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Guide for Shortened Fiscal Year at Northern Gas Networks - System PRD Client 400

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1 Introduction

The „Guide for Shortened Fiscal Year at Northern Gas Networks“ describes the necessary changes in the R/3 system PRD client 400 for the introduction of a shortened fiscal year.

The guide is addressed to persons who are in charge of implementing the changes in the R/3 system. The persons firstly must have deep and comprehensive knowledge of SAP software. Secondly the persons must be experts in the R/3 modules described in this guide. Thirdly the persons must be familiar in detail with the business processes which underlie the software functions. Data inconsistency and system standstill in the productive system are the risks which arise from incorrect changes to the fiscal year. This is why SAP strongly recommends that only persons who doubtlessly have the skills described above shall be in charge of implementing the changes in the SAP software.

Good luck during the implementation.

2 Scope

The guide in hand is based on an analysis of the R/3 productive system PRD client 400 during 14.11.2014 to 21.11.2014. At the time of the analysis, system PRD was on component version SAP ECC 6.0. Component SAP_BASIS was on support package SAPKB70212. Component SAP_APPL was on support package SAPKH60505.

R/3 standard modules and R/3 standard functions not mentioned in this guide do not require any change regarding the shortened fiscal year.

The following explanations are important to you in case your productive R/3 landscape consists of several productive R/3 clients or of several productive R/3 systems. Each productive R/3 client and each productive R/3 system is called a productive R/3 environment. The productive R/3 environments in a productive R/3 landscape differ in terms of configuration, active modules, release or patch level. This means that each productive R/3 environment is unique. This guide was made specifically for system PRD client 400. Due to the deviations of the productive R/3 environments, SAP explicitly warns against applying this guide to another productive R/3 environment. Applying this guide to another productive R/3 environment can harm business processes and can cause a total system standstill. Therefore, apply this guide only to system PRD client 400.

3 Project Management

The implementation of a shortened fiscal year in a productive R/3 system should be considered as a project. This project requires a certain project organization and a project plan. I will give you some recommendations based on successful projects.

3.1 Project Organization

The involvement of the business is according to our experience the key success factor for the implementation of a shortened fiscal year. **Project organization** requires the close and intensive cooperation of your business departments with your IT department.

You should build a joint **project team** of business key users and IT people. The team members must have deep and comprehensive knowledge of SAP software.

Implementation of a shortened fiscal can be pursued in your existing R/3 landscape. A typical large R/3 landscape may consist of e.g. development system, configuration system, test system, productive system. A typical smaller R/3 landscape may consist of a non-productive system for development, configuration and test and a productive system. Select the appropriate environment (system, client) in your R/3 landscape for the activities described.

3.2 Template project plan

The following **template project plan** describes the project phases and milestones.

You must transform and detail the template project plan into a project plan specific to your project.

Assign the activities outlined in this document to the proper project phases.

1. Immediate Safeguards

In the productive system/productive client you have to cut off immediately the possibility that actual data can be posted to the periods that will be omitted in the shortened fiscal year and to fiscal years that follow the shortened fiscal year.

Therefore, please make immediately the safeguards described in the chapter „Immediate Safeguards“.

2. Configuration

Please then change the configuration in the configuration system/configuration client. Implement the recommended SAP notes.

3. Test

Please find below some recommendations and hints regarding testing in the test system/test client.

1) Test the relevant business transactions in different posting periods. Post to the shortened fiscal year and to the subsequent fiscal year.

2) In the accounting modules, test an entire month end closing in the shortened fiscal year.

3) Regarding asset fiscal year change in module FI-AA (transaction AJRW or program RAJAW00) please consider the following aspects. The program compares the current fiscal year and the current period with the fiscal year which is entered in the selection screen in field "New fiscal year".

1. In the last normal posting period of the current fiscal year you can process the fiscal year change to the next fiscal year.
2. The program allows processing in any period of the current fiscal year in case the result of the subtraction of the fiscal year which is entered in the selection screen in field "New fiscal year" minus the current fiscal year is 1 and the status of asset accounting in the company code is "2" (= Test company code with data transfer always allowed). This means that a fiscal year change to the next fiscal year is possible in any period of the current fiscal year in case the company code is in status "2" (= Test company code with data transfer always allowed). In your test environment, you can use the following path in the implementation guide to check and if necessary to change the status of a company code in Asset Accounting:
-> Financial Accounting -> Asset Accounting -> Preparation for Production Startup -> Production Startup -> Activate Company Code.
3. The program rejects processing in case the result of the subtraction of the fiscal year which is entered in the selection screen in field "New fiscal year" minus the current fiscal year is greater than one. This means that a fiscal year change to the next but one fiscal year is not possible.
- 4) Test the logistical core processes and check the documents that are created in the accounting applications.
- 5) Be aware of the fact that some standard functions and standard transactions reject a future date. For example it is impossible to release in transaction CK24 standard cost estimates for updating the standard price in a period which is not yet reached by the calendar. It is also impossible to enter in transaction IW41 confirmations on maintenance orders with a future date.
After the shortened fiscal year has been configured in the test environment, manipulating the system date in a test environment is a common and the only feasible approach to enable testing of updating the standard price (transaction CK24) or confirmations on maintenance orders (transaction IW41) for example in the fiscal year after the shortened fiscal year. When you manipulate the system date, please inform business and testers about this because the system date feeds the default date in many transactions.
Usually no problems occur later with other test cases after you have readjusted the system date back to the correct value. It is not necessary to refresh the test system after you have manipulated the system date.
- 6) Test the specific functions of industry solutions or country versions which are implemented in your system.
- 7) Test reporting.
- 8) Test data transfer to other SAP solutions like BW (Business Warehouse), CRM (Customer Relationship Management), APO (Advance Planning and Optimizer) and SEM (Strategic Enterprise Management).
- 9) Test interfaces.
- 10) Test customer developments.

4. Data adaptations I

Realize data adaptations in the productive environment which must be accomplished before the import of the changed fiscal year variant, e.g. planning data in module CO-OM (Controlling – Overhead Management).

SAP recommends to parallelize the project phase „Data adaptations I“ (in the productive environment) with the project phases „Configuration“ (in the configuration environment) and „Test“ (in the test environment).

5. Cutover

Cutover is the import of the changed configuration and all other adaptations (project phase 2. Configuration) into the productive environment.
The import can be executed after project phases 3. (Test) and 4. (Data adaptations I) have been finalized.

The transport order contains the new configuration of the fiscal year variant. While importing the new configuration of the fiscal year variant into the productive system, at a given point in time the old definition is no longer there and the new definition is not yet there. SAP is not able to predict the result in case an accounting document is being created in this very moment. There is the risk that this accounting document aborts or is posted to a wrong period.

There are many possibilities how accounting documents can be created. Accounting documents can be posted for example native in FI or CO, can be created by integration e.g. by a goods issue or goods receipt or can be created by an interface.

SAP recommends that you import the new configuration during a system downtime into the productive environment.

There is no binding due date for the transport into the productive environment. Transport into the productive environment must be accomplished with sufficient buffer time to the last day of the shortened fiscal year.

The changed configuration has to be in the productive environment before the first posting with posting date **01th of April 2015** or with a more recent posting date is being created.

SAP Active Global Support (SAP AGS) is your contact for Go Live support. All elements of the shortened fiscal year are SAP standard and therefore covered by the maintenance contract. In case you need support during Go Live please create a message in SAP Service Marketplace. SAP handles messages with priority "Very high" around the clock seven days a week (7 x 24).

After the import of the configuration into the productive system you will be able in the productive system to continue posting without any change to the posting periods which are open according to transaction OB52 (Posting Periods: Specify Time Intervals).

6. Data adaptations II

Realize data adaptations in the productive environment which must be accomplished after the import of the changed fiscal year variant, e.g. planning data in module CO-PC (Controlling – Product Cost Controlling).

3.3 Project duration

Experience shows that projects for the implementation of a shortened fiscal year last from several weeks to several months.

Project duration depends on the size of your company and the complexity of your R/3 installation. The project duration is customer specific and project specific. This is why SAP is not able to give advice in this matter.

