



## F.14 Create Posting Documents from Recurring Entries

### Purpose

Use this procedure to post recurring entries that are repeated regularly each month, such as rent or insurance.

### Trigger

Perform this procedure when current recurring entries need to be posted.

### Prerequisites

- The single/group of recurring entry documents for the settlement period must exist and include billing amounts, general ledger/accounting information, payment terms, posting schedule, etc...
- To post a single recurring entry, know the document number.

### Menu Path



N/A

### Transaction Code

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### Helpful Hints

- R/O/C column in tables represents Required, Optional, or Conditional entry.
- If an error occurs, use FBD2 to change the necessary fields.
- To view all recurring entry document numbers, use transaction FBD3, click **Document List**

 **Document List**, input a **Document type**, then **Execute** .

The **Batch input session name** can include initials and dates. The user name defaults each time the transaction is accessed.



## F.14 Create Posting Documents from Recurring Entries

### Procedure

1. Start the transaction using the menu path or transaction code. The *Create Posting Documents from Recurring Documents* screen displays.

### Create Posting Documents from Recurring Documents

2. As required, complete/review the following fields:

Field	R/O/C	Description
Company code	R	Company code represents an independent accounting entity. There is only one Company code for the City of Portland: "COP1."  <b>Example:</b> cop1



### F.14 Create Posting Documents from Recurring Entries

- 3. Click **Document Number** field  .



For multiple document number inputs, use the **to** field or the **Multiple Selection** button.

- 4. As required, complete/review the following fields:

Field	R/O/C	Description
Document Number	O	The unique identification assigned to a business event as it is processed in SAP; the system automatically creates and assigns document numbers as each document is posted. <b>Example:</b> 9999900001
Fiscal Year	R	The fiscal year for which this transaction is relevant. <b>Example:</b> 2007

- 5. Click **Settlement period** field  .



The **Settlement period** cannot be a previously closed fiscal year.

- 6. As required, complete/review the following fields:

Field	R/O/C	Description
Settlement period	R	The dates between which business events are to be posted. On internal order processing, accounting periods to be settled. <b>Example:</b> 06/01/2007
to	R	Upper limit of the range of time covered in the report. <b>Example:</b> 06/30/2007

- 7. Click **Batch input session name** field  .



- 8. As required, complete/review the following fields:

Field	R/O/C	Description
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### F.14 Create Posting Documents from Recurring Entries

