

Human Resources (HR)



Release 4.6C



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Human Resources (HR)

The following table shows the available archiving objects:

Objects in HR	Archiving object
PA long-term documents	PA_LDOC [Seite 7]
Payroll results	PA_CALC [Seite 45]
Time evaluation results	PA_TIME [Seite 68]
Trip data	PA_TRAVEL [Seite 75]
Posting documents	PA_PDOC [Seite 83]
Index files for posting data to Accounting	PA_PIDX [Seite 91]

Archiving PA Long-Term Documents (PA-PA)

Definition

Archiving object PA_LDOC is used to archive long-term documents from the creation of the infotype log.

The long-term documents can be for personnel numbers or applicant numbers.

Use

An object of this type consists of all long-term change documents that exist for a personnel number or applicant number in a period that you can define as required. The change documents are stored in table PCL4 in clusters LA (*personnel numbers*) and LB (*applicant numbers*).

When you create the archive, you can choose to archive documents for HR data, applicant data, or both. You can also choose the period for which data is archived. In this respect, the period refers to the date on which the document was written.

The following functions can be used for archiving object PA_LDOC:

- Archive
- Delete

The standard system settings determine that the deletion program is accessed automatically after data has been archived. In exceptional circumstances, you can use the *Archive* and *Delete* functions separately. In this case, you can start the deletion program as a test run by selecting the *Test run* field on the selection screen. The table entries are not deleted.

- Restore
- Analyze
- Management

Technical Data (PA-PA)

Storage Requirements

The memory space required for an archiving run depends to a great extent on the infotypes for which infotype log creation has been activated in table T585A *Infotypes With Documents* and on the frequency of changes.

If archives are considerably larger than 100 MB, the process of restoring the archive or accessing archived data could take much longer. The extent of this delay depends on the system itself.

Frequency

Archiving frequency also depends to a great extent on the infotypes for which infotype log creation has been activated. You can attain an overview by performing a test archiving run after a specific period of time, such as a month. To do this, create a variant for which the *Test run* option has been set, and the *Detailed log* option has not. Once this run has been performed, you can display the spool list to see how many PCL4 records have been selected. One record consists of approximately 4 KB.

Archiving Runtime

Archiving runtime also depends on many factors, such as the size of individual objects, system load, and the system itself. As a general rule, archiving and subsequent deletion are performed at an approximate rate of 50-100 MB per hour. Please note that this is only a guide.

Application Customizing (PA-PA)

Use

The PA_LDOC archiving object does not require any Customizing settings.

Prerequisites

[General Customizing \[Extern\]](#) must be performed for archiving. It is used to determine technical values for the archiving run, such as the name, path, and maximum size of the archive file, and the settings for the deletion program.

Archiving Periods and Criteria (PA-PA)

Archiving Periods and Criteria (PA-PA)

You can archive documents for any period. Infotype logs are an option, which means you can archive documents for the current week. The period for which archiving occurs depends to a great extent on factors such as whether data from the recent past is still used frequently. In this case, you are advised to leave the data in the system. However, if data is rarely needed, you can even archive current data.

Variant Settings for Restoring (PA-PA)

Use

Report RPUAUD00 enables you to display archived data, which means you only need to restore archived data in exceptional circumstances.

However, if you must restore data, you should endeavor to restore a complete archiving run. If this is not possible because of organizational factors, for example, or because there is insufficient space on the database, you can still restore individual archiving objects instead. An archiving object consists of all documents that belong to a personnel number or applicant number in a specific period. As a result, objects are selected by selecting a set of personnel numbers or applicant numbers.



If you restore data partially, data access is considerably slower when data is read in the archive.

Activities

If you select the *Test run* field, the restore program starts as a test run. This prevents data from being written to the database.

If you only want to write some of the data back to the database, you can choose individual or several personnel numbers. You can make a distinction between applicant numbers and personnel numbers.

The system writes the data that was not restored to a new archive. You cannot read or restore the old archive any longer. In this way, the system ensures data consistency.

You must re-archive restored data if you do not want to keep it on the database.

The *Detailed log* option enables you to create a detailed list of processed documents. However, you should only use this option if errors have already occurred that you need to pinpoint because it triggers the creation of an extremely detailed log.

Dependencies (PA-PA)

Long-term documents are archived independently of other archiving programs and objects.

Authorizations (PA-PA)

To edit the PA_LDOC archiving object, you require the P_ARCH_LDOC authorization.

Archiving Data (PT/PY/FI-TV)

Use

This function relieves the database of data that the system no longer needs, but which must still be accessible.

To archive data, the system uses [archiving objects \[Extern\]](#) in which the structure and contents of data are described.

Integration

The *Time Management*, *Travel Management*, and *Payroll* application components can be integrated with each other. Data is written from *Travel Management* and *Time Management* to *Payroll*. If you want to archive the archiving objects of all three components together or separately, you must set up [archiving groups \[Seite 15\]](#).

Features

To archive data for specific personnel numbers from the *Time Management* (PT), *Payroll* (PY), and *Travel Management* (FI-TV) components, the following archiving objects are used:

Component	Archiving object
<i>Time Management</i>	Time evaluation results (PA_TIME) [Seite 68]
<i>Payroll</i>	Payroll results (PA_CALC) [Seite 45]
<i>Travel Management</i>	Trips (PA_TRAVEL) [Seite 75]

The archiving objects archive data from the following tables:

Archiving object	Table(s)
PA_TIME	PCL2
PA_CALC	PCL2
PA_TRAVEL	PCL1 PTRV_HEAD PTRV_PERIO

See also:

[Introduction to Archiving \[Extern\]](#)

[Archiving Procedure \[Seite 25\]](#)

[Access Data Archiving \[Seite 27\]](#)

Archiving Group (PT/PY/FI-TV)

Definition

A special structure for archiving data that is used to group archiving objects and personnel numbers together whose data needs to be archived together.

Use

If the *Payroll*, *Time Management*, and *Travel Management* components are integrated, the archiving group enables you to group their archiving objects together. Moreover, the archiving group enables you to group personnel numbers together whose data needs to be archived together.



For example, you can group the following personnel numbers together in one archiving group:

- All employees at a subsidiary
- All employees who have left the enterprise
- All industrial employees

Structure

Characteristics/Description

You determine the following characteristics for an archiving group:

- The archiving objects to be archived
- The country for which the data was created
- Integration of the *Time Management* and *Travel Management* components with *Payroll*, if applicable
- The components to which trip data is transferred
- Country-specific parameters for *Payroll*
- [Archiving date \[Seite 18\]](#)
- [Retroactive accounting limit \[Seite 20\]](#)

You can also enter a text to describe the archiving group.

Number/Status

When archiving groups are created, the system assigns each one a number automatically.



This number is assigned using a number range (object HRARCHIVE). If all of the numbers are assigned, you must maintain the number range.

The system also assigns a status for each archiving group. The status depends on the step within the archiving procedure that you have already performed for the archiving group:

Performed step	Status of archiving group
Create archiving group	<i>Created</i>
Assign personnel numbers	<i>Personnel numbers assigned</i>
Test HR preparations for archiving	<i>In test</i>

Archiving Group (PT/PY/FI-TV)

Release HR preparations for archiving	<i>Released for HR preparations</i>
Exit HR preparations for archiving	<i>Released for archiving</i>
Exit archiving	<i>Archiving complete</i>

Integration

If you use individual or several components independently of each other, you must archive each component's data using separate archiving groups.

If the *Payroll*, *Time Management*, and *Travel Management* components are integrated, you can archive data using a common archiving group.



You can only archive data from *Time Management* and *Travel Management* together if the data from **both** components is transferred to *Payroll*. If you have only integrated either *Time Management* or *Travel Management* with *Payroll*, you must archive time evaluation results and trip data using separate archiving groups. This prevents unnecessary restrictions from arising.

If the components are integrated but you still want to archive their data in separate archiving groups, the system reconciles the retroactive accounting limits of all components when the archiving groups are created and then sets them in infotype 0003 *Payroll Status*.

Archived Objects (Infotype 0283) (PT/PY/FI-TV)

Definition

Infotype used to display the archiving status of a personnel number.

Use

You cannot change this infotype online. It is supplied with data when data is archived, and tells you whether an employee's data has been archived, which data was archived, and the period in which the data was archived. Over a longer period of time, this gives rise to an archiving history.

Structure

The archiving objects of the *Payroll*, *Time Evaluation*, and *Travel Management* components have their own subtypes. The following subtypes exist:

Subtype	Archiving object
0001	PA_CALC (payroll results)
0002	PA_TRAVEL (trip data)
0003	PA_LDOC (long-term documents)
0005	PA_TIME (time evaluation results)

If special regulations apply to data archiving in a particular country, the system also creates country-specific subtypes. For more information, see [Country-Specific Information \(PY\) \[Seite 53\]](#).

See also:

[The Archiving Object \[Extern\]](#)

Archiving Date (PT/PY/FI-TV)

Definition

The date up to which a component's data is archived on a personnel number by personnel number basis.

Use

You determine the archiving date for each archiving object of an archiving group, that is, for each component for which data is archived.

When you determine the archiving date, you must take note of the following criteria:

- When you determine the archiving date, you must take account of statutory regulations that apply in a particular country. For this reason, you can only archive data together if it belongs to the same country.
- Statutory regulations on the availability of data in the system must be observed.
- It must be possible to perform retroactive accounting runs.
- If you want to run reports for a large number or all of the personnel numbers, you should not yet archive the relevant data.
- If you only want to run reports for a few personnel numbers, or if your requirements are met by reports H99_DISPLAY_PAYRESULT (*Display Payroll Results*) or RPCLSTTE (*Details of a Trip*), you can archive the relevant data.
- Once the HR preparations for archiving have been performed, the following activities are no longer possible for the prepared data:
 - Execute report RPUDIR00 (*Restore the Payroll Results Directory*)
 - Delete the current payroll result by choosing *Tools* → *Payroll result* → *Delete*

Once you have determined the archiving date, all of a component's data is archived that is available up to the archiving date.

The end date of each subtype is then updated in the [Archived Objects infotype \[Seite 17\]](#) (0283). To do this, the system uses the end date of the [for period \[Extern\]](#) for the PA_TRAVEL (trips) and PA_CALC (payroll results) archiving objects, and the end date of the last archived period for the PA_TIME (time evaluation results) archiving object. For this reason, the archiving date of the archiving object that you specified when creating the archiving group might not be the same as the end date of the pertinent subtype.



You want to archive all data at your company up to December 31. An employee left the company on October 31. Payroll results exist for the employee up to this date. Time evaluation results only exist for the employee up to June 30.

After archiving, the system sets the end date of the subtype for PA_CALC to October 31, and the end date of the subtype for PA_TIME to June 30. The archiving date for payroll results and time evaluation results in the archiving group is December 31.

Integration

If the *Payroll*, *Time Management*, and *Travel Management* components are integrated, the archiving dates of the integrated components must be compatible for retroactive accounting.



If the *Payroll* and *Time Management* components are integrated, the system needs time evaluation results to remain on the database for as long as retroactive accounting runs are possible in *Payroll*. This means the **archiving date for *Time Management*** must be **earlier than** or the same as the **retroactive accounting limit for *Payroll***.

The system helps you to reconcile the archiving date and [retroactive accounting limit \[Seite 20\]](#)

- Of an archiving object
- Of several archiving objects (irrespective of whether they are archived using a common archiving group, or separate archiving groups)

To reconcile the archiving date and retroactive accounting limit, you can use one of the following methods:

- You determine the archiving date. The system suggests a retroactive accounting limit that occurs as soon as possible after the archiving date, and ensures that both dates are in accordance with [country-specific regulations \[Seite 53\]](#).
- You determine the retroactive accounting limit. The system suggests an archiving date that occurs as soon as possible before the specified retroactive accounting limit, and ensures that both dates are in accordance with country-specific regulations.

You can then change the system defaults as follows:

- You can enter a later date for the default retroactive accounting limit.
- You can enter an earlier date for the default archiving date.

Retroactive Accounting Limit (PT/PY/FI-TV)

Definition

The date up to which retroactive accounting can be performed for the personnel numbers of a component that are assigned to the current archiving group.

