

## Step By Step Process For Archiving

This document describes the steps for doing Archiving.

Here we are taking an example of archiving the Material Master data to explain the process of archiving.

So we will first create a Material and then flag it for deletion and then do the archiving for that material.

### I. Creating A Material

Execute the Transaction code **MM01**.

Let us create a material with the name MMTESTARCH that we will flag for deletion and later archiving it to delete from the database.

The screenshot shows the 'Create Material - General: Initial Screen' window in SAP. The window has a menu bar with 'Material', 'Edit', 'Goto', 'Defaults', 'Environment', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area contains the following fields:

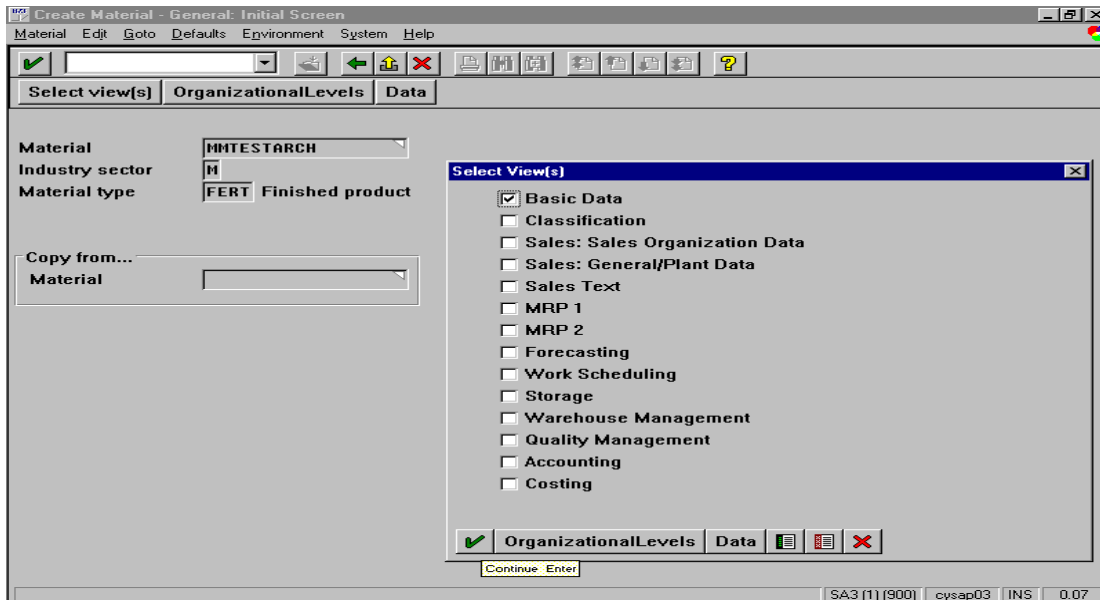
- Material:** MMTESTARCH
- Industry sector:** M
- Material type:** FERT Finished product
- Copy from...** section with a **Material** dropdown menu.

The status bar at the bottom of the window displays 'SA3 (1) (900) cysap03 INS 0.14'.

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Click on the *Select Views* button to enter the data specific to the material.

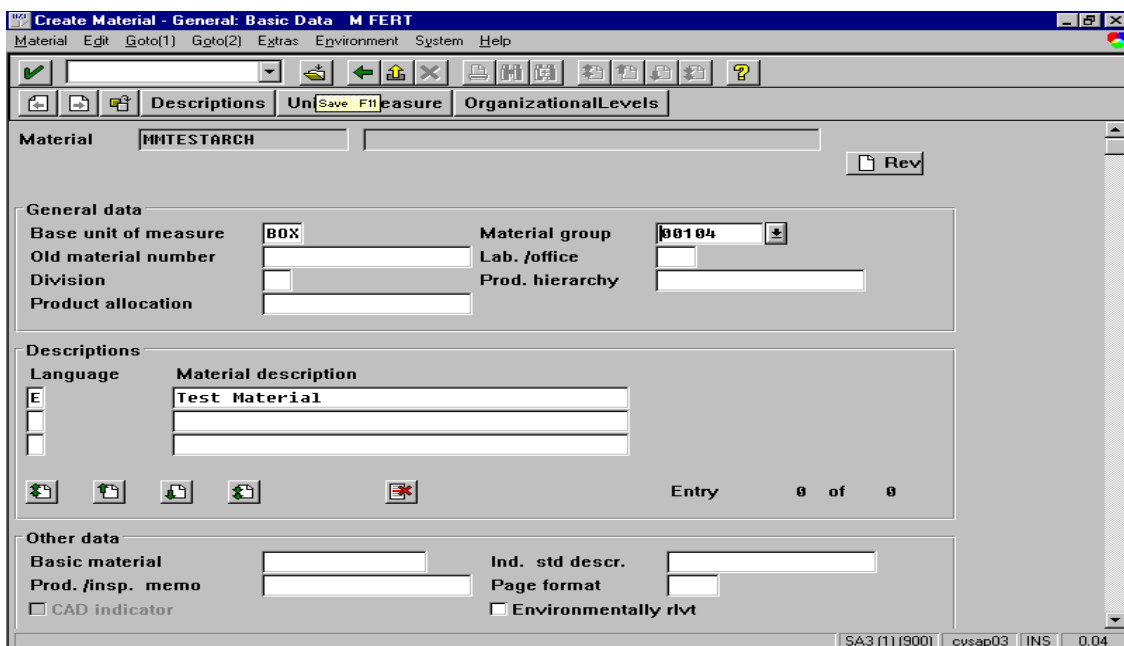
For our example we will select only **BASIC DATA** from the views list.



The screenshot shows the 'Create Material - General: Initial Screen' in SAP R/3. The 'Material' field is set to 'MMTESTARCH', 'Industry sector' is 'M', and 'Material type' is 'FERT' (Finished product). A 'Select view(s)' dialog box is open, displaying a list of views. The 'Basic Data' view is selected with a checkmark. Other views listed include Classification, Sales: Sales Organization Data, Sales: General/Plant Data, Sales Text, MRP 1, MRP 2, Forecasting, Work Scheduling, Storage, Warehouse Management, Quality Management, Accounting, and Costing. The dialog box has buttons for 'OrganizationalLevels', 'Data', and 'Continue'.

Click on the *Enter* icon

In the *Create Material – General : Basic Data* screen, enter the information about the material. The fields with '?' are required fields.



The screenshot shows the 'Create Material - General: Basic Data' screen in SAP R/3. The 'Material' field is set to 'MMTESTARCH'. The 'Base unit of measure' is 'BOX' and the 'Material group' is '00104'. The 'Material description' is 'Test Material'. The 'Descriptions' section shows the material description in English. The 'Other data' section includes fields for 'Basic material', 'Prod. /insp. memo', 'Ind. std descr.', 'Page format', and 'Environmentally rlt'. The 'Entry' field shows '0 of 0'.

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After entering the data click on the *Save icon* to save the material.

Material

Industry sector

Material type

Copy from...

Material

The MMTESTARCH created message appears here.

Material MMTESTARCH created

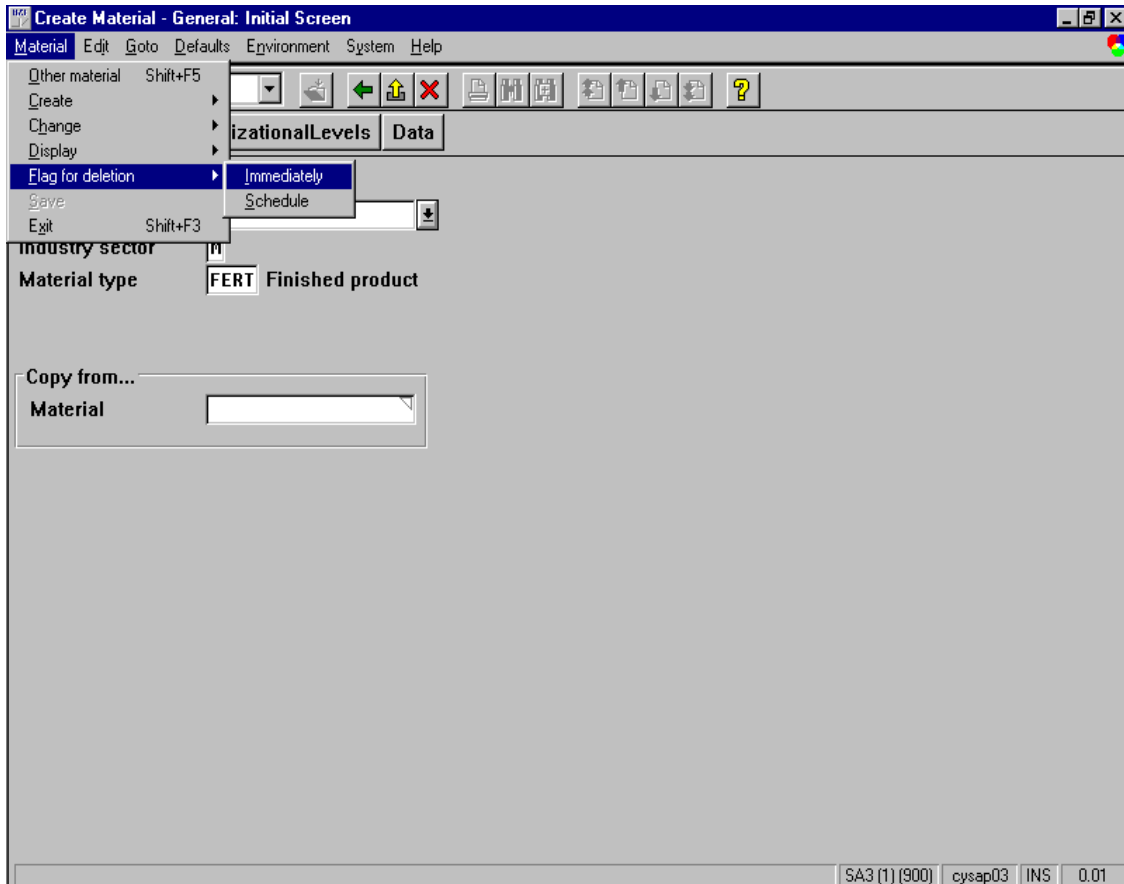
SA3 (1) (900) cysap03 INS 2.56

**So we have now created a material.**

**In the next step, we will flag the material for deletion.**

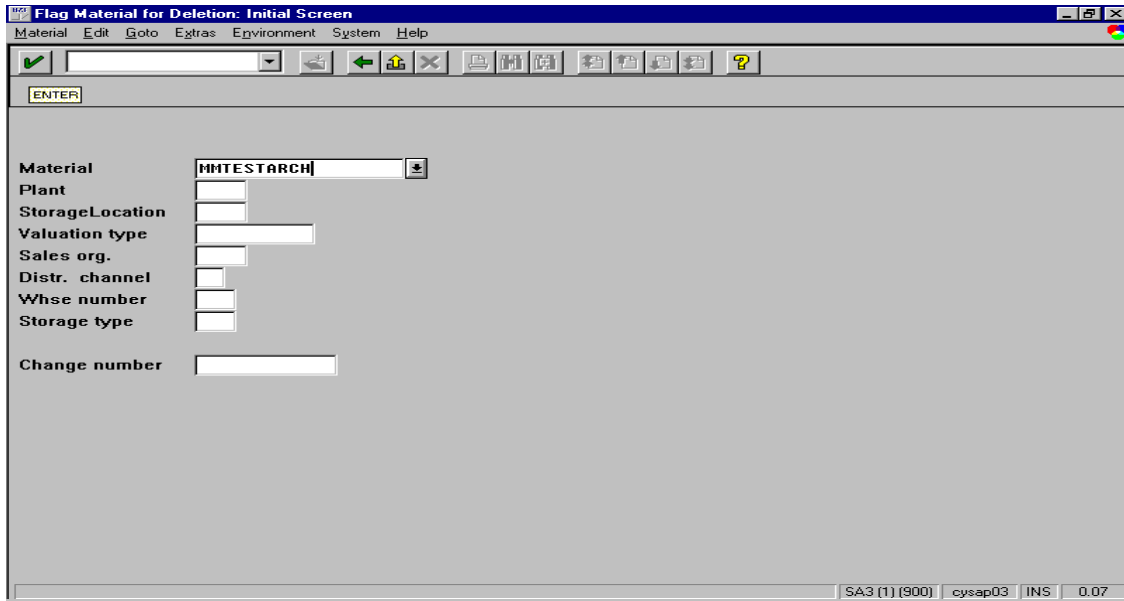
### II. Marking Material For Deletion

To set the *Flag For Deletion* for the material, choose the menu *Material → Flag For Deletion → Immediately*



Enter the *Material name* which you want to flag for deletion (in our case it is MMTESTARCH) and click on the *Enter* icon.

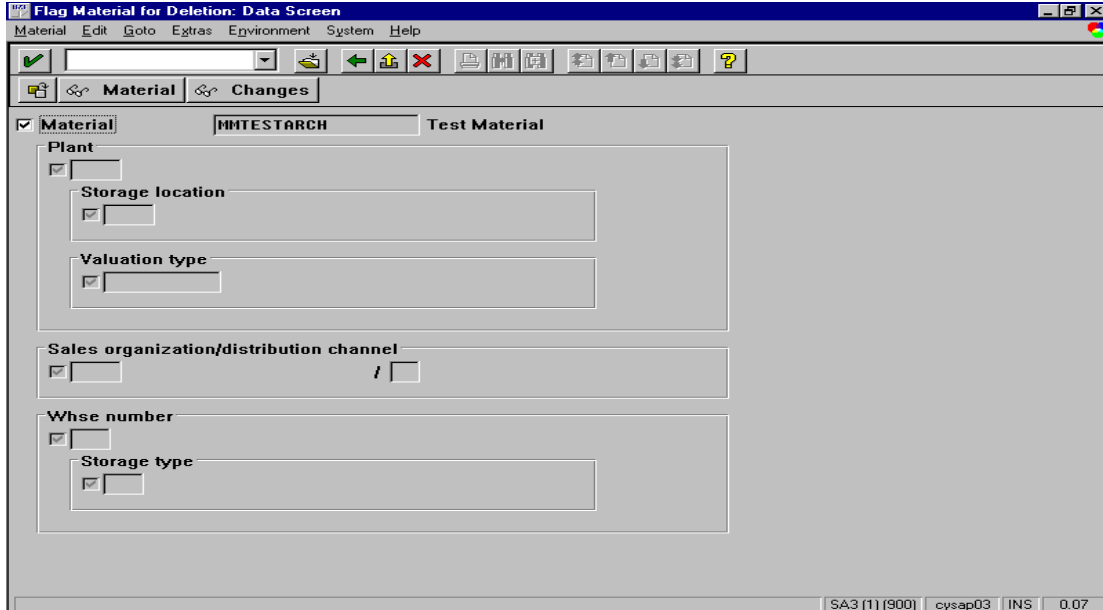
## SAP R/3 Document : BASIS (Archiving)



The screenshot shows the 'Flag Material for Deletion: Initial Screen' in SAP. The window title is 'Flag Material for Deletion: Initial Screen'. The menu bar includes 'Material', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. The toolbar contains various icons for navigation and actions. Below the toolbar, there is an 'ENTER' button. The main area contains several input fields for material data: 'Material' (with value 'MMTESTARCH'), 'Plant', 'Storage Location', 'Valuation type', 'Sales org.', 'Distr. channel', 'Whse number', 'Storage type', and 'Change number'. The status bar at the bottom shows 'SA3 (1) (900)', 'cysap03', 'INS', and '0.07'.

