



SAP Schedule Manager

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INTRODUCTION

What is Schedule Manager?

Schedule Manager provides a cross application single point of entry for all transactions related to closing process. It includes all steps, from defining the structure of your closing process to scheduling the jobs and monitoring the results.

Benefits of using Schedule Manager

- ✓ Schedule Manager makes period end closing easier.
- ✓ It provides you all data relevant for period end closing
- ✓ All authorized employees can find information on pending tasks, look at the objects to be processed and schedule tasks
- ✓ It assists with the definition, scheduling, execution and control of individual periodic tasks and complex processes that have to be executed regularly
- ✓ The schedule manager provides with a continuous overview.

The closing process thus becomes more transparent and easier to handle by using the Schedule manager.

We will use the month end closing task list excel sheet to create a task list across all modules in the Schedule Manager.

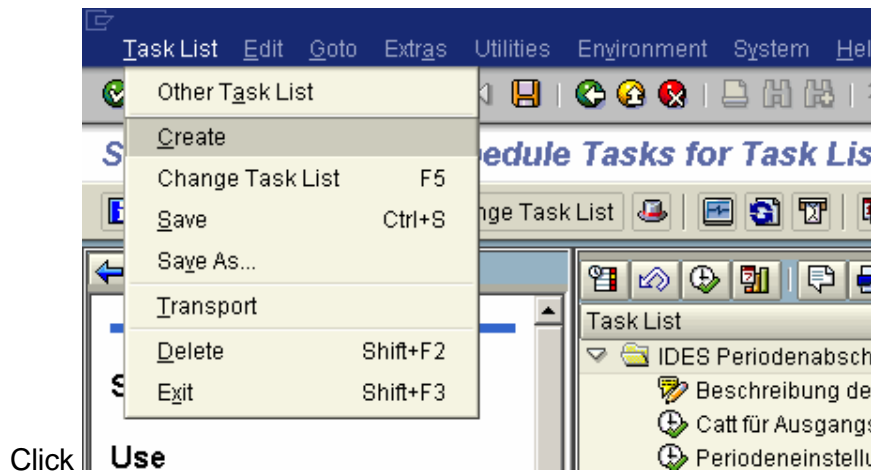
We are covering very simple form of Schedule Manger configuration without using the flow definition. Normally a schedule manager kept simple is easy to use and follow.

1. Create Task List

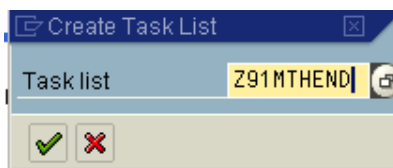
Use transaction code **SCMA** or

Use the path

Accounting → Financial Accounting → General Ledger → Periodic processing
→ Schedule Manager