Use

You determine the retroactive accounting limit for each archiving object of an archiving group. You must take a [country's statutory regulations \[Seite 53\]](#) into account.

When archiving is prepared, the system checks the earliest personal retroactive accounting date of the *Payroll* and *Time Management* components in infotype 0003 *Payroll Status* for each personnel number of an archiving group. The system only checks the earliest personal retroactive accounting date set for *Travel Management* in *Payroll* if *Travel Management* is actually integrated with *Payroll*.

If the earliest personal retroactive accounting date in infotype 0003 *Payroll Status* for *Payroll* and/or *Time Management* occurs before the retroactive accounting limit of the archiving group, the system overwrites the earliest personal retroactive accounting date with the corresponding retroactive accounting limit of the archiving group.

Integration

If the *Payroll*, *Time Management*, and *Travel Management* components are integrated, you must note the following when determining the [archiving date \[Seite 18\]](#) and retroactive accounting limit:

- The retroactive accounting limit for **Payroll** is influenced by enterprise-specific regulations, and may be influenced by country-specific regulations.
The interval between the retroactive accounting limit and the archiving date is also affected by country-specific regulations and the period used to calculate averages. If you require further information, see [Archiving Payroll Results \(PY\) \[Seite 45\]](#).
- The retroactive accounting limit for **Time Management** must be the same as or come after the retroactive accounting limit for *Payroll* so that *Time Management* evaluation results do not occur for a period for which the payroll can no longer be run.
The archiving date for *Time Management* must be at least one period before the retroactive accounting limit for *Time Management* because work schedules for more than one period must be taken into account. If you require further information, see [Archiving Time Evaluation Results \(PT\) \[Seite 68\]](#).
- **Travel Management** does not have a retroactive accounting limit.
The archiving date for *Travel Management* is at least one day earlier than the retroactive accounting limit for *Payroll*.



The following restriction applies to all countries other than Germany and Austria. Trips accounted in an SAP system with a release status of 3.0D or earlier can only be archived on a calendar year basis. If you require further information, see [Archiving Trips \(FI-TV\) \[Seite 75\]](#).

Authorizations (PT/PY/FI-TV)

If you want to archive data, you need the following authorizations for the various activities performed during the archiving procedure:

Step	Authorization	Required for
Create an archiving group	P_TCODE	Archiving data
Assignment of personnel numbers	P_TCODE	Archiving data
Assignment of personnel numbers	P_PERNR	Maintaining master data for personnel numbers to be assigned
HR preparations for archiving	P_TCODE	Archiving data
Archiving	P_TCODE	Archiving data
Archiving	S_ARCH_ALL	Reading, writing, and deleting all archiving objects

See also:

[Authorization Check \[Extern\]](#)

Log (PT/PY/FI-TV)

Log (PT/PY/FI-TV)

Use

At various points during the [archiving procedure \[Seite 25\]](#), you can create a log so that you can check the activities performed. If a particular step could not be performed, an error message is written to the log.

Features

Log to be created	Step	Possible error message
Statistics on success of assignment	Assign personnel numbers	Personnel number has a country assignment that is different from the one you specified in the archiving group
Statistics on canceling assignment	Cancel assignment of personnel numbers	
Create log for personnel numbers that gave rise to errors	Test HR preparations for archiving	Date of the last master data change is earlier than the date of the retroactive accounting limit
Create log for personnel numbers that gave rise to errors	Perform HR preparations for archiving	Date of the last master data change is earlier than the date of the retroactive accounting limit Personnel number is locked
Detailed log	Perform archiving for payroll results (PA_CALC)	
Detailed log	Perform archiving for time evaluation results (PA_TIME)	
Detailed log	Perform archiving for trips (PA_TRAVEL)	

Activities

To create a log, you must do the following:

Step	Activity	Note
Assign personnel numbers	On the <i>Assignment of Personnel Numbers to an Archiving Group</i> selection screen, select the <i>Log</i> option under <i>Other data</i>	If an error occurs, a log is created even if you did not select the <i>Log</i> option

Cancel assignment of personnel numbers	On the <i>Assignment of Personnel Numbers to an Archiving Group</i> selection screen, select the <i>Log</i> option under <i>Other data</i>	See the <i>Assign personnel numbers</i> step
Test HR preparations for archiving	On the <i>Test Run for HR Preparations for Archiving</i> screen, select the <i>Log</i> option	See the <i>Assign personnel numbers</i> step
Perform HR preparations for archiving	On the <i>HR Preparations for Archiving</i> screen, select the <i>Log</i> option	See the <i>Assign personnel numbers</i> step
Perform archiving for payroll results (PA_CALC)	On the <i>Maintain Variant: Report RPAR1W00, Variant ...</i> screen, select the <i>Detailed log</i> option under <i>Test options</i>	You should only create a detailed log to pinpoint errors in exceptional circumstances because it is very detailed and takes a long time to create. The system always informs you of the archiving status and errors, even if you do not select the <i>Detailed log</i> option
Perform archiving for time evaluation results (PA_TIME)	On the <i>Maintain Variant: Report RPAR5W00, Variant ...</i> screen, select the <i>Detailed log</i> option under <i>Test options</i>	See the <i>Perform archiving for payroll results (PA_CALC)</i> step
Perform archiving for trips (PA_TRAVEL)	On the <i>Maintain Variant: Report RPAR2W00, Variant ...</i> screen, select the <i>Detailed log</i> option under <i>Test options</i>	See the <i>Perform archiving for payroll results (PA_CALC)</i> step

Release Upgrade (PT/PY/FI-TV)

If a release upgrade is performed in your system and it changes the database structure, you must convert the archive files that you want to continue to display.

Conversion of 3.1 Archives

The database structure for payroll results and time evaluation results has changed for release 4.0A.

If a release is upgraded from a 3.1 to a 4.0 system, the payroll results and time evaluation results on the database are converted automatically. The system determines whether payroll results and time evaluation results have been archived in the 3.1 system. The conversion log indicates which payroll results and time evaluation results have already been archived.

To convert the 3.1 archive, proceed as follows:

Start the following reports as a batch job:

- RPAR1U40 for converting payroll results
- RPAR5U40 for converting time evaluation results

This writes the payroll results and time evaluation results of the archiving objects to the new system structures, and then writes them back to the archive files together with the new structure. This enables you to display payroll results and time evaluation results archived in a 3.1 system in your current system.

Conversion of 4.0 Archives

If a release is upgraded from a 4.0 system to a 4.5 or 4.6 system, there is no need to convert payroll results or time evaluation results.

Archiving Procedure (PT/PY/FI-TV)

Purpose

This procedure determines how archiving is performed for data from the *Payroll*, *Time Management*, and *Travel Management* components.

Prerequisites

You have determined when archiving takes place in accordance with the following criteria:

- [Country-specific regulations \[Seite 53\]](#) affect the [archiving date \[Seite 18\]](#).
- Neither *Payroll* nor subsequent programs may run at the same time.
- Only minor changes can be made to master data during archiving.
- System load must be as low as possible, especially during the archiving run itself.

You have the required [authorizations \[Seite 21\]](#).

Process Flow

Archiving consists of the following phases:

1. Archiving group

This enables you to determine the characteristics of the archiving group, such as the archiving date and assigned archiving objects.

The following steps can be performed for the archiving group:

 - Create
 - Change
 - Change description
 - Delete
2. Personnel numbers

If you want to archive data for several personnel numbers together, you assign the personnel numbers to an archiving group. By doing so, you determine that the archiving group's archiving date and retroactive accounting limit apply to the assigned personnel numbers. The system creates a subtype record in the *Archived Objects* infotype (0283) for each assigned personnel number and for each archiving object.

The following steps can be performed for the personnel numbers:

 - Assign
 - Cancel assignment
 - Display list of assigned personnel numbers
3. HR preparations for archiving

When data is archived, various interdependencies exist between the *Payroll*, *Time Management*, and *Travel Management* components from which data can be archived. To ensure that data to be archived from all of these components is reconciled completely, the necessary preparatory steps are taken in this phase of the archiving procedure.

When the *Test HR preparations for archiving* and *Perform HR preparations for archiving* steps are performed, each personnel number assigned to the current archiving group is checked in accordance with the following criteria for the period preceding the archiving date:

Component	Checked criteria
-----------	------------------

Archiving Procedure (PT/PY/FI-TV)

<i>Payroll</i>	<p>Have master data changes occurred that are relevant to payroll?</p> <p>Are there any country-specific regulations [Seite 53] that prevent HR preparations for archiving?</p>
<i>Time Management</i>	<p>Have master data changes occurred that are relevant to time management?</p> <p>Are there any unprocessed time events [Extern]?</p>
<i>Travel Management</i>	<p>Are there any trips for which accounting has not been performed?</p> <p>Is there any trip data that has not been transferred?</p> <p>Do any of the trips to be archived not have the transfer status that you specified for the archiving group in question?</p> <p>Do any of the trips to be archived include trip planning data?</p> <p>Is the status of a posting run incorrect?</p>

The data is organized to prevent access by programs that change it. Such programs include the payroll driver and trip data entry report.

You are advised to perform HR preparations for archiving when system load is low.

The data that you want to archive is not removed from the database until these preparations are complete.

The following steps can be performed for HR preparations for archiving:

- Test
- Release
- Perform
- Undo
- Exit
- Display archiving status of personnel numbers

4. Archiving

The data prepared for archiving in the previous phase is now written by the system in a number of steps to an archive file, saved to a suitable storage medium (such as magnetic tape), and finally deleted from the database.

In this phase of the archiving procedure, large datasets are transferred. This makes it time-consuming. You are advised to perform this phase when system load is low.

The following steps can be performed for archiving:

- Perform
- Exit

All of the steps can be performed at different times and by different persons.

Access Data Archiving (PT/PY/FI-TV)

Procedure

Depending on the component from which you want to access archiving, you choose one of the following menu paths:

Component	Menu path
<i>Payroll (PY)</i>	<i>Human resources → Payroll → <country> → Tools → Archiving</i>
<i>Time Management (PT)</i>	<i>Human resources → Time management → Administration → Tools → Archiving</i>
<i>Travel Management (FI-TV)</i>	<i>Human resources → Travel management → Travel expenses → Tools → Archiving</i> or <i>Accounting → Financial accounting → Travel management → Travel expenses → Tools → Archiving</i>

You can also access Data Archiving using the transaction PU22.

Result


You have accessed the *Archiving Data* screen.

Create Archiving Group (PT/PY/FI-TV)

Prerequisites

You have accessed the [Archiving Data \[Seite 27\]](#) screen.

Procedure

1. Choose .
2. Enter the required data.
The system displays an overview of the characteristics determined for the [archiving group \[Seite 15\]](#).
3. Confirm that you want to create the archiving group.

Result

The system displays the new archiving group in the overview tree under the status *Created*. To carry out the further steps in the archiving process, select the archiving group and in the right screen area, select the step you want to carry out.

See also:

[Archiving Procedure \(PT/PY/FI-TV\) \[Seite 25\]](#)

Change Archiving Group (PT/PY/FI-TV)

Use

If, during the archiving process, you notice that you cannot use an archiving group as you wanted for archiving, you can change the characteristics of the [archiving group \[Seite 15\]](#). It is also possible that you have mistakenly entered incorrect characteristics of the archiving group, for example the wrong archiving date or country. Depending on the archiving group's status, you can change all or some of its characteristics:

Status of archiving group	Possible changes
<i>Created</i>	All characteristics
<i>Personnel numbers assigned</i>	Archiving date and retroactive accounting limit
<i>In test</i>	Archiving date and retroactive accounting limit
<i>Released for HR preparations</i>	Description
<i>Released for archiving</i>	Description
<i>Archiving complete</i>	Description



In the [Assign personnel numbers \[Seite 32\]](#) step you notice that a large number of the personnel numbers whose data you want to archive cannot be assigned to the archiving group. This can be the case, for example, if those personnel numbers did not exist in the system before the archiving date that you specified for the archiving group. In that case you can subsequently change the archiving date of the archiving group. You must, however, take note of the [country-specific provisions \[Seite 53\]](#).

Prerequisites

- You have accessed the [Archiving Data \[Seite 27\]](#) screen.
- You have selected the archiving group that you want to change.

