Administrator's Guide
Document Version: 1.0

SAP S/4HANA 2020 OP: Administrator's Guide for SAP S/4HANA for advanced compliance reporting

Administrator's Guide

SAP

Typographic Conventions

Type Style	Description
Example	Words or characters quoted from the screen. These include field names, screen titles, pushbuttons labels, menu names, menu paths, and menu options. Textual cross-references to other documents.
Example	Emphasized words or expressions.
`EXAMPLE`	Technical names of system objects. These include report names, program names, transaction codes, table names, and key concepts of a programming language when they are surrounded by body text, for example, SELECT and INCLUDE.
`Example`	Output on the screen. This includes file and directory names and their paths, messages, names of variables and parameters, source text, and names of installation, upgrade and database tools.
`Example`	Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation.
`<Example>`	Variable user entry. Angle brackets indicate that you replace these words and characters with appropriate entries to make entries in the system.
`EXAMPLE`	Keys on the keyboard, for example, F2 or ENTER.

Contents

1 Getting Started

1.1 About this Guide

This guide provides you the following information about *SAP S/4HANA for advanced compliance reporting*:

- Pre-requisites for using the Run Compliance Reports and Define Compliance Reports apps
- System landscape requirements
- Implementation tasks
- Integration with SAP Localization Hub, advanced compliance reporting service
- Output management configuration
- Attachment service configuration

2 Basic and Advanced Compliance Reporting

You use the advanced compliance reporting to get an optimized overview of your compliance reporting tasks, and to generate and send the compliance reports to the government on time. The basic advanced compliance reporting features are part of SAP S/4HANA Enterprise Management. On top of these features, SAP S/4HANA provides additional features, such as defining new reports, embedded analytics, which require an additional license. For more details about accessing the licensed version of advanced compliance reporting, please get in touch with your key account manager.

3 Pre-requisites

3.1 Run Compliance Reports

For this app, ensure that the following pre-requisites are met:

- Activate the following BC sets, using transaction SCPR20, in the order as given below:
  1. BCS_FIN_LOC_SRF_FISCAL_YEAR
  2. HBCS_FIN_LOC_SRF

> **i** Note
>
> The above activations are required only when the content is *not* delivered through Scale, Enablement, and Transformation (SET).

> To get access to licensed features of advanced compliance reporting, such as defining new reports, embedded analytics, activate the switch FIN_LOC_SRF. You can then activate the BC set BCS_FIN_LOC_SRF_PR.
>
> For more details about accessing the licensed version of advanced compliance reporting, please get in touch with your key account manager.

- To ensure that the bgRFC communication functions optimally, make the following settings -
  - Go to transaction: **SBGRFCCONF**
  - On the **Define Inbound Dest.** tab, make sure that the destination SRF_REPORT_RUN is available. For more details about bgRFC, see bgRFC (Background Remote Function Call).
- Adobe Document Services (ADS) should be active for PDF generation. For more information, see the documentation for Adobe Document Services (ADS).
- Configure the Attachment Service. If the attachment service setup is not available in the system already, you must follow the steps listed under Setting Up SAP S/4HANA Attachment Services (Back End System).

  > **Note**: You can choose the storage options based on your requirements. For more information about the available storage options, refer to the topic Content Repositories.

To avoid some commonly occurring issues, please ensure that you have performed the below actions:

  - You must define data carrier for your frontend computer using Customizing *Define data carrier type "Server, frontend computer"* under *General Data*.
  - You must maintain logon data for **/sap/bc/contentserver** service. For more information, see the SAP note 685521.

For more information about configuring attachment service, see Attachment Service.

- Configure Output Management for file or form generation. For more information on generic output management configuration, see the attached documentation in SAP Note 2228611. For advanced compliance reporting specific configuration, see the section Output Management Configuration.
- Integrate the app with SAP Localization Hub, advanced compliance reporting service, for electronic submission to the government gateway. For more information see, the SAP Note 2747629.
- For advanced compliance reporting country/region-specific pre-requisites and documentation, please see the *SAP S/4HANA for advanced compliance reporting: Country/Region-Specific Documentation*.

3.2　Define Compliance Reports

For this app, ensure that the following pre-requisites are met:

To get access to the app Define Compliance Reports, activate the switch FIN_LOC_SRF. You can then activate the BC set BCS_FIN_LOC_SRF_PR.

