



# Archiving Financial Accounting Data

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SAP FINANCE MODULE

## Archiving Financial Accounting Data (FI)

### Definition

In Financial Accounting, you can archive and reload:

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

### FI Overview

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

Archiving:

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

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

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

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

## Archiving Data (FI)

Every archiving function can be accessed from archive management.

To reach archive management, choose:

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

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

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

There are two steps to the archiving process:

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

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

## Starting the Delete Program (FI)

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

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

Sometimes circumstances require you to start the delete program manually.



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

To start the delete program manually:

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



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

## Reloading an Archive File (FI)

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

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

- Accounting documents (using the FI\_DOCUMNT object)
- Transaction figures (using the FI\_MONTHLY object)
- Check data (using the FI\_SCHECK object)
- Payment requests (using the FI\_PAYRQ object)
- Bank data storage (using the FI\_ELBANK object)
- G/L account master data (using the FI\_ACCOUNT object)
- Customer master data (using the FI\_ACCRECV object)
- Vendor master data (using the FI\_ACCPAYB object)
- Bank master data (using the FI\_BANKS object)

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

You access the *Reload* function in Archive Management.

To reach archive management, choose:

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

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

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

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

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

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

You can also store notes on archive files.

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

## Archive Management (FI)

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

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

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

Archive Management choose:

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

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

## Dependencies in Financial Accounting (FI)

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

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

To display the network graphic:

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

If you want to see the graphic for a specific object that must be archived in advance, enter the name of the archiving object.

3. Choose *Goto* → *Network graphic*.

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

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

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

You must adhere to the following archiving sequence:

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

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

## Definition

Financial Accounting documents are archived, deleted, and reloaded using the FI\_DOCUMNT archiving object.

## Use

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

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

## Structure

### Tables

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

### Function/report assignment

Function	Report
Archiving	SAPF048
Deleting	SAPF048D
Reloading	SAPF049

### Displaying Individual Objects Using SAP AS

A business view for the archiving object FI\_DOCUMNT is delivered as standard. To display individual objects for the archiving object FI\_DOCUMNT using  [SAP AS](#) you require an information structure that has been created based on the standard field catalogs SAP\_FI\_DOC\_001 or SAP\_FI\_DOC\_002 delivered by SAP. The information structure must be activated and set up.

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

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

### Integration

## Archiving Double-Entry Invoicing Data

The double-entry invoicing data is deleted by the archiving object FI\_DOCUMNT for financial accounting documents. You can store this data in the database longer than the financial accounting document itself. The data is removed from the database together with the vendor secondary indices by the postprocessing program and not by the delete program.

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

In Customizing for account type lives (to archive financial accounting documents) you should set the secondary indices for vendors so that the data for the double-entry invoice verification remains in the system for the required period of time

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

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

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

- Document life must be exceeded.

You specify document life based on the type of document (for example, customer payment) and company code. For more information, see [Document Life in Financial Accounting \(FI\)](#).

- The document must have been in the system for at least the minimum period.

In addition to exceeding the document life and account life, documents must also exceed the minimum retention period. This means that the number of days between the date the document was entered or changed and the archiving key date must exceed the minimum retention period before documents can be archived.

- Documents with withholding tax must meet country-specific retention requirements.
- Sample, recurring and parked documents are not included.

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

- The document must not contain any open items. The system can only archive documents containing cleared items or those **not** managed on an open item basis.
- The account life must have expired.

You specify the account life based on the account type (customer, vendor, G/L account). For more information, see [Account Life in Financial Accounting \(FI\)](#).

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

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

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



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

## Customizing Archiving Objects (FI)

Customizing in archiving is divided into two areas:

- General Customizing

See  [General Customizing](#).

You can access general Customizing for archiving in two ways:

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

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

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

## Document Life in Financial Accounting (FI)

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

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

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



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

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



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

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



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

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

\* In days

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

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

## Account Life in Financial Accounting (FI)

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

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

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

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

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



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

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

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



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

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

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



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

## Index Life in Financial Accounting (FI)

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

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

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

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



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

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

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

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

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

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

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



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

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

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

## Starting the Index Removal Program for Documents (FI)

### Prerequisites

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

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

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

### Procedure

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

## Result

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

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



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

## Starting the Index Construction Program for Documents (FI)

### Prerequisites

Start the index construction program under the following circumstances:

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

### Procedure

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



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

# Creating Archive Files - Documents (FI)

## Procedure

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

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

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

- **Company codes**

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

- **Document numbers**

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

- **Document type**

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

- **Fiscal year/period**

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

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

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

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

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

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

- **Test run**

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

- **Detail log**

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

- **Only incorrect docs in detail log**

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

5. Enter an archive description.

- **Archiving run memo**

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

5. Choose *Back*.

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

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

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

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

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

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

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

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

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

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



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



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

## Document Archiving: An Example (FI)

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

**You defined the following time periods in the system:**

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

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

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

When you start the program on the key date of June 10, the system does not archive this document because the account life of 90 days has not been exceeded. However, when you start the program on the

key date of July 10, the system archives the document since the specified life has been exceeded. A section of the document data is however stored in a secondary index where it remains until the life of this secondary index (360 days) has elapsed.