Procedure

1. In the *Edit archiving group* group box, choose *Change*.
2. Enter the required data.

The system displays an overview of the archiving group's characteristics that have been changed.

3. Confirm your changes.

See also:

[Archiving Procedure \(PT/PY/FI-TV\) \[Seite 25\]](#)

Change Description of Archiving Group (PT/PY/FI-TV)



Use

You can change the description of an [archiving group \[Seite 15\]](#) at any time during the archiving procedure. This step does not depend on the status of the archiving group.

Prerequisites

- You have accessed the [Archiving Data \[Seite 27\]](#) screen.
- You have selected the archiving group whose description you want to change.

Procedure

1. In the *Edit archiving group* group box, choose  *Change text*.
2. Change the description.
3. Choose  *Continue*.
4. Confirm the change.

See also:

[Archiving Procedure \(PT/PY/FI-TV\) \[Seite 25\]](#)

Delete Archiving Group (PT/PY/FI-TV)

Use

You delete an [archiving group \[Seite 15\]](#) that you cannot or do not want to use for archiving. This can, for example, be the case if a large number of the personnel numbers whose data you want to archive cannot be assigned to this archiving group. You can subsequently [change \[Seite 29\]](#) or delete and newly create such an archiving group. If you have to change several or all of the archiving group's characteristics, then deletion is easier.




If personnel numbers are assigned to the archiving group, the system deletes all of their subtypes pertaining to the [Archived Objects infotype \[Seite 17\]](#) (0283) that belong to this archiving group.

Prerequisites

- You have accessed the [Archiving Data \[Seite 27\]](#) screen.
- You have selected the archiving group that you want to delete.
- The archiving group has the *Created*, *Personnel numbers assigned*, or *In test* status.

Procedure

1. In the *Edit archiving group* group box, choose  *Delete*.
2. Confirm the deletion.

See also:

[Archiving Procedure \(PT/PY/FI-TV\) \[Seite 25\]](#)

Assign Personnel Numbers (PT/PY/FI-TV)



Use

If you want to archive data for several personnel numbers together, you assign them to an archiving group.

Prerequisites

- You have accessed the [Archiving Data \[Seite 27\]](#) screen.
- You have selected the [archiving group \[Seite 15\]](#) to which you want to assign personnel numbers.
- The archiving group has the *Created*, *Personnel numbers assigned*, or *In test* status.
- You have the [authorization \[Seite 21\]](#) for the personnel numbers you want to assign.
- The personnel numbers are assigned to the country that you specified for *Payroll* when you created the archiving group.

Procedure

1. In the *Personnel numbers* group box, choose  *Assign*.
2. On the selection screen, specify the personnel numbers that you require.
3. Specify whether a [log \[Seite 22\]](#) must be created.
4. Choose .

Result

If you specified that a log must be created, the system displays statistics on the status of the assignment. The system assigns the selected personnel numbers to the archiving group if the following conditions are satisfied:

- The country grouping of the personnel numbers matches the country grouping of the archiving group.
- Data from the period you specified for archiving has not been archived already.
- If you want to archive payroll results, payroll results exist for the employee in the period you specified for archiving.
- If you want to archive time evaluation results, the employee has at least one record of infotype 0007 *Planned Working Time* whose *Time Mgmt status* field **does not** contain status *0 - No time evaluation* in the period you specified for archiving.

The archiving group has the *Personnel numbers assigned* status. The system creates a subtype record in the [Archived Objects infotype \[Seite 17\]](#) (0283) for each archiving object of the current archiving group for which data exists for an employee you assigned to the archiving group.



You want to archive payroll results and time evaluation results in the archiving group. One employee only has payroll results in the period specified. He or she does not have any time evaluation results. In this instance, the system only creates a subtype record for payroll results for the employee.

Each subtype record has the *Initialized* archiving status.



If the archiving group had the *In test* status before you assigned new personnel numbers to it, you are advised to perform the test run once again so that the personnel numbers you have just assigned are also tested.

If selected personnel numbers could not be assigned, you can correct the errors as follows:

- Adjust the archiving group's archiving date and retroactive accounting limit to the selected personnel numbers, and then reassign them to the archiving group. If you require further information, see [Change Archiving Group \[Seite 29\]](#).
- Create an additional archiving group with different characteristics, and assign to it the personnel numbers you could not assign to the old archiving group.



You can, for example, select an earlier archiving date for some personnel numbers than for others. The system ensures that the data not included in this archiving run because of the earlier date is included in the next archiving run.

See also:

[Archiving Procedure \[Seite 25\]](#)

Canceling the Assignment of Personnel Numbers (PT/PY/FI-TV)

Use

You can remove personnel numbers from an [archiving group \[Seite 15\]](#)

- if you decide not to archive the data for certain personnel numbers after all
- If, for example, when you test the HR preparations for archiving, errors occur for certain personnel numbers, but you still want to archive the data belonging to the other personnel numbers in the archiving group.





If you cancel a personnel number's assignment to an archiving group, the system deletes all of the subtype records pertaining to the [Archived Objects infotype \[Seite 17\]](#) (0283) that belong to the archiving group for this personnel number. The subtype records created by the system during previous archiving runs are retained.

Prerequisites

- You have accessed the [Archiving Data \[Seite 27\]](#) screen.
- You have selected the archiving group from which you want to remove personnel numbers.
- The archiving group has the *Personnel numbers assigned, In test, or Released for HR preparations* status.
- The [Perform HR Preparations for Archiving \[Seite 37\]](#) step has not been executed.

Procedure

1. In the Personnel numbers group box, choose  Cancel assignment.
2. On the selection screen, specify the personnel numbers that you require.
3. Specify whether a [log \[Seite 22\]](#) must be created.
4. Choose .

If you specified that a log must be created, the system displays statistics on the changed assignment.

Result

The selected personnel numbers are removed from the archiving group. The system deletes the subtype records pertaining to the *Archived Objects* infotype (0283).

If you cancelled the archiving group assignment for all personnel numbers, the archiving group has the *Created* status once again.

See also:

[Archiving Procedure \(PT/PY/FI-TV\) \[Seite 25\]](#)

Test HR Preparations for Archiving (PT/PY/FI-TV)

Use

Payroll cannot run for personnel numbers in an [archiving group \[Seite 15\]](#) with the *Released for HR preparations* status. Once you have performed the *Release for HR preparations for archiving* step, you cannot perform retroactive accounting runs, not even to correct errors. For this reason, you are advised to perform a test run prior to this step. During this test run, data is subjected to the same tests as when the *Perform HR preparations for archiving* step is performed.



You can perform the test run for all or just some of the personnel numbers that are assigned to the archiving group. If changes that affect archiving are made after the test run has been performed, you are advised to perform the test run once again for the changed personnel numbers.

The checks are time-consuming, and for this reason, you are advised to execute the step in the background.

Prerequisites

- You have accessed the [Archiving Data \[Seite 27\]](#) screen.
- You have selected the archiving group for which you want to test the HR preparations for archiving.
- The archiving group has the *Personnel numbers assigned* status.

Procedure

1. In the *HR preparations for archiving* group box, choose  *Test run*.
2. Determine whether you want to perform the test run for some or all of the personnel numbers in the archiving group, and choose .

If you want to perform the test run for some of the personnel numbers, enter the required personnel numbers on the selection screen:

3. Specify whether a [log \[Seite 22\]](#) must be created.
4. Choose *Program* → *Execute in background*.

If you specified that a log must be created, the system displays statistics on the test run.

Result

The archiving group has the *In test* status.

If errors occur, you can solve them by

- Waiting for a retroactive accounting run for personnel numbers with master data for which the payroll has not run, and then re-testing HR preparations for archiving
- [Cancel assignment of personnel numbers \[Seite 34\]](#)
- [Change archiving group \[Seite 29\]](#)
- [Delete archiving group \[Seite 31\]](#)

See also:

[Archiving Procedure \(PT/PY/FI-TV\) \[Seite 25\]](#)

Release for HR Preps for Archiving (PT/PY/FI-TV)


Use

By performing this step, you prevent personnel numbers that are assigned to the current [archiving group \[Seite 15\]](#) from being included in payroll runs.

Prerequisites

- You have accessed the [Archiving Data \[Seite 27\]](#) screen.
- You have selected the archiving group that you want to release for HR preparations for archiving.
- The archiving group has the *Personnel numbers assigned* or *In test* status.

Procedure

In the *HR preparations for archiving* group box, choose  *Release*.
You are still on the *Archiving Data* screen.

Result

The archiving group has the *Released for HR preparations* status. This prevents you from executing the *Change archiving group* or *Delete archiving group* steps.

To ensure data consistency, programs capable of changing data for personnel numbers to be archived must not run during *HR preparations for archiving*. For this reason, you cannot start the payroll driver or programs used to delete payroll results after you have used the release function.

See also:

[Archiving Procedure \(PT/PY/FI-TV\) \[Seite 25\]](#)

Perform HR Preps for Archiving (PT/PY/FI-TV)

Use



Before you perform this step, you are advised to perform the [Test HR preparations for archiving \[Seite 35\]](#) step.

When you perform this step, checks are executed for each personnel number. The checks ensure that archiving is performed properly. This is time-consuming, so you are advised to execute the step in the background.




For more information about the checks that the system carries out, see [Archiving Procedure \(PT/PY/FI-TV\) \[Seite 25\]](#)

You can maintain master data during this step. Personnel numbers are only locked temporarily while they are processed.

Prerequisites

- You have accessed the [Archiving Data \[Seite 27\]](#) screen.
- You have selected the [archiving group \[Seite 15\]](#) for which you want to execute the HR preparations for archiving.
- The archiving group has the *Released for HR preparations* status.

Procedure

1. In the *HR preparations for archiving* group box, choose  *Perform*.
2. Specify whether a [log \[Seite 22\]](#) must be created.
3. Choose *Program* → *Execute in background*.

Result

If Successful:

The system makes the following changes for each personnel number:

- The end date is updated for each subtype record of the [Archived Objects infotype \[Seite 17\] \(0283\)](#). The *Prepared for archiving* status is also set for each subtype record.
- In infotype 0003 *Payroll Status*, the earliest personal retroactive accounting limit is checked and, if necessary, overwritten by the new value. If the new retroactive accounting limit to be set is an earlier date than the limit that is currently valid, the old value is retained. Otherwise, the existing retroactive accounting limit is overwritten by the retroactive accounting limit from the archiving group.
- The keys of the data records to be archived are written to their own cluster directory or table, and deleted from the cluster directory for the data. This occurs for each component for which an archiving object has been assigned to the archiving group.

Master data is unlocked for unrestricted maintenance activities.

If you perform the *HR preparations for archiving* step and then determine that a personnel number requires retroactive accounting in the period prior to the archiving date, or that a personnel number must be removed from the archiving group, execute the [Undo HR preparations for archiving \[Seite 39\]](#) step. You can then cancel the assignment of personnel numbers to an archiving group.

Perform HR Preps for Archiving (PT/PY/FI-TV)

After you have performed the *HR preparations for archiving* step, data that has been prepared for archiving cannot be accessed by the payroll or time evaluation driver. At this point, however, it still exists in the database. Retroactive accounting runs are no longer possible for archived periods.

If Errors Occur:

If the HR preparations for archiving give rise to errors, you must either solve the errors or remove the problematic personnel numbers from the archiving group. Unless you have corrected all of the errors, you cannot perform the [Exit HR preparations for archiving \[Seite 40\]](#) step.

If a personnel number gives rise to errors, the *Archived Objects* infotype (0283) for that personnel number is changed as follows:

- If a personnel number is locked, each subtype record that was created by the current archiving group has the *Locked personnel number* status. Subtype records that were created by previous archiving runs remain unchanged.
 - Remove the cause of the lock, by, for example, ending master data maintenance for these personnel numbers. Then execute the HR preparations for archiving again.
- If an error occurs in a particular component (for example in HR) the subtype record in question has the *Rejected* status. The subtype records of other components continue to have the *Initialized* status. To remove the errors, you can [cancel the assignment of personnel numbers to an archiving group \[Seite 34\]](#).

Undo HR Preparations for Archiving (PT/PY/FI-TV)




Use

You can undo HR preparations for archiving for all or just some of the personnel numbers that are assigned to the [archiving group \[Seite 15\]](#). Once you have used the undo function, you can cancel the personnel numbers' assignment to an archiving group. You can then trigger retroactive accounting runs.

