

Financial Information System (FI)



HELP.FIGLIS

Release 4.6C



Copyright

© Copyright 2001 SAP AG. All rights reserved.

No part of this publication may be reproduced or transmitted in any form or for any purpose without the express permission of SAP AG. The information contained herein may be changed without prior notice.

Some software products marketed by SAP AG and its distributors contain proprietary software components of other software vendors.

Microsoft[®], WINDOWS[®], NT[®], EXCEL[®], Word[®], PowerPoint[®] and SQL Server[®] are registered trademarks of Microsoft Corporation.

IBM[®], DB2[®], OS/2[®], DB2/6000[®], Parallel Sysplex[®], MVS/ESA[®], RS/6000[®], AIX[®], S/390[®], AS/400[®], OS/390[®], and OS/400[®] are registered trademarks of IBM Corporation.

ORACLE[®] is a registered trademark of ORACLE Corporation.

INFORMIX[®]-OnLine for SAP and Informix[®] Dynamic Server[™] are registered trademarks of Informix Software Incorporated.

UNIX[®], X/Open[®], OSF/1[®], and Motif[®] are registered trademarks of the Open Group.

HTML, DHTML, XML, XHTML are trademarks or registered trademarks of W3C[®], World Wide Web Consortium, Massachusetts Institute of Technology.

JAVA[®] is a registered trademark of Sun Microsystems, Inc.

JAVASCRIPT[®] is a registered trademark of Sun Microsystems, Inc., used under license for technology invented and implemented by Netscape.

SAP, SAP Logo, R/2, RIVA, R/3, ABAP, SAP ArchiveLink, SAP Business Workflow, WebFlow, SAP EarlyWatch, BAPI, SAPPHIRE, Management Cockpit, mySAP.com Logo and mySAP.com are trademarks or registered trademarks of SAP AG in Germany and in several other countries all over the world. All other products mentioned are trademarks or registered trademarks of their respective companies.

Icons

Icon	Meaning
	Caution
	Example
	Note
	Recommendation
	Syntax
	Tip

Contents

Financial Information System (FI)	5
Financial Information System	6
Generating Evaluations for Customers and Vendors	7
Defining Grouping Criteria	8
Defining Evaluation Levels	9
Creating and Displaying Evaluations	11
Selecting Evaluations.....	12
Generating Evaluations in the Background.....	13
Displaying Evaluation Results.....	14
Defining an Initial Position.....	15
Functions in the Drilldown Lists	16
Displaying the Due Date Analysis.....	18
Displaying Payment History	20
Displaying Currency Analysis.....	22
Displaying Overdue Items.....	24
Displaying DSO Analysis	25
Displaying Terms Offered/Terms Taken Evaluations	26
Changing the Data Volume.....	28
Customizing the Accounts Receivable and Payable Information System	29
Creating Evaluation Views	30
Creating and Changing a Selection Variant for the Data Retrieval Program	31
Maintaining Evaluation Types	33
Defining Evaluations	34
Creating and Changing a Selection Variant for the Evaluation Program	35

Financial Information System (FI)

Financial Information System

Purpose

The financial information system enables you to run evaluations for the general ledger, accounts receivable, and accounts payable.

Implementation Considerations

For more information about the Customizing settings, see the Implementation Guide (IMG) under *Financial Accounting* → *Accounts Receivable and Accounts Payable* → *Information System*.

Features

The *Financial Accounting* application component is the primary database of the financial information system. This application is a central data pool that collects all accounting data from within an organization. The function of the financial information system is to evaluate this extensive database online and display the information on the screen in an easy-to-read form.

Within the **accounts receivable and payable information systems**, you can analyze individual operational areas as often as you require. You can evaluate, among other things, payment history, cash discount history, currency exposure among customers and vendors, or aging reports.

Additional Information

For a description of other evaluations available in the SAP Financial Accounting system, see the [Information system \[Ext.\]](#) in G/L accounting.

Generating Evaluations for Customers and Vendors

Use

An evaluation is a dataset you select and summarize according to predefined rules.

