in active task lists. Only jobs that are within the following range are considered for mapping: [Earliest start time - Range for external job scan, Latest end time + Range for external job scan] where Earliest start time = Min {Key date of task list + Offset time of task} and Latest end time = Max {Key date of task list + Offset time of task + Planned duration of task}
   The Financial Closing cockpit application then compares all the properties you have defined for an external job, such as job name and job owner, with those of the jobs that are within the above range. The application creates a match only when all the defined properties match. You can use the *Definition of Match Criteria for External Jobs* (`FCC_BADI_EXTERNAL_JOB`) Business Add-In (BAdI), available in Customizing for *Business Add-Ins (BAdIs)* under *Cross-Application Components* > *Financial Closing cockpit Add-On*, to customize the matching criteria.
3. The Financial Closing cockpit application retrieves the information of the matched job in the remote or the local system and updates the remote job accordingly. Information such as job status, job log, spool list, and application log, is updated.

10.11 Creating Remote Flow Definitions

Use

With the Remote Flow Definition task type, you can schedule flow definitions in remote systems. The Financial Closing cockpit application can retrieve the flow definition status and the scheduling and execution results from the remote systems. For more information about flow definitions, see Creating Flow Definitions [page 43].

Prerequisites

You have defined remote systems in the Customizing activity *Define Remote Systems* under *Cross-Application Components* > *Financial Closing cockpit Add-On* > *General Customizing*.

Procedure

You create a remote flow definition in the dialog box *Closing Cockpit: Display/Create/Change Tasks* (see Creating Tasks [page 39]). Proceed as follows:

1. Choose *Remote Flow Definition* as the task type.
2. Enter a remote system that contains the flow definition.
3. Enter a flow definition.
4. Save your entries.

10.12 Adding Documents to a Task

Use

You can add one or more documents to a task as attachments.

Procedure

Proceed as follows:

1. Double-click the task and go to the *Documents* tab.
2. Choose .
3. In the *Create/Modify Document* dialog box, select the *Create New Document* radio button.
4. Enter a short description and the relevant file type or URL.
5. Repeat the above steps for any other documents that you want to add.
6. Save your changes.

11 Additional Dimensions

Use

You can define the following five additional dimensions for tasks according to your business needs:

- Phase
- Milestone
- Group One
- Group Two
- Group Three

As of SAP Financial Closing cockpit 2.0 SP03, you can make the five additional dimensions visible on the user interface of the Financial Closing cockpit application. For more information about the business use of these dimensions, see the *Example* section.

Prerequisites

Either one of the following two conditions are met:

- You have installed SAP Financial Closing cockpit 2.0 SP03.
- You have installed SAP Financial Closing cockpit 2.0 SP02 and have applied SAP Note 1953672.

Integration

The SAP Smart Business for financial close application displays the five dimensions for tasks on its user interface. You can drill down to these dimensions to make detailed analyses on the closing cycle.

Activities

The dimensions are by default invisible to prevent disruption to the existing user experience. To make them visible, complete the following steps:

1. Run transaction `SA38`.
2. Enter program `FCC_ADDNL_DIMEN_ON` and choose the *Execute (F8)* pushbutton.
3. Select the *Enable Additional Dimensions* radio button and choose the *Execute (F8)* pushbutton.

Result

After you enable the additional dimensions, the following changes take place in the system:

- On the main screen of the Financial Closing cockpit application, the following menu items are available under *Goto* > *Customizing*:
  - *Additional Dimensions* > *Define Phases*
  - *Additional Dimensions* > *Define Milestones*
  - *Additional Dimensions* > *Define Group One*
  - *Additional Dimensions* > *Define Group Two*
  - *Additional Dimensions* > *Define Group Three*

  If the additional dimensions are disabled, these menu items still exist but are grayed out.
- In the *Display/Create/Change Task* dialog box, the *Additional Dimensions* tab that includes the five dimensions appears. For more information about this dialog box, see Creating Tasks [page 39].
- On the main screen of the Financial Closing cockpit application, you can choose to display the following columns in the advanced list view (ALV) grid by changing the grid layout:
  - Phase
  - Description for Phase
  - Milestone
  - Description for Milestone
  - Group One
  - Description for Group One
  - Group Two
  - Description for Group Two
  - Group Three
  - Description for Group Three
- On the main screen of the Financial Closing cockpit application, the following fields appear on the *Details* tab for tasks:
  - Phase
  - Milestone
  - Group One
  - Group Two
  - Group Three
- The Change Documents Monitor tracks changes you make to the five dimensions. For more information about the Change Documents Monitor, see Using the Change Documents Monitor [page 85].
- In the comma separated values (CSV) files created by the system after you export a template, the five dimensions appear. For more information about the export template feature, see Exporting and Importing Templates [page 27].
- In the *Settings for Updating Templates* dialog box, the five dimensions appear. For more information about this dialog box, see Creating Task Groups [page 20].
- If you have installed SAP Financial Closing cockpit 2.0 SP03, the following Customizing activities for the additional dimensions are available under *Cross-Application Components* > *Financial Closing cockpit Add-On* > *Template Maintenance*:
  - *Additional Dimensions* > *Define Phases*

- *Additional Dimensions* > *Define Milestones*
- *Additional Dimensions* > *Define Group One*
- *Additional Dimensions* > *Define Group Two*
- *Additional Dimensions* > *Define Group Three*

These Customizing activities are always visible regardless of whether the dimensions are enabled or disabled.

Example

You can define a phase as entity close or group close. A phase can include several milestones. You can define a milestone as the completion of a specific task or a set of tasks, such as tasks related to profit and loss or to the balance sheet. A custom group represents a level in the closing hierarchy. The following table includes some examples on how you can define group one, group two, and group three:

Table 10:

Example	Group One	Group Two	Group Three
One	Region	Country	Company
Two	Reporting group	Closing group	Company
Three	Stage (for example pre-close, close, post-close)	Region	Company
Four	Region	Country	Not used

More Information

For more information about the additional dimensions, see SAP Library for SAP Smart Business for financial close on SAP Help Portal at http://help.sap.com *SAP HANA Innovations for SAP Business Suite* > *SAP Smart Business* > *Application Help* > *SAP Smart Business for Financial Close* > *Financial Close Progress*.

12 Conducting Mass Changes

Use

If the process for closing operations changes, you can use a mass change to make the same changes to multiple tasks in a batch. You can perform mass changes within a template or a task list for the following task attributes:

- ABAP environment (templates and task lists):
  - Role
  - Processor
  - Responsible
  - Critical path
  - Offset / Time
- Web application (task lists):
  - Blocked
  - Role
  - Processor
  - Responsible
  - Start date / start time
  - End date / end time
  - Status

Prerequisites

You have defined tasks in the task list (see Creating Tasks [page 39]).

Procedure

To conduct mass changes to tasks, proceed as follows:

1. On the *SAP Easy Access* screen, choose *Cross-Application Components* > *Financial Closing cockpit Add-On* > *Financial Closing cockpit - Customizing* and open the task list that contains the tasks to which you want to make mass changes.

   > **Note**
   >
   > To change attributes in task lists, you can alternatively use the `FCLOCOT` transaction or the Web application.

2. Select the tasks whose attributes you want to change. You can filter the task list using various criteria. To select multiple tasks, keep the `Ctrl` key depressed while making selections.

- If you conduct the change in the ABAP environment, place the cursor on the selection column of the task overview and, in the context menu, choose the option for changing the selected attribute.
- If you conduct the change in the Web application, choose the *Mass Change* pushbutton; then select the attribute you want to change.
  To change the status, choose the *Set Status For* pushbutton. To lock a task, in the context menu of the task, choose *Action* > *Lock Task.*

3. Enter the new attribute value and execute the change. If you change the status, you can also specify a reason for the change.

Result

The attribute for all the tasks that you have selected is changed.

13 Defining Dependencies

Use

As required by the organizational structure, you might need to process some tasks in a certain order. To meet this requirement, you can define business or system-related dependencies for these tasks.

