

# KPSC Classifier User Documentation – 19.10.30

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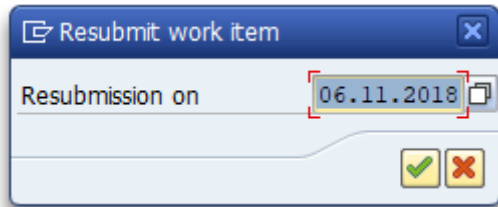
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# 1 News

## **New function "Resubmission" integrated into classifier.**

 → "Resubmission" New button in the analysis report. Here a resubmission date can be assigned to a document.



## **In the plant overview, the file name is now displayed instead of the name of the document type.**

However, this is only possible in newer SAP releases (at least higher than EHP3). This functionality is otherwise not available for SAP.

## **As of version 1.049-012-000, an implementation is available in the SAP and Web Classifier so that simple GR postings can be made.**

This function is started using the transaction /KPSC/CLS\_DNCRWE.

Only the GR is posted, but no DN process is created.

To be able to use this function, a CLS authorization (ZCLS) for DN with activity 01 is required.

Also, the S\_TCODE authorization for /KPSC/CLS\_DNCRWE.

## **Implementation of the function "buffering" after document creation**

In CLS receipt creation dialogs (such as travel expenses/purchase requisitions), the button "Save temporarily" is displayed to reserve the receipt for later completion in the step "Edit CLS receipt" in the inbox. This button is always available in the entry step if step "400" with workflow phase "BACKTOCR" is configured in the corresponding step determination.

## 1.2 Update Mode as of Release 1.045-10

As of Release 1.045-10, the update mode is available in the classifier. It controls the direction of the to be updated Data in the classifier workflow. Previously, it was only possible to transfer classifier data to the SAP document. With the update mode, this procedure can be reversed and data can be transferred from the SAP document to the classifier document.

If the mode SAP=>CLS is activated, the corresponding SAP document change transaction in the steps "Complete document" and "Post document manually" is used as the data input GUI instead of the classifier GUI, and the classifier GUI is displayed in parallel only as an auxiliary and information GUI. In this case, you can work directly in the SAP transaction.

This setting can be changed manually for a document in the Classifier GUI in the tab "Workflow" but can also be configured in Customizing for documents with certain properties.

Property	Term	Description
<b>00</b>	Not defined	Not determined or indeterminate
<b>10</b>	CLS=>SAP	Data transfer from CLS document to SAP document, as before. <b>Please use this in Customizing!!</b>
<b>11</b>	CLS=>SAP (manually)	Like 10, except that this mode was set manually in the CLS document and therefore must not be changed by a setting in Customizing. <b>Please only use this in GUI!!</b>
<b>19</b>	CLS=>SAP until next required Transmission => 20	Same as 10, but the next successful data transfer from CLS to SAP automatically switches to 20. <b>Please only use this in GUI!!</b>
<b>20</b>	SAP=>CLS	Data transfer from the SAP document to the CLS document, where the primary data entry takes place via the SAP document transaction. <b>Please use in Customizing!</b>
<b>21</b>	SAP=>CLS (manually)	Like 20, except that this mode was set manually in the CLS document and therefore cannot be changed by a setting in Customizing. <b>Please only use it in GUI!!</b>

## 2 Analysis report

### 2.1 General Information on the Analysis Report

The Classifier Analysis Report offers a variety of selection options to select and edit Classifier documents according to status and data.

The application is started with the transaction code /KPSC/CLS\_R or with /KPSC/CLS\_RI. If you start with transaction /KPSC/CLS\_R, the current user can view all entries. The CLS authorizations must be set accordingly.

If you start with transaction /KPSC/CLS\_RI, the current user can only see the entries in which he or she was involved in or is the current processor. The CLS authorizations must also be maintained here.

This user-dependent analysis can be extended by additional agents using the Customizing transaction /KPSC/CLS\_C35. This means that additional agents are assigned to an agent, for whom this agent then also has the authorization to display data using transaction /KPSC/CLS\_RI.

#### **NOTE!!!!**

If the selection variants become inconsistent after an update, they can be restored with the help of the RSVARDOC\_610 report.

It may be necessary to adjust them again despite the recovery, depending on which options were changed on the selection screen and which of the new options are required.

**rescue obsolete variants**

S\_REPORT      /DVELOP/CLS\*      bis            ↕

S\_VARI      \*      bis            ↕

SYSVAR     

Please inform your SAP-administrator for this task.

### 2.2 Selection Screen Analysis Report

The selection screen is divided into several areas to group related selection options.

The fields in the areas "General", "Workflow" and "Document data" can be configured via the Customizing item (TA /KPSC/CLS\_C) "Settings"=>"Maintain selection screen analysis report".

When you start the report, the system automatically uses the selection variant with the name "DEFAULT" as default if it exists.

**Classifier Analysis Report 11:07:49 (0)      Version 19.10.40**

General    Workflow    Doc. data

Classifier ID	<input type="text"/>	to	<input type="text"/>	↕
Classifier Type	<input type="text"/>	to	<input type="text"/>	↕
Class. Status	<input type="text"/>	to	<input type="text"/>	↕
Invoice	<input type="text"/>	to	<input type="text"/>	↕
Creation date	<input type="text"/>	to	<input type="text"/>	↕
Creation time	00:00:00	to	00:00:00	↕
Date of change	<input type="text"/>	to	<input type="text"/>	↕
Change time	00:00:00	to	00:00:00	↕
Object Type	<input type="text"/>	to	<input type="text"/>	↕
Key	<input type="text"/>	to	<input type="text"/>	↕
SAP Doc. Number	<input type="text"/>	to	<input type="text"/>	↕
SAP fiscal year	<input type="text"/>	to	<input type="text"/>	↕

**Agent**

actual agent            to            ↕

involved agent            to            ↕

**CLS - Status**

<input checked="" type="checkbox"/> Ready for processing	<input checked="" type="checkbox"/> SAP document exists	<input checked="" type="checkbox"/> erroneous documents
<input checked="" type="checkbox"/> treated in GUI	<input checked="" type="checkbox"/> Document finished	<input type="checkbox"/> Document deleted
	<input checked="" type="checkbox"/> only CLS documents	<input type="checkbox"/> also archived documents

**SAP Document - Status**

<input checked="" type="checkbox"/> no document	<input checked="" type="checkbox"/> parked	<input checked="" type="checkbox"/> deleted
	<input checked="" type="checkbox"/> parked as complete	<input checked="" type="checkbox"/> cancelled
	<input checked="" type="checkbox"/> posted	<input checked="" type="checkbox"/> archived

**Release - Status**

<input checked="" type="checkbox"/> w/o release actions	<input checked="" type="checkbox"/> FV rejected	<input checked="" type="checkbox"/> Release rejected
	<input checked="" type="checkbox"/> factual verified	<input checked="" type="checkbox"/> released

**Workflow - Status**

<input checked="" type="checkbox"/> WF stopped	<input checked="" type="checkbox"/> WF finished	<input checked="" type="checkbox"/> other WF status
<input checked="" type="checkbox"/> WF started	<input checked="" type="checkbox"/> WF error	

**Display Options**

use Cache       apply sub WFs       apply REFDOCS

### 2.2.1 "General" tab (always available)

Here you can restrict the data to general data of a CLS document. The selection of this data is generally fast.

Field	Value	to	Value	Action
Classifier ID		to		[Search]
Classifier Type		to		[Search]
Class. Status		to		[Search]
Invoice		to		[Search]
Creation date		to		[Search]
Creation time	00:00:00	to	00:00:00	[Search]
Date of change		to		[Search]
Change time	00:00:00	to	00:00:00	[Search]
Object Type		to		[Search]
Key		to		[Search]
SAP Doc. Number		to		[Search]
SAP fiscal year		to		[Search]

### 2.2.2 Tab "Workflow" (only available if Workflow is switched on)

Here you can restrict the data to workflow data. The selection for this data is generally somewhat slower than in the "General" tab.

Field	Value	to	Value	Action
Workflow Type		to		[Search]
Workflow Step		to		[Search]
Workflow Status		to		[Search]
Release Status		to		[Search]
Main Workitem		to		[Search]
WF-Wait (Reason)		to		[Search]
Agent FV		to		[Search]
Agent REL1		to		[Search]
Agent REL2		to		[Search]
Agent REL3		to		[Search]
Agent REL4		to		[Search]
Agent REL5		to		[Search]

### 2.2.3 "Doc. data" tab (always available)

Here you can restrict data to the corresponding SAP document. The selection of this data is generally slow. You should first try to restrict the scope of selection using the "General" tab.

Field	Value	to	Value	Action
SAPDOC Status		to		[Search]
Document Type		to		[Search]
Document Date		to		[Search]
Posting Date		to		[Search]
Reference		to		[Search]
SAP Company Code		to		[Search]
Vendor / Customer		to		[Search]
Vend./Cust. name		to		[Search]
Trading Partner		to		[Search]
Currency		to		[Search]
ISO code		to		[Search]
Direct quoted exchange rate		to		[Search]







### 2.2.4 Area "Agents" (only available if the workflow is switched on)

Here you can restrict to "current agents" or to "involved agents". "Current agents" are all agents who currently have a work item in their inbox. "Involved agents" are all agents who were involved in the process - these are all agents who are in the history.



Agent			
actual agent	<input type="text"/>	to	<input type="text"/>
involved agent	<input type="text"/>	to	<input type="text"/>



### 2.2.5 Area "CLS Status" (always available)

Here the current classifier status can (or must) be restricted. If no option is selected here, no documents are selected during execution. All options in this area can be selected or deselected using the "Select all"  or "Deselect all"  buttons. In the following status areas, a built-in automatic system activates all options related to the selected classifier status when an option is selected in the "CLS Status" area. As of Release 1.045-20, the option "CLS documents only" exists, which selects CLS documents in status 400, 410 and 420. These documents are only processed in CLS and do not have a corresponding SAP document.



CLS - Status		
	<input type="checkbox"/> Ready for processing	<input type="checkbox"/> SAP document exists
	<input type="checkbox"/> treated in GUI	<input type="checkbox"/> erroneous documents
	<input type="checkbox"/> Document finished	<input type="checkbox"/> Document deleted
	<input type="checkbox"/> only CLS documents	<input type="checkbox"/> also archived documents



### 2.2.6 SAP Document Status Area (Always Available)

Here you can (or must) restrict the current SAP document status. If no option is selected here, all options are automatically selected if at least one option has been selected in the CLS status area that is SAP document dependent. All options in this area can be selected or deselected using the buttons "Select all"  or "Deselect all" .



SAP Document - Status		
	<input type="checkbox"/> no document	<input type="checkbox"/> parked
	<input type="checkbox"/> parked as complete	<input type="checkbox"/> deleted
	<input type="checkbox"/> posted	<input type="checkbox"/> cancelled
		<input type="checkbox"/> archived

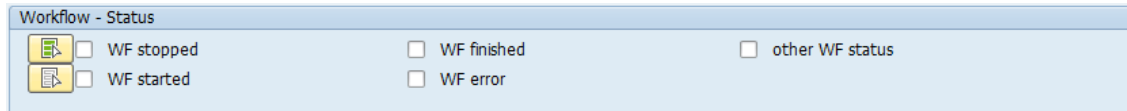
### 2.2.7 "Release Status" area (only available if the workflow is enabled)



Here you can (or must) restrict the current release status. If no option is selected here, all options are automatically selected if at least one option has been selected in the CLS status area that is release-dependent. All options in this area can be selected or deselected using the "Select all"  or "Deselect all"  buttons.

Release - Status		
	<input type="checkbox"/> w/o release actions	<input type="checkbox"/> FV rejected
	<input type="checkbox"/> factual verified	<input type="checkbox"/> Release rejected
		<input type="checkbox"/> released

## 2.2.8 "Workflow Status" section (only available if the workflow is enabled)

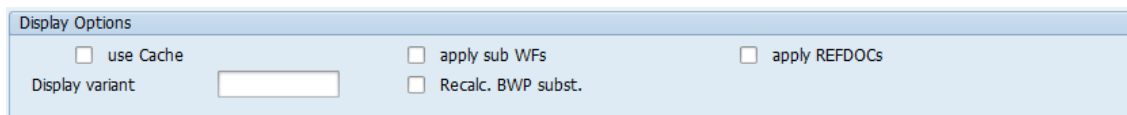
Here you can (or must) restrict the current workflow status. If no option is selected here, all options are automatically selected if at least one option has been selected in the CLS status area that is workflow dependent. All options in this area can be selected or deselected with the buttons "Select all"  or "Deselect all" .



Workflow - Status		
	<input type="checkbox"/> WF stopped	<input type="checkbox"/> WF finished
	<input type="checkbox"/> WF started	<input type="checkbox"/> WF error
		<input type="checkbox"/> other WF status

## 2.2.9 "Display Options" section (always available)

Here you can set display or selection options to influence the display, the type of data selection and the scope of the selection.



Display Options		
<input type="checkbox"/> use Cache	<input type="checkbox"/> apply sub WFs	<input type="checkbox"/> apply REFDOCs
Display variant <input type="text"/>	<input type="checkbox"/> Recalc. BWP subst.	

### **Use Cache**

With this option, the classifier report data is read from a cache table and not currently rebuilt from many different tables. This procedure is extremely efficient for most selections. The disadvantage of this type of selection is that the data is always up to date with the last update run. The data in the cache table is built with the report /KPSC/CLS\_REPORT\_CACHE, which should be scheduled periodically as a background job. If the cache table was not structured as expected, an empty or falsified result list is displayed when this option is used.

### **apply SUB-WFs**

With this option Classifier IDs will be added to read the sub-workflows to represent the classifier IDs specified in the main selection. For Release 1.046, the only sub-workflow that exists is the "vendor workflow" with classifier type BP for classifier types FI and MM. The sub-workflow classifier IDs are always displayed directly after the respective main workflow IDs.

### **apply REFDOCs**

With this option, Classifier IDs will be read in addition to represent the reference documents to the classifier IDs defined in the main selection. For Release 1.046, the only reference link that exists is that of a PR document to an FI document, whereby an automatic block indicator calculation was implemented for the price. The reference Classifier documents are always displayed directly before the respective main classifier IDs.

### **display variant**




Here you can define a display variant for the subsequent display of the data on the selection screen. This means that this display variant can also be stored in a selection variant.

### **Recalculate BWP substitutes**

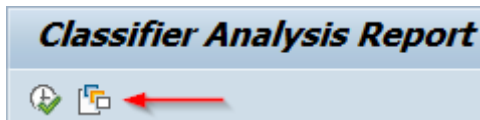
This option activates the recalculation of BWP representatives in the "Current agents" display for data display and data update (in the report). This means that the current substitutions are always considered in the display at the time of the last update.

## 2.2.10 Status Buttons

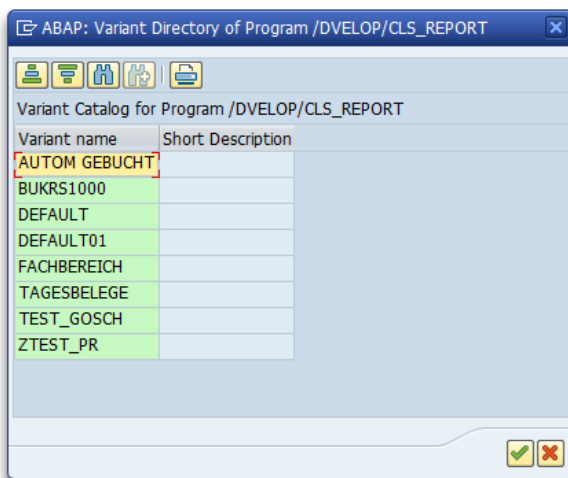
Using the status buttons, you can select a variant or start the selection.

Button	Description
 or F8	Execute selection 
	Execute Selection Variant

The Selection variant calls the variant catalog if one has been stored.



Example:



If no catalog has been stored a notification message will be displayed:





## CLS Analyse-Report <Cache> (45) - BAUER

/KPSC/CLS\_RI when using the cache table with 45 result records for user "BAUER".








## CLS Analyse-Report 10:46:29 (2) - Revision

/KPSC/CLS\_RR at 10:46:29 a.m. 2 data records were selected for the revision view. To be able to use this transaction, the selection variant "REVISION" must exist.

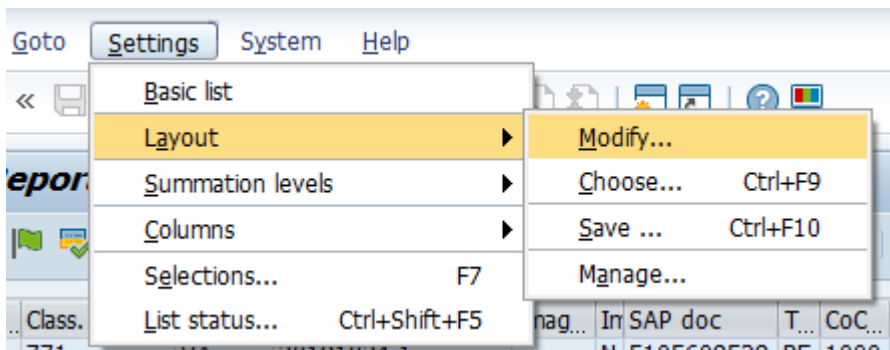
### 2.3.2 Status Buttons Analysis Report

You can use the status buttons to change the list or to apply actions to one or more entries.

Button	Range	Description
	Individual	Displays all filled fields of the entry, including those of the hidden columns.
	Individual, Several, All	Updates all or selected records
	All	Switch to list viewer list (only available in ALV list)
	All	Switch to ALV list (only available in List Viewer list)
	Individual	Display classifier history
	All	Toggle Username Agent Name This option displays the full names of the agents in the columns with Usernames
	Individual, Several	Park/enter SAP document <b>Authorization ZCLS_ADMIN 41 is required!</b>
	Individual, Several	Park SAP document completely. <b>Authorization ZCLS_ADMIN 43 is required!</b>
	Individual, Several	Release SAP document <b>Authorization ZCLS_ADMIN 44 is required!</b>
	Individual, Several	Post SAP document <b>Authorization ZCLS_ADMIN 40 is required!</b>
	Individual, Several	Execute WF restart of CLS workflow <b>Authorization ZCLS_ADMIN 10 is required!</b>
	Individual, Several	Canceling the WI Delay Status of a Work Item
	Individual, Several	Cancel current CLS lock <b>Authorization ZCLS_ADMIN 20 is required!</b>
	Individual, Several	CLS Repair document <b>Authorization ZCLS_ADMIN 30 is required!</b>
	Individual, Several	Delete CLS document (deletion indicator is set) An existing SAP document is deleted. <b>Authorization ZCLS_ADMIN 31 is required!</b>
	Individual, Several	Restore the deleted CLS document. Any previously deleted SAP document is not restored or created. <b>Authorization ZCLS_ADMIN 32 is required!</b>
	Individual	Display CLS upload data (XML data) <b>Authorization ZCLS_ADMIN 33 is required!</b>
	All	Display Own Substitute Maintenance
	All	Sort ascending/descending

	All	Apply filter
	All	Form totals/subtotals
	All	Open in Table Processing (Excel)
	All	Export to a local file
	All	Sending a List by SAP Mail
	All	Start ABC Analysis
	All	resubmission

The layout can be adjusted via the menu "Settings"=>"Layout".



The standard options of an SAP ALV list are available here.

### 2.3.3 List of data






The displayed data list can look different depending on the layout setting. The data columns consist of pure display fields or of interactive entries with a stored function.











F1 help allows you to call up the description of the individual fields.

Example:

Interactive Columns/Fields:

Interactive Column	Fieldname	Function
<b>Classifier ID</b>	CLASS_ID	Jump to Classifier GUI
<b>SAP document</b>	BELNR	Jump to SAP document
<b>MM document</b>	MM_BELNR	Jump to SAP MM document
<b>FI document</b>	FI_BELNR	Jump to SAP FI document (also displays the corresponding FI document for other SAP documents, among other things)
<b>Document number (earmarked funds)</b>	KBLNR	Jump to associated earmarked funds (only available for payment requests)
<b>Correction document 1</b>	BELNR_CORR	Correction document 1 (only for PC)
<b>Correction document 2</b>	BELNR_CORR2	Correction document 2 (only for PC)


<b>operation number</b>	DCPNR	Operation number for BELNR (PC only)
<b>Transaction number correction document 1</b>	DCPNR_CORR	Operation number for BELNR_CORR (PC only)
<b>Transaction number correction document 2</b>	DCPNR_CORR2	Operation number for BELNR_CORR2 (PC only)
<b>down payment chain</b>	DCPNR	Down payment chain number (PC only)
<b>AO Number</b>	LOTKZ	Jump to the payment request
<b>order number</b>	PO_NUMBER	Jump to SAP purchase order
<b>biller</b>	DIFF_INV	Branch to the relevant vendor/customer
<b>Material document</b>	MBLNR	Branch to the displayed material document
<b>IMG (=Image)</b>	CLASS_IMAGE	Opens associated image
<b>ATT (=Notes)</b>	ATTACHMENT	Opens associated notes (read-only)
<b>TRC (=Trace)</b>	TRACE_ICON	Switches Trace on, toggles and off  =>Trace off  =>Trace level 1  =>Trace level 2
<b>Current agents</b>	WF_ACT_AGENT	Jumps to the "Current agents" view
<b>Agents SP, SP1...SP9</b>	WF_ACT_AGENT WF_FVX_AGENT	Jumps to the view "Processor objective inspection (1...9) "X = 1...9
<b>Processor FRG1 ... FRG9</b>	WF_RELX_AGENT	Jumps to the view "Editor release 1...9 "X = 1...9
<b>completer</b>	WF_COMPL_AGENT	Jumps to the history and displays the entries for the completers of the SAPCLS document.
<b>Current WI ID</b>	WI_ID_ICON	Shows whether a work item that may currently exist can be executed by the current user. Click on  to start this work item.
<b>Reference Classifier ID</b>	REF_CLSID	Jumps to the classifier reference document. For example, to the PR document for an FI document or to an FI document for a BP document.
<b>Checked</b>	CHECKED	This checkbox marks a Classifier as checked in the revision report.
<b>GR Icon</b>	GR_ICON	Calculation mode is activated via REPORT_CALC_WE_STATUS_MODE - default is O. Calculation with GR calculation mode O: off => no MM document or document closed or credit memo or SAP document posted  => not set for WEBRE and reference document For WEBRE and document reversed For WEBRE and open GR quantity smaller than CLS batch quantity For WEBRE and open GR quantity, it is smaller than the total RE quantity to date (of all RE documents).

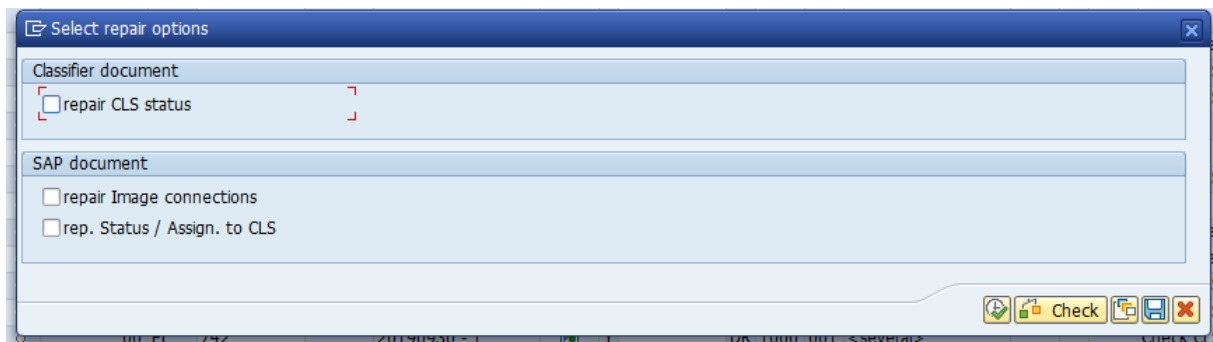
		<p>No WEBRE and open GR quantity is 0</p> <p> =&gt; No WEBRE and open GR quantity smaller than order quantity</p> <p> =&gt; WEBRE and Ref document is set and reversal is made for unopened GR quantity &gt;= CLS item quantity and open GR quantity &gt;= Total RE quantity</p> <p>No WEBRE and open GR quantity = purchase order quantity</p> <p>Calculation with GR calculation mode U: off =&gt; no MM document or document completed or credit memo or SAP document posted</p> <p> =&gt; important data for the calculation are still missing</p> <p> =&gt; Open GR quantity is 0</p> <p> =&gt; Open GR quantity less than order quantity</p> <p> =&gt; Open GR quantity equal to purchase order quantity</p> <p>For PR documents, the GR status and the corresponding icon "GR" are now also displayed. Analogous to MM documents, the following status is available:</p> <p>no GR info available (if no purchase order exists yet)</p> <p>1 no GR available (if there is no GR for purchase order or only individual items are GR posted)</p> <p>2 GR partially available (if partial quantities are GR posted)</p> <p>3 WE present (if the WE is completely present)</p>
<b>Icon for discount</b>	DSCT_ICON	<p>Status display for discount due date from field DSCT_DATE1. Empty - document cleared (clearing date &lt;&gt; initial)</p> <p> - Error in calculation</p> <p> - due date &gt; 3 days (discount 1)</p> <p> - Due in 1 - 3 days (discount 1)</p> <p> - due today or overdue (discount 1)</p>



## 2.4 Further functions / displays

### 2.4.1 Repair Classifier Document

This function is started via the  button.