In a generation run, the system retrieves for each evaluation the necessary information from the databases and stores it as either a drilldown list or a sorted list in a table. When you display the evaluation at a later stage, the system only needs to access this table.

Integration

The evaluations described below are available for *Accounts Receivable (FI-AR)* and *Accounts Payable (FI-AP)*.

Prerequisites

You have made the relevant settings for the information system in Customizing (IMG) for *Financial Accounting*.

Features

You can use the financial information system to carry out the following evaluations and analyses for your customers:

[Due date breakdown \[Ext.\]](#)

[Payment history \[Ext.\]](#)

[Currency risk \[Ext.\]](#)

[Overdue items \[Ext.\]](#)

[DSO \(Days Sales Outstanding\) analysis \[Ext.\]](#)

[Terms offered/terms taken \[Ext.\]](#)

You can use the financial information system to carry out the following evaluations and analyses for your vendors:

- Due date breakdown
- Currency risk
- Overdue items

Display Currency

All totals are displayed in the currency of either the client (at client and business area level), the company code (at company code level), or the credit control area (at credit control area level). If conversion is required, the system does this automatically, using the exchange rates defined in the system that are valid on that date.

By selecting *Settings* → *Change* from a drilldown list, you can choose between the original currency (group currency, company code currency, and credit control area currency) and an analysis currency that you can define.

Defining Grouping Criteria

Defining Grouping Criteria

Use

The system creates drilldown lists for each evaluation. These are sorted according to freely-definable grouping criteria (such as country, company code, or group key). The data is summarized according to the grouping criteria.

You use the grouping criteria to determine how the drilldown list is generated.

Features

The following grouping criteria are contained in the standard system:

- Company code
- Business area
- Country
- Credit risk category (customers only)
- Credit representative group (customers only)
- Credit control area (customers only)

In addition, the following grouping criteria are also supplied for due date analysis:

- Dunning level (customers only)
- Accounting clerk (customers only)
- Industries (customers only)
- Cash management groups
- Reconciliation account

You can also break down the evaluation data according to other relevant fields, such as the postal code or document type, from the secondary index and master record. You cannot use fields from the document header or document segment.

Defining Evaluation Levels

Use

You can use different levels for each evaluation. Possible levels are:

- Group level
- Credit control area level
- Company code level
- Business area level

The combination of grouping criteria and evaluation level enables you to carry out a large number of different evaluations.

Prerequisites

In Customizing (IMG), you specify the levels at which evaluations should be made (see [Creating and Changing a Selection Variant for the Data Retrieval Program \[Page 31\] \[Page 31\]](#)).

Features

Using the configuration delivered in the standard system, you can generate specific drilldown lists. You can, for example, use the following drilldown lists for currency analysis:

- Drilldown by company code
 - at group level
 - at credit control area level
 - at business area level
- Drilldown by business area
 - at group level
 - at credit control area level
 - at company code level
- Drilldown by country
 - at group level
 - at credit control area level
 - at company code level
 - at business area level
- Drilldown by risk category
 - at group level
 - at credit control area level
 - at company code level
 - at business area level

Defining Evaluation Levels

- Drilldown by accounting clerk group
 - at group level
 - at credit control area level
 - at company code level
 - at business area level
- Drilldown by credit control area
 - at group level
 - at business area level

Creating and Displaying Evaluations

Use

Evaluations are generated according to the settings you have made in Customizing. Evaluations that need to be generated on a regular basis can be scheduled for specific dates. If you find that an evaluation does not provide the required results, you can modify the volume of data the information system supplies for the evaluations.

Integration

This function is used for creating evaluations for customers (FI-AR) and vendors (FI-AP).

Prerequisites

You have made the necessary settings in Customizing (IMG).

Features

In the following topics, you will learn how to

- Select evaluations
- Create evaluations
- Display evaluations
- Change the volume of data for the evaluations

Selecting Evaluations

Selecting Evaluations

Use

Within an evaluation view, you can use different evaluation options.