You will get the following screen.

On this screen check the *Material Checkbox* and click on *Save icon*



The screenshot shows the 'Flag Material for Deletion: Data Screen' in SAP. The window title is 'Flag Material for Deletion: Data Screen'. The menu bar includes 'Material', 'Edit', 'Goto', 'Extras', 'Environment', 'System', and 'Help'. The toolbar contains various icons for navigation and actions. Below the toolbar, there are tabs for 'Material' and 'Changes'. The 'Material' tab is selected, and it contains a checkbox labeled 'Material' which is checked. To the right of the checkbox is the text 'Test Material'. Below this, there are several input fields for material data: 'Plant', 'Storage location', 'Valuation type', 'Sales organization/distribution channel', 'Whse number', and 'Storage type'. The status bar at the bottom shows 'SA3 (1) (900)', 'cysap03', 'INS', and '0.07'.

The material will be flagged for deletion and you will return back to initial screen.

On the message bar you will get the Flag For deletion message.

### III. Archiving Process

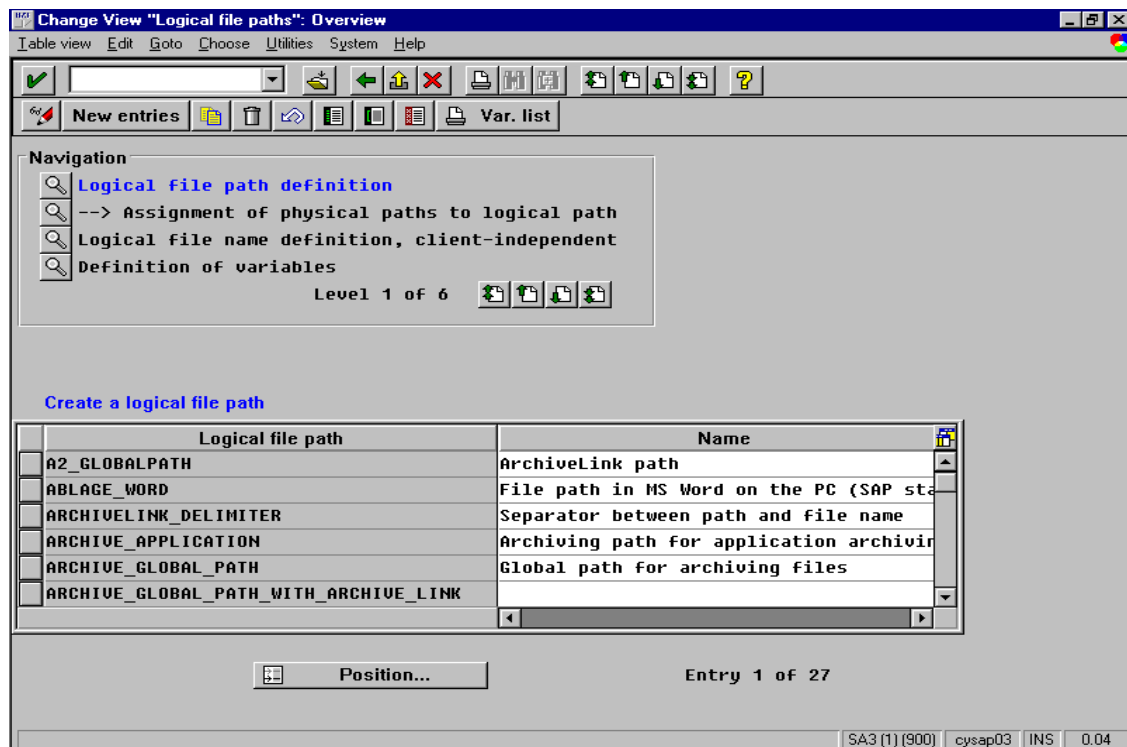
Now we will see how to archiving the Material that we have flagged for deletion.

The entire Archiving process consists of the following steps / processes :

1. First we need to specify the *logical file path and logical filename* for the material using the Transaction Code **FILE**.
2. We need to specify the logical file name, Client Specific Details for the using the Transaction Code **SF01**.
3. Next we start the actual archiving process using the transaction code **SARA**.

Now we will set up the logical file path and logical file names.

Execute the Transaction Code **FILE**.



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This activity is for client-independent maintenance of logical filenames and paths and includes the following :

**1a. Logical file path definitions** : - *Freely definable descriptive name for a path in which data is to held.*

SAP contains its own standard logical paths necessary for standard operations, but we can also create our own.

Click on the **New Entries** button on the application toolbar

**New Entries: Overview of Created Entries**

Table view Edit Goto Choose Utilities System Help

Navigation

- Logical file path definition
  - > Assignment of physical paths to logical path
  - Logical file name definition, client-independent
  - Definition of variables

Level 1 of 6

Create a logical file path

Logical file path	Name
ZMMTESTARCH	Path For material master archiving

Position... Entry 0 of 0

SA3 (1) (900) cysap03 INS 0.06

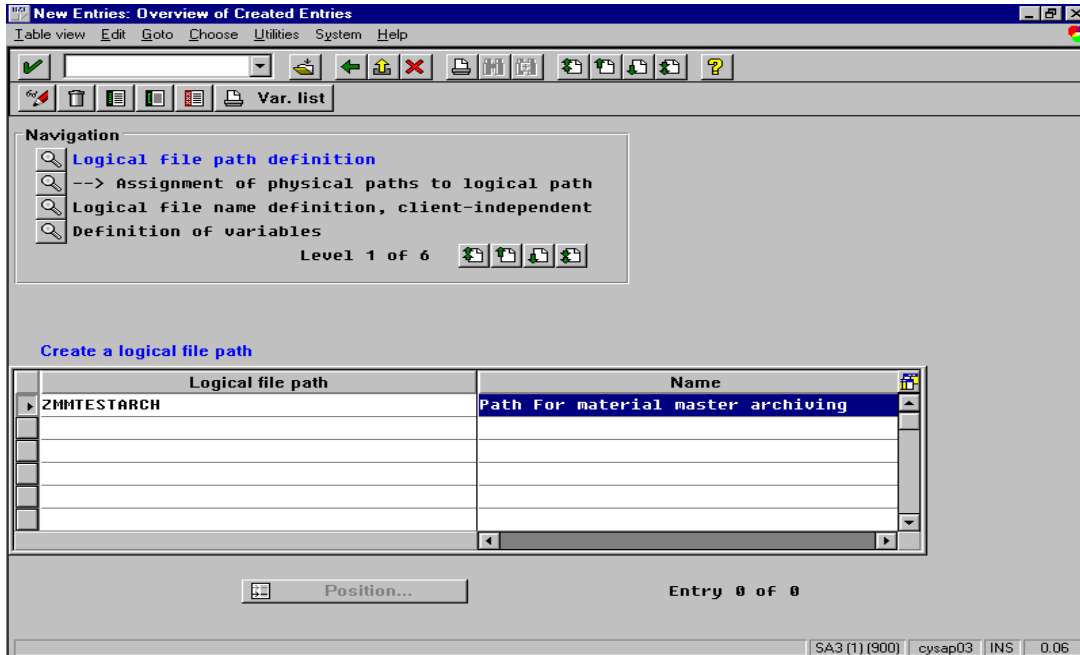
Specify the **Logical file path** and its description in the **Name** column

Click on **Save icon** to save the entries.

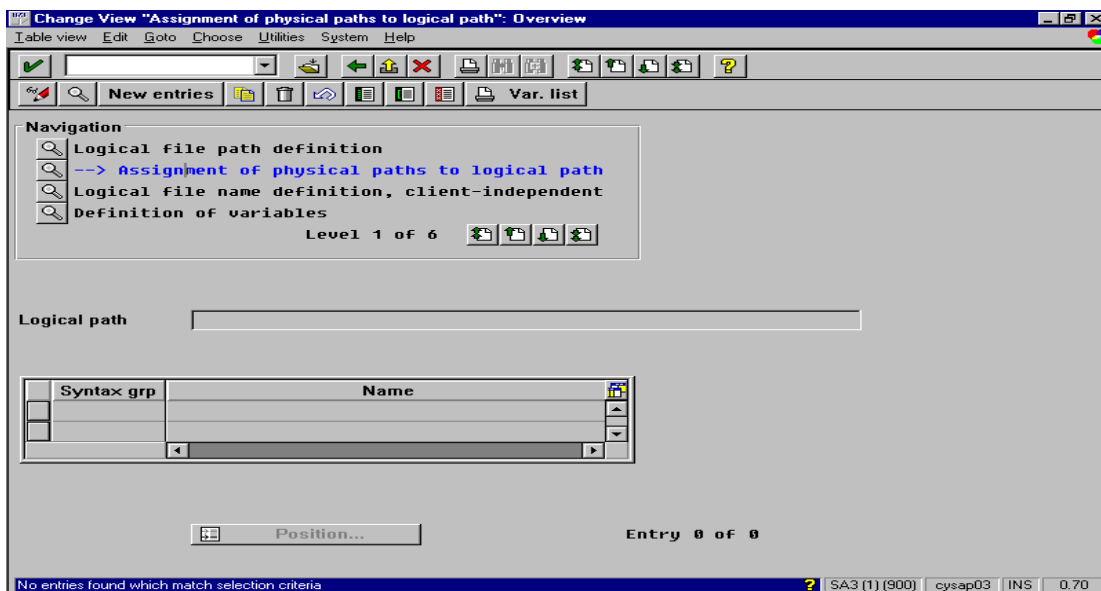
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### *1b. Assignments of physical paths to the logical path*

Select the logical path that you created.



Click on the *Assignment of physical paths to logical path* option





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Conversion of logical path to a physical path is dependent on operating systems. For this reason, generally several physical paths can be assigned to one logical path. It consists of following values :

- Logical path : Name of the logical file path to which the physical path is assigned
- Name : Short description of the logical file path
- Syntax group : Name of the syntax group for which the physical path applies
- Physical path : Platform-specific path. It may contain reserved words as placeholders that are replaced by system values at runtime. It must include the reserved word <FILENAME> as placeholder for the filename.

Now since we have already defined the logical path and the Name, we will now define the *Syntax group* and the Physical Path.

The screenshot shows the SAP R/3 'Change View' window titled 'Assignment of physical paths to logical path'. The window has a menu bar (Table view, Edit, Goto, Choose, Utilities, System, Help) and a toolbar with various icons. A navigation pane on the left lists the following options:

- Logical file path definition
- > Assignment of physical paths to logical path (selected)
- Logical file name definition, client-independent
- Definition of variables

Below the navigation pane, it says 'Level 1 of 6'. The main area contains a 'Logical path' text field. Below it is a table with two columns: 'Syntax grp' and 'Name'. The table is currently empty. At the bottom of the window, the status bar displays the message: 'No entries found which match selection criteria'. The status bar also shows system information: SA3 (1) (900), cysap03, INS, and 0.70.

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Click on the *New Entries* button on the application toolbar

**New Entries: Details of Created Entries**

Table view Edit Goto Choose Utilities System Help

ENTER Var. list

Logical path Name: ZMMTESTARCH

Syntax group: WINDOWS NT

Physical path: C:\TEMP\<FILENAME>

This is a System Variable for the Physical file name which we will define in the next step. This convention is mandatory.

SA3 (1) (900) cysap03 OVR 0.03

Specify the *Syntax Group* (eg. *WINDOWS NT*) and *Physical Path*

After you specify the Syntax Group and the Physical Path, click on the *Enter* icon.

**New Entries: Details of Created Entries**

Table view Edit Goto Choose Utilities System Help

ENTER Var. list

Logical path Name: Path For material master archiving

Syntax group: WINDOWS NT Microsoft Windows NT

Physical path: C:\TEMP\<FILENAME>

SA3 (1) (900) cysap03 OVR 0.06

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Click on the *Save icon*. You will be prompted to enter a *Change Request Number*. Enter your change request number and click on the *Enter icon*

The screenshot shows a SAP window titled 'Maintain View Cluster: Initial Screen'. Inside, a 'Change Request Query' dialog box is open. It has a 'View maintenance: Data' section with a text field for 'U\_PATH'. Below that is a 'Request' section with a 'Number' field containing 'SA3K900539' and a 'test' text field. At the bottom of the dialog are buttons for 'Own requests', 'Create request', and 'Continue Enter'. The main window's status bar at the bottom shows 'SA3 (1) (900) cysap03 OVR 0.35'.

Now the Data will be saved.