Prerequisites

- You have accessed the [Archiving Data \[Seite 27\]](#) screen.
- You have selected the archiving group for which you want to undo the HR preparations for archiving.
- The archiving group has the *Released for HR preparations* status.
- The [exit HR preparations for archiving \[Seite 40\]](#) step has not been performed.

Procedure

1. In the *HR preparations for archiving* group box, choose  *Undo*.
2. Determine whether you want to undo HR preparations for archiving for some or all of the personnel numbers, and choose .
If you want to undo HR preparations for archiving for some of the personnel numbers, enter those numbers on the selection screen.
3. Specify whether a [log \[Seite 22\]](#) must be created.
4. Specify whether the retroactive accounting limits in infotype 0003 *Payroll Status* must be re-created.
5. Choose .

Result

If you specified that the retroactive accounting limit in infotype 0003 *Payroll Status* must be re-created, the earliest personal retroactive accounting limit for the selected personnel numbers is reset to the value that applied before the *Perform HR Preparations for Archiving* step was performed.

The system makes the following changes for each subtype record of the [Archived Objects](#) infotype [\[Seite 17\]](#) (0283):

- The end date is reset to the value that applied before the *Perform HR Preparations for Archiving* step was performed
- The retroactive accounting limit is reset to the value that applied before the *Perform HR Preparations for Archiving* step was performed
- Each subtype record is assigned the *Initialized* archiving status

The system deletes the keys of the data records to be archived from the directory especially created for this purpose, and writes them back to the directory for the data. This occurs for each component whose data is archived in this archiving group.

See also:

[Archiving Procedure \(PT/PY/FI-TV\) \[Seite 25\]](#)

Exit HR Preparations for Archiving (PT/PY/FI-TV)

Use

With this step you release the data of the personnel numbers assigned to the [archiving group \[Seite 15\]](#) for archiving.


Prerequisites

- You have accessed the [Archiving Data \[Seite 27\]](#) screen.
- You have selected the archiving group for which you want to exit the HR preparations for archiving.
- The archiving group has the *Released for HR preparations* status.
- You have [performed the HR preparations for archiving \[Seite 37\]](#). While performing the preparations, the system did not reject any personnel numbers, or you have removed the rejected personnel numbers from the archiving group. Therefore, all of the personnel numbers that are assigned to this archiving group have the *Prepared for archiving* status in each subtype of the [Archived Objects infotype \[Seite 17\]](#) (0283).



You can check the archiving status of the personnel numbers in the Archived objects infotype in the [display archiving status of personnel numbers \[Seite 41\]](#) step.

Procedure

1. In the *HR preparations for archiving group* box, choose  *Exit*.
2. When the system queries your choice of function, confirm.

Result

The archiving group has the *Released for archiving* status.

The data can be accessed by other programs once again.

See also:

[Archiving Procedure \(PT/PY/FI-TV\) \[Seite 25\]](#)

Display Archiving Status of Pers Nos (PT/PY/FI-TV)



Use

With this step you can check whether you still have to process individual personnel numbers in the [archiving group \[Seite 15\]](#) before you can archive your data. If there were errors in the personnel numbers, the system informed you in the preceding steps of the archiving process. To review this information, you can use this step to check the archiving status for the personnel numbers in the [archived objects infotype \[Seite 17\]](#) (0283). The corresponding subtype records of infotype 0283 are displayed for the personnel numbers.

Prerequisites

- You have accessed the [Archiving Data \[Seite 27\]](#) screen.
- You have selected the archiving group for which you want to display the archiving status of the personnel numbers.
- The archiving group has the *Personnel numbers assigned, In test, or Released for HR preparations* status.

Procedure

1. In the *HR preparations for archiving* group box, choose  *Analyze*.
2. Select one or more archiving statuses.
3. Choose .

Result

Depending on the selected archiving status, the system displays a list of personnel numbers assigned to the current archiving group. The list is sorted by archiving status and the subtypes of infotype 0283 *Archived Objects*.

If a personnel number has the archiving status *Locked personnel number* or *Rejected*, proceed as described in [HR Preparations for Archiving \[Seite 37\]](#) in the section *If Errors Occur*.

See also:

[Archiving Procedure \(PT/PY/FI-TV\) \[Seite 25\]](#)

Perform Archiving (PT/PY/FI-TV)

Use

- This step enables you to access *Archive Administration*. You use it to create an archiving job. The archiving job transfers the data that is assigned to the [archiving group \[Seite 15\]](#) in separate [archiving objects \[Extern\]](#) to an archive file.


To improve performance, you are advised to start the archiving job directly on the database server that contains the data to be archived. Archiving is time-consuming. For this reason, you should perform archiving when system load is very low, such as the weekend.

During the archiving job, background jobs should not run for *Payroll* or reporting purposes because they are also very time-consuming.

Prerequisites

- You have accessed the [Archiving Data \[Seite 27\]](#) screen.
- You have selected the archiving group for which you want to perform archiving.
- The archiving group has the *Released for archiving* status.

Procedure


- In the *Archiving* group box, choose  *Perform*.
- On the *Access Archive Administration Transaction* screen, select the archiving object you want to archive first.

You can only choose archiving objects that belong to the current archiving group.

- Choose .
- On the *Archive Administration: Create Archive Files* screen, create a variant.

Proceed for the individual archiving objects as follows:

Archiving object	For more information, see
Time evaluation results PA_TIME	Archiving - Maintaining Variants (PT) [Seite 71]
Payroll results PA_CALC	Archiving - Maintaining Variants (PY) [Seite 48]
Trips PA_TRAVEL	Archiving - Maintaining Variants (FI-TV) [Seite 79]

- On the *Archive Administration: Create Archive Files* screen, enter the [start date \[Extern\]](#) and [spool parameters \[Extern\]](#).
- Choose .
- If the current archiving group includes several archiving objects, go back to the *Access Archive Administration Transaction* screen.
- Choose the next archiving object, and repeat steps 3 to 6.

Result

During each archiving run, an archive file is created for an archiving object assigned to the archiving group. On the specified start date, the system writes the archive file to the output device that you specified in the spool parameters.

The system then deletes successfully archived data automatically from the database. You do not have to delete the data manually.

Once a job has finished successfully, the system sets the archiving status to *Archived* for the subtype record of the [Archived Objects \[Seite 17\]](#) infotype (0283).

See also:

[Archiving Procedure \(PT/PY/PI-TV\) \[Seite 25\]](#)

[Archiving Procedure \[Extern\]](#)

Exit Archiving (PT/PY/FI-TV)


Use

In this step, the system checks that archiving was successful. All of the personnel numbers assigned to the [Archiving Group \[Seite 15\]](#) are checked to ensure that the subtype records of the [Archived Objects \[Seite 17\]](#) infotype (0283) have the *Archived* status. If they do not have this status, there is a technical error in *Archive Administration*.

Prerequisites

- You have accessed the [Archiving Data \[Seite 27\]](#) screen.
- You have selected the archiving group for which you want to end archiving.
- You have [performed archiving \[Seite 42\]](#).

Procedure

In the *Archiving* group box, choose  *Exit*.

Result

The archiving group has the *Archiving complete* status.

See also:

[Archiving Procedure \(PT/PY/FI-TV\) \[Seite 25\]](#)

Archiving Payroll Results (PY)

Definition

The PA_CALC archiving object is used to archive results from *Payroll* (PY).

Use

To archive payroll results, you must first access the *Data Archiving* transaction to create an archiving group and make the required preparations. You can then use the *Archive Administration* transaction to write the payroll results to an archive file and delete them from the database.

These preparations are necessary so that you do not delete payroll results that are still required for payroll or reporting runs because of country-specific statutory regulations.



If you require further information, see [Archiving Data \(PT/PY/FI-TV\) \[Seite 14\]](#).

The following functions can be used for archiving object PA_CALC:

- [Archive \[Seite 48\]](#)
- Delete
 - The standard system settings determine that the deletion program is accessed automatically after data has been archived. You are recommended not to change this setting.
- [Analyze \[Seite 50\]](#)
- [Management \[Extern\]](#)

For more information, see [Archiving Procedure \[Extern\]](#)

Structure

The PA_CALC archiving object is used to archive all of the data contained in import/export file PCL2 in cluster Rx (x stands for a country-specific letter, see [Country-Specific Information \(PY\) \[Seite 53\]](#)).

The Rx cluster contains the payroll results themselves. The CU cluster contains information about which payroll results exist. If you archive payroll results, the system transfers the information on these payroll results from cluster CU to cluster CA. Clusters CU and CA are not archived. As a result, information on which payroll results exist or have ever existed for a personnel number is always retained in the system.

A record of archiving object PA_CALC has an approximate size of 4-8 KB.

Integration

If you have integrated the *Time Management*, *Payroll*, and *Travel Management* components, you must reconcile the [archiving date \[Seite 18\]](#) and [retroactive accounting limit \[Seite 20\]](#) of each integrated component. Reconciliation takes place irrespective of whether the archiving objects in question are assigned to one or more archiving groups. The system helps you to determine data when you create an archiving group.

Archiving Object-Specific Customizing (PY)

Use

With this function you perform customizing for the archiving object PA_CALC. For example, you specify the maximum size of an archive file and make settings regarding the deletion program.

Integration

As well as the customizing specific to archiving objects, you must perform [general customizing \[Extern\]](#).



If you also use data archiving in other components, for example *Logistics*, it may be that the general customizing settings have already been made. In that case, check whether you need to change or add to the settings with respect to archiving data in this component.

Activities

1. On the initial screen of [Archive Administration \[Extern\]](#), enter PA_CALC in the *Object name* field and choose *Customizing*.
2. Choose *Archiving Object-Specific Customizing: Technical Settings* and make the required settings.

For further information, see [Archiving-Object-Specific Customizing \[Extern\]](#).

Archiving Periods and Criteria (PY)

Frequency

The number of data records created for payroll, the amount of memory space available, and the speed at which your system accesses data are all factors that determine how often you are required to perform archiving.

Archiving Date

The [archiving date \[Seite 18\]](#) that you specify when creating an archiving group enables you to determine the date up to which payroll results are archived.

Archiving - Maintain Variant (PY)

Use

Each time an archiving run is performed, you must create a variant for *Archiving*. This variant creates an archive file for the PA_CALC archiving object of the specified archiving group.

On the specified start date, the system writes the archive file to the output device that you specified in the spool parameters. The system then deletes the archived data from the database.



You must not access the reports for archiving and deleting payroll results directly from the *Archive Administration* transaction.



You should only archive and delete payroll results in the [Archiving Data \[Seite 27\]](#) transaction. Specific preparatory steps are taken to ensure that interdependencies between the *Payroll*, *Time Management*, and *Travel Management* components are taken into account, and to reconcile archiving dates with retroactive accounting limits.

If you require further information, see [Archiving Procedure \(PT/PY/Fl-TV\) \[Seite 25\]](#).

Prerequisites

- You have [created an archiving group \[Seite 28\]](#) to which you have [assigned personnel numbers \[Seite 32\]](#), and you have [made HR preparations for archiving \[Seite 37\]](#).
- You have accessed *Archive Administration* by executing the [Perform Archiving \[Seite 42\]](#) step.
- You have accessed the *Archive Administration: Create Archive Files* screen.

Procedure

1. Enter a variant name, and choose  *Maintain*.
2. If necessary, determine whether you want to use the variant for all selection screens or just for archiving payroll results, and choose  *Continue*.
3. Choose the required archiving group.

To document the procedure, you can enter a comment or note to characterize the archiving run. For example, you could enter information on the archiving period.

4. Choose  *Attributes*.

This takes you to the *ABAP: Save Variant Attributes* screen.

5. Make the required settings, and save the variant.



You are advised to start the archiving run as an initial *test run* so that you can identify and solve errors before archiving properly, if necessary. In this case, the system does not create an archive file or delete the table entries.

Specify whether a detailed log must be created for the test run. The system displays statistics even if the *Detailed log* option has not been selected. The information in this short log includes error messages and the number of archived records.



If you want to use the same variant for the productive archiving run, you must use the job overview to delete the successful test run.