Prerequisites

The evaluations you can carry out are already defined in Customizing (IMG).

Procedure

You can vary evaluations using the:

- Account type
- Evaluation type
- Grouping criterion

To regenerate evaluations with the next generation run, proceed as follows:

1. From the main menu for *Accounts receivable* or *payable*, choose *Information system* → *Tools* → *Configure* → *Select evaluations*.
2. Select the checkbox of the evaluations you want to regenerate in the next generation run.
3. Save your selection.

Result

You have selected evaluations that will be regenerated during the next generation run.

Generating Evaluations in the Background

Use

In order to generate an evaluation, the system must analyze documents and, in some cases, master data. This can be very time-consuming. For this reason, evaluations are always processed in the background. For more information on background processing, see the documentation on *Getting Started With the R/3 System*.

Procedure

To create a background job for your evaluations, proceed as follows:

1. From the *Accounts receivable* or *payable* main menu, choose *Information system* → *Tools* → *Configure* → *Create evaluations*.
2. Enter a job name, a job class, and a target host for the background job.
3. Choose *Edit* → *Steps*.

Here you can define a variant for the job. Variant SAP_VARI is contained in the standard system and creates all evaluations. You can have the system run several jobs with different variants. Click *Variant list* to display a list of existing variants.



The program name defaulted by the system may not be changed or overwritten.

4. Save your steps.
5. You return to the *Define Background Job* screen.
6. Choose *Edit* → *Start time*.
7. You can schedule background processing for a specific time and date. To make, for example, daily, weekly, or monthly evaluations, you can have the system generate them automatically at the required intervals.
8. You can run your background job immediately or specify a start time and date.
9. Save your entries for the start time.
10. Save your background job.

Result

Your background job is scheduled. You can choose *Goto* → *Job overview* to obtain the status of all current background jobs you have created.

Displaying Evaluation Results

Displaying Evaluation Results

Use

You wish to display the reports you have selected.

Prerequisites

You determine which reports are contained in the information system and how this is structured in the Implementation Guide (IMG) for *Accounts Receivable and Accounts Payable*. This means that you can select your own report selection from the menu when you call up the information system.

Procedure

There are two ways of displaying evaluation results:

1. From the *SAP Easy Access* menu, choose *Information systems* → *Accounting* → *Financial accounting* → *Accounts receivable* → *Reports for Accounts Receivable accounting*
or
Accounts payable → *Reports for Accounts Payable accounting*.
2. From the *SAP Easy Access* menu, choose *Accounting* → *Financial accounting* → *Accounts receivable* → *Information system* → *Reports for Accounts Receivable accounting* or → *Reports for Accounts Payable accounting*.

Result

The reports you selected are displayed.

Defining an Initial Position

Use

If you use a certain evaluation or several evaluations on a regular basis, you can save the tree structure or the initial position you created for the structure.

Procedure

1. Call up the tree structure so that you reach the level you require most frequently.
2. Save the initial position you have chosen by selecting *Settings* → *Define initial position*.

Result

The section of the tree structure you displayed is saved as the initial position and is displayed next time you call up the report selection.

Further Information

You can delete the created structure under *Settings* → *Reset initial position*.

Functions in the Drilldown Lists

Functions in the Drilldown Lists

Use

You navigate directly to a drilldown list at the lowest level of the tree structure. The following functions are available in all drilldown lists:

Features

Printing	You can print every drilldown list. To do so, select <i>List</i> → <i>Print</i> .
Sorting	Using the Sort function, you can sort the lists by the displayed columns. When displaying the due date breakdown, for example, it is possible to sort the list by due items, items not yet due, or the total. When displaying payment history, you can sort the list by the medium-term and short-term days in arrears, or by the days in arrears of the open items, for example.
SAP Business Graphics	<p>When displaying the values resulting from the evaluations, you can switch between the common drilldown lists in the form of tables and SAP Business Graphics. SAP Business Graphics display the table values graphically, for example in the form of a 3D diagram.</p> <p>To use SAP Business Graphics, choose <i>Goto</i> → <i>Graphics</i>.</p> <p>For more information about SAP Business Graphics, see <i>BC – SAP Graphics: User Guide</i>.</p>
Displaying the selection criteria	<p>You can display the selection criteria you specified for each evaluation. These include:</p> <ul style="list-style-type: none"> - the selection criteria for the data retrieval program - the selection criteria for the evaluation program <p>To do so, choose <i>Extras</i> → <i>Selection log</i>. The individual selection criteria displayed here are defined in Customizing (see Creating and Changing a Selection Variant for the Data Retrieval Program [Page 31] [Page 31] and Creating and Changing a Selection Variant for the Evaluation Program [Page 35] [Page 35])</p>

Functions in the Drilldown Lists

<p>Currency display</p>	<p>When displaying the totals, you can switch from the original currency (client currency, company code currency, credit control area currency) to any evaluation currency of your choice. To do so, choose <i>Settings</i> → <i>Change</i>. As a default, the original currency is displayed.</p>
<p>Value display</p>	<p>In addition to absolute amounts, you can display percentages. To do so, choose <i>Settings</i> → <i>Change</i>.</p>
<p>Feature display</p>	<p>As a default, objects in drilldown lists are output as text. It is possible to switch from text display to numerical display. This would mean that, for example, countries are displayed in the form of country keys or customers are displayed in the form of customer keys. To do so, choose <i>Settings</i> → <i>Change</i>.</p>
<p>Scaling</p>	<p>You can change the display of the totals values. As a default, the entire amount is issued, including places after the decimal point. You can, for example, change this to a display in hundreds or thousands. To do so, choose <i>Settings</i> → <i>Change</i>.</p>
<p>Line item display</p>	<p>You can specify how the line item display is set up in your drilldown lists. To do so, choose <i>Settings</i> → <i>Change</i>.</p>
<p>Additional headings for the printout of the drilldown lists</p>	<p>You can choose which information is printed on the drilldown lists. To do so, choose <i>Settings</i> → <i>Change</i>.</p>

Displaying the Due Date Analysis

Displaying the Due Date Analysis

Use

You wish to display the evaluations for due date analysis. The display options are explained using the “country” grouping criterion at “group” level.

Features

Initial screen for due date analysis

On the initial screen for due date analysis, the system displays the following totals in lists per country or country key:

- Total of due items
- Totals of items not due
- Total of open customer or vendor items

Items are due when they are still unpaid on the due date for net payment.

Displaying further evaluations

From the initial screen, you can access the following evaluations:

- The following values are displayed per country:
 - the total of due items listed according to specific periods
 - the total of items due in the future (i.e. not yet due on the key date), listed according to the same periods

The list can be sorted according to your terms of payment or the terms of payment of your vendors, for example: up to 15 days, between 16 and 30 days, between 31 and 45 days, and more than 45 days. You can structure this sorted list as you like. For more information, see [Creating and Changing a Selection Variant for the Evaluation Program \[Page 35\]](#)

To display this evaluation option, proceed as follows:

1. On the initial screen, place the cursor on a country.
2. Select *Edit* → *Ol sorted list*.

The system displays a dialog box listing the due dates sorted by days for the country you selected.

You can scroll back and forth in the country list via *Previous feature* or *Next feature*.

- The evaluation displays the customers of a certain country with whom you have the largest amount of receivables or the vendors of a certain country to whom you owe the most payables. The receivables or payables not explicitly listed are issued as a total in the *Rest* line. To have the system do this, proceed as follows:
 1. Place the cursor on a country.
 2. Choose *Edit* → *Top n customers*.

Displaying the Due Date Analysis

In the following menu option, you have the option of listing your customers or vendors according to the due items, the items not due, or the total of open items. The system highlights the totals column by which the list of customers or vendors is sorted.

- You can scroll back and forth in the country list via *Goto* → *Previous feature* or *Next feature*.