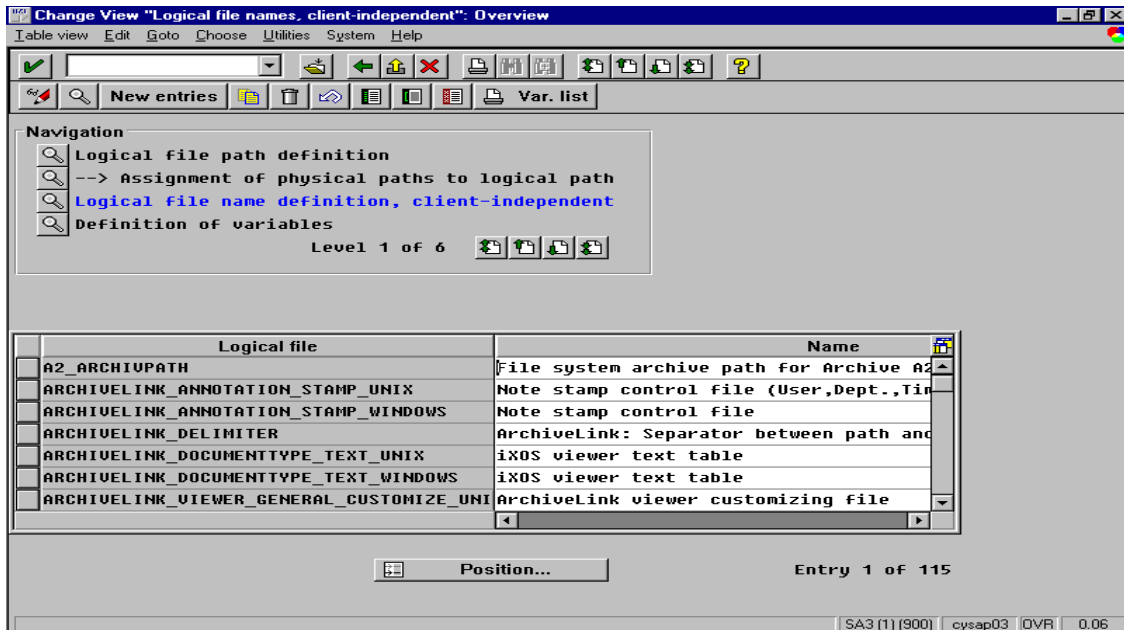
Click on *Back icon* to come back to the initial screen. Now you can see that the *Syntax Group* is displayed in the Syntax Group column

The screenshot shows a SAP window titled 'Change View "Assignment of physical paths to logical path": Overview'. It has a 'Navigation' pane on the left with a tree structure: 'Logical file path definition' (selected), '--> Assignment of physical paths to logical path', 'Logical file name definition, client-independent', and 'Definition of variables'. Below the navigation pane is a 'Logical path' text field containing 'ZMMTESTARCH'. At the bottom, there is a table with two columns: 'Syntax grp' and 'Name'. The table contains one entry: 'WINDOWS NT' under 'Syntax grp' and 'crosoft Windows NT' under 'Name'. Below the table is a 'Position...' button and the text 'Entry 1 of 1'. The status bar at the bottom shows 'SA3 (1) (900) cysap03 OVR 0.04'.

Syntax grp	Name
WINDOWS NT	crosoft Windows NT

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Now select this Syntax Group and click on *Logical file name definition, client independent* option.



In this step we maintain the logical file name for all clients.

The definition of a logical filename comprises the following values:

- Logical filename : Descriptive name for a file to be stored.
- Name : Short description explaining the use of the file.
- Physical filename : Physical filename assigned to the logical filename. It may contain reserved words as placeholders that are replaced by system values at runtime. The physical filename can also include a path. In this case, the logical filename only applies to one platform, and a logical path must not be specified.
- Data format : Three-character key (for example, ASC). The data format is required when files are downloaded to the presentation server. It can also be used as a filename extension.
- Application area : Two-character key (for example, SD) that identifies where the file is utilized but is of no functional significance.
- Logical path : Name of the logical path where the file is to be stored. The logical path serves to determine the physical path for the file to be stored, depending on the syntax group in question. If no logical path is specified, the

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FILE\_GET\_NAME function module at runtime returns only the physical filename (see above), replacing any placeholders it may contain.

Click on the *New Entries* button on the application toolbar

**New Entries: Details of Created Entries**

Table view Edit Goto Choose Utilities System Help

Logical file: ZMMTEST

Name: File For Material Master Archiving

Physical file: R<PARAM\_1><MONTH><DAY><PARAM\_2>

Data format: ASC

ApplicationArea: MM

Logical path: ZMMTESTARCH

1. Enter the Logical File name.
2. Enter the description
3. Enter the Physical file name. You can use some system variables to make up your filename. Press F1 on the field to get a list of systems variable. For example we have used <PARAM\_1> for Application Id (i.e.MM), <MONTH> to include the month etc.
4. Data Format (E.g. ASC)
5. Application (e.g. MM in our case)
6. Logical Path, which we had created earlier

SA3 (1) (900) cysap03 OVR 0.04

After entering the all the information, click on the *Save icon*.

Click on the *Back icon*.

Now the logical file name that you have now created should be displayed in the list.

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### II PHASE

Now you should use the Transaction Code **SF01** to maintain the logical filenames for the current client. So, make sure that you have logged onto the right client.

Execute the Transaction Code **SF01**

Logical file	Name
ARCHIVE_DATA_FILE	Archive file for archiving application
ARCHIVE_DATA_FILE_WITH_ARCHIVE_LINK	Archive file for archiving application
EDI_FILE	EDI data output file
EIS_COMMUNICATION_TRACE	
EIS_PRINT_DEFAULT	
EIS_PRINT_REPORT	
EXAMPLE_FILE	
EXCONS_FLEXIBLE_UPLOAD	Flexible upload for legal consolidation
FIAA_ARCHIVE_DATA_FILE	Archiving the assets
FIAA_ARCHIVE_DATA_FILE_FOR_CATT	
FILC_COMPANY_1000	FILC Company 1000
FILC_COMPANY_100060	FILC Company 100060
FILC_COMPANY_100080	FILC Company 100080
FILC_COMPANY_100090	FILC Company 100090
FILC_COMPANY_100099	FILC Company 100099
FILC_COMPANY_2000	FILC Company 2000

Position... Entry 1 of 105

SA3 (1) (900) cysap03 QVR 0.06

## SAP R/3 Document : BASIS (Archiving)

Click on the *New Entries* button on the application toolbar

The screenshot shows the 'New Entries: Details of Created Entries' dialog box in SAP. The dialog has a menu bar with 'Table view', 'Edit', 'Goto', 'Choose', 'Utilities', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area of the dialog contains the following fields:

Logical file	ZMMTEST
Name	File For Material Master Archiving
Physical file	R<PARAM_1><MONTH><DAY><PARAM_2>
Data format	ASC
ApplicationArea	MM
Logical path	ZMMTESTARCH

The status bar at the bottom of the dialog shows 'SA3 (1) (900) cysap03 DVR 0.04'.

Just select the *Logical File* that you created from the dropdown box and the rest of the information will automatically appear.

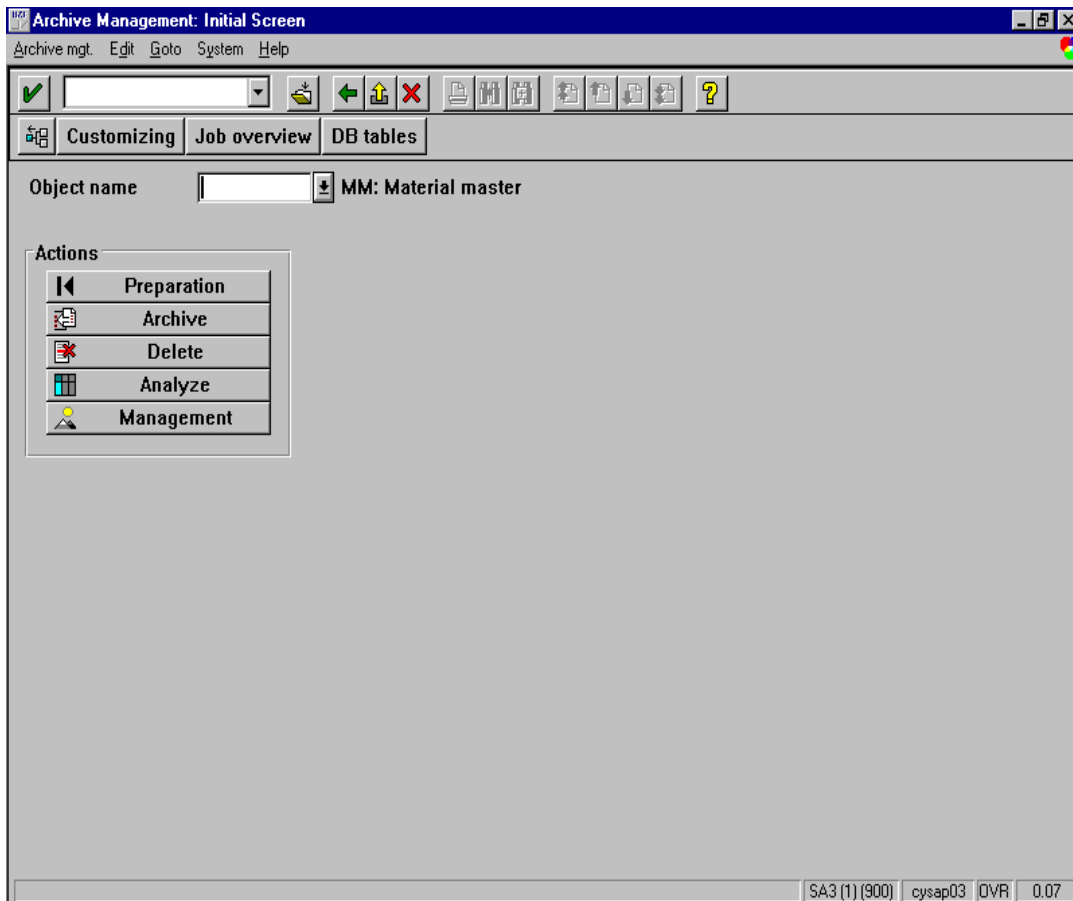
Click on the *Save* icon

Specify the *Change Request Number*.

Click on *Back* icon to come to the initial screen

### III. PHASE

Now you start the actual archiving process using the Transaction Code [SARA](#).

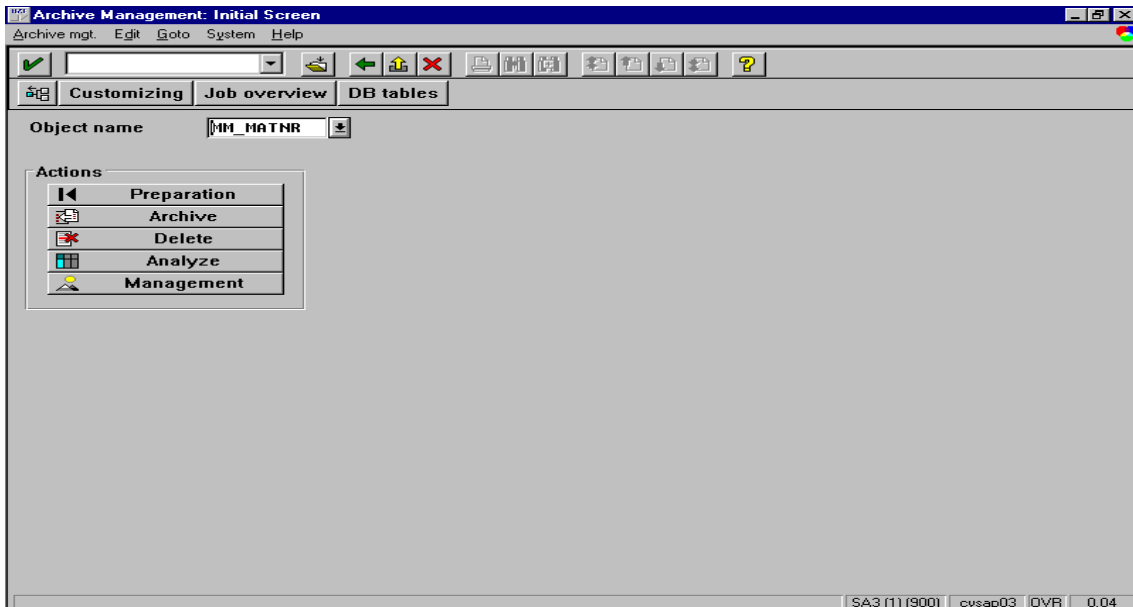


Every application area will have some specific Archiving objects associated with them. For example the archiving object for Material Master is [MM\\_MATNR](#)

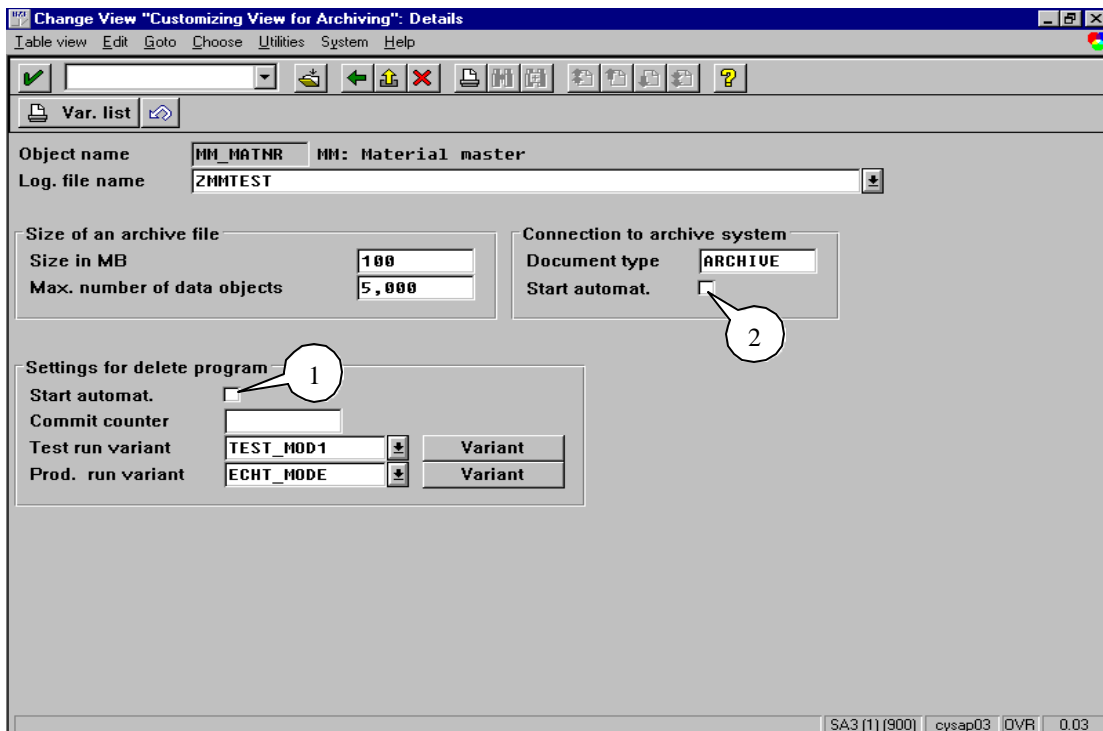


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Enter the concerned archiving object name in the *Object Name* field



Click on the *Customizing* button on the application toolbar.



Select the *Log. File name* that you created from the dropdown box.