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

## Displaying Documents from the Archive (FI)

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

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

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

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

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

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

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

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

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

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

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

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

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



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

## Reloading Archive Files - Documents (FI)

### Prerequisites

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

### Procedure

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

The *Archive Administration: Reload Archive* screen appears.

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

The selection screen for maintaining variants appears.

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

- Company codes

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

- Document numbers

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

- Document type

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

- Fiscal year/period

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

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

- **Test run**

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

- **Detail log**

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

- **Only incorrect docs in detail log**

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

5. Choose *Back*.

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

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

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

7. Make the following settings:

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

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

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

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

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



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

## Programs for Evaluating Documents (FI)

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

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

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

### Important Programs for Evaluating Documents

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



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

## Retention Periods in Financial Accounting (FI)

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

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

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

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



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

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

## Definition

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



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

## Use

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

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

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

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

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

## Structure

### Tables

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

### Function/report assignment

Function	Report
Archiving	SAPF064
Deleting	SAPF064D

## Displaying Individual Objects Using SAP AS

To display individual objects for the archiving object FI\_MONTHLY using  [SAP AS](#) you require an information structure that has been created based on the standard field catalogs SAP\_FI\_MONTH\_01, SAP\_FI\_MONTH\_02, SAP\_FI\_MONTH\_03, SAP\_FI\_MONTH\_04 or SAP\_FI\_MONTH\_05 delivered by SAP. The information structure must be activated and set up.

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

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

## Creating Archive Files - Transaction Figures (FI)

### Prerequisites



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

### Procedure

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

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

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

- Company codes

Enter the relevant company codes here.

- Fiscal year

Enter the fiscal year up to and including which documents should be archived.

- Customer, vendor, G/L account transaction figures

If you select any or all of these fields, then the system archives the transaction figures for these accounts. In the case of G/L accounts, planning data is also archived.

- Only G/L account planning data

If you activate this field, the system only archives the planning transaction figures of G/L accounts. Actual data remains in the system (is not archived).

4. Enter your selection criteria and make the following settings:

- Test run

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

- Detail log

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

5. Enter an archive description.

- Archiving run memo

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

6. Choose *Back*.

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

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

7. Save the variant by choosing *Save*.

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

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

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

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

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

## Reloading Archive Files - Transaction Figures (FI)

### Prerequisites

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

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

## Procedure

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

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

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

The selection screen for maintaining variants appears.

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

- **Company code**

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

- **Fiscal years to be reloaded**

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

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

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

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

- **Test run**

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

- **Detail log**

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

5. Choose *Back*.

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

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

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

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

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

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

## Definition

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

## Use

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

- General area
- A company code-specific area

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

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

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

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

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

## Structure

### Tables

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

## Function/report assignment

Function	Report
Archiving	SAPF053
Deleting	SAPF053D
Reloading	SAPF054

### Displaying Individual Objects Using SAP AS

To display individual objects for the archiving object FI\_ACCOUNT using  [SAP AS](#) you require an information structure that has been created based on the standard field catalog SAP\_FI\_ACC\_01 delivered by SAP. The information structure must be activated and set up.

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

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

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

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

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

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

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

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

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

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

- **Detail log**

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

5. Enter an archive description.

- **Archiving run memo**

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

6. Choose *Back*.

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

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

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

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

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

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

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

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

### Prerequisites

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

A G/L account can be reloaded if:

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

### Procedure

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

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

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

The selection screen for maintaining variants appears.

3. You can limit the number of G/L accounts to be reloaded using the **G/L Account** selection criteria, meaning that only the G/L accounts from the number interval you specify are reloaded.
4. Enter the appropriate selection criteria and, if necessary, activate the following fields:

- **Test run**

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

- **Detail log**

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

5. Choose *Back*.

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

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

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

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

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

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

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

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

# Archiving Customer Master Data (FI-AR, SD)

## Definition

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

**See also:**

 [The Archiving Object](#)

## Use

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

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

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

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

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

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

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

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

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

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

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

## Structure

### Tables

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

### Function/report assignment

Function	Report
Archiving	SAPF056
Deleting	SAPF056D
Reloading	SAPF057

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

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

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

### Calling Up Archiving

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

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

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

Then choose *Business partners → Customer archiving*.

