Recurring documents

Purpose

The purpose of this page is to clarify the understanding of the system logic and requirements in relation to the recurring documents.

Overview

Recurring entries are business transactions that are repeated regularly, for example rental payments or insurance premiums.

The process of recurring documents automates the monthly payments with a fixed run schedule. This process is comparable to the standing order you give to your bank to deduct your rental, premium payments, or loan repayments.

The recurring entry original document contains all repetitive data necessary for posting the monthly accounting documents.

The recurring entry program is started regularly (e.g. monthly). Based on the run schedule a batch input file is created, containing all recurring documents to be generated. Running the batch input session the system posts the expenses and open items.

Cross-company code transactions cannot be posted with the recurring entry program.

This page explains followings:

- how to create, change and display recurring entry original documents,
- creation and processing recurring entry sessions,
- how to delete recurring entry original documents.

Create, change and display recurring entry original documents

Create:

Use transaction FBD1 for entering the recurring entry data. This document is not an accounting document, it does not update the transaction figures therefore it does not affect the account balance. The recurring entry program uses it as a basis for creating accounting documents.

It contains:

- the date of the first & last posting
- the frequency at which the posting should be made,
- the date of the next planned posting.

To store the recurring entry document the system uses a special number range "X1" (transaction FBN1).

Transaction FBD9 can be used for entering a recurring entry document with reference.

Creating recurring entry original documents updates tables BKDF, BKPF and BSEG.

Change:

In transaction FBD2.

Different changing rules are valid like for ‘normal’ FI documents (It’s possible e.g. to change the amount (WRBTR) in a recurring entry document – setting: TA OB32.)

The manual changes are reported under Environment -> Document changes.

Display:

In transaction FBD3.
Recurring entry original documents receive the document status of “D” (BKPF-BSTAT= D).

Program RFDAUB00 (transaction F.15): lists existing recurring documents.

**Create and process recurring entry session**

Program SAPF120 (transaction F.14) creates accounting documents using the recurring entry original documents.

The program has to be run at regular intervals. It checks each recurring entry document to see if a document should be created. The system takes numbers for the recurring entry original document from this number range.

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**Delete Recurring entry documents**

It’s only possible to delete recurring entry documents that are flagged for deletion.

The recurring entry program automatically flags recurring entry documents for deletion if the next run date determined by the program is after the last scheduled run date. The system thereby indicates that the recurring entry document is not to be used again.

You can also set the deletion flag yourself in the recurring entry document as well.

Recurring entry documents which are marked for deletion are no longer used by the recurring entry program.

**Process of deletion:**

1) Step (prerequisite):

Mark document for deletion – in transaction FBD2.

Transaction FBD2, Goto > Recurring Entry Data: set BKDF-XDELT - Indicator: Recurring entry carried out (can be deleted):
Setting the indicator is reported under 'Document changes'.

Important!

SAPF120 (F.14) checks deletion indicator before the batch input session is created. FBD5 updates recurring data like 'Next run on' date or 'Number of runs'. FBD5 changes the deletion indicator as well.

Therefore before changing the deletion indicator in FBD2 it's necessary to check in SM35 whether there is a batch input (BI) session for this recurring document which has not been executed. If so, execute this BI session first (or delete it) before changing deletion indicator in FBD2. Additionally it is necessary to check that there is not a running SAPF120 creating a BI session for this recurring document.

2) Step: Running deletion report – program SAPF040R – for recurring entry documents:

F.56 (program SAPF040R) shouldn't be run by everybody – special authorisation concept is required.

Once a recurring entry document is deleted, the document number will be re-assigned to newly generated recurring documents

Related Documents (Size: Heading 2)

Recurring Entries I.
Recurring Entries II.

Related SAP Notes/KBAs (Size: Heading 2)

SAP Note 415361 - Cross-company-code recurring entry documents
SAP Note 96036 - Changeability of fields in recurring documents
SAP Note 36821 - Delete recurring document
SAP Note 2007771 - FBD1:Posting date and document date for recurring document
SAP Note 69647 - SAPF120: Dynamic Select. for Recurring Entry Docum.
SAP Knowledge Base Article 1921792 - Recurring entry documents not show on FS10N / FBL3N Transaction