4 Fiscal Years

To date, the fiscal year at Northern Gas Networks is identical to the calendar fiscal year and begins on 01 January and ends at 31 December. A shortened fiscal year shall be introduced in calendar year 2015. The shortened fiscal year will begin on 01 January 2015 and end at 31 March 2015. Starting in calendar year 2015, the fiscal year shall be a non-calendar fiscal year from April to March.

The situation is as follows (FY = fiscal year):

Period	Explanation	FY in R/3	# of posting periods
...	FY = Calendar year	...	12
01 January 2014 – 31 December 2014	FY = Calendar year	2014	12
01 January 2015 – 31 March 2015	Shortened FY	2015	3
01 April 2015 – 31 March 2016	Non calendar FY	2016	12
...	Non calendar FY	...	12

5 Fiscal Years and Organizational Structures in R/3

The fiscal year variant is stored in some organizational units. This is the case, for example, in the company code, in the financial management (= FM) area, in the credit control area, in the company, in the consolidation unit, in the controlling area and in the operating concern. In this context, note that only those organizational units using the same fiscal year variant can be linked to each other.

One exception is the linking of company codes to the credit control area: company codes with different fiscal year variants may be assigned to a credit control area.

A second exception is the linking of company codes to the consolidation unit: Company codes with different fiscal year variants may be assigned to a consolidation unit.

5.1 Company Code

The shortened fiscal year has to be introduced in all company codes assigned to controlling area 5500, i.e. company codes 5010, 5015, 5020, 5025, 5030, 5035 and 5055. Company codes 5010 - 5055 use fiscal year variant K4. You can display this in transaction OB37.

No additional productive company code uses fiscal year variant K4.

Company codes 5010 - 5055 do not use a different fiscal year variant in Asset Accounting. You can display this in the Implementation Guide Asset Accounting:

-> Valuation

-> Fiscal Year

-> Fiscal Year Variants

-> Specify Other Versions on Company Code Level

-> Specify Other Versions on Depreciation Area Level.

The configuration here is consistent.

5.2 Funds Management Area

No Funds Management area is assigned to company codes 5010 - 5055. You can display this in transaction OF18.

The configuration here is consistent.

5.3 Company

Company codes 5010 – 5055 are not assigned to any company. You can display this in transaction OX16.

No fiscal year variant is stored for consolidation. You can display this in transaction OCCI.

The configuration here is consistent.

5.4 Consolidation Unit

No consolidation unit is assigned to fiscal year variant K4. You can display this in transaction SE16 table TF168.

The configuration here is consistent.

5.5 Controlling Area

Please refer to SAP note 107293 which explains that the fiscal year variant in the controlling area and in the assigned company codes has to agree.

Controlling area 5500 is assigned to company codes 5010 - 5055. Controlling area 5500 uses fiscal year variant K4. No additional productive controlling area uses fiscal year variant K4. You can display this in transaction OKKP.

The configuration here is consistent.

5.6 Operating Concern

The fiscal year variant of the operating concern has to agree with the fiscal year variants of all assigned controlling areas. Please refer to SAP note 69384.

Controlling area 5500 is not linked to any operating concern. You can display this in transaction KEKK.

The configuration here is consistent.

5.7 Credit Control Area

Company codes 5010 – 5055 are not assigned to any credit control area. You can display this in transaction OB38.

The configuration here is consistent.

5.8 Summary

The conclusion from the analysis of the combination of organizational structures and fiscal year variants is that the Customizing can be adapted with the following procedure.

The configuration of fiscal year variant K4 can be adapted in order to perform the shortened fiscal year. Organizational structures that introduce the shortened fiscal year (e.g. company codes 5010 - 5055, controlling area 5500) continue to use fiscal year variant K4.

It is best practice to change the current fiscal year variant. SAP's approach here is to minimize implementation effort and risk.

Future patches or upgrades will not overwrite the changed configuration of fiscal year variant K4 because the relevant tables are assigned to delivery class C (= Customizing table, maintenance only by customer, no SAP import).

6 Actual Data

A shortened fiscal year can be introduced only if no actual data are stored in the periods that are omitted by the shortened fiscal year and in the fiscal years succeeding the shortened fiscal year.

In your case, periods 04 through 12 of fiscal year 2015 are omitted due to the shortened fiscal year. As a consequence there must be no actual transaction data stored in periods 04/2015 through 16/2015, in fiscal year 2016 and in fiscal years succeeding fiscal year 2016.

6.1 Actual data in module FI (Finance) and CO (Controlling)

For **Financial Accounting** I checked this prerequisite with transaction SE16 and searched in **table BKPF** for entries in the periods described above in company codes 5010 - 5055.

Table BKPF: Selection for periods 04/2015 – 16/2015 on 14th of November 2014

Data Browser: Table BKPF: Selection Screen

Number of Entries

BUKRS	5010	to	5055	
GJAHR	2015	to		
MONAT	04	to	16	

Width of Output List
Maximum No. of Hits

Display Number of Entries

Number of entries which meet the selection criteria:

0

Close

No documents to be reversed are selected for periods 04/2015 – 16/2015 in Financial Accounting.

Table BKPF: Selection for fiscal years 2016 – 9999 on 14th of November 2014

Data Browser: Table BKPF: Selection Screen

Number of Entries

BUKRS	5010	to	5055	
GJAHR	2016	to	9999	
MONAT		to		

Width of Output List
Maximum No. of Hits

Display Number of Entries

Number of entries which meet the selection criteria:
0

Close

No documents to be reversed are selected for fiscal years 2016 – 9999 in Financial Accounting.

At the same time, I used transaction SE16 to search in **table COBK** for entries in the same periods in **controlling area 5500**.

Table COBK: Selection for 'From periods' 04/2015 – 16/2015 on 14th of November 2014

Data Browser: Table COBK: Selection Screen

Number of Entries

KOKRS	5500	to		
GJAHR	2015	to		
PERAB	004	to	016	
PERBI		to		

Width of Output List
Maximum No. of Hits

Display Number of Entries

Number of entries which meet the selection criteria:
980

Close

Detail analysis of selected entries:

Detail analysis shows that selected entries are assigned to CO actual data business transaction KOAO = 'Actual settlement'. As you can see in fields STFLG = 'Identifier for reversal document', STOKZ = 'Indicator: Document Has Been Reversed' and REFBT = 'Document type of reference document' the settlement documents are already reversed. Nothing has to be considered here for the introduction of the shortened fiscal year.

Table COBK: Selection for 'To periods' 04/2015 – 16/2015 on 14th of November 2014

Data Browser: Table COBK: Selection Screen

Number of Entries

KOKRS	5500	to		
GJAHR	2015	to		
PERAB		to		
PERBI	004	to	016	

Width of Output List
Maximum No. of Hits

Display Number of Entries

Number of entries which meet the selection criteria:
980

Close

No additional documents to be reversed are selected for periods 04/2015 – 16/2015 in Controlling.

Table COBK: Selection for fiscal years 2016 – 9999 on 14th of November 2014

Data Browser: Table COBK: Selection Screen

Number of Entries

KOKRS	5500	to		
GJAHR	2016	to	9999	
PERAB		to		
PERBI		to		

Width of Output List
Maximum No. of Hits

Display Number of Entries

Number of entries which meet the selection criteria:
0

Close

No documents to be reversed are selected for fiscal years 2016 – 9999 in Controlling.

Repeat this check directly before the configuration of the shortened fiscal year will be imported into the productive system.

In case you then find relevant actual data documents in module FI or in module CO reverse them BEFORE the Customizing of the shortened fiscal year will be imported into the productive system. You have to reverse the documents to avoid an inconsistency between documents and totals.

The configuration of the shortened fiscal year must be imported into the productive system only when in the following prerequisites are given. In module FI all accounts in the relevant company codes have a zero balance firstly in the periods which will be omitted by the shortened fiscal year and secondly in the fiscal years after the shortened fiscal year. In module CO all CO objects in the relevant controlling area have a zero balance firstly in the periods which will be omitted by the shortened fiscal year and secondly in the fiscal years after the shortened fiscal year.

6.2 Actual data in module CO-PA (Controlling – Profitability Analysis)

Module CO-PA (Controlling – Profitability Analysis) is not active in system PRD client 400. Hence, nothing has to be considered here regarding the shortened fiscal year.