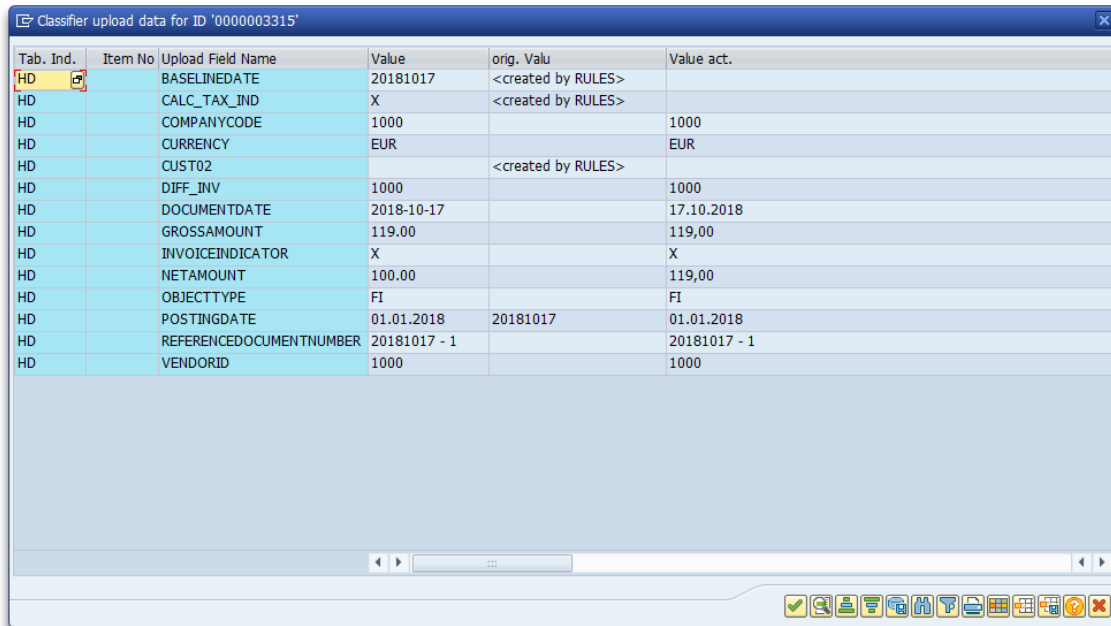
This dialog can be used to select the desired action (or actions) to be applied to one or more entries. This function can be applied to several entries. With the button "Execute" the action is started.

The following actions are available:

Action	Description
<b>Repair CLS status</b>	The classifier status is recalculated and set based on the current data in the header and from the history.
<b>Repair Image Link</b>	It is possible that the image link with the SAP document could not be created correctly. It can be set later with this function.
<b>Rep. status/link to CLS</b>	Here, the system checks whether the linked SAP document is the current one or whether it must be adjusted by changing the fiscal year or SAP document type. The system also checks whether the document exists at all. If not, the link to the CLS document (BELNR field) is removed.

## 2.4.2 Displaying XML Upload Data

This function is started via the  button.



Tab. Ind.	Item No	Upload Field Name	Value	orig. Valu	Value act.
HD		BASELINE DATE	20181017	<created by RULES>	
HD		CALC_TAX_IND	X	<created by RULES>	
HD		COMPANYCODE	1000		1000
HD		CURRENCY	EUR		EUR
HD		CUST02		<created by RULES>	
HD		DIFF_INV	1000		1000
HD		DOCUMENTDATE	2018-10-17		17.10.2018
HD		GROSSAMOUNT	119,00		119,00
HD		INVOICEINDICATOR	X		X
HD		NETAMOUNT	100,00		119,00
HD		OBJECTTYPE	FI		FI
HD		POSTINGDATE	01.01.2018	20181017	01.01.2018
HD		REFERENCEDOCUMENTNUMBER	20181017 - 1		20181017 - 1
HD		VENDORID	1000		1000


The data uploaded via the XML interface and the changes made by the rules entered are displayed here.

"Original value" contains the original value or information if the original value was changed.


The column "Actual value" Contains the current value from the classifier document, if this was activated using the Customizing parameter "STAT\_COLL\_UPLD" for this table indicator. The upload value prepared for the comparison is then displayed in "comp value".

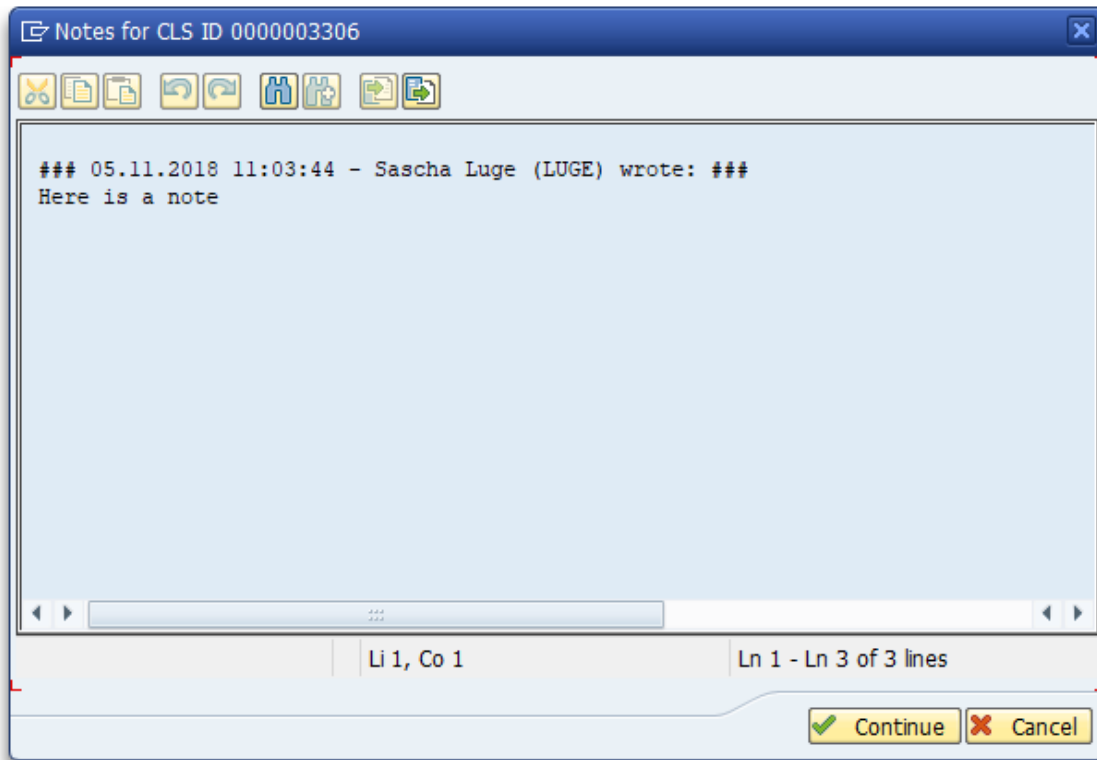
The "Verw.AW/VW" column indicates whether the current and comparison values are to be used for the statistics calculation. This is activated simultaneously with the parameter "STAT\_COLL\_UPLD".

### Download as XML file

The button  can be used to write data back to a new XML file. The format of this XML file corresponds to that of the original file and can be uploaded again as a new classifier document using transaction /KPSC/CLS\_U.

### 2.4.3 Displaying Notes

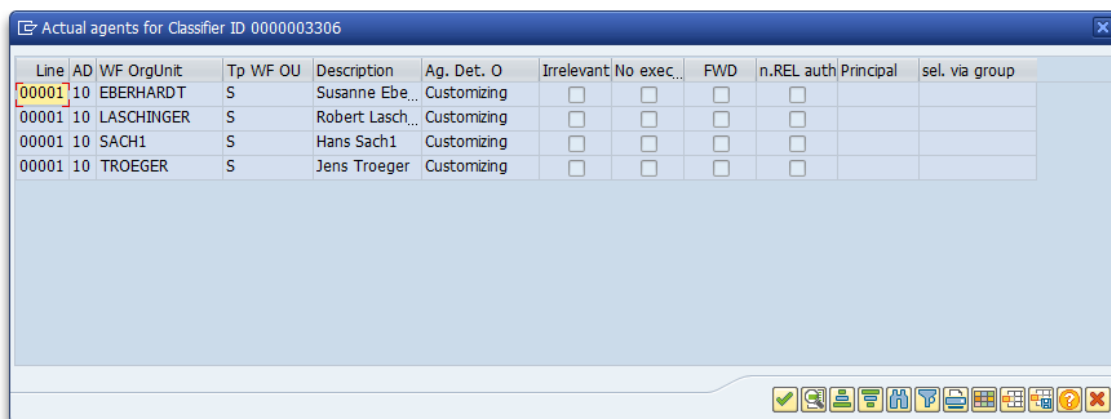
If notes exist for the CLS document, the symbol  is displayed in the field Note icon of the respective item line of the classifier document.



With "Continue" or "Cancel" you can leave the dialog again.

### 2.4.4 Display current agents

By clicking on the current field of the column "current Agents" opens a window with the current agents.



Line	AD WF OrgUnit	Tp WF OU	Description	Ag. Det. O	Irrelevant	No exec...	FWD	n.REL auth	Principal	sel. via group
00001	10 EBERHARDT	S	Susanne Ebe...	Customizing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
00001	10 LASCHINGER	S	Robert Lasch...	Customizing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
00001	10 SACH1	S	Hans Sach1	Customizing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
00001	10 TROEGER	S	Jens Troeger	Customizing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

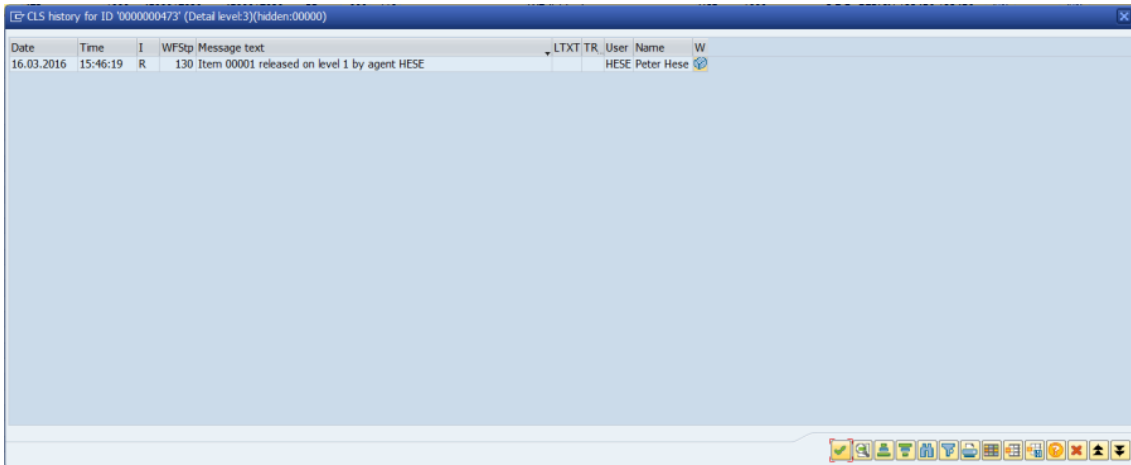
Field description:

Field	description
<b>line</b>	Classifier position line
<b>WF OrgUnit (Workflow Organizational Unit)</b>	Agent (possibly also representative)
<b>Type WF OU (type of workflow organizational unit)</b>	Type of agent S=>SAP user U=> Classifier user X=> External user (G=> Classifier group)
<b>Description</b>	Name of the user

Field	Description
<b>Ag. Det. O (Agent-Determination-Origin)</b>	How was the agent determined? 00 => unknown 01 => User Exit 07 => substitute CLS 08 => substitute BWP 09 => forwarding 10 => Customizing 11 => Customizing - SYSTEM 12 => Customizing - SYSTEMF 20 => Accountant Agent 30 => upload (XML field) 40 => man. Selection 41 => man. Selection in SP 50 => Selection in GUI 60 => Query 61 => Query sender
<b>irrelevant</b>	Not relevant for selection. => The Agent doesn't receive the WI in the InboxSet by SAP and CLS
<b>Not executable</b>	Not executable. => Agent does not receive WI in Inbox Set by SAP.
<b>FWD</b>	WI has been forwarded => Agent does not receive the WI in Inbox => FWD only receives the agent who forwarded => received all other existing ones "Not. Rel" Set by SAP and CLS.
<b>n. REL Auth (No release authorization)</b>	No release authorization => Processor receives the WI in Inbox, but cannot release It is set by CLS.
<b>Substitute</b>	Substitute - Displays the substituted agent if a representative has been determined.
<b>Substitution type</b>	Type of substitution 00 => no substitution 10 => CLS substitution 20 => BWP substitution 30 => BWP substitution to CLS substitution
<b>sel. via Group</b>	If agents were selected via a group, the corresponding group is displayed here.

## 2.4.5 Agent FV / FV1...FV9 / REL1...REL9

Displays an excerpt from the history only with release actions for the selected release level.



## 2.4.6 Working with resubmission

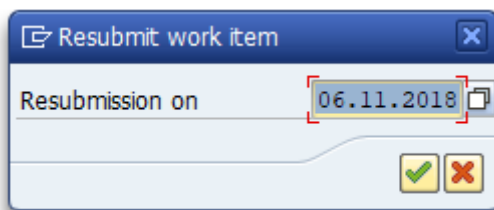
The "Resubmission" function is available in the analysis report.

**Attention, the resubmission is currently only possible in the accounting steps such as verification, completion, etc...**

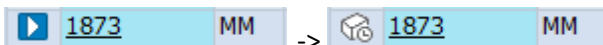
This report calculates all documents or work items that have the status "Resubmission" and, if necessary, ends the resubmission.



If a document is set for resubmission, the following dialog box appears.



The selected document can be given a "resubmission date".

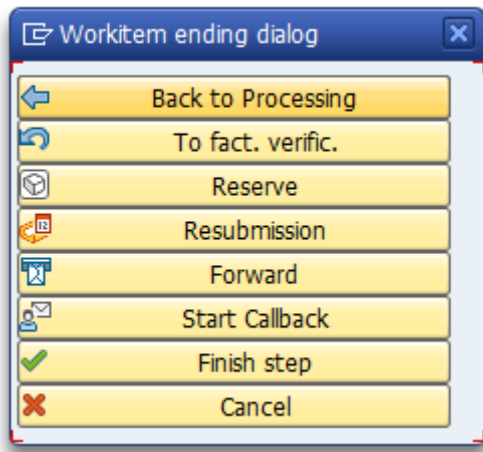


ak..	Classifier ID	CT	Trace I.	IMG	CSI	RE/GU	DSI	NOT	Referenz
	<u>2127</u>	MM	<input type="radio"/>						TEST-PSP-001
	<u>2098</u>	MM	<input type="radio"/>						20130018
	<u>2096</u>	MM	<input type="radio"/>						TEST-002

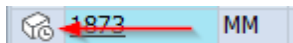
In detail view new Verify-Screen



Or in the Ending dialog at the Verify screen.



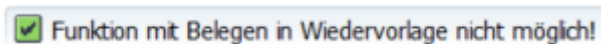
As above, the work item is output as a WI delay. White work item with a clock. This is the SAP standard.



The resubmission is from the analysis report and generally dependent on the following conditions:

- No resubmission can be executed if the work item is already in the resubmission. This prevents a date from being extended. The resubmission can be terminated and a new resubmission date set.
- The report checks whether the resubmission is active for the current step.
- The report checks whether the executing user is one of the current agents of the work item.
- Some functions in the analysis report (such as mass release, parking, and so on) are not available for documents in resubmission.
- The time of the resubmission is not considered but could be extended. However, the SAP standard popup would then no longer be usable. SAP only works with the date.

### Notification



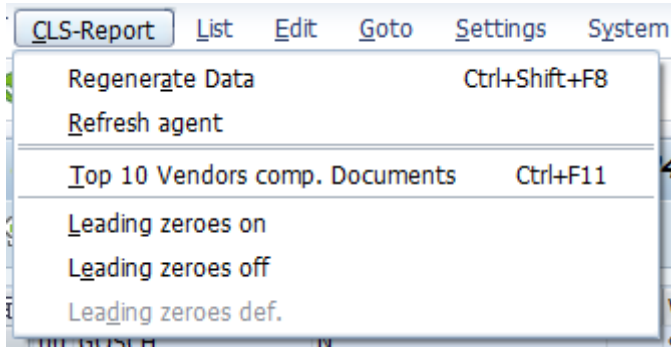
The resubmission can be terminated manually with the following functions from the analysis report:

- Workflow Restart
- Delete WI Delay
- Click on a work item in position

### History entry:

04.05.2018	10:23:02	W	400 SAP-Workitem 000001522010 erfolgreich angelegt!	LASCHINGER	Robert Laschinger	
04.05.2018	10:23:03	A	Workitem 000001522010 in Wiedervorlage: Startdatum 05.05.2018, Startzeit 00:00:00	LASCHINGER	Robert Laschinger	
04.05.2018	10:23:03	W	400 Externer/Virtueller Schritt 400 angelegt.	LASCHINGER	Robert Laschinger	
04.05.2018	10:22:19	A	Wiedervorlage für Schritt 400 (16.05.2018, 00:00:00) manuell beendet	LASCHINGER	Robert Laschinger	
04.05.2018	10:22:19	W	400 SAP-Workitem 000001522009 erfolgreich angelegt!	LASCHINGER	Robert Laschinger	
04.05.2018	10:22:19	W	400 Externer/Virtueller Schritt 400 angelegt.	LASCHINGER	Robert Laschinger	
04.05.2018	10:22:21	A	WF-Restart ausgeführt!	LASCHINGER	Robert Laschinger	
04.05.2018	12:13:33	A	Wiedervorlage für Schritt 310 (05.05.2018, 00:00:00) abgelaufen			

## 2.4.7 Leading Zeros



There are 3 new function codes for:

1. Leading zeros on
2. Leading zeros off
3. Leading zeros def.

With (1) leading zeros are shown in each column where this is possible/meaningful

With (2) leading zeros are shown in no column where this is possible

With (3) leading zeros are shown as before (depending on system setting)

The parameter ID /KPSC/CLS\_REP\_LZRO can be used to set a default setting.

Z => leading zeros are displayed

N => leading zeros are not displayed


## 3 Classifier GUI – General

### 3.1 General Actions in the Classifier GUI

This section describes general actions that can occur in all classifier GUI types and all classifier types.

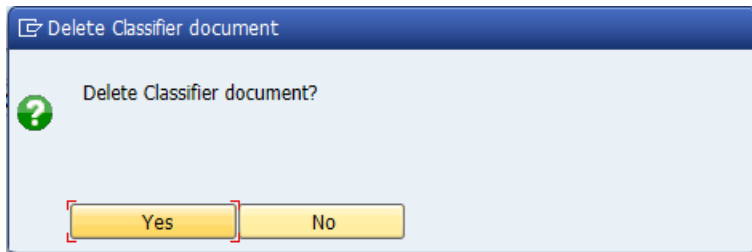
In addition, actions that might be available in all workflow steps are described.

### 3.1.1 Delete CLS document

The button  marks the classifier document as deleted.

If an SAP document exists, it must first be deleted using the function  Delete SAP document.


A pop-up window requires a second confirmation for this action.




The document is then marked as deleted and is highlighted in red in the analysis report.

Classifier Analysis Report 12:14:53 (59)										Version 18.10.10	
Cu...	Class. ID	CLS ...	Trc	Imag...	Note...	act. agent	Att. exist	Due...	G/R	G/R Status	WF St. Des
	3309	MM	o			<several>	N				started
	3276	MM					N				deleted

(Example FI document)

In the analysis report, the document can be restored using the "Restore" function . A previously deleted SAP document is not recreated (automatically). After the restore, the document is set to the status "Not processed" and the upload messages may be displayed again.


### 3.1.2 Save CLS document


The button  is used to save the classifier data.



If a parked document exists and the data has been changed (see =>Customizing=>Change fields), the changed data is transferred to the SAP document. Any messages that may have arisen here are displayed in the error log.



### 3.1.3 Exit CLS document

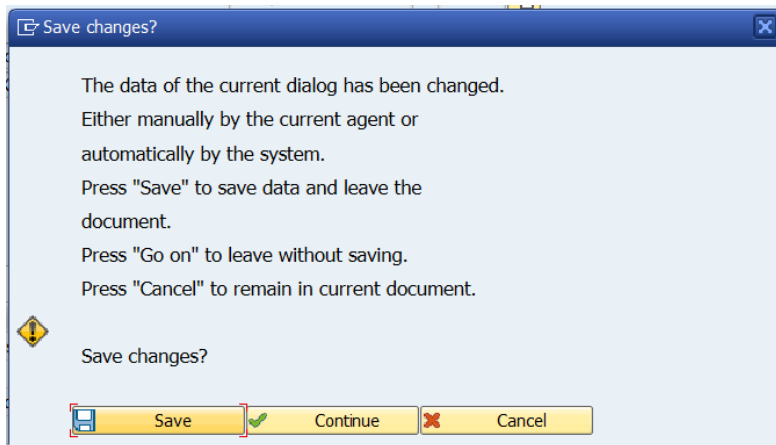
You can exit the document using the buttons .

If you want to leave the document even though there are no required fields in the visible area, you can only do this by choosing the button .

The button  has the same function in the CLS GUI implementation as .

If the data has been changed (see => Customizing=>Change fields), a security query is started that indicates that the data has not yet been saved.

#### Security query Verify-GUI FI/MM:

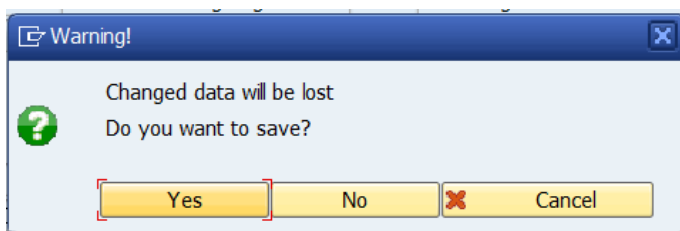


Choose "Save" to exit the document and save the data.

Choose "Continue" to exit the document, but do not save the data.

"Cancel" does not exit the document.

#### Security query in all other CLS GUIs:




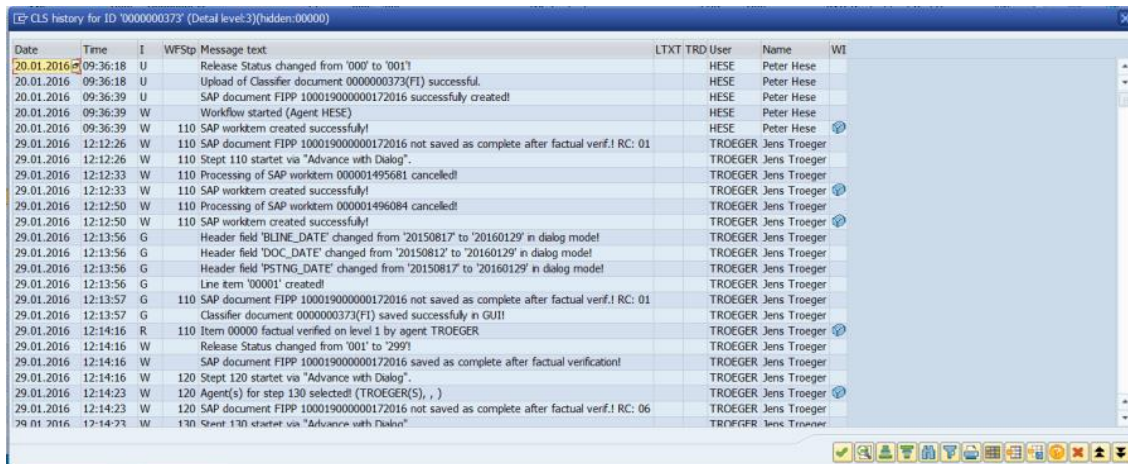
"Yes" exits the document and saves the data.

With "No" the document is left, but the data is not saved.

"Cancel" does not exit the document.

### 3.1.5 Display History

The button  opens a pop-up window with the classifier history.



All important events and trace events are displayed here.

You can hide freely definable messages in the display using the Customizing option "Maintenance of information levels of the classifier history".

The classifier history always starts with detail level 3, which, depending on the configuration, displays the fewest messages.

The detail level and the number of hidden messages are always displayed in the title.

You can adjust the detail level using the buttons  .

Possible levels are 0, 1, 2 and 3.


Where 0 always shows all messages and 3 only those that were not hidden for 1, 2 and 3.

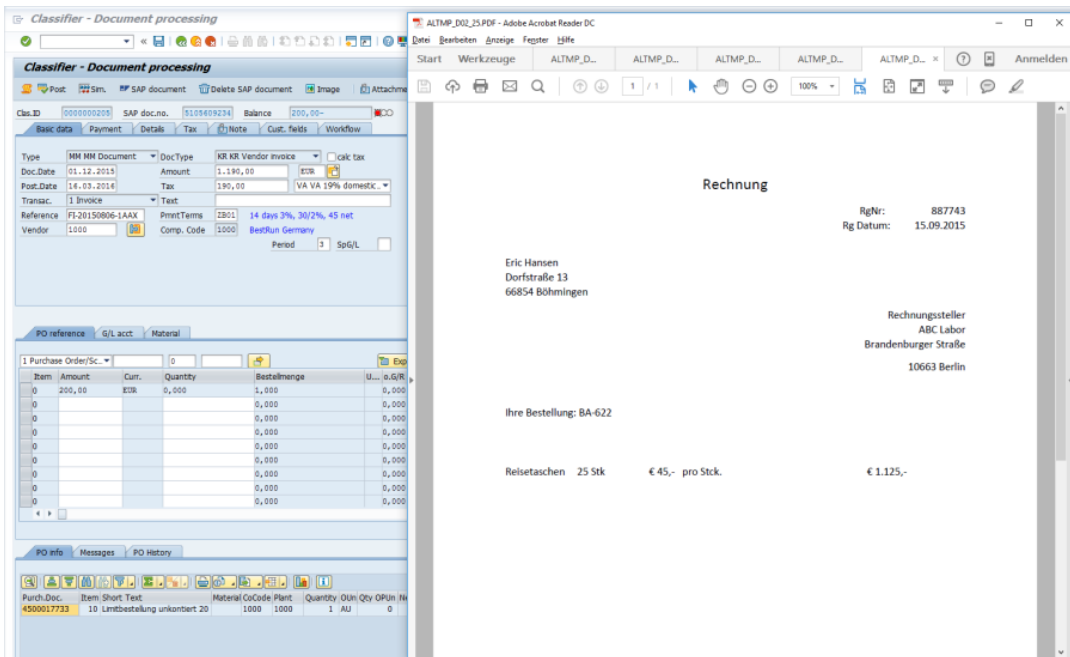
Abbreviation	Meaning
<b>ARS</b>	Automatic release in sequence
<b>FEP</b>	Four eye principle
<b>RAP</b>	Release after posting

In the following, the number from Customizing that was set is always written.

