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

F.14

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, 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:

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Company code</td>
<td>R</td>
<td>Company code represents an independent accounting entity. There is only one Company code for the City of Portland: &quot;COP1.&quot; Example: cop1</td>
</tr>
</tbody>
</table>
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:

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document Number</td>
<td>O</td>
<td>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. Example: 9999900001</td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>R</td>
<td>The fiscal year for which this transaction is relevant. Example: 2007</td>
</tr>
</tbody>
</table>

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

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

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

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

8. As required, complete/review the following fields:
F.14 Create Posting Documents from Recurring Entries

<table>
<thead>
<tr>
<th>Field</th>
<th>R/O/C</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Batch input session name</td>
<td>R</td>
<td>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 &quot;SAPF120&quot; is set by the program.</td>
</tr>
<tr>
<td>Example:</td>
<td></td>
<td>recurring</td>
</tr>
</tbody>
</table>

9. Select Hold processed session check box.
10. Click **Execute**.
    The system displays the message, "Session RECURRING was created".
11. Select **System** from the main menu. A drop-down list displays.
12. Select **Services**. A fly-out menu displays.
13. **Select Batch Input**. A fly-out menu displays.
F.14 Create Posting Documents from Recurring Entries

Create Posting Documents from Recurring Documents

F.14 Create Posting Documents from Recurring Entries

Create Posting Documents from Recurring Documents

15. Select System ➔ Services ➔ Batch Input ➔ Sessions menu item
F.14 Create Posting Documents from Recurring Entries

Batch Input: Session Overview

16. Click **RECURRING** record indicator. The row highlights.

17. Click **Process session**. The *Process Session XXXX* dialog box displays.
F.14 Create Posting Documents from Recurring Entries

Process Session XXXX

18. Select Background radio button.
19. Select Extended log check box.
20. Click **Process**.
F.14 Create Posting Documents from Recurring Entries

Batch Input: Session Overview

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.
23. Double-click **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

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.
F.14 Create Posting Documents from Recurring Entries

**Result**

You have posted a recurring entry.