In the Customizing screen for the *Financial Closing cockpit* (transaction `FCLOCOC`), you can display the predecessor and successor relationships on the *Dependencies* tab. When you enter a relationship between tasks, this relationship is checked during subsequent processing in the application (transaction `FCLOCO`). This ensures that the correct sequence is applied.

Prerequisites

You have defined tasks in the template (see Creating Tasks [page 39]).

Procedure

To define task dependencies, proceed as follows:

1. On the *SAP Easy Access* screen, choose *Cross-Application Components* > *Financial Closing cockpit Add-On* > *Financial Closing cockpit - Customizing*.
2. Choose *Template/Task List* > *Open*.
3. Choose the template whose tasks you want to define dependencies for and choose *Continue*.
4. In change mode, on the *Dependencies* tab, double-click the task for which you want to define dependencies to add the task to the *Dependencies* tree.

   Note

   You can also double-click a folder in the *Closing Structure* tree to add all the tasks in the folder to the *Dependencies* tree.
5. In the *Dependencies* tree, select the task for which you want to define dependencies. In the *Closing Structure* tree, select the predecessors or the successors of the task.
6. Right-click the task in the *Dependencies* tree and choose *Insert Dependencies*.
7. Choose whether you want to insert the tasks you have selected in the *Closing Structure* tree as the predecessors or the successors of the task you have selected in the *Dependencies* tree.
8. Save your changes.

Result

By creating dependencies in the *Financial Closing cockpit* application, you ensure that tasks can only be scheduled or executed when the predecessor tasks have been completed without errors.

14 Sending Email Notifications

Use

You can configure the system to send email notifications to the responsible agent of a task list and the responsible agent and the processor of a task when the conditions for triggering a notification scenario are met. A notification scenario describes the circumstance in which email notifications should be sent.

Prerequisites

The following prerequisites must be met before email notifications can be sent:

- You have assigned a notification configuration to the task list for which and for whose tasks you want to receive email notifications. For more information, see Assigning Notification Configurations [page 69].
- You have assigned the required responsible agents and processors.
- The conditions for triggering the notifications are met.

Features

SAP delivers the following notification scenarios:

Table 11:

Scenario	Description	Use
01	Task List Released	When a task list is released, an email can be sent to the responsible agents and the processors of the tasks in the list to inform them that they have been as-signed tasks.
02	Task Scheduled	When a task is scheduled, an email can be sent to the responsible agent and the processor of the task to inform them of the scheduled start time and end time of the task.

Scenario	Description	Use
03	Prerequisite Tasks Completed	When the prerequisite tasks for a successive task are completed, an email can be sent to the responsible agent and the processor of the successive task to inform them that they can process their task.
04	Task Overdue	When a task is not yet completed by its planned end time, an email can be sent to the responsible agent and the processor of the task to inform them that their task is overdue.
05	Prerequisite Task Restarted	When a prerequisite task for a successive task is restarted, an email can be sent to the responsible agent and the processor of the successive task to inform them that they might need to restart their task.
06	Task Error or Canceled	When a task has an error or is canceled during execution, an email can be sent to the responsible agent and the processor of the task to inform them that they need to fix the error.
07	Schedulable Local Task Completed	When a schedulable local task is completed, an email can be sent to the responsible agent and the processor of the task to inform them that they need to check whether the task has been completed correctly. A task with the task type job or flow definition is a schedulable local task.
08	Schedulable Remote Task Completed	When a schedulable remote task is completed, an email can be sent to the responsible agent and the processor of the task to inform them that they need to check whether the task has been completed correctly. A task with the task type *Business Automation Enabler* or remote job is a schedulable remote task.

Scenario	Description	Use
09	Schedulable Task Exceeds Planned Duration	When a schedulable task exceeds its planned duration in actual execution, an email can be sent to the responsible agent and the processor of the task to inform them that they need to check whether they need to take any action. A task with the following task type is a schedulable task: • Job • Flow definition • Business Automation Enabler • Remote job
10	Planned End Time of Task Approaching	When the planned end time of a task is approaching, an email can be sent to the responsible agent and the processor of the task to inform them that they need to complete the task. By default, the system sends email notifications for this scenario 24 hours before the planned end time of a task at an interval of 8 hours.
E1	Custom Scenario: Manually Set Error	When you manually set the status of a task to *Completed with Errors*, an email can be sent to the responsible agent and the processor of the task to inform them that they need to fix the errors. This scenario is an example custom scenario.
E2	Custom Scenario: Task Canceled	When a task is canceled during execution, an email can be sent to the responsible agent and the processor of the task to inform them that they need to fix the error. This scenario is an example custom scenario.

You can use the Customize Notifications (`FCC_BADI_NOTIFICATION`) Business Add-in (BAdI) for the following purposes:

- Define an expanded list of users who receive email notifications about the execution and the status of the tasks in the *Financial Closing cockpit Add-On*.
- Customize the schedule for sending reminder notifications. For example, for scenario 10, you can define how long before the planned end time of a task should the system start sending email notifications and the interval for sending the notifications.
- Exclude sending email notifications for certain scenarios for certain tasks.

You can use the Custom Notification Scenarios (`FCC_BADI_NOTIFICATION_SCENARIO`) BAdI to define custom scenarios for email notifications.

You can find both BAdIs in Customizing for *Business Add-Ins (BAdIs)* under *Cross-Application Components* > *Financial Closing cockpit Add-On*.

Activities

To use the email notification feature, proceed as follows:

1. Define email notification templates. (optional)
   SAP delivers an email notification template for each of the notification scenarios. The delivered notification templates explain why the notifications are sent, list the expected action from the recipients, and include some basic information about the task list or task in question. You can use the delivered templates for the various scenarios. If necessary, you can also edit the delivered templates or create your own templates to meet your specific needs. You edit and create notification templates in the Customizing activity *Edit Email Notification Templates* under *Cross-Application Components* > *Financial Closing cockpit Add-On* > *Notification*. In this Customizing activity, you choose *Dialog Text* as the document class. For more information about the names of the templates delivered by SAP and the scenario each template is used for, see Using Variables in Notification Templates [page 62].
2. Define notification configurations.
   You use notification configurations to specify how email notifications should work. You specify the notification scenarios you want to use, choose the notification template you want to use for each scenario, and.make other settings. For more information, see Defining Notification Configurations [page 68].
3. Assign notification configurations.
   When creating or editing a template or task list, you specify a notification configuration to use for the template or task list. The settings in the notification configuration apply to the task list and all the tasks in the template or task list. For more information, see Assigning Notification Configurations [page 69].

14.1 Using Variables in Notification Templates

The email notification templates delivered by SAP include a number of variables. Using these variables makes each sent email unique as each email contains information about the task list or task in question.

The following table shows the variables that you can use in the notification templates for each scenario:

Table 12:

Variable	Description	Scenario									
		01 Task List Released	02 Task Scheduled	03 Prerequisite Tasks Completed	04 Task Overdue	05 Prerequisite Task Restarted	06 Task Error or Canceled	07 Schedulable Local Task Completed	08 Schedulable Remote Task Completed	09 Schedulable Task Exceeds Planned Duration	10 Planned End Time of Task Approaching
		Technical Name of SAP-Delivered Template									
		FCC_NOTIF_REL	FCC_NOTIF_SCH	FCC_NOTIF_COM	FCC_NOTIF_DUE	FCC_NOTIF_RESTR	FCC_NOTIF_ERR	FCC_NOTIF_COMCHK	FCC_NOTIF_COMCHK	FCC_NOTIF_EXCEED	FCC_NOTIF_REMINDER
TEMPL	Template	X	X	X	X	X	X	X	X	X	X
KEY_DT	Key date	X	X	X	X	X	X	X	X	X	X
SYST-SYSID	System name	X	X	X	X	X	X	X	X	X	X
SYST-MANDT	System client	X	X	X	X	X	X	X	X	X	X
HAS_APPEND_TEXT	Whether user has appended text	X	X	X	X	X	X	X	X	X	X
FCC_APPEND_TEXT	Appended text	X	X	X	X	X	X	X	X	X	X
FCC_TSK_LST_URL	Task list URL	X	X	X	X	X	X	X	X	X	X
REL_PERS	Person who has released a task list	X									