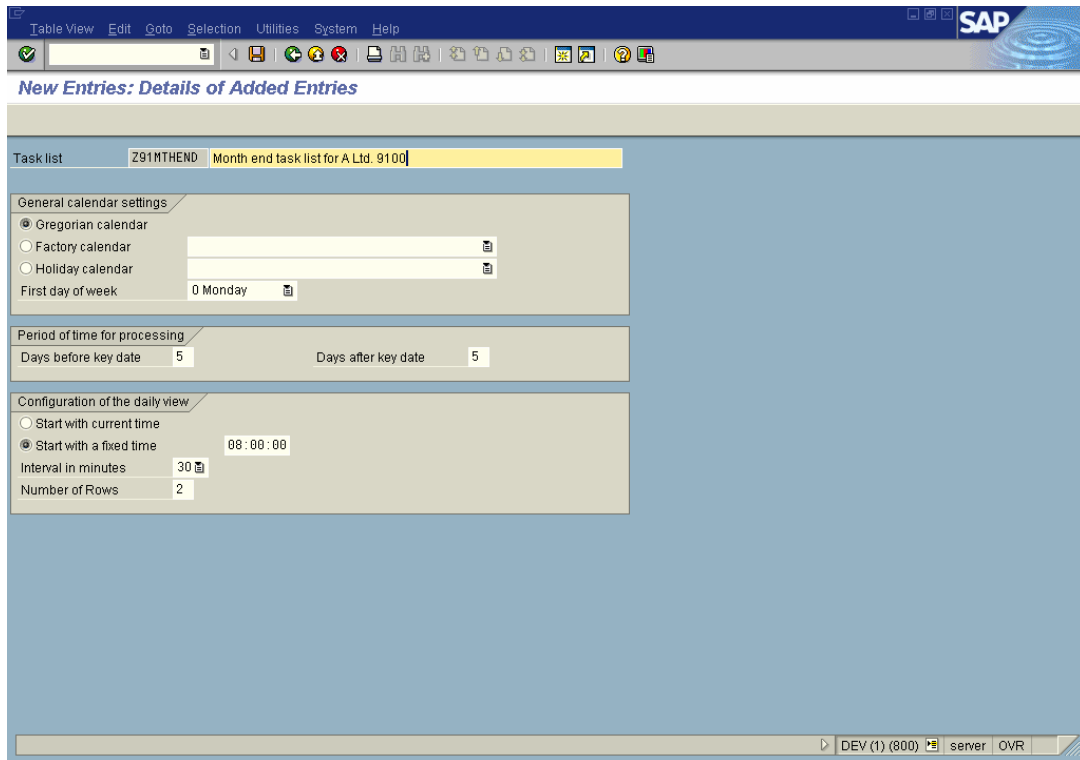



Update the following:-



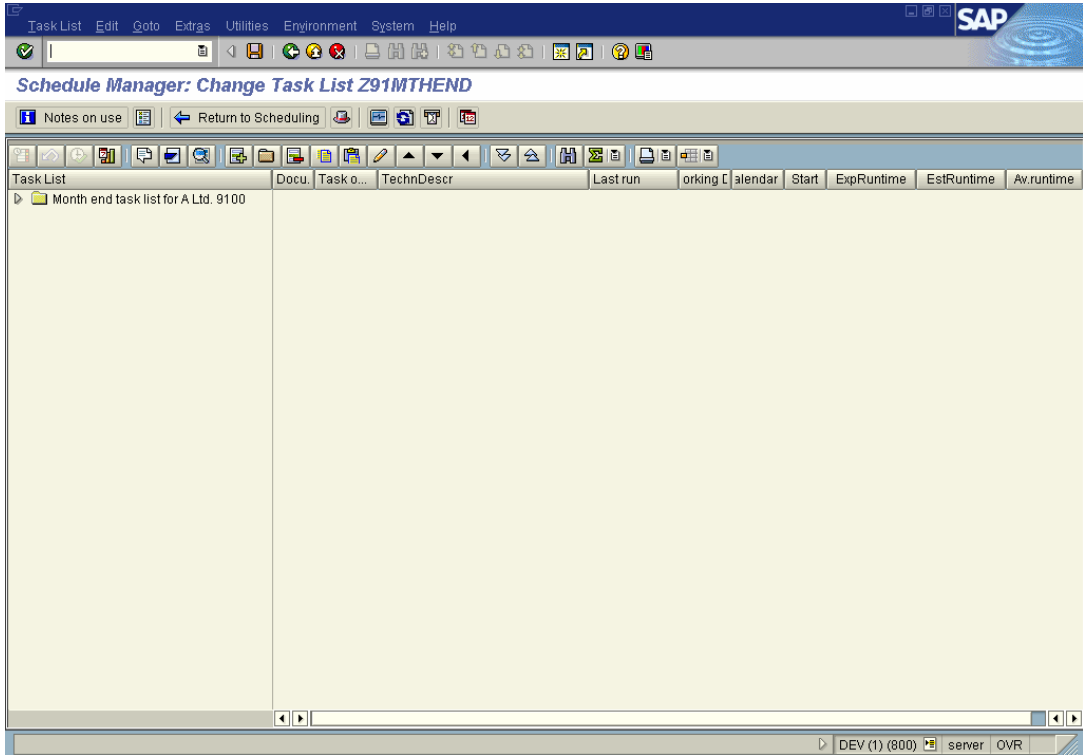