6.3 Actual data in module MM (Material Management)

I checked that the period closing program in module MM (program RMMMPERI) has not been executed in periods that will be omitted by the shortened fiscal year (04/2015 – 12/2015). To do this I called transaction SE16 for table MARV for company codes 5010 – 5055 and analyzed fields LFGJA and LFMON. Everything is okay here.

7 Immediate Safeguards

Please make immediately the following safeguards in the productive system:

7.1 Immediate safeguards in module FI (Finance)

Call transaction OB52 to ensure that in company codes 5010 - 5055, periods 04 through 16 of fiscal year 2015, fiscal year 2016 and fiscal years succeeding fiscal year 2016 are not open for posting FI documents and will remain closed until the Customizing for the shortened fiscal year is in the productive system.

7.2 Immediate safeguards in module CO (Controlling)

Call transaction OKP1 to ensure that in controlling area 5500 in version 0, periods 04 through 16 of fiscal year 2015, fiscal year 2016 and fiscal years succeeding fiscal year 2016 are blocked from actual data being entered in the CO module until the Customizing for the shortened fiscal year is in the productive system. On the first screen of transaction OKP1, enter controlling area 5500, fiscal year and '0' in field "version". Press button "Actual". On the following screen, use button "Lock Period" to lock the periods mentioned above. Repeat transaction OKP1 for other fiscal years.

7.3 Immediate safeguards in module MM (Material Management)

Until the Customizing for the shortened fiscal year is in the productive system, you have to make sure that the period closing program in module MM (program RMMMPERI or transaction MMPV) will not be executed in company codes 5010 - 5055 in periods that will be omitted in the shortened fiscal year (04/2015 – 12/2015).

In case you start program RMMMPERI as a periodic job in transaction SM36 or in an external job scheduling tool, you must change the scheduling appropriately.

8 Planning Data

Fiscal year 2015 will become a shortened fiscal year. This means that periods 04 through 12 of fiscal year 2015 are omitted. Please clarify with the business the procedure for working with the planning data stored in fiscal year 2015. Planning data can be stored for example in modules CO and SD.

Usually the business decides how to proceed with the planning data stored in the fiscal year which will become a shortened fiscal year.

8.1 Planning Data in Module FI-GL (Finance - General Ledger)

At time of the analysis, module FI-GL (Finance – General Ledger) did not store any planning in system PRD client 400. Nothing has to be considered in this area regarding the implementation of the shortened fiscal year.

8.2 Planning Data in Module FI-SL (Finance - Special Ledger)

At time of the analysis, module FI-SL (Finance – Special Ledger) did not store planning data in fiscal year 2015 and in subsequent fiscal years. Hence, nothing has to be considered in this area regarding the implementation of the shortened fiscal year.

8.3 Planning Data in Module CO-OM (Controlling - Overhead Management)

Planning data in the CO-OM (Controlling - Overhead Management) module have been created without cost estimates.

8.3.1 Planning data in CO-OM in the shortened fiscal year

At time of the analysis, module CO-OM (Controlling - Overhead Management) did store planning data in fiscal year 2015. You have to clarify the procedure for the planning data that are stored in periods 04 through 12 of fiscal year 2015. These planning data affect the calendar period April 2015 through December 2015. The planning data are no longer accessible with online transactions once the shortened fiscal year has been set, since periods 04 through 12 of fiscal year 2015 are omitted as a result of the shortened fiscal year.

For planning data in fiscal year 2015 in CO-OM in controlling area 5500, you have to decide together with the business on one of the following alternatives:

1. **You leave the planning data for all periods of fiscal year 2015 unchanged in the system**
With this option, the system stores planning data in periods which no longer exist when the shortened fiscal year is configured. The system is inconsistent once the shortened fiscal year is set. An inconsistent system can falsify evaluations and disturb system functions. SAP rejects any responsibility and liability for this system inconsistency. SAP explicitly recommends deleting planning data in the periods omitted in the shortened fiscal year.

2. **You want to convert existing planning data to the fiscal year after the shortened fiscal year and afterwards delete planning data in the shortened fiscal year**

You want to convert planning data of the fiscal year that will be a shortened fiscal year to the fiscal year after the shortened fiscal year.

Use transaction KP97 (for cost centers) and KO14 (for internal orders) to transfer your existing CO-OM planning data from fiscal year 2015 to fiscal year 2016 period 01 through period 12.

You can copy planning data with the transactions mentioned. Please refer to the online documentation of the transactions. You can access online documentation of a transaction with the menu path -> Help -> Application help. Please also refer to SAP note 15966.

Use transactions CJ9B or CJ9BS to copy planning data stored on projects.

The next step is to delete planning data of the fiscal year 2015. You can use transactions KP90 or KP91 to delete planning data of Cost Center Accounting. Please be aware that you can enter activity allocations and confirmations in the shortened fiscal year only if prices are stored on cost centers and activities in the shortened fiscal year.

Use transaction KO14 to delete planning data stored on orders and transaction CJ9B to delete planning data stored on projects. Please read the next chapter regarding the handling of transactions KO14 and CJ9B.

Please test intensively this approach.

You have to perform this option before you configure the shortened fiscal year in Customizing.

3. **You want to convert the planning data from the periods omitted in the shortened fiscal year to the fiscal year after the shortened fiscal year**

You want to convert planning data from the omitted periods 04 through 12 of fiscal year 2015 into periods 01 through 09 of fiscal year 2016 because planning refers to the calendar months April 2015 through December 2015.

The conversion of the planning data has two steps. The first step is to copy planning data from periods omitted in the shortened fiscal year to the fiscal year after the shortened fiscal year. The second step is to delete planning data in periods omitted in the shortened fiscal year.

3.1. Planning data stored on cost centers

Please proceed as follows:

1) Please refer to SAP note 15966.

2) In case allocations of planning data (e.g. periodic reposting, assessment, distribution, indirect activity input, accrual calculation, planned settlement, etc.) have been executed in fiscal year 2015, reverse the allocations for periods 04 to 12 of fiscal year 2015.

3) In this step, you copy planning data from periods 04 - 12 of fiscal year 2015 to periods 01 - 09 of fiscal year 2016.

Call transaction KP97. Please refer to the online documentation of transaction KP97. You can access online documentation of a transaction with the menu path -> Help -> Application help.

Besides others, enter these data in the selection screen of transaction KP97:

Template (Plan):	Period 04 to 12 Fiscal year 2015
Target (Plan):	Period 01 to 09 Fiscal year 2016
Press button	"Structure w/ values".

Execute the transaction.

4) In this step, you delete planning data in periods 04 to 12 of fiscal year 2015.

Call transaction KP97 again. Besides others, enter these data in the selection screen of transaction KP97:

Template (Plan):	Period 01 to 09 Fiscal year 2016
Target (Plan):	Period 04 to 12 Fiscal year 2015
Press button	"Structure without values".
Press button	"Reset and overwrite".

Execute the transaction.

Please test intensively this approach.

You have to perform this option before you configure the shortened fiscal year in Customizing.

3.2. Planning data stored on internal orders

The analysis of table COBRB with transaction SE16N, LETJA = 2015 and LETPE > 3 shows that no planning data on orders have been settled in periods that will be omitted in the shortened fiscal year.

Please proceed as follows to copy and delete planning data stored on internal orders:

1) Please refer to SAP note 381430.

2) In case allocations of planning data (e.g. periodic reposting, assessment, distribution, indirect activity input, accrual calculation, planned settlement, etc.) have been executed in fiscal year 2015, reverse the allocations for periods 04 to 12 of fiscal year 2015.

3) In this step, you copy planning data from periods 04 to 12 fiscal year 2015 to periods 01 to 09 of fiscal year 2016.

Call transaction KO14. Please refer to the online documentation of transaction KO14. You can access online documentation of a transaction with the menu path -> Help -> Application help.

Besides others, enter these data in the selection screen of transaction KO14:

Template (Plan): Period 04 to 12 Fiscal year 2015

Target (Plan): Period 01 to 09 Fiscal year 2016

Execute the transaction.