Variable	Description	Scenario									
		01 Task List Released	02 Task Scheduled	03 Prerequisite Tasks Completed	04 Task Overdue	05 Prerequisite Task Restarted	06 Task Error or Canceled	07 Schedulable Local Task Completed	08 Schedulable Remote Task Completed	09 Schedulable Task Exceeds Planned Duration	10 Planned End Time of Task Approaching
		Technical Name of SAP-Delivered Template									
		FCC_NOTIF_REL	FCC_NOTIF_SCH	FCC_NOTIF_COM	FCC_NOTIF_DUE	FCC_NOTIF_RESTR	FCC_NOTIF_ERR	FCC_NOTIF_COMCHK	FCC_NOTIF_COMCHK	FCC_NOTIF_EXCEED	FCC_NOTIF_REMINDER
SCH_TSK	Scheduled task		X								
SCH_STR_TM	Scheduled start time of task		X		X						
SCH_STR_DT	Scheduled start date of task		X		X						
SCH_END_TM	Scheduled end time of task		X		X						
SCH_END_DT	Scheduled end date of task		X		X						
HAS_PRE_TSK	Whether the task has prerequisite tasks		X								

Variable	Description	Scenario									
		01 Task List Released	02 Task Scheduled	03 Prerequisite Tasks Completed	04 Task Overdue	05 Prerequisite Task Restarted	06 Task Error or Canceled	07 Schedulable Local Task Completed	08 Schedulable Remote Task Completed	09 Schedulable Task Exceeds Planned Duration	10 Planned End Time of Task Approaching
		Technical Name of SAP-Delivered Template									
		`FCC_NOTIF_REL`	`FCC_NOTIF_SCH`	`FCC_NOTIF_COM`	`FCC_NOTIF_DUE`	`FCC_NOTIF_RESTR`	`FCC_NOTIF_ERR`	`FCC_NOTIF_COMCHK`	`FCC_NOTIF_COMCHK`	`FCC_NOTIF_EXCEED`	`FCC_NOTIF_REMINDER`
`PRE_TSKS(200)`	Prerequisite tasks		X								
`SUC_TSK`	Task whose prerequisite tasks are completed			X							
`DUE_TSK`	Overdue task				X						
`RESTR_TSK`	Restarted task					X					
`REPRO_TSK`	Task that needs to be processed again					X					
`ERR_TSK`	Task with error						X				
`AUTOCOM_TSK`	Schedulable local task							X			

Variable	Description	Scenario									
		01 Task List Released	02 Task Scheduled	03 Prerequisite Tasks Completed	04 Task Overdue	05 Prerequisite Task Restarted	06 Task Error or Canceled	07 Schedulable Local Task Completed	08 Schedulable Remote Task Completed	09 Schedulable Task Exceeds Planned Duration	10 Planned End Time of Task Approaching
		Technical Name of SAP-Delivered Template									
		FCC_NOTIF_REL	FCC_NOTIF_SCH	FCC_NOTIF_COM	FCC_NOTIF_DUE	FCC_NOTIF_RESTR	FCC_NOTIF_ERR	FCC_NOTIF_COMCHK	FCC_NOTIF_COMCHK	FCC_NOTIF_EXCEED	FCC_NOTIF_REMINDER
AUTOCOM_TSK	Schedulable remote task								X		
EXCEED_TSK	Task that has exceeded planned duration									X	
PLAN_DAY	Planned duration of task: days									X	
PLAN_HOUR	Planned duration of task: hours									X	
PLAN_MIN	Planned duration of task: minutes									X	

Variable	Description	Scenario									
		01 Task List Released	02 Task Scheduled	03 Prerequisite Tasks Completed	04 Task Overdue	05 Prerequisite Task Restarted	06 Task Error or Canceled	07 Schedulable Local Task Completed	08 Schedulable Remote Task Completed	09 Schedulable Task Exceeds Planned Duration	10 Planned End Time of Task Approaching
		Technical Name of SAP-Delivered Template									
		`FCC_NOTIF_REL`	`FCC_NOTIF_SCH`	`FCC_NOTIF_COM`	`FCC_NOTIF_DUE`	`FCC_NOTIF_RESTR`	`FCC_NOTIF_ERR`	`FCC_NOTIF_COMCHK`	`FCC_NOTIF_COMCHK`	`FCC_NOTIF_EXCEED`	`FCC_NOTIF_REMINDER`
`REMIND_TSK`	Task that is approaching the planned end time										X
`TSK_ID`	Task ID		X	X	X	X	X	X	X	X	X
`TSK_TY`	Task type		X	X	X	X	X	X	X	X	X
`PARA`	Task parameter		X	X	X	X	X	X	X	X	X
`RESP_TY`	Responsible agent type		X	X	X	X	X	X	X	X	X
`RESP_VAL`	Responsible agent		X	X	X	X	X	X	X	X	X
`PRO_TY`	Processor type		X	X	X	X	X	X	X	X	X
`PRO_VAL`	Processor		X	X	X	X	X	X	X	X	X

You can use only the variables that are available for a scenario in the corresponding notification templates. For the notification templates that you create, if you specify a template for a scenario, you can use the variables that are available for that scenario in that template. For more information about how to specify a template for a scenario, see Defining Notification Configurations [page 68].

14.2 Defining Notification Configurations

Use

You use notification configurations to specify how email notifications should work. The following list includes the most important settings you can make in a notification configuration:

- Specify the scenarios you want notifications to be sent for
- Specify the template you want to use for each scenario
- Specify whether you want the notifications to be sent to the recipients' inbox in the *SAP Business Workplace*
- Specify whether you want the notifications to be sent to the recipients' other inboxes
- Specify the sender of the notifications
- Specify whether you want the system to ask for your confirmation before sending notifications

Procedure

Proceed as follows:

1. Open the *Define Notification Configurations* Customizing activity under *Cross-Application Components* > *Financial Closing cockpit Add-On* > *Notification*.
   The *Notification Scenario* screen appears. This screen lists the available notification scenarios in the system. SAP delivers the numbered scenarios and two example scenarios.
2. If you want to add custom scenarios, enter change mode and click the *New Entries* pushbutton. Enter a name and a description for the new scenario and save your changes. To configure custom scenarios, use the Custom Notification Scenarios (`FCC_BADI_NOTIFICATION_SCENARIO`) business add-in (BAdI) in Customizing under *Cross-Application Components* > *Financial Closing cockpit Add-On* > *Business Add-Ins (BAdIs)*

   Note

   The name of a custom scenario must be two characters long and must start with the letter `X`, `Y`, or `Z`.

3. Double-click the *Notification Configuration* folder on the left pane.
4. In change mode, click the *New Entries* pushbutton.
5. Enter a name and a description for the new notification configuration, specify the inbox you want the notifications to be sent to, and enter a notification sender.
6. Save your changes.
7. In the *Notification Configuration* view, select the notification configuration you have created and double-click the *Notification Customizing* folder on the left pane.
8. Select the scenarios you want notifications to be sent for, specify whether confirmation is necessary before sending notifications, and specify the notification template to use for each scenario. The names of the

templates delivered by SAP and the scenario each template is used for are explained in the field help for the *Notification Template* column.
9. Save your changes.

Result

You have defined a notification configuration that you can assign to templates and task lists.

More Information

For information about how to assign a notification configuration to templates and task lists, see Assigning Notification Configurations [page 69].

14.3 Assigning Notification Configurations

Prerequisites

You have defined at least one notification configuration. For more information, see Defining Notification Configurations [page 68].

Context

When creating or editing a template or task list, you specify a notification configuration to use for the template or task list. The settings in the notification configuration apply to the task list and all the tasks in the template or task list.