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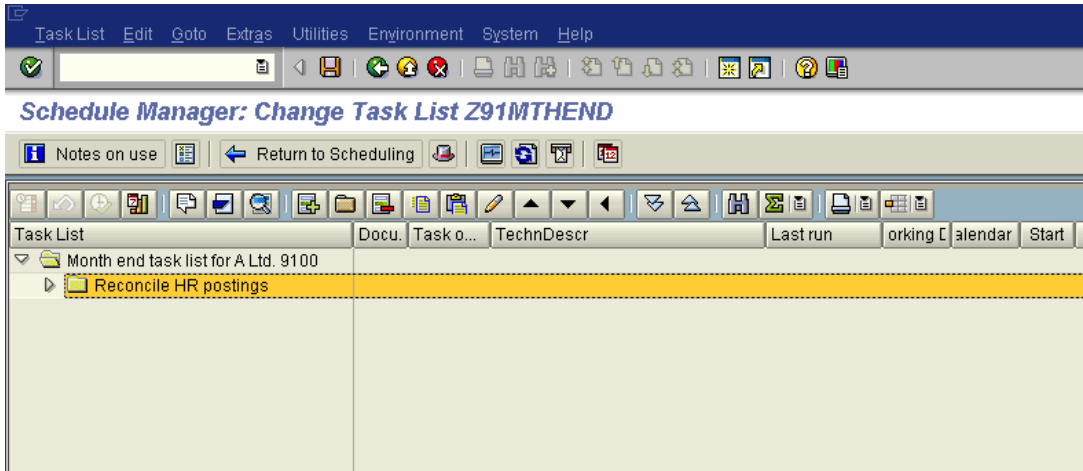
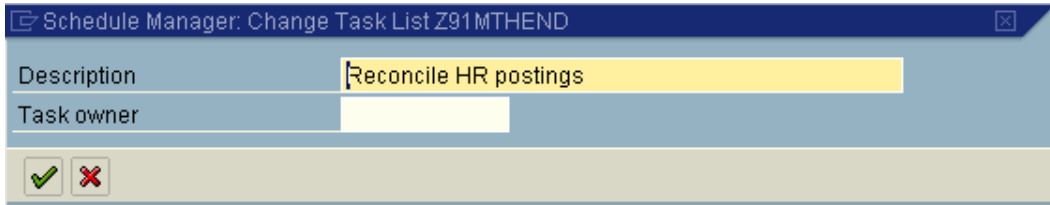
Click on 

