Enterprise Controlling (EC)

Release 4.6C

SAP ™

Copyright

Icons

Icon	Meaning
⚠	Caution
💬	Example
➡	Note
🧭	Recommendation
Syn	Syntax
💡	Tip

Contents

Enterprise Controlling (EC)

The following table shows the available archiving objects:

Objects in Enterprise Controlling	Archiving Object
Totals Records / Line Items	**PCA_OBJECT [Page 6]** **EC_PCA_ITM [Page 6]** **EC_PCA_SUM [Page 6]**
Transaction Data	**EIS_CFnnn [Page 22]**

Archiving Objects used in Profit Center Accounting (EC-PCA)

Definition

Logical objects of connected data in the database. This data can be read from the database with an archiving program and deleted from the database using the deletion program once it has been successfully archived.

Structure

EC_PCA_ITM: Archiving object used from Release 4.6.A in Profit Center Accounting for archiving **line items**

EC_PCA_SUM: Archiving object used from Release 4.6.A in Profit Center Accounting for archiving **totals records**.

PCA_OBJECT: Archiving object used prior to Release 4.6.A in Profit Center Accounting for archiving **line items and totals records**. From Release 4.6 A, this archiving object only has limited use.

In the following sections, you can find information on working with the archiving objects in Profit Center Accounting.

For further information on the programs, see the hints for each program. To access the hints, choose ⊞ on the screen in question.

Runtimes (EC-PCA)

Storage Requirements

To estimate the amount of storage space you will require, use the following guidelines:

- One totals record requires approximately 1200 bytes.

- One line item requires approximately 700 bytes.

- One plan line item requires approximately 1500 bytes.

When Profit Center Accounting is active, additional line items and summary records are created in Profit Center Accounting for each profit-related transaction posted in the R/3 System. This can lead to a huge number of documents in Profit Center Accounting.

Program Runtime

The length of time required to run the archiving program depends on the number of data records you want to archive as well as the system workload and performance.

Application Customizing (EC-PCA)

Use

After you have archived data, you can still execute reports based on that archived data (see Executing Archive Reports (EC-PCA) [Page 19]).

You need to specify which report groups or read programs should be available for analyzing archive data.

Activities

If you display reports that are based on archived and/or database data, you must specify which report groups and read programs you want to use to create those reports. You can use any report groups that you have defined in the information system.

To make the customizing settings, choose *Environment → Archiving → Line items/summary records/old archiving → Customizing* from the application menu for Profit Center Accounting. In the dialog box, choose *RW/RP Reports for EC-PCA Archives*.

Archiving Object Specific Customizing (EC-PCA)

Use

Before you execute the archiving program, you need to make various settings for the archiving run, such as the size of the archive file and variants for executing the deletion program in test mode and production mode.

Features

Archive File

Specify the size of your archive file in megabytes. It is recommended that you choose a size between 10 and 100 megabytes.

You can also limit the size of the archive file, by specifying a maximum number of data objects which the file may contain.

Settings for the Deletion Program

You must define separate variants for running the deletion program in test mode and production mode.

Make sure that the *Test run* indicator is not selected in the variant for **production mode**. If the variant is selected, the archived data is not deleted from the database after it is written to the archive file. In addition, make sure that the *Test run* indicator is selected in the variant for **test mode**.

You can copy the following standard variants:

- SAP&TEST as test run variant

- SAP&TEST as update run variant

Activities

To access the customizing settings for the Profit Center Accounting archiving object, choose *Environment → Archiving → Line items/totals records/old archiving → Customizing* from the application menu for Profit Center Accounting. In the dialog box, choose *Technical Settings*. For more information, see Customizing: Overview [Ext.]

Archiving Timeframes and Criteria (EC-PCA)

Archiving Frequency

You can archive actual line items whenever you deem necessary. For example, if your database contains a large number of actual line items, you can archive these records within a given period. However, if your system has enough storage capacity, you should only need to archive records once a year.

> ⚠️
>
> When you archive **plan line items**, note that they can only be archived (and deleted, if required) for the entire year. If you specify any period for these activities, this specification only affects **actual line items**.

Managerial Considerations

Totals records contain aggregated data for the entire fiscal year. Because the fiscal year is part of the summary record key, you **cannot** archive the totals records for the current fiscal year. This is because the system would then create a new summary record if, for example you were to archive a summary record in May and then make new postings in June. This which would lead to inconsistencies with the summary record you have already archived.