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

### Displaying Individual Objects Using SAP AS

To display individual objects for the archiving object FI\_ACCRECV using  [SAP AS](#) you require an information structure that has been created based on the standard field catalogs SAP\_FI\_ACCREC\_1 or SAP\_FI\_ACCREC\_2 delivered by SAP. The information structure must be activated and set up.

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

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

## Checks (FI-AR, SD)

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

The system automatically checks whether:

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

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



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



You can:

- Archive the general master data by itself

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

- Archive the sales and distribution data for certain sales organizations

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

## Application Customizing (FI-AR, SD)

### Use

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

## Features

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

## Activities

You have the following options for accessing application Customizing:

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

## Variant Settings for Archiving (FI-AR, SD)

### Use

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

## Features

You can choose from the following selection criteria:

- Customer

The system archives only that master data that lies within the number range you specify.

- General master records

If you set this indicator, the system archives only general (not chart of account-specific) data.

- FI data

If you set this indicator, the system archives only company code-specific or FI-specific master data.



If general master data is not selected, then only the FI-dependent data is processed, regardless of the deletion indicator in the general master data.

- FI link validation off

In FI, you have the option to link customers or vendors. This is carried out by filling fields such as the fiscal address, the dunning recipient or deviating payment recipient. During archiving you have the option, for example, to remove customer A, referred to by customer B, from the database. The reference from B then no longer leads anywhere. If you then still want to archive the customer, you must either delete the link or set this indicator.

This is relevant for archiving in that:

If you set this indicator, the system does **not** check whether a link exists between the vendor and the selected customer master data.

- Company code

The system archives the customer master data from the company codes you specified.

- SD data

If you set this indicator only master data dependent on sales area and business area or SD-specific master data is archived.



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

- SD sales document validation off

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

- Sales organization

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



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

## Activities

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

The following table provides an overview of some typical settings:

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

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

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

1. Choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Periodic processing* → *Archiving* → *Customers* then *Archive* or *Logistics* → *Sales and Distribution* → *Master data* → *Customer archiving* then *Archive*. The same *Archive Administration: Create Archive Files* screen appears from both applications.
2. Enter a variant name and choose *Maintain*.

The selection screen for maintaining variants appears.

3. Define your variant for the archiving session by specifying the quantity of master data to be archived using the selection criteria displayed. To learn more about the selection criteria, see [Variant Settings for Archiving \(FI-AR, SD\)](#).
4. Define your program parameters:

- **Test run**

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

- **Detail log**

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

5. Enter an archive description.

- **Archiving run memo**

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

6. Choose *Back*.

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

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

7. Save the variant by choosing *Save*.

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

8. Maintain the *Start date* and the *Spool parameters* for the archiving session. For more information, see also  [Maintaining the Start Date](#) and  [Maintaining Spool Parameters](#)
9. Once you have maintained the above selection criteria, start date, and spool parameters, you can execute the archiving session by choosing *Create job*.

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

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

### Prerequisites

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

You can reload customer master data, if:

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

### Procedure

1. Choose *Accounting* → *Financial Accounting* → *Accounts Receivable* → *Periodic processing* → *Archiving* → *Customers* then *Goto* → *Reload*. The *Archive Administration: Reload Archive Files* screen appears.
2. Enter a variant name and choose *Maintain*.

The selection screen for maintaining variants appears.

3. You can specify the amount of master data to be reloaded under *Customer*. The system reloads only those customer master records that lie within the number range you specify.
4. Define your program parameters:
  - FI link validation off

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

- Test run

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

- Detail log

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

5. Choose *Back*.

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

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

6. Save the variant by choosing *Save*. To return to the *Archive Administration: Reload Archive* screen choose *Back*.
7. Enter the *Archive selection*, the *Start date* and the *Spool parameters* for the reloading run. For more information, see also  [Maintaining the Start Date](#) and  [Maintaining Spool Parameters](#)
8. Once you have defined your variant and have set the archive selection, start date, and spool parameters, choose *Execute*.

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

## Result

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

# Archiving Vendor Master Data (FI-AP)

## Definition

Vendor master data is archived, deleted, and reloaded using the archiving object FI\_ACCPAYB.