Click 



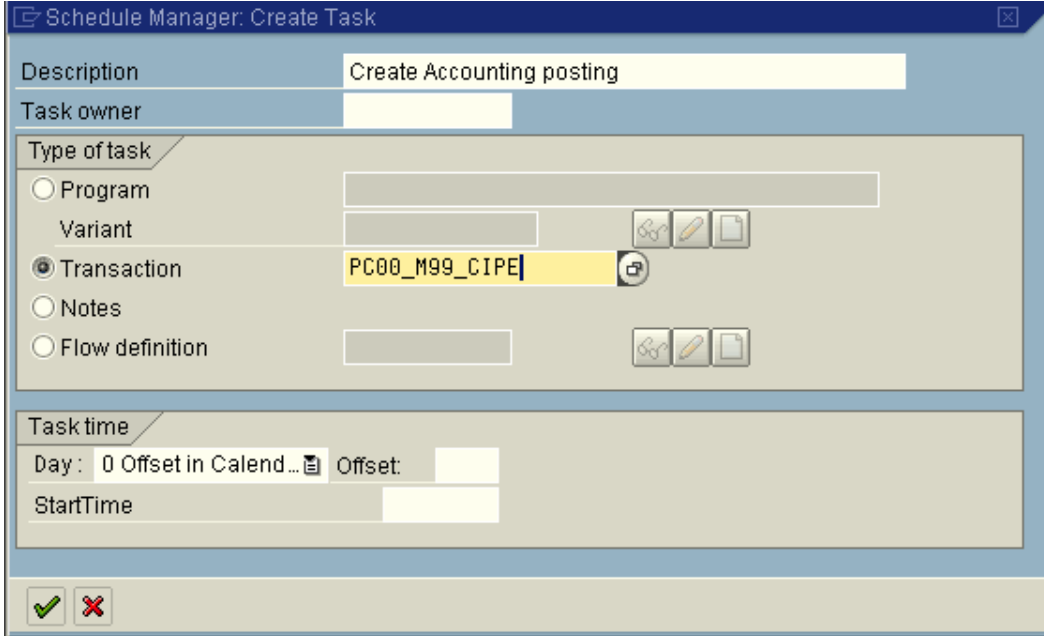
Click  Insert Task group

Update the following:-



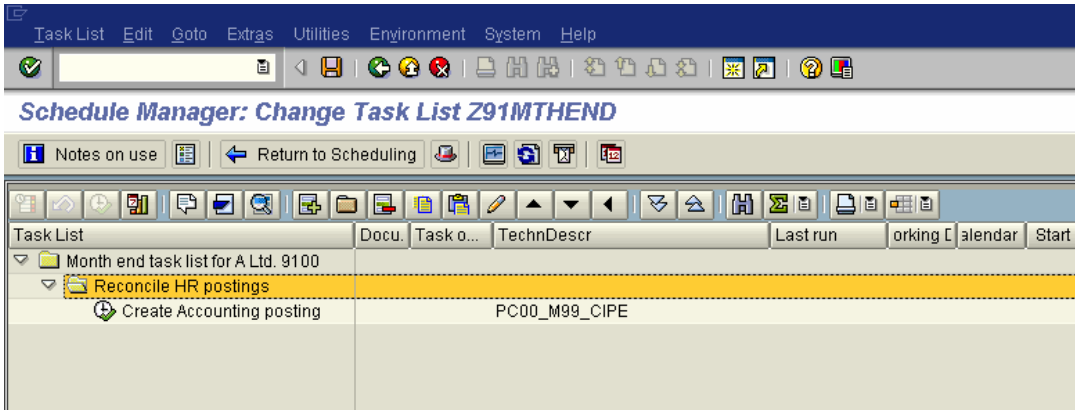
Click  Insert task

Update the following:-



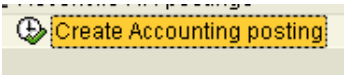
Screenshot of the 'Schedule Manager: Create Task' dialog box. The 'Description' field contains 'Create Accounting posting'. The 'Task owner' field is empty. Under 'Type of task', 'Transaction' is selected with the value 'PC00_M99_CIPE'. The 'Task time' section shows 'Day: 0' and 'Offset in Calend...' and 'Offset:' fields. A green checkmark icon is visible at the bottom left.

Click 



Screenshot of the 'Schedule Manager: Change Task List Z91MTHEND' window. The table shows a task list with columns: Task List, Docu., Task o..., TechnDescr, Last run, Working C, alendar, Start. The task 'Create Accounting posting' is highlighted under the 'Reconcile HR postings' folder.

Task List	Docu.	Task o...	TechnDescr	Last run	Working C	alendar	Start
Month end task list for A Ltd. 9100							
Reconcile HR postings							
Create Accounting posting			PC00_M99_CIPE				

Position cursor on 

Click 

Schedule Manager: Create Task

Description: Display posting runs

Task owner: []

Type of task

Program []

Variant [] [] []

Transaction: PCP0 []

Notes

Flow definition [] [] []

Task time

Day: 0 Offset in Calend... [] Offset: []

StartTime []

[] []

Task List Edit Goto Extras Utilities Environment System Help

Schedule Manager: Change Task List Z91MTHEND

Notes on use [] Return to Scheduling [] [] [] []

Task List	Docu.	Task o...	TechnDescr	Last r
Month end task list for A Ltd. 9100				
Reconcile HR postings				
Create Accounting posting			PC00_M99_CIPE	
Display posting runs			PCP0	

Click on 

Create all the other task groups as per the month end closing task list excel sheet.