Procedure

1. On the *SAP Easy Access* screen, choose *Cross-Application Components* > *Financial Closing cockpit Add-On* > *Financial Closing cockpit - Customizing*.
2. Open the dialog box for creating or editing a template or task list. For more information, see Creating Templates [page 25] and Creating and Releasing Task Lists [page 71].

3. Specify a notification configuration in the corresponding field and choose ✔.
4. Save your changes.

Results

You have assigned a notification configuration to the template or task list. When the conditions for triggering a notification scenario that is included in the notification configuration are met, the system uses the settings in the notification configuration to send email notifications for the task list and the tasks in the task list.

15 Creating and Releasing Task Lists

Use

To perform programs included in a task list, you need to specify variant values. You can define the structured process flow in a generic template and then create a task list with specific parameter values.

The task list generated from the template automatically updates the time-related program parameters of the selection variants when you enter the corresponding header information for the task list.

Prerequisites

You have created tasks in the template (see Creating Tasks [page 39]).

Procedure

Proceed as follows:

1. Use one of the following transactions to open a template:
   - `FCLOCOC` (*SAP Easy Access* > *Cross-Application Components* > *Financial Closing cockpit Add-On* > *Financial Closing cockpit - Customizing*)
     This transaction provides you with all the functions for processing and managing task lists and templates.
   - `FCLOCOT` (*SAP Easy Access* > *Cross-Application Components* > *Financial Closing cockpit Add-On* > *Financial Closing cockpit - Preparation*)
     You can use this transaction to create and release task lists.
2. On the screen that appears, choose to enter change mode.
3. Choose *Template/Task List* > *Create Periodic Task List* or *Template/Task List* > *Create Multiple Task Lists* .
4. From the current template, the system creates a task list of the same name. You enter values for the parameters *Key Date*, *Fiscal Year*, and *Posting Period*.
   On the basis of the closing type selected for the task list, the system transfers from the template to the task list only those activities that are permitted in the task definition for that particular closing type.
5. You can make final adjustments to the following fields of a task in the task list prior to its release:
   - *Responsible*
   - *Processor*
   - *Planned Duration*
   - *Planned Start*
6. You should then release the task list so that you can use it in the ABAP application or Web application. To do this, select *Released* in the *Status* field.

To preserve the history, any changes made subsequently to the template are **not** forwarded to the task lists of the template in question.

> **Note**
>
> You can use the reports *Create Task List* (**CREATE_TASKLIST**) and *Create Multiple Task Lists* (**CREATE_TASKLISTS**) to create, release, and then schedule task lists **without** calling up the Financial Closing cockpit with the transaction *Financial Closing cockpit - Preparation* (FCLOCOT).

Result

The configured task list is available in the Financial Closing cockpit (transaction FCLOCO) and in the Web application.

16 Changing Task List Status

After a task list is created, it goes through a few stages before it is completed. The status of a task list gives you information about the execution progress of the tasks in the task list and delimits the allowed action for you.

SAP Financial Closing cockpit 2.0 introduces the new Paused status for task lists. The following table shows all the possible statuses of a task list:

Table 13:

<table>
<tr><th>Task List Status</th><th>Change to This Status</th><th>Deletable</th><th>Editable Fields</th><th>Description</th></tr>
<tr><td>Not Released</td><td>Manual</td><td>Yes</td><td>All</td><td>The task list is not yet ready for execution. You cannot change task status or schedule any tasks.</td></tr>
<tr><td>Released</td><td>Manual</td><td rowspan="3">No</td><td rowspan="3">Description
Status
Responsible</td><td>The task list is ready for execution.</td></tr>
<tr><td>Active</td><td>Automatic and Manual</td><td>Execution of the task list is in progress.</td></tr>
<tr><td>Paused</td><td>Manual</td><td>The task list is paused during execution. You cannot change task status or schedule any tasks but you can add, change, and delete tasks.</td></tr>
<tr><td>Completed</td><td>Manual</td><td>Yes</td><td>Status</td><td>Execution of the task list is completed. You can no longer enter change mode for the task list.</td></tr>
</table>

The following figure shows the status change logic of a task list in the 1.0 release and in the 2.0 release:

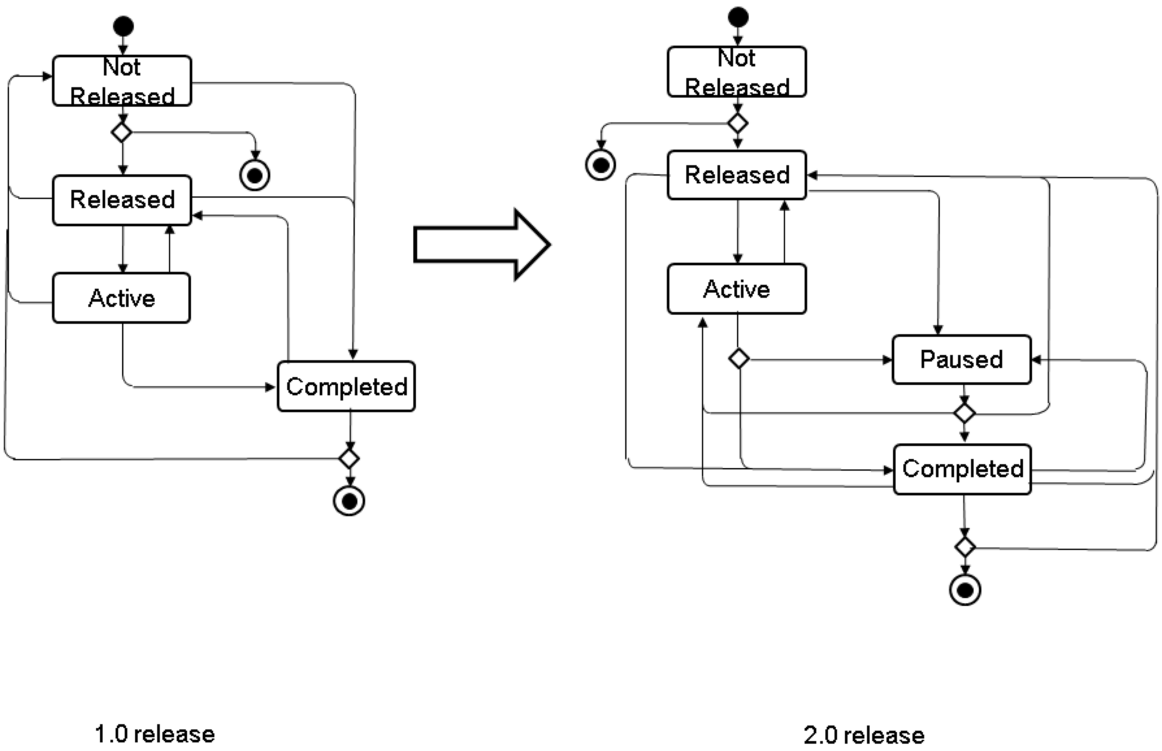

Figure 4: Status Change Logic of a Task List

As the figure shows, in the 1.0 release, after you create a task list, its status can change from Not Released to Released or directly to Completed. When the status is Released, it can change to Not Released, Active, or Completed. When the status is Active, it can change to Released, Not Released or Completed. When the status is Completed, it can change to Released or Not Released. In the 2.0 release, after you create a task list, you can change its status only to Released. When the status is Released, it can change to Active, Paused, or Completed. When the status is Active, it can change to Released, Paused, or Completed. When the status is Paused, it can change to Completed, Released, or Active. When the status is Completed, it can change to Released, Active, or Paused.

When you delete a task list, the system also deletes all the tasks in the task list, including all the information about the tasks stored in the Financial Closing cockpit application and that stored in the Schedule Manager.

17 Filtering Task Lists

Use

The filter feature helps you to quickly find the task lists relevant to you in the *Open* dialog box and the folders relevant to you after you open a filtered task list, thus saving you time. It also improves system performance by shortening the time the system needs to open a task list, especially when the task list contains hundreds of folders which may contain thousands of tasks.