When Profit Center Accounting is active, additional line items and summary records are created for each profit-related transaction posted in the R/3 System. Consequently, Profit Center Accounting is not complete for a period until all the profit-related transactions for the period have been posted. It makes most sense to wait until this is the case before archiving the profit center transaction data for the period.

Retention Period

It is not possible to define a retention period [Ext.] for the transaction data (totals records and line items) in Profit Center Accounting. This is due to a lack of legal guidelines.

Authorizations (EC-PCA)

Definition

Authority to perform a particular action in the R/3 system.

Each authorization refers to one authorization object and defines one or more permissible values for each authorization field listed in the authorization object.

Authorizations are combined in profiles which are entered in a user's master record.

Use

If you want to archive and delete transaction data in Profit Center Accounting, you must have authorization for the authorization object S_ARCHIVE with the values:

- Application area (APPLIC): CO

- Archiving objects (ARCH_OBJ):

    EC_PCA_ITM, EC_PCA_SUM and, where appropriate, PCA_OBJECT

- Activity (ACTVT): User Authorization Checks [Ext.])01, 02, or 03, depending on the desired activity
  (For more information, see User Authorization Checks [Ext.])

You also need authorization for the central administrative tools of the Special Purpose Ledger (FI-SL):

- Authorization object: G_ADMI_CUS

- Activity: 03

The Archiving Log (EC-PCA)

Definition

Communication protocol in Content Management Service (CMS).

Structure

The log contains:

1. general information about the archiving/deletion run.

    − the name of the user who started the program

    − the program's start and stop concept

    − the program's start and stop date

    − the SAP Release and SAP system name

2. the name of the file(s) created, plus its/their size and number of data objects

3. the number of archived table entries by table name

To access the log, mark a job in the *job overview*, then choose 🖳 *Spool*. On the next screen, mark an entry, and choose 🐾.

Defining Variants for Archiving (EC-PCA)

Use

When creating an archive file, you must enter an existing variant or create a new one. The procedure for doing this is described in detail in <u>Archiving - Maintaining Variants (EC-PCA) [Page 15]</u>

Features

Selection Conditions

The variant contains the selection conditions for the totals records and/or line items you want to archive.

The following selection criteria are available:

- Controlling area
- Profit center group
- Company code
- Fiscal year
- Period (for archiving line items)
- Record type
- Version

You can only archive data for one controlling area at a time. You must specify this controlling area in the selection criteria. You must also specify the fiscal year. The other selection criteria are optional, and you can enter them either as single values or intervals.

The system only archives data that meets the selection criteria you entered in the variant.

You should enter as detailed selection criteria as possible to reduce the runtime. It is particularly useful here to limit the number of profit centers and versions processed.

If your database contains a very large number of actual line items, you can archive for time spans of less than one year by making an entry in the *Period* field.

⚠️

> Note that plan line items contain *Amount* fields from all the periods of the fiscal year. For this reason, you **cannot** archive and delete plan line items for specific periods of the year. When you enter one or more periods as selection criteria, the system archives and (if desired) deletes the plan line items for the entire year.

Processing Options

- Select *Test run* if you want to start the archiving program in test mode for the selection criteria you entered. In test mode, the system reads the transaction data but does not create an archive file. The system displays the number of records that were read during the test run.

- Select *Archive* if you want to start the archiving program and create an archive file for the selection criteria you enter. The archived transaction data is **not** deleted from the database. If

Defining Variants for Archiving (EC-PCA)

> you wish to delete the data contained in an archive created in this way from the database,
> you can do so by starting the deletion program (see Deleting Archived Data [Page 21]).

- Select *Archive with deletion* if you want to start the archiving program and create an archive
  file for the selection criteria you enter. The archived transaction data is deleted from the
  database.

The system reads and archives the line items by sorting, that is, it processes the line items
according to table, ledger, fiscal year, profit center, version, record type, company code and
account. This type of archiving requires a large amount of memory space. It is therefore
recommended that you first run the archiving program in test mode. If you encounter problems
with performance, contact the relevant development department at SAP AG.

If you are using the **SAP AS (Archive Information System)** and have an active infostructure for
field catalog **SAP_EC_PCA_003** and **SAP_EC_PCA_004**, the system will create indices during
execution of the deletion program. These indices help the system to read archived data more
rapidly for certain profit centers from the archive.

Archiving - Maintaining Variants (EC-PCA)

To create archive files:

1. Choose *Accounting → Enterprise Controlling → Profit Center Accounting → Environment → Archiving → Line Items / Totals Records*. On the initial screen, choose the *Archive* function.

