

# ZZF\_POSTING\_FILE

## Tasks to be completed when documenting an SAP Transaction, Report or Message code.

1. Title of the page = SAP Transaction code, SAP Report or SAP Message

2. Add the following Labels, respectively:

- SAP Transaction => "sap\_transaction", Transaction code "xxxx"
- SAP Report => "sap\_report"
- SAP Message => "sap\_msg"

3. On the left section, describe the steps. On the right section, insert respective print screens and additional guidelines, if needed (e.g. Main selections of the transaction...)

## Background:

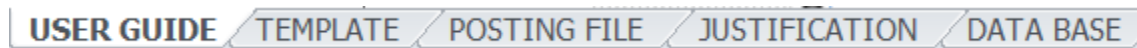
This transaction enables to upload several accounting items to SAP in one shot.

To do so, the template file below needs to be used:

### [Global Posting File](#)

The file contains the following tabs:

- USER GUIDE: Instructions of use
- TEMPLATE: tab to insert the accounting data
- POSTING FILE: automatically filled in, based on the data inserted in the *TEMPLATE* tab
- JUSTIFICATION: tab to insert any justification to the posting
- DATA BASE: SAP rules



#### Instructions

To prepare the file with all the necessary accounting data, follow the instructions detailed in the *User Guide* tab of each template.

## Technical information

First line :

- contains the title of the column (this description could be translated - there is no check)  
Second line :
  - contains the SAP technical name of the column.  
MANDATORY – MUST NOT BE CHANGED  
First column :
    - The title of the column (second line) must be "ITEM"
    - contains the "identification code" of the operation
    - MANDATORY - THE SAME CODE MUST APPEARS ON ALL THE LINES OF A SINGLE DOCUMENT.
    - If the file contains more than 1 document, the "identification code" must change starting from the first line of the new document  
In fact, the technical names can be an any line (not necessarily the second one), but the line with technical names should contain only real technical names.  
Technical names of a given field can be displayed in FB01 (or else), <F1> on the field, <Technical Information>  
You can add an additional column with the right technical name at any time. (To make it short, every BBKPF or BBSEG field can be used in a new column).  
We can insert comment in line 1 or on any line that begins with a star '\*':

## Data

The data start on the third line of the second column with the header data.

### Header data:

- Co code BKPF-BUKRS ★
- Transaction code BKPF-TCODE (always in Upper Case) ★
- Doc Type BKPF-BLART ★
- Doc Date BKPF-BLDAT ★
- Posting Date BKPF-BUDAT ★
- Posting period BKPF-MONAT
- Currency BKPF-WAERS ★  
-Transfer in doc curr.BKPF-XBWAE (\*\*\*) (By default "X" = currency rate at the moment of the final posting. If the rate is established at the moment of the "park" enter the value "!" in this field
- Reversal reason BKPF-STGRD (\*\*)
- Reversal date BKPF-STODT (\*\*)
- Reference BKPF-XBLNR
- Header Text BKPF-BKTXT

### Line item data:

- Co Code BSEG-BUKRS (for cross company posting; never on the first line of the document)
- Posting Key BSEG-BSCHL ★
- G/L account BSEG-SAKNR ★
- Amount Doc cur BSEG-WRBTR ★
- Amount Cy Cur BSEG-DMBTR
- Tax code BSEG-MWSKZ
- B.A. BSEG-GSBER
- Value date BSEG-VALUT
- Cost center BSEG-KOSTL
- CO Order BSEG-AUFNR
- Croco Partner BSEG-VPTNR
- WBS element BSEG-PROJK
- Profit center BSEG-PRCTR
- Material BSEG-MATNR
- Quantity BSEG-MENGE
- Unit of measure BSEG-MEINS
- Personnel nr BSEG-PERNR
- Assignment BSEG-ZUONR
- Text BSEG-SGTXT
- Transaction Type BSEG-ANBWA or BSEG-BEWAR
- Trading Partner BSEG-VBUND
- Reference Key 3 BSEG-XREF3

(Further technical field names could be used...)

### Header and Item Long Text

- Item Long Text BSEG\_LONG\_TEXT
- Header Long Text BKPF\_LONG\_TEXT
- Both Item and Header Long Text Language TTXIT-TDSPRAS
- Header Long Text ID TTXIT-TDID
  - "0001" - Correspondence
  - "0002" - Note (default)
  - "0003" - Payment advice information
  - "0004" - Number of Payment Order

The Excel file can handle very complex documents with more BSEG fields, withholding tax, or also clearing (FB05) etc. If needed, ask to SIS.