From this drilldown list, you have two additional evaluation options:

- You can select a customer or vendor, and the line item analysis appears. To do so, proceed as follows:
 1. Place the cursor on a customer or vendor.
 2. Select *Edit* → *Line item analysis*.
- You can choose a customer or vendor and see the total of due items sorted according to specific periods and the total of items due in the future, that is, items not yet due on the evaluation key date, sorted according to the same periods. To do so, proceed as follows:
 1. Place the cursor on a customer or vendor.
 2. Select *Edit* → *OI sorted list*.

The system displays a dialog box listing the due dates sorted according to days for the customer or vendor you selected.

You can scroll back and forth in the customer or vendor lists via *Next customer* or *Previous customer*.

Displaying Payment History

Displaying Payment History

Use

You wish to display payment history evaluations. The display options are explained using the “country” grouping criterion at “group” level.

Features

Initial Screen for Payment History

On the initial screen for payment history, the system displays the following values in lists per country or country key:

- Days in arrears, medium-term
- Days in arrears, short-term
- Days in arrears of the items open on the evaluation key date

Displaying Further Evaluations

From the initial screen, you can access the following evaluations:

- You can display how the system calculates the days in arrears for individual countries. These values are displayed as formulas explaining how the system calculates the days in arrears, medium-term and short-term, as well as the days in arrears of open items

To do so, proceed as follows:

1. Place the cursor on a country.
2. Select *Edit* → *Days in arrears*.

The system displays a dialog box explaining how it calculates the days in arrears for country you selected.

You can scroll back and forth in the country list on the initial screen via *Next feature* or *Previous feature*.

- You can display the following values for the customers of a certain country:
 - Days in arrears, medium-term
 - Days in arrears, short-term
 - Days in arrears of open items
 - Interest calculation numerator, medium-term
 - Interest calculation numerator, short-term
 - Interest calculation numerator of the open items

To do so, proceed as follows:

1. Place the cursor on a customer.
2. Choose *Edit* → *Top n customers*.

Displaying Payment History

In the following menu option, you can list your customers in descending order according to the above-mentioned values. You can, for example, list the customers with the most days in arrears, medium-term, or with the largest interest calculation numerators, short-term. When displaying the values, the system highlights the totals column by which the customer list is sorted.

From this drilldown list, you have two additional evaluation options:

- You can display a line item analysis for each customer.

To do so, proceed as follows:

1. Place the cursor on a customer.
2. Select *Edit* → *Line item analysis*.

- You can display how the system calculates the days in arrears for each customer. The values are displayed as formulas explaining the calculation.

To do so, proceed as follows:

1. Place the cursor on a customer.
2. Select *Edit* → *Days in arrears*.

The system displays a dialog box explaining how it calculated the days in arrears for the customer you selected.

You can scroll back and forth in the customer list via *Next customer* or *Previous customer*.

Displaying Currency Analysis

Displaying Currency Analysis

Use

You wish to display currency analysis evaluations. The display options are explained using the “country” grouping criterion at “group” level.

Features

Initial Screen for Currency Risk

On the initial screen for the currency risk, the system lists the following totals per country key or country:

- **Historical total** = the total of documents posted in foreign currency at the historical exchange rate valid on the posting date
- **Current total** = the total of documents posted in foreign currency at the current exchange rate valid on the evaluation date (key date). Translation is carried out with the exchange rate defined in the system as being valid on the key date
- **Exchange rate difference** = difference between the historical and current total

The country list is sorted in descending order according to the exchange rate difference.

All totals are displayed in client currency, company code currency, or credit control area currency.

In vendor evaluations, all totals are displayed as negative amounts since they are payables. Positive amounts are credit memos, reversals, or down payments already made.

Displaying Further Evaluations

From the initial screen, you can access the following evaluations:

- You can list individual customers or vendors from a country affected by exchange rate differences and who therefore contributed to either profits or losses depending on the exchange rate development. In addition to the exchange rate difference, the system displays the historical and current total for each customer or vendor.