4) In this step, you delete planning data in periods 04 to 12 of fiscal year 2015.

First you have to determine a future fiscal year in which on the one hand the version settings are maintained in the relevant controlling area in the relevant version. On the other hand, in the future fiscal year no planning data must be stored.

Call transaction OKEV -> Settings for Each Fiscal Year. Create a new entry in transaction OKEV for example for fiscal year 2030 in case you are not able to determine a future fiscal year in which on the one hand the version settings are maintained in the relevant controlling area in the relevant version and on the other hand no planning data are stored.

"Copying allowed" must be switched on in the fiscal year you select.

Call transaction KO14 again. Besides others, enter these data in the selection screen of transaction KO14:

Template (Plan): Period 01 to 09 Fiscal year 2030

Target (Plan): Period 04 to 12 Fiscal year 2015

Press button "Reset and overwrite".

Execute the transaction.

Please test intensively this approach.

You have to perform this option before you configure the shortened fiscal year in Customizing.

3.3. Planning data stored on projects

The analysis of table COBRB with transaction SE16N, LETJA = 2015 and LETPE > 3 shows that no planning data on WBS elements have been settled in periods that will be omitted in the shortened fiscal year.

Use transactions CJ9B or CJ9BS to copy planning data stored on projects. The handling of these transactions is similar to the transaction for internal orders which is described above. For more information about transaction CJ9B (for example about the business transaction which will be selected for copy), please view SAP note 381430.

Please also view SAP note 332515. In case a prerequisite from SAP note 332515 is given, please apply either solution 2. or solution 3. from SAP note 332515.

You have to perform this option before you configure the shortened fiscal year in Customizing.

4. You delete the planning data in periods 04 through 12 of fiscal year 2015

You want to delete planning data in the periods which are omitted in the shortened fiscal year.

If you select this option, you can compare the actual data of the shortened fiscal year with the planning data of the shortened fiscal year. Evaluations relating to one or several fiscal years will be correct.

Call transactions KP97, KO14 and CJ9B. Please find details regarding the handling of transactions KP97, KO14 and CJ9B in the previous section.

You have to perform this option before you configure the shortened fiscal year in Customizing.

8.3.2 Planning data in CO-OM in fiscal years after the shortened fiscal year

At the time of the analysis fiscal years after the shortened fiscal year stored planning data. Please follow these instructions.

The implementation of the shortened fiscal year causes that periods in fiscal years after the shortened fiscal year refer to a different calendar month than they do before the implementation of the shortened fiscal year. This is why you possibly have to copy planning data in fiscal years after the shortened fiscal year to different periods.

In case planning data in the fiscal year after the shortened fiscal year were created before the implementation of the shortened fiscal year via the cost center accounting/personal cost planning interface (transaction PP2U) or via the cost center accounting/production plan interface (transaction KSPP), you have to rerun the interface/s after the implementation of the shortened fiscal year.

In case you want to copy planning data from the shortened fiscal year to the fiscal year after the shortened fiscal year as described in the previous chapter and the fiscal year after the shortened fiscal year already stores planning data, you first have to copy the planning data stored in the fiscal year after the shortened fiscal year to future periods if you want to keep those.

In case you want to copy planning data for an interval of fiscal years, please view SAP note 1281578.

Please be aware that you can enter activity allocations and confirmations in the fiscal year after the shortened fiscal year only after prices are stored on cost centers and activities in the fiscal year after the shortened fiscal year.

8.3.3 Budget planning and budget values

Analysis of system PRD client 400 shows that you do not use budget planning or budgeting. Nothing has to be considered here for the introduction of the shortened fiscal year.

8.4 Planning Data in Module EC-PCA (Enterprise Controlling – Profit Center Accounting)

Analysis of system PRD client 400 shows that you do not work with planning data in module EC-PCA (Enterprise Controlling – Profit Center Accounting). Nothing has to be considered here for the introduction of the shortened fiscal year.

8.5 Planning Data in Module CO-PA (Controlling - Profitability Analysis)

Module CO-PA (Controlling - Profitability Analysis) is not active in system PRD client 400. Nothing has to be considered in this area regarding the implementation of the shortened fiscal year.

8.6 Planning Data in Module CO-PC (Product Cost Controlling)

Module CO-PC (Product Cost Controlling) is active. Module CO-PC (Product Cost Controlling) stores planning data with cost estimates. Please follow these instructions.

- 1) You have to recalculate certain CO objects after the configuration of the shortened fiscal year has been imported into the productive system. The recalculation stores plan values in tables COSP and COSS in the correct periods and in the correct fiscal years. Figures in reporting (e.g. plan/actual comparison) and figures in period closure (e.g. variance calculation) will be correct only after the recalculation.

You must recalculate each CO object which fulfills the following two criteria. Firstly the CO object must be in a status that allows the business process "Determine costs". Secondly the CO object stores planning values either in the periods that are omitted in the shortened fiscal year or stores planning values in one or several fiscal years after the shortened fiscal year. To identify the CO objects that must be recalculated you can call transaction SE16N tables COSP and COSS or you can create a customer specific report which analyses tables COSP and COSS or you can use application reporting.

1.1) Call transaction KO02 -> Extras -> Costing to recalculate **internal orders**.
Use Batch Input for mass processing.

1.2) Call transaction CN22 -> Edit -> Costs -> Update Costs to recalculate **networks**.
Use transaction CJ9K for mass processing.

1.3) Call transaction VA02 -> Extras -> Costing to recalculate **customer order items**.
Use transaction CK55 for mass processing.

- 2) As standard costing is not active nothing has to be considered here for the introduction of the shortened fiscal year.

8.7 Planning Data in Module SD (Sales and Distribution)

You have to adapt planned revenue in the SD (Sales and Distribution) module according to SAP notes 180501, 158124 and 98745 after the shortened fiscal year has been configured in transaction OB29.

To avoid unnecessary activities you first can check whether SD planned revenue data are stored in the periods that are omitted by the shortened fiscal year (periods 04/2015 through 12/2015). Transaction SE16 can be used for this. The name of the table is COES.

Populate the fields in the selection screen of transaction SE16 as follows:

GJAHR = 2015

PERIO = 004 – 012

KOKRS = 5500

After this press F8.

Repeat the previous step one more time for the interval fiscal years 2016 to 9999 without any entry in field PERIO.

During the analysis no relevant data were found

In case you plan in VIS (Sales Information System), please read the explanations regarding info structures in chapter „Module SD: Sales and Distribution“.

8.8 Planning data in module PM (Plant Maintenance) and CS (Customer Service)

After changing a fiscal year to a shortened fiscal year, problems may occur when processing and confirming maintenance orders or service orders. The system displays error message IK000 "PMIS period cannot be determined".

Maintenance orders or service orders which store planning costs in omitted periods cause this problem.

Please follow the instructions below to avoid the problem outlined above. Please stick to the sequence of the followings steps.

1. Determination of relevant orders

You must determine the orders which store planning costs in the periods which will be omitted (periods 04/2015 through 12/2015) or which store planning costs in fiscal years after the shortened fiscal year.

Call transaction SE16N. The name of the table is PMCO.

Populate the fields in the selection screen of transaction SE16N as follows:

GJAHR 2015

Double-click field WRT04, set in the processed popup 'Not equal to'.

After this press F8 and print the list. Repeat the previous steps for periods WRT05, WRT06, WRT07, WRT08, WRT09, WRT10, WRT11 and for period WRT12.

Note: The selection must be carried out several times and always with one WRTxx-field not equal to zero, as otherwise only the orders are selected with values in all periods in question.

Repeat the previous steps one more time for the interval fiscal years 2016 to 9999 without any entry in any WRTxx-field.

During the analysis orders to be corrected were found. You have to repeat the analysis shortly before Go Live to find the orders which then store costs in the relevant periods.

In the following you find the description of the necessary steps to correct the orders.

2. Temporary source code modifications

Implement the following temporary source code modification in program LMC11F08. This source code modification suppresses message IK000 "PMIS period cannot be determined".