> **Note**: The Define Compliance Reports app is part of the licensed or premium features of advanced compliance reporting. For more details about accessing the licensed version of advanced compliance reporting, please get in touch with your key account manager.

3.3　Business Reporting Activities

3.3.1　Manage Tax Items for Legal Reporting

The *Manage Tax Items* reporting activity allows a G/L accountant to move one or more tax items between reporting periods by changing the tax reporting date. The system retrieves the documents based on the parameters from the reporting task of advanced compliance reporting or based on the filter values provided in the *Manage Tax Items* activity screen. The selection of the tax items is based on the tax reporting date field. However, if the tax reporting date is not available, the system considers the posting date.

Please note that, the *Manage Tax Items* activity is optional, and you can use it based on your country/region-specific use cases.

Note: *Manage Tax Items* reporting activity is part of the additional license for advanced compliance reporting. To get access, please get in touch with your key account manager.

For a tax item to be enabled for inclusion or exclusion, the tax reporting date for the item should be active at the company code level. You can do this setting in the *Customizing* for *Enter Global Parameters*, under *Financial Accounting (New)* -> *Financial Accounting Global Settings (New)* -> *Global Parameters for Company Code*.

3.3.2　Tax Payable Posting

The *Post Tax Payables* activity allows you to pay tax amounts by posting the balances of input and output tax accounts to a tax payable account. The app does not require entry of a tax code, enabling you to make manual adjustments to tax accounts directly. Postings can be made in all relevant ledgers for the accounts for which you are responsible.

In the *Run Compliance Reports* app, after the VAT return has been generated, this activity helps you to post your documents directly. It eliminates the need to enter the amounts manually for VAT posting. For more information, see the documentation for Post Tax Payables.

4   System Landscape Requirements

For information about the system requirements, see the S/4HANA UI Technology guide.

i Note

The app offers the possibility to upload documents. For security reasons, we strongly recommend that you install an appropriate virus scanner in your SAP Fiori system landscape and define sufficiently restrictive scan profiles to prevent the upload of malicious content.

For more information on virus scanning and scan profiles for apps, see section *Virus Scanning* in the *Security Guide for SAP S/4HANA* 1909.

5 Run Compliance Reports

5.1 Implementation Tasks

The following sections list tasks that should be performed to implement this app. The tables contain the app-specific data required for these tasks.

You can also find the data required to perform these tasks in the SAP Fiori apps reference library at https://fioriappslibrary.hana.ondemand.com/sap/fix/externalViewer/index.html?appId=F1515.

5.1.1 Front-End Server: Activate OData Services

Component	Technical Name
OData Service (Version Number)	SRF_REPORTING_TASK

For more information about activating OData services, see section *Activate OData Services* in the *S/4HANA UI Technology* guide.

5.1.2 Front-End Server: Activate Analytics

To activate functionalities such as embedded analytics, and classic mode, you must configure the remote systems. To configure the RFC Connections, use the system alias as S4FIN.

For complete details about configuring the remote systems, see Configuring Remote Systems.

5.1.3 Front-End Server: Activate SAP UI5 Application

Component	Technical Name
SAP UI5 Application	SRF_REP_RUN_S1
Generic Drill-Down Application	/sap/bc/ui5_ui5/sap/srf_rep_run_s1

For more information about how to activate the ICF service, see section *Activate ICF Services of SAPUI5 Application* in the *S/4HANA UI Technology* guide.

5.1.4 Front-End Server: Enable App for Access in SAP Fiori Launchpad

The SAP Fiori launchpad is the entry point to apps. In the launchpad, the user can see and access those apps that have been assigned by an administrator to the catalog designed for this user's role.

The administrator makes these assignments in the launchpad designer. SAP delivers technical catalogs for groups of apps as repositories to create your own catalogs in the launchpad designer. Along with these catalogs, more technical content is delivered for each SAP Fiori app. You can find the delivered technical content for each SAP Fiori app in the SAP Fiori apps reference library.

5.1.5 Front-End Server and Back-End Server: Assign OData Service Authorizations to Users

You must assign OData service authorizations for the app to your users.

⚠ Caution

> Several authorization default values are connected to the OData service. To ensure that all these default values are assigned to a user, you have to follow the instructions given under the documentation links provided.

