

FI Closing and Reporting

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Prepared for R/3 Release 2.2.

August 1994

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Closing Operations in the SAP System

The closing operations include:

- periodic accrual/deferral of expenditures and revenues
- recording and valuating payables and receivables
- creating the balance sheet and the profit and loss statement
- documenting the posting data.

The closing operations can be subdivided into:

- day-end closing
- month-end closing
- year-end closing.

This section describes which operations are usually carried out for which closing procedure. These instructions are not binding however, but are designed to illustrate how the SAP system can support your closing operations. The subsequent topics provide more detailed information on the individual steps involved in carrying out the closing operations. SAP provides a comprehensive range of programs for carrying out such operations, the most important of which are explained in the following topics. For information on programs not detailed in this guide, please refer to the program documentation.

Day-end Closing

Month-end Closing

Year-end Closing

Notes on Programs

Note on Printing Lists

Day-end Closing

No accounting closing is necessary in the SAP system before you carry out the day-end closing. This procedure mainly involves saving the data gathered throughout the day. You will find more information on database back-up in *BC - System Administration Guide* and in the documentation on your data base.

The following daily operations are optional:

- Printing out any correspondence with customers/vendors
- Printing out a document journal

To monitor the updating of data in the data base, you should create a list of all the terminated updates each day. You will find more information on how to do this in [Documenting the Posting Data](#).

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