You select which folders in which templates you want to display when you open the task lists created from those templates in a profile. A folder at the root level of a task list is one at the first level. You can choose to display folders up to the third level when defining a profile. When you apply a defined profile in the *Open* dialog box, the dialog box displays only the templates that contain the selected folders and the task lists created from those templates. When you open a filtered task list, the system displays only the selected folders and, if any, the tasks at the root level of the task list.

> **Note**
>
> When you open a filtered task list, you cannot switch to change mode. This helps avoid potential risks as the displayed task list is incomplete.

Procedure

Defining Profiles

You define profiles in the Customizing activity *Define Profiles* under *Cross-Application Components* > *Financial Closing cockpit Add-On* > *Template Maintenance*.

Opening Filtered Task Lists

You can open filtered task lists by applying the profiles you have defined in Customizing. Proceed as follows:

1. Choose *Template/Task List* > *Open* to display the *Open* dialog box.
2. Choose the *Profile* pushbutton.
3. Select a profile and choose ✔.

   To by default apply this profile when you open the *Open* dialog box, select a profile and choose .

   > **Note**
   >
   > The default profile is user-specific. If you set a profile as default, it is the default profile for you and does not affect other users.

   The systems now displays only the templates that contain the selected folders and the task lists created from those templates in the *Open* dialog box.

4. You can proceed in any one of the following ways:
    - To open a filtered task list, expand a template, select a task list, and choose . The system displays only the selected folders in the task list and, if any, the tasks at the root level of the task list.
    - To open a folder in a filtered task list, expand a task list, select a folder, and choose . The system displays only the tasks in that folder.
    - To open a task list unfiltered, right-click the task list and choose *Display Complete Task List*.

> **Note**
>
> - When you open a filtered task list or a folder in a filtered task list, if the immediate predecessor or successor of a task is in a folder that has not been selected for display, the system still displays the immediate predecessor or successor for that task on the *Dependencies* tab, but the system does not display further dependencies beyond the immediate predecessor or successor.
> - The profile applies only to task lists, not templates. If you open a template when you have applied a profile, the system still displays the complete template.

18 Changing Task Status

Use

As you execute a task in a task list, its status changes. Some of the status changes take place automatically while others have to be triggered by you manually. The status change logic might also be different for different types of tasks.

Activities

The following figure shows the status change logic for tasks with the following task types:

- Job (see Creating Jobs [page 41])
- Flow definition (see Creating Flow Definitions [page 43])
- Business Automation Enabler (BAE) (see Creating Business Automation Enabler (BAE) Tasks [page 46])
- Remote job (see Creating Remote Jobs [page 48])
- External job (see Creating External Jobs [page 49])
- Remote flow definition (see Creating Remote Flow Definitions [page 50])

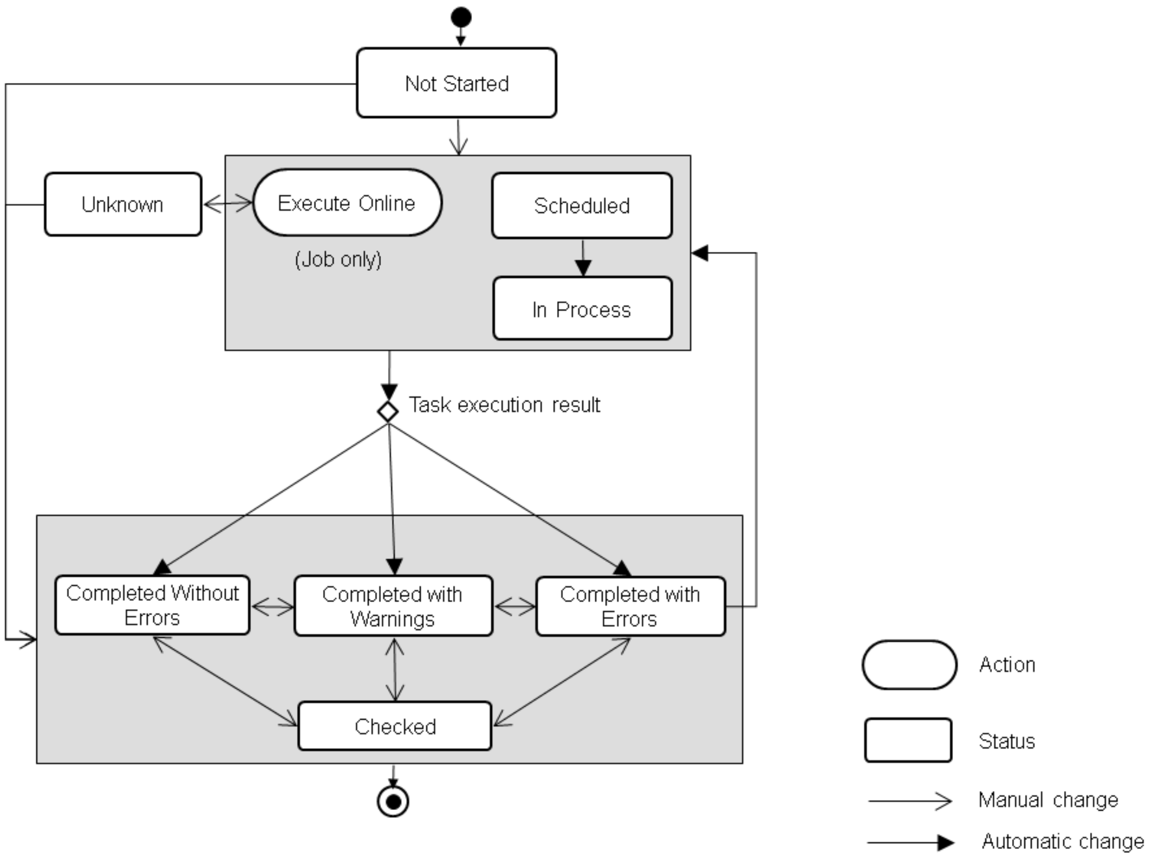

Figure 5: Status Change Logic (1 of 2)

As the figure shows, from the initial not started status of a task, you can manually change the status to scheduled, completed without errors, completed with warnings, completed with errors, or checked. If the task is a job, you can execute it and have its status changed to completed without errors, completed with warnings, or completed with errors automatically. You can then manually switch between the three completion statuses before ending the task by setting its status to checked.

The following figure shows the status change logic for tasks with the following task types:

- Transaction (see Creating Transactions [page 42])
- Note (see Creating Notes [page 42])
- Program (see Creating Programs [page 41])
- Remote transaction (see Creating Remote Transactions [page 47])
- Remote program (see Creating Remote Programs [page 48])