    The system displays the *Archive Management: Create archive files* screen.

2. Under *Goto → Customizing → Technical Settings*, make the Customizing settings for the archiving run. For more information, see <u>Archiving-Object-Specific Customizing [Page 9]</u>.

3. Create a new variant or enter the name of an existing variant.

    ➡

    You can use an existing variant only if it is not being used by another archiving job.

    To create a new variant, proceed as follows:

    a. Enter the name of the variant and choose *Maintain*.

       Ignore the *Variants: Screen assignment* popup by choosing ✔ .

    b. Make the required entries for the selection criteria and process options.

       For more information about the fields and settings for a new variant, see <u>Defining Variants for Archiving (EC-PCA) [Page 13]</u>.

    c. Choose ✔ *Continue*.

    d. Maintain the variant attributes. To obtain a detailed description of the attributes, choose ℹ .

    e. Save the attribute by choosing 💾.

4. Click ⮌ to return to the *Archive Administration: Create Archive Files* screen.

    Enter the start date for the archive run and save your entries. Enter the spool parameter information for the archiving run. By doing so, you maintain the background printer parameters for the archiving log.

5. Choose 🕐 to run the archiving program.

Result

Once you have created the job and started the archiving program, the system copies the totals records and line items to external files. The system then starts a deletion program for each archive file. This program reads the data in the archive file and then deletes it from the database. The data is only actually deleted once the deletion program has been started in the update run variant.

To display the status of the job you have created, choose *Goto → Job overview* on the initial screen.

Archive Analysis using the Archive Information System (SAP AS)

Use

The Archive Information System (SAP AS) is an archiving environment-integrated generic tool for implementing searches in R/3 data archives. The search for and display of data follows rules set in the *Archive Information Structures*, which the user can define and fill with data from the archive.

For information on how to use SAP AS, see the SAP Library, under *Cross-Application Components → CA - Application Data Archiving → EC* - Enterprise Controlling → Introduction → Archive Information System (SAP-AS) [Ext.].

Features

The following section provides a description of the archive information structures provided for analysis of profit center data using SAP-AS.

Archive information structures are based on field catalogs. Certain fields in these catalogs **must** be transferred to the structure (key fields), while the transfer of other fields is **optional**.

Archiving object PCA_OBJECT

1. If you want to read the archived data using account assignment features, you can use archive information structure **SAP_EC_PCA_001**. This contains the following fields:

    –   Profit center

    –   Company code

    –   Fiscal year

    –   Account number

    –   Controlling area

    –   Record type

    –   Version

    The structure is based on field catalog **SAP_EC_PCA_001**. This field catalog contains the following fields from source table **GLPCT**:

Field	Key field
Profit center	Yes
Company code	Yes
Fiscal year	Yes
Account number	Yes
Controlling area	No
Record type	No

Version	No
Ledger	No

2. If you want to read the archived data using the reference document number, you can use archive information structure **SAP_EC_PCA_002**. This contains the following fields:

   − Document number

   − Posting period

   − Fiscal year

   − Record type

   − Version

   The structure is based on field catalog **SAP_EC_PCA_002**. This field catalog contains the following fields from source table **GLPCA**:

Field	Key field
Document number	Yes
Posting period	No
Fiscal year	No
Record type	No
Version	No
Company code	No
Reference document number	No
Ledger	No

Archiving object EC_PCA_ITM

Archive information structure **SAP_EC_PCA_004** is used for analyzing objects from line item archiving. This contains the following fields:

   − Profit center

   − Company code

   − Fiscal year

   − Account number

   − Controlling area

   − Record type

   − Version

Archive Analysis using the Archive Information System (SAP AS)

The structure is based on field catalog **SAP_EC_PCA_004**. This field catalog contains the following fields from source table **GLPCA**:

Field	Key field
Profit center	Yes
Company code	Yes
Fiscal year	Yes
Account number	Yes
Controlling area	No
Record type	No
Version	No
Ledger	No

Archiving object EC_PCA_SUM

Archive information structure **SAP_EC_PCA_003** is used for analyzing objects from totals record archiving. It has the same structure as **SAP_EC_PCA_004** (see archiving object EC_PCA_ITM).

The structure is based on field catalog **SAP_EC_PCA_003**. This has the same structure as field catalog **SAP_EC_PCA_004** (see archiving object EC_PCA_ITM).

In contrast to field catalog **SAP_EC_PCA_004**, however,.the fields in this field catalog are taken from source table **GLPCT**.