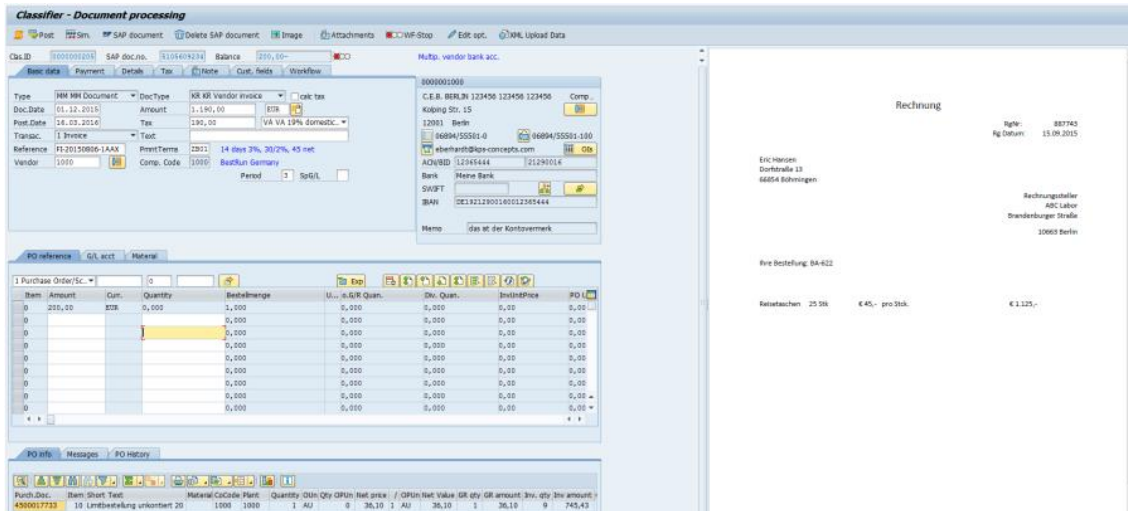
Example: ARS 20 - would then be the automatic release in sequence option 20 = only within the release

### 3.1.6 Display image

The corresponding image is displayed with the button  Image . The image can be displayed in 2 ways, which can be set in the editing options. Either internal or external display.




External image display with a standard program. Here the Windows photo viewer.

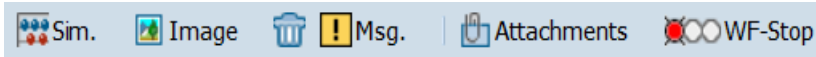


Internal image display using SAP's own HTML viewer.

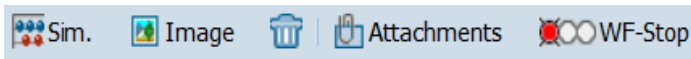
### 3.1.7 Displaying Messages

The button  displays any error messages in a pop-up window.

These are the same error messages as those from the info area. If there are no error messages, this button is not visible.

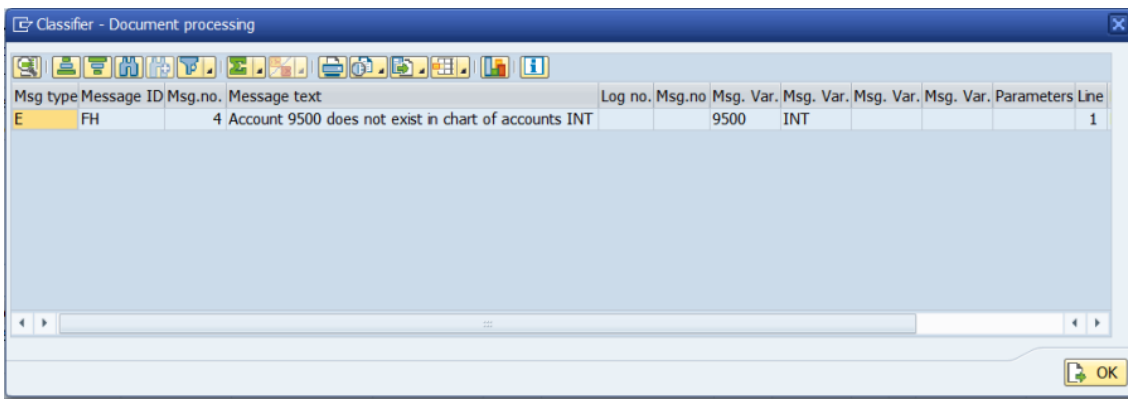


=> Error messages present

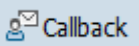


=> Error message absent

Popup window with messages:

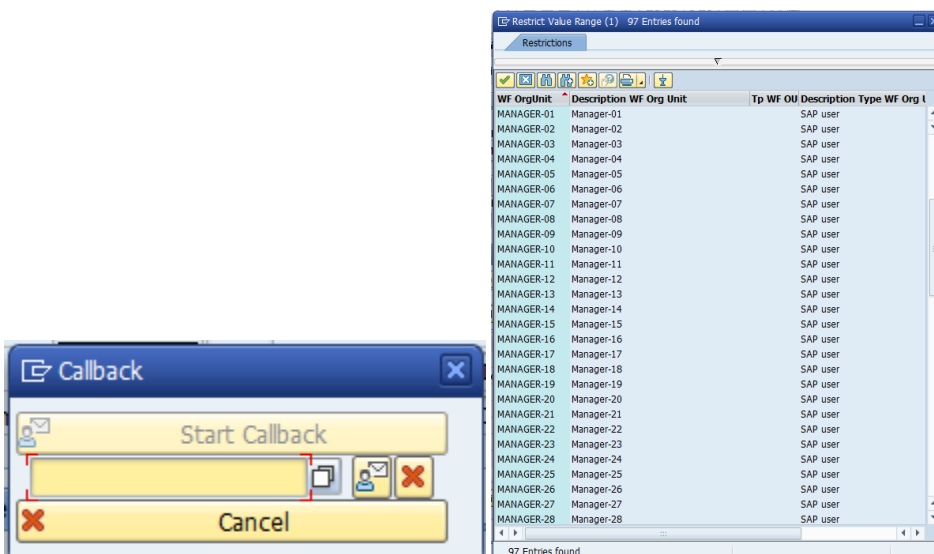


### 3.1.8 Start Callback to Workflow Step

The button  sends a query for the current document to another processor.

This button is also only available when a workflow step is executed.





After pressing the key, a popup is displayed for selecting the processor of the query (individual processor or group).



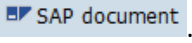
Either a known agent (or group) can be entered directly or selected using the F4 help.

If the CLS parameter SAP\_ONLY\_USER\_VALID=FALSE is set, only agents from classifier Customizing are displayed here.

Possible actions:

Action	Description
	This button starts the query to the selected agent. The recipient then does not receive authorization for release here as in release steps but can only enter a note in the query step.
	Use this button to hide the query fields.
 Start Callback	You use this button to display the fields for the query again if they were previously hidden.
 Cancel	This button cancels the process for starting a query.

### 3.1.9 Displaying an SAP Document

The corresponding SAP document can be displayed using the button .

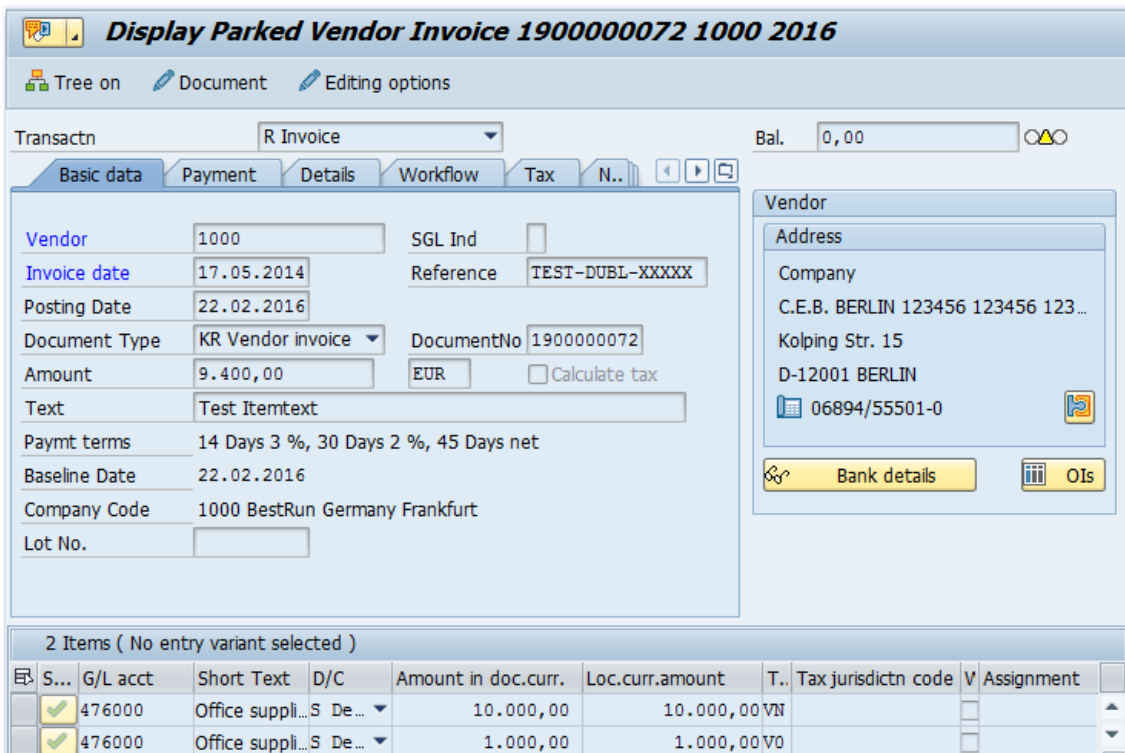
This starts the standard SAP transaction that is normally used to edit or display the SAP document.

Any changes that are made here directly in the SAP document are normally overwritten when the classifier document is saved.

Therefore, this should only be done in exceptional situations.

This button is only displayed if a corresponding SAP document also exists.

For example, retrieval of the SAP document of a parked FI invoice:



**Display Parked Vendor Invoice 1900000072 1000 2016**

Tree on | Document | Editing options

Transactn: R Invoice | Bal.: 0,00

Basic data | Payment | Details | Workflow | Tax | N..

**Vendor** 1000 | SGL Ind | Reference: TEST-DUBL-XXXXX

Invoice date: 17.05.2014 | DocumentNo: 1900000072

Posting Date: 22.02.2016 | EUR | Calculate tax

Amount: 9.400,00 | Text: Test Itemtext

Paymt terms: 14 Days 3 %, 30 Days 2 %, 45 Days net

Baseline Date: 22.02.2016

Company Code: 1000 BestRun Germany Frankfurt

Lot No.

**Vendor**

Address

Company

C.E.B. BERLIN 123456 123456 123...

Kolping Str. 15

D-12001 BERLIN

06894/55501-0

Bank details | OIs

2 Items ( No entry variant selected )

S...	G/L acct	Short Text	D/C	Amount in doc.curr.	Loc.curr.amount	T.	Tax jurisdictn code	V	Assignment
✓	476000	Office suppli...	S De...	10.000,00	10.000,00	VN			
✓	476000	Office suppli...	S De...	1.000,00	1.000,00	V0			

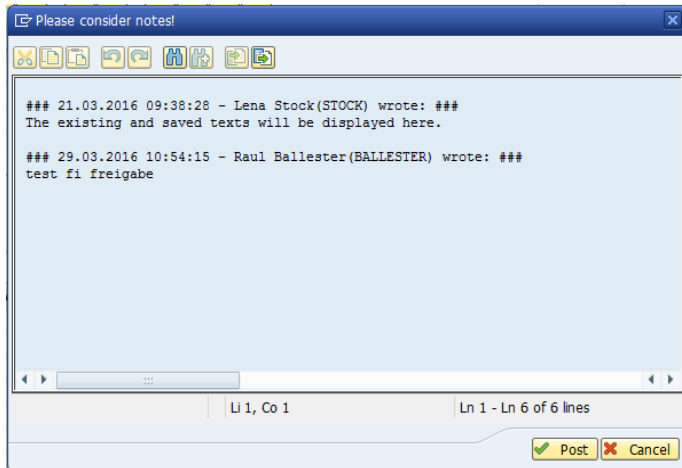
### 3.1.10 Post SAP Document

The button  posts the SAP document.

If errors occur and the document cannot be posted, they are displayed in the error log.

If the document can be posted, the dialog is generally left immediately.


This functionality is available if no SAP document exists for the classifier document, or if a parked or complete document already exists.



If the editing option, note popup with "Display when booking document" has been activated, a popup window with the current notes appears before booking the document, if any.

Here you can decide again whether you really want to book or cancel.


### 3.1.11 Delete SAP Document

You can use the button  Delete SAP document to delete the corresponding parked SAP document. After deletion, the CLS GUI is generally exited.

The SAP document is deleted in accordance with SAP and the link to the classifier document is removed.

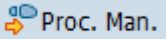
After deleting the SAP document, the classifier GUI is generally exited automatically.

If the document cannot be deleted because it may currently be blocked by another process, an error message is displayed in the footer.

 Deleting the SAP document 'FIPP' '100019000000662016' ended with error '1'!

(Example FI document)

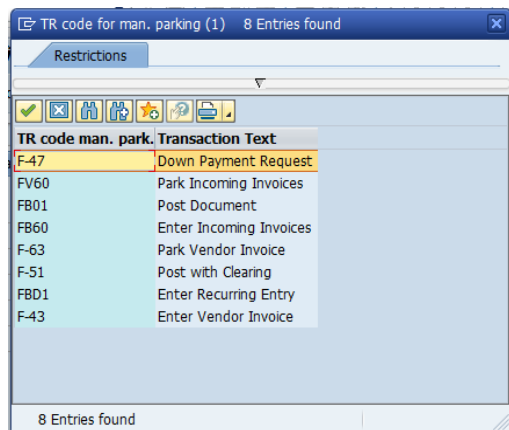
### 3.1.12 Creating an SAP Document Manually

The button  starts manual processing via the batch input implementation.

Manual processing is intended to enable you to use various transactions and to create documents that have not been processed automatically due to errors by means of corrective actions.

This functionality is not available for documents that have already been parked.

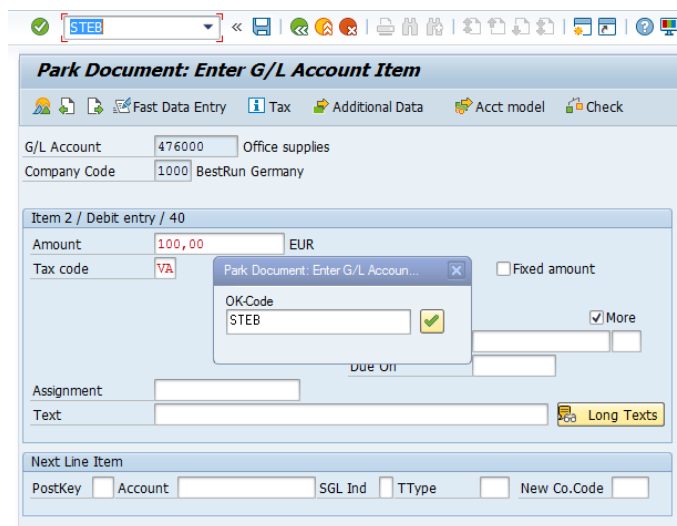
This button is not necessarily available for every classifier type.



(Example FI document)

It may be possible to select from several entry transactions. Depending on how this was configured in Customizing.

When the button is pressed, a window with the possible transactions appears.



(Example FI document)

After selecting the transaction, the batch input is started in mode 'E'. In this mode, the batch input remains at an error point which can then be corrected by the processor. If no error occurs, the batch input runs to the end without a stop.

**Enter Vendor invoice: Display Overview**

Display Currency   Park document   Account Model   Fast Data Entry   Taxes

Document Date: 17.05.2014   Type: KR   Company Code: 1000  
Posting Date: 16.03.2016   Period: 3   Currency: EUR  
Document Number: INTERNAL   Fiscal Yr: 2016   Translatn Date: 16.03.2016  
Ledger Grp:   Reference: TEST-DUBL-XXXXX   Cross-CC No.:  
Doc.Header Text: Test Kopftext   Part.Bus.Area:  
Branch number:   Number of Pages:   Tax Report Date: 22.02.2016

**Items in document currency**

PK	BusA	Acct	EUR	Amount	Tax amnt
001	31	0000001000 C.E.B. BERLIN 12345		649,60-	**
002	40	9900 0000476000 Office supplies		150,00	VII
003	40	9900 0000473000 Postage		230,00	VII
004	40	9900 0000470000 Occupancy costs		180,00	VII

D 560,00   C 649,60   89,60- \*   4 Line items

**Other Line Items**

PKey:   Account:   SG/L Ind.:   ATT:   New Comp.Coc:


SAP   FB01   svextd02   OVR

(Example FI document)

The batch input then continues until the classifier data has been completely transferred to the SAP document.

Depending on which transaction you started with, you can park or post the document.

### 3.1.13 Simulate SAP Document

The button  simulates the posting of the SAP document.

If errors occur, they are displayed in the error log.

**Messages**

Ltxt	MT	Line	Message text	Field name	MO	Msg.typ	Msg. ID	Msg. Var.	Msg. Var.	Msg. Var.	Msg. Var.
E			Account 470005 does not exist in chart of accounts INT		S	E	FH	004	470005	INT	

If no errors occur, the following message is displayed:

**PO info   Messages   PO History**

Ltxt	MT	Line	Message text	Field name	MO	Msg.typ	Message class	Msg. Var.	Msg. Var.	Msg. Var.	Msg. Var.
S			Simulation successful!		C	S	/DVELOP/CLS	102			

Please note that this implementation of the simulation always tries to create a new document in simulation mode.

Any error messages for CO-PA fields in the profitability segment may or may not be relevant for the current parked document.




There are constellations in which the simulation results are not very meaningful.

Since the classifier usually uses SAP BAPIs for SAP document creation or simulation, not all error messages are always displayed here in the same way as for the normal entry transaction.

Even if the document creation and therefore also the simulation with the dialog transaction takes place via batch input, it can happen that not all messages are triggered here in the same way as they are processed in the dialog.

Therefore, own checks are implemented in the classifier as soon as missing messages are detected.

### 3.1.14 Saving an SAP Document Completely

The button  Complete is used to park the SAP document completely.

When you save or complete the data completely it uses the same method as for posting.

Posting-relevant data is therefore checked and put out as a message if it's not in order.


If errors occur and the document can't be parked completely, they are displayed in the error log.

If the document can be completely parked, the dialog is generally left immediately.

This functionality is available if an SAP document does not yet exist for the classifier document or if a parked (but not yet complete) document already exists.

This function is not available for all classifier types.

### 3.1.15 Park SAP Document

The button  Park doc. parks the SAP document.

Only header data is required in the document for parking. This means that no accounting-relevant details are required. If required, however, the fields can already be filled. Parking also does not yet check if the data is correct.

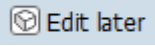
If errors occur and the document can't be parked completely, they are displayed in the error log.

If the document can be entered, the dialog is generally left immediately.

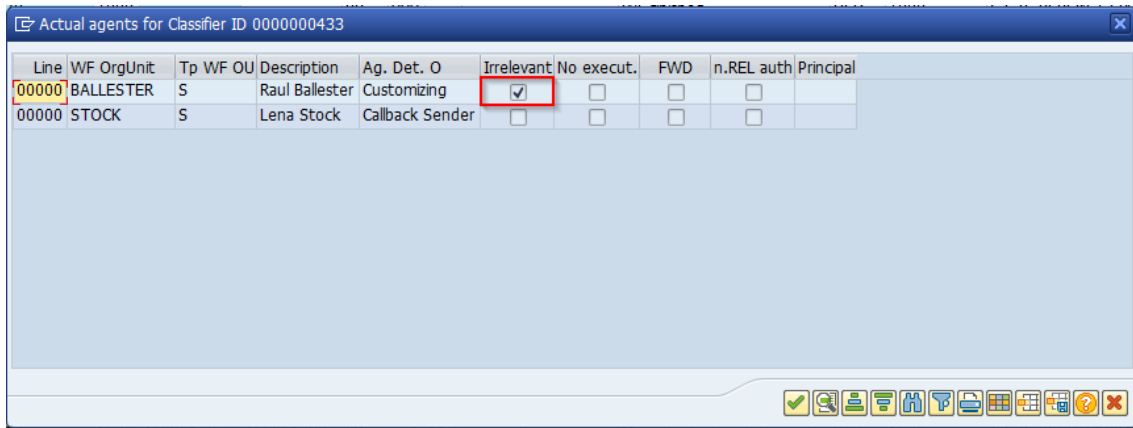
For some classifier types, however, the dialog must be closed separately.

This function is only available if no SAP document exists for the classifier document.

### 3.1.16 Editing Later and Returning to the Previous Position

The button  ends the current workflow step and assigns it exclusively to the current agent.

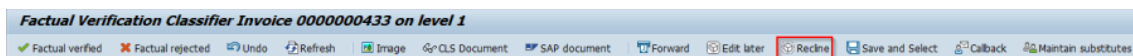
This is then visible in the analysis report when the current agents are displayed. All other agents are displayed in this list with the "Irrelevant" indicator.

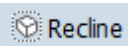


Line	WF OrgUnit	Tp	WF OU	Description	Ag. Det. O	Irrelevant	No execut.	FWD	n.REL auth	Principal
00000	BALLESTER	S		Raul Ballester	Customizing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
00000	STOCK	S		Lena Stock	Callback Sender	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

This means that these agents can no longer see this workflow step in the inbox and cannot execute it via the analysis report.



In a workflow step in which "Edit later" was selected, the function "Reset" appears when the step is executed again.



The button  returns the previously reserved workflow step to the inboxes of the other agents.

Thus, the original condition is restored.

### 3.1.17 Stopping and Starting a Workflow

The classifier workflow can be started or stopped using the  and  buttons.

The buttons are only available alternately.

If the workflow is switched off, only the "WF Start" key is available.


If the workflow is switched on, only the "WF-Stop" key is available.

The keys are only displayed when the workflow is switched on (active or passive mode).

You can also use Customizing settings to determine whether these buttons are displayed at all.

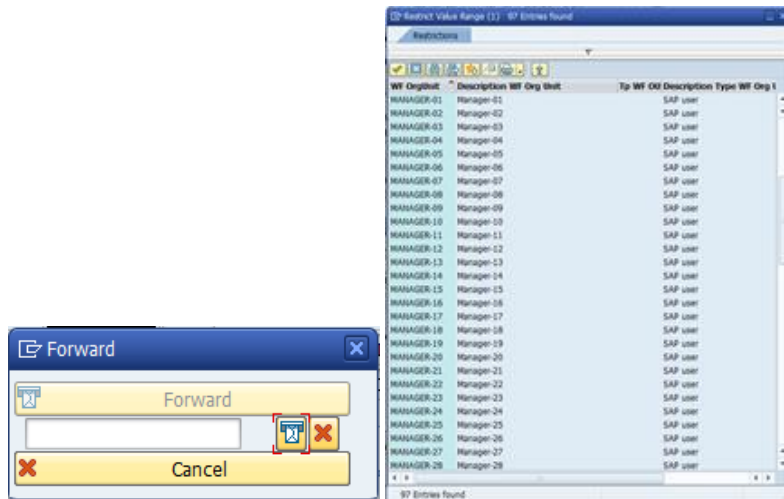
These buttons are not necessarily present on every classifier screen.

### 3.1.18 Forwarding a Workflow Step

You can use the button  **Forward** to forward the current document or workflow step to another person or group.

This button is also only available when a workflow step is executed.



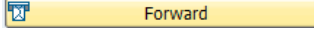
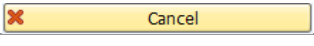
After pressing the key, a popup for selecting the next editor object (individual agent or group) is displayed.



Either a known agent (or group) can be entered directly or selected using the F4 help.

If the CLS parameter `SAP_ONLY_USER_VALID=FALSE` is set, only agents from classifier Customizing are displayed here.

Possible actions:

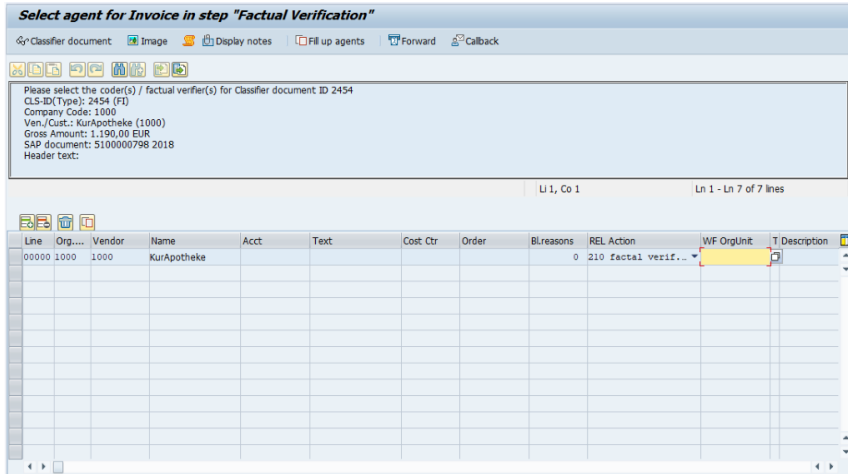
Action	Description
	This button forwards the document to the selected processor. The recipient then receives authorization to perform the same actions as the processor who forwarded the document in release steps.
	This button hides the fields for forwarding.
	You use this button to display the forwarding fields again if they were previously hidden.
	This button cancels the forwarding operation.