To do so, proceed as follows:

1. Place the cursor on a country.
2. Choose *Edit* → *Top n customers*.

From this drilldown list, you can immediately branch to the line item display. To do so, proceed as follows:

1. Place the cursor on a customer or vendor.
2. Select *Edit* → *Line item analysis*.

- You can break down individual totals (historical, current, and exchange rate difference) according to currency for each country.

To do so, proceed as follows:

1. Place the cursor on a country.

2. Select *Edit* → *Currencies*.

Displaying Overdue Items

Displaying Overdue Items

Use

You wish to display the evaluations for overdue items. The display options are explained using the “country” grouping criterion at “group” level.

Features

On the initial screen for overdue items, the system displays the following values for each country:

- Interest calculation numerator
- Days in arrears
- Total amount of items overdue on the evaluation date

You can display the documents with the largest interest calculation numerators in the country you select. For each document number, you can display the total, the due date, and the days in arrears. You do so by placing the cursor on a country and selecting *Edit → Top n documents*.

Displaying DSO Analysis

Use

You wish to display the evaluations for Day Sales Outstanding (DSO) analyses. The display options are explained using the “country” grouping criterion at “group” level.

Features

Initial Screen for DSO Analysis

On the initial screen for DSO analysis, the system displays the following values per country or country keys:

- **Balance**

In the *Balance* column, you see the average outstanding debts for the month end of the period you select (= open items in the customer accounts).
- **Sales**

In this column, you see the average sales for the period you select.
- **DSO days**

Here you see the number of the days the customer took to clear an invoice. For the calculation of the DSO days, the balances are set against the sales. The DSO days are calculated with the following formula:

$$\text{DSO} = \text{Balance/sales per period} \times 30$$

Displaying Further Evaluations

From the initial screen, you can access the following evaluations:

- You can display the above-mentioned values per customer for the individual countries. To do so, proceed as follows:
 1. Place the cursor on a country.
 2. Choose *Edit* → *Top n customers*.From here you can branch to the line item display for each customer.

To do so, proceed as follows:

 1. Place the cursor on a customer.
 2. Choose *Edit* → *Line item display*.

Displaying Terms Offered/Terms Taken Evaluations

Displaying Terms Offered/Terms Taken Evaluations

Use

You wish to display the evaluations for cash discount history (terms offered/terms taken).

The display options are explained using the “country” grouping criterion at “group” level.

Features

Initial Screen for Terms Offered/Terms Taken

On the initial screen for the terms offered/terms taken evaluation, the system displays the following values per country or country key:

- Terms offered
The values in the *Terms offered* column result from the terms of payment you grant your customer.
- Terms taken
The values in the *Terms taken* column result from the actual cash discount history of the customer (i.e. has he paid with or without cash discount and how late did he pay).
- Difference between the days agreed upon and the actual days

Displaying Further Evaluations

From the initial screen, you can access the following evaluations:

- You can break down the country into the groups net, cash discount 2 and cash discount 1 depending on the actual cash discount history and the terms of payment agreed upon. In addition, the system displays the difference between the days agreed upon and the actual days. To do so, proceed as follows:
 1. Place the cursor on a country.
 2. Select *Edit* → *Payment methods*.
You see a dialog box in which the relevant information for each country is displayed. You can scroll back and forth in the country list on the initial screen via *Next feature* or *Previous feature*.
The total number of days under the *Offered* and *Taken* columns is calculated from the monthly amounts and the total of the interest calculation numerator divided by 100.
- You can display the initial screen values (terms offered, terms taken, difference) for a customer of specific country again. To do so, proceed as follows:
 1. Place the cursor on a country.
 2. Choose *Edit* → *Top n customers*.

From this drilldown list, you have two additional evaluation options:

- You can display a line item analysis for each customer. To do so, proceed as follows:

Displaying Terms Offered/Terms Taken Evaluations

1. Place the cursor on a customer.
 2. Select *Edit* → *Line item analysis*.
- For each customer, you can display the group breakdown into net and cash discount 2 and 1 depending on the actual cash discount and the terms of payment offered.