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1. Check this box for Automatic Deletion of the material from the database, i.e. the deletion program will be started automatically.
2. Check this box to link any Third Party Tool that you maybe using for the Archiving.

After specifying the Logical file name, click on the *Save icon*.

Enter the *Change Request Number*

Click on the *Back icon* to return to the initial screen.

Click on *Preparation* button.

Archive Management: Preparation

Archive mgt. Edit Goto System Help

Customizing Job overview Management DB tables

MM: Material master

Client 900

Variant  Maintain

User name USER20

Start date not maintained

Spool params. not maintained

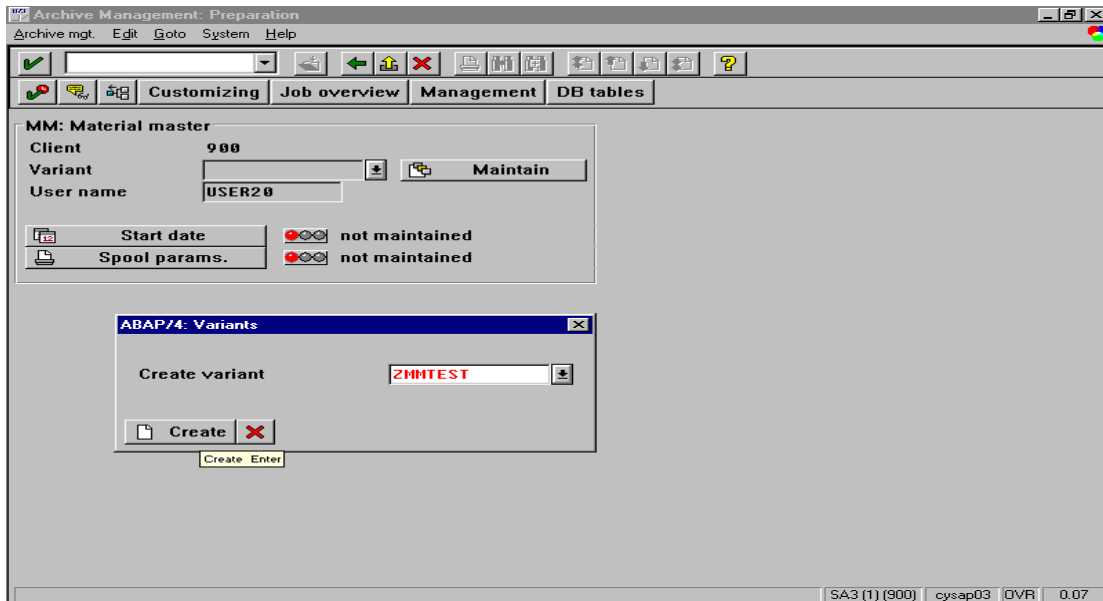
SA3 (1) (900) cysap03 OVR 0.06

Now you need to create a variant.

Click on the *Maintain* button

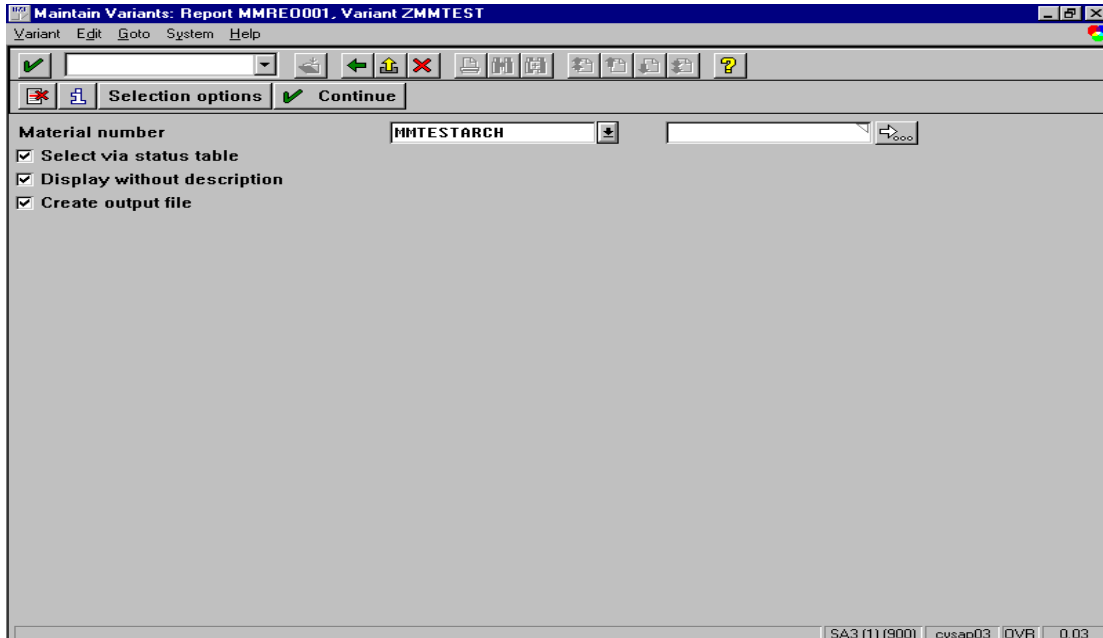
## SAP R/3 Document : BASIS (Archiving)

A subscreen will appear.



The screenshot shows the 'Archive Management: Preparation' window in SAP. The title bar includes 'Archive mgt.', 'Edit', 'Goto', 'System', and 'Help'. The main menu bar contains 'Customizing', 'Job overview', 'Management', and 'DB tables'. The 'MM: Material master' section displays 'Client 900', 'Variant' (with a dropdown arrow), 'User name USER20', and 'Maintain' button. Below this, 'Start date' and 'Spool params.' are shown with 'not maintained' status. An 'ABAP/4: Variants' dialog box is open, showing 'Create variant' with 'ZMMTEST' in the input field and 'Create' and 'Enter' buttons. The status bar at the bottom indicates 'SA3 (1) (900) cysap03 OVR 0.07'.

Specify a variant name and click on the *Create* icon.



The screenshot shows the 'Maintain Variants: Report MMRE0001, Variant ZMMTEST' window. The title bar includes 'Variant', 'Edit', 'Goto', 'System', and 'Help'. The main menu bar contains 'Selection options' and 'Continue'. The 'Material number' field is set to 'MMTESTARCH'. Below this, three checkboxes are checked: 'Select via status table', 'Display without description', and 'Create output file'. The status bar at the bottom indicates 'SA3 (1) (900) cysap03 OVR 0.03'.

Now specify the **Material Number** or **Range of Material Numbers** to be archived.

In our case it is **MMTESTARCH**

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Click on the *Continue* button on the application toolbar

The screenshot shows the 'ABAP/4: Save Attributes of Variant ZMMTEST' dialog box. It has a menu bar with 'Environment', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The dialog is divided into two main sections: 'Selection variables' and 'Variant attributes'. The 'Variant attributes' section contains a 'Variant' field with the value 'ZMMTEST' and a 'Description' field with the value 'Test Variant.'. Below these fields are four checkboxes: 'Background only', 'Protect variant', 'Do not display variant', and 'System variant'. The 'Field attributes' section contains a table with five columns: 'Fld name', 'Type', 'Protected', 'Invisible', and 'Variable'. The table has four rows of data.

Fld name	Type	Protected	Invisible	Variable
Material number	S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select via status table	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Display without description	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create output file	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

At the bottom right of the dialog, there is a status bar with the text 'SA3 (1) (900) cysap03 DVR 0.09'.

Enter the *description* for the variant.

Click on the *Save* icon.

Click on the *Back* icon to come to the *Archive Management : Preparation* screen

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Next click on the *Start Date* button

The screenshot shows the 'Start Time' dialog box in the SAP Archive Management: Preparation window. The 'Date/Time' tab is selected. The 'Immediate' checkbox is checked. The 'After job', 'After event', and 'At operation mode' tabs are also visible. The 'Periodic job' checkbox is unchecked. The 'Check' button is highlighted. The status bar at the bottom shows 'SA3 (1) (900) cysap03 QVR 0.04'.

Specify the *period and start time* for the execution of the archiving process. In our case, we have selected *Immediate*.

Click on *Save and Check* icons

Click on *Spool param.* Button

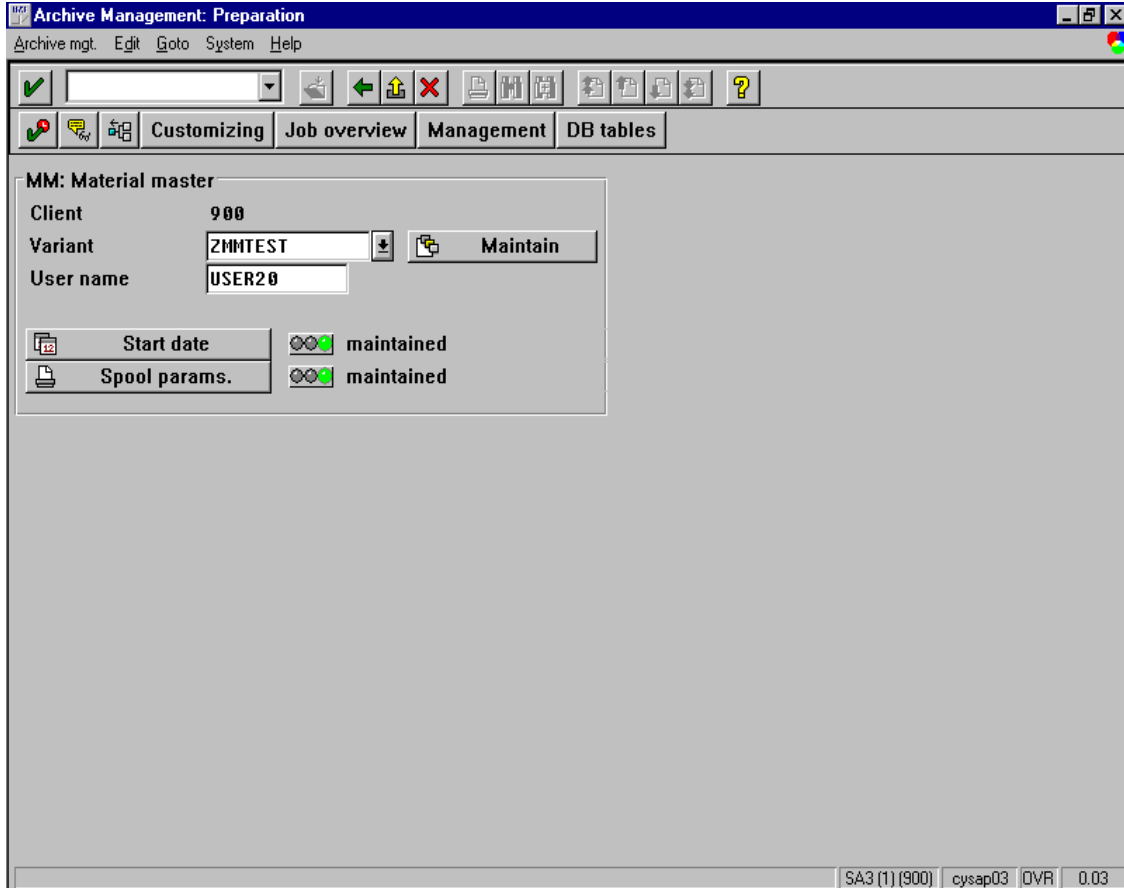
The screenshot shows the 'Background Print Parameters' dialog box in the SAP Archive Management: Preparation window. The 'Output device' is 'LP01' and the 'Patch Panel Room' is selected. The 'Number of copies' is '1'. The 'Spool request' section shows 'Name' as 'MMRE0010\_USE', 'Title' as 'MM: Material master', and 'Authorization' as an empty field. The 'Spool control' section has 'Print immed.' checked, 'Delete after print' unchecked, 'New spool request' unchecked, 'Retention period' as '8 Day(s)', and 'Archiving mode' as 'Print'. The 'Cover sheets' section has 'SAP cover sheet' checked, 'Selection cover sheet' unchecked, 'Recipient' as 'USER20', and 'Department' as an empty field. The 'Output format' section shows 'Lines' as '65', 'Columns' as '132', and 'Format' as 'X\_65\_132'. The status bar at the bottom shows 'SA3 (1) (900) cysap03 QVR 0.71'.

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Maintain the Spool parameters and click on the *Save* button

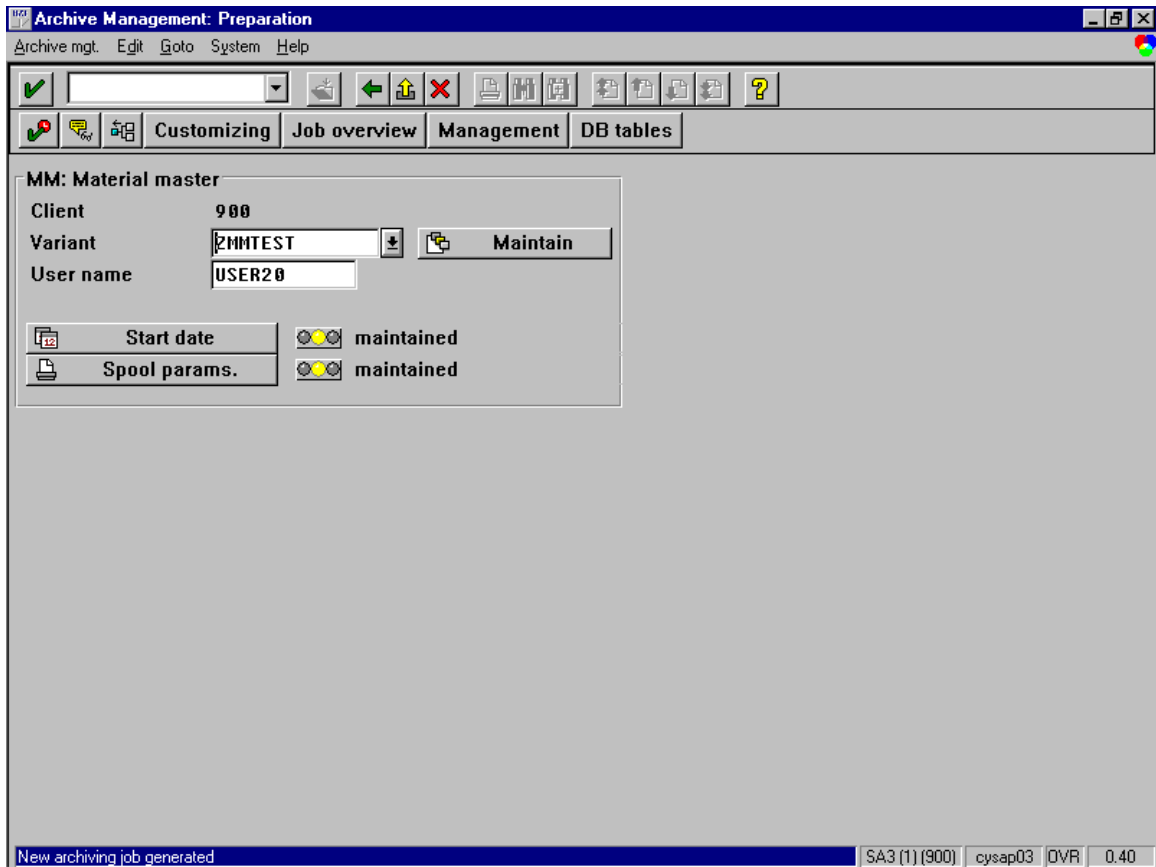
You will once again return to the *Archive Management : Preparation* screen.