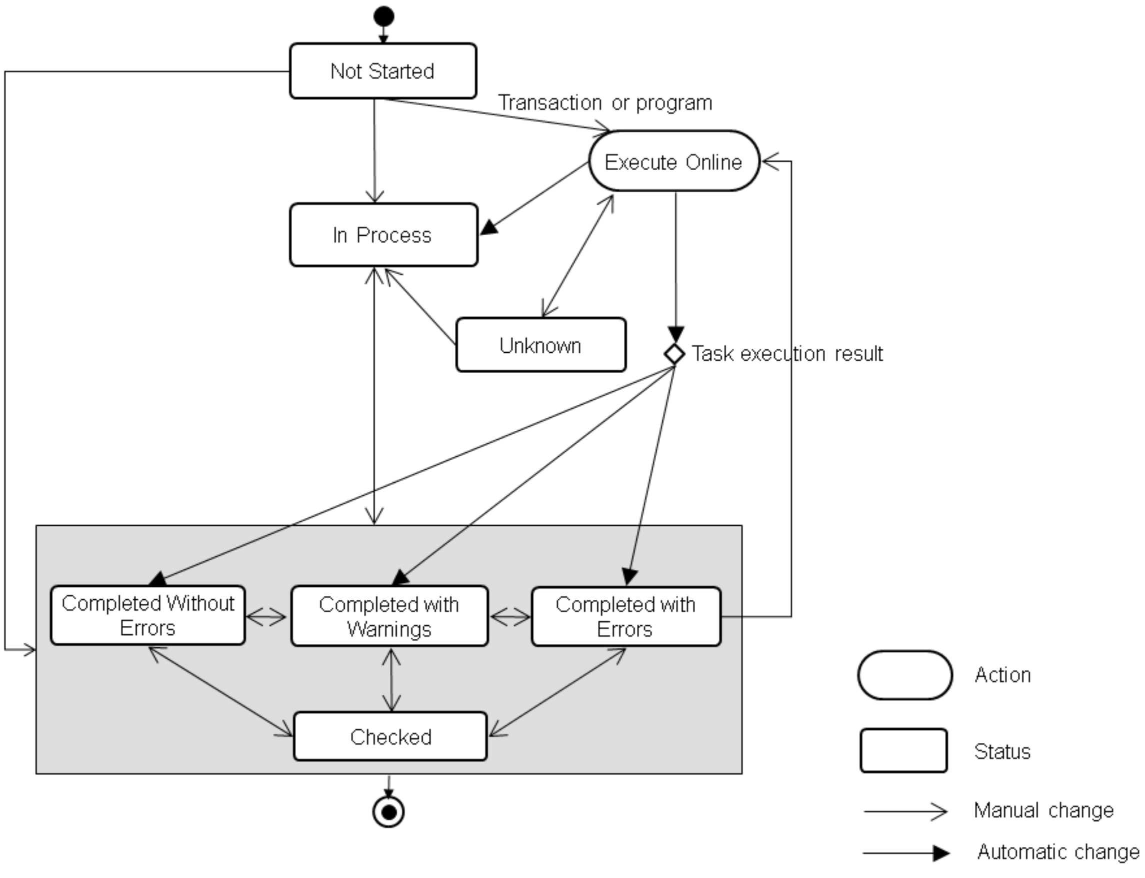

Figure 6: Status Change Logic (2 of 2)

As the figure shows, from the initial not started status of a task, you can manually change the status to in process, completed without errors, completed with warnings, completed with errors, or checked. If the task is a transaction or program, you can execute it and have its status changed to in process, completed without errors, completed with warnings, or completed with errors automatically. You can then manually switch between the three completion statuses before ending the task by setting its status to checked.

Note

For a task list whose status is released, if the status of any one of its tasks is changed from not started to otherwise, the status of the task list changes to active automatically.

19 Timestamps for Task Execution

Use

SAP delivers nine timestamps in the *Financial Closing cockpit* to help you manage and track the progress of your tasks throughout the closing process.

Features

You can find the timestamps on the Details tab (see Financial Closing cockpit Add-On [page 5]). The following table shows the usage of the timestamps:

Table 14:

Timestamp	Description
Planned Start	You specify the planned start time when you create or edit a task (see Creating Tasks [page 39]).
Planned End	The planned end time of a task. Planned end time = planned start time + planned duration
Planned Duration	You specify the planned duration when you create or edit a task. If you do not specify a planned duration, the system sets the duration to 0 minute.
Latest Start	For a schedulable task, which can be executed automatically, the latest start time is the latest scheduled start time. The latest start time has no value when: • You manually change the task status from *Not Started* to *Completed Without Errors*, *Completed with Warnings*, or *Completed with Errors*. The task has not been executed automatically. • The task has not yet started. For a non-schedulable task, which has to be executed manually, the latest start time is the time when: • You change the task status from any other status to *In Process*. • You change the task status from *Not Started* to any other status.

Timestamp	Description
Latest End	For a schedulable task, which can be executed automatically, the latest end time is the latest scheduled end time. Latest end time has no value when: • You change the task status from *Not Started* to *Completed Without Errors*, *Completed with Warnings*, or *Completed with Errors*, The task has not been executed automatically. • The task has not yet started. For a non-schedulable task, which has to be executed manually, the latest end time is the time when you change the task status from any other status to *Completed Without Errors*, *Completed with Warnings*, *Completed with Errors*, or *Checked*. The value of latest end time is cleared when you change the task status from any other status to *In Process*. The latest end time does not change when you change the task status from *Completed Without Errors* or *Completed with Warnings* to *Checked*.
Latest Duration	The latest actual duration of a task. Latest duration = latest end time - latest start time
Actual Start	The time when for the first time a task is executed or you manually change its status
Actual End	The time when for the last time the status of a task is changed to *Completed Without Errors*, *Completed with Warnings*, *Completed with Errors*, *Checked*, or *Canceled*. Actual end time does not change if you change the task status from *Completed Without Errors* or *Completed with Warnings* to *Checked*. Actual end time has no value when the task status is *In Process*, *Completed with Errors*, or *Canceled*.
Actual Duration	The total actual duration of a task. Actual duration = actual end time - actual start time

20 Using the Cross Template Monitor

Use

After you assign tasks in a task group to templates and then create task lists from the templates, you can use the Cross Template Monitor to display the status of these tasks in these task lists. In this way, you can monitor these tasks from a single access point rather than having to open each task list to check.

Prerequisites

You have assigned at least one task in a task group to at least one template and have created at least one task list from that template. For more information, see the following documents:

- Creating Task Groups [page 20]
- Creating Templates [page 25]
- Assigning Task Groups to Templates [page 21]
- Creating and Releasing Task Lists [page 71]

Activities

To use the Cross Template Monitor, proceed as follows:

1. On the *SAP Easy Access* screen, choose *Cross-Application Components* > *Financial Closing cockpit Add-On* > *Financial Closing cockpit - Customizing*.
2. Choose *Utilities* > *Cross Template Monitor*.
3. Specify the task group whose assigned tasks you want to monitor and, if necessary, specify the filter criteria for the task lists that contain the assigned tasks. Then choose to display all the matching task lists.
4. Select the task lists in which you want to monitor the assigned tasks and choose .
5. Collapse the folders in the *Task Group* column to display the status of the assigned tasks in the selected task lists. To display the details of a task in a task list, double-click the corresponding status icon.

> **Note**
>
> By default, the Cross Template Monitor displays the status of the assigned tasks in all the selected task lists. To display only the task lists in which not all the assigned tasks have the *Completed Without Errors* status, choose the *Display Exception* pushbutton.

21 Using the Global ID Monitor

Use

You use global IDs to specify the tasks whose status you want to monitor. You can use the Global ID Monitor to display the tasks to which you have assigned a global ID.

The global ID is useful for tracking the status of the tasks that have been assigned to different organizational units. With the Global ID Monitor, you can monitor these tasks from a single access point rather than having to open each task list to check.

Prerequisites

The following prerequisites must be met before you can proceed:

- You have defined at least one global ID in the Customizing activity *Define Global IDs* under *Cross-Application Components* > *Financial Closing cockpit Add-On* > *Template Maintenance*.
- You have assigned the global ID to at least one task in a task group or template. For more information, see Assigning a Global ID to Tasks [page 84].
- You have created at least one task list from a template containing the task to which you have assigned the global ID.

Activities

To use the Global ID Monitor, proceed as follows:

1. On the *SAP Easy Access* screen, choose *Cross-Application Components* > *Financial Closing cockpit Add-On* > *Financial Closing cockpit - Customizing*.
2. Choose *Utilities* > *Global ID Monitor*.
3. Specify the global IDs that you have assigned to the tasks that you want to monitor and, if necessary, specify the other filter criteria. Then choose to display all the matching task lists.
4. Select the task lists in which you want to monitor the tasks and choose .
   The Global ID Monitor displays the status of the tasks that have been assigned the specified global IDs in the task lists you have selected.
5. To display the details of a task in a task list, double-click the corresponding status icon.

21.1 Assigning a Global ID to Tasks

Use

By assigning a global ID to tasks in task groups and templates, you specify that you want to track the status of that task in the Global ID Monitor after you have created task lists that contain that task.