See also:

[Creating Archive Files \[Extern\]](#)

Display Archived Payroll Results (PY)

Display Archived Payroll Results (PY)

Use

You can display archived payroll results without writing them back to the database. To do so, use report H99_DISPLAY_PAYRESULT (*Display Payroll Results*). You can use this report to display both archived and non-archived payroll results.

You can display archived payroll results in the following ways:



- in [Archive administration \[Extern\]](#)
- in the respective country version of *Payroll*



Archived payroll results are **not** displayed using the Archive Information System (SAP AS) because report H99_DISPLAY_PAYRESULT is available for this purpose.

Procedure

In Archive administration

1. Enter object name **PA_CALC**, and choose .
2. Choose  *Analyze*.

The screen *Archive administration: Execute Analysis Program* appears. The *Dialog* option and the read program H99_DISPLAY_PAYRESULT are preset.

3. Choose .
4. Enter the relevant selection criteria and choose .

The system displays the archived and non-archived payroll results together. You can recognize archived payroll results by the entry in the *Archiving Group* field.

In Payroll

In the respective *Payroll* country version, you can find the report in the *Tools* menu. The system displays the archived payroll results in the same way as in *Archive administration*.

Authorizations (PY)

To read, write, and delete the PA_CALC archiving object, you require authorization S_ARCH_ALL, which is valid for all archiving objects. If you want to restrict authorization to the PA_CALC archiving object, you can use authorization S_ARCH_ALL as a template for your own authorization.

If you require further information, choose *Basis Components* → *Computing Center Management System* → [Users and Authorizations \[Extern\]](#).

See also:

[Authorizations \(PT/PY/FI-TV\) \[Seite 21\]](#)

Currency Changeover to the Euro (PY)

The currency changeover to the euro has no effect on archiving. Archived payroll results are not changed over to the euro. As a result, you do not have to write archived payroll results back to the database.

Country-Specific Information (PY)

All countries can archive payroll results. For the following countries, the system takes into account special country-specific conditions when archiving:

- [Austria \[Seite 54\]](#)
- [Switzerland](#)
- [Germany](#)
- [Spain \[Seite 59\]](#)
- [United Kingdom \[Seite 60\]](#)
- [Japan \[Seite 61\]](#)
- [Latin America \[Seite 62\]](#)
 - Argentina
 - Brazil
 - Mexico
 - Venezuela
- [USA \[Seite 64\]](#)

For all [other countries \[Seite 66\]](#), general provisions concerning the archiving date and retroactive accounting limit apply.

Austria: Archiving Payroll Results (PY)**Austria: Archiving Payroll Results (PY)****Archiving date and retroactive accounting limit**

When payroll results are archived for Austria, the general information on the [archiving date \[Seite 18\]](#) and [retroactive accounting limit \[Seite 20\]](#) applies.

Irrespective of the statutory regulations you must observe, you can set the retroactive accounting limit to meet the requirements of your enterprise or collective agreement.

Interval between archiving date and retroactive accounting limit

The interval between the archiving date and the retroactive accounting limit is determined by the following factors:

- **Valuation of averages**
Depending on the number of periods that you need for the valuation of averages, you can archive payroll results only up to a certain time. The more averages periods you need, the further in the past you must put the archiving date.
- **Retroactive accounting for the previous year**
If the law regarding taxes or social insurance changes, it may be necessary to carry out retroactive accounting for the year preceding the current one. If the payroll results of the preceding year have already been archived, retroactive accounting is no longer possible. The system therefore makes sure that you can only archive payroll results that no longer need to be available for retroactive accounting.

The System Checks your Entries

When [creating an archiving group \[Seite 28\]](#), you can specify the retroactive accounting limit or the archiving date. The system checks your entries and responds accordingly:

You choose	The system
a retroactive accounting limit in the current year x or in the year x-1	asks you to enter an earlier retroactive accounting limit
a retroactive accounting limit in the year x-2 or earlier	calculates the latest possible archiving date that allows the valuation of averages and ELDA notifications to take place correctly.
an archiving date from which the system calculates a retroactive accounting limit in the current year or in the year x-1	asks you to enter an earlier archiving date
an archiving date from which the system calculates a retroactive accounting limit in the year x-2 or earlier.	calculates the earliest possible retroactive accounting limit that allows the valuation of averages and ELDA notifications to take place correctly.

You can change the system's default retroactive accounting limit to a later date.

You can change the system's default archiving date to an earlier date.

Valuation of averages

You enter the number of periods used for the valuation of averages when you create and change an archiving group in the *Country-Specific Parameters for Payroll* dialog box. The system suggests the highest number of periods determined in Customizing for the calculation of averages.

Public Sector

In the public sector it may be necessary to carry out practically unlimited retroactive accounting. In such a case, you may have to archive payroll results in very restricted amounts or not at all.

Switzerland: Archiving Payroll Results (PY)

Archiving date and retroactive accounting limit

When payroll results are archived for Switzerland, the general information on the [archiving date \[Seite 18\]](#) and [retroactive accounting limit \[Seite 20\]](#) applies.

Country-Specific Information

Irrespective of the statutory regulations you must observe, you can set the retroactive accounting limit to meet the requirements of your enterprise or collective agreement.

When payroll results are archived for Switzerland, the system ensures that at least two complete calendar years lie between the current payroll period and the archiving date.

The System Checks your Entries

When [creating an archiving group \[Seite 28\]](#), you can specify the retroactive accounting limit or the archiving date. The system checks your entries and responds accordingly:

You choose	The system
A retroactive accounting limit that meets the statutory regulations	Determines the archiving date by suggesting the latest date to take account of the selected retroactive accounting limit and the minimum interval of two calendar years
A retroactive accounting limit that is later than allowed by the statutory regulations	Sets the retroactive accounting limit to the latest date to take account of the statutory deadlines, and uses it to determine the default archiving date
An archiving date that is compatible with the statutory regulations on the retroactive accounting limit	Suggests a corresponding retroactive accounting limit
An archiving date that is later than allowed by the statutory regulations on the retroactive accounting limit	Requires you to enter a different archiving date, which it then uses to determine a default retroactive accounting limit

You can change the system's default retroactive accounting limit to a later date.

You can change the system's default archiving date to an earlier date.

Checks

You cannot archive personnel numbers for which a multiple payroll has run. They must be removed from the archiving group.

Germany: Archiving Payroll Results (PY)

Archiving date and retroactive accounting limit

When payroll results are archived for Germany, the general information on the [archiving date \[Seite 18\]](#) and [retroactive accounting limit \[Seite 20\]](#) applies.

Irrespective of the statutory regulations you must observe, you can set the retroactive accounting limit to meet the requirements of your enterprise or collective agreement.

Interval between archiving date and retroactive accounting limit

The interval between the retroactive accounting limit and the archiving date is determined by the following factors:

- Valuation of averages
Depending on the number of periods that you need for the valuation of averages, you can archive payroll results only up to a certain time. The more averages periods you need, the further in the past you must put the archiving date.
- March clause
In cases where the March clause has to be taken into account, the payroll results are needed in the system for longer. In that case, the archiving date must therefore lie further in the past.

When [creating \[Seite 28\]](#) or [changing an archiving group \[Seite 29\]](#), you can specify either the retroactive accounting limit or the archiving date. The system uses the retroactive accounting limit to calculate a suggested archiving date, or uses the archiving date to calculate a suggested retroactive accounting limit. The system chooses for the retroactive accounting limit the earliest date, and for the archiving date the latest date possible, taking into account the above-mentioned factors.

March clause

In its calculations the system takes the March clause into account as follows:

You enter the following	The system calculates the following date	Reason
You select a retroactive accounting limit that lies between 1 January and 31 March in a year x	Depending on the number of periods that you entered for the valuation of averages, the system sets an archiving date on 31 October of year x-2 or earlier	Because of the March clause, the system needs the payroll results from the year before the year in which the retroactive accounting limit lies, as well as the payroll results from the months November and December of the year before that.
You select a retroactive accounting limit that lies between 1 April and 31 December in a year x.	Depending on the number of periods that you entered for the valuation of averages, the system sets an archiving date on 31 October of year x-1 or earlier	The March clause does not have to be taken into account

Germany: Archiving Payroll Results (PY)

You select an archiving date that lies between 1 January and 31 October in a year x	Depending on the number of periods that you entered for the valuation of averages, the system sets the retroactive accounting date on 1 April of year x+1 or earlier	The March clause does not have to be taken into account
You select an archiving date that lies between 1 November and 31 December in a year x	Depending on the number of periods that you entered for the valuation of averages, the system sets the retroactive accounting date on 1 April of year x+2 or earlier	Because of the March clause, the system needs the payroll results from the year before the year in which the retroactive accounting limit lies, as well as the payroll results from the months November and December of the year before that.

You can change the system's default retroactive accounting limit to a later date.

You can change the system's default archiving date to an earlier date.

Start date for DEUEV

If you create or change an archiving group, the system sets a new DEUEV start date automatically. When the system calculates the default value for the archiving date or retroactive accounting date, you receive a corresponding message.

Periods for the valuation of averages

You determine the number of periods used for the valuation of averages when you create and change an archiving group on the *Country-Specific Parameters for Payroll* dialog box. The system suggests the highest number of periods determined in Customizing for the calculation of averages.

Additional Subtypes in the Archived Objects Infotype (0283)

If you [assign personnel numbers \[Seite 32\]](#) to an archiving group, the system creates at the same time additional subtypes for DEUEV and miners' DEUEVO in the [Archived Objects infotype \[Seite 17\] 0283](#).

Checks

If an employee works for the Civil Service, the system determines whether there are any delayed payments to be effected two months later. You cannot archive this employee's payroll results.

Spain: Archiving Payroll Results (PY)

Archiving date and retroactive accounting limit

When payroll results are archived for Spain, the general information on the [archiving date \[Seite 18\]](#) and [retroactive accounting limit \[Seite 20\]](#) applies.

Country-Specific Information

For technical reasons, the retroactive accounting limit and archiving date for Spain are fixed in the system and cannot be changed.

Settings

The earliest payroll period that you can archive is always the one two years before the current period. It is therefore guaranteed that when you archive payroll results, there is always at least a full calendar year between the retroactive accounting limit and the archiving date.

United Kingdom: Archiving Payroll Results (PY)

Archiving date and retroactive accounting limit

When payroll results are archived for the United Kingdom, the general information on the [archiving date \[Seite 18\]](#) and [retroactive accounting limit \[Seite 20\]](#) applies.

Country-Specific Information

Irrespective of the statutory regulations you must observe, you can set the retroactive accounting limit to meet the requirements of your enterprise or collective agreement.

When archiving payroll results, the system takes UK statutory regulations into account. It must be possible to perform retroactive accounting for three whole fiscal years. You must also be able to display the payroll results from the four fiscal years that precede this retroactive accounting limit. This means that

- There must be at least three complete fiscal years between the current payroll period and the archiving date
- The payroll results from the four preceding fiscal years must not be deleted from the database without being archived

When determining the interval between the archiving date and the retroactive accounting limit, the system also takes note of whether you perform valuations of averages and if so, which period is used for this purpose.

The System Checks your Entries

When [creating an archiving group \[Seite 28\]](#), you can specify the retroactive accounting limit or the archiving date. The system checks your entries and responds accordingly:

You choose	The system
A retroactive accounting limit that meets the statutory regulations	Determines an archiving date by suggesting the latest date to take account of all of the above prerequisites
A retroactive accounting limit that is later than allowed by the statutory regulations	Sets the retroactive accounting limit to the latest date to take account of the statutory deadlines, and uses it to determine the default archiving date
An archiving date that is compatible with the statutory regulations on the retroactive accounting limit	Suggests a corresponding retroactive accounting limit
An archiving date that is later than allowed by the statutory regulations on the retroactive accounting limit	Requires you to enter a different archiving date, which it then uses to determine a default retroactive accounting limit

You can change the system's default retroactive accounting limit to a later date.

You can change the system's default archiving date to an earlier date.

Checks

You cannot archive personnel numbers for which a multiple payroll has run. They must be removed from the archiving group.

Japan: Archiving Payroll Results (PY)

When payroll results are archived for Japan, the general information on the [archiving date \[Seite 18\]](#) and [retroactive accounting limit \[Seite 20\]](#) applies.