Now the Traffic Light buttons next to the *Start Date* and *Spool param.* Buttons should have turned green



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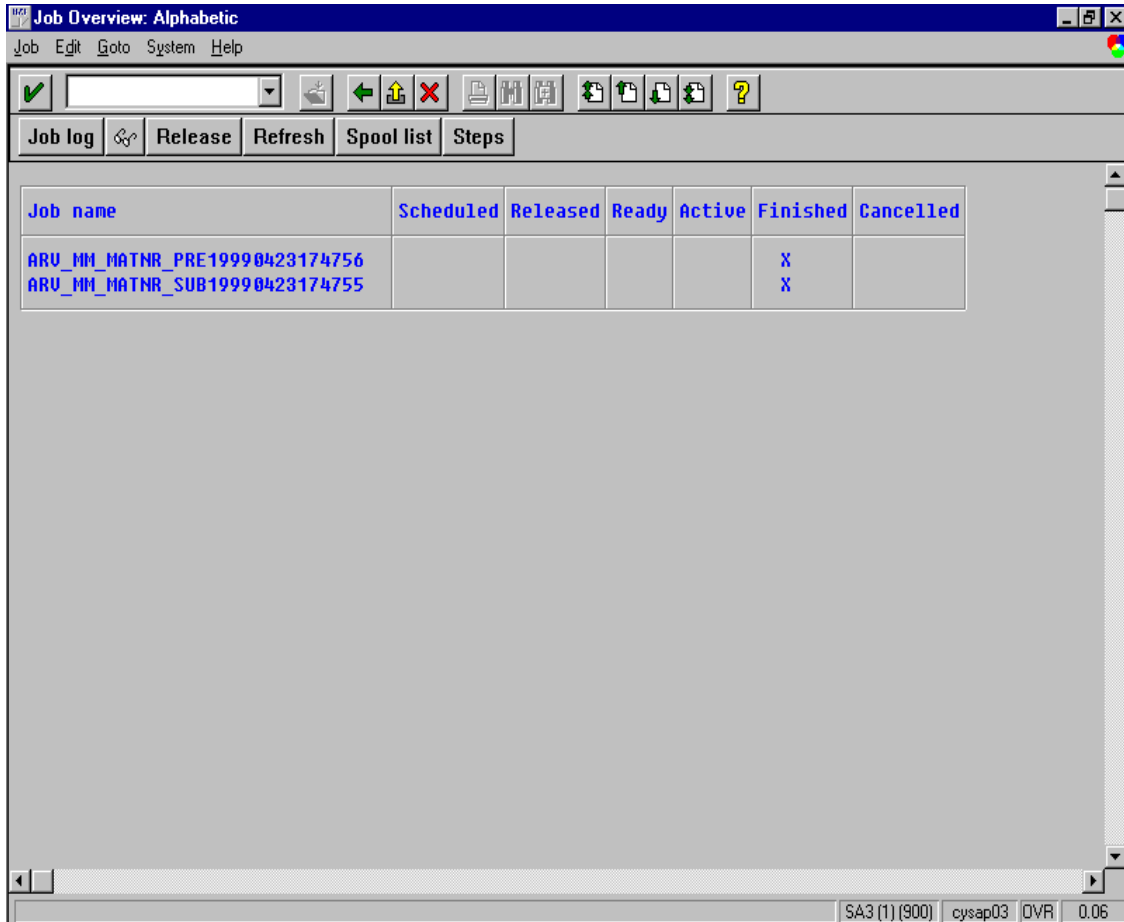
Now click on the *Execute* button on the application toolbar



Now the traffic buttons should turn Yellow

## SAP R/3 Document : BASIS (Archiving)

Click on the *Job Overview* button on the toolbar



Job name	Scheduled	Released	Ready	Active	Finished	Cancelled
ARV_MM_MATNR_PRE19990423174756					X	
ARV_MM_MATNR_SUB19990423174755					X	

Two jobs will be created with the format **ARV\_<ARCHIVING OBJECT>\_PRE<DATE><TIME>** and **ARV\_<ARCHIVING OBJECT>\_SUB<DATE><TIME>**

These jobs should have the *Release* status

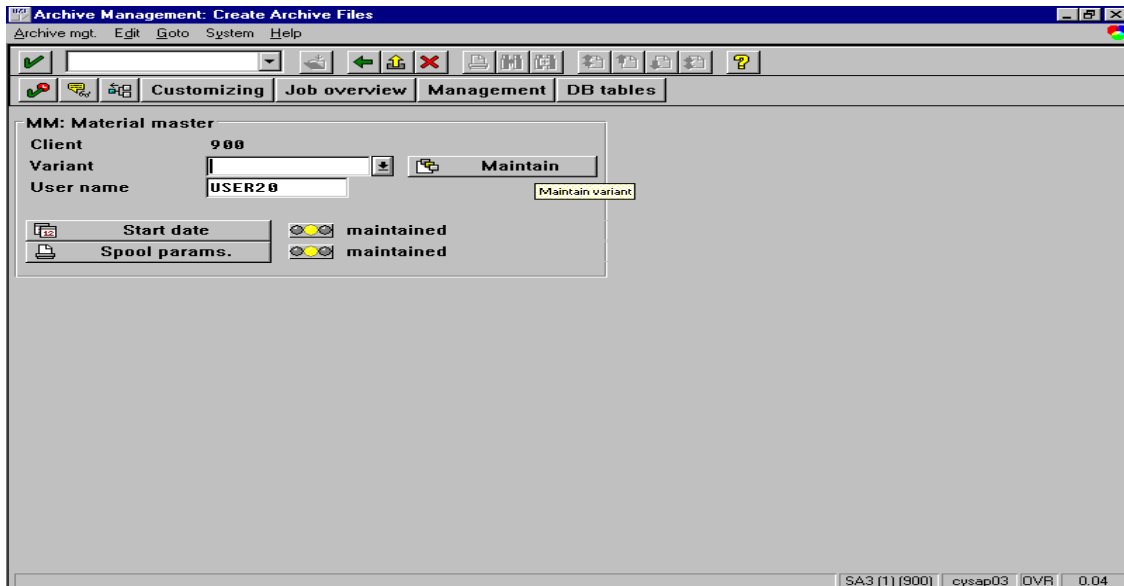
Click on the *Back icon*

Click on the *Back icon* to come back to the Archiving Initial screen.



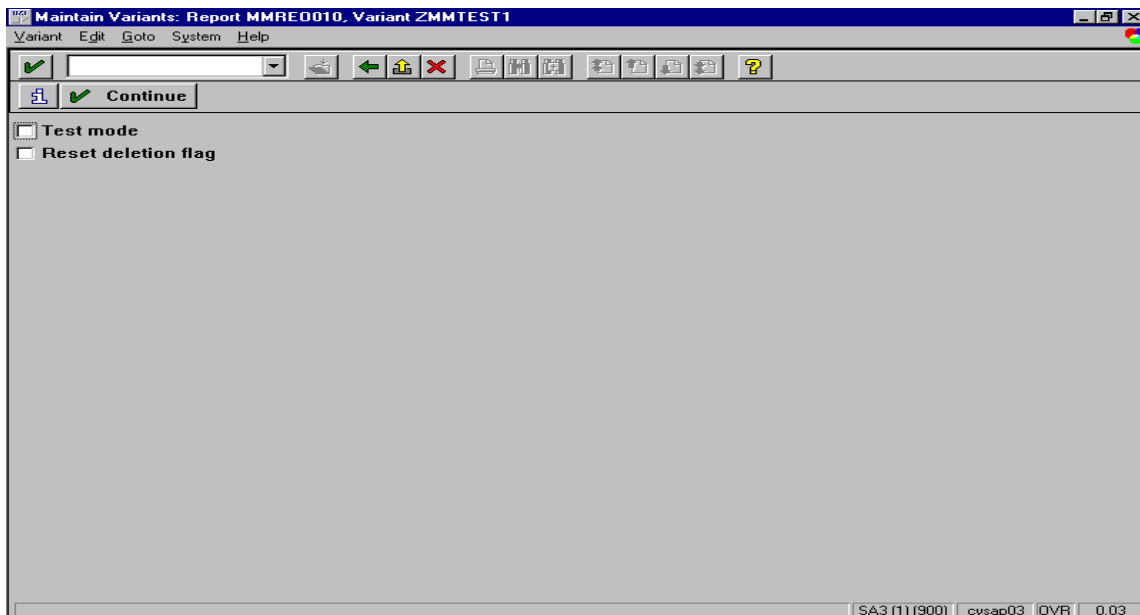
## SAP R/3 Document : BASIS (Archiving)

Click on the *Archive* button



Click on the *Maintain* button and create a variant as done earlier

After you specify the variant and click on the *Create* button, you will get the following screen



Uncheck the *Test Mode* button

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Click on the *Continue* button on the toolbar

ABAP/4: Save Attributes of Variant ZMMTEST1

Environment System Help

Selection variables

Variant attributes

Variant: ZMMTEST1

Description: Test Variant 1

Environment ☐ Background only ☐ Protect variant ☐ Do not display variant ☐ System variant

Field attributes

Fld name	Type	Protected	Invisible	Variable
Test mode	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reset deletion flag	P	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SA3 (1) (900) cysap03 QVRI 0.10

Specify the *Variant description*.

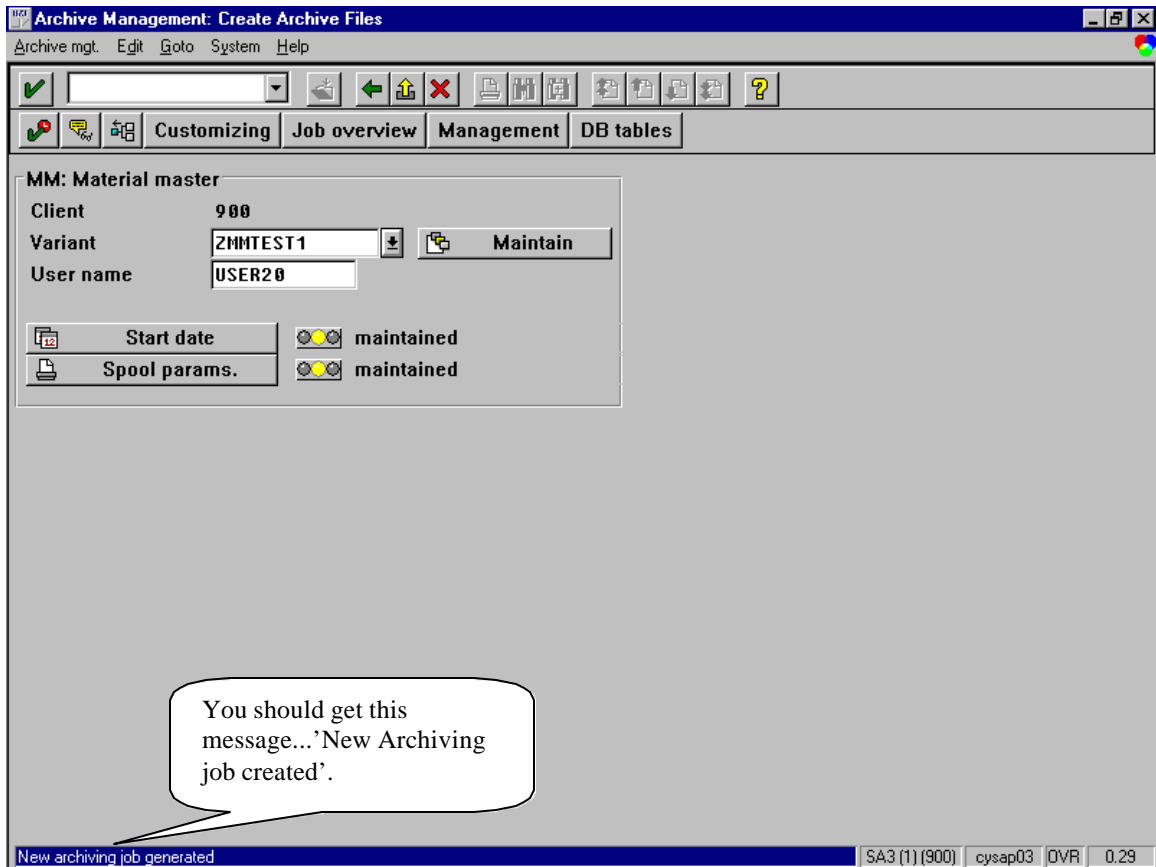
Click on the *Save icon* .

Click on the *Back icon*.

Maintain the *Start Date* and *Spool param* as above.