For more information about assigning task groups to templates, see Assigning Task Groups to Templates [page 21]. For more information about creating task lists, see Creating and Releasing Task Lists [page 71].

Prerequisites

You have defined at least one global ID in the Customizing activity *Define Global IDs* under *Cross-Application Components* > *Financial Closing cockpit Add-On* > *Template Maintenance*.

Procedure

To assign a global ID to a task, proceed as follows:

1. On the *SAP Easy Access* screen, choose *Cross-Application Components* > *Financial Closing cockpit Add-On* > *Financial Closing cockpit - Customizing*.
2. Open the dialog box for creating or editing a task. For more information, see Creating Tasks [page 39].
3. Specify a global ID in the corresponding field and choose ✔.
4. Save your changes.

22 Using the Change Documents Monitor

Use

To see changes to templates and task lists, you can use the Change Documents Monitor. The Change Documents Monitor displays changes to the basic data of the templates and tasks lists and the field values of the folders and tasks in the templates and task lists. You can see the values before and after a change, who has made the change, when the change is made, and other information.

Prerequisites

You have enabled tracking changes to templates and task lists in the Customizing activity *Define General Customizing Settings* under *Cross-Application Components* > *Financial Closing cockpit Add-On* > *General Customizing*. To enable tracking changes, select the *Write Change Document for Template* checkbox and the *Write Change Document for Task List* checkbox in the *Change Document* section.

Procedure

Opening the Change Documents Monitor

Proceed as follows:

1. On the *SAP Easy Access* screen, choose *Cross-Application Components* > *Financial Closing cockpit Add-On* > *Financial Closing cockpit - Customizing*.
2. Select *Go to* > *Display Change Documents*.
3. Specify the selection criteria and choose .

> **Note**
>
> If you want to display the change documents for only one task, you can also open the task and choose the *Display Change Documents* pushbutton on the *Changes* tab.

Tracking Changes to Additional Fields

To track changes to fields in addition to those SAP monitors, proceed as follows:

1. Add the field to the database in the back-end.
2. On the *SAP Easy Access* screen, enter transaction **SE12** to open the *ABAP Dictionary: Initial Screen*.
3. Enter **FCC_TEMPL_ITEM** in the *Database table* field and choose the *Display* pushbutton.
4. Double-click the data element that corresponds to the field whose changes you want to track.
5. In change mode, select the *Change Documents* checkbox on the *Further Characteristics* tab.

6. Save your changes.

23 DataSources

23.1 Task Group

DataSource Texts `0FCC_TASKGRP_TEXT`

Use

This DataSource extracts the text for task groups. It reads data from table `FCC_TEMPL_HDR` where template type is `TG`.

Technical Data

Table 15:

Application Component	Financial Closing cockpit (0FCC-IO)
Exchange Available as of Release	SAP Financial Closing cockpit Add-On 1.0
Shipment	BI Content 7.07 for SAP NetWeaver 7.0 including enhancement package 1 & 2
Content Versions	FCC100
RemoteCube-Capable	Yes
Delta-Capable	No
Extraction from Archives	No
Verifiable	No

Data Modeling

Fields of Origin for the Extraction Structure

Table 16:

Fields in the Extraction Structure	Description of the Field in the Extraction Structure	Table of Origin	Field in the Table of Origin
PROFILE	Task group	FCC_TEMPL_HDR	PROFILE
LANGU	Language	FCC_TEMPL_HDR	SPRAS
SPRAS	Description	FCC_TEMPL_HDR	TEXT

23.2 Task Group Item (Text)

DataSource Texts 0FCC_TGITEM_TEXT

Use

This DataSource extracts the text for task group items.

Technical Data

Table 17:

Application Component	Financial Closing cockpit (0FCC-IO)
Exchange Available as of Release	SAP Financial Closing cockpit Add-On 1.0
Shipment	BI Content 7.07 for SAP NetWeaver 7.0 including enhancement package 1 & 2
Content Versions	FCC100
RemoteCube-Capable	Yes
Delta-Capable	No
Extraction from Archives	No
Verifiable	No

Data Modeling

Fields of Origin for the Extraction Structure

Table 18:

Fields in the Extraction Structure	Description of the Field in the Extraction Structure	Table of Origin	Field in the Table of Origin
TASK_GROUP	Task Group	FCC_TEMPL_HDR	PROFILE
ITEM	Task Group Item	FCC_TEMPL_ITEM	ITEM
TXTLG	Description	FCC_TEMPL_ITEM	TEXT
LANGU	Language	FCC_TEMPL_ITEM	LANGU

23.3 Task Group Item (Hierarchy)

DataSource Hierarchy `0FCC_TGITEM_HIER`

Use

This DataSource extracts the hierarchy information for task group items.

Technical Data

Table 19:

Application Component	Financial Closing cockpit (0FCC-IO)
Exchange Available as of Release	SAP Financial Closing cockpit Add-On 1.0
Shipment	BI Content 7.07 for SAP NetWeaver 7.0 including enhancement package 1 & 2
Content Versions	FCC100
RemoteCube-Capable	Yes
Delta-Capable	No
Extraction from Archives	No
Verifiable	No

23.4 Agent Type

DataSource Texts `0FCC_AGENTTY_TEXT`

Use

This DataSource extracts the text for responsible agent types. The DataSource is based on domain `FCC_AGTTYP`.

Technical Data

Table 20:

Application Component	Financial Closing cockpit (0FCC-IO)
Exchange Available as of Release	SAP Financial Closing cockpit Add-On 1.0
Shipment	BI Content 7.07 for SAP NetWeaver 7.0 including enhancement package 1 & 2
Content Versions	FCC100
RemoteCube-Capable	Yes
Delta-Capable	No
Extraction from Archives	No
Verifiable	No

23.5 Closing Type

DataSource Texts `0FCC_CLCTY_TEXT`

Use

This DataSource extracts the text for closing types.

Technical Data

Table 21:

Application Component	Financial Closing cockpit (0FCC-IO)
Exchange Available as of Release	SAP Financial Closing cockpit Add-On 1.0
Shipment	BI Content 7.07 for SAP NetWeaver 7.0 including enhancement package 1 & 2
Content Versions	FCC100
RemoteCube-Capable	Yes
Delta-Capable	No
Extraction from Archives	No
Verifiable	No

23.6 Global ID

DataSource Texts `0FCC_GLOBALID_TEXT`

Use

This DataSource extracts the text for global IDs.

Technical Data

Table 22:

Application Component	Financial Closing cockpit (0FCC-IO)
Exchange Available as of Release	SAP Financial Closing cockpit Add-On 1.0
Shipment	BI Content 7.07 for SAP NetWeaver 7.0 including enhancement package 1 & 2
Content Versions	FCC100
RemoteCube-Capable	Yes
Delta-Capable	No
Extraction from Archives	No
Verifiable	No

23.7 Task List (Attribute)

DataSource Attributes `0FCC_TSKLST_ATTR`

Use

This DataSource extracts the attribute for task lists.

Technical Data

Table 23:

Application Component	Financial Closing cockpit (0FCC-IO)
Exchange Available as of Release	SAP Financial Closing cockpit Add-On 1.0
Shipment	BI Content 7.07 for SAP NetWeaver 7.0 including enhancement package 1 & 2
Content Versions	FCC100
RemoteCube-Capable	Yes
Delta-Capable	No
Extraction from Archives	No
Verifiable	No

Data Modeling

Fields of Origin for the Extraction Structure

Table 24:

Fields in the Extraction Structure	Description of the Field in the Extraction Structure	Table of Origin	Field in the Table of Origin
`PROFILE`	Template Name	–	–
`INSTANCE`	Counter	–	–
`READY`	Task List Status	–	–
`SUPERVISOR`	Responsible Agent of Task List	–	–
`DDATE`	Date on the Server	–	–
`CLOSING_TYPE`	Closing Type	–	–

23.8 Task List (Text)

DataSource Texts `0FCC_TSKLST_TEXT`

Use

This DataSource extracts the text for task lists.