In Include LMC11F08, you have to turn the statement "MESSAGE a000(ik)" four times into a comment line. You can transfer a program statement into a comment line by placing an asterisk (*) as first sign in the line. You have to do this twice in the form 'I_MCIQFB_ALT_AUFBAU_F08' and twice in the form 'I_MCIQFB_NEU_AUFBAU_F08' after function module 'FIRST_DAY_IN_PERIOD_GET':

```
...
Call Function 'FIRST_DAY_IN_PERIOD_GET'
  Exporting
    I_Gjahr      = O_Pmco-Gjahr
    I_Periv      = Tka01-Lmona
    I_Poper      = H_Buper
  Importing
    E_Date       = T_Lisco-Codat
  Exceptions
    Input_False  = 01
    T009_Notfound = 02
    T009b_Notfound = 03.
If Sy-Subrc Ne 0.
*>>>> Start of modification <<<<<<
*  Message A000(Ik).
*>>>> End of modification <<<<<<<<
...
```

3. Correction of the orders

To correct the orders, the costs must be recalculated. You can recalculate the orders after the configuration has been adapted to the shortened fiscal year in transaction OB29.

You can and must recalculate only the orders which are in a status that allows the business process "Determine costs". Call the relevant orders in transaction IW32 and call function Order -> Functions -> Determine costs from the menu. Afterwards, save the order.

Use Batch Input in case you have to recalculate many PM-/CS orders.

4. Undo source code modifications

Undo source code modifications in program LMC11F08.

5. Rebuilding of table PMCO

Rebuild the PM reporting table PMCO for the orders identified and changed in the previous steps. To do this, use program RIPMCO00. For more information on report RIPMCO00, please view SAP note 112841.

6. Info Structures

Concerning updating the info structures in PM/CS, please follow these rules.

If you store your info structures with a day, week or month period unit (that is, not the posting period) and this period unit shall persist after implementation of the shortened fiscal year, you do not have to take any action.

If posting period is the period unit of an info structure and the shortened fiscal year shall be taken into consideration, you have to check in transaction OMOS that the field "Fiscal Year Variant" is populated with fiscal year variant K4. Rebuilding the info structures is only necessary in case you have stored data in future periods.

Please view SAP note 497034.

9 Customizing/Configuring the Shortened Fiscal Year

Please refer to the following sections of the online documentation for defining/Customizing a shortened fiscal year:

SAP ERP Central Component

- > Financials
- > Financial Accounting (FI)
- > Financial Accounting – General Topics
- > Organizational Units and Basic Settings
- > Fiscal Year
- > Shortened Fiscal Year

You can use transaction OB29 to configure the fiscal year variant.

Please adapt the configuration of the fiscal year variant K4. This activates the shortened fiscal year automatically in all related organizational structures (company codes 5010 - 5055, controlling area 5500, plants and so on).

In the following you find the description of the changes in the Customizing of fiscal year variant K4:

1) Call transaction OB29. Select fiscal year variant K4. Switch off the indicator "Calendar yr" in fiscal year variant K4. Switch on the indicator "Year-dependent" in fiscal year variant K4.

2) In fiscal year variant K4, you will define the fiscal years that are identical to the calendar years, the shortened fiscal year and the future non-calendar fiscal years.

Change the description of fiscal year variant K4 from "Calendar year, 4 spec. periods" to e.g. "NGN Fiscal Year" and save your changes.

In case you want to change the description of the fiscal year variant in a language different to your log on language, you have to log off first. Afterwards log on in the required language and change the description of the fiscal year variant.

3) Select entry K4 and choose Dialog Structure -> Shortened Fiscal Years. In the dialog box that follows, enter 2015 in the "Fiscal year" field. Choose "New Entries", enter 3 as the "No. of posting periods" and save your changes. This informs the system that fiscal year 2015 is a shortened fiscal year with 3 normal posting periods.

4) Nine normal posting periods will be omitted in the shortened fiscal year.

Periods 13, 14, 15 and 16 are available as special periods in each fiscal year irrespective of the number of normal posting periods. Therefore please do not change the configuration of the special periods.

Special periods 13, 14, 15 and 16 are available in the fiscal years that are identical to the calendar years, in the shortened fiscal year and in the future non calendar fiscal years.

In shortened fiscal year 2015 you can post to the normal periods 1, 2 and 3 and to the special periods 13, 14, 15 and 16.

5) Now double-click "Periods" in the dialog structure and define the periods of fiscal year variant K4. Once you have selected "Periods" in the dialog structure, a dialog box appears with the heading "Calendar yr". In the "Calendar yr" field, enter 2014. On the next screen, choose "New Entries". Assign the calendar months/days of **calendar year 2014** to the posting periods as follows:

Month	Day	Period	Year shift
01	31	001	0
02	28	002	0
03	31	003	0
04	30	004	0
05	31	005	0
06	30	006	0
07	31	007	0
08	31	008	0
09	30	009	0
10	31	010	0
11	30	011	0
12	31	012	0

Save data.

Explanations:

a) "Month" and "Day" define the last day of the assigned period.

b) The mathematical connection between calendar year, year shift and fiscal year can be expressed as the following formula: $\text{Calendar year} + \text{Year shift} = \text{Fiscal year}$

6) Define the periods of **calendar year 2015** as follows:

Month	Day	Period	Year shift
01	31	001	0
02	28	002	0
03	31	003	0
04	30	001	+1
05	31	002	+1
06	30	003	+1
07	31	004	+1
08	31	005	+1
09	30	006	+1
10	31	007	+1
11	30	008	+1
12	31	009	+1

Save data.

7) Define the periods of **calendar year 2016** as follows:

Month	Day	Period	Year shift	
01	31	010	0	
02	29	011	0	➔ Attention: Leap Year!
03	31	012	0	
04	30	001	+1	
05	31	002	+1	
06	30	003	+1	
07	31	004	+1	
08	31	005	+1	
09	30	006	+1	
10	31	007	+1	
11	30	008	+1	
12	31	009	+1	

Save data.

8) Keep in mind that February has 29 days in a **leap year**. Define the periods in a leap year as follows:

a) For prior calendar years (e.g. 2012):

Month	Day	Period	Year shift	
01	31	001	0	
02	29	002	0	➔ Attention: Leap Year!
03	31	003	0	
...	

b) For future calendar years (e.g. 2016):

Month	Day	Period	Year shift	
01	31	010	0	
02	29	011	0	➔ Attention: Leap Year!
03	31	012	0	
04	30	001	+1	
...	

9) Maintain periods in past calendar years identical to calendar year 2014.

In the Customizing of fiscal year variant K4, you have to maintain the periods in the past until one calendar year prior to the calendar year in which the oldest active asset was activated in company codes 5010 - 5055. Maintaining the periods in past calendar years is mandatory because only then e.g. asset retirements in module FI-AA (Finance – Asset Accounting) will be processed correctly.

Call transaction SE16N table ANLA to determine the capitalization date of the oldest active asset. Restrict the selection to assets which not yet have been retired (field DEAKT = SPACE). Sort the list according to field AKTIV (asset capitalization date).

According to my analysis, the oldest active assets were activated on June 01, 2005.

This means that you have to maintain the periods in fiscal year variant K4 in the past consecutively for each calendar year starting in calendar year 2013 ending in calendar year 2004.

Keep in mind that February has 29 days in a leap year. A leap year occurs every four years, e.g. 2012 and 2008 are leap years.

10) Maintain the periods for calendar years that are further in the future than calendar year 2016.

For example the following reasons require that you maintain the periods for future calendar years. Firstly module FI-AA (Asset Accounting) needs the periods in future calendar years. Secondly planning functions in all modules can be used in future calendar years only in case you have maintained the periods for future calendar years.

SAP recommends that you always maintain the periods of the fiscal year variant at least 20 years in advance. Please maintain the periods of fiscal year variant K4 sufficiently ahead in future calendar years.

Keep in mind that February has 29 days in a leap year. A leap year occurs every four years, e.g. 2016 and 2020 are leap years.

For technical reasons, the system requires periods for calendar years 2099, 2398, 2399, 2400, 2401, 2999, 9998 and 9999. Therefore, please also maintain periods for these calendar years.

You can check the definitions of the period assignment in transaction SE16 table T009B. In the selection screen restrict PERIV = K4.