Executing Archive Reports (EC-PCA)

The *Analyze* function lets you execute reports on archived data.

1. Choose *Environment → Archiving → Line Items / Totals Records*. On the initial screen, choose the *Analyze* function.

    The system displays the *Archive Management: Execute analysis programs* screen*.

2. Specify whether you want to execute the report online (DIALOG) or in the background (BATCH).

    If you have selected a large number of archive files and execute the archive report online, the system could cancel processing with a runtime error because it must select a very large number of data records. It is recommended that you restrict the selection conditions you enter.

    If you execute the archive reports in the background, you **cannot** drill down from the summary data to the line items.

3. Choose the program or report group you want to execute.

    The read programs and report groups that are displayed here are those that you generated or selected in Customizing. For more information on this topic, see Application Customizing (EC-PCA) [Page 8].

4. **If you are executing the report online, proceed as follows:**

    a. Choose 🕒.

    b. Choose *Choose data sources* to define whether you want to analyze archived data and/or database data. You can make the following entries:

        To analyze data stored in the database, select *Use database*.

        To analyze data stored in archive files, select *Use archive*.

        If you choose *Choose archive*, you can select specific archive files from which you want to read data.

        If you choose *All archiv.(on/off)*, you can select **all** archive files that exist for the archiving object displayed in the *Object* field.

    c. To save the data source entries, choose ✔.

    d. Enter the desired selection conditions.

    e. To execute the report online, choose *Program → Execute*.

        If you want to save your selection criteria as a variant, choose *Goto → Variants → Save as variant...*

5. **To execute the report in the background, proceed as follows:**

    a. Enter a variant and choose *Maintain*.

Executing Archive Reports (EC-PCA)

　　　　　　Ignore the *Variant: Screen assignment* popup by choosing ✔ *Continue*.

b.　The system displays the *Maintain variants: Report <Report>, Variant <Variant>* screen.

　　　Specify the data source and the selection conditions for the report. See steps 4.b. to 4.d.

c.　Enter a description for your variant and then save the variant.

d.　Choose 🔄 to return to the *Archive Administration*: *Execute Analysis program*..

e.　Specify a start date for the program and save your entries. The system returns to the previous screen.

f.　Enter spool parameters for the report.

g.　To execute the archive report in the background, choose 🕐.

For further information, see the program hints. You can access these by choosing 🄷.

Deleting Archived Data (EC-PCA)

The system normally deletes archived data automatically. However, it is sometimes necessary to start the deletion 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 deletion program runs. If this happens, you need to delete the archived data manually.

If possible, you should carry out the deletion run after the archiving run. If you do not do this, the data can become inconsistent. This can happen, for example, if the data is modified or added to between the archiving and deletion runs.

To delete data manually:

1. Choose *Accounting → Enterprise Controlling → Profit Center Accounting → Environment → Archiving → Line Items / Totals Records → Delete*.

   The system displays the *Archive Administration: Execute Deletion Program* screen. Here, you plan the background job for the deletion program.

2. To maintain variants for running the program in test mode and production mode, choose *Goto → Customizing.* For more information, see Archiving Object Customizing (EC-PCA) [Page 9].

3. If you want to run the program in test mode, select the *Test run* indicator. In this case no data is deleted from the database.

4. Choose *Archive Selection*.

   The system displays a list of files that contain data that has already been archived.

   Select the archive files whose data you want to delete and choose ✔.

5. Enter the start date for the deletion program and save your entries by choosing 🖫.

6. Enter the spool parameters for the deletion program and save your entries by choosing 🖫.

   The system takes you back to the previous screen.

7. Once you have selected the archived files and maintained the start date and spool parameters, choose 🕒 to start the deletion program.

8. Choose *Goto → Job overview* to display the status of the jobs you created.

Archiving EC-EIS-Transaction Data (EC-EIS)

Definition

An archiving object (**EIS_CFnnn**, where nnn stands for the aspect number) and the relevant read, write and reload programs are generated during the generation of an aspect. These archiving objects are used in the Executive Information System (EC-EIS) application component for the archiving of the aspect's transaction data.

Use

You can use the **EIS_CFnnn** archiving object to archive, delete and reload transaction data according to your own specific requirements.

We recommend that you archive small data sets at regular intervals (for example, weekly, monthly). Archive rarely-used data sets which you do not wish to report on any more. However, if at a later date you require access to this data, you can reload it.