### Automatic attachment of files

- Property of file BAPISIGNAT-PROP\_NAME
- Full filename path BAPISIGNAT-PROP\_VALUE
  - ★ mandatory fields
  - (\*\*) only for FBS1 where it is mandatory
  - (\*\*\*) By default "X" = currency rate at the moment of final posting.

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The empty columns can be removed from the file.

## Creating a ZZF\_posting\_file from one or more documents in SAP

If you enter in transaction ZZF\_POSTING\_FILE\_DOWNLOAD you can display one or many existing documents (preferably FB01 ones) in the necessary Excel format for abap ZZF\_POSTING\_FILE.


Some little changes are needed (in you specify a Customer, no G/L account is necessary). or in short words, we can use ZZF\_POSTING\_DOWNLOAD to download a document, then modify it (dates...), and upload a new similar one with ZZF\_POSTING\_FILE.

In fact the download is a display in an Excel file, that we can save on our disk. (If during display you are prompted for a choice of Excel template, use "sap\_om.xls")

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STEP 1

Use transaction code:

 ZZF\_POSTING\_FILE: Initial Screen

Enter the transaction code **ZZF\_POSTING\_FILE**:

[blocked URL](#)


Validate with 

[blocked URL](#)

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STEP 2

Fill in the transaction fields

By default, some of the transaction fields are hidden. To view them, press the  button. If you press it once, the test run mode field appears:

[blocked URL](#)

If you press it twice, the fields "display mode" and the fields to process the transaction by batch input appears:

Start by uploading the Global Posting File previously prepared:

[blocked URL](#)

Fill in the fields:

- **File name:** select the file created
- **Decimal point format:**
  - Normally "as entered"
  - If an error message appears, regarding the format for all documents, you may select "correct decimal; point, number" and run the program again. Be careful, if some documents are posted, create a new file containing only the documents in error
- **Date format:**
  - Normally "as entered". However, you can also define how the system will read the date in the file if different format than the normal one. The available formats are:

[blocked URL](#)

- **Display mode:**
  - Normally "E" (in order to have the most appropriate "error message")
  - You may use "A" in order to see all the screens
- **Test run:**
  - In case you launch the transaction in test mode, the result will be the following:

[blocked URL](#)

The error related with the date format appears when the date format chosen is different from the one in the file. to solve the error is only necessary to confirm the date format.

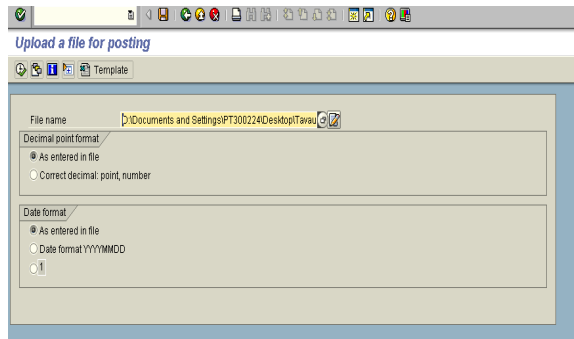
The other error (red bars) is only a warning informing that the field contain more characters than the allowed in SAP field (applicable for Doc. Header Text, Reference, assignment and text fields).

- **Call transaction / create batch input:**
  - By default, the field is flagged on "Call transaction...using...", but there is the possibility to execute this transaction creating a batch input session in [SM35](#). To do this, select:

[blocked URL](#)

- And give a name to the batch to be created. When launched, the foreground posting transaction will generate errors stating "Process Cancelled by User", however, these errors should be ignored. **The system will create 1 batch input per posting to be performed.**

To post the posting file, insert the file to be posted (in excel or txt format):



STEP 3

### Launch the transaction

Launch transaction with



#### Remark

If the file to be uploaded is open you will receive the following message:

[blocked URL](#)






In this case, close the file and launch the transaction again

The system gives you the information regarding the documents created (parked or posted).



## Workflow history

This view shows the 5 most recent entries. The complete workflow log is available from the 'Document Activity' menu item.

Mar 06, 2025	Actor	Type	Activity	Version
Published	 Eusébio, Daniela	Edit	updated the page at 1:27 pm Other contributors: 	
		State	changed state to <b>Published</b> at 12:27 pm	v11
Draft	 Eusébio, Daniela	State	gave <i>Approvers</i> approval at 12:27 pm	
		State	changed state to <b>Draft</b> at 12:27 pm	v11
Mar 25, 2020				
Published	 Cátia Pinto	Edit	updated the page at 9:19 am	
		State	changed state to <b>Published</b> at 8:34 am	v10
Draft	 Cátia Pinto	State	gave <i>Approvers</i> approval at 8:34 am	
		State	changed state to <b>Draft</b> at 8:34 am	