### 3.1.19 Back to the factual Verification

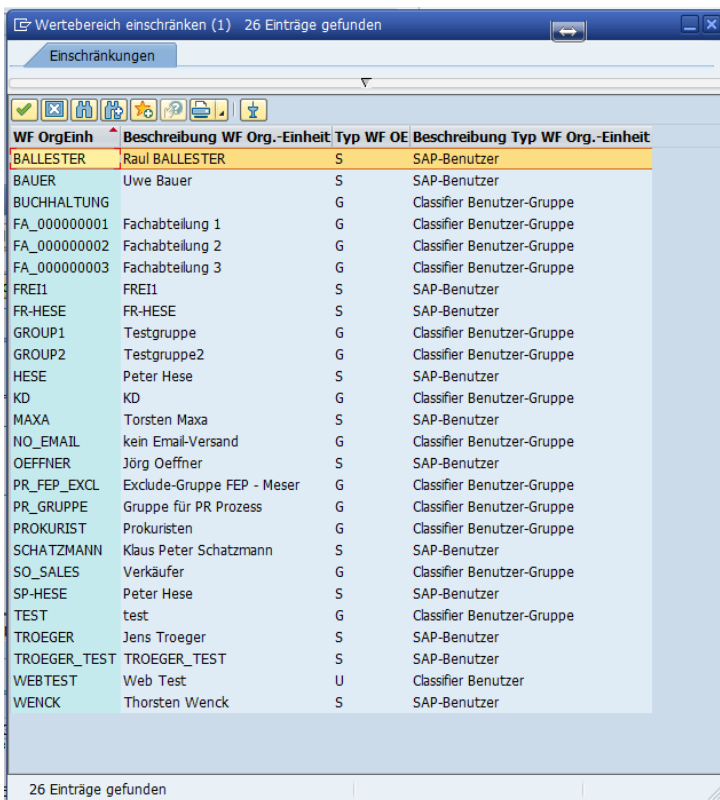
The button  sends the document back to the functional check.

When a document is returned with this function, the release status is set to 002.

After pressing the key, the dialog for selecting the objective tester(s) is displayed.










Either a known agent (or group) can be entered directly or selected using the F4 help.



If the CLS parameter SAP\_ONLY\_USER\_VALID=FALSE is set, only agents from classifier Customizing are displayed here.

Possible actions:

Action	Description
	This also terminates the workflow step that was called from the "For objective clarification" step.

	Cancel input and end mask
 Classifier document	Display Classifier Document
 Image	Display image
	Display Classifier history
 Display notes	Display and create notes
 Fill up agents	Copy entered agents to empty lines below the input

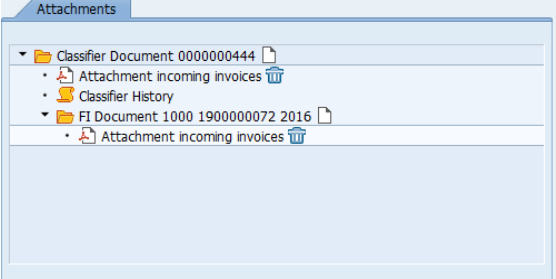
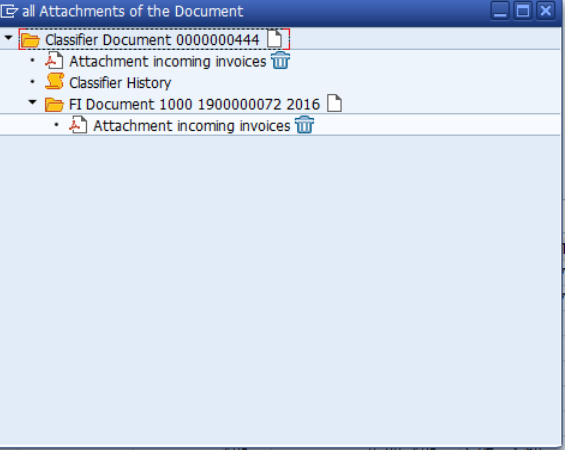
### 3.2 Attachments in the classifier GUI

In the "Attachments" area, attachments to the classifier document are displayed in a tree structure. By double-clicking on an entry, you can jump to the corresponding document or execute the corresponding action.

The file name is now displayed in the plant overview instead of the name of the document type.

However, this is only possible in newer SAP releases (at least higher than EHP3). This functionality is otherwise not available for SAP.

For example:

	
<p><b>(CLS FI document with corresponding SAP FI document)</b></p>	<p><b>(same CLS FI document but view from FI/MM Verify GUI)</b></p>

### 3.4 Information in the Classifier GUI

The mask with general information on the classifier document mainly contains status fields of the classifier document, which are usually not displayed on any mask.

The screenshot shows the 'Info' tab of the Classifier GUI. The 'Correction' tab is active, indicated by a green checkmark. The fields are organized as follows:

Class. ID	385 / PC	DocumentNo	1900000077	Org.Unit	1000
Dup.CLS ID		Purch.Doc.	4500017730	CoCo	1000
diff. OT		amend doc		Plant	
Scan date	20.01.2016	Vendor	1000	Purch. Grp	
Scanned by	HESE	Bl.reasons	0	Fiscal Yr	2016
OCR ID		TCode	/SAPPCE/DPCK01		
Ref.CLS Tp		resend	<input type="checkbox"/>	Status	300
Ref.CLS ID		checked	<input type="checkbox"/>	REL Status	1
Ref. Line	0	Upd SDOC	<input checked="" type="checkbox"/>	REL St Hd	1
				Upd. mode	0
				Trace	0
				Action	1

(Example from a PC document)

### 3.5 Customer fields in the classifier GUI

The customer fields defined in Customizing are displayed in the Customer Fields area. Up to 15 different header customer fields can be configured.

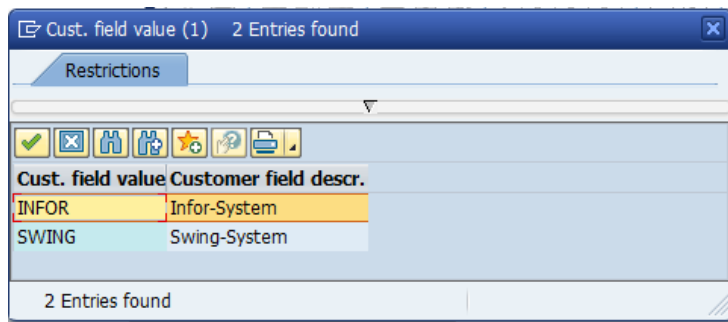
The screenshot shows the 'Cust. fields' tab of the Classifier GUI. The fields are as follows:

Scan Stamp	
Display Only	
Location	1000
Status	SWING
Test 2	
Vendor Lock	
Bill to Party	

(Example from FI release GUI – Display only)

In Classifier Customizing, it is also possible to store values for a customer field, which are then offered as F4 help.

The descriptions stored there are then displayed in the customer field area after the selected value.



### **Vendor**

The vendor or customer of the document is displayed here and can be changed if necessary. The name of the vendor then appears behind it. (For example, [Kur Apotheke](#) )

*Proposal: <none>*

### **Receipt**

The alphanumeric key that uniquely identifies the document is specified here. This can be adjusted, if necessary.

*Proposal: <none>*

### **Delivery Note**

Displays the number of the document issued by the vendor or production that contains information about the delivered goods. It can be adjusted if necessary.

*Proposal: <none>*

### **Purchasing Group**

The purchasing group is

- internally responsible for the procurement of a material or a class of materials and is usually the external contact person for vendors.

*Proposal: <none>*

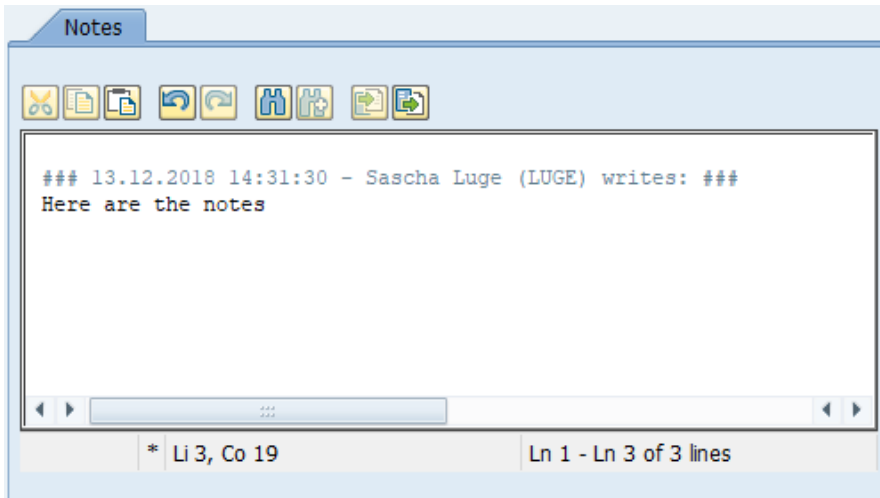
### **Document date**

Specifies the date on which the document was scanned.

*Proposal: <none>*

#### 4.2.5 Notes Classifier GUI (DN)

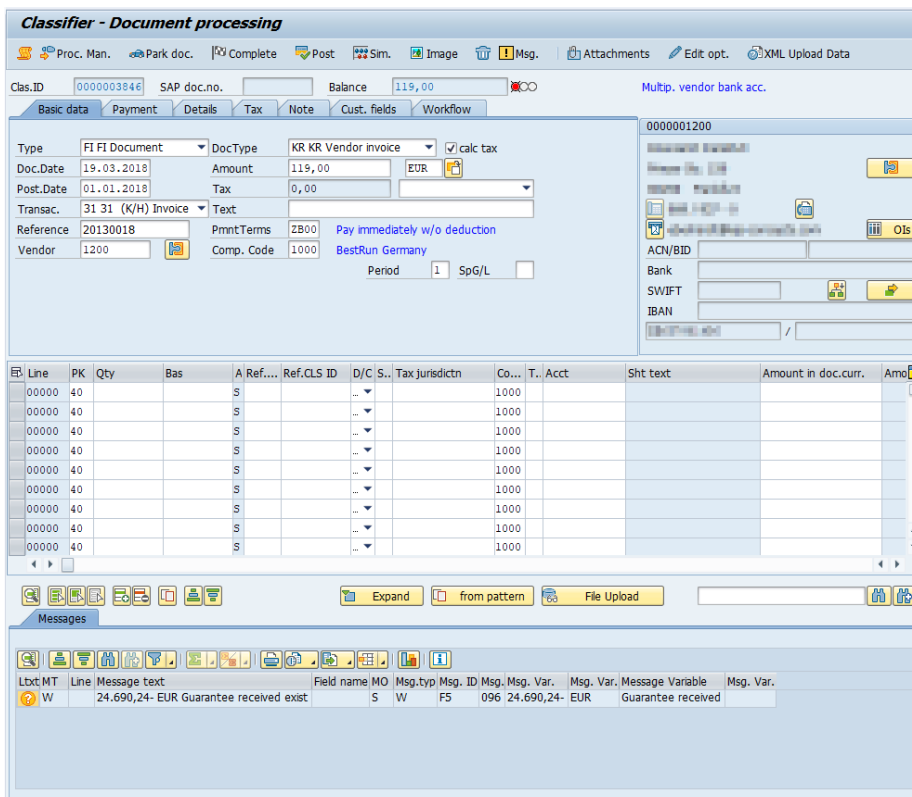
The notes for the document are displayed in the "Notes" area. All previous notes of previous agents are displayed here.



#### 4.3 Classifier GUI (FI/MM)

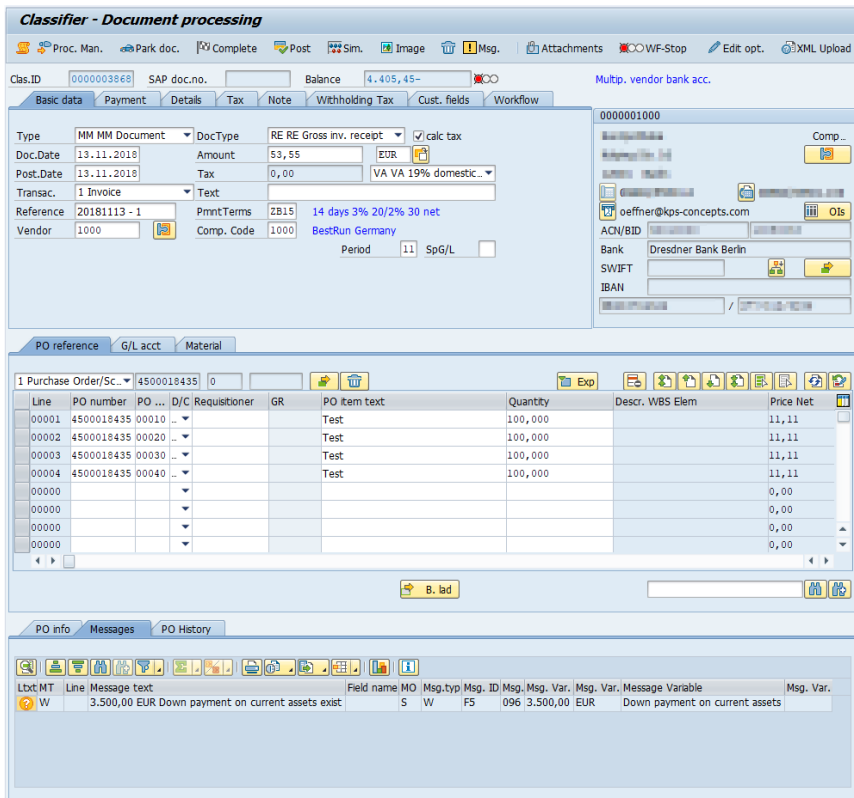
The classifier GUI displays the data for the classifier document and allows it to be adjusted depending on the status.

In general, you access the classifier either via the analysis report or via an SAP work item.

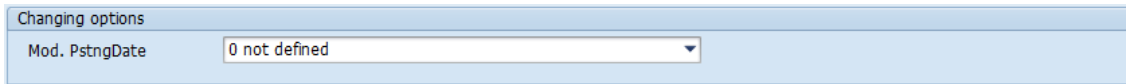


(Example FI document)





(Example MM document)



## Changing Options

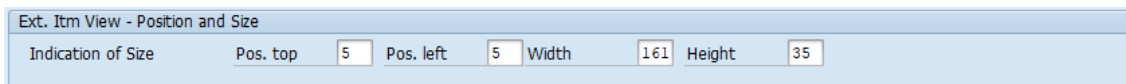
### Mod. PstngDate (Modify posting date)

This is used to configure whether the booking date should be adjusted or not when the classifier GUI is started.

The booking date can be set to the current date at startup.

Value	Description
0	Undefined
1	Do not change
10	Always current date

Proposal: <none>



## Ext. Itm View – Position and Size

### Indication of Size

These options are used to configure the size and start a position of the popup for the extended position data display.

Proposal: <none>

MM Item Proposal	
MM item proposal	0 no filter
MM Vendor proposal	0 only when vendor empty
MM item treatment	0 manual processing

## MM Item Proposal

### MM item proposal

“no filter” means that all items coming from the SAP proposal module are used, even if they are not actually relevant.

“Propose only items with SELKZ=X” means that only relevant entries are proposed. For example, items with goods receipt and so on.

Value	Description
<b>0</b>	No filter
<b>10</b>	Only Suggest item with SELKZ=X

Proposal: <none>

### MM Vendor Proposal

Choices:

Value	Description
<b>0</b>	Only when a vendor is empty
<b>10</b>	Always when order is changed
<b>20</b>	Do not change

Proposal: <none>

### MM item treatment

Choices:

value	Description
<b>0</b>	Manual processing
<b>10</b>	Automatic removal when saving
<b>11</b>	Automatic deletion when saving, but only if balance=0

Proposal: <none>

### 4.3.3 Info Area Classifier GUI (FI/MM)

The Info area displays additional information about the document or actions performed. The info area lists are all implemented as ALV lists. This means that the standard functions are generally applicable here, as in SAP.

It is possible that some functions of the ALV list have been hidden. It is also possible to store general and user-specific layouts for each list.

Purch.Doc.	Item	Short Text	Material	CoCode	Plant	Quantity	OUn	Qty	OPUn	Net price	/	OPUn	Net Value	GR qty	GR amount	Inv. qty	Inv amount	Open Q
4500017780	50	Paper DIN A4 50.000		1000	1000	15	PC	10		111,11	1	PC	1.666,65	10	0,00	0	0,00	1

(Info area of an MM document)

Purch.Doc.	Item	Short Text	Material	CoCode	Plant	Quantity	OUn	Qty	OPUn	Net price	/	OPUn	Net Value	GR qty	GR amount	Inv. qty	Inv amount	Open Q
4500017780	50	Paper DIN A4 50.000		1000	1000	15	PC	10		111,11	1	PC	1.666,65	10	0,00	0	0,00	1

(Info area of an FI document)

### Messages Classifier GUI (FI/MM)

Display of messages that were generated in the classifier GUI but also messages that were generated by SAP through actions such as "Process document".

Ltxt	MT	Line	Message text	Field name	MO	Msg.typ	Message class	Msg.	Msg. Var.	Msg. Var.	Message Variable	Ms
S			EUR 400,00 Tangible asset down payment exist		S	S	F5	096	EUR	400,00	Tangible asset down payment	
S			Posting is only possible with a zero balance; correct document		S	S	F5	060				
S			Simulation successful		C	S	/DVELOP/CLS	102				

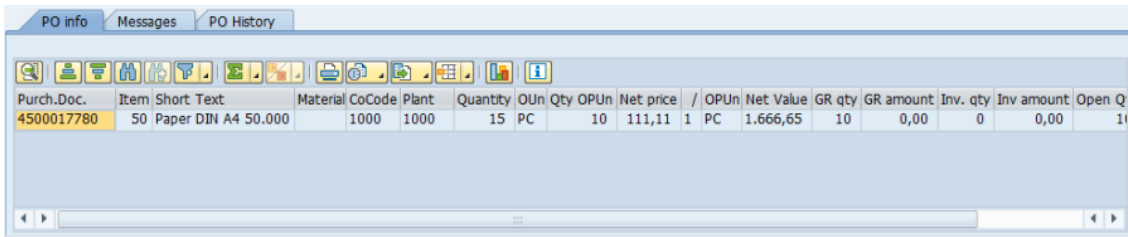
(An attempt was made to simulate an FI document with incorrect data)

Ltxt	MT	Line	Message text	Field name	MO	Msg.typ	Message class	Msg.	Msg. Var.	Msg. Var.	Msg. Var.	Msg. Var.
E			Company Code '1010' does not exist!		C	E	/DVELOP/CLS	208	1010			

(Message if no or an invalid company code was entered in an FI document)

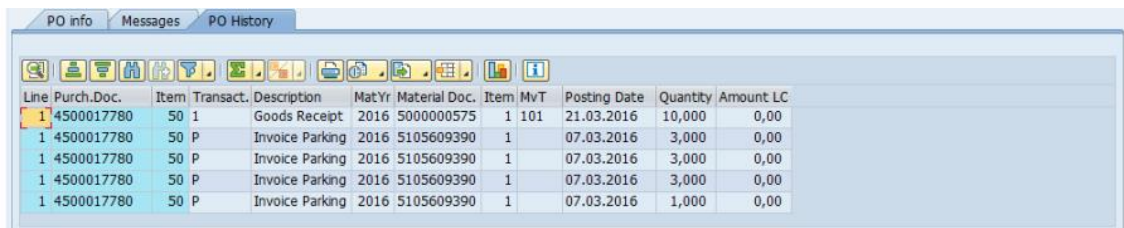
### Order Information Classifier GUI (MM)

This range is available if order data are processed with the classifier type (e.g. MM). Basic information about the orders entered in the item data is displayed here.



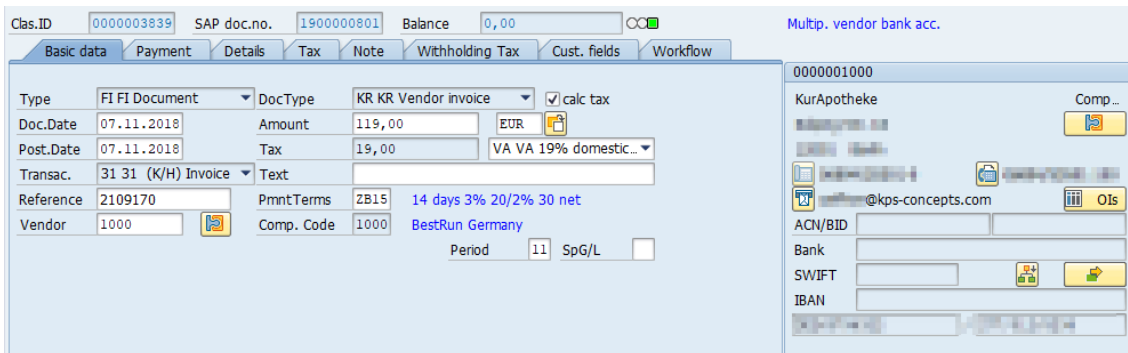
### Order Development Classifier GUI (MM)

This range is available if order data is processed with the classifier type (e.g. MM). This area displays the purchase order history data for the purchase orders entered in the item data.



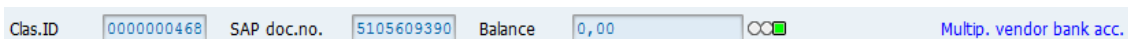
### 4.3.4 Header Data Classifier GUI(FI/M)

The header data for FI and MM invoices are distributed over several areas. On the one hand in different tabs in a register on the other hand in a separate area with the vendor/customer data.



### Info line Classifier GUI (FI/MM)

The info line displays the classifier document ID, SAP document number, document balance and whether more than one bank detail has been maintained.



Traffic light display for balance:

Traffic light	Meaning
	Document balance is cleared
	Document balance is cleared but the specified tax is incorrect
	Document balance not cleared

## Basic Data Classifier GUI (FI/MM)

The key data for the classifier document is stored in the basic data. The document type, document type, vendor, amount, and so on are defined here.

Basic data		Payment	Details	Tax	Note	Cust. fields	Workflow	Local curr.
Type	FI FI Document	DocType	KR KR Vendor invoice	<input type="checkbox"/> calc tax				
Doc.Date	29.02.2016	Amount	100,00	USD				
Post.Date	15.03.2016	Tax		V0 V0 0% domestic i...				
Transac.	31 31 (K/H) Invoice	Text	Sample Item Text					
Reference	SAMPLE REFERENCE	PmntTerms	ZB05	31/4 +1/15/2 +2/15 net				
Vendor	1000	Comp. Code	1000	BestRun Germany				
		Period	3	SpG/L	<input type="checkbox"/>			

(Display when no SAP document is available)

Basic data		Payment	Details	Tax	Note	Cust. fields	Workflow	Local curr.
Type	FI FI Document	DocType	KR KR Vendor invoice	<input checked="" type="checkbox"/> calc tax				
Doc.Date	17.03.2016	Amount	11.600,00	EUR				
Post.Date	22.03.2016	Tax	1.600,00	VN VN 16% domestic...				
Transac.	31 31 (K/H) Invoice	Text	Test Itemtext					
Reference	TEST-DUBL-XXXXX	PmntTerms	ZB01	14 days 3%, 30/2%, 45 net				
Vendor	1000	Comp. Code	1000	BestRun Germany				
		Period	3	SpG/L	<input type="checkbox"/>			

(Display when no SAP document is available)

If an SAP document exists, the fields Classifier type, Document type, Transaction and Company code can no longer be changed, since changes to these fields would also result in fundamental changes to the SAP document key.

To adjust these fields, the SAP document must be deleted again using [Delete SAP document](#).

Basic data		Payment	Details	Tax	Note	Cust. fields	Workflow	Local curr.
Type	FI FI Document	DocType	KR KR Vendor invoice	<input checked="" type="checkbox"/> calc tax				
Doc.Date	17.05.2014	Amount	11.600,00	EUR				
Post.Date	21.03.2016	Tax	0,00					
Transac.	31 31 (K/H) Invoice	Text	Test Itemtext					
Reference	TEST-DUBL-XXXXX	PmntTerms	ZB01	14 days 3%, 30/2%, 45 net				
Vendor	1000	Comp. Code	2700	BestRun Schweiz				
ISR no.		ISR ref.						
		Period	3	SpG/L	<input type="checkbox"/>			

(Display with ISR-Number for e.g. Swiss company code)

Basic data		Payment	Details	Tax	Note	Cust. fields	Workflow
Type	FI FI Document	DocType	EX EX External number	<input checked="" type="checkbox"/> calc tax			
		ext.Doc.No					
Doc.Date	17.05.2014	Amount	11.600,00	EUR			
Post.Date	21.03.2016	Tax	1.600,00	**			
Transac.	31 31 (K/H) Invoice	Text	Test Itemtext				
Reference	TEST-DUBL-XXXXX	PmntTerms	ZB01	14 days 3%, 30/2%, 45 net			
Vendor	1000	Comp. Code	1000	BestRun Germany			
		Period	3	SpG/L	<input type="checkbox"/>		

(View with external document number if the number range allows this)

### **Reference**

The reference number is displayed here. The reference document number can contain the document number for the business partner. However, this field can also be filled differently.

### **Usage**

The reference document number serves as a search criterion for document display or change. In correspondence, the reference document number is partially printed instead of the document number.

### **Procedure**

Enter the number specified by the partner. If the document is generated in your company and no document number is known to the partner, you can copy the document number into the Reference number field by entering '\*'.

*Proposal: <none>*

### **Vendor / Customer**

The vendor or customer of the document is displayed here and can be changed if necessary.

*Proposal: <none>*

### **Document type**

The document type is specified here and can be adjusted if necessary. The following options are available.