Make the assignment on the **back-end server** and on the **front-end server**:

- On the **back-end server**, you should assign the OData service authorization to a PFCG role. For more information, see section *Implementation Tasks on Back-End Server* in the S/4HANA UI Technology guide.
- On the **front-end server**, you should assign the OData service authorization to a new or existing role, such as a business role that has been adjusted per your needs. For more information, see sections *Create PFCG Role on Front-End and Assign Launchpad Catalogs and Groups and Assign Roles to Users* in the *S/4HANA UI Technology guide*.

OData Service (Version Number)	Back-End Server: Authorization Role (PFCG Role)	Front-End Server: Assignment to Authorization Role
SRF_REPORTING_TASK	The back-end server authorization roles cannot be created directly from SU22 (Maintain Authorization Defaults (SAP)) and should be created manually. Find the steps below to create the back-end server authorization roles.	SAP_BR_AP_MANAGER_<Country Code>, SAP_BR_GL_ACCOUNTANT_<Country_Code> For example, SAP_BR_AP_MANAGER_BE, SAP_BR_AP_MANAGER_US, SAP_BR_GL_ACCOUNTANT_LU, SAP_BR_GL_ACCOUNTANT_MY

Find the steps below to create backend server authorization roles:

The configured role should have authorizations to execute the following services and transactions:

- **Web Dynpro Application** - FPM_BICS_OVP

- **Transactions** - CV03N, CV02N, CV01N, CV03, CV02, CV01
- **OData Services** - APL_LOG_MANAGEMENT, CA_OC_OUTPUT_REQUEST (relevant only for Account Payable roles)
- The following authorization object is required for Accounts Payable functionalities:

Authorization Objects	Fields	Value
S_APPL_LOG (Applications Log)	ALG_OBJECT (Object Name)	OUTPUT_CONTROL
	ALG_SUBOBJ	*
	ACTVT (Activity)	Display

- The following authorization objects are required for all the functionalities:

Authorization Objects	Fields	Value
Cross-application Authorization Objects		
S_SERVICE (check at start of external services)	SRV_NAME (Program, transaction or function module name)	SRF_REPORTING_TASK, APL_LOG_MANAGEMENT_SRV, CV_ATTACHMENT_SRV, CA_OC_OUTPUT_REQUEST_SRV, FIGL_MANAGE_TAX_ITEMS_SRV
	SRV_TYPE (Type of Check Flag and Authorization Default Values)	Hash Value for TADIR Object
S_START (Start Authorization Check for TADIR Objects)	AUTHPGMID (Start Check: Program ID)	R3TR
	AUTHOBJTYP (Start Check: Object Type)	WDYA
	AUTHOBJNAM (Start Check: Object Name)	FPM_BICS_OVP
S_TCODE (Transaction Code Check at Transaction Start)	TCD (Transaction Code)	CV01, CV01N, CV02, CV02N, CV03, CV03N,

Authorization Objects	Fields	Value
Document Management		
C_DRAD_OBJ (Create/Change/Display/Delete Object Link) - Authorizat. T-CF41039800	ACTVT (Activity)	Add or Create, Change, Display, Delete
	DOKOB (Linked SAP Object)	SRF_REPRUN
	STATUS (Document Status)	*
	DOKAR (Document Type)	SRF
C_DRAD_OBJ (Create/Change/Display/Delete Object Link) - Authorizat. T-CF41039801	ACTVT (Activity)	All activities
	DOKOB (Linked SAP Object)	SRF_REPRUN
	STATUS (Document Status)	*
	DOKAR (Document Type)	SRF
C_DRAW_APL (Authorization for Original Application File)	ACTVT (Activity)	All activities
	DOKAR (Document Type)	*
	FILEXT (Generic file formats)	*
C_DRAW_BGR (Authorization for authorization groups)	BEGRU (Authorization Group)	*