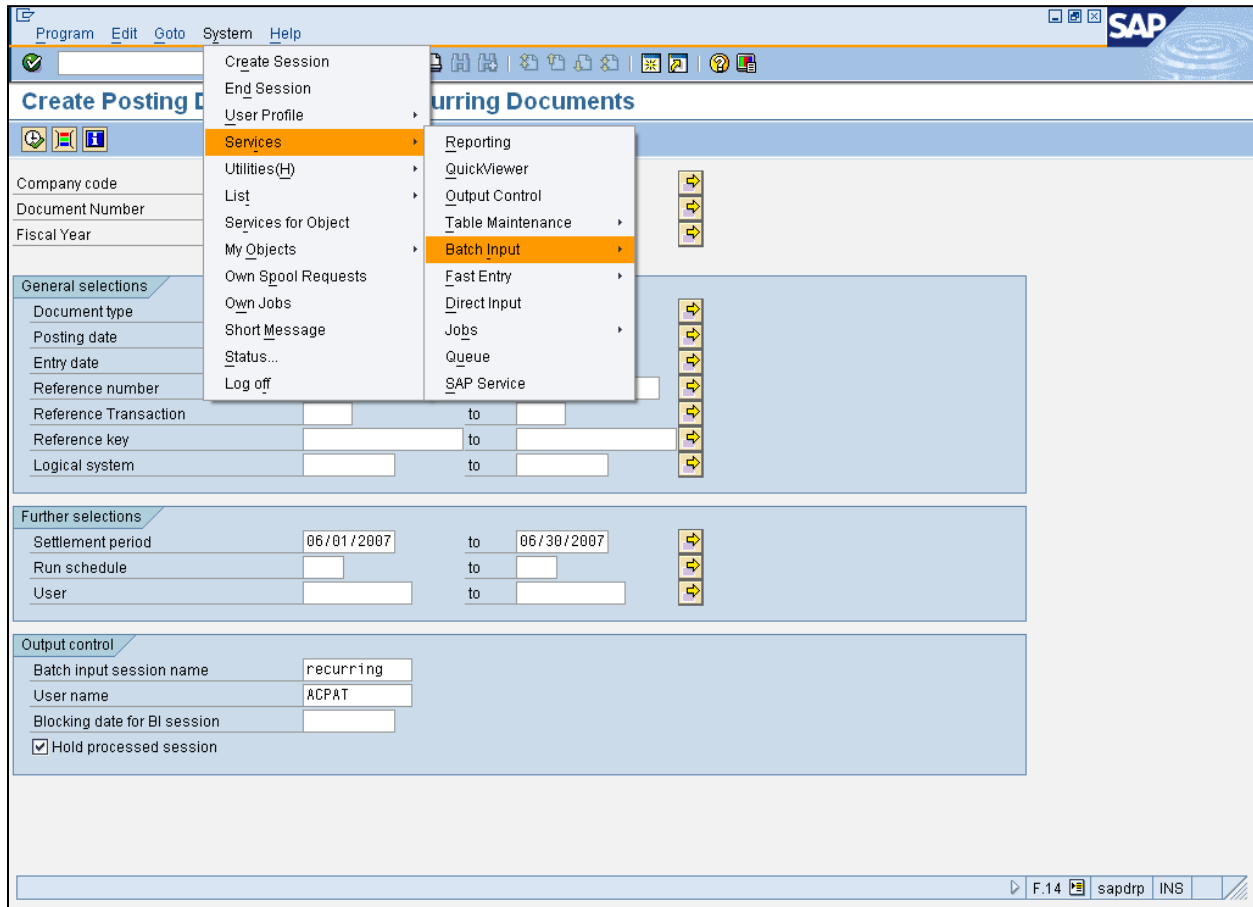
Field	R/O/C	Description
Batch input session name	R	Parameter allowing user to freely choose the name of batch input session to be created. If user does not assign a separate name, the batch input session name "SAPF120" is set by the program. <b>Example:</b> recurring

9. Select **Hold processed session**  **Hold processed session** check box.
10. Click **Execute**  .  
 The system displays the message, "*Session RECURRING was created*".
11. Select **System** **System** from the main menu. A drop-down list displays.
12. Select **Services** **Services** . A fly-out menu displays.



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### Create Posting Documents from Recurring Documents