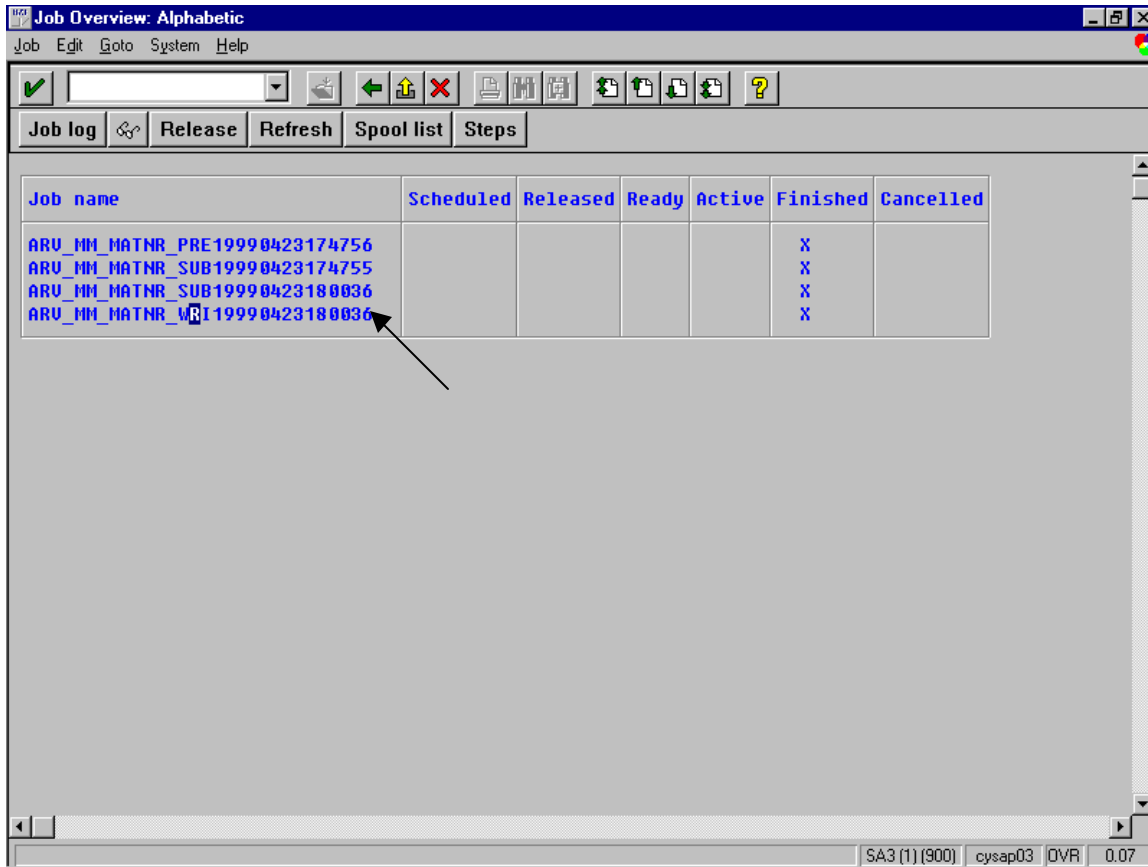
## SAP R/3 Document : BASIS (Archiving)

Click on *Execute* button on the toolbar.



## SAP R/3 Document : BASIS (Archiving)

Click on the *Job Overview* button



Job Overview: Alphabetic

Job Edit Goto System Help

Job log Release Refresh Spool list Steps

Job name	Scheduled	Released	Ready	Active	Finished	Cancelled
ARV_MM_MATNR_PRE19990423174756					X	
ARV_MM_MATNR_SUB19990423174755					X	
ARV_MM_MATNR_SUB19990423180036					X	
ARV_MM_MATNR_WRI19990423180036					X	

SA3 (1) (900) cysap03 OVR 0.07

Two jobs will be created with the format **ARV\_<ARCHIVING OBJECT>\_WRI<DATE><TIME>** and **ARV\_<ARCHIVING OBJECT>\_SUB<DATE><TIME>**

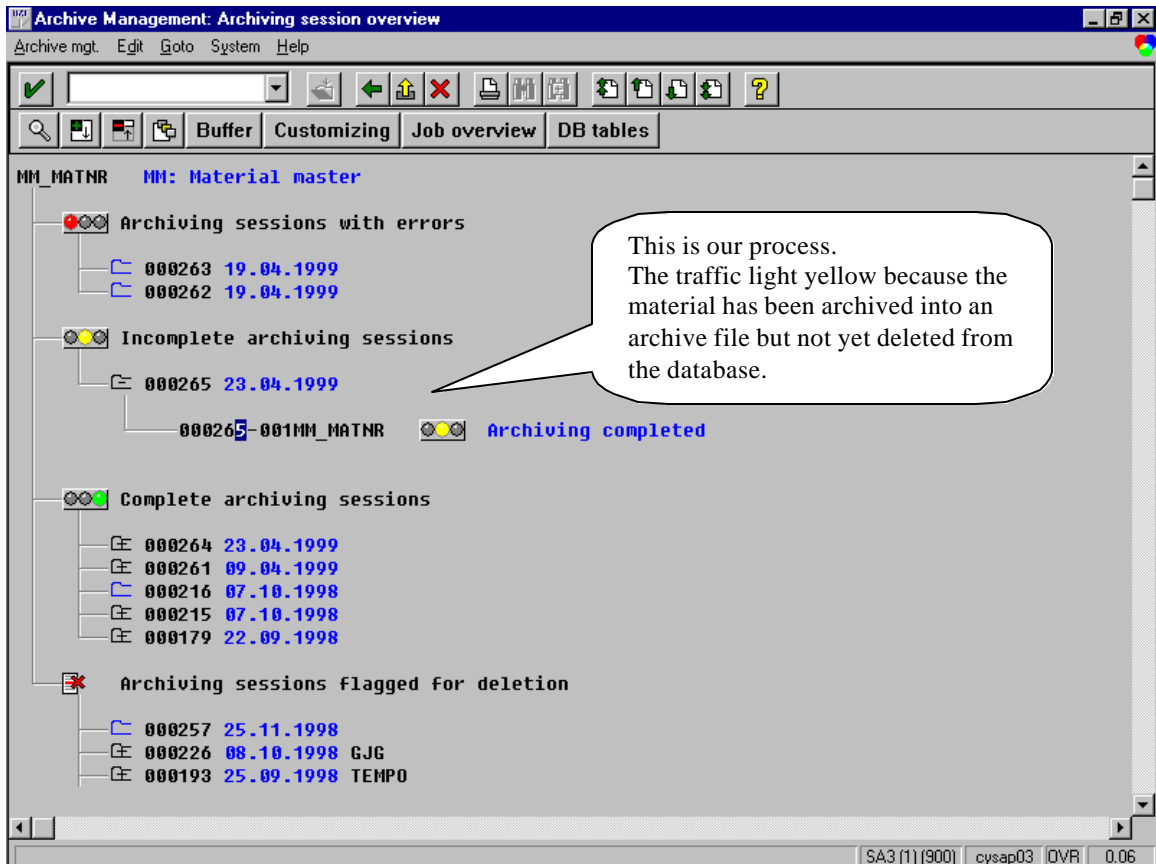
These jobs should have the *Release* status

Click on the *Back* icon twice to get to the *Archive Management : Initial Screen* screen

## SAP R/3 Document : BASIS (Archiving)

Now before you proceed further, you can check whether the archive file was created or not. You can also check the tables, which will be affected by this process.

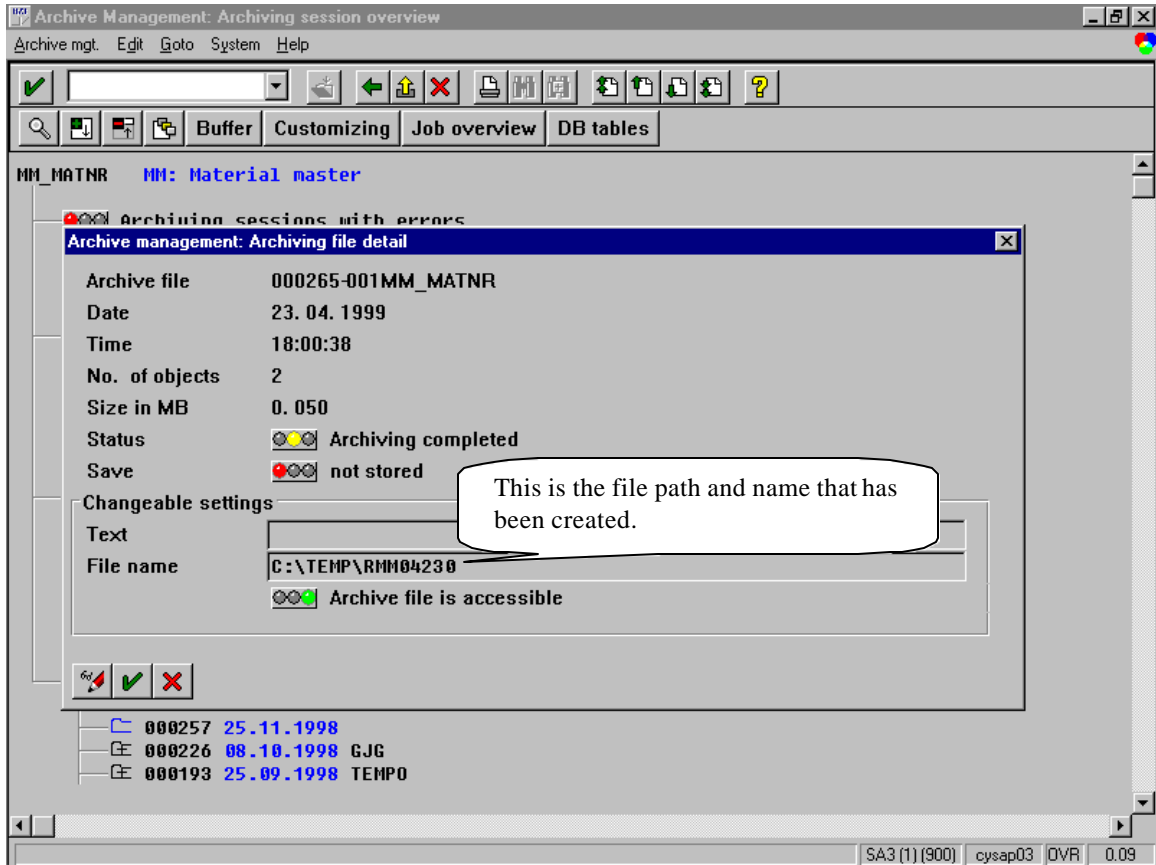
To check whether the archive file was created or not, click on *Management* button



The yellow colored entry is our process.

## SAP R/3 Document : BASIS (Archiving)

Double click on the entry to get further details about the archive file



If the Archiving process was completed successfully, you will get the filename and traffic light in green color.

Click on the *Enter* icon.

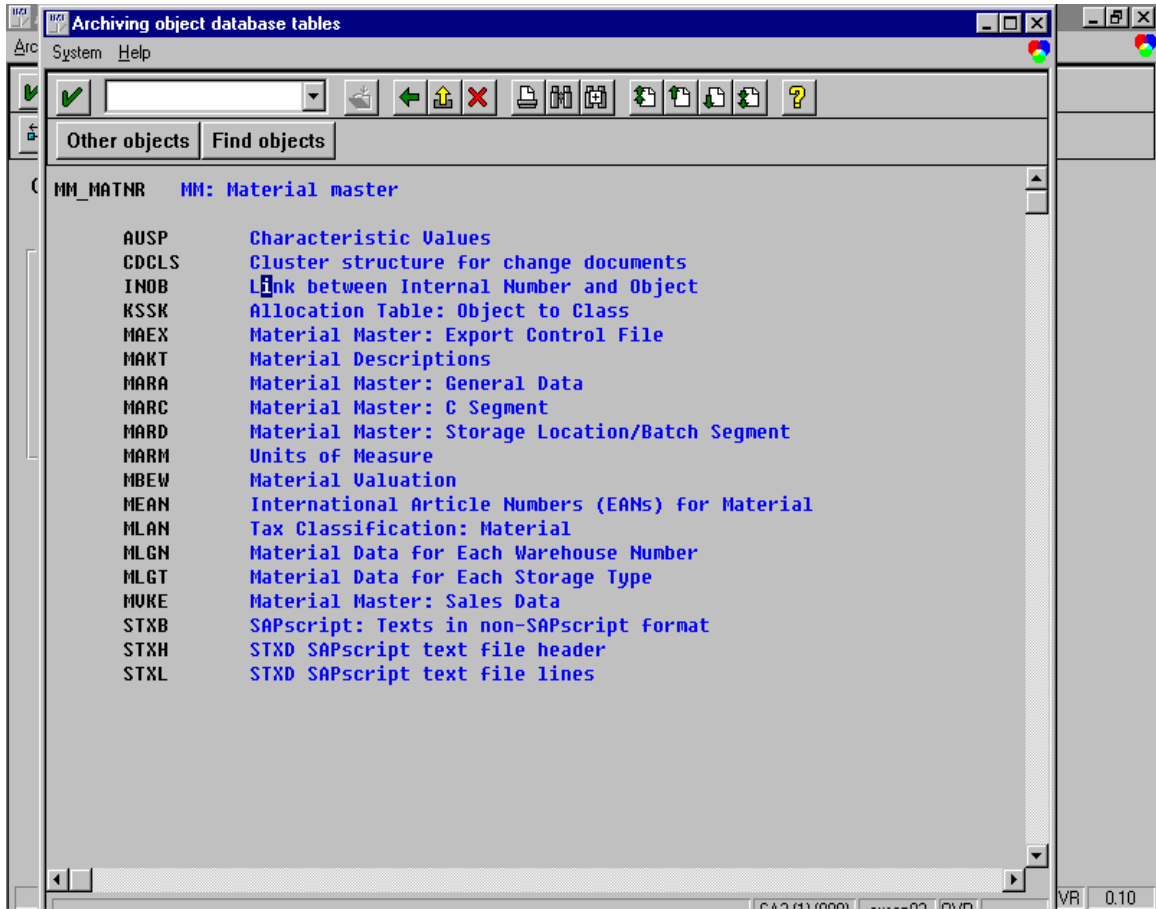
You will now return back to the *Archive Management: Archiving session overview* screen.

Click on the *Back* icon to return to the *Archive Management: Initial Screen* screen.

## SAP R/3 Document : BASIS (Archiving)

You can also check which all tables were affected by this archiving process.

Click on the *DB tables button* on the toolbar



## SAP R/3 Document : BASIS (Archiving)

Now Click on the *Delete* button on the *Archive Management: Initial Screen*.