Authorization Objects	Fields	Value
C_DRAW_DOK (Authorization for document access) - Authorizat. T-CF41039800	DOKAR (Document Type)	SRF
	ACTVT (Activity)	Change Application Start, Display Application Start
C_DRAW_DOK (Authorization for document access) - Authorizat. T-CF41039801	DOKAR (Document Type)	SRF
	ACTVT (Activity)	All activities
C_DRAW_MUP (Authorization for Markups) - Authorizat. T-CF41039800	DOKAR (Document Type)	SRF
	DOKST (Document Status)	*
	MUP_CAT (Markup category)	*
	ACTVT (Activity)	All activities
C_DRAW_MUP (Authorization for Markups) - Authorizat. T-CF41039801	DOKAR (Document Type)	SRF
	DOKST (Document Status)	*
	MUP_CAT (Markup category)	*
	ACTVT (Activity)	Add or Create, Change, Display, Delete
C_DRAW_STA (Authorization for document status)	DOKAR (Document Type)	SRF

Authorization Objects	Fields	Value
	DOKST (Document Status)	*
C_DRAW_TCD (Authorization for document activities) - Authorizat. T-CF41039800	DOKAR (Document Type)	SRF
	ACTVT (Activity)	All activities
C_DRAW_TCD (Authorization for document activities) - Authorizat. T-CF41039801	DOKAR (Document Type)	SRF
	ACTVT (Activity)	Add or Create, Change, Display
C_DRAW_TCS (Status-Dependent Authorizations for Documents)	DOKAR (Document Type)	SRF
	DOKST (Document Status)	*
	ACTVT (Activity)	All activities

For application - specific authorization for roles, see Country/Region-Specific Role Authorizations.

5.2 Configuring Communication Setup for Electronic Submission

You need to integrate the Run Compliance Reports app with SAP Localization Hub, Advanced Compliance Reporting Service for electronic submission to the government gateway. For more information see, the SAP Note 2747629.

5.3 Output Management Configuration

To start using the Output Management for your PDF documents in SAP S/4HANA advanced compliance reporting, you need to perform the following configurations:

5.3.1 Define output type

The output type represents a message or a document that shall be output. For example, billing document, outbound delivery, check, and so on. You should create an output type for a message or output in advanced compliance reporting, only if it does not exist.

For example, ACCT_WHT output type is created for withholding tax configuration, and it can be used by withholding tax forms across the advanced compliance reporting framework.

For any new output type, create the following entry using the Customizing for **Cross-Application Components**, under **Output Control -> Define Output Types**.

Application Object Type	Output Type	Callback Class Name	Description
SRF_REPRUN	ACCT_WHT	CL_SRF_OUTPUT_CONTROL_CALLBACK	Withholding Tax Form

Note: You should use SRF_REPRUN as an application object type for all advanced compliance reporting correspondence definitions. CL_SRF_OUTPUT_CONTROL_CALLBACK class should be used as the callback class for all advanced compliance reporting output types.

5.3.2 Define Output Channel per Output Type

To configure the output channel as 'Print' for your output type, maintain the following entry using the Customizing for **Cross-Application Components**, under **Output Control -> Assign Output Channels**.
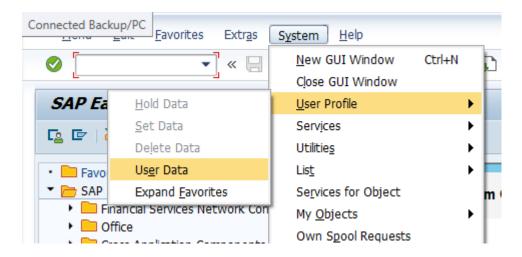
For example, to configure the output channel 'Print' for output type – ACCT_WHT, create the following entry -

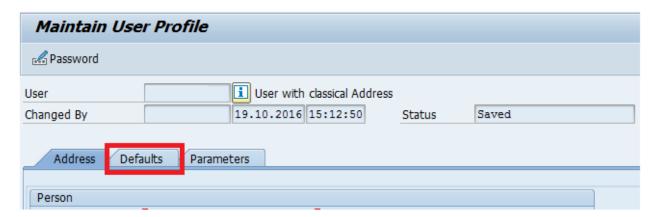| Application Object	Output Type	Channel
SRF_REPRUN	ACCT_WHT	PRINT

5.3.3   Print Forms via Spool Request

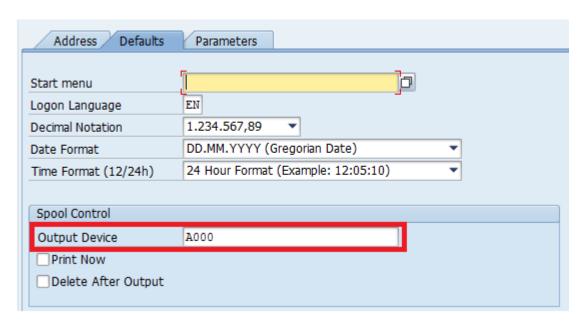Follow the steps given below, to print your PDF forms in advanced compliance reporting:

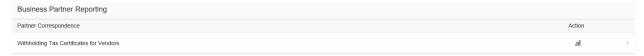1. In the SAP easy access screen, choose **System -> User Profile -> User Data**.