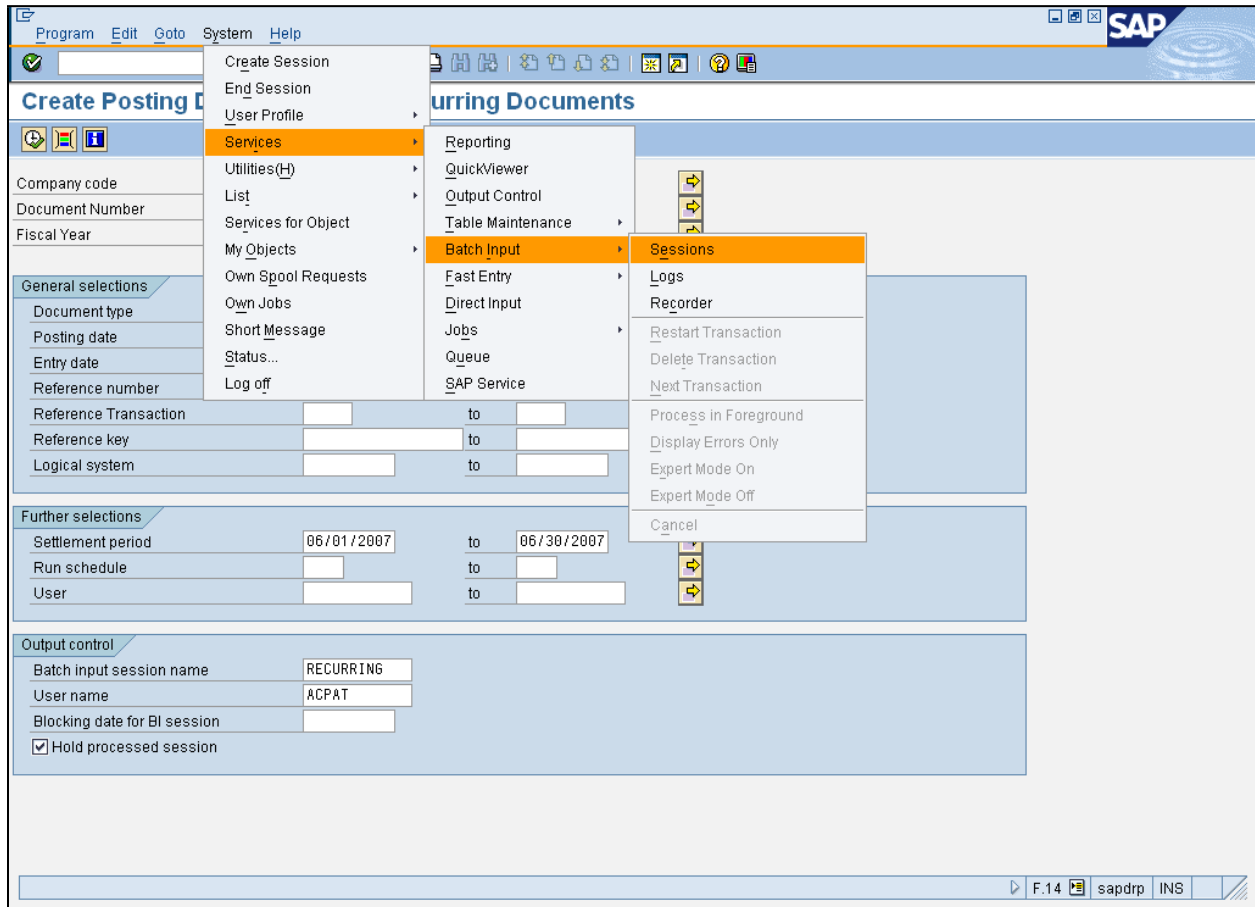


13. Select **Batch Input**  . A fly-out menu displays.



## F.14 Create Posting Documents from Recurring Entries

### Create Posting Documents from Recurring Documents

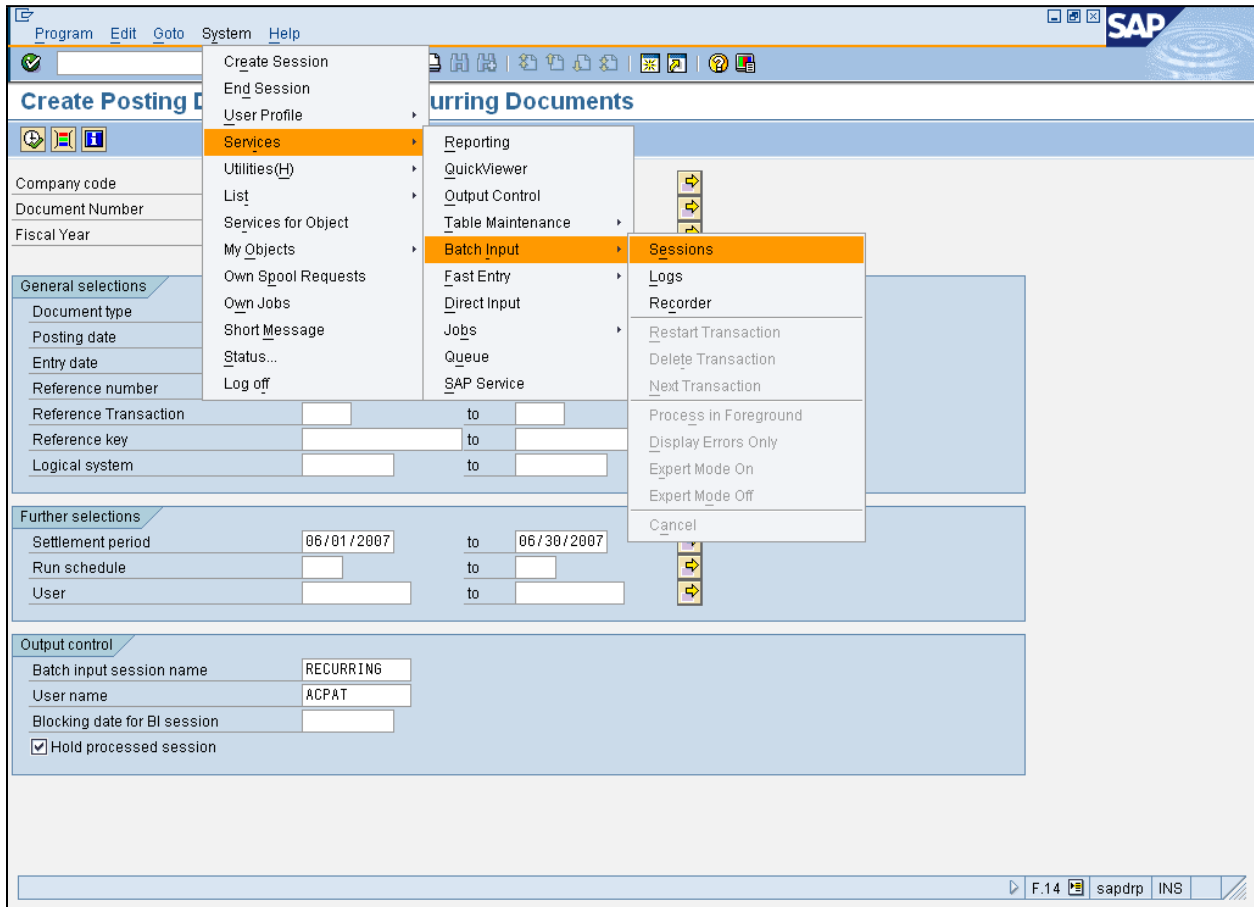


14. Select **Sessions** Sessions. The *Batch Input: Session Overview* screen displays.



## F.14 Create Posting Documents from Recurring Entries

### Create Posting Documents from Recurring Documents



15. Select **System** → **Services** → **Batch Input** → **Sessions** menu item Sessions.



## F.14 Create Posting Documents from Recurring Entries

### Batch Input: Session Overview

Session name	Stat	Created By	Date	Time	Creation Prog	Lock Date	Authorizat.	Trans.	S	✓	Screens	D	Qu
RECURRING	RECURRING	ACPAT	06/13/2007	09:14:02	SAPF120		ACPAT	1	0	0	5		07

16. Click **RECURRING**  RECURRING record indicator. The row highlights.
17. Click **Process session** Process . The *Process Session XXXX* dialog box displays.