AA	AA Asset posting
AB	AB Accounting document
AN	AN Net asset posting
BS	BS Bank Statement
CI	CI Customer invoice
CP	CP Customer payment
DA	DA Customer document
DB	DB Cust.recurring entry
DE	DE Customer invoice
DG	DG Customer credit memo
DR	DR Customer invoice
DZ	DZ Customer payment
EU	EU Conversion diff.Euro
EX	EX External number


GC GC Group Close  
JE JE G/L account posting  
KA KA Vendor document  
KG KG Vendor credit memo  
KN KN Net vendors  
KR KR Vendor invoice  
KS  
KZ KZ Vendor payment  
NB NB Vendor document  
RA RA Sub.cred.memo stmt  
RE RE Gross inv. receipt  
RK RK Gross inv. receipt  
RN RN Net invoice receipt

RN RN Net invoice receipt  
RR  
RV RV Billing doc.transfer  
SA SA G/L account document  
SB SB G/L account posting  
SU SU Subseqnt debit doc.  
VI VI Vendor invoice  
VP VP Vendor payment  
WP WP Warranty Credit  
WR WR Warranty Debit  
X1 X1 Recurring entry doc.  
X2 X2 Sample document  
ZA ZA Asset post. Period  
ZC ZC Client Funds

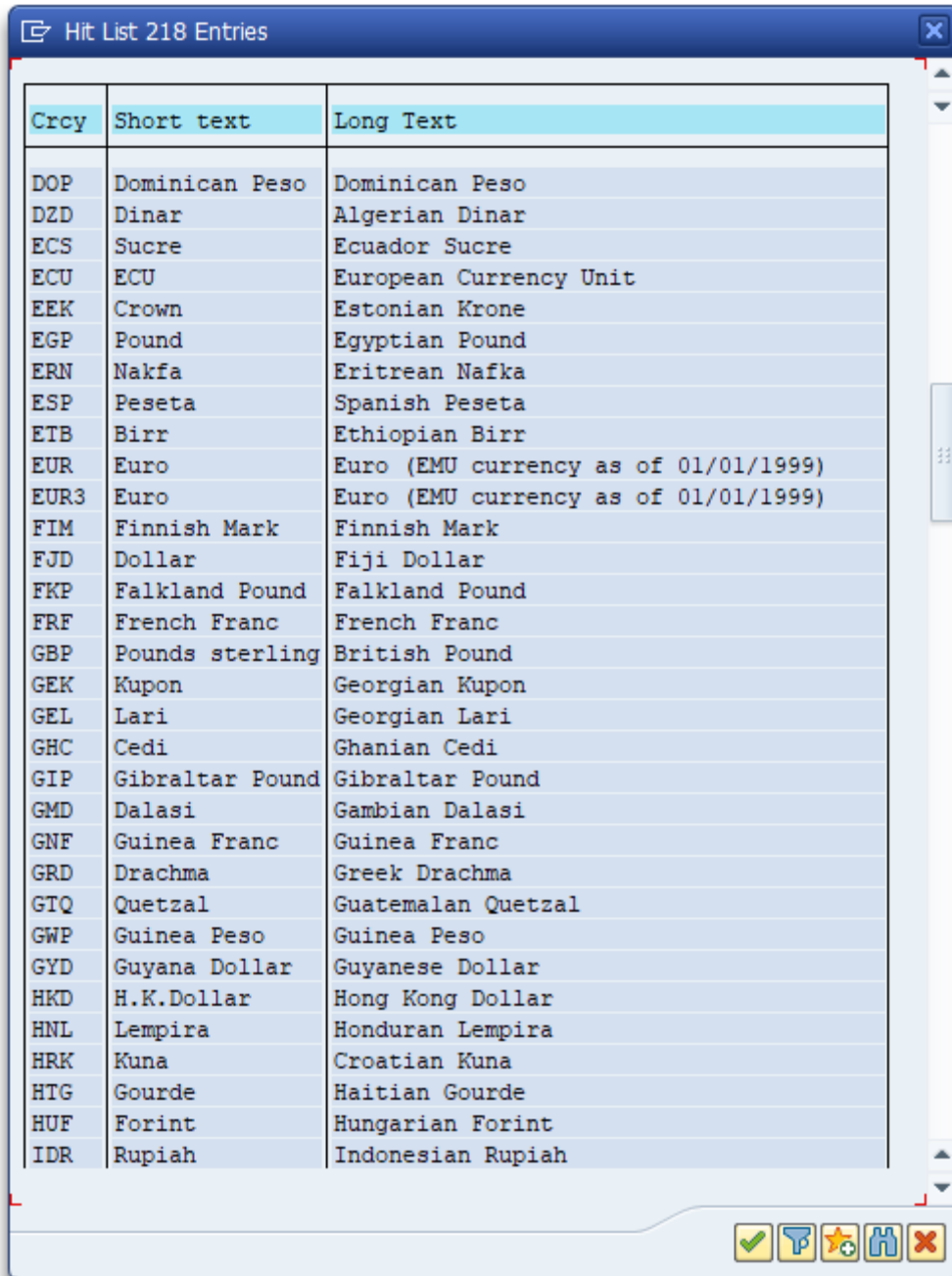
ZE ZE High Tech IPM IR  
ZH ZH High Tech IPM OR  
ZI ZI Intracompany docs  
ZP ZP Payment posting  
ZV ZV Payment clearing

*Proposal: <none>*

## Change currency

The currency can also be changed directly as of Release 1.046. Previously, this could only be changed using the button .

The button displays an F4 popup that you can use to select the new currency.

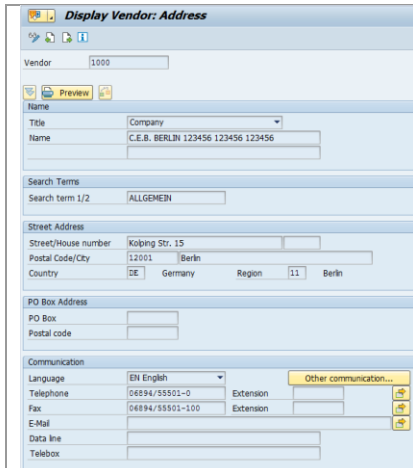


Crcy	Short text	Long Text
DOP	Dominican Peso	Dominican Peso
DZD	Dinar	Algerian Dinar
ECS	Sucre	Ecuador Sucre
ECU	ECU	European Currency Unit
EEK	Crown	Estonian Krone
EGP	Pound	Egyptian Pound
ERN	Nakfa	Eritrean Nakfa
ESP	Peseta	Spanish Peseta
ETB	Birr	Ethiopian Birr
EUR	Euro	Euro (EMU currency as of 01/01/1999)
EUR3	Euro	Euro (EMU currency as of 01/01/1999)
FIM	Finnish Mark	Finnish Mark
FJD	Dollar	Fiji Dollar
FKP	Falkland Pound	Falkland Pound
FRF	French Franc	French Franc
GBP	Pounds sterling	British Pound
GEK	Kupon	Georgian Kupon
GEL	Lari	Georgian Lari
GHC	Cedi	Ghanian Cedi
GIP	Gibraltar Pound	Gibraltar Pound
GMD	Dalasi	Gambian Dalasi
GNF	Guinea Franc	Guinea Franc
GRD	Drachma	Greek Drachma
GTQ	Quetzal	Guatemalan Quetzal
GWP	Guinea Peso	Guinea Peso
GYP	Guyana Dollar	Guyanese Dollar
HKD	H.K.Dollar	Hong Kong Dollar
HNL	Lempira	Honduran Lempira
HRK	Kuna	Croatian Kuna
HTG	Gourde	Haitian Gourde
HUF	Forint	Hungarian Forint
IDR	Rupiah	Indonesian Rupiah

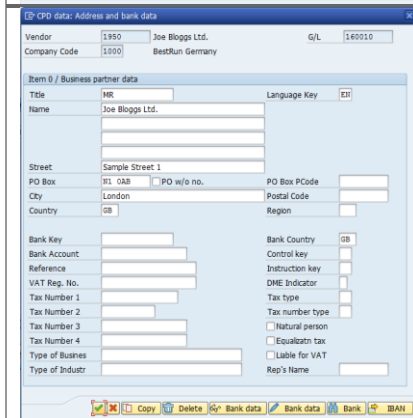


## Display/change vendor address

You can use the button  to display or change the vendor address.



For a "normal" vendor, the system branches to the vendor master data and you can display or change this data.



A screen for entering one-time data is displayed for a one-time customer/supplier. Here, the data from the vendor master is entered as a default.

This data can be changed here at any time, whereby the master data does not change, but only the data that is changed for this classifier document.

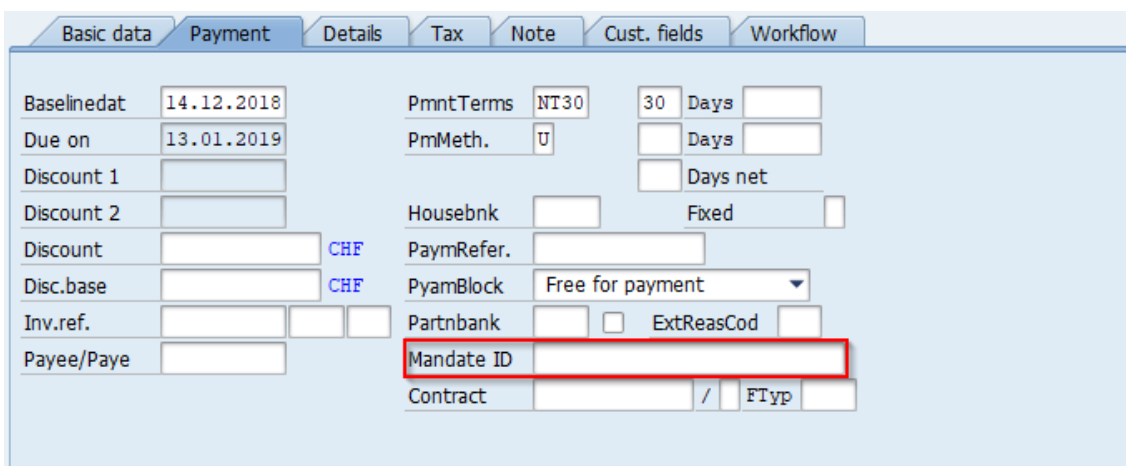
Processing using this pop-up screen is the same as for parking in FI transaction FV60.

The possible actions can also be used in the same way as for FV60.

## Payment Data Classifier GUI (FI/MM)

In the tab for payment data, all payment relevant data is displayed.

The fields "Due on", "Discount 1" and "Discount 2" are always calculated and cannot be changed manually. These are dependent on the terms of payment and the base date.



The SEPA Mandate ID is displayed if the SEPA functionality is present in the executing system.

### **Baselinedate**

The base date can be set here. This is the date which the periods for discount due dates and net due dates refer. This is the case for line items on current accounts.

For line items on G/L accounts, the item is due immediately on this date because there are no discount specifications.

### **Procedure**

When you enter documents for current accounts, the system proposes the date if necessary. The prerequisite is that a terms of payment key has been specified in the master record of the business partner for which a default value is required in the document.

The proposed date can be overwritten.

If all discount percentage rates (and days) are not filled, the baseline date for payment is the same as the due date.

*Proposal:<none>*

### **Discount 1**

The due date for discount 1 is displayed here. This is always calculated and cannot be changed manually.

*Proposal: <none>*

### **Discount 2**

The date on which discount 2 is due is displayed here. This is always calculated and cannot be changed manually.

*Proposal:<none>*

### **Discount (Discount Amount in Document Currency)**

This is the discount amount in document currency.

### **Use**

For open items, the amount shows the agreed discount if a fixed amount of a percentage rate has been agreed for the discount.

For cleared items, the amount shows the discount used.

### **Procedure**

When entering documents, you only need to enter the amount if a fixed discount amount is to apply instead of a discount percentage rate. This amount is no longer changed by the system.

*Proposal:<none>*

### **Disc. base (amount eligible for a discount in document currency)**

The part of the invoice amount on which the **discount** is granted can be specified here. The amount is always in the document currency.

## procedure

During document entry, the discount amount can be specified or determined automatically, if the field is left blank or an '\*' is entered.

The discount relevant offsetting items for the invoice item and the rules for handling discounts and taxes that are defined for each company code are considered for automatic determination.

*Proposal:<none>*

### **Inv. Ref. (invoice reference)**

The invoice reference can be specified here:

**Field 1:** The document number of the invoice to which the transaction belongs is entered here.

For document items that are related to another document item, this field contains the number of the partner document.

#### **Use**

In the standard system, the field is used for:

- Credit memos that refer to a specific invoice item
- Follow-up invoices for an invoice item
- Partial payments for an invoice item
- Partial clearing of advance payments

In the first two cases, the terms of payment are copied from the referenced invoice item to the item that you are currently processing. This ensures that the items are due on the same date and are paid together during automatic payment.

A special rule applies to credit memos for which there is a 'V' in this field. This means that the due date is determined in the same way as for an invoice. If the field is empty (it contains no document number and no 'V'), the due date is the payment due date.

**Field 2:** The fiscal year of the corresponding invoice (for credit memo) is entered here.

For line items that are related to another line item, this field contains the fiscal year of the partner document.

If the document number of the partner document is unique, that is, if it has not been used in different fiscal years, you do not need to specify the fiscal year when entering the relationship.

**Field 3:** The posting item is entered here in the corresponding invoice.

For document items that are related to another document item, this field contains the number of the document item in the partner document.

You do not need to enter the item when entering the relationship if the partner document contains exactly one item that concerns the same customer or vendor.

*Proposal:<none>*.

### **Number.rec. (payee / payer)**

Here you can specify the account number of the payee for vendor items or the payer for customer items. Automatic payment transactions (checks, bank transfers, debit memos and so on) are processed via the account specified here.

#### **Use**

If payment is not to be made for the line item via the business partner to whom it is posted, you can enter the account number of the required payee or payer here. Only account numbers that have been defined in the master record of the posted business partner are permitted.

The allowed account numbers can be entered in the master record independently of the company code or individually for each paying company code.

#### **Procedure**

Enter the required account number if payment is to be made via another business partner.

*Proposal:<none>*

### **PmntTerms (Payment terms)**

Here you can display or set the key defined using the terms of payment in the form of discount percentage rates and payment periods.

#### **Use**

The key is used in orders, purchase orders and invoices. The associated Payment terms provide information for cash management, dunning and payment transactions.

#### **Procedure**

When entering a business transaction, the field for the terms of payment key can be filled in different ways:

- for most business transactions, the system proposes a key stored in the master record of the business partner.
- a separate key can be defined in the master record for entering credit memos in Financial Accounting. If no such key is specified, you can copy the key intended for invoices from the master record of the business partner by entering "\*".
- irrespective of whether a key is proposed from the master record, you can enter a key when you enter it:
  - for orders on item level
  - for purchase orders and invoices at header level

#### **Note**

Master records have separate areas for Financial Accounting, Sales and Distribution, and Purchasing. You can define terms of payment keys for these areas. When entering business transactions, the applications use the key in their master record area.

*Proposal:<none>*

## **PmMeth. (Payment method)**

The payment method can be specified here. The payment method determines the procedure to be used to make payments, for example, check, bank transfer or bill of exchange.

### **Use**

You enter payment methods in the customer and vendor master records to determine which procedure can be used to make payments. If an open item is to be paid with a certain payment method, enter it in the open item. The conditions defined for the payment method must be fulfilled for the payment.

### **Procedure**

You define the payment methods in the Accounting settings menu by performing the following steps:

1. First, you make all the country-specific specifications that are required for a payment method.
2. Then you define the conditions under which a payment method can be used for each company code.

In the screen for payment method selection in the customer or vendor master record, you are offered all payment methods. You select the required payment method by selecting it; the system copies the payment methods to the master record of the business partner.

*Proposal:<none>*

### **1 field behind PmntTerms** Days

Here you can set the period within which a payment must be made so that discount right 1 can be claimed.

*Proposal:<none>*

### **2 field behind PmntTerms**

Here you can enter the discount percentage rate for discount right 1, which is granted if the shortest payment period is observed.

*Proposal:<none>*

### **1 field behind payment method** Days

Here you can set the period within which a payment must be made so that discount right 2 can be claimed.

*Proposal:<none>*

### **2 field behind payment method**

Here you can enter the discount percentage rate for discount right 2, which is granted if the shortest payment period is observed.

*Proposal:<none>*

### **Days net**

(Deadline for net condition) Here you can specify the deadline within which a payment must be made.

*Proposal:<none>*

### **HouseBnk (House bank)**

Here you can set a short key for a house bank. The key is used to determine all bank data.

*Proposal:<none>*

### **Fixed (fixed payment condition)**

It causes the first or second discount condition to be claimed, regardless of whether the corresponding period has elapsed.

#### **Use**

You can use this indicator to prevent discount losses.

#### **Procedure**

You should set this indicator if the payment deadline has been exceeded by the business partner or by all the business transactions.

#### **Example**

If a vendor account has a debit balance, no payment is usually made. Invoices may, therefore, remain open beyond the period granted.

*Proposal: <none>*

### **PaymRefer. (Payment reference)**

For customer items, the payment reference contains a key that is transferred to the customer on the invoice. The customer should refer to the payment reference when making the payment.

For vendor items, the key that the vendor transmits with the invoice is entered in the payment reference. In automatic payment transactions, the payment reference can be transferred to the payee again.

#### **Use**

The payment reference is transmitted to the participating financial institution on outgoing payment and is then passed on to the beneficiary.

When the account statement is processed, the payment reference can be used to uniquely determine and clear the affected item.

#### **Annotations**

The use of payment reference numbers is common in Finland, Norway and Sweden. These countries also have rules for the structure of the payment reference, compliance with which is monitored by check digit procedures.

## Examples

DTA Finland: The number '4477' has the check digit '8' and is to be stored as character string '44778'.

DTA Norway: The number '12345678' has the check digit '2' if the modulo 10 method is used and the check digit '5' if the modulo 11 method is used. Accordingly, 123456782 or 123456785 is allowed as a payment reference.

DTA Sweden: The number '1234567890' has the check digit '3' and is to be stored as character string '12345678903'. The Molulo method used is a form of modulo-10 with key '1212121'.

Proposal:<none>

## **PyamBlock (Payment block)**

Indicates why a document is blocked for payment.

The following payment blocks must be distinguished:

- **Manual payment lock**  
If you manually select a payment block from the list field to block the invoice for payment, the Payment Block field in the header of the invoice document is filled with the corresponding indicator.
- **Blocked due to deviations**  
If invoices are blocked automatically due to variances in the invoice items, the system enters the payment block *R* in the vendor line of the accounting document. The field in the header of the invoice document remains empty.
- **Stochastic number lock**  
Invoices that do not otherwise have a blocking reason can be blocked at random. You can set the blocking probability in Customizing for Logistics Invoice Verification. The indicator for the logistical payment block is entered in the header of the invoice document.

## **Dependencies**

If you have set a manual payment block and an invoice is also automatically blocked due to variances in invoice items, the system enters the manual payment block in the vendor line of the accounting document.

Proposal:<none>

## **Partner Bank**

Here you can specify the key with which you already specify in the line item which bank of the business partner is to be used.

## **Procedure**

In the master record of the business partner:

If several bank details are specified in a customer or vendor master record, you can assign different keys for these.

In Item:

If a specific bank of the business partner is to be used for the payment of an item, enter the corresponding key in the item. The payment program then pays via the specified bank of the business partner.

indicates that it is a confirmed partner bank type.

*Proposal:<none>*

## **ExtReasCod (Reason code for the difference in payments)**

Here you can set the key that represents a reason for payment differences. The keys are freely definable in the system.

*Proposal:<none>*

## **Mandate ID (SEPA Mandate: Unique reference to the mandate per vendor)**

**The SEPA Mandate ID is displayed if the SEPA functionality is present in the executing system.**

The key that identifies the mandate together with the vendor ID can be set here.

## **Use**

The ID of the mandate can be specified externally or determined by an internal number assignment.

For the Contract Accounts Receivable and Payable application, 12-digit numeric numbers are determined for internal number assignment. You can use event 0570 to define a different logic.

For all applications, a function module for determining the mandate ID can be defined in Customizing for Mandate Management (for example, in Contract Accounts Receivable and Payable: Business Transactions -> Creation of Incoming and Outgoing Payments -> Administration of SEPA Mandates -> General Settings).

The ID of the mandate cannot be changed once the mandate has been created.


*Proposal:<none>*

## **Contract**

Here you can set your contract number, through which the loan, the rental agreement,... is uniquely identifiable. The contract number can be assigned externally by the user or determined internally by the system.

*Proposal:<none>*



**Contract type** 

The contract type is an internal key for the various application areas in Treasury.

Possible entries:

1 = Loan

2 = Security paper

3 = Rental agreement - real estate

4 = Foreign exchange

5 = Money market

6 = Derivatives

7 = Current account transactions

8 = Management contract - real estate

9 = General contract - real estate

A = internal use only

Y = Reserved for customer enhancements

Z = Reserved for customer enhancements

Contract type A is intended exclusively for internal use.

*Proposal:<none>*

### **Movement type**

A movement type can be specified here. The flow type classifies a flow in the cash flow. A flow causes a change in an accounting item (for example, position item, expense/income, and so on).

A flow type can only be used in connection with a financial transaction if the flow type has been assigned to the corresponding product type in Customizing.

*Proposal:<none>*

## Detailed Data Classifier GUI (FI/MM)

The Detail tab displays additional document data or allows you to change it. The fields "Scanned from/to" cannot be changed and show the processor and the date of import into the system.

The general ledger account is the reconciliation account of the vendor and cannot be changed here unless the account configuration allows this.

Basic data	Payment	Details	Tax	Note	Cust. fields	Workflow
Unpl.del.csts	<input type="text"/>	CHF	Assignment	<input type="text"/>		
Inv. rcpt date	<input type="text"/>		Header texts	<input type="text"/>		
Next user	<input type="text"/>		Cent. bank	<input type="checkbox"/>	Suppl coun	<input type="checkbox"/>
Scaned by	ARCHIVIERUNG	14.12.2018	Bus. area	<input type="checkbox"/>	Priority	<input type="checkbox"/>
G/L account	0000160000		Serv. ind.	<input type="checkbox"/>		
ReferenceKey 1	<input type="text"/>		Report. country	<input type="checkbox"/>	EU Triang. Deal	<input type="checkbox"/>
ReferenceKey 2	<input type="text"/>		Exception code	<input type="text"/>		
ReferenceKey 3	<input type="text"/>		Rev.Reas./Date	<input type="checkbox"/>	/	<input type="text"/>

The exception code is a special account assignment on header level with which a particular invoice and the authorization object ZCLS\_EXCGU can only be made accessible to a particular group of processors.

You can also use the processor determination function to restrict the group of releasers.

### Unplanned delivery costs

This field is used to enter unplanned delivery costs.

#### **Procedure**

Enter the amount for the unplanned delivery costs excluding taxes.

If you enter the invoice using **conventional invoice verification**, the system distributes the delivery costs entered to the individual items based on the previously calculated values plus those entered in this invoice (see example).

If you enter the invoice using **Logistics Invoice Verification**, the posting of unplanned delivery costs depends on the settings in Customizing. There are two options:

- The unplanned delivery costs are distributed as in conventional Invoice Verification (see above).
- The unplanned delivery costs are posted in a separate posting line to a G/L account defined in Customizing.

## Examples

- Order

100 pieces Material A

200 pieces Material B

- 1. invoice for this order

50 pieces of material A at 10.00 DEM/piece = 500 DEM

50 pieces of material B at 12.00 DEM/piece = 600 DEM

- 2. invoice for this order

20 pieces of material A at 10.00 DEM/piece = 200 DEM

80 pieces of material B at 10.00 DEM/piece = 800 DEM

Delivery costs = 90 DEM

The system distributes the delivery costs in the following ratio

$(500 + 200) : (600 + 800) = 700 : 1400 = 1 : 2.$

Material A is debited with 30 DEM, material B with 60 DEM.

*Proposal: <none>.*

### **IR date. (Invoice receipt date)**

Here you can enter the date on which the invoice was received.

*Proposal:<none>*

### **To be edited by**

The agent for the workflow can be entered here.

*Proposal:<none>*

### **Scanned by/on**

Here you can see who scanned and when this happened.

*Proposal:<none>*

### **General ledger account**

The general ledger account is displayed here. The reconciliation account in General Ledger Accounting is the account that is updated in parallel to the subledger account for the usual postings (for example, invoice, payment).

For special postings (for example, down payments, bills of exchange), this account is replaced by another account (for example, 'down payments received' instead of 'receivables').

The replacement is based on the special G/L indicator that must be specified for such postings.

*Proposal:<none>*

### **Reference key 1 of the business partner**

In this field, you can enter business partner details for the business transaction.

#### **Use**

As additional information, for correspondence with the partner, as search criterion for items on the account of the business partner.

#### **Procedure**

In accordance with your company-specific rules, enter the details of the business partner that you require for subsequent processing.

#### **Examples**

Information that can be used is, for example, a branch number of the business partner, or an activity number under which a disputed activity is managed for the business partner.

*Proposal:<none>*

### **Reference key 2 of the business partner**

In this field, you can enter business partner details for the business transaction.

#### **Use**

As additional information for correspondence with the partner, as search criterion for items on the account of the business partner.

#### **Procedure**

Enter the business partner details that you require for subsequent processing in accordance with your company-specific rules.

#### **Examples**

Information that can be used is, for example, a branch number of the business partner, or an activity number under which a disputed activity is managed for the business partner.

*Proposal:<none>*

### **Reference key 3 (reference key 3 for document item)**

In this field, you can enter business partner details for the business transaction.

## **Use**

As additional information, for correspondence with the partner, as search criterion for items on the account of the business partner.

## **Procedure**

Enter the business partner details that you require for subsequent processing in accordance with your company-specific rules.

## **Examples**

Information that could be used is, for example, a branch number of the business partner or an activity number under which a disputed activity is to be processed by the business partner is being led.

## **Use Brazil**

The number of Boletos that has already been issued is stored as a customer here.