11) In order to maintain in transaction OB29 the periods in past or future calendar years, use "Copy and Paste" in the screen "Periods" and copy all entries from one calendar year to a past or to a future calendar year.

12) In case you use period texts (e.g. January, February ...) in R/3 application functions (e.g. transaction KP06 Cost Element/Activity Input Planning) or in R/3 reporting or you transfer period texts to a BW (Business Warehouse) system, you have to maintain period texts.

Select fiscal year variant K4 in transaction OB29. Then double-click "Period texts" in the dialog structure and define the period texts for fiscal year variant K4.

13) Some R/3 modules require the definition of fiscal years and posting periods per calendar year even when the shortened fiscal year is closed. For this reason, it is mandatory that the indicator "Year-dependent" in fiscal year variant K4 remains switched on in future forever.

10 Module FI-AA: Asset Accounting

As module FI-AA (Asset Accounting) is active in system PRD client 400, please follow the instructions hereafter. Please stick to the sequence of the steps as listed below.

1) Please read the explanations in the R/3 online documentation in:
SAP Library -> Financials -> Financial Accounting (FI) -> Asset Accounting (FI-AA).
Asset Accounting (FI-AA) -> Basic Functions for Asset Valuation -> Fiscal Years and Periods
-> Shortened Fiscal Years.

2) Regulations or the law determine in each country whether annual depreciation has to be reduced in a shortened fiscal year or not. „Reduced depreciation“ means that in the shortened fiscal year the system does not calculate and post depreciation for 12 calendar months but calculates and posts reduced depreciation which corresponds to the reduced duration of the shortened fiscal year.
In many countries, annual depreciation must be reduced in a shortened fiscal year. Please note that SAP is not allowed to provide legal advice in this domain. Contact your legal department, legal counselor or auditor to clarify in which countries the annual depreciation has to be reduced according to the length of the shortened fiscal year.

Please read the following description in the Asset Accounting Implementation Guide and if applicable change the configuration:

-> Valuation
-> Fiscal Year
-> Shortened Fiscal Years
-> Define Reduction Rules for Shortened Fiscal Years.

In this customizing transaction you have to create new entries for the depreciation areas to be shortened in each company code that implements the shortened fiscal year 2015 and reduces depreciation.
Tick „ODep“, „SDep“, „Int.“ and „Rev.“ according to your requirements.

3) For reducing the depreciation in the shortened fiscal year, please also read the following description in the Asset Accounting Implementation Guide. If necessary change the configuration:

-> Valuation
-> Fiscal Year
-> Shortened Fiscal Years
-> Maintain Depreciation Keys.

Depreciation will only be reduced in case the indicator „No reduct. in short year“ in the depreciation key is switched off.

There are two possibilities to check the indicator „No reduct. in short year“ in the depreciation key.
Firstly you can call transaction AFAMA and press F2 to navigate to the detail screen of a depreciation key.
Secondly you can call transaction SE16 and enter table T090NA. In the selection screen, populate field AFAPL with your chart of depreciation UK01. Press F8. In the list depreciation keys with indicator „No reduct. in short year“ switched on have „X“ in column „XRAFA“.

4) Implement program ZRUMPF from SAP note 123026 in your system.
You have to run program ZRUMPF after the shortened fiscal year has been configured in transaction OB29.
Program ZRUMPF ends without displaying a message.
Afterwards check with transaction SE16 table T093C, that field XRUMPF is populated with ‚X‘ in company codes introducing the shortened fiscal year.

Program ZRUMPF does not create entries in a transport request. This is why you have to transport program ZRUMPF from your development system or customizing system into the downstream systems (e.g. consolidation system, productive system). You have to run program ZRUMPF in each system after the Customizing for the shortened fiscal year (transaction OB29) has been imported.

5) Once you have completed the configuration of the fiscal year variant K4 in transaction OB29 you have to generate the period controls for FI-AA in fiscal year variant K4. Call transaction OA84. In the selection screen of transaction OA84 populate field "Fiscal Year Variant" with "K4"

You have to run transaction OA84 three times:

1. „From calendar year“ = Calendar year in which the oldest asset was activated (= 2005)
2. „From calendar year“ = Current calendar year (= 2014)
2. „From calendar year“ = Calendar year with the shortened fiscal year (= 2015)

In future, after you have maintained the periods of fiscal year variant K4 for further calendar years, you have to regenerate period controls afterwards.

6) Check that in company codes introducing the shortened fiscal year "Year-End Closing for Asset Accounting" has been executed for the last fiscal year in which books are closed. Here the description how you can determine the last fiscal year for which Year-End Closing for Asset Accounting has been executed. Call transaction SE16. Enter „T093B“ in field „Table Name“. Press F7. In the selection screen, enter company code 5010 in field BUKRS (Asset Accounting is active in this company code only). Press F8. In the list, you find the last fiscal year for which Year-End Closing Asset Accounting has been executed in row ABGJA. In case the list does not show the last fiscal year in which books are closed, use transaction AJAB (program RAJABS00) to execute Year-End Closing Asset Accounting for the fiscal year in which books are closed.

7) Run transaction „Recalculate Depreciation“ (transaction AFAR = program RAAFAR00) in company code 5010. In case fiscal year 2015 is already open transaction AFAR reduces the planned depreciation for the shortened fiscal year proportionally to the length of the shortened fiscal year.

In the selection screen of transaction AFAR, populate "Company code". Do not populate other fields in the selection screen of transaction AFAR.

Please note that the function „Recalculate Depreciation“ recalculates depreciation in all years for which the "year-end closing" function in Asset Accounting has not yet been carried out (reason for point 6).

8) It doesn't matter if one or more depreciation runs (program RAPOST2000 or transaction AFAB) have already run in the shortened fiscal year. The depreciation program corrects any posted depreciation that may be too high (or too low) automatically in the first depreciation run that is executed after the shortened fiscal year was configured.

11 Module FI-SL: Special Ledger

R/3 is shipped with the **fix ledgers 00 (Classic General Ledger), 3A (Reconciliation Ledger), 8A (Profit Center Accounting), 0F (Cost of Sales Accounting Ledger) and 09 (Preparations for Consolidation)**.

The fiscal year variant which is linked to the company code is relevant for **Ledger 00 (Classic General Ledger)** and for additional ledgers that store additional local currencies (e.g. hard currency or index based currency). After configuration of the shortened fiscal year in fiscal year variant K4, the shortened fiscal year will be applied automatically in company codes 5010 - 5055 in Ledger 00.

Ledger 3A (Reconciliation Ledger) with summary table COFIT is active in controlling area 5500. You can display this in transaction OKKP. The fiscal year variant which is linked to the controlling area steers ledger 3A (Reconciliation Ledger). After configuration of the shortened fiscal year in fiscal year variant K4, the shortened fiscal year will be applied automatically in Ledger 3A.

Module EC-PCA (Enterprise Controlling – Profit Center Accounting) and hence **Ledger 8A (Profit Center Accounting)** is active in company codes 5010 - 5055. As you can see in table T882, fiscal year variant K4 is assigned to ledger 8A in company codes 5010 – 5055. After configuration of the shortened fiscal year in fiscal year variant K4, the shortened fiscal year will be applied automatically in Ledger 8A.

Ledger 0F (Cost of Sales Accounting Ledger) with summary table GLFUNCT is not active in system PRD client 400. Nothing has to be considered here for the introduction of the shortened fiscal year.

Ledger 09 (Preparations for Consolidation) with summary table GLT3 is not active. Nothing has to be considered in this area for the introduction of the shortened fiscal year.

No **customer specific ledger** is active. Hence, nothing has to be considered here for the implementation of the shortened fiscal year.

To summarize, no action is required regarding **fix ledgers** or the **customer specific ledger** for the implementation of the shortened fiscal year.

12 Module CO: Controlling

- 1) For planning data in the CO modules, please note the explanations in the "Planning Data" section above.
- 2) Concerning module CO-OM (Controlling - Overhead Management) please view SAP note 191962.
- 3) In transaction OKKP -> Select controlling area -> "Activate Components / Control Indicators", you can see that commitments management is active in controlling area 5500.