Irrespective of the statutory regulations you must observe, you can set the retroactive accounting limit to meet the requirements of your enterprise or collective agreement.

Interval between archiving date and retroactive accounting limit

The interval between the archiving date and the retroactive accounting limit is determined by the following factors:

- Valuation of averages

Depending on the number of periods that you need for the valuation of averages, you can archive payroll results only up to a certain time. The more averages periods you need, the further in the past you must put the archiving date.
- Legal provisions for retroactive accounting

The law requires that retroactive accounting must be possible for the two years preceding the current year. If the payroll results of the two preceding years have already been archived, retroactive accounting is no longer possible. The system therefore makes sure that you can only archive payroll results that no longer need to be available for retroactive accounting.

The System Checks your Entries

When [creating an archiving group \[Seite 28\]](#), you can specify the retroactive accounting limit or the archiving date. The system checks your entries and responds accordingly:

You choose	The system
a retroactive accounting limit in the current year x, in the year x-1 or in the year x-2	asks you to enter an earlier retroactive accounting limit
a retroactive accounting limit in the year x-3 or earlier	calculates the latest possible archiving date that allows the valuation of averages to take place correctly.
an archiving date from which the system calculates a retroactive accounting limit in the current year x, in the year x-1 or in the year x-2.	asks you to enter an earlier archiving date
an archiving date from which the system calculates a retroactive accounting limit in the year x-3 or earlier.	calculates the earliest possible retroactive accounting limit that allows the valuation of averages to take place correctly.

You can change the system's default retroactive accounting limit to a later date.

You can change the system's default archiving date to an earlier date.

Valuation of averages

You determine the number of periods used for the valuation of averages when you create and change an archiving group on the *Country-Specific Parameters for Payroll* dialog box. The system suggests the highest number of periods determined in Customizing for the calculation of averages.

Latin America: Archiving Payroll Results (PY)

When payroll results are archived for Latin America, the general information on the [archiving date \[Seite 18\]](#) and [retroactive accounting limit \[Seite 20\]](#) applies.

Irrespective of the statutory regulations you must observe, you can set the retroactive accounting limit to meet the requirements of your enterprise or collective agreement.

Interval between archiving date and retroactive accounting limit

The interval between the archiving date and the retroactive accounting limit is determined by the following factors:

- **Valuation of averages**
Depending on the number of periods that you need for the valuation of averages, you can archive payroll results only up to a certain time. The more averages periods you need, the further in the past you must put the archiving date.
- **Retroactive accounting**
Retroactive accounting must be possible for any period in the current year. If you archive payroll results from the current year, retroactive accounting is not possible. The system therefore makes sure that you can only archive payroll results that no longer need to be available for retroactive accounting.
- **Legal provisions**
The law requires that there must be at least one calendar year between the retroactive accounting limit and the archiving date. The system takes account of this provision when it calculates the archiving date or retroactive accounting limit.

The System Checks your Entries

When [creating an archiving group \[Seite 28\]](#), you can specify the retroactive accounting limit or the archiving date. The system checks your entries and responds accordingly:

You choose	The system
a retroactive accounting limit in the current year x	asks you to enter an earlier retroactive accounting limit
a retroactive accounting limit in the year x-1 or earlier	calculates the latest possible archiving date that allows <ul style="list-style-type: none"> • the valuation of averages to be carried out correctly • the minimum interval of one year to be taken into account
an archiving date from which the system calculates a retroactive accounting limit in the current year x	asks you to enter an earlier archiving date
an archiving date from which the system calculates a retroactive accounting limit in the year x-1 or earlier.	calculates the earliest possible retroactive accounting limit that allows <ul style="list-style-type: none"> • the valuation of averages to be carried out correctly • the minimum interval of one year to be taken into account

You can change the system's default retroactive accounting limit to a later date.

You can change the system's default archiving date to an earlier date.

Valuation of averages

You determine the number of periods used for the valuation of averages when you create and change an archiving group on the *Country-Specific Parameters for Payroll* dialog box. The system suggests the highest number of periods determined in Customizing for the calculation of averages.

USA: Archiving Payroll Results

Archiving date and retroactive accounting limit

When payroll results are archived for the USA, the general information on the [archiving date \[Seite 18\]](#) and [retroactive accounting limit \[Seite 20\]](#) applies.

Irrespective of the statutory regulations and technical requirements you must observe, you can set the retroactive accounting limit to meet the requirements of your enterprise or collective agreement.

Interval between archiving date and retroactive accounting limit

The interval between the archiving date and the retroactive accounting limit is determined by the following factors:

- **Retroactive accounting limit**

For potential retroactive accounting, the payroll results from the current year and the year before must be available in the system. This also means that W-2 printing can be carried out at any time.



You want to archive on 20 June 2000. The latest possible retroactive accounting limit is in this case 1 January 1999. You can, however, also choose an earlier retroactive accounting limit, if you want to allow retroactive accounting further in the past.

- **Reports**

For reports, the system also needs the payroll results of a complete calendar year before the retroactive accounting limit. For this period, it is also possible to print W-2c.



You want to archive on 20 June 2000. As the retroactive accounting limit, you choose 1 January 1999. The latest possible archiving date is therefore 31 December 1997. If, on the other hand, you enter as the retroactive accounting limit any date in the year 1998, the latest possible archiving date is 31 December 1996. You can also choose an even earlier archiving date, if you need to keep the payroll results in the system for a longer period of time, for example so that you can run reports.

- **Valuation of averages**

When the system calculates the interval between the archiving date and the retroactive accounting limit, it also takes into account whether you want to make valuations of averages. Depending on the period that you need for the valuation of averages, you can archive payroll results only up to a certain time. The more averages periods you need, the further in the past you must put the archiving date.

The System Checks your Entries

When [creating an archiving group \[Seite 28\]](#), you can specify the retroactive accounting limit or the archiving date. The system checks your entries and responds:

You choose	The system
a retroactive accounting limit in the current year x, or after 1 January in the year x-1	asks you to select a retroactive accounting limit on 1 January of year x-1 or earlier

USA: Archiving Payroll Results

a retroactive accounting limit on 1 January of the year x-1 or earlier	calculates the latest possible archiving date that allows reports and, if required, valuation of averages to take place correctly.
a retroactive accounting limit in the current year x, in the year x-1 or in the year x-2	asks you to enter an archiving date from which it can calculate a retroactive accounting limit that lies on 1 January in the year x-1 or earlier
an archiving date in the year x-3 or earlier	<p>suggests the earliest possible retroactive accounting limit that leaves a full calendar year between the archiving date and the retroactive accounting limit. The interval between the archiving date and the retroactive accounting limit can also be much longer than one year, since</p> <ul style="list-style-type: none"> • reports always require a full calendar year (1 January to 31 December) • the system may also have to take into account the period that you need for the calculation of intervals

Other Countries (PY)

The system cannot take into account special country-specific conditions for any other countries. The SAP settings regarding the archiving date and the retroactive accounting limit are a recommendation. Check whether legal or other conditions exist in your country, which might affect the archiving of payroll data. You may have to select a retroactive accounting limit or an archiving date that is further in the past than the one in the standard.

Interval between archiving date and retroactive accounting limit

The interval between the archiving date and the retroactive accounting limit is determined by the following factors:

- **Retroactive accounting**

The system provides for retroactive accounting in the current calendar year and in the two calendar years preceding the current one. It ensures that when archiving, you select a retroactive accounting limit that meets these conditions. If, for example, you want to archive payroll results on 4 March 2000, the latest retroactive accounting limit you can select is 1 January 1998.

- **Reports**

In addition, the system assumes that the payroll results from two whole calendar years before the retroactive accounting limit must be available for reports. It therefore makes sure that you can only archive payroll results that no longer need to be available for such reports. If, for example, you select 1 January 1998 as the retroactive accounting limit, you can only archive your payroll results up to 31 December 1995.



For reports, the system requires the payroll results from two **full** calendar years. If the retroactive accounting limit lies at the end of a year, for example on 1 December 2000, the interval between the archiving date and the retroactive accounting limit is therefore nearly three calendar years. The payroll results from the years 1998 and 1999, and in addition the payroll results from the eleven months of the year 2000 up to the retroactive accounting limit, must be available in the system.

The System Checks your Entries

When [creating an archiving group \[Seite 28\]](#), you can specify the retroactive accounting limit or the archiving date. The system checks your entries and responds accordingly:

You choose	The system
a retroactive accounting limit in the current year x, in the year x-1 or in the year x-2	asks you to enter an earlier retroactive accounting limit
a retroactive accounting limit in the year x-3 or earlier	calculates the latest possible archiving date that allows the conditions for reports to be met
an archiving date from which the system calculates a retroactive accounting limit in the current year x, in the year x-1 or in the year x-2.	asks you to enter an earlier archiving date
an archiving date from which the system calculates a retroactive accounting limit in the year x-3 or earlier.	calculates the earliest possible retroactive accounting limit that allows the conditions for reports to be met

You can change the system's default retroactive accounting limit to a later date.

You can change the system's default archiving date to an earlier date.

Archiving Time Evaluation Results (PT)

Definition

The PA_TIME archiving object is used to archive time evaluation results from *Time Management* (PT).

Use

To archive time evaluation results, you must first access the *Archiving Data* transaction to create an archiving group and make the required preparations. You can then use the *Archive Administration* transaction to write the time evaluation results to an archive file and delete them from the database.

These preparations are necessary so that you do not delete time evaluation results that are still required for payroll or reporting runs because of country-specific regulations.



If you require further information, see [Archiving Data \(PT/PY/FI-TV\) \[Seite 14\]](#).

The following functions can be used for archiving object PA_TIME:

- [Archive \[Seite 71\]](#)
- Delete
 - The standard system settings determine that the deletion program is accessed automatically after data has been archived. You are recommended not to change this setting.
- [Analyze \[Seite 73\]](#)
- [Management \[Extern\]](#)

For more information, see [Archiving Procedure \[Extern\]](#)

Structure

The PA_TIME archiving object is used to archive time evaluation results stored in database table PCL2 in cluster B2. All cluster types are archived.

A record of archiving object PA_TIME has an approximate size of 4 KB.

Integration

If you have integrated the *Time Management* and *Payroll* components, you must reconcile the retroactive accounting limit and archiving date of each integrated component. Reconciliation takes place irrespective of whether the archiving objects in question are assigned to one or more archiving groups. The system helps you to determine data when you create an archiving group.

Archiving-Object-Specific Customizing (PT)

Use

With this function you perform customizing for the archiving object PA_TIME. For example, you specify the maximum size of an archive file and make settings regarding the deletion program.

Integration

As well as the customizing specific to archiving objects, you must perform [general customizing \[Extern\]](#).



If you also use data archiving in other components, for example *Logistics*, it may be that the general customizing settings have already been made. In that case, check whether you need to change or add to the settings with respect to archiving data in this component.

Activities

1. On the initial screen of [Archive Administration \[Extern\]](#), enter **PA_TIME** in the *Object name* field and choose *Customizing*.
2. Choose *Archiving-Object-Specific Customizing: Technical Settings* and make the required settings.

For further information, see [Archiving-Object-Specific Customizing \[Extern\]](#).

Archiving Periods and Criteria (PT)

Frequency

The number of time evaluation results that have been created determines how often you are required to perform archiving.

Archiving Date

The [archiving date \[Seite 18\]](#) that you specify when creating an archiving group enables you to determine the date up to which time evaluation results are archived.

Archiving - Maintaining Variants (PT)

Use

Each time an archiving run is performed, you must create a variant for archiving. This variant creates an archive file for the PA_TIME archiving object of the specified archiving group.

On the specified start date, the system writes the archive file to the output device that you specified in the spool parameters. The system then deletes the archived time evaluation results from the database.



You must not access the reports for archiving and deleting time evaluation results directly from the *Archive Administration* transaction.



You should archive and delete time evaluation results in the [Archiving Data \[Seite 27\]](#) transaction only. Specific preparatory steps are taken to ensure that interdependencies between the *Payroll*, *Time Management*, and *Travel Management* components are taken into account, and to reconcile archiving dates with retroactive accounting limits.


If you require further information, see [Archiving Procedure \(PT/PY/FI-TV\) \[Seite 25\]](#).