## Use

Vendor master data is stored in a:

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

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

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

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

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

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

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

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

## Structure

### Tables

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

## Function/report assignment

Function	Report
Archiving	SAPF058
Deleting	SAPF058D
Reloading	SAPF059

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

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

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

## Displaying Individual Objects Using SAP AS

To display individual objects for the archiving object FI\_ACCPAYB using [SAP AS](#) you require an information structure that has been created based on the standard field catalogs SAP\_FI\_ACCPAY\_1 or SAP\_FI\_ACCPAY\_2 delivered by SAP. The information structure must be activated and set up.

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

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

## Variant Settings for Archiving (FI-AP)

### Use

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

### Features

You can choose from the following selection criteria:

- Vendor
  - The system archives only that master data that lies within the number range you specify.
- General master records

If you set this indicator, the system archives only general (not chart of account-specific) data.

- FI data

If you set this indicator, the system archives only company code-specific or FI-specific master data.

- FI link validation off

If you set this indicator, the system does **not** check whether a link exists between the customer and the selected vendor master data.

- Company code

The system archives the vendor master data from the company codes you specified.

- MM data

If you set this indicator, the system archives only SD-specific master data.

- Purchasing organization

The system archives the vendor master data belonging to the purchasing organizations you specified.

## Activities

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

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

## Procedure

1. Choose *Accounting* → *Financial accounting* → *Accounts Payable* → *Periodic processing* → *Archiving* → *Vendors* then *Archive*. The *Archive Administration: Create Archive Files* screen appears.
2. Enter a variant name and choose *Maintain*.

The selection screen for maintaining variants appears.

3. Define your variant for the archiving session by specifying the quantity of master data to be archived using the selection criteria displayed. To learn more about the selection criteria, see [Variant Settings for Archiving \(FI-AP\)](#).
  4. Define your program parameters:
- Test run

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

- Detail log

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

5. Enter an archive description.

- Archiving run memo

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

6. Choose *Back*.

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

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

7. Save the variant by choosing *Save*.

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

8. Maintain the *Start date* and the *Spool parameters* for the archiving session. For more information, see also  [Maintaining the Start Date](#) and  [Maintaining Spool Parameters](#) To start the archiving session choose *Execute*.

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

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

### Prerequisites

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

You can reload vendor master data, if:

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

### Procedure

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

The *Archive Administration: Reload Archive* screen appears.

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

The selection screen for maintaining variants appears.

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

- FI link validation off

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

- Test run

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

- Detail log

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

5. Choose *Back*.

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

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

6. Save the variant by choosing *Save*. To return to the *Archive Administration: Reload Archive* screen choose *Back*.
7. Enter the *Archive selection*, the *Start date* and the *Spool parameters* for the reloading run. For more information, see also [Maintaining the Start Date](#) and [Maintaining Spool Parameters](#)
8. Once you have defined your variant and have set the archive selection, start date, and spool parameters, choose *Execute*.

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

## Result

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

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

## Definition

Bank master data is archived, deleted, and reloaded using the FI\_BANKS archiving object.

## Use

Note the following when archiving bank master data:

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

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

## Structure

### Tables

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

### Function/report assignment

Function	Report
Archiving	SAPF061
Deleting	SAPF061D
Reloading	SAPF062

### Displaying Individual Objects Using SAP AS

To display individual objects for the archiving object FI\_BANKS using  [SAP AS](#) you require an information structure that has been created based on the standard field catalog SAP\_FI\_BANKS\_01 delivered by SAP. The information structure must be activated and set up.

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

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

## Creating Archive Files - Bank Master Data (FI)

### Procedure

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

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

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

- Bank country

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

- Minimum number of days in the system

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

- Deletion flag

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

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

- Test run

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

- Detail log

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

5. Enter an archive description.

- Archiving run memo

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

6. Choose *Back*.

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

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

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

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

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

## Reloading Archive Files - Bank Master Data (FI)

### Prerequisites

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

### Procedure

1. Choose *Accounting* → *General Ledger, Accounts Receivable, Accounts Payable* or *Banks* → *Periodic processing* → *Archiving* → *Banks* then *Goto* → *Reload*. The *Archive Administration: Reload Archive* screen appears.
2. Enter a variant name and choose *Maintain*.

The selection screen for maintaining variants appears.

3. You can limit the amount of bank master data to be reloaded using the **bank country** selection criteria, meaning that only bank master data from the country you specify is reloaded.
4. Enter the appropriate selection criteria and, if necessary, activate the following fields:

- Test run

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

- Detail log

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

5. Choose *Back*.

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

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

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

7. Make the following settings:

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

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

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

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

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