The following checks can be performed to determine whether correction of commitments data is necessary or not. Use transaction SE16 for table COOI. Populate the fields in the selection screen of transaction SE16 as follows: GJAHR = 2015, PERIO = 004 to 016, KOKRS = 5500. After this press F8.
Repeat the previous step for the interval fiscal years 2016 to 9999 without any entry in field PERIO.
During the analysis no relevant commitments data were found.

In case you find relevant data, you have to correct the commitments data after you have adapted the Customizing to the shortened fiscal year. You correct the commitments data in the following steps:
 - 3.1) Once you have adapted the Customizing to the shortened fiscal year, you can update the commitments line items with report RKANBU01. Please view SAP note 534993 for information on report RKANBU01.
 - 3.2) Afterwards use report RKACOR04 to update the commitments totals. For information on report RKACOR04, please view SAP note 217590.
Report RKACOR04 can have a long runtime. You will reduce the run time when you restrict the selection in the selection screen in fields fiscal year, period and object number (e.g. OR* for all orders, KS* for all cost centers, PR* for all projects). Start report RKACOR04 with different selections in parallel to reduce runtime.
- 4) For the test of Report painter reporting in module CO follow the instructions given in SAP note 546846, section „Solution“.
You can enter the master data selection date as follows in the selection screen of a Report Painter report. In the selection screen of the Report Painter report choose in the Menu -> Environment -> Options... . In the following Pop Up, tick „Export mode“. Press Enter.
Press the button „Output Parameters ...“. In the following Pop Up, set the radio button to „Fixed Value“ in the field group „Date to read master data“ and enter the required date.
- 5) The validity of settlement rules can be limited in internal orders, projects and WBS elements in fields GABJA (Valid-from year) / GABPE (Valid-from period) and in fields GBISJ (Valid-to year) / GBISP (Valid-to period).

The analysis of fields GABJA (Valid-from year) / GABPE (Valid-from period) and GBISJ (Valid-to year) / GBISP (Valid-to period) in table COBRB with transaction SE16 shows, that no settlement rules exist in WBS elements, projects or internal orders with a validity starting / ending in the periods which will be omitted due to the shortened fiscal year (periods 004/2015 – 012/2015). Nothing has to be considered here for the introduction of the shortened fiscal year.

13 Module MM: Materials Management

1) Company codes 5010 and 5055 are linked to plants. You can display this in transaction OX18.

Relevant company codes will perform a shortened fiscal year which lasts from 1st of January 2015 until 31st of March 2015. On 1st of April 2015 the first period in the fiscal year that follows the shortened fiscal year starts.

Material movements in module MM can only be posted to periods that have been opened by the period shift program (program RMMMPERI or transaction MMPV).

Allow material movements from 1st of April 2015 on only after the shortened fiscal year has been set up.

To allow material movements from the 1st of April 2015 on make besides others the following entries in the selection screen of program RMMMPERI:

Period: 01
Fiscal Year: 2016

2) In the material master records in the MRP 3 view, you can enter „P“, „M“, „W“ or „T“ in the field “Period indicator” (MARC-PERKZ). The field “Period indicator” (MARC-PERKZ) determines how the consumption values and forecasts values of a material are stored.

In case you use the “Forecast” function or you evaluate periodic consumption values, please follow the instructions below.

Analysis shows that in none of the material master records in the MRP 3 view, the field “Period indicator” (MARC-PERKZ) is filled with „P“.

Hence, forecast and periodic consumption values are based on months, weeks or days independent of the fiscal year variant linked to the company codes. Months, weeks and days are determined by the factory calendar.

In case you want that forecast and consumption values continue to work like this after the shortened fiscal year is set up, you do not have to take any action.

Attention: In case you change the field “Period indicator” (MARC-PERKZ) in material master records which are already in use a data conversion in table MVER is also mandatory.

If you change the field “Period indicator” (MARC-PERKZ) in material master records which are already in use without data conversion in table MVER, this will cause an inconsistency in table MVER. Due to the inconsistency you are no longer able to display historic consumption values of the materials concerned.

14 Module LO: Logistics

In case you use LIS (Logistic Information System) or RIS (Retail Information System), please read the following instructions.

- 1) In case you change the key of the fiscal year variant (e.g. from K4 to Z4) in an info structure, you have to redo the setup of statistical data afterwards. For this, please follow SAP notes 64636 and 79083.
- 2) You have several options in case you use an info structure with the unit "posting period" for planning and planning data are stored in the periods that will be omitted in the shortened fiscal year. Please check the options in the sequence they are listed below.
 - 2.1) You can call the planning transaction that uses the info structure, delete the planning data in the periods that will be omitted and enter the planning data in the periods of the following fiscal year. You have to perform this option before the customizing in transaction OB29 is adapted to the shortened fiscal year.
 - 2.2) You can create a customer specific method in Copy Management and shift data from the omitted periods to future periods by the number of periods that will be omitted. Please find further information on how to implement a customer specific method in Copy Management following this path of the implementation guide:
-> Logistics - General -> Logistics-Information-System (LIS) -> Logistics Data Warehouse -> Data Basis -> Tools -> Copy Management -> Methods Maintenance.
Implement the rule for shifting data in the ABAP/4 form routine of the method.
 - 2.3) You can rebuild the info structure. Regarding rebuilding an info structure please view SAP notes 64636 and 79083. You have to perform this option after the customizing in transaction OB29 is adapted to the shortened fiscal year.
- 3) Please view SAP notes 497034, 495688 and 677956.

15 Module SD: Sales and Distribution

Company codes 5010 and 5055 are linked to sales organizations. You can display this in transaction OVX3. Fiscal year variant K4 is assigned to relevant company codes. You can display this in transaction OB37.

1) A result of the analysis is that fiscal year variant K4 is not stored in any customer master data in the view „Marketing“. Hence, there is no necessity to change the fiscal year variant in customer master data in the view „Marketing“.

2) Concerning updating the info structures in SD, please follow these rules.

2.1) If you store your info structures with a day, week or month period unit (that is, not the posting period) and this period unit shall persist after implementation of the shortened fiscal year, you do not have to take any action.

2.2) The following instructions are applicable in case posting period is the period unit of an info structure.

2.2.1) In case the shortened fiscal year shall be taken into consideration, you have to check in transaction OMO1 that the field “Fiscal Year Variant” is populated with fiscal year variant K4 or that the field “Fiscal Year Variant” is empty. In case the field “Fiscal Year Variant” is empty the system determines the fiscal year variant of the company code.

2.2.2) In case you have changed the fiscal year variant stored in an info structure you have to rebuild the info structure afterwards. Regarding rebuilding an info structure please view SAP notes 64636 and 79083.

2.2.3) You have several options in case you use an info structure for planning and planning data are stored in the periods that will be omitted in the shortened fiscal year. Please check the options in the sequence they are listed below.

1. You can call the planning transaction that uses the info structure, delete the planning data in the periods that will be omitted and enter the planning data in the periods of the following fiscal year. You have to perform this option before the customizing in transaction OB29 is adapted to the shortened fiscal year.
2. You can create a customer specific method in Copy Management and shift data from the omitted periods to future periods by the number of periods that will be omitted. Please find further information on how to implement a customer specific method in Copy Management following this path of the implementation guide:
-> Logistics - General -> Logistics-Information-System (LIS) -> Logistics Data Warehouse -> Data Basis -> Tools -> Copy Management -> Methods Maintenance.
Implement the rule for shifting data in the ABAP/4 form routine of the method.
3. You can rebuild the info structure. Regarding rebuilding an info structure please view SAP notes 64636 and 79083. You have to perform this option after the customizing in transaction OB29 is adapted to the shortened fiscal year.

2.3) Please view SAP notes 497034 and 495688.

2.4) In case you use info structure S014 (Sales Summary) in VIS (Sales Information System), please view SAP note 10891. You must not change the fiscal year variant C1.

3) Analysis has shown that „Revenue Recognition“ (SD-BIL-RR) is not active. Hence, nothing has to be taken into consideration in this area.

16 Module HR: Human Resources

As module HR (Human Resources) is active, please read the following instructions.