## **Use Finland**

If a forward exchange transaction was concluded for a foreign currency invoice to hedge the exchange rate, you can enter the contract number here. If the bank requires a prefix for the contract number, this must be placed before the number. You must also specify the corresponding house bank ID for a forward exchange transaction for exchange rate hedging. This contract number is then transferred to the corresponding fields of formats LUM2 and ULMP using program RFFOFI\_U when you create the payment medium.

## **Use Japan**

If a forward exchange transaction was concluded for a foreign currency invoice to hedge the exchange rate, you can enter the contract number here (max. 16 digits).

For a forward exchange transaction for rate hedging, you must also enter the corresponding house bank ID and the instruction number for the hedged rate in the Instruction 3 field.

When you create the payment medium using the program RFFOJP\_L, the contract number is transferred to the corresponding field of the ZENGINKYO format (accounting information).

If a foreign currency invoice is to be split into more than one, but no more than three accounting items, you can enter '\*' here. If you enter '\*', a window for additional Japanese accounting information is displayed. There you can add the necessary accounting information. You can only maintain the additional information when you change the document.

Execute document change function

## **Use Thailand**

Identification number for the withholding tax certificate. This is either derived from the payment document number and the corresponding line number or can be entered manually.

*Proposal:<none>*

### **Assignment (assignment number)**

The assignment number can be entered here. The assignment is additional information in the document item.

The line items of an account can be displayed sorted according to the contents of the field.

You can either enter the field contents manually or the system defines them automatically in the master record using the *Sort key* field.

You define rules for the structure of the Assignment field in the Implementation Guide (IMG) under Define Standard Sorting for Line Items.

*Proposal:<none>*

### **Header text (document header text)**

The document header text can be entered here. The document header text contains explanations or notes that apply to the document, not just to certain line items.

*Proposal:<none>*

### **LBZ indicator (State Central Bank indicator)**

The state central bank registration number can be specified here.

#### **Use Germany**

In foreign payment transactions, information is required for reporting in accordance with the Foreign Trade and Payments Ordinance (AWV), which indicates the reason for the payment.

The possible payment reasons are defined in the system settings for the LZB indicator. This includes certain indicators that encode the payment reasons and explanatory text.

The payment reasons appear on the notification form or in the corresponding data medium exchange.

#### **Use Austria**

For international transfers, the explanatory text for the OeNB on the transfer form or in data medium exchange is determined by this indicator.

#### **Use Belgium**

The content of the first text field for this indicator is used in data medium exchange.

#### **Use the Netherlands**

The use of the performance key figure, the document type and the texts for this indicator are explained in detail in the documentation for the individual fields.

#### **Use Japan**

For international transfers, this indicator determines the reason for the payment for reporting to the Japanese Ministry of Finance.

We recommend that you enter 'J' as the first letter, as this makes it easier to distinguish the message from other non-Japanese messages.

*Proposal:<none>*

### **Supplying country**

The country of delivery can be specified here.

#### **Use Germany**

In the case of imports or transit trade, the field contains the country code of the purchasing country (field U4 or field V5 on the data medium), in the case of capital transactions, the country code of the host country (field W7).

Together with the LZB indicator, this entry is required for reports in accordance with the Foreign Trade Act.

*Proposal:<none>*

### **Bus. area (Business area)**

Here you can specify a key that uniquely identifies a business area.

*Proposal:<none>*

### **Priority**

Here you can specify the priority with which this can be handled.

*Proposal:<none>*

### **Service indicator (foreign payment)**

The service indicator can be specified here.

The service indicator indicates that the document item contains an invoice for a service.

The field is only used for the legally required declarations for foreign payment transactions in Austria.

*Proposal:<none>*

### **Reporting country (reporting country for goods delivery)**

The reporting country can be specified here.

The reporting country is the country in which the customer acquired a sales tax identification number (VAT ID). Each VAT ID number of the customer must be stored in the master record under the corresponding reporting country.

#### **Use**

By specifying the reporting country, you call up the VAT ID number stored in the master record. The reporting country is not stored in the line item. For evaluations, the reporting country can be derived from the first two digits of the VAT registration number.

#### **Procedure**

Enter the country key of the reporting country for which you want to retrieve the VAT ID number.

*Proposal:<none>*

### **Triangular deal within the EU**

If you tick this box  , this operation is included in the recapitulative statement under the heading "Triangular transactions".

*Proposal:<none>*

### **Exception code**

The exception code is freely definable. CLS documents with this exception code can only be viewed or processed with the appropriate authorization.

Authorization Object: ZCLS\_EXCGU Classifier Exception Code in GUI

*Proposal:<none>*

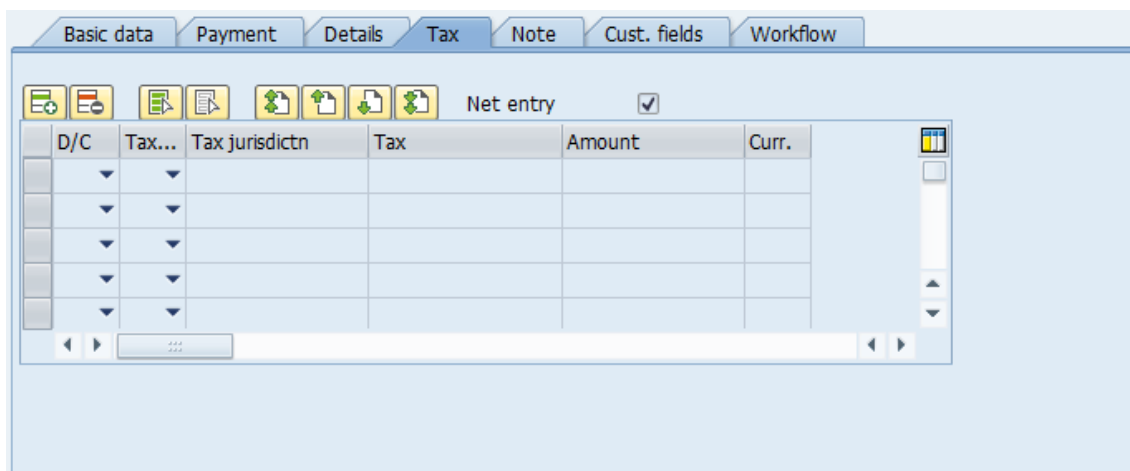
### **Cancellation reason/date (Reason for reversal or reverse posting/planned date for the reverse posting)**

Here you can enter the reason for the reversal posting or reversal and the date on which the reversal posting is to be posted.

*Proposal:<none>*

### **Tax Data Classifier GUI (FI/MM)**

The tax data for the document is displayed in the Tax tab and can be edited if the indicator "Calculate tax" is not activated in the basic data view.



The "Net entry" checkbox indicates whether the classifier document views the position data as net or gross positions during tax calculation.

If the checkmark is set, net positions are assumed.

If the checkmark is not set, gross positions are assumed.

If no SAP document exists for the CLS document, you can change this setting using the GUI options.

If an SAP document exists, the setting from the SAP document is always used.



D/C	Tax...	Tax	Amount	Curr.
S ...	11...	1.054,55	10.545,45	EUR

If the tax reporting date is relevant for the current document, it is displayed here.

### **D/C (debit/credit indicator)**

The debit/credit indicator can be entered here. This shows on which side of the account (D= debit, C = credit) the transaction figures are updated.

*Proposal:<none>*

### **St (sales tax code)**

The sales tax code can be specified here.

The tax on sales/purchases code represents a tax category that must be taken into account in the tax return to the tax authorities.

The tax codes are unique for each country. The tax rate and other characteristics are stored in the system for each tax code.

### **Procedure**

Tax codes with the percentage rate 0 are to be used for tax-exempt or non-taxable transactions if the corresponding transactions are to be displayed in the tax returns.

### **Note**

If tax rates are changed by the legislator, new tax codes must be defined. The old codes with the old tax rates must be retained until there are no more open items that use this tax code.

*Proposal:<none>*

### **Tax location**

The tax location is used to determine the tax rates in the USA. It defines which tax authorities must pay taxes. It's always the place to which the goods are delivered.

*Proposal:<none>*

### **Tax**

Here you can specify the amount of the sales tax in the document currency.

## Use

Together with other entries (for example, tax code, tax base amount), the amount serves as the basis for the automatically generated tax on sales/purchases postings and thus also as the basis for the tax on sales/purchases returns.

## Procedure

When entering documents, the tax amount, if known, must be specified. If the tax is distributed among several line items with the same tax code, the total tax amount for one of these line items can be specified in full.

If only the tax code but not the tax amount is known, you can choose 'Calculate tax' on the first line item. The system then calculates the tax amount.

Proposal:<none>

## Base amount

Displays the tax base amount in document currency. This is the amount from which the tax amount is determined using the tax rate.

Proposal:<none>

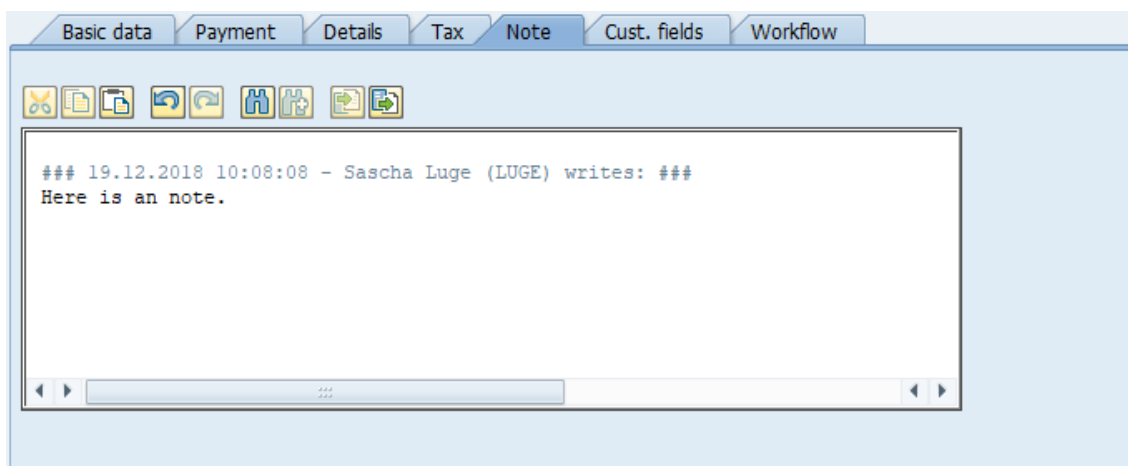
## Currency key


The key of the currency in which the amounts are managed in the system is displayed here.

Proposal:<none>

## Notes Classifier GUI (FI/MM)

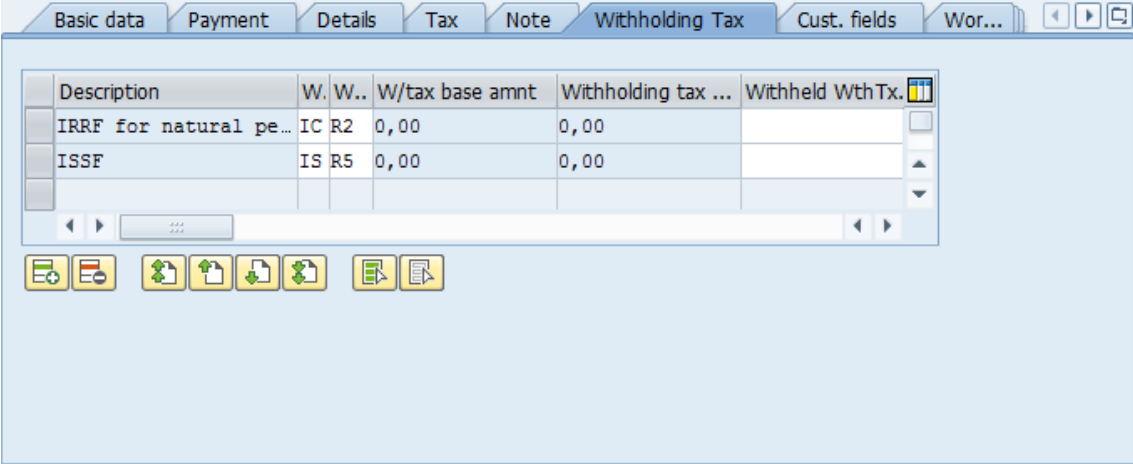
The notes for the document are displayed in the Notes tab. All previous notes of previous editors are displayed here and new notes can be entered.



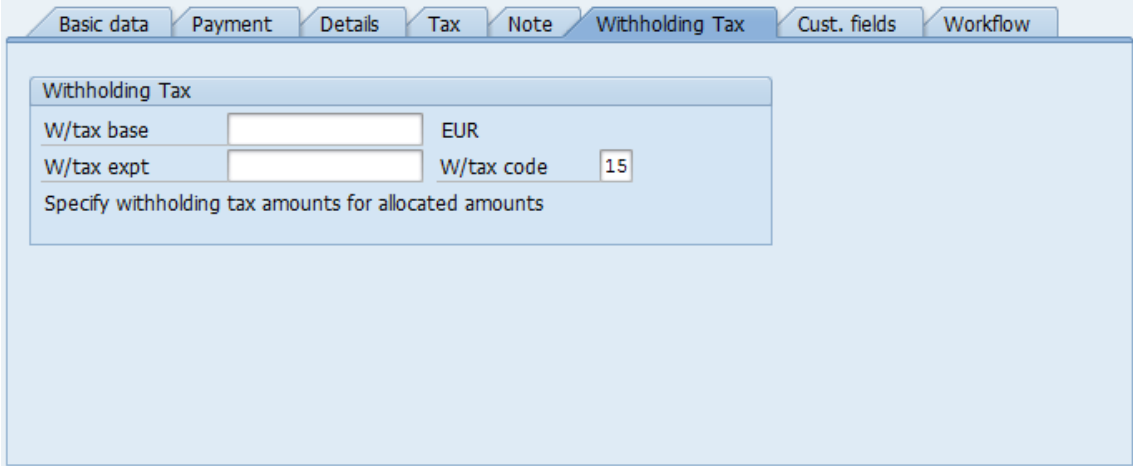
If there is at least one entry in the notes, the notes icon  is displayed in the Notes tab.

### Withholding Tax Classifier GUI (FI/MM)

In the Withholding Tax tab, you can enter the withholding tax data for the document. This tab is only visible if the company code settings provide for withholding tax and/or the vendor is configured accordingly. If extended withholding tax is active in a company code, the following withholding tax tab is displayed. (new withholding tax)



If extended withholding tax is not activated in the company code, but you want the vendor to withhold withholding tax according to the configuration in the master data, the system displays the following withholding tax tab. (old withholding tax)



## Customer Fields Classifier GUI (FI/MM)

The Customer Fields tab displays customer-specific fields that can be configured in Customizing.

In Customizing, you can define the field description, field formatting, and F4 help.

The tab is only visible if at least 1 customer field is entered as active.

Field Name	Input Box
HD01	<input type="text"/>
HD02	<input type="text"/>
HD03	<input type="text"/>
TEST Allocation Grps	<input type="text"/>
Bill to Party	<input type="text"/>
HD15	<input type="text"/>

## Workflow Classifier GUI (FI/MM)

The Workflow tab displays the workflow data for the classifier document.

The Workflow tab is only visible if the classifier workflow is switched on (active or passive). The "Post manually" indicator controls whether the document is posted in the background (standard) or whether it is to be posted manually.

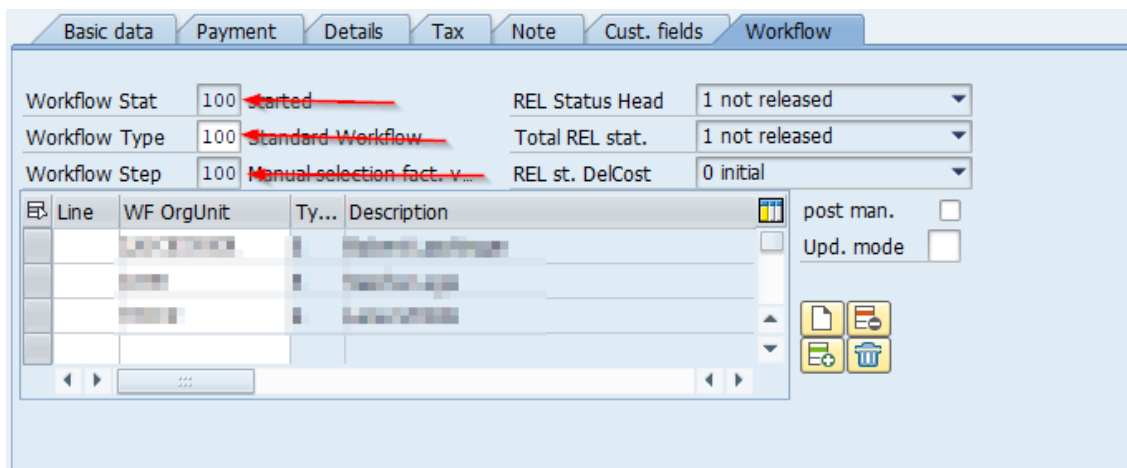
The update mode controls the direction in which you want to work. From CLS to SAP (10-19) or from SAP to CLS (20-29). The corresponding mode can be selected here. This mode can also be influenced via CLS Customizing.

Field Name	Value	Field Name	Value
Workflow Stat	100 started	REL Status Head	1 not released
Workflow Type	100 Standard Workflow	Total REL stat.	1 not released
Workflow Step	100 Manual selection fact. v...	REL st. DelCost	0 initial

Line	WF OrgUnit	Ty...	Description	post man.	Upd. mode
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>

In active mode, only the processors and the indicators for manual posting and update mode can be changed.



In passive mode, the fields for workflow status, workflow type and workflow step can also be changed.

### Line

Classifier document line

<empty> => header data/header line

1 .. 99999 => Document lines

*Proposal:* <none>

### WF Org. unit (Workflow Org. unit (user/group))

A user or a group can be specified here.

### Use

Note that if there is a group and a user with the same name and this user is entered here, the individual user will be dragged.

The reason for this is that the system first searches for a user and then for a group. Date of discount due date 1 is displayed. This is always calculated and cannot be changed manually.

*Proposal:* <none>

### Type

The agent type is specified here.

Value	Description
<b>S</b>	SAP user
<b>U</b>	Classifier user
<b>X</b>	External user
<b>(G)</b>	Classifier User Group)

*Proposal:* <none>

### Description

Here is the name of the user or description of the group.

*Proposal:* <none>

### Post man.

If this checkbox  is set the document must be posted manually.

Proposal:<none>

**Update Mode**

Value	Designation	Description
00	Undefined	Not specified or unspecified
10	CLS=>SAP	Data transfer from CLS document to SAP document as before <b>Can be changed by customizing!!!&gt;</b>
11	CLS=>SAP (manually)	Like 10, except that this mode was set manually in the CLS document and therefore cannot be changed by a setting in Customizing
19	CLS=>SAP until next required Transmission => 20	Same as 10, but the next successful data transfer from CLS to SAP automatically switches to 20
20	SAP=>CLS	Data transfer from the SAP document to the CLS document, where the primary data entry takes place via the SAP document transaction. <b>Can be changed in Customizing!!!</b>
21	SAP=>CLS (manually)	Like 20, except that this mode was set manually in the CLS document and therefore cannot be changed by a setting in Customizing.



Button	Description
	Create
	Delete line
	Add line
	Delete all users

Local Currency Classifier GUI (FI/MM)

The local currency tab displays translation data from document currency to company code local currency.

The functionality of the displayed areas is the same as that of the FI document, for example, in transaction FV60.

Basic data	Payment	Details	Tax	Note	Cust. fields	Workflow	Local curr.
Local curr.							
Transl. date	21.03.2016	Exchange rate	/0,83390				
Amount	11.600,00	GBP					
Amount in LC	13.910,54	EUR					

The Local Currency tab is only available if the document currency differs from the local currency.

### **Conversion date**

The translation date for determining the exchange rate to be used for the translation is displayed here. The exchange rates are stored in the system.

### **Procedure**

When entering documents, you only need to specify the date if it does not match the posting date.

*Proposal:<none>*

### **Amount**

Displays the amount of the line item in the document currency.

*Proposal:<none>*

### **Local Currency amount**

Here you enter the amount of the line item in the local currency of the company code.

*Proposal:<none>*

### **Conversion rate**

Here you enter the exchange rate used for translation between the foreign currency and the local currency

### **Procedure**

In entry transactions, the exchange rate is only to be specified if you want to deviate from the table exchange rate.

### **Dependencies**

If you enter an item using the option of entering both the local currency and the foreign currency amount manually, this may result in an exchange rate that differs from the "exchange rate" field.

*Proposal:<none>*

### **Assignment (assignment number)**

The assignment number can be displayed here. The assignment is additional information in the line item.

The line items of an account can be displayed sorted according to the contents of the field.

You can either enter the field contents manually or the system automatically defines them in the master record using the Sort key field.

You define rules for the structure of the Assignment field in the Implementation Guide (IMG) under Define Standard Sorting for Line Items.

*Proposal:<none>*

### **Document number (document number of an accounting document)**

Here you can display the document number of an accounting document that is used to access an accounting document.

The document number is unique for each company code and fiscal year. When entering an accounting document, the number can be entered manually or assigned from a predefined area (number range) by the system.

For each document type, the allowed range of document numbers (number range) is defined in each company code.

*Proposal:<none>*

### **Document type**

The document type classifies the accounting documents and is noted in the document header.

Properties are defined for each document type, that control the entry of the document or are noted in the document themselves. In particular, the range of document numbers allowed for the corresponding documents is defined for each document type.

*Proposal:<none>*

### **Document date**

The document date specifies the issue date of the original document.

*Proposal:<none>*

### **S (special G/L indicator)**

Here you can display the special G/L indicator that identifies a special G/L transaction.

#### **Use**


For all line items on customer or vendor accounts that are updated to an alternative reconciliation account in the general ledger, the special G/L indicator determines which account is selected.

In addition to the standard special G/L indicators, you can define additional indicators for each account type "customer" and "vendor".


*Proposal:<none>*

### **net due date symbol**

The symbol shows the due date for net payment for the open items on the key date.

 Item is overdue: The due date for net payment has already been exceeded by the key date. The payment is in arrears.

 Item is due: The item is due for payment without deduction on the key date.

 Item is not due: The due date for net payment is after the key date.

*Proposal:<none>*

### **Amount in LC (amount in local currency)**

The amount is displayed here in local currency with +/- sign.



Proposal:<none>

### **HCurrency (local currency)**

Currency, in which the costs incurred for the reference object, are managed.

The local currency is identical to the controlling area currency of the reference object.

Proposal:<none>

### **CD (clearing document)**

The document number of the clearing document can be displayed here. This is the number of the document with which the line item was cleared.

Proposal:<none>

### **Text**

Specifies an explanatory text for the line item.

Proposal:<none>


## 4.3.5 Position Data Classifier GUI (FI/MM)

In the item data area, the data for the document items is displayed and can be changed.

### FI document item data

The posting key and the account type behind it determine which type of account can be entered in the Account field. G/L accounts, asset accounts, vendor accounts, and customer accounts are currently supported here.

Acct	Sht text	Amount in do...	Curr.	Cost Center	Amount Dom. Curr.	Lo.Cur	REL M	Tax jurisdctn	AssMTy	PK	A.	W.	Assignment n
154000	Input tax	200,00	EUR		200,00	EUR	0 initial			40	S		
1000	C.E.B. BERLI..	119,00	EUR		119,00	EUR	0 initial			39	K		
			EUR		0,00	EUR	0 initial			40	S		
			EUR		0,00	EUR	0 initial			40	S		
			EUR		0,00	EUR	0 initial			40	S		
			EUR		0,00	EUR	0 initial			40	S		
			EUR		0,00	EUR	0 initial			40	S		
			EUR		0,00	EUR	0 initial			40	S		

The button  Tax Base appears only if at least one row with a tax G/L account has been specified.

To determine the tax base of a row, or to enter it manually, select the row and choose the Tax Base button. The tax base dialog appears as in transaction FV60 of MIRO.

Input of tax base amounts

Tax Base Amounts

G/L: 154000

Company Code: 1000

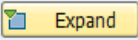
Amount: 10.545,45 EUR    Amount in LC: 10.545,45 EUR

Base amount:                      LC base amnt: 0,00

Tax code: VA                      Determ. Tax Base

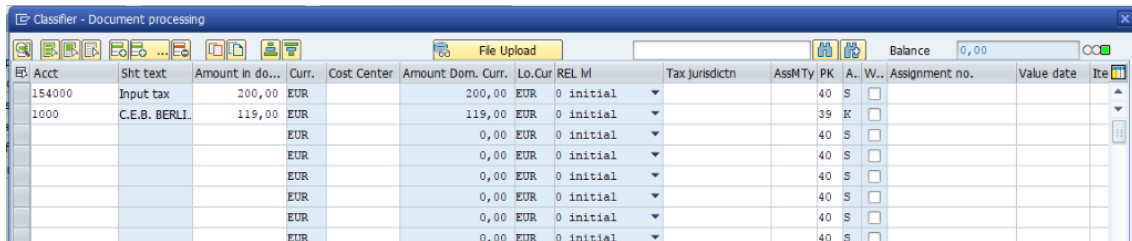
Continue    Cancel

The tax base amount is calculated automatically using the "Determine tax base" button.

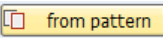
The button  displays an enlarged section of the data.

This is particularly useful if there are documents with many items and you want to obtain an overview of the whole. You can work in this dialog in the same way as in the normal view.

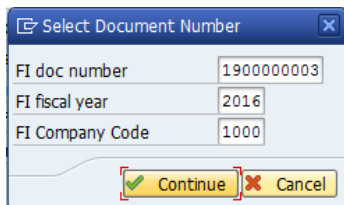
The layout of both views is always the same.