Microsoft Excel - Month end closing tasklist

	A	B	C	D	E	F	G	H	I
1									
2									The last working day of the month 4
3									The first working day of the month 1
22							Manual	PS	-5
23							MRB	PS	-5
24						3 Preparation of PP/QM Closing		PP / QM	-2
25						a) Complete all Order confirmations (posting date= last day of previous month)	CORN	PP / QM	-2
26						b) Review negative stock of packaging products, correct by making additional confirm	MB52, CORN	PP / QM	-2
27						c) Review and correct failed goods movements	COGI	PP / QM	-2
28						d) Review negative stocks of packaging materials in production storage locations	MB52	PP / QM	-2
29						e) Transfer Negative Stock from Stores to Production Storage Locations		LE / MM	-2
30						f) Correct negative stocks in Stores locations		LE / MM	-2
31									
32						4 Send out message Regarding Close of A/R and A/P	"MANUAL"	AR & AP	-1
33						5 Ensure Previous Months Accruals Reversed		GL	-1
34						- if not, reverse with transaction F.81	F.81	GL	-1
35									
36						6 Preparation of AP Closing		AP	-1
37						a) Booking all Vendor invoices	MIRO, FB60	AP	-1
38						b) Clearing open items	F.13	AP	-1
39						c) Maintain GR/IR clearing	MR11, & MR11SHOWAP		-1
40									
41						7 Review Billing documents not posted to FI and documents on Billing block	VF04 & VF03	SD	-1
42						8 Bank Closing		TR	-1

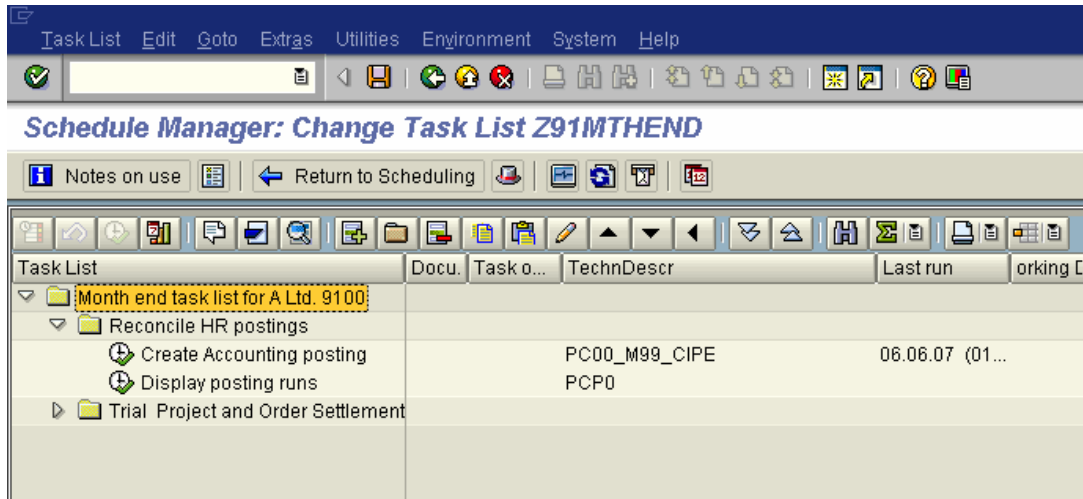
Position the cursor on **Month end task list for A.Ltd. 9100:**

Click  Insert task group

Update the following:-

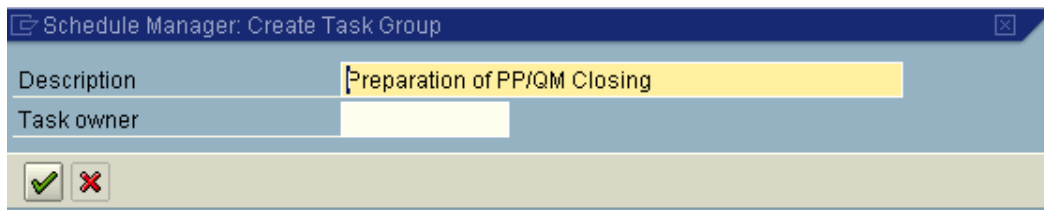
Schedule Manager: Create Task Group

Description	Trial Project and Order Settlement
Task owner	



Click  Insert task group

Update the following:-



In the case of the following task

Send out message regarding Close of A/R and A/P

It is a manual task outside SAP.

Click on 