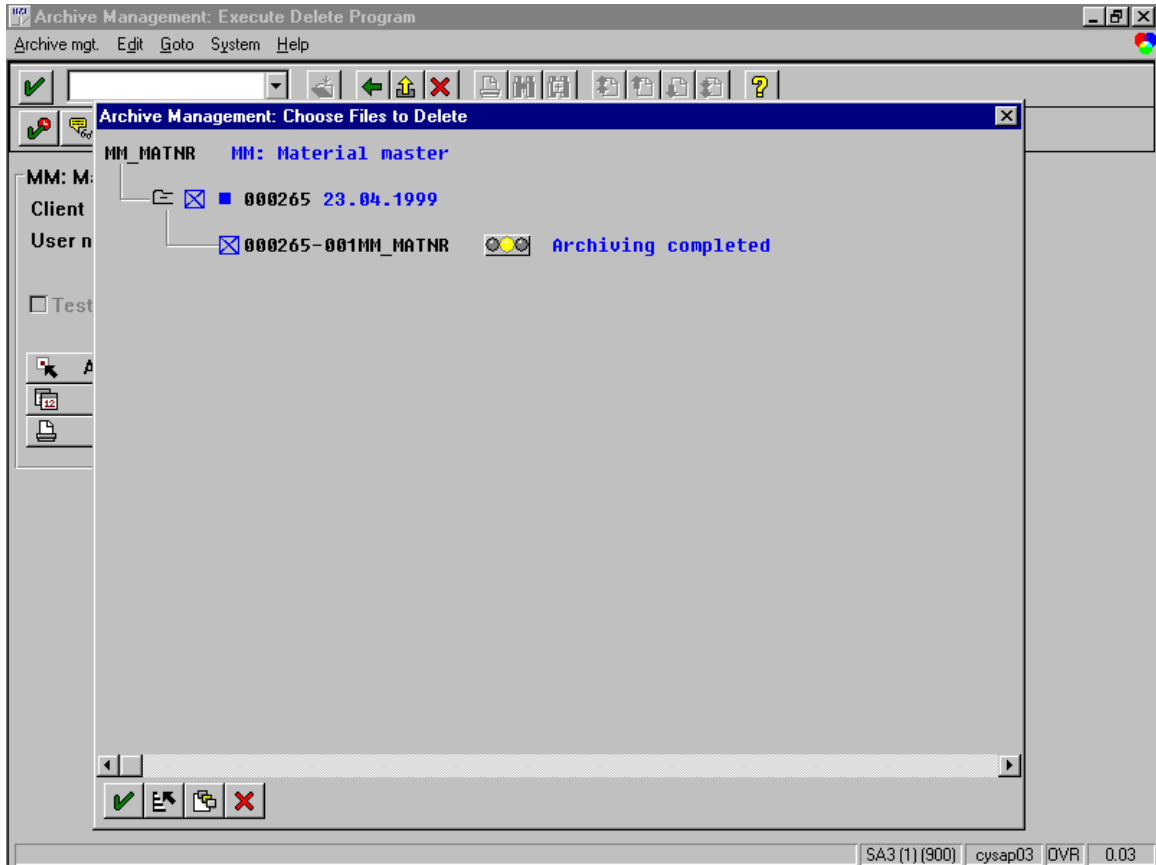
The screenshot shows the SAP Archive Management: Execute Delete Program screen. The title bar reads "Archive Management: Execute Delete Program". The menu bar includes "Archive mgt.", "Edit", "Goto", "System", and "Help". The toolbar contains various icons for navigation and execution. The main area is divided into tabs: "Customizing", "Job overview", "Management", and "DB tables". The "Management" tab is active, showing the "MM: Material master" section. This section includes fields for "Client" (900) and "User name" (USER20). There is a checkbox for "Test run". Below these fields is a table with three rows: "Archive selection", "Start date", and "Spool params.". Each row has a status indicator (a circle with a red, yellow, or green dot) and a label: "not maintained", "maintained", and "maintained" respectively. The status bar at the bottom right shows "SA3 (1) (900)", "cysap03", "OVR", and "0.04".

MM: Material master	
Client	900
User name	USER20
<input type="checkbox"/> Test run	
Archive selection	not maintained
Start date	maintained
Spool params.	maintained



## SAP R/3 Document : BASIS (Archiving)

Click on the *Archive selection button*.



You will get the list of Archived data.

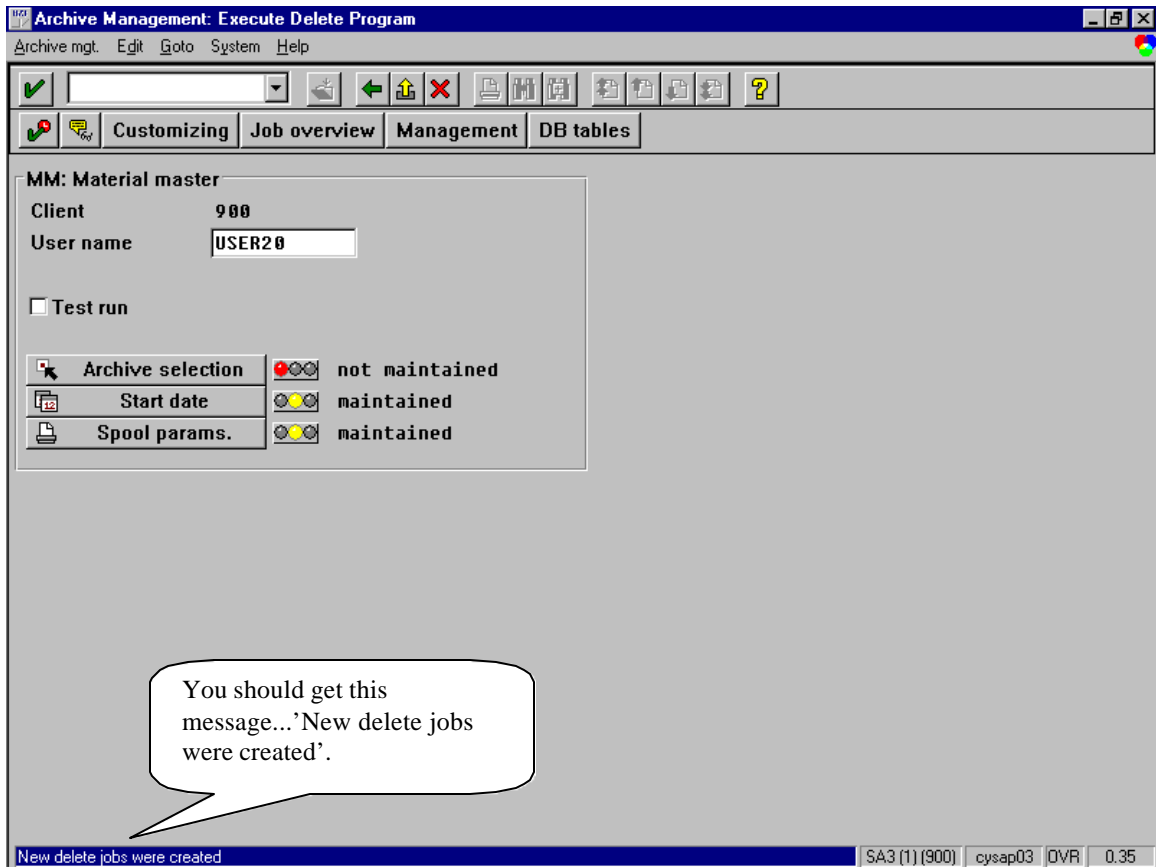
Select the *archived data for deletion* from the database.

Click on the *Enter icon*

Maintain the *Start Date* and *Spool param.* as done earlier.

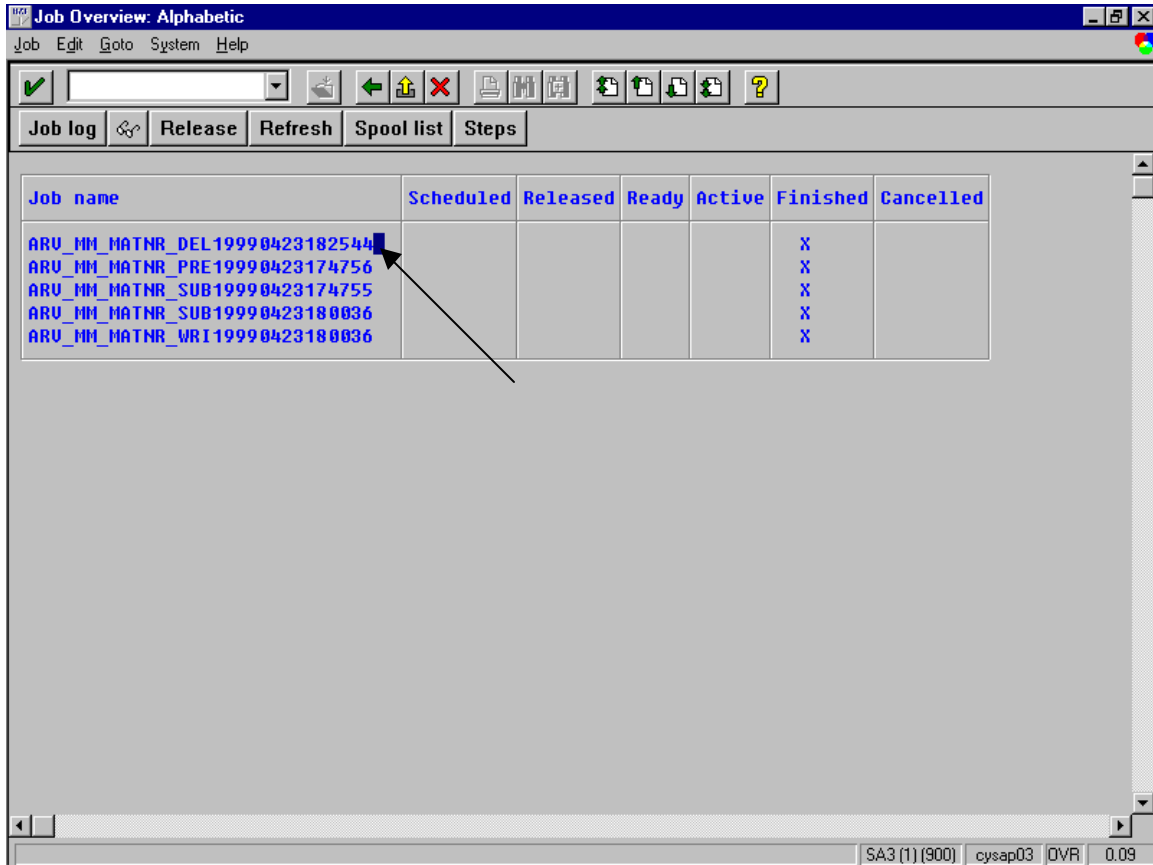
## SAP R/3 Document : BASIS (Archiving)

Click on the *Execute* icon.



## SAP R/3 Document : BASIS (Archiving)

Click on the *Job Overview* button.



Job name	Scheduled	Released	Ready	Active	Finished	Cancelled
ARU_MM_MATNR_DEL19990423182544					X	
ARU_MM_MATNR_PRE19990423174756					X	
ARU_MM_MATNR_SUB19990423174755					X	
ARU_MM_MATNR_SUB19990423180036					X	
ARU_MM_MATNR_WRI19990423180036					X	

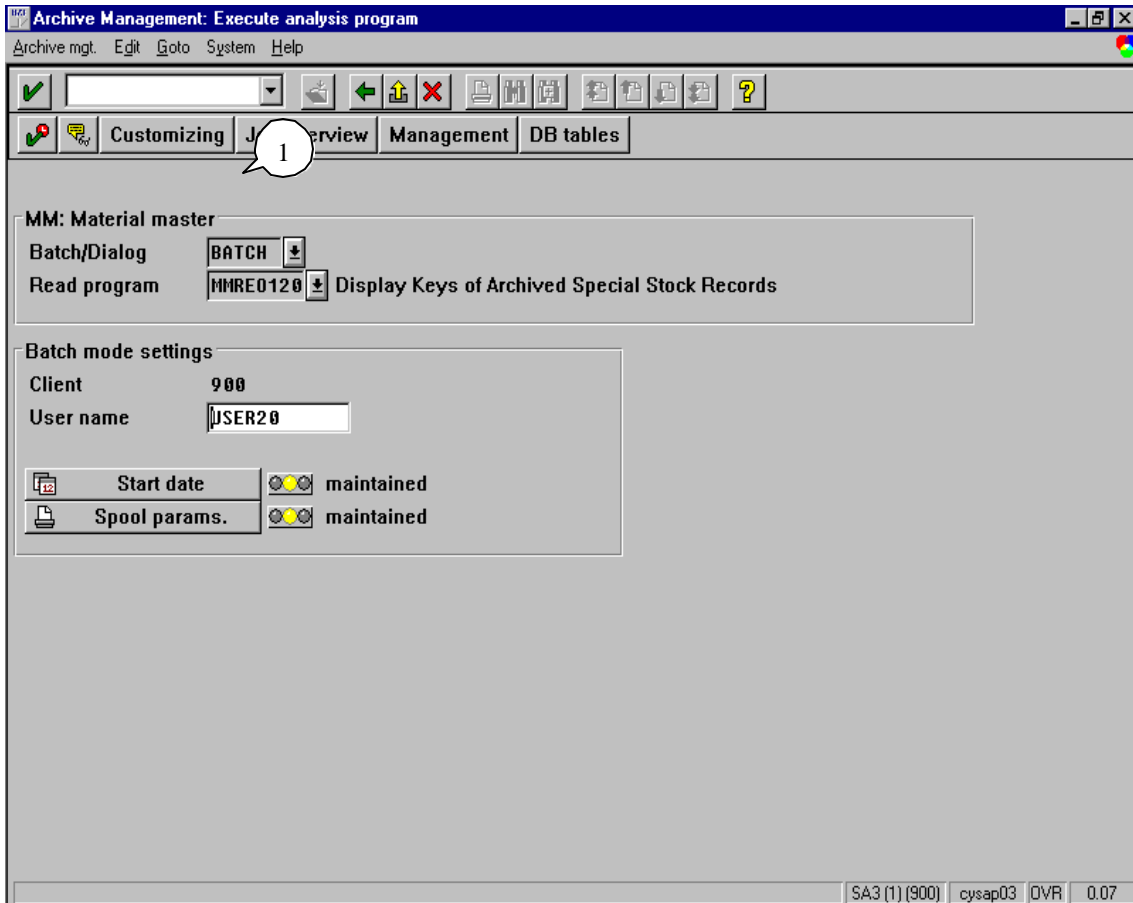
Two jobs will be created with the format **ARV\_<ARCHIVING OBJECT>\_DEL<DATE><TIME>**

These jobs should have the *Release* status

Click on the *Back* icon twice to get to the *Archive Management: Initial Screen* screen

## SAP R/3 Document : BASIS (Archiving)

To get the Statistical information on the archived data till date, click on the *Analyze* button on the *Archive Management : Initial Screen* screen