Technical Data

Table 25:

Application Component	Financial Closing cockpit (0FCC-IO)
Exchange Available as of Release	SAP Financial Closing cockpit Add-On 1.0
Shipment	BI Content 7.07 for SAP NetWeaver 7.0 including enhancement package 1 & 2
Content Versions	FCC100
RemoteCube-Capable	Yes
Delta-Capable	No
Extraction from Archives	No
Verifiable	No

23.9 Template (Text)

DataSource Texts `0FCC_TEMPL_TEXT`

Use

This DataSource extracts the text for templates.

Technical Data

Table 26:

Application Component	Financial Closing cockpit (0FCC-IO)
Exchange Available as of Release	SAP Financial Closing cockpit Add-On 1.0
Shipment	BI Content 7.07 for SAP NetWeaver 7.0 including enhancement package 1 & 2
Content Versions	FCC100
RemoteCube-Capable	Yes
Delta-Capable	No
Extraction from Archives	No
Verifiable	No

23.10 Template (Attribute)

DataSource Attributes `0FCC_TEMPL_ATTR`

Use

This DataSource extracts the attribute for templates.

Technical Data

Table 27:

Application Component	Financial Closing cockpit (0FCC-IO)
Exchange Available as of Release	SAP Financial Closing cockpit Add-On 1.0
Shipment	BI Content 7.07 for SAP NetWeaver 7.0 including enhancement package 1 & 2
Content Versions	FCC100
RemoteCube-Capable	Yes
Delta-Capable	No
Extraction from Archives	No
Verifiable	No

Data Modeling

Fields of Origin for the Extraction Structure

Table 28:

Fields in the Extraction Structure	Description of the Field in the Extraction Structure	Table of Origin	Field in the Table of Origin
PROFILE	Template Name	–	–
TZNZONE	Time Zone on Server	–	–

23.11 Task Element (Attribute)

DataSource Attributes 0FCC_ITEM_ATTR

Use

This DataSource extracts the attribute for task elements.

Technical Data

Table 29:

Application Component	Financial Closing cockpit (0FCC-IO)
Exchange Available as of Release	SAP Financial Closing cockpit Add-On 1.0
Shipment	BI Content 7.07 for SAP NetWeaver 7.0 including enhancement package 1 & 2
Content Versions	FCC100
RemoteCube-Capable	Yes
Delta-Capable	No
Extraction from Archives	No
Verifiable	No

Data Modeling

Fields of Origin for the Extraction Structure

Table 30:

Fields in the Extraction Structure	Description of the Field in the Extraction Structure	Table of Origin	Field in the Table of Origin
PROFILE	Template Name	–	–
INSTANCE	Counter	–	–
ITEM	Task Element for Reporting	–	–
ITEM	Task Element for Reporting	–	–
BUKRS	Company Code	–	–
KOKRS	Controlling Area	–	–
START_DATE_PL	Planned Start Date	–	–
START_TIME_PL	Planned Start Time	–	–
END_DATE_PL	Planned End Date	–	–
END_TIME_PL	Planned End Time	–	–
LAUFZEIT_D	Current Date of Application Server	–	–
LAUFZEIT_T	Current Time of Application Server	–	–
EXE_USR	Task Processor	–	–
RES_USR	Responsible Agent for Task	–	–
USERSTAT	Status	–	–
KIND	Task Type (Report, Workflow, Transaction, Note)	–	–
APPLICATION	Application	–	–
CRIT_PATH	Indicator: Object Belongs to Critical Path	–	–
LOCKED	Task Completed	–	–
ITEM_TYPE	Item Types	–	–
TNZONE	Time Zone	–	–
TASKID	Task Element for Reporting (Short)	–	–
EXE_USR_TYPE	Processor Type	–	–
RES_USR_TYPE	Responsible Agent Type	–	–
ITEM_ID	ID of Item	–	–
TASK_GROUP	Task Group Information	–	–
ROOT_NODE	Root node	–	–

Fields in the Extraction Structure	Description of the Field in the Extraction Structure	Table of Origin	Field in the Table of Origin
TG_ITEM_ID	Mapped Task Group Item Information	–	–
TEMITM_ID	Mapped Template Item Information	–	–
GLOBAL_ID	Global ID	–	–

23.12 Task Element (Text)

DataSource Texts 0FCC_ITEM_TEXT

Use

This DataSource extracts the text for task elements.

Technical Data

Table 31:

Application Component	Financial Closing cockpit (0FCC-IO)
Exchange Available as of Release	SAP Financial Closing cockpit Add-On 1.0
Shipment	BI Content 7.07 for SAP NetWeaver 7.0 including enhancement package 1 & 2
Content Versions	FCC100
RemoteCube-Capable	Yes
Delta-Capable	No
Extraction from Archives	No
Verifiable	No

23.13 Task Element (Hierarchy)

DataSource Hierarchy 0FCC_ITEM_HIER

Use

This DataSource extracts the hierarchy for task elements.

Technical Data

Table 32:

Application Component	Financial Closing cockpit (0FCC-IO)
Exchange Available as of Release	SAP Financial Closing cockpit Add-On 1.0
Shipment	BI Content 7.07 for SAP NetWeaver 7.0 including enhancement package 1 & 2
Content Versions	FCC100
RemoteCube-Capable	Yes
Delta-Capable	No
Extraction from Archives	No
Verifiable	No

23.14 Close: Status, Start Times, and End Times of Tasks

DataSource Transactional Data `0FCC_1`

Use

This DataSource extracts the transaction data.

Technical Data

Table 33:

Application Component	Financial Closing cockpit (0FCC-IO)
Exchange Available as of Release	SAP Financial Closing cockpit Add-On 1.0
Shipment	BI Content 7.07 for SAP NetWeaver 7.0 including enhancement package 1 & 2
Content Versions	FCC100

RemoteCube-Capable	Yes
Delta-Capable	No
Extraction from Archives	No
Verifiable	No

Data Modeling

Fields of Origin for the Extraction Structure

Table 34:

Fields in the Extraction Structure	Description of the Field in the Extraction Structure	Table of Origin	Field in the Table of Origin
PROFILE	Template Name	–	–
INSTANCE	Counter	–	–
ITEM	Task List Item	–	–
STATUS	Task Status	–	–
START_DATE_AC	Actual Start Date	–	–
START_TIME_AC	Actual Start Time	–	–
END_DATE_AC	Actual End Date	–	–
END_TIME_AC	Actual End Time	–	–
START_DATE_PL	Planned Start Date	–	–
START_TIME_PL	Planned Start Time	–	–
END_DATE_PL	Planned End Date	–	–
END_TIME_PL	Planned End Time	–	–
TZNZONE	Time Zone	–	–
START_DATE_LAT	Latest Start Date	–	–
START_TIME_LAT	Latest Start Time	–	–
END_DATE_LATEST	Latest End Date	–	–
END_TIME_LATEST	Latest End Time	–	–

24 Roles

24.1 Authorization for Template Administrator

`SAP_FCC_ADMIN`

Use

This role is used in SAP Financial Closing cockpit. This role can define templates, task lists, and task groups but cannot execute, schedule, or monitor any tasks.

24.2 Authorization for Closing Manager

`SAP_FCC_MANAGER`

Use

This role is used in SAP Financial Closing cockpit. This role can change task lists and schedule, mass schedule, execute, and monitor tasks but cannot create task lists from templates.

24.3 Authorization for Task Processor

`SAP_FCC_PROCESSOR`

Use

This role is used in SAP Financial Closing cockpit. This role can schedule, execute, and monitor tasks but cannot maintain anything.

24.4 Authorization for Auditor

`SAP_FCC_AUDIT`

Use

This role is used in SAP Financial Closing cockpit. This role can display all objects in the closing but cannot maintain anything.

24.5 Authorization for NWBC Access

`SAP_FCC_MENU`

Use

This role can access SAP Financial Closing cockpit using SAP NetWeaver Business Client (NWBC).

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