If you carry out an aspect summarization, change the structure of the data in the database. To be sure, you should make a data backup before carrying out such a function. Use the archiving functions to make a copy of your data.

Structure

When you use archiving object **EIS_CFnnn**, you archive transaction data from the following tables:

CFnnn (where nnn stands for the aspect number)

To call up the archiving of the EC-EIS transaction data, in the SAP R/3 menu select *Accounting* → *Enterprise Control.* → *EIS* → *Tools* → *Data* → *Archive trans. data*.

Runtimes (EC-EIS)

The time needed to run the archiving program depends on the number of records that are archived and the system load and performance.

Storage Requirements

The memory space needed for archiving depends on the size of the original data records.

Archiving-Object-Specific Customizing (EC-EIS)

Use

You must maintain various archiving settings before starting the archiving programs. This includes the size of the archive file and the variants for running the deletion program in test and production modes.

Features

Archive File

You have to enter the size of your archive file in megabytes. It is recommended that you enter between 10 and 100 megabytes.

Variants for the Delete Program

You have to enter variants for both the test run and production run of the delete program.

⚠️

> You must ensure that the *Test run* indicator is **not** selected in the production run variant for the delete program. If the *Test run* indicator is selected, the records that have been archived will **not** be deleted from the database after they have been written to the archive files.

> You must also ensure that the *Test run* indicator **is** selected in the test run variant for the delete program.

Commit Counter

The commit counter determines the number of data objects counted before the program sends a commit to the database. It is recommended that you enter between 1000 and 5000 as the commit counter.

Activities

In order to get to the Customizing settings for your EC-EIS archiving objects select *Tools → Data → Activate trans. data,* enter the name of the archiving object and then select *Goto → Customizing*. In the following dialog box, choose the *Technical settings* option.

Authorizations (EC-EIS)

To archive data in EC-EIS, you must have authorizations for:

Archiving in general

For more information, see Authorization check [Ext.].

- Authorization object S_ARCHIVE

- Authorization object S_TCODE

Variant Settings for Archiving (EC-EIS)

Use

When creating an archive file, you must enter an existing variant or create a new one. The variant contains the selection criteria for the data records you want to archive.

Features

The selection criteria for the data records are the characteristics and, where necessary, the key figures of the aspect. You can enter either individual values or value intervals as selection criteria. Enter as many selection criteria as possible to reduce the processing time of the archiving program.

Activities

The section Archiving - Maintaining Variants (EC-EIS) [Page 27] describes how you create a variant for archiving.

The section Deleting - Maintaining Variants (EC-EIS) [Page 29] describes how you create a variant for deleting the data.

Archiving - Maintaining Variants (EC-EIS)

In order to carry out the archiving of the transaction data of an aspect you should proceed as follows:

1. In the SAP R/3 menu select *Accounting → Enterprise control. → EIS → Tools → Data → Archive trans. data*.

2. Enter the name of the archiving object.

   ⇨

   Before running the archiving program, you need to maintain a number of settings for the archiving run (such as the size of the archive file and variants for the test run and production run of the deletion program) by choosing *Goto → Customizing*.

   You can find further information on this topic under Archiving-Object-Specific Customizing [Page 24].

3. Choose A*rchive*.

4. Enter a variant with which the program should be started. The variant contains the selection criteria for the transaction data you want to archive.

5. To create a new variant, enter a name for the variant and choose *Maintain*.

6. Establish the selection criteria for the archiving. These consist of the characteristics and, if necessary, the key figures of the aspect. You can find further information on this topic under Variant Settings for Archiving (EC-EIS) [Page 26].

7. Choose *Continue*.

   The system displays another screen in which you enter a description for your variant.

8. Save your variant.

   In order to return to the screen *Archive Administration: Create Archive Files*, select Back.

9. Choose a starting time, and save your entries.

10. Enter the spool parameter information for the archiving run. Here you maintain the background printer parameters for the archiving log.

11. Once you have maintained the selection criteria, start date, and spool parameters, choose *Execute* to start the archiving program.

Result

The system transfers the transaction data to external archive files. If you wish to delete the data on the database, please read the section Deleting - Maintaining Variants (EC-EIS) [Page 29].

By choosing *Goto → Job overview*, you can display a list of all the jobs that exist for this archiving program in the job management. If you require further information on the status of the archiving object, select *Administration* on the initial screen. Each archiving run is given a unique number by which it can be identified for deleting and reloading.

You can reload the archived data at a later point in time (see Reloading (EC-EIS) [Page 31]).

Deleting - Maintaining Variants (EC-EIS)

After you have archived your data you can delete it from the database.