## F.14 Create Posting Documents from Recurring Entries

### Process Session XXXX

Process Session RECURRING

**Processing Mode**

Process/foreground  
 Display errors only  
 Background

Target host  
[Text Field]

**Additional Functions**

Extended log  
 Expert mode  
 Dynpro standard size  
 Cancel if Log Error Occurs  
 Simulate Background Mode

Process [Close]

18. Select **Background**  Background radio button.
19. Select **Extended log**  Extended log check box.



## F.14 Create Posting Documents from Recurring Entries

### Process Session XXXX

Batch Input: Session Overview

Selection criteria  
Sess.: \* From: To: Created by: \*

Processing Mode:  
 Process/foreground  
 Display errors only  
 Background  
Target host:

Additional Functions:  
 Extended log  
 Expert mode  
 Dynpro standard size  
 Cancel if Log Error Occurs  
 Simulate Background Mode

Authorizat.	Trans.	Screens	D	Qu
ACPAT	1	0	0	5

Sessions Found: 1

Process

20. Click **Process**  .






## F.14 Create Posting Documents from Recurring Entries

### Batch Input: Session Overview

Session name	Stat	Created By	Date	Time	Creation Prog	Lock Date	Authorizat.	Trans.	Screens	D	Qu	
RECURRING	<input type="checkbox"/>	ACPAT	06/13/2007	09:20:43	SAPF120		ACPAT	1	0	0	5	07

Sessions Found: 1

1 session(s) transferred to background processing

21. Click **Refresh** . The *Status* of the selected line item updates.  
 The system displays the message, "XXXX session(s) transferred to background processing".
22. Click **Log** . The *Batch Input: Log Overview* screen displays.



## F.14 Create Posting Documents from Recurring Entries

### Batch Input: Log Overview

Log information

Session QueueID: 07061309204323209984 Sess.name: RECURRING  
Created on 06/13/2007 Created by ACPAT Standard selection

Log Overview

Date	Time	Sess. name	Session status	User	Queue ID	Appl. server
06/13/2007	09:20:59	RECURRING	Processed	ACPAT	07061309204323209984	sapdrp

1 Logs found

SM35 sapdrp INS

23. Double-click **RECURRING** **RECURRING** under **Sess. name**. The *Batch Input Log for Session XXXX* screen displays.



## F.14 Create Posting Documents from Recurring Entries

### Batch Input Log for Session XXXX

The screenshot shows the SAP Batch Input Log interface. At the top, there is a menu bar with 'Log', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main title is 'Batch Input Log for Session RECURRING'. A 'Choose' button is visible. The 'Log attributes' section contains the following information:

Name:	RECURRING	Queue ID:	07061309204323209984	User:	ACPAT
Created On:	06/13/2007	TermSe ID:	BDCL6432320998421833	<input type="checkbox"/> Details	

Below the attributes is a table with the following columns: Time, Message, Transact., Index, Modul, Scr., In., T, M, M. The table contains the following data:

Time	Message	Transact.	Index	Modul	Scr.	In.	T	M	M
09:20:59	Session RECURRING is being processed by user ACPAT in mode N on s		0			0	S	00	300
09:20:59	Check - document date is in the future	FBD5	1	SAPMF05A	0125	1	W	F5	192
09:21:00	Document 107000101 was posted in company code COP1	FBD5	1	SAPMF05A	0700	5	S	F5	312
09:21:01	Transaction was processed successfully	FBD5	1			0	S	00	355
09:21:01	Processing statistics		0			0	S	00	370
09:21:01	1 transactions read		0			0	S	00	363
09:21:01	1 transactions processed		0			0	S	00	364
09:21:01	0 transactions with errors		0			0	S	00	365
09:21:01	0 transactions deleted		0			0	S	00	366
09:21:01	Batch input processing ended		0			0	S	00	382

At the bottom of the window, there is a status bar showing '10 Messages read' and 'SM35 sapdpr INS'.

24. Click **Exit** . The *SAP Easy Access* screen displays.



Review the messages and verify that transactions were posted without error.



To view the details of any step, select the record indicator for the desired item, then the **Choose** button.



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**Work Instruction**

## **F.14 Create Posting Documents from Recurring Entries**

### **Result**

You have posted a recurring entry.