2. In the **Maintain User Profile** screen, choose the **Defaults** tab.
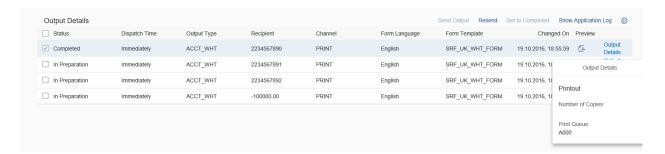
3. In the **Defaults** tab, under **Spool Control**, maintain the default output device.

4. Save the changes.
5. In the **Run Compliance Reports** app, in the **Partner Correspondence** section, choose the **Withholding Tax Certificates for the Vendors**.

Business Partner Reporting	
Partner Correspondence	Action
Withholding Tax Certificates for Vendors	ᵈ͏ᵎ ＞

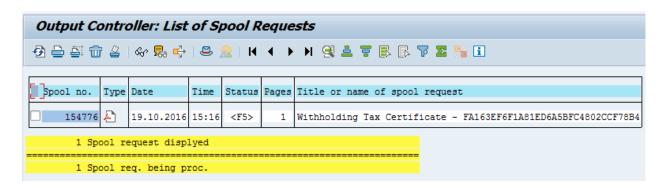For each vendor certificate, the output device is maintained.

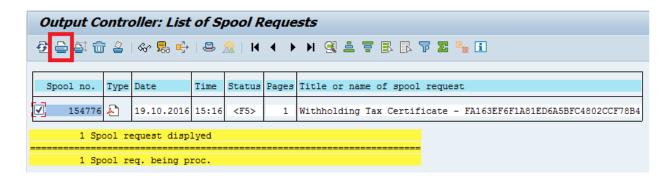6. Select the recipient for which you need to print the form, and then choose "**Send Output**".

A spool request is created for the print output.

7. Run the transaction **SP01**. The spool request is available here.

8. To send the certificate for printing, select the spool no, and choose the **Print Directly** option (Ctrl+Shift+F8).
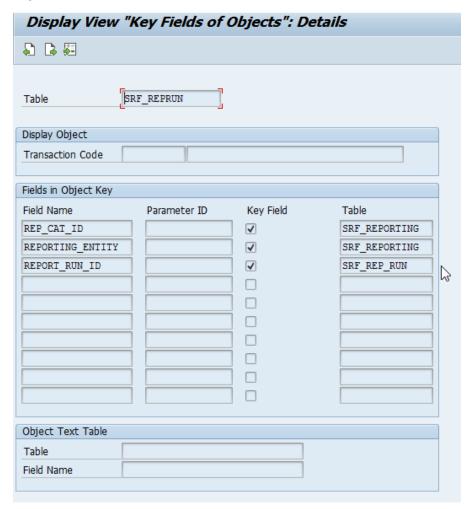

5.4 Attachment Service Configuration

Attachment service is a standard re-usable component in SAP S/4HANA. Please check if the required **SAP S/4HANA for advanced compliance reporting** specific settings for attachment service are already available as described below. If the settings are not available, follow the steps given below:

5.4.1   Define new Object Type (only if not already available)

Transaction: SPRO->Cross-Application Components->Classification System->Classes->Maintain Object Keys.

New Object type to be configured using the above path: SRF_REPRUN

Field Name	Parameter ID	Key Field	Table
REP_CAT_ID		Selected	SRF_REPORTING
REPORTING_ENTITY		Selected	SRF_REPORTING
REPORT_RUN_ID		Selected	SRF_REP_RUN
MANUAL_ATTACH_IND		Selected	
DOCUMENT_ID		Selected	SRF_REP_RUN_DOC
SEQUENCE_NUMBER		Selected	SRF_REP_RUN_DOC

5.4.2   Define and associate Document Type with Object type

SPRO->Cross-Application Components->Document Management->Control Data->Define Document Type.