To do so, proceed as follows:

1. Place the cursor on a customer.
2. Choose *Edit* → *Payment methods*.

The system displays a dialog box with the appropriate values for each customer.

You can scroll back and forth in the customer list via *Next customer* or *Previous customer*.

Changing the Data Volume

Changing the Data Volume

Use

You can change the volume of data the accounts receivable and payable information systems supply for your evaluations. To do this, you must modify the selection variant for the data retrieval program.

You must change the data volume if:

- An evaluation does not provide the required information
- Selection criteria, such as open items at the key date, need to be updated constantly

Prerequisites

Selection variants and the selection criteria belonging to them are defined in Customizing (see [Creating and Changing a Selection Variant for the Data Retrieval Program \[Page 31\]](#)).

Procedure

If you need to change the data volume, proceed from the *Accounts receivable* or *payable* menu as follows:

1. Choose *Information system* → *Tools* → *Configure* → *Specify data volume*.
2. Select the data retrieval variant you want to change.
3. Choose *Maintain variant*.

On the following screen, the program name and the name of the selection variant you selected are displayed.

4. Choose *Variants* → *Change* → *Change values* or *Change attributes*.
5. Change the selection criteria predefined using the Customizing functions.
6. Save your entries.

Result

You have changed the volume of data for your evaluations using selection variants.

Customizing the Accounts Receivable and Payable Information System

Use

In Customizing (IMG) for *Financial Accounting* you can define new evaluations or change those delivered with the standard system.

Features

All evaluation controls for the **country**, **company code**, **fiscal year**, **risk category**, **accounting clerk group** and **credit control area** grouping criteria are delivered as standard features in the system.

Activities

You make the Customizing settings for the Accounts Receivable and Accounts Payable information system in the Implementation Guide (IMG) for *Accounts Receivable and Accounts Payable*. For more information, see *Accounts Receivable and Accounts Payable* → *Information System* → *Accounts Receivable (or Accounts Payable)* → *Standard Evaluations*.

Creating Evaluation Views

Creating Evaluation Views

Use

You start configuring the Accounts Receivable and Payable information system by creating evaluation views. You do this in two stages:

1. Define the evaluation view(s).
2. Create a selection variant for each evaluation view.

Prerequisites

You create evaluation views in the *Define Evaluations* activity in the Implementation Guide (IMG) for *Accounts Receivable and Payable*. For more information on this topic see the documentation for this activity.

Procedure

When creating new evaluation views, you can also use the copying function. This function enables you to copy existing entries, such as the name of the data retrieval program, to the evaluation view you are creating. This option saves time when you create new evaluation views.

To use the copying option to create evaluation views, proceed as follows:

1. On the overview screen, select the entry from which you want to copy data.
2. Choose *Edit* → *Copy as*.
3. Only overwrite the data that has to be changed.
4. Press ENTER.

The new evaluation view is created and then displayed on the overview screen.

5. Save your entries.

Result

You have defined your own evaluation view.

Further Information

You can delete existing evaluation views along with their selection variant by selecting them on the overview screen and then choosing *Edit* → *Delete*.

Creating and Changing a Selection Variant for the Data Retrieval Program

Use

The second step in creating evaluation views is to create or change the selection variants for the data retrieval program. You can enter and save the values you always need for evaluations as selection criteria under a selection variant. You create a selection variant for each evaluation view.

Selection Criteria

The selection criteria you can specify in a selection variant can be divided into two groups:

- **Database selections**

Here you specify, for example, which customer or vendor accounts or which company codes the program should select. You can also exclude particular accounts or company codes from the selection.

- **Key date of the evaluation**

You specify the **key date of the evaluation** ("open items at key date"). You can also work with variables.

To do this, choose *Edit* → *Continue* on the selection screen. Select the **Variable** field name for the **Open items at key date** attribute, and choose the **Selection variables** button. Using the possible entries help, choose **Date** as the variable type. Using the possible entries help again, choose the variable name.