> You should carry out the deletion run directly following the archiving run if possible. This way, you will avoid potential problems that may arise if data is changed or newly created after the archiving run and this data is somehow not included in the deletion run.

To manually delete data that has already been archived:

1. In the SAP R/3 menu select *Accounting* → *Enterprise control.* → *EIS* → *Tools* → *Data* → *Archive trans. data.*

2. Enter the name of the archiving object and select *Delete*.

3. Maintain the variants for the test and productive runs of the deletion program. Select *Goto* → *Customizing* for this.

   You must create a variant in order to start the deletion program in the test mode. No data is deleted from the database with this *Test run variant.* You must create a second variant, the *Productive run variant* for the update.

   Save your settings and go back to the screen *Archive Administration: Start Deletion Program.*

4. If you want to carry out a test run, select the *Test run* field.

5. Choose *Archive selection*.

   The system displays a list of archiving runs that contain data that has already been archived.

   Choose the archive runs for which data should be deleted from your database.

   > Please note that you can only delete the data of the archiving runs. It is not possible to select and delete files.

6. Enter the start date for the deletion program and save your entries.

7. Enter the spool parameter information for the deletion program.

8. Once you have selected the archived files and maintained the start date and spool parameters, choose *Execute* to start the deletion program.

Result

The data in the archive files that you selected are deleted from the database. If you have only carried out a test run, no data is deleted from the database.

Choose *Goto* → *Job overview* to display the status of the jobs you created. If you require further information on the status of the archiving object, select *Administration* on the initial screen.

Deleting - Maintaining Variants (EC-EIS)

Deleting - Maintaining Variants (EC-EIS)

Reloading (EC-EIS)

The *Reload* function lets you reload archived data from the archive files into the online system.

⚠️

If the fields in the SAP System contain data, this data is overwritten by the reloaded data.

To reload data from an archive file:

1. In the SAP R/3 System select *Accounting → Enterprise control. → EIS → Tools → Data → Archive trans. data.*

2. Enter the name of the archiving object and select *Reload*.

3. Choose *Archive selection*.

   The system displays a list of files that contain data that has already been archived. (The files that have already been processed by the deletion program are outputted.)

   Choose the archive files from which you want to reload the data.

4. Choose a starting time, and save your entries.

5. Enter the spool parameter information for the reloading program.

6. Once you have maintained the selection criteria, start date, and spool parameters, choose *Execute* to start the reloading program.

Result

The data in the archive files that you selected is reloaded.

Choose *Goto → Job overview* to display the status of the jobs you created. If you require further information on the status of the archiving object, select *Administration* on the initial screen.

➡️

If the structure of the aspect has changed since the archiving, the data to be reloaded is automatically written to a sequential file. A corresponding message is written in the log. In this case the transfer rules should be checked and, where necessary, adjusted before you import this file (see Importing a file [Ext.]). When importing the file, please note you must have **highlighted** the data type *Text file* and **unhighlighted** the number format *Type P stored in double length*.

If you have changed your local currency over to the Euro and then want to reload the archived data, the data is also written in a sequential file. The procedure is similar to the reloading of data after a change to the aspect structure.

Executing Report Programs (EC-EIS)

You can execute reports on archived data using the function *Analyze*.

1. Select *Tools → Data → Archive transaction data*.

2. Enter an archive object and choose *Analyze*.

    The screen *Archive Management: Execute analysis program* is displayed.

3. Choose whether you wish to execute the report online or in background processing.

4. Select the program.

    The read program displayed here is the program that you have selected in Customizing. You will find further information on this topic in Customizing.

How to execute the report online.

1. Choose *Execute*.

    The system proposes a maximum number of records to be read. You can overwrite this number.

2. In the next dialog box, select the file whose contents you wish to analyze. Choose *Continue*.

3. On the next screen, select the fields that you want. Choose *Execute*.

    The file records are then listed.

How to execute the report in background processing.

1. Enter a variant and choose *Maintain*.

    The screen *Variant maintenance: Report <Report>, Variant <Variant>* is displayed.

2. Enter the selection criteria for the report (see step 4).

3. Enter a description for the variant and save the variant.

4. To return to the screen *Archive Management: Execute analysis program,* choose *Back.*

5. Enter the start time and save your entries.

    You now return to the previous screen.

6. Enter the spool parameters for the report program.

7. Once you have maintained the selection criteria, the start time and the spool parameters, choose *Execute* in order to start the archiving program in the background.