Prerequisites

- You have [created an archiving group \[Seite 28\]](#) to which you have [assigned personnel numbers \[Seite 32\]](#), and you have [made HR preparations for archiving \[Seite 37\]](#).
- You have accessed *Archive Administration* by executing the [Perform Archiving \[Seite 42\]](#) step.
- You have accessed the *Archive Administration: Create Archive Files* screen.

Procedure

4. Enter a variant name, and choose  *Maintain*.
5. If necessary, determine whether you want to use the variant for all selection screens or just for archiving time evaluation results, and choose  *Continue*.
6. Choose the required archiving group.

To document the procedure, you can enter a comment or note to characterize the archiving run. For example, you could enter information on the archiving period.
6. Choose  *Attributes*.

This takes you to the *ABAP: Save Variant Attributes* screen.
7. Make the required settings, and save the variant.



You are advised to start the archiving run as an initial *test run* so that you can identify and solve errors before archiving properly, if necessary. In this case, the system does not create an archive file or delete the table entries.

Specify whether a detailed log must be created for the test run. The system displays statistics even if the *Detailed log* option has not been selected. The information in this short log includes error messages and the number of archived PCL2 entries.

Archiving - Maintaining Variants (PT)

If you want to use the same variant for the productive archiving run, you must use the job overview to delete the successful test run.

See also:

[Creating Archive Files \[Extern\]](#)

Display Archived Time Evaluation Results (PT)

Use

You can display archived time evaluation results without writing them back to the database. To do so, use report RPCLSTB2 (*Display Time Evaluation Results (Cluster B2)*). You can use this report to display archived and non-archived time evaluation results.

You can display archived time evaluation results:



- In [Archive Administration \[Extern\]](#)
- In *Time Management*



Archived time evaluation results are **not** displayed using the Archive Information System (SAP AS) because report RPCLSTB2 is available for this purpose.

Procedure

In Archive Administration

1. Enter object name **PA_TIME**, and choose .
2. Choose  *Analyze*.

This takes you to the *Archive Administration: Execute Analysis Program* screen. The *Dialog* option and RPCLSTB2 read program are preset.

3. Choose .
4. Enter the required selection criteria and choose .

In Time Management

Choose *Tools* → *Evaluation result* → *Display*. The system displays the archived time evaluation results in the same way as in *Archive Administration*.

Authorizations (PT)

Authorizations (PT)

To read, write, and delete the PA_TIME archiving object, you require authorization S_ARCH_ALL, which is valid for all archiving objects. If you want to restrict authorization to the PA_TIME archiving object, you can use authorization S_ARCH_ALL as a template for your own authorization.

If you require further information, choose *Basis Components* → *Computing Center Management System* → [Users and Authorizations \[Extern\]](#).

See also:

[Authorizations \(PT/PY/FI-TV\) \[Seite 21\]](#)

Archiving Trip Data (FI-TV)

Definition

The PA_TRAVEL archiving object is used to archive trip data from *Travel Management* (FI-TV).

Use

To archive trip data, you must first access the *Data Archiving* transaction to create an archiving group and make the required preparations. You can then use the *Archive Administration* transaction to write the trip data to an archive file and delete it from the database.

When preparing for archiving, you are first required to specify how the trip costs were accounted, and where they were transferred to. Depending on the business processes at your enterprise, you can use one or more of the following options:

- Transfer to *Payroll*
- Transfer to *Accounting*
- Transfer with data carrier



If you require further information, see [Archiving Data \(PT/PY/FI-TV\) \[Seite 14\]](#).

Trip data is only archived if you set at least one of the following indicators on the *Additional Trip Data* screen when creating the archiving group:

- *Transfer to Payroll*
- *Transfer to Financial Accounting*
- *Transfer with data carrier*

If this indicator is not set for trip data, the trip data is not archived or deleted from the database. Instead, data is output to the archiving run log.

If you want to determine whether a transfer indicator has been set for all of the selected trip data, you can perform a [test run \[Seite 35\]](#) during the preparations.

If trip costs are accounted and paid without integration with *Payroll*, you can set any archiving date that you require. In this case, you can archive trip data independently of payroll results and time evaluation results. This data is also archived using the *Archive Data From HR Application Components* transaction.

The following functions can be used for archiving object PA_TRAVEL:

- [Archive \[Seite 79\]](#)
- Delete

The standard system settings determine that the deletion program is accessed automatically after data has been archived. You are recommended not to change this setting.

- [Analyze \[Seite 81\]](#)
- [Management \[Extern\]](#)

For more information, see [Archiving Procedure \[Extern\]](#)

Structure

The PA_TRAVEL archiving object consists of all of the trip data available for a personnel number up to the archiving date. The trip data is stored in tables PTRV_HEAD and PTRV_PERIO, and in the PCL1 database table in cluster TE.

Archiving Trip Data (FI-TV)

When you perform the [HR preparations for archiving \[Seite 37\]](#), the trip data to be archived is buffered in tables PTRV_ARCH_HEAD and PTRV_ARCH_PERIO and deleted from tables PTRV_HEAD and PTRV_PERIO. At the same time, table PTRV_ARCHIVE is created. It is used as a directory of the trip data to be archived. When you perform [archiving \[Seite 42\]](#), the trip data is transferred from tables PTRV_ARCH_HEAD and PTRV_ARCH_PERIO to the archive file. Table PTRV_ARCHIVE remains in the system.

A record of archiving object PA_TRAVEL has an approximate size of 4.5 KB.

Integration

If you have integrated the *Travel Management*, *Time Management*, and *Payroll* components, the system reconciles the retroactive accounting limit and archiving date of each integrated component. Reconciliation takes place irrespective of whether the archiving objects in question are assigned to one or more archiving groups. If trip data and time evaluation results are written to *Payroll*, trip data archiving is also affected by statutory regulations that apply to archiving payroll results and time evaluation results.

Archiving-Object-Specific Customizing (FI-TV)

Use

With this function you perform customizing for the archiving object PA_TRAVEL. For example, you specify the maximum size of an archive file and make settings regarding the deletion program.

Integration

As well as the customizing specific to archiving objects, you must perform [general customizing \[Extern\]](#).



If you also use data archiving in other components, for example *Logistics*, it may be that the general customizing settings have already been made. In that case, check whether you need to change or add to the settings with respect to archiving data in this component.

Activities

1. On the initial screen of [Archive Administration \[Extern\]](#), enter PA_TRAVEL in the *Object name* field and choose *Customizing*.
2. Choose *Archiving Object-Specific Customizing: Technical Settings* and make the required settings.

For further information, see [Archiving-Object-Specific Customizing \[Extern\]](#).

Archiving Periods and Criteria (FI-TV)

Frequency

The amount of trip data that has been created determines how often you are required to perform archiving.

Archiving Date

If the *Travel Management* component is used independently of *Payroll*, you can choose any [archiving date \[Seite 18\]](#) you require.

The archiving date determines the trip data that can be selected for archiving and then deleted. The system compares the [for-period \[Extern\]](#) end date of all trips with the archiving date. It selects all of the trips whose for-period end date is further back in the past than, or the same as the archiving date.



The following restriction applies to all countries other than Germany and Austria:

If trips were created in an SAP system up to and including Release 3.0D, they can only be archived for calendar years. If such trip data exists in the year of the required archiving date, the archiving date is reset to December 31 of the year before the archiving date.

If all of the trips to be archived were created in a system after 3.0D, the archiving date is not reset.

Germany and Austria do not require you to process data differently in different releases.



You want to archive trip data in Switzerland, for example, up to October 31, 1996. At least one trip exists with a for-period end date before October 31, 1996 that was accounted in an SAP system up to or including 3.0D. In this case, the system sets the archiving date to December 31, 1995. Trips are **not** archived during this archiving run if their for-period end date occurs between January 01, 1996 and October 31, 1996.

In Germany and Austria, the archiving date is **not** reset. All trip data can be archived.

Archiving - Maintain Variant (FI-TV)

Use

Each time an archiving run is performed, you must create a variant for *Archiving*. This variant creates an archive file for the PA_TRAVEL archiving object of the specified archiving group.

On the specified start date, the system writes the archive file to the output device that you specified in the spool parameters. The system then deletes the archived data from the database.



You must not access the reports for archiving and deleting trip data directly from the *Archive Administration* transaction.



You should only archive and delete trip data in the [Archiving Data \[Seite 27\]](#) transaction. Specific preparatory steps are taken to ensure that interdependencies between the *Payroll*, *Time Management*, and *Travel Management* components are taken into account, and to reconcile archiving dates with retroactive accounting limits.

If you require further information, see [Archiving Procedure \(PT/PY/FI-TV\) \[Seite 25\]](#).

Prerequisites

- You have [created an archiving group \[Seite 28\]](#) to which you have [assigned personnel numbers \[Seite 32\]](#), and you have [made HR preparations for archiving \[Seite 37\]](#).
- You have accessed *Archive Administration* by executing the [Perform Archiving \[Seite 42\]](#) step.
- You have accessed the *Archive Administration: Create Archive Files* screen.

Procedure

7. Enter a variant name, and choose  *Maintain*.
8. If necessary, determine whether you want to use the variant for all selection screens or just for archiving trip data, and choose  *Continue*.
9. Choose the required archiving group.

To document the procedure, you can enter a comment or note to characterize the archiving run. For example, you could enter information on the archiving period.

8. Choose  *Attributes*.

This takes you to the *ABAP: Save Variant Attributes* screen.

9. Make the required settings, and save the variant.



You are advised to start the archiving run as an initial *test run* so that you can identify and solve errors before archiving properly, if necessary. In this case, the system does not create an archive file or delete the table entries.

Specify whether a detailed log must be created for the test run. The system displays statistics even if the *Detailed log* option has not been selected. The information in this short log includes error messages and the number of archived data records.

Archiving - Maintain Variant (FI-TV)

If you want to use the same variant for the productive archiving run, you must use the job overview to delete the successful test run.

See also:

[Creating Archive Files \[Extern\]](#)

Displaying Archived Trip Data (FI-TV)

Use

You can display archived trip data without writing it back to the database. To do so, use report RPCLSTTE (*Details of a Trip*). You can use this report to display both archived and non-archived trip data.

You can display archived trip data in the following ways:



- in [Archive administration \[Extern\]](#)
- in *Travel Management*



Archived trip data is **not** displayed using the Archive Information System (SAP AS) because report RPCLSTTE is available for this purpose.

Procedure

In Archive Administration

1. Enter object name **PA_TRAVEL**, and choose .
2. Choose  *Analyze*.

The screen *Archive administration: Execute Analysis Program* appears. The *Dialog* option and the read program RPCLSTTE are preset.

3. Choose .
4. Enter the relevant selection criteria and choose .

In Travel Management

Choose *Tools* → *Database reporting* → *Details of trip*. The system displays the archived trip data in the same way as in *Archive administration*.

Authorizations (FI-TV)

To read, write, and delete the PA_TRAVEL archiving object, you require authorization S_ARCH_ALL, which is valid for all archiving objects. If you want to restrict authorization to the PA_TRAVEL archiving object, you can use authorization S_ARCH_ALL as a template for your own authorization.

If you require further information, choose *Basis Components* → *Computing Center Management System* → [Users and Authorizations \[Extern\]](#).

See also:

[Authorizations \(PT/PY/FI-TV\) \[Seite 21\]](#)

Archiving Posting Documents (PY-XX-DT)

Definition

Archiving object PA_PDOC is used to archive posting documents (see [Posting Documents \[Extern\]](#)).

Use

You can archive posting documents used in a posting run if the posting run has one of the following statuses:

- Documents transferred
- Documents posted
- Cancellation documents transferred
- Cancellation documents posted
- Partial archiving performed

The following functions can be used for archiving object PA_PDOC:

- [Archive \[Seite 86\]](#)
- Delete
 - The standard system settings determine that the deletion program is accessed automatically after data has been archived. You are recommended not to change this setting.
- [Postprocessing \[Seite 88\]](#)
- [Analyze \[Seite 89\]](#)
- [Management \[Extern\]](#)

Structure

The PA_PDOC archiving object archives all of the line items in the documents selected by posting runs.

Table PPDHD (document headers) is archived but remains on the database.

