

## FI Automatic Procedures

The following Help Topics are available:

**Data Transfer**

**Test Data**

**The Payment Program**

**The Dunning Program**

**The Clearing Program**

**Batch Input - Technical Information**

**Additions and Changes**

For Help on Help, Press F1

Version

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## Version

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## Data Transfer

This section describes how you use batch input in the FI system and which precautions you need to take to do this. Batch input is the standard method for transferring data automatically into the SAP system from a non-SAP system. You can find general information on batch input in the SAP Basis documentation.

You can transfer data into the SAP system either when you install it (old data transfer) or at a later date (current data transfer). This section explains the special features that you must bear in mind when transferring data at these different stages.

You can find information on the basic functions of the FI system in *FI System Administration Guide*. The following topics refer you to this section where relevant. You should read the relevant sections before you start transferring data.

This section contains the following topics:

**Batch Input**

**Transferring Old Data**

**Transferring Current Data**

**Preparing and Carrying Out Data Transfers in Batch**

# Batch Input

## Introduction

Batch input is the standard method for transferring large amounts of data into the SAP system without impairing its online performance.

### Example:

You do not use the SAP invoicing system and you want to transfer billing data into the SAP Financial Accounting system. To avoid having to re-enter all this data manually, you can transfer it into the SAP system automatically by batch input.

Batch input is used

- to transport data into the SAP system from a non-SAP system
- to process data created by SAP programs

Batch input can be used at different times: when installing the system, you transfer your old data and when the system is running, you transfer current data.

To guarantee the consistency of the SAP data base, the automatically transferred data must undergo the same checks as the manually entered data. Therefore, when you are transferring data, it is put in the same screens. In this way the system simulates manual data entry, i.e. it responds in the same way as if the data was being entered manually: it makes the same checks, issues the same error messages and warning messages and posts and updates the data in the data base in the same way.

## Batch Input Programs in the FI System

The FI system contains programs that carry out the following functions in batch:

- Creating, changing, blocking or unblocking customer master records and setting or cancelling the delete flag
- Maintaining the credit limit (creating and changing)
- Creating, changing, blocking or unblocking vendor master records and setting or cancelling the delete flag
- Creating bank master data for the banks specified in the customer and vendor master records.
- Posting documents
- Clearing open items

G/L account master data cannot currently be transferred automatically in the standard system. It contains a number of specifications that determine how the account is to be managed. Therefore, you should create and maintain G/L master records manually. To simplify the procedure, you should create a master record for each account group and use this as a reference for creating further master records.

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### Note

At present, you cannot transfer special G/L transactions and tax account balances via batch input. Consequently, you must post these manually.

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## Steps During Data Transfer

Data is transferred from an external system into the SAP system in three steps:

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