Acct	Sht text	Amount in do...	Curr.	Cost Center	Amount Dom.	Curr.	Lo.Cur	REL M	Tax jurisdctn	AssMTy	PK	A.	W.	Assignment no.	Value date	Ite
154000	Input tax	200,00	EUR		200,00	EUR	0	initial		40	S					
1000	C.E.B. BERLI.	119,00	EUR		119,00	EUR	0	initial		39	K					
			EUR		0,00	EUR	0	initial		40	S					
			EUR		0,00	EUR	0	initial		40	S					
			EUR		0,00	EUR	0	initial		40	S					
			EUR		0,00	EUR	0	initial		40	S					
			EUR		0,00	EUR	0	initial		40	S					
			EUR		0,00	EUR	0	initial		40	S					

Press  to select an SAP document whose line item rows are copied to the current document as a template.

All existing rows are overwritten.



Select Document Number


FI doc number: 1900000003

FI fiscal year: 2016

FI Company Code: 1000

Continue Cancel

Click "Next" to accept the item lines of the template document.

You can transfer account assignments from an Excel list using the button .

In the FI items, there is the button "Profitability segment".



Depending on whether a profitability segment already exists or not, or whether you are in Display or Change mode, the button changes its appearance and the quick info text.

The handling of the popup for the profitability segment corresponds to the SAP standard.

Consequently, the SAP standard Customizing is also used here and is a prerequisite for using the popup.

#### 4.5.6 Position Data Classifier GUI (PO)

The item data shows the data for the purchase order items.

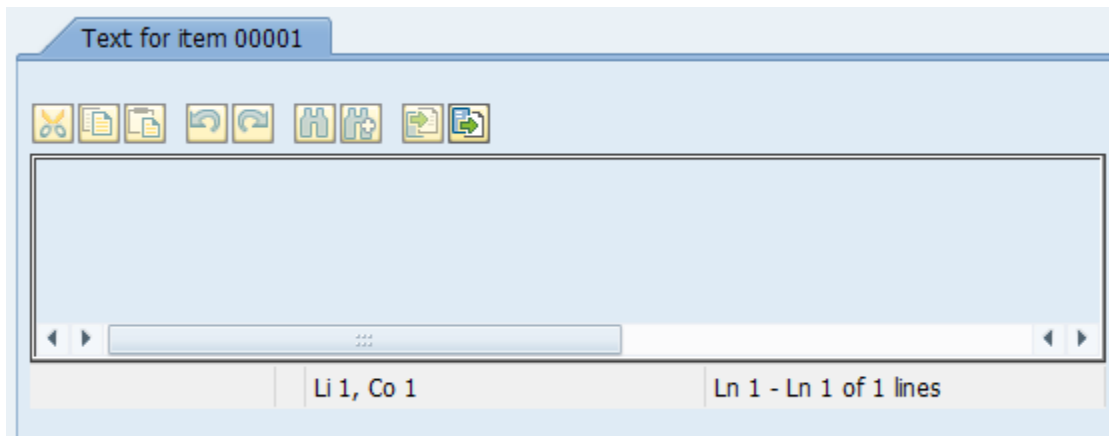
Line	LT	I, A	Material	Text	Quantity	BUn	Delivery d...	Net price	per	O...	CrCy	Tx	SerE...	IR	GR	GN	GI	PI
00001			K	Sample Boxes		1 PC	07.11.2016	79,67	1	PC	EUR	VA		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1C
00002														<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1C
00003														<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1C
00004														<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1C
00005														<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1C
00006														<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1C
00007														<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1C
00008														<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1C
00009														<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1C

The button in the column "LT" displays the long text for the respective item in the long text area, where you can change it.

The fields that were preset using the header fields Company code and Plant are also preset here but can also be changed.

#### 4.5.7 Position texts Classifier GUI (PO)

The texts for the item are displayed in this area when the relevant button for the long text is pressed in the item list.



As soon as a text for a position is available, this is indicated in the position area in the column "LT" with the icon .

## 4.6 Classifier GUI (PR)

The classifier GUI displays the data for the classifier document and allows you to adjust it depending on the status.

In general, you access the system either via the analysis report or via an SAP work item.

The screenshot displays the SAP Classifier GUI for a procurement request (PR) document. The title bar reads "Beschaffungsantrag 000000349 bearb.". The interface is divided into several sections:

- Header Data (Allgemein):** Contains fields for Classifier ID (349), Classifier Typ (PR), Belegnummer, Einkaufsbeleg, Werk (1000), Buchungskreis (1000), Kreditor (1000), and Anforderer (BAUER). It also shows purchase organization (PurchOrg EMEA), purchaser group (001), and location (Hamburg).
- Notes (Notizen):** A text area showing two entries: "21.01.2016 09:31:59 - Uwe Bauer(BAUER) schrieb: ###" and "22.01.2016 11:21:46 - Uwe Bauer(BAUER) schreibt: ###".
- Position Data (Positionsdaten):** A table with columns: Zeile, BuK, Werk, Kurztext(Titel) BA, Menge, BME, Preis, Währg, PR pro, PR BPRME, Gesamtwert, Abladestelle, Kostenst., Beschreibung Kosten..., and Sachk. The first row (00001) shows "Erster Test D01" with a quantity of 1 ST and a price of 100,00 EUR.
- Attachments (Anlagen):** A list of attachments including "Classifier-Beleg 000000349" and several "CLS PR-Beleg Attachment" files, along with "Classifier-Historie".
- Position Text (Text zu Pos. 00001):** A text area for entering or editing text for the selected position, currently showing "<keine Adr. ausgew.>".

The classifier GUI for the procurement workflow consists of 5 areas. The header data, the notes, the position data, the attachments and the position texts with position address data.

### Create new PR document

A new classifier PR document is created using transaction **/KPSC/CLS\_PRCR**.

**Create Procurement Request**

From Template

General Cust. fields Del. address Header long text

Classifier ID  no MM link   
 Classifier Type   
 Document Number  Purchasing Org. 1000 PurchOrg EMEA  
 Purchasing Doc.  Purch. Group 004 Effe(.).  
 Plant 1000 Hamburg  
 Company Code 1000 BestRun Germany  
 Vendor   
 Requisitioner STOCK Lena Stock  
 Total amount 0,00 EUR

Notes

### 23.03.2016 12:03:23 - Lena Stock(STOCK) writes: ###

Li 3, Co 1 Ln 1 - Ln 3 of 3 lines

Item data

Line	CoCd	PInt	Short text(Title) PR	Quantity	BU	Price/Unit	Crcy	PR per	PR POAQt	Total Value	Unloading Po...	Cost Ctr	Description Cost Center	G/L Ac
00001										0,00				
00002										0,00				
00003										0,00				
00004										0,00				
00005										0,00				
00006										0,00				
00007										0,00				
00008										0,00				
00009										0,00				

Attachments

Text for item 00001 <no addr. selected>

Li 1, Co 1 Ln 1 - Ln 1 of 1 lines

To be able to enter assets, the document must first be saved.

**Edit Procurement Request 000000508**

✓ Finish step

General Cust. fields Del. address Header long text

Classifier ID 508 no MM link   
 Classifier Type FR  
 Document Number  Purchasing Org. 1000 PurchOrg EMEA  
 Purchasing Doc.  Purch. Group 004 Eiffel, J.  
 Plant 1000 Hamburg  
 Company Code 1000 BestRun Germany  
 Vendor   
 Requisitioner STOCK Lena Stock  
 Total amount 230,00 EUR

Notes

### 23.03.2016 12:05:46 - Lena Stock (STOCK) writes: ###

Li 3, Co 1 Ln 1 - Ln 3 of 3 lines

Item data

Line	CoCd	Plant	Short text(Title)	PR	Quantity	BUn	Price/Unit	Crcy	PR per	PR POAQt	Total Value	Unloading Po...	Cost Ctr	Description	Cost Center	G/L Ac
00001	1000	1000	Monitor #12345			2PC	115,00	EUR	1	PC	230,00	KPS EK	4120	IT Service		400000
00002											0,00					
00003											0,00					
00004											0,00					
00005											0,00					
00006											0,00					
00007											0,00					
00008											0,00					
00009											0,00					

Attachments

Classifier Document 000000508

- Classifier History

Text for item 00001 <no addr. selected>

Li 1, Co 1 Ln 1 - Ln 1 of 1 lines

Now attachments can also be added since a classifier ID now exists.

The document can be completed here via "End step".

**As of version 1.049-004-003, OCI catalogs can also be used in the creation of procurement requests.**

As soon as a catalog is activated (Customizing documentation) the catalog button appears in GUI.

### Create Procurement Request

From Template Catalog

General Cust. fields Del. address Header long text

Classifier ID  no MM link   
 Classifier Type   
 Document Number  Purchasing Org.   
 Purchasing Doc.  Purch. Group  000 Chef.H.  
 Plant  2000 Heathrow / Hayes  
 Company Code  2000 BestRun UK  
 Vendor   
 Requisitioner  STOCK Lena Stock  
 Total amount  0,00  GBP

Notes

### 03.11.2016 14:21:01 - Lena Stock (STOCK) writes: ###

Li 3, Co 1 Ln 1 - Ln 3 of 3 lines

Item data

Line	CoCd	Plant	Short text (Title) PR	Quantity	BUn	Price/Unit net	Crcy	PR per	PR POAQt	Total Value	Unloading Po...	Cost Ctr	Description Cost Center	G/L Ac
00001										0,00				
00002										0,00				
00003										0,00				
00004										0,00				
00005										0,00				
00006										0,00				
00007										0,00				
00008										0,00				
00009										0,00				

Attachments

Text for item 00001 <no addr. selected>

Li 1, Co 1 Ln 1 - Ln 1 of 1 lines

It can then be selected, if several catalogs are stored. If only one catalog is set up, it is opened automatically.

### Catalog Selection

mercateo DEMO  
 exklusiv für Die Beschaffungsplattform für Geschäftskunden

Kategorien  Suchen Sie hier in über 21,5 Millionen Artikeln  Willkommen Mein Mercateo

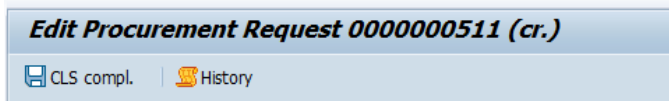
zurück: zum vorherigen Sortiment zum vorherigen Suchen zum vorherigen Produkt

Meine exklusiven Kataloge

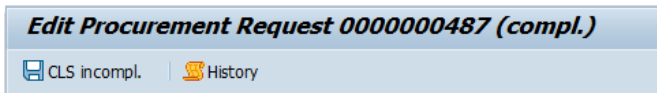
- MUSTER Muster AG
- MUSTER Musterkatalog Arbeitsschutz
- MUSTER Musterkatalog Hardware
- MUSTER Musterkatalog IT
- TEST GmbH Test GmbH

#### 4.6.1 Actions Classifier GUI (PR)

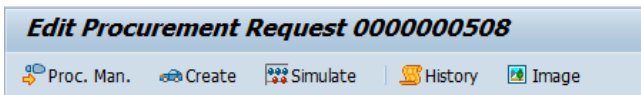
The status bar provides the possible actions depending on the status.



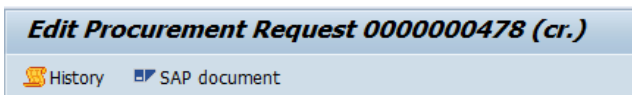
(parked CLS document - without MM connection - status 400)



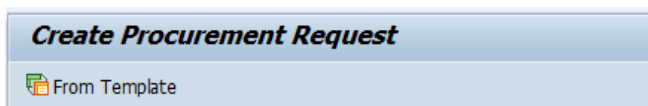
(fully parked classifier document - without MM connection - status 410)



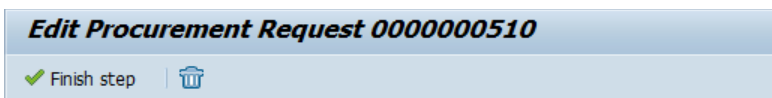
(CLS document with MM connection - without SAP document - image exists)



(CLS document with MM connection - with SAP document)




(Create CLS document - before saving)





(Create CLS document - after saving)

Action (Status)	Description
	Save and Exit (for description, see Classifier GUI General)
	Show classifier history (for description, see Classifier GUI General)
	Delete Classifier Document
	Create SAP document manually (for description, see Classifier GUI General)
	Enter SAP document (for description, see Classifier GUI General - Enter Previously)
	Save CLS Document as Complete
	Save CLS Document as Incomplete
	Simulate SAP document (for description, see Classifier GUI General)
	Display SAP document (for description, see Classifier GUI - General)
	Display image (for description, see Classifier GUI General)
	Create classifier document from template. Select classifier ID from F4 help popup.
	End acquisition of the classifier document with Save.



 <b>Catalog</b>	Catalog connection. e.g.		<b>Replac.RFC</b>
	<b>Catalog ID</b>	<b>Description</b>	
	ARIBA	Ariba Catalog	
	Do not use 2(Lyreco)	Büromaterial	X

Action (Status)	Description
 <b>CLS Data</b>	<p>This can be used to create a PDF form with all relevant document information and archive it on the CLS document.</p> <p>Example:</p> 

Many of the status functions listed here are also implemented in the menu.

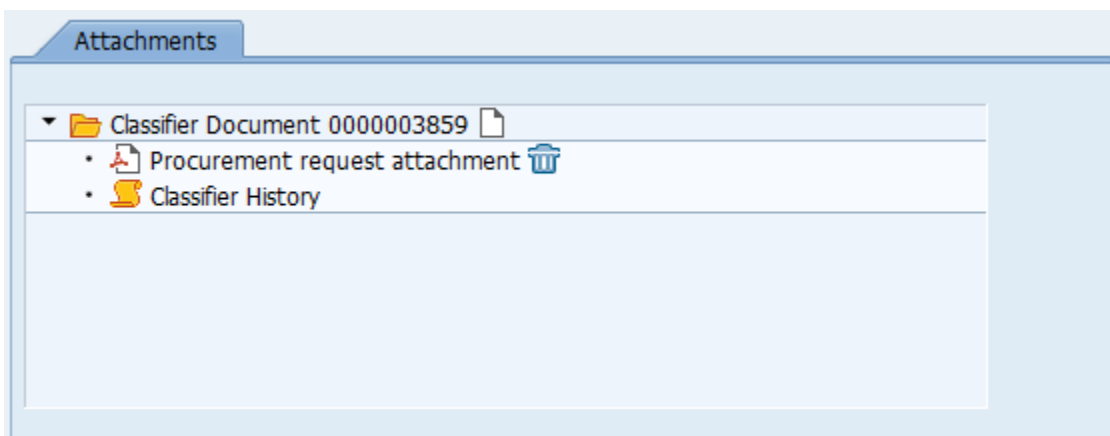
The following actions are also available in the menu:

Action (Menu)	Description
<b>GUI settings</b>	Jump to Classifier editing options (for description, see Classifier GUI General)

#### 4.6.2 Attachments to the Document Classifier GUI (PR)

In the Attachments area, all attachments for the document and the corresponding dependent documents are displayed.

New attachments can also be assigned to the individual documents here.



The attachments are described in more detail [here](#).

### 4.6.3 Header Data - General Classifier GUI (PR)

In the general header data, you can set default values (plant, company code, vendor, requester) for the items.

There are also control fields, such as "no MM connection" and "ordered".

The screenshot shows the 'General' tab of the SAP General Classifier GUI. The fields are as follows:

Classifier ID	512	no MM link	<input checked="" type="checkbox"/>
Classifier Type	PR	ordered	<input type="checkbox"/>
		Purchasing Org.	1000 PurchOrg EMEA
Plant	1000		Hamburg
Company Code	1000		BestRun Germany
Vendor	1000		C.E.B. BERLIN 123456 123456 123456
Requisitioner	STOCK		Lena Stock
Total amount	318,57	USD	

(View for documents without MM connection - "ordered" indicator exists here)

The "ordered" indicator, which must be set manually, controls whether a PR document is considered as "posted" or not.

The screenshot shows the 'General' tab of the SAP General Classifier GUI with MM connection. The fields are as follows:

Class. ID	3859 / PR	no MM link	<input type="checkbox"/>
DocumentNo		Purchasing Org.	1000 PurchOrg EMEA
Purch.Doc.		Purch. Group	004 Eiffel,J.
Plant	1000		Hamburg
CoCo	1000		BestRun Germany
Vendor			
Requisnr.	LUGE		Sascha Luge
Incoterms			
Total amnt	0,00	EUR	

(view for documents with MM connection - fields for SAP document numbers are available here)

The SAP purchase requisition number is entered in the Document number field if an SAP purchase requisition was created from the CLS procurement request.

The corresponding SAP purchase order number is displayed or entered in the Purchasing document field, depending on whether an SAP purchase order was also created.

#### **Classifier ID**

The classifier ID of the document is specified here.

*Proposal:<none>*

## **Classifier Type**

The classifier type used is specified here.

**The following classifier types are available as standard:**

<b>BP</b>	<b>Customer/Vendor</b>
<b>DN</b>	Delivery Note
<b>FI</b>	Financial Accounting
<b>MM</b>	Materials Management
<b>PC</b>	Payment Chains
<b>PO</b>	Purchase Order
<b>PR</b>	Purchase Requisition
<b>SO</b>	Sales Order
<b>TE</b>	Travel Expenses
<b>UN</b>	Unclassified Documents
<b>RT</b>	Returns

*Proposal:<none>*

## **Document number**

The document number used to access an accounting document is displayed here.

The document number is unique for each company code and fiscal year. When entering an accounting document, the number can be entered manually or assigned from a predefined area (number range) by the system.

For each document type, the allowed range of document numbers (number range) is defined in each company code.

*Proposal:<none>*

## **Purchasing document**

An alphanumeric key is specified here that uniquely identifies the document.

*Proposal:<none>*

## **Plant**

A key is specified here that uniquely identifies a plant.

*Proposal:<none>*

## **CoCo**

Here you enter a key that uniquely identifies the company code.

*Proposal:<none>*

## **Vendor**

An alphanumeric key is specified here that identifies the vendor or vendor in the SAP system uniquely.

*Proposal:<none>*

**Mail** 

The e-mail address to which the request is to be sent is specified here.

*Proposal:<none>*

### **Requisnr.**

Specifies for the purchase requisition for whom the material or service is to be ordered.

*Proposal:<none>*

### **Incoterms Part 1**

Commercial contractual formulae which comply with the rules laid down by the International Chamber of Commerce (ICC).

#### **Use**

The Incoterms lay down certain internationally recognized rules to which the seller and the buyer must adhere for the shipment of the goods to be successfully completed.

#### **Example**

If goods are shipped via a port of shipment, the corresponding Incoterms clause could be "FOB" (free on board). You can enter further details (e.g. the name of the port of shipment) in the second Incoterms field: e.g. FOB Hamburg.

*Proposal:<none>*

### **Incoterms Part 2**

Additional information on the first part of the Incoterms clause.

#### **Example**

If the first part of the Incoterms clause is e.g. FOB ("Free on board"), the second field will contain details of the port from which the shipment will be dispatched (e.g. FOB Hamburg).

*Proposal:<none>*

### **The total amount in currency**

The total amount is indicated here. The total amount is the sum of the net item amounts (and any tax amounts). The key of the currency in which the amounts are managed in the system is specified.

*Proposal:<none>*

### **No MM connection**

If this indicator is selected , this purchase requisition is regarded as an "FI" purchase requisition and no subsequent MM documents (SAP purchase requisition, SAP purchase order) are created.

*Proposal:<none>*

### **Ordered**

This indicator  indicates that a purchase order has been made for a "FI-BANF". The CLS document is then regarded as "posted".

*Proposal:<none>*

### **Purchasing org**

The purchasing organization is named here.

Proposal:<none>

### **Purchasing group**

This is the key of a purchaser or a group of purchasers who is responsible for certain purchasing activities.

### **Use**

The purchasing group is

- is internally responsible for procuring a material or class of materials,
- to the outside usually a contact person for suppliers.

Proposal:<none>

### 4.6.4 Header Data - Ordering Data Classifier GUI (PR)

If a document with MM connection is to create a purchase order from the document data, the tab "Purchase order data" is also displayed here in order to be able to enter further data for the creation of an SAP purchase order.

Whether an SAP purchase requisition or an SAP purchase order is created from a PR document is defined in Customizing under "Maintenance of transactions for manual entry".

The screenshot shows the 'Purchase order data' tab in the SAP GUI. The fields are as follows:

Document cat.	F	Payt Terms	
Order Type	NB	Payment in	0 Days 0,000 %
PO Date	01.08.2018	Payment in	0 Days 0,000 %
		Payment in	0 Days net
Purchasing Org.	1000	PurchOrg	EMEA
Purch. Group	004		Effel,J.
Validity Start		Quotation Date	
Validity End		Quotation	

### **Document cat.**

Allows you to differentiate between the various purchasing documents.

Value	Description
<b>Empty</b>	Undefined
<b>B</b>	Purchase requisition
<b>F</b>	Order

Proposal:<none>

### **Order type**

An identifier that allows you to differentiate between the different variants of purchase requisitions and purchase orders in the SAP System.

#### **Use**

The purchase order type controls, for example, the number assignment of a purchase order and determines which fields you must maintain.

*Proposal:<none>*

#### **PO Date (Order date)**

Specifies the date on which the purchase order is created or has been created.

*Proposal:<none>*

#### **Purchasing Org.**

The purchasing organization is named here.

*Proposal:<none>*

#### **Purch. Group**

Displays the purchasing group or group of purchasers responsible for specific purchasing activities.

The purchasing group is

- is internally responsible for procuring a material or class of materials,
- to the outside usually a contact person for suppliers.

*Proposal:<none>*

#### **Validity Start**

The date from which the services can be performed or the materials delivered is specified here.

#### **Use**

For framework agreements:

Start of the agreed term of a framework agreement.

For inquiries:

Start of the period in which the quotation is to be made.

For orders:

Start of the period in which the service is to be performed or the material is to be delivered.

#### **Reference**

Note that service entry sheets can only be created within the specified period.

*Proposal:<none>*

#### 4.6.5 Header data - customer fields Classifier GUI (PR)

The header customer fields are displayed according to the Customizing settings. If no header customer fields are defined, the Complete tab is hidden.

The screenshot shows the 'Header ...' tab of the Classifier GUI. It contains 11 input fields labeled 'Cust Field Header 01' through 'Cust Field Header 11'. The 4th field contains the value 'ff'. The other fields are empty.

Here is an example with defined customer fields.

#### 4.6.6 Header Data - Delivery Address Classifier GUI (PR)

The delivery address used is displayed or can be entered/adjusted in the delivery address area.

The screenshot shows the 'Del. address' tab of the Classifier GUI. It contains several input fields for address data. The 'Name' field contains 'Hamburg'. The 'Country' is 'DE' (Germany) and the 'Region' is 'Hamburg'. The 'Address-No' field is empty.

Example Address

#### 4.6.7 Header Data - Workflow Classifier GUI (PR)

In this tab, data for the workflow is displayed or can be changed there. The description of the individual options is explained [here](#).

The screenshot shows the 'Workflow' tab of a software interface. It contains several data fields and a table.

Workflow Stat	100	started	REL Status Head	1 not released
Workflow Type	100	Standard Workflow	Total REL stat.	1 not released
Workflow Step	110	Factual Verification	REL st. DelCost	1 not released

Line	WF OrgUnit	Ty...	Description
	LUGE	S	Sascha Luge

At the bottom, there are icons for file operations and a status bar showing 'Update mode 10' and a 'post manually' checkbox.

#### 4.6.8 Notes Classifier GUI (PR)

The notes for the document are displayed in the "Notes" area. All previous notes of previous agents are displayed here and new notes can be entered.

The screenshot shows the 'Notes' tab of a software interface. It features a text area with a single note and a status bar at the bottom.

```
### 07.01.2019 09:22:58 - Sascha Luge (LUGE) writes: ###  
Here are the notes.
```

The status bar at the bottom indicates '\* Li 3, Co 20' and 'Ln 1 - Ln 3 of 3 lines'.

The notes are described in more detail [here](#).



#### 4.6.9 Position Data Classifier GUI (PR)

The item data shows the data for the requested articles.

Line	PInt	SLoc	PRP Transfer	B Short text(Title) PR	LT	AD	Material	Quantity	BU	Price/Unit net	Crpy	Multi	S
00001	1000			✓ 10000000					10 PC	10,00 EUR			
00002	1000			✓ 10000000					10 AU		EUR		
00003													
00004													
00005													
00006													
00007													
00008													
00009													

The fields that were preset using the header fields are preset here and can no longer be changed. If the default values are reset in the header, they can also be changed again.

Description Buttons for branching to subordinate data:

Symbol	Description
	Jump possible, but no data available yet
	Jump possible and data already available
	Jump not possible

#### **Position Long Texts**

The button in the column "LT" displays the long text for the respective item in the long text area, where you can change it.

Text for item 00002    Addr. for item 00002

Toolbar:

Text area: [Empty text area with scroll bar]

Status bar: \* Li 1, Co 1    Ln 1 - Ln 1 of 1 lines





## 4.9 Classifier GUI (TE)

The process for creating a TE document can be started using transaction /KPSC/CLS\_TECR or via the WEB.

The classifier GUI displays the data for the classifier document and allows you to adjust it according to the status.

In general, you can access the classifier either via the analysis report or via an SAP work item.

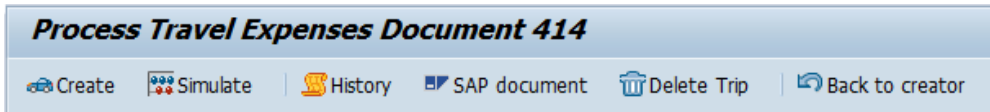
Line	SAP doc	TS	R/T	Begins On	Begins At	Ends On	Ends At	Reason	Destination	Ctr	Regl...	Me	Ac	M/Km	Rebursem...	Payment
00001		01	3	02.02.2016	22:00:00	02.02.2016	23:59:00	Consulting	Hamburg	DE		<input checked="" type="checkbox"/>	<input type="checkbox"/>	33	9,90	9,90

The description for the masks customer fields, workflow, notes, attachments and comments (= item text) can be found in the section with the general descriptions for the classifier GUI.