The following data is **not** archived:

- Posting run attributes
- Line items from simulation runs
- Line items from incorrect documents

A container of archiving object PA_PDOC has an approximate size of 4 KB.

Integration

When data is posted to *Accounting*, the payroll results are supplemented by index files. Index files are used to assign payroll results for specific employees to document data. Index files are archived using the PA_PIDX archiving object. If you require further information, see [Archiving Index Files \(PY-XX-DT\) \[Seite 91\]](#).

Payroll results are archived using the PA_CALC archiving object. If you require further information, see [Archiving Payroll Results \(PY\) \[Seite 45\]](#).

Application Customizing (PY-XX-DT)

Use

The PA_PDOC archiving object does not require any Customizing settings.

Prerequisites

Before you can start archiving, [General Customizing \[Extern\]](#) must be performed. It is used to determine technical values for the archiving run, such as the name, path, and maximum size of the archive file, and the settings for the deletion program.

Archiving Periods and Criteria (PY-XX-DT)

Frequency

The number of documents created for posting, the amount of memory space available, and the speed at which your system accesses data are all factors that determine how often you are required to perform archiving.

Integration




You are advised to reconcile the archiving periods for archiving posting documents with the appropriate components in *Accounting*.

Archive Posting Documents (PY-XX-DT)

Prerequisites

You have accessed the initial [Archive Administration \[Extern\]](#) screen.

Procedure

1. Enter object name **PA_PDOC**, and choose .
The system lists the functions that you can execute for the specified archiving object.
2. Choose  *Archive*.
This takes you to the *Archive Administration: Create Archive Files* screen.
3. Maintain a [variant \[Seite 87\]](#).
4. Choose a *Start date*.
After you have saved, the traffic light must be green.
5. Enter the *Spool parameters*.
After you have saved, the traffic light must be green.
6. Choose .

Result

The line items of the posting documents selected by your variant are written to an archive file and then deleted from the database.

If you want to check the progress made by the archiving function, choose *Job overview*.

- If archiving is successful, the archiving run is assigned the *Finished* status.
- If archiving is not successful, the archiving run is assigned the *Cancelled* status.

In this case, repeat archiving as follows:

1. Solve the problem that caused the error.
2. In the job overview, delete the unsuccessful archiving run.
3. Repeat the archiving run using the same variant.

See also:

[Archiving Procedure \[Extern\]](#)

[The Archiving Procedure \[Extern\]](#)

[Archive Administration \[Extern\]](#)

Archiving - Maintain Variant (PY-XX-DT)

Use



Each time you perform an archiving run, even a test run, you must maintain your own variant for the *Archiving* procedure. This variant ensures that the lines in all posting documents belonging to the specified posting runs that have been posted successfully are written to an archive file.

On the specified start date, the archive file is written to the output device that you specified in the spool parameters. The system then deletes the archived data from the database.

Prerequisites

You have accessed the *Archive Administration: Create Archive Files* screen.

Procedure

1. Enter a variant name, and choose  *Maintain*.
2. If necessary, determine whether you want to use the variant for all selection screens or just for archiving posting documents, and choose  *Continue*.
3. For each run type, use the run number to choose the posting runs whose posting documents need to be archived.
 - If you have not archived before, choose all of the posting runs.
 - If you have archived posting documents before, choose the posting runs created since the last archiving run.

To document the procedure, you can enter a comment or note to characterize the archiving run. For example, you could enter information on the archiving period.

4. Choose  *Attributes*.

This takes you to the *ABAP: Save Variant Attributes* screen.

5. Make the required settings, and save the variant.



You are advised to start the archiving run as an initial *test run* so that you can identify and solve any errors before archiving properly. In this case, the system does not create an archive file or delete the table entries.



If you want to use the same variant for the productive archiving run, you must use the job overview to delete the successful test run.

See also:

[Creating Archive Files \[Extern\]](#)

Post-Processing - Maintain Variant (PY-XX-DT)

Use

In the post-processing phase, posting document line items that have not been archived are deleted. This includes






- Simulation documents
- Documents with the *Deleted* status

This enables you to rid your database of data that is not required in the archive or in your productive system.

Prerequisites

You have accessed the initial [Archive Administration \[Extern\]](#) screen.

Procedure

1. Enter object name **PA_PDOC**, and choose .
2. Choose  *Post-processing*.
3. Enter a variant name, and choose  *Maintain*.
4. If necessary, determine whether you want to use the variant for all selection screens or just for deleting posting run details, and choose  *Continue*.
5. On the *Maintain Variant: Report RPCIPQ00, Variant ...* screen, enter the required data and use the *Run number* to choose the required posting runs for each *Run type*.
It is a good idea to choose posting runs from the period for which you have already performed an archiving run.
6. Choose  *Attributes*.
This takes you to the *ABAP: Save Variant Attributes* screen.
7. Make the required settings, and save the variant.

See also:

[Schedule Post-Processing \[Extern\]](#)

Analyzing - Maintain Variant (PY-XX-DT)

Use

At this time, archived posting documents can only be displayed. You can display archived posting documents without writing them back to the database. To do so, use report RPCIPS00 (*Display Payroll Posting Document*).



You can also access report RPCIPS00 directly from *Payroll*. To do so, proceed as follows:

1. Choose *Subsequent activities* → *Per payroll period* → *Reporting* → *Posting to Accounting* → *Edit run*.

This takes you to the *Display Posting Runs* screen.

2. To display a *Document Overview*, double-click on an archived posting run.
3. To display a document, double-click on it.

If the document has been archived, a dialog box appears in which the system requires you to confirm that you really want to display the document. The system asks this question because displaying archived documents takes longer than displaying documents that are still in the database.







4. Confirm.

Archived posting documents are **not** displayed using the Archive Information System (SAP AS) because report RPCIPS00 is available for this purpose.

Prerequisites

You have accessed the initial [Archive Administration \[Extern\]](#) screen.

Activities

1. Enter object name **PA_PDOC**, and choose .
2. Choose  *Analyze*.
3. Choose *Batch* or *Dialog*.
4. Choose the *Read program*.
5. If you choose *Batch*, proceed as follows:
 - a. Enter a variant name, and choose  *Maintain*.
 - b. If necessary, determine whether you want to use the variant for all selection screens or just for displaying posting documents, and choose  *Continue*.
 - c. Enter the required selection criteria, and choose  *Attributes*.
 - d. Make the required settings, and save the variant.
6. If you choose *Dialog*, proceed as follows:
 - a. Choose .
 - b. Enter the required selection criteria, and save.

This takes you to the *ABAP: Save as Variant* screen.
 - c. Make the required settings, and save the variant.

Authorizations (PY-XX-DT)

You need the following authorizations for the PA_PDOC archiving object:

Authorization	Meaning
P_PYEV_ALL	All authorizations for posting runs
P_PYDOC_ALL	All authorizations for posting documents
S_ARCH_ALL	All authorizations for archiving

Archiving Index Files (PY-XX-DT)

Definition

Archiving object PA_PIDX is used to archive index files, which are created when [posting documents \[Extern\]](#) are generated.

Use

When data is posted to *Accounting*, index files are created. The index files are used to assign payroll results for specific employees to posting document data.

You can only archive index file entries if their payroll result has already been archived. If you require further information, see [Archiving Periods and Criteria \(PY-XX-DT\) \[Seite 93\]](#).

The following functions can be used for archiving object PA_PIDX:

- [Archive \[Seite 94\]](#)
- Delete
 - The standard system settings determine that the deletion program is accessed automatically after data has been archived. You are recommended not to change this setting.
- [Management \[Extern\]](#)

Structure

The PA_PIDX archiving object archives entries in tables PPOIX and PPOPX that belong to the selected posting runs.

Table PCALAC (selection of posted payroll results) is archived but remains on the database.

A container of archiving object PA_PIDX has an approximate size of 4 KB.

Integration

The archiving date for archiving object PA_PIDX corresponds to the earliest retroactive accounting date in *Payroll*. When PA_PIDX is archived, the system ensures that the index files are only archived up to the earliest retroactive accounting date in *Payroll*.

Application Customizing (PY-XX-DT)

Use

The PA_PIDX archiving object does not require any Customizing settings.

Prerequisites

Before you can start archiving, [General Customizing \[Extern\]](#) must be performed. It is used to determine technical values for the archiving run, such as the name, path, and maximum size of the archive file, and the settings for the deletion program.

Archiving Periods and Criteria (PY-XX-DT)

Frequency




The number of data records created each period for posting data to *Accounting*, the amount of memory space available, and the speed at which your system accesses data are all factors that determine how often you are required to perform archiving.

Archiving Date

You can only archive index files for posting data to *Accounting* up to the date up to which *Payroll* results have been archived.

Archiving Index Files (PY-XX-DT)

Procedure

1. Choose *Tools* → *Administration* → *Administration* → *Archiving*.
This takes you to the initial *Archive Administration* screen.
2. Enter object name **PA_PIDX**, and choose .
The system lists the functions that you can execute for the specified archiving object.
3. Choose  *Archive*.
This takes you to the *Archive Administration: Create Archive Files* screen.
4. Maintain a [variant \[Seite 95\]](#).
5. Choose a *Start date*.
After you have saved, the traffic light must be green.
6. Enter the *Spool parameters*.
After you have saved, the traffic light must be green.
7. Choose .

Result

The index files that you selected using the variant are written by the system to an archive file and then deleted from the database.

If you want to check the progress made by the archiving function, choose *Job overview*.

- If archiving is successful, the archiving run is assigned the *Finished* status.
- If archiving is not successful, the archiving run is assigned the *Cancelled* status.
In this case, repeat archiving as follows:
 1. Solve the problem that caused the error.
 2. In the job overview, delete the unsuccessful archiving run.
 3. Repeat the archiving run using the same variant.

See also:

[Archiving Procedure \[Extern\]](#)

[Archive Administration \[Extern\]](#)

Archiving - Maintain Variant (PY-XX-DT)

Use



Each time you perform an archiving run, even a test run, you must maintain your own variant for the *Archiving* procedure. This variant ensures that the index files and status belonging to the successfully posted posting runs are written to an archive file.

On the specified start date, the archive file is written to the output device that you specified in the spool parameters. The system then deletes the archived data from the database.

Prerequisites

You have accessed the *Archive Administration: Create Archive Files* screen.

Procedure

4. Enter a variant name, and choose  *Maintain*.
5. If necessary, determine whether you want to use the variant for all selection screens or just for archiving index files, and choose  *Continue*.
6. Use the run number for the *Payroll Posting* (PP) run type to select the posting runs whose index files need to be archived.
 - If you have not archived before, choose all of the posting runs.
 - If you have archived index files before, select the posting runs created since the last archiving run.

To document the procedure, you can enter a comment or note to characterize the archiving run. For example, you could enter information on the archiving period.

6. Choose  *Attributes*.

This takes you to the *ABAP: Save Variant Attributes* screen.

7. Make the required settings, and save the variant.



You are advised to start the archiving run as an initial *test run* so that you can identify and solve any errors before archiving properly. In this case, the system does not create an archive file or delete the table entries.



If you want to use the same variant for the productive archiving run, you must use the job overview to delete the successful test run.

See also:

[Create Archive Files \[Extern\]](#)

Display Archived Index Files (PX-XX-DT)

Use

You can display archived index files from *Payroll* without writing them back to the database.



Archived index files are **not** displayed using the Archive Information System (SAP AS) because the method described here is available for this purpose.

Procedure

1. Choose *Subsequent activities* → *Per payroll period* → *Reporting* → *Posting to Accounting* → *Edit run*.

This takes you to the *Display Posting Runs* screen.

2. To display a *Document Overview*, double-click on an archived posting run.
3. To display a document, double-click on it.

If the document has been archived, a dialog box appears in which the system requires you to confirm that you really want to display the document. The system asks this question because displaying archived documents takes longer than displaying documents that are still in the database.

4. Confirm.

The document is displayed.

5. To display the *Display Details for Payroll Posting Document* screen, double-click on a line item.

The system displays the index files.

Authorizations (PY-XX-DT)

You need the following authorizations for the PA_PIDX archiving object:

Authorization	Meaning
P_PYEV_ALL	All authorizations for payroll runs
P_PYDOC_ALL	All authorizations for posting documents
S_ARCH_ALL	All authorizations for archiving