- **Program selections**

If you specify country keys, for example, the program retrieves all customers or vendors of a particular country or countries from the FI database.

Procedure

To define or change a selection variant for limiting the volume of data that is retrieved, proceed as follows:

1. To create a new selection variant or change an existing one, select a specific evaluation view on the overview screen.

2. Choose *Environment* → *Maintain variant*.

On the following screen, the program name and the name of the selection variant you selected are displayed.

To create a new variant, enter a different variant name.

3. Choose *Variants* → *Create* or *Variants* → *Change* → *Change values or attributes*.

4. Enter your selection criteria or change the existing entries.

If you want to create a new variant and use variables for specific values, choose *Edit* → *Continue* and then select the fields you want to use variables for. Then choose *Selection variables*.

Creating and Changing a Selection Variant for the Data Retrieval Program

5. Save your variant by choosing *Variant* → *Save*.

Result

You have created a selection variant for the data retrieval program.

Additional information

For more information on creating selection variants see *Getting to Know R/3* in the SAP Library.

Maintaining Evaluation Types

Use

When you maintain evaluation types, you enter a key for the corresponding **evaluation view** and **account type** in the same way as you define evaluation views.

Prerequisites

You create evaluation types in the *Define Evaluations* activity in the Implementation Guide (IMG) for *Accounts Receivable and Payable*. For more information on this topic see the documentation for this activity.

Procedure

When creating new evaluation types, you can also use the copying function. This function enables you to copy existing entries, such as the evaluation view and account type, to the evaluation type you are defining. This option saves time when you specify new evaluation types.

To use the copying option to specify new evaluation types, proceed as follows:

1. On the overview screen, select the entry from which you want to copy data.
2. Choose *Edit* → *Copy as*.
3. Only overwrite the data that has to be changed.
4. Press ENTER.

The new evaluation type is displayed on the overview screen.

5. Save your entries.

Result

You have defined a new evaluation type.

Further Information

You can delete evaluation types that have already been specified by selecting them on the overview screen and then choosing *Edit* → *Delete*.

Defining Evaluations

Defining Evaluations

Use

You can define your own evaluations. You do this in two steps:

1. Specify the evaluations.
2. In each evaluation, create a selection variant for the program that creates the evaluation.

You have the option of specifying which additional information is required for the evaluations, such as bank data, tax data, or dunning data.

Prerequisites

You create evaluations in the *Define Evaluations* activity in the Implementation Guide (IMG) for *Accounts Receivable and Payable*. For more information on this topic, see the documentation for this activity.

Procedure

When specifying the format for your evaluations, you can also use the copy function. This function enables you to copy existing entries, such as the evaluation type or the account type, to the evaluation you are specifying. It also saves time when defining the format of data.

To use the copy function to specify the data format, proceed as follows:

1. On the overview screen, select the entry from which you want to copy data.
2. Choose *Edit* → *Copy as*.
3. Only overwrite the data that has to be changed.
4. Press ENTER.

The evaluation is generated and displayed on the overview screen.

5. Save your entries.

Result

You have defined your own evaluation.

Further Information

You can delete existing evaluations by selecting them on the overview screen and then choosing *Edit* → *Delete*.

Creating and Changing a Selection Variant for the Evaluation Program

Use

The second step in specifying evaluations is to create or change the selection variant for the program that generates the evaluations.

The specifications you make in the selection variant control how data is summarized for the evaluations.

Procedure

To create or change a selection variant, proceed as follows:

1. To create a new selection variant or merely change an existing variant, select a specific evaluation on the overview screen.
2. Choose *Goto* → *Details*.
3. The system displays the table for maintaining evaluations.
4. Choose *Environment* → *Maintain variant*.

The name of the selection program and the name of the variant created for it are displayed on the following screen. To create a new variant, enter a new variant name.

5. Choose *Variants* → *Edit*.
6. Enter all necessary parameters or change the entries that have already been made.
7. Save your entries.

Result

You have created a selection variant for the evaluation program.