Module HR (Human Resources) can be run in two different modes. On the one hand, HR can be run in a common productive client integrated with other R/3 modules (e.g. FI, CO, MM, SD ...). On the other hand, HR can be run stand alone. Stand alone means that HR is run in an exclusive client or more commonly in an exclusive R/3 system non-integrated with other R/3 modules. In the HR stand alone mode, usually certain data (e.g. cost center master data, payroll results) are interchanged between the exclusive HR system and the R/3 system in which other modules (e.g. FI, CO, MM, SD ...) are run.

The following explanations are applicable no matter in which mode HR is run.

The organizational unit used in HR is called personnel area. The personnel area is assigned to the company code.

The temporal dimensions used in HR are called payroll periods and payroll year. HR does not use the posting periods and fiscal years which are defined in the fiscal year variant. Payroll periods/payroll years and posting periods/fiscal years are not technically connected inside R/3.

A shortened fiscal year implies a change of posting periods and fiscal years. You have to check whether you have to adapt future payroll periods and payroll years according to the national legislation in the countries where you introduce a shortened fiscal year.

Payroll periods and payroll years remain unchanged irrespective of a shortened fiscal year in Germany and in many other countries.

In case you implement a shortened fiscal year in a country where according to the national legislation, future payroll periods and payroll years have to be adapted, reconfigure future payroll periods and payroll years with transaction OG00 or report RPUCTP00.

17 Other R/3 Modules

As module **PS (Project System)** is active, you must set up again records for the PS information system with transaction CJEN. Data of PS info system must be rebuilt for CO objects which store costs in the periods which are omitted by the shortened fiscal year or which store costs in fiscal years after the shortened fiscal year. Table RPSCO stores data of PS info system.

SAP note 52963 explains in section "Solution" the functionality and handling of transaction CJEN.

During the analysis no data to be corrected were found in table RPSCO. In case you find data to be corrected during the Go Live of the shortened fiscal year, please adapt data as described.

Analysis of system PRD client 400 shows that the following modules are not active:

- **FI-FM (Finance - Funds Management) – transaction OF16**
- **PP (Production Planning)**
- **PS-CAF-ACT (Project System – Cash Management) – transaction OPI6**
- **TR-CB (Treasury - Cash Budget Management) – transaction OF05**

As these modules are inactive, nothing has to be considered here for the implementation of the shortened fiscal year.

18 Other SAP Solutions

Since you implement the shortened fiscal year in an R/3 system which is connected to a **BW (Business Warehouse)** system, you have to view SAP notes 141842, 676337 and 1708484.

First you have to configure the shortened fiscal year in the R/3 system in transaction OB29. After this, you have to replicate the fiscal year variants into your BW system. To do so, log on to the BW system. In the BW system, call transaction RSA1. In the navigation box, select "Source Systems". Right-click on the source system from which you want to import the fiscal year variants. Then choose "Transfer Global Settings". After this, you get the selection screen of program RSIMPCUST for the source system you selected. In the selection screen, tick "Fiscal year variants". Run the program.

In case you upload MM data to BW, please refer to SAP note 1708484. You must check and possibly maintain the fiscal year variant settings according to SAP note 1708484. SAP note 1708484 is relevant also when the source system is not a retail system.

Detailed Fiscal Year Variant: This fiscal year variant determines the detailed periodicity, for example, weekly periods. This periodicity is used in planning and reporting.

Rough Fiscal Year Variant: This fiscal year variant determines the rough periodicity, for example, monthly periods. It is particularly significant in planning for the entry of sales and inventory plans, but can also be used for reporting purposes.

Fiscal Year Variant: Very Rough: This fiscal year variant determines very rough periods, such as quarters or seasonal periods. It is used in the stock ledger for reporting purposes.

19 Fiscal Year Change/Reporting/Year-End Closing in the Shortened Fiscal Year

The activities for fiscal year change, reporting and year-end closing at the start and end of a regular fiscal year and at the start and end of a shortened fiscal year are identical.

You can perform annual comparisons between regular fiscal years and the shortened fiscal year with standard reports, although the shortened fiscal year contains fewer periods than the regular fiscal year.

The activities at the end of a shortened fiscal year are identical to the activities at the end of a normal fiscal year. This means that for fiscal year change and year-end closing for a shortened fiscal year, you perform the same activities as for a normal fiscal year.

Please note that in Asset Accounting, for example, but also in Materials Management, at a given point in time you can only post to two fiscal years.

20 Customer Developments

Analyze in customer developments (evaluations, programs, transactions, user exits and so on), whether the fiscal year is being processed correctly.

21 Interfaces

You have to ensure that the shortened fiscal year is being processed correctly at the data interfaces. To do this, you will have to perform an analysis and, if necessary, adapt the interfaces.

On the one hand you have to analyze the interfaces that transfer data from R/3 to a different software package. On the other hand, you also have to analyze the interfaces which transfer data into the R/3 system.

22 Assistance with Issues and Errors

You are able to resolve most issues and errors which occur during implementation, test or productive use of the shortened fiscal year on your own. This saves you in many cases time and money.

The following approach shall help you to analyze and eliminate the reason for an issue or an error. In case an issue or an error occurs, please follow the instructions below. Please stick to the sequence of the steps as they are listed.

- 1) Read the relevant chapter in SAP Online Documentation. You can access SAP Online Documentation in the R/3 system from any screen -> Help -> SAP Library or on the Internet <http://help.sap.com/ecc> -> Application Help -> SAP Library.
- 2) Read the relevant chapter in SAP Implementation Guide (transaction SPRO) and field (F1) help.
- 3) Read the relevant chapter in this document. Check that each detail of the relevant chapter has been realized in your system exactly as described in this document.
- 4) Involve the business in the analysis and elimination of the issue.
- 5) Select SAP note 672255 in SAP Service Marketplace. In SAP note 672255 choose „Related Notes“. Check whether a related SAP note solves the problem.
- 6) Search with appropriate keywords in SAP Service Marketplace for a SAP note that solves the problem.
- 7) Create a message in SAP Service Marketplace or contact the author of this document.

23 Appendix: Glossary

This chapter explains the key words.

23.1 Fiscal Year and Calendar Year

A regular fiscal year covers 12 calendar months.

The fiscal year can be identical to the calendar year. In this case, the fiscal year begins on 01 January and ends on 31 December. The fiscal year is then called „identical to the calendar year“.

The fiscal year can differ from the calendar year. A fiscal year that differs from the calendar year for example begins on 01 October and ends on 30 September of the next calendar year. In this case, the fiscal year is called a “non calendar fiscal year”.

23.2 Fiscal Periods and Calendar Months

The fiscal year is divided into fiscal periods. Fiscal periods may also be called posting periods.

The fiscal periods can be congruent with the calendar months. In this case, each fiscal period starts on the first day of a calendar month and ends on the last day of a calendar month. Supposed that the fiscal year is identical to the calendar year, in this case the fiscal period 3 starts on 01 March and ends on 31 March.

The fiscal periods can be shifted. In this case, the fiscal periods are not congruent with the calendar months. This case is called “Shifted fiscal periods”. In case fiscal periods are shifted, fiscal periods do not have to start on the first day of a month and do not have to end on the last day of a month.

An example for shifted fiscal periods is the 4-4-5-rule. When the 4-4-5-rule is applied, a quarter (= 13 weeks) is divided in three fiscal periods covering 4 weeks, 4 weeks and 5 weeks.

23.3 Shortened Fiscal Year and Prolonged Fiscal Year

In many countries a shortened fiscal year has to be set up when the fiscal year shall be changed e.g. from a non calendar fiscal year to a fiscal year identical to the calendar year.

In Germany, a shortened fiscal year has to be set up according to § 240 sec.2 sentence 2 of the GCC. Similar regulations are applicable in many other countries.

A shortened fiscal year is a fiscal year that covers less than twelve calendar months. Hence, a shortened fiscal year contains between one and eleven calendar months.

In some countries regulations or the law do not allow a shortened fiscal year. Companies which want to change their fiscal year must set up a prolonged fiscal year.

In other countries it is regulated either by law or by authorities that companies have to implement a prolonged fiscal year or can opt for a prolonged fiscal year instead of a shortened fiscal year when the fiscal year shall be changed.