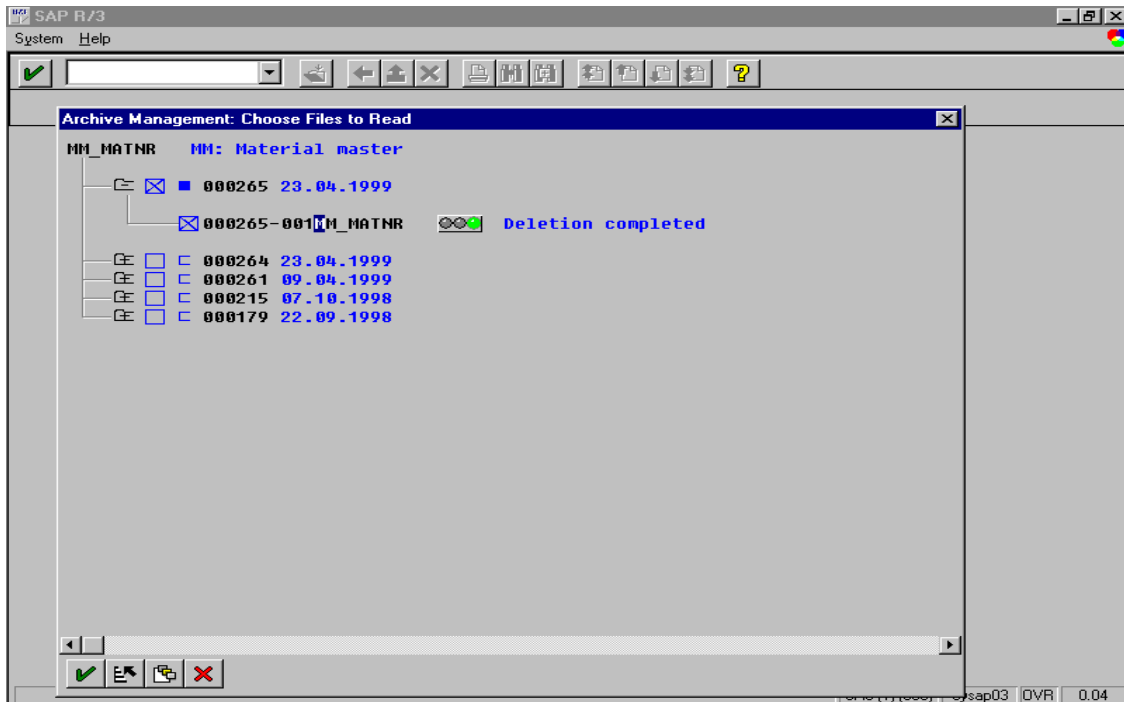
1. Place your cursor in the *Batch / Dialog* field and from the dropdown list, select *DIALOG* option.

When you change the *Batch / Dialog* field to *DIALOG*, you need not maintain the *Start Date* and *Spool param.*

Click on the *Execute* button on the toolbar.

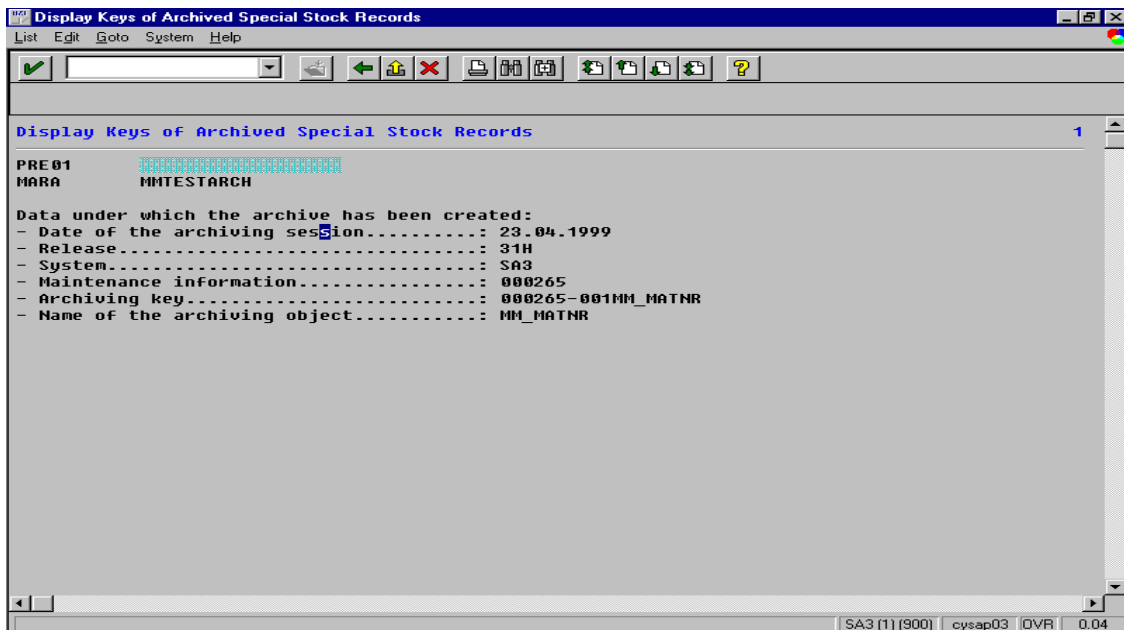
## SAP R/3 Document : BASIS (Archiving)

You will get a list of Archived data



Select your data and click on the *Enter* icon

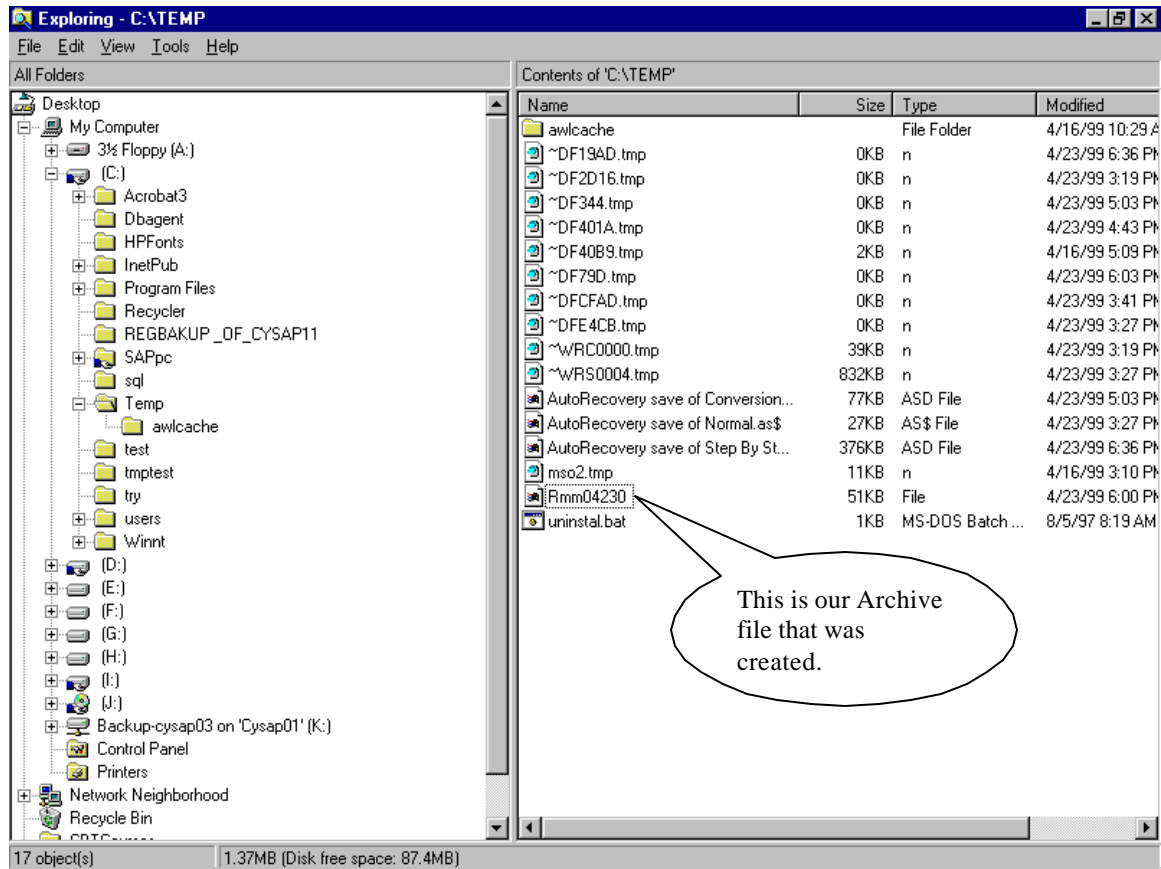
What you now get will be the statistical information of the selected archived data.



## SAP R/3 Document : BASIS (Archiving)

Now let us confirm the creation of the Archive file.

Get into Explorer and go to the defined path.



## SAP R/3 Document : BASIS (Archiving)

And as a final step check whether the material was deleted or not.

Execute the Transaction code **MM02** to display the material.

The screenshot shows the SAP MM02 'Change Material: Initial Screen' window. The title bar reads 'MM02 Change Material: Initial Screen'. The menu bar includes 'Material', 'Edit', 'Goto', 'Defaults', 'Environment', 'System', and 'Help'. Below the menu bar is a toolbar with various icons for navigation and actions. A tab bar at the top of the main area has three tabs: 'Select view(s)', 'OrganizationalLevels', and 'Data'. The 'OrganizationalLevels' tab is currently selected. In the main area, there are two input fields: 'Material' with the value 'MMTESTARCH' and a dropdown arrow, and 'Change number' with an empty text box. At the bottom right of the window, a status bar displays the text 'SA3 (1) (900) cysap03 OVR 0.14'.

## SAP R/3 Document : BASIS (Archiving)

Enter the material number and click the *Enter* icon

The screenshot displays the 'Change Material: Initial Screen' in SAP. The title bar reads '1101 Change Material: Initial Screen'. The menu bar includes 'Material', 'Edit', 'Goto', 'Defaults', 'Environment', 'System', and 'Help'. Below the menu is a toolbar with various icons, including a green checkmark, a dropdown arrow, a left arrow, a right arrow, a red X, and a yellow question mark. Below the toolbar are three tabs: 'Select view(s)', 'OrganizationalLevels', and 'Data'. The main area contains two input fields: 'Material' with the value 'MMTESTARCH' and a dropdown arrow, and 'Change number' which is empty. A speech bubble points to the status bar with the text: 'You should get the message 'Material MMTESTARCH does not exist'....'. The status bar at the bottom shows the message 'Material MMTESTARCH does not exist' on the left, and 'SA3 (1) (900) cysap03 OVR 0.06' on the right.

Material

Change number

You should get the message 'Material MMTESTARCH does not exist'....

Material MMTESTARCH does not exist SA3 (1) (900) cysap03 OVR 0.06

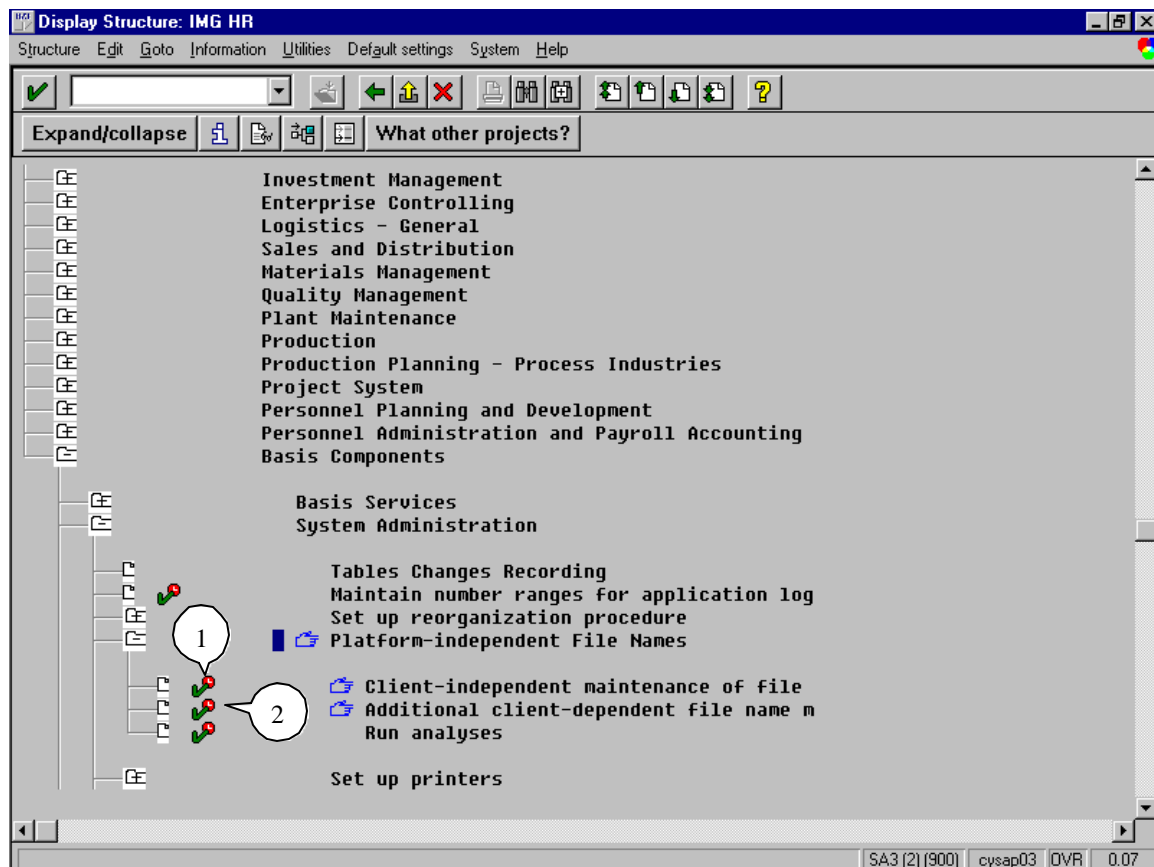


## SAP R/3 Document : BASIS (Archiving)

Note :

1. We need not actually create our own logical paths and logical files (as we have done in our example) in the Transaction Code **FILE** and **SF01**. We as well use the SAP defined logical paths and logical files and modify only the physical path of the archive file.
2. Precautions have to be taken for certain Archiving objects. Eg. IMG Settings for FI Documents archiving (FI\_DOCUMNT), the account life, the document life and the index life settings have to be done by the concerned functional people. Another example is for Archiving Purchasing Documents (MM\_EKKO), for this object the settings of Residence Periods have to be done.
2. You can also do the above process without using the Transaction Code **FILE** and **SF01**.

Use following the IMG setting path of Transaction Code **SPRO**



1. For Transaction Code **FILE**
2. For Transaction Code **SF01**