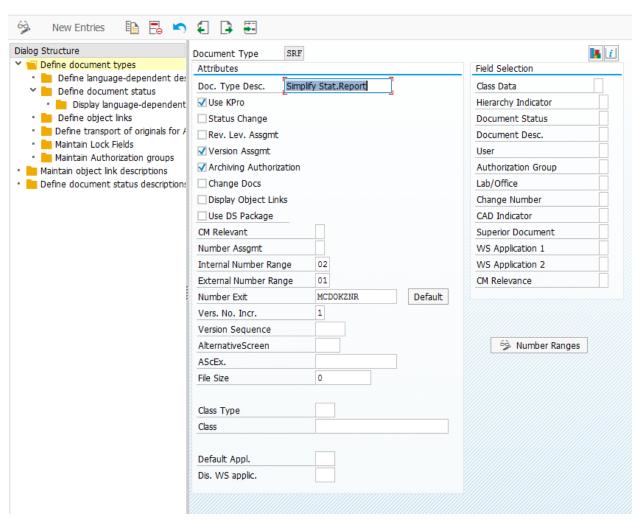Maintain document type customizing for the below mentioned document types

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Note: You can copy an existing customizing entry for document type (EX: SL1) and change the values instead of creating a new one from scratch.

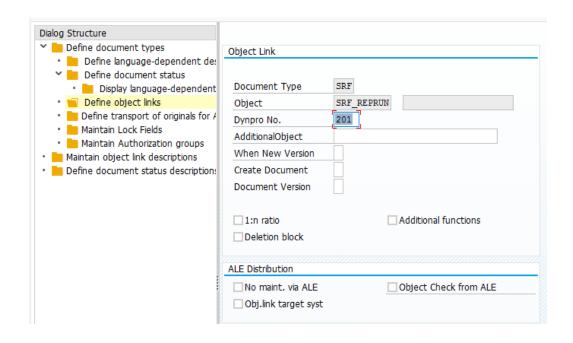| Document Type	Document Type Description
SRF	Simplify Stat.Report

Maintain the object link for a defined document type (created above) in transaction DC10. Maintain entries to establish relationship between Object Type and the Document Type. This relation is stored via the Define Object Links.

Serial no	Document Type	Object	Dynpro No.
1	SRF	SRF_REPRUN	201

6 Define Compliance Reports

6.1 Implementation Tasks

The following sections list tasks that should be performed to implement this app. The tables contain the app-specific data required for these tasks.

You can also find the data required to perform these tasks in the SAP Fiori apps reference library at https://fioriappslibrary.hana.ondemand.com/sap/fix/externalViewer/index.html?appId=F2131.

6.1.1 Front-End Server : Activate OData Services

Component	Technical Name
OData Service (Version Number)	SRF_REPORT_DEFINITION

For more information about activating OData services, see section *Activate OData Services* in the *S/4HANA UI Technology guide*.

6.1.2 Front-End Server : Enable App for Access in SAP Fiori Launchpad

The SAP Fiori launchpad is the entry point to apps. In the launchpad, the user can see and access those apps that have been assigned by an administrator to the catalog designed for this user's role.

The administrator makes these assignments in the launchpad designer. SAP delivers technical catalogs for groups of apps as repositories to create your own catalogs in the launchpad designer. Along with these catalogs, more technical content is delivered for each SAP Fiori app. You can find the delivered technical content for each SAP Fiori app in the SAP Fiori apps reference library.

6.1.3 Front-End Server and Back-End Server: Assign OData Service Authorizations to Users

You must assign OData service authorizations for the app to your users.

Caution

Several authorization default values are connected to the OData service. To ensure that all these default values are assigned to a user, you should follow the instructions given under the documentation links provided.

Make the assignment on the **back-end server** and on the **front-end server**:

- On the **back-end server**, you should assign the OData service authorization to a PFCG role. For more information, see section *Implementation Tasks on Back-End Server* in the S/4HANA UI Technology guide.
- On the **front-end server**, you must assign the OData service authorization to a new or existing role, such as a business role that has been adjusted per your needs. For more information, see sections *Create PFCG Role on Front-End and Assign Launchpad Catalogs and Groups and Front-End Server and Assign Roles to Users* in the *S/4HANA UI Technology* guide.

OData Service (Version Number)	Back-End Server: Authorization Role (PFCG Role)	Front-End Server: Assignment to Authorization Role
SRF_REPORT_DEFINITION	The back-end server authorization roles can be created directly from SU22 (Maintain Authorization Defaults (SAP)).	SAP_BR_ADMINISTRATOR

7 Business Reporting Activities

7.1 Manage Tax Items for Legal Reporting

7.1.1 Implementation Tasks

The following sections list tasks that should be performed to implement this app. The tables contain the app-specific data required for these tasks.

You can also find the data required to perform these tasks in the SAP Fiori apps reference library at https://fioriappslibrary.hana.ondemand.com/sap/fix/externalViewer/index.html?appId=F3172.

7.1.2 Front-End Server : Activate OData Services

Component	Technical Name
OData Service (Version Number)	FIGL_MANAGE_TAX_ITEMS_SRV

For more information about activating OData services, see section *Activate OData Services* in the S/4HANA UI Technology guide.

7.1.3 Front-End Server : Activate SAP UI5 Application

Component	Technical Name
SAP UI5 Application	FIN_MNG_TAX_ITM
Generic Drill-Down Application	/sap/bc/ui5_ui5/sap/fin_mng_tax_itm

For more information about how to activate the ICF service, see section *Activate ICF Services of SAPUI5 Application* in the S/4HANA UI Technology guide.

7.1.4 Front-End Server : Enable App for Access in SAP Fiori Launchpad

The SAP Fiori launchpad is the entry point to apps. In the launchpad, the user can see and access those apps that have been assigned by an administrator to the catalog designed for this user's role.

The administrator makes these assignments in the launchpad designer. SAP delivers technical catalogs for groups of apps as repositories to create your own catalogs in the launchpad designer. Along with these catalogs, more technical content is delivered for each SAP Fiori app. You can find the delivered technical content for each SAP Fiori app in the SAP Fiori apps reference library.

7.1.5 Front-End Server and Back-End Server: Assign OData Service Authorizations to Users

You must assign OData service authorizations for the app to your users.

⚠️ Caution

Several authorization default values are connected to the OData service. To ensure that all these default values are assigned to a user, you have to follow the instructions given under the documentation links provided.

Make the assignment on the **back-end server** and on the **front-end server**:

- On the **back-end server**, you should assign the OData service authorization to a PFCG role. For more information, see section *Implementation Tasks on Back-End Server* in the S/4HANA UI Technology guide.

- On the **front-end server**, you should assign the OData service authorization to a new or existing role, such as a business role that has been adjusted per your needs. For more information, see sections *Create PFCG Role on Front-End and Assign Launchpad Catalogs and Groups and Assign Roles to Users* in the S/4HANA UI Technology guide.

OData Service (Version Number)	Back-End Server: Authorization Role (PFCG Role)	Front-End Server: Assignment to Authorization Role
FIGL_MANAGE_TAX_ITEMS_SRV	The back-end server authorization roles cannot be created directly from SU22 (Maintain Authorization Defaults (SAP)) and should be created manually. Find the steps below to create the back-end server authorization roles.	SAP_BR_AP_MANAGER_<Country Code>, SAP_BR_GL_ACCOUNTANT_<Country_Code> For example, SAP_BR_AP_MANAGER_BE, SAP_BR_AP_MANAGER_US, SAP_BR_GL_ACCOUNTANT_LU, SAP_BR_GL_ACCOUNTANT_MY

Find the steps below to create backend server authorization roles:

The configured role should have authorizations to execute the following services and transactions:

- **Transactions** - FB02
- **OData Services** - FAC_FINANCIAL_DOCUMENT

  The following authorization object is required for Accounts Payable functionalities:

Authorization Objects	Fields	Value
F_BKPF_BUK	ACTVT (Activity)	Display

8 Support

In case, you need support in using the **SAP S/4HANA for advanced compliance reporting** solution, please report a support incident using http://support.sap.com/incident. You can use component FI-LOC-SRF-RUN for the *Run Compliance Reports* app and component FI-LOC-SRF-DEF for the *Define Compliance Reports* app.

If you experience errors or glitches while using the solution, check the troubleshoot tips mentioned in the SAP note 2748454.

www.sap.com/contactsap