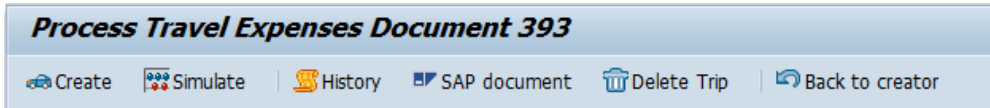
#### 4.9.1 Actions Classifier GUI (TE)

All actions that can be performed with the document are displayed in the status bar as buttons.


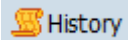

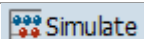
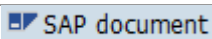
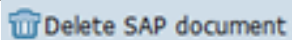
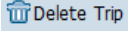
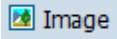
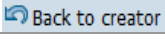
Depending on the status, different buttons are available or hidden here.



(TE document without SAP document)



(TE document with at least one SAP document)

Action (Status)	Description
	Save and Exit (for description, see Classifier GUI General)
	Show classifier history (for description, see Classifier GUI General)
	Enter SAP document (analogous to park) (for description, see Classifier GUI General)
	Simulate SAP document (for description, see Classifier GUI General)
	Display SAP document (for description, see Classifier GUI - General)
	Delete SAP document (for description, see Classifier GUI General)
	Delete trip corresponds to delete CLS document (for description, see Classifier GUI General)
	Display image (for description, see Classifier GUI General)
	Send document back to creator in workflow

Many of the status functions listed here are also implemented in the menu. The following actions are also available in the menu:

Action (Status)	Description
<b>GUI settings</b>	Show/change classifier editing options (for description, see Classifier GUI General)

## 4.9.2 Header Data - General Classifier GUI (TE)

In the TE document, only the central data for personnel number and processor is actually on header level.

All other data is only of an informal nature.

The screenshot displays a software interface with four tabs: 'General', 'FI-Data', 'Workfl. (2)', and 'Info'. The 'General' tab is active. The interface contains several input fields and labels:

- Person:** A field containing '200065', a dropdown menu showing 'LUGE', and a text field containing 'Sascha Luge'.
- Start:** A date field with '14.01.2019' and a time field with '16:00:00'.
- End:** A date field with '14.01.2019' and a time field with '16:00:01'.
- Total amnt:** A field with '0,00' and a currency dropdown set to 'EUR'.
- Payment:** A field with '0,00' and a currency dropdown set to 'EUR'.
- Total M/Km:** A field containing '0'.

### **Person (personnel number)**

The personnel number is specified here. The personnel number is the only unique key for identifying an employee within a client. It is the initial screen for displaying and maintaining employee master data and working time data (infotypes).

The name of the requester is then derived from the personnel number. For the purchase requisition, the requester specifies for whom the material or service is to be ordered.

*Proposal:<none>*

### **Start (trip segment: start date)**

The date/time at which the trip begins is specified here.

*Proposal:<none>*

### **End (trip segment: end date)**

The date/time at which the trip ends is specified here.

*Proposal:<none>*

### **Total M/Km (total kilometers)**

The total number of kilometers traveled by the traveler is specified here.

*Proposal:<none>*

### **Total amnt (total amount in document currency)**

Specifies the total amount in document currency. The total amount is the sum of the net item amounts (and any tax amounts).

Proposal:<none>

### **Payment (payment amount)**

The payout amount is specified here. The trip disbursement amount is the receipt total minus the advances.

Proposal:<none>

### 4.9.3 Header Data - FI Data Classifier GUI (TE)

The screenshot displays the 'FI-Data' tab of the FI Data Classifier GUI. The interface includes several input fields and dropdown menus. The 'PostKey' field is set to '31 31 (K/H) Invoice'. The 'Acct Type' field has a dropdown menu with 'K' selected, and the 'D/C indic.' field has a dropdown menu with 'H' selected. The 'Ven./Cust.' field is empty. The 'Document Type' field has a dropdown menu with 'KR' selected, and the 'Reference' field contains the text 'LUGE'. The 'Document Date' and 'Posting Date' fields both contain the date '02.01.2019'. The 'Company Code' field contains '1000', and the 'Fiscal Year' field contains '2019'. The GUI has tabs for 'General', 'FI-Data', 'Workfl. (2)', and 'Info'.

### **PostKey (posting key)**

The posting key is specified here.

The posting key describes the type of movement that is entered in a line item.

Properties are defined for each posting key that control the entry of the line item or are noted in the line item itself.

The most important characteristics that are derived from the posting key are

- the account type
- the assignment to the debit or credit side
- the possible or necessary information to be entered in the item

Proposal:<none>

### **Acct type**

The account type is specified here. The account type determines whether the general ledger or one of the subledgers in accounting is addressed.

Proposal:<none>

### **D/C indic. (debit/credit indicator)**

Here you specify on which side of the account (D = debit, C = credit) the transaction figures are updated.

Proposal:<none>

### **Vendor/Customer**

The vendor or customer of the document is displayed here and can be changed if necessary.

*Proposal:<none>*

### **Document type**

The document type is specified here. The document type classifies the accounting documents. It is noted in the document header.

Properties are defined for each document type that control the entry of the document or are noted in the document itself. In particular, the range of document numbers allowed for the corresponding documents is defined for each document type.

*Proposal:<none>*

### **Document date**

The document date specifies the issue date of the original document.

*Proposal:<none>*

### **Posting date**

The date on which the document is entered in accounting or cost accounting is specified here.

### **Use**

The fiscal year and the period for which the accounts or cost elements addressed in the document are updated are derived from the posting date.

During document entry, the system uses the allowed posting period to check whether the specified posting date is allowed.

### **Note**

The posting date can be different from the entry date (date of entry into the system) and the document date (date of creation of the original document).

*Proposal:<none>*

### **Company Code**

Here you enter the alphanumeric key that uniquely identifies a company code.

*Proposal:<none>*

### **Fiscal Year**

The financial year is indicated here. The fiscal year is usually a period of 12 months for which the company has to prepare its inventory and balance sheet. The fiscal year can be the same as the calendar year but does not have to be.

*Proposal:<none>*

### **Reference**

The reference document number is specified here. The reference document number can contain the document number for the business partner. However, this field can also be filled differently.

### **Use**



The reference document number serves as a search criterion for document display or change. In correspondence, the reference document number is partially printed instead of the document number.

*Proposal:<none>*

#### 4.9.4 Header Data - Workflow Classifier GUI (TE)

In this tab, data for the workflow is displayed or can be changed there. The description of the individual options is explained [here](#).

The number in the tab indicates how many agents are involved.

General | FI-Data | **Workfl. (2)** | Info

Workflow Stat: 100 started      REL Status Head: 299 factual verified  
 Workflow Type: 190      Total REL stat.: 299 factual verified  
 Workflow Step: 400 Finish travel process      REL st. DelCost: 0 initial

Line	WF OrgUnit	Ty...	Description

Update mode: 10      post manually:

#### 4.9.5 Header Data - Info Classifier GUI (TE)

General | FI-Data | Workfl. (2) | **Info**

Class. ID: 3902 / TE      DocumentNo:      Org.Unit: 1000  
 Dup.CLS ID:      Purch.Doc.:      CoCo: 1000  
 diff. OT:      amend doc:      Plant:      Purch. Grp:      Fiscal Yr: 2019  
 Scan date:      Bl.reasons: P  
 Scanned by:      TCode: FB01  
 OCR ID:      resend:       Status: 100      Upd. mode: 10  
 Ref.CLS Tp:      checked:       REL Status: 299      Trace: 0  
 Ref.CLS ID:      Upd SDOC:       REL St Hd: 299      Action:   
 Ref. Line: 0

#### **Classifier ID**

The classifier ID of the document is specified here.

*Proposal:<none>*

#### **Classifier Type**

The classifier type used is specified here.

**The following classifier types are available as standard:**

<b>BP</b>	<b>Customer/Vendor</b>
<b>DN</b>	Delivery Note
<b>FI</b>	Financial Accounting
<b>MM</b>	Materials Management
<b>PC</b>	Payment Chains
<b>PO</b>	Purchase Order
<b>PR</b>	Purchase Requisition
<b>SO</b>	Sales Order
<b>TE</b>	Travel Expenses
<b>UN</b>	Unclassified Documents
<b>empty</b>	Not specified

*Proposal:<none>*

### **Dup.CLS ID (Copy of Classifier ID)**

The classifier ID of the document from which it was copied is specified here.

*Proposal:<none>*

### **Diff. OT (Alternative object type)**

The internal, technical key of a business object in the Business Object Repository (BOR) is specified here.

Business objects in the BOR are identified both by the object type (for example, BUS2032) and by a descriptive English name (for example, Sales Order). Both names must be unique for all object types.

Business objects from external applications are often addressed by the descriptive name, whereas they are usually identified internally in the BOR by the object type. Originally, only the internal key was used, but due to the widespread use of business objects, it was necessary to address them by name. For reasons of compatibility, both names are now used.

The object type can have a maximum of 10 characters.

### **Use**

The different object type of the SAP document is entered here if the SAP document does not have the object type provided, that matches the classifier type.

### **Example**

Examples:

- BUS2032
- BUS6026

*Proposal:<none>*

### **Scan date**

The date of the document scan is specified here.

*Proposal:<none>*

**Scanned by (Scan Processor)**

The scan processor is specified here.

*Proposal:<none>*

**OCR ID**

The OCR ID is specified here.

*Proposal:<none>*

**Ref.CLS Tp (reference document classifier type)**

The reference document classifier type is specified here.

*Proposal:<none>*

**Ref.CLS ID (Reference Document Classifier ID)**

The classifier ID of the reference document (for example, FI document with reference to CLS procurement request) is specified here.

*Proposal:<none>*

**Ref. line (reference document classifier line number)**

The line number of the classifier reference document is specified here.

*Proposal:<none>*

**DocumentNo (document number of an accounting document)**

The key used to access an accounting document is specified here.

The document number is unique for each company code and fiscal year. When entering an accounting document, the number can be entered manually or assigned from a predefined area (number range) by the system.

For each document type, the allowed range of document numbers (number range) is defined in each company code.

*Proposal:<none>*

**Purch.Doc. (document number of the purchasing document)**

The alphanumeric key that uniquely identifies the document is specified here.

*Proposal:<none>*

**Amend doc (correction document number)**

The correction document number is specified here.

*Proposal:<none>*

**Vendor**

The vendor or customer of the document is specified here.

*Proposal:<none>*

**Bl. reasons**

Block reasons are specified here.

*Proposal:<none>*

**TCode (transaction code)**

The transaction code is specified here. This is a combination of alphabetic and numeric characters that encrypts a business task.

*Proposal:<none>*

**Resend**

Here you specify whether EVENT\_TO\_RAS must be resent .

*Proposal:<none>*

**Checked**

Here you specify whether the document was checked .

*Proposal:<none>*

**Upd SDOC (Update SAP document at next opportunity)**

Here you specify whether the SAP document is to be updated at the next opportunity .

*Proposal:<none>*

**Status**

The classifier status is specified here.

*Proposal:<none>*

**REL Status (release status)**

The classifier release status is specified here.

*Proposal:<none>*

**Classifier release status (header data)**

The classifier release status for the header data is specified here.

*Proposal:<none>*

### **Org. Unit (CLS Organizational unit (BUKRS, WERKS, EKGRP...))**

This field can contain different types of organizational units in order to represent the Customizing of different classifier types in general.

For FI and MM documents, the corresponding company code (BUKRS) is entered in the organizational unit.

For documents from the purchasing area, plant (WERKS) or purchasing group (EKGRP) may be entered.

For documents from the sales area, possible distribution channel, sales organization, and division.

*Proposal:<none>*

### **CoCo (company code)**

The key that uniquely identifies a company code is entered here.

*Proposal:<none>*

### **Plant**

The key that uniquely identifies a plant is specified here.

*Proposal:<none>*

### **Purch. Doc. (purchasing group)**

The key of a purchaser or a group of purchasers responsible for certain purchasing activities is specified here.

### **Use**

The purchasing group is

- responsible internally for procuring a material or class of materials,
- an external contact person for suppliers as a rule.

*Proposal:<none>*

### **Fiscal Yr (fiscal year)**

The fiscal year is indicated here. The period is usually 12 months for which the company must prepare its physical inventory and balance sheet. The fiscal year can be the same as the calendar year, but it does not have to be.

*Proposal:<none>*

### **Upd. mode (update mode)**

The classifier update mode is specified here.

*Proposal:<none>*

## Trace

The classifier trace is specified here.

*Proposal:<none>*

## Action

The action controls which activity is to be performed after the upload.

Execute default action

Value	Description
0	No processing
1	Pre-enter
2	Save completely
3	Post
4	Manual Processing

*Proposal:<none>*

### 4.9.6 Position data Classifier GUI (TE)

The actual travel data is in the TE receipt on position level in the tab Travel.

All key data for an SAP trip is summarized there.

The SAP receipts are also created here for each item.

Line	SAP doc	S.	TS	R/T	Begins On	Begins At	Ends On	Ends At	Reason	Destination	Ctr	Regl.	Me	Ac	M/Km	Reimburse...	Payment
00001		01	3		14.01.2019	16:00:00	14.01.2019	16:00:01	111	111	DE		<input type="checkbox"/>	<input type="checkbox"/>		0,00	0,00

The trip number corresponds to the classifier ID line and is used to assign data in the other item tabs.

## Receipts

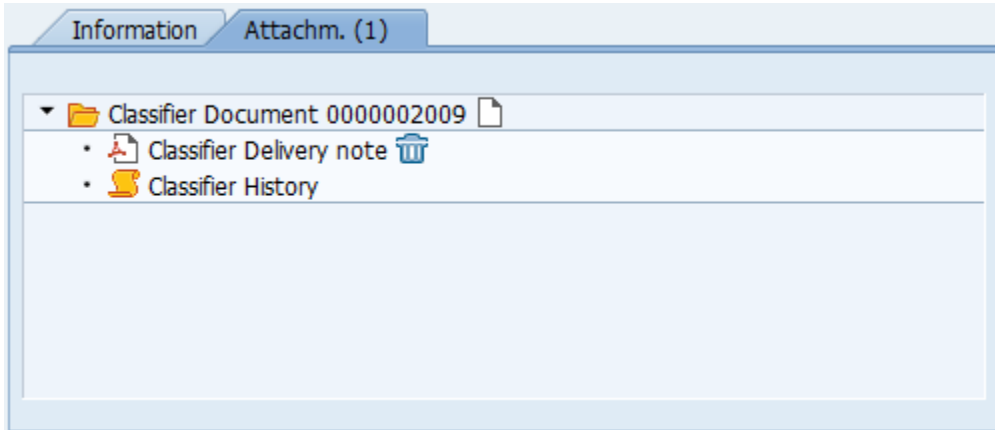
Trip receipts are entered in this area and assigned to the individual CLS trips.



### 5.2.3 Attachments to document release GUI (DN)

In the Attachments area, all attachments for the document and its dependent documents are displayed.

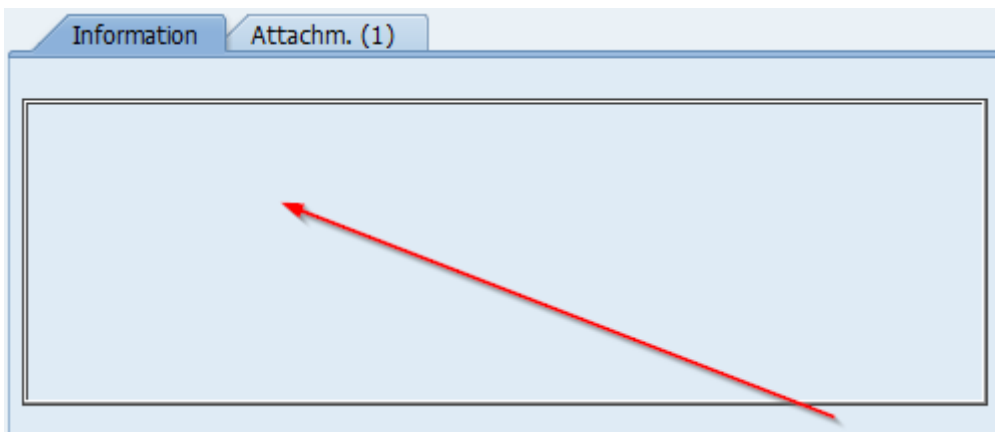
New attachments can also be assigned to the individual documents here. The number of attachments is displayed in the tab.



The attachments are described in more detail [here](#).

### 5.2.4 Information Release GUI (DN)

The current description of the activity to be performed is displayed in the information window during processing in the workflow.

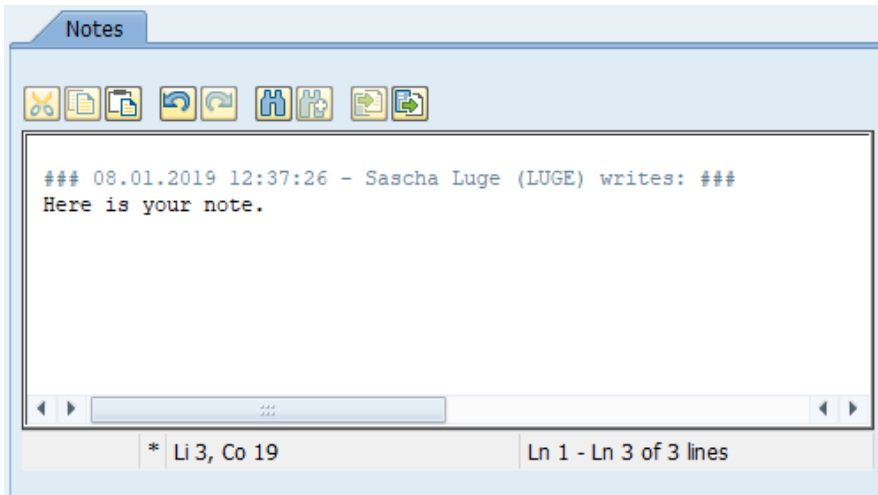


The information in this window cannot be changed.



### 5.2.5 Notes Release GUI (DN)

The notes for the document are displayed in the "Notes" area. All previous notes of previous agents are displayed here and new notes can be entered.

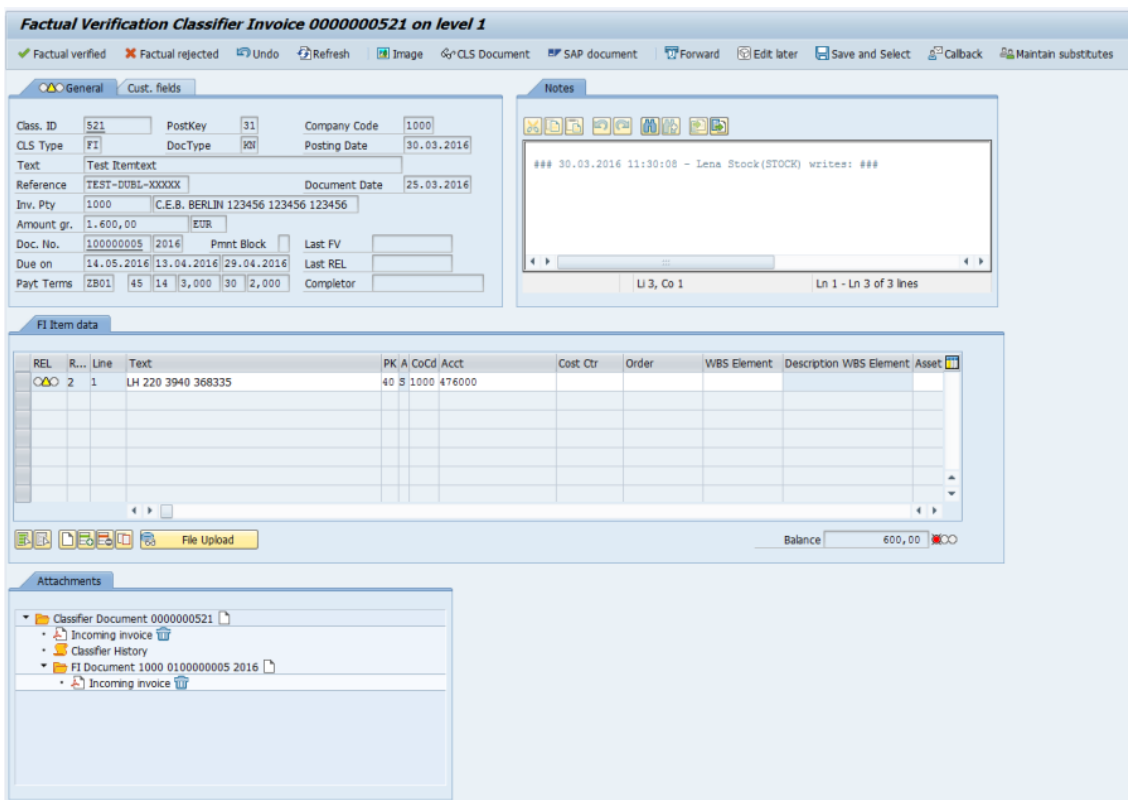


The notes are described in more detail [here](#).

### 5.3 Release GUI (FI/MM)

The Classifier Release GUI displays all the necessary data for the classifier document that is required to release the document.

With the release GUI, the factual check and release of the classifier document are implemented either on header level or on item level.



(Example FI factual examination)

**Factual Verification Classifier Invoice 000000520 on level 1**

Factual verified 
  Factual rejected 
  Undo 
  Refresh 
  Image 
  CLS Document 
  SAP document 
  Forward 
  Edit later 
  Save and Select 
  Callback 
  Maintain substitutes

**General** | Cust. fields | Notes

Class. ID: 520 | PostKey: 31 | Company Code: 1000  
 CLS Type: MM | DocType: RE | Posting Date: 30.03.2016  
 Text: Test Itemtext  
 Reference: TEST-DUBL-XXXXX | Document Date: 25.03.2016  
 Inv. Pty: 1000 | C.E.B. BERLIN 123456 123456  
 Amount gr.: 2.147,85 | EUR  
 Doc. No.: 5105609402 | 2016 | Prmt Block:  | Last FV:   
 Due on: 14.05.2016 | 13.04.2016 | 29.04.2016 | Last REL:   
 Payt Terms: ZB01 | 45 | 14 | 3,000 | 30 | 2,000 | Comptor:

Notes: ### 30.03.2016 09:15:20 - Lena Stock(STOCK) writes: ###  
Ln 3, Co 1 | Ln 1 - Ln 3 of 3 lines

**PO reference** | G/L acct | Material | Del.costs

REL	RSt	Line	Purchase ...	Item	Text	P... Quantity	o.G/R Quan.	Div. Quan.	InvUnitPrice	PO UnitPrice
002	00001	4500017831	10	Rechnungsplan Test		000 1	1	0	1.804,92	2.500,00

Balance: 0,00

**Attachments**

- Classifier Document 000000520
  - Classifier History
  - MM Document 5105609402 2016
    - FI Document 1000 5100000109 2016
  - Purchase Order Item 4500017831 00010
    - Material Document 5000000569 2016

(Example MM factual examination)

**Release Classifier Invoice 000000521 on level 1**

Released 
  Rejected 
  Undo 
  Refresh 
  Image 
  CLS Document 
  SAP document 
  Forward 
  Edit later 
  Save and Select 
  Callback 
  Maintain substitutes

**General** | Cust. fields | Notes

Class. ID: 521 | PostKey: 31 | Company Code: 1000  
 CLS Type: FI | DocType: 301 | Posting Date: 30.03.2016  
 Text: Test Itemtext  
 Reference: TEST-DUBL-XXXXX | Document Date: 25.03.2016  
 Inv. Pty: 1005 | NaturStrom GmbH  
 Amount gr.: 1.160,00 | EUR  
 Doc. No.: 100000005 | 2016 | Prmt Block:  | Last FV: STOCK  
 Due on: 14.05.2016 | 13.04.2016 | 29.04.2016 | Last REL:   
 Payt Terms: ZB01 | 45 | 14 | 3,000 | 30 | 2,000 | Comptor: STOCK

Notes: ### 30.03.2016 12:16:21 - Lena Stock(STOCK) writes: ###  
Ln 3, Co 1 | Ln 1 - Ln 3 of 3 lines

**FI Item data**

REL	R...	Line	Text	PK	A	CoCd	Acct	Cost Ctr	Order	WBS Element	Description	WBS Element	Asset
299	1	LH 220 3940 368335		40	S	1000	476000						

Balance: 0,00

**Attachments**

- Classifier Document 000000521
  - Incoming invoice
  - Classifier History
  - FI Document 1000 0100000005 2016
    - Incoming invoice

(Example FI Release)

**Release Classifier Invoice 000000520 on level 1**

Released Rejected Undo Refresh Image CLS Document SAP document Forward Edit later Save and Select Callback Maintain substitutes

**General** Cust. fields

Class. ID 520 PostKey 31 Company Code 1000  
 CLS Type MM DocType RE Posting Date 30.03.2016  
 Text Test Itemtext  
 Reference TEST-DUBL-XXXXX Document Date 25.03.2016  
 Inv. Pty 1000 C.E.B. BERLIN 123456 123456  
 Amount gr. 2.147,85 EUR  
 Doc. No. 5105609402 2016 Pmnt Block Last FV STOCK  
 Due on 14.05.2016 13.04.2016 29.04.2016 Last REL  
 Payt Terms ZB01 45 14 3,000 30 2,000 Completer STOCK

**Notes**

\*\*\* 30.03.2016 11:48:15 - Lena Stock(STOCK) writes: \*\*\*

Ln 3, Co 1 Ln 1 - Ln 3 of 3 lines

**PO reference** G/L acct Material Del.costs

REL	RSt	Line	Purchase ...	Item	Text	P...	Quantity	o.G/R Quan.	Div. Quan.	InvUnitPrice	PO UnitPrice
REL	299	00001	4500017831	10	Rechnungsplan Test	000	1	1	0	1.804,92	2.500,00

Balance 0,00

**Attachments**

- Classifier Document 000000520
  - Classifier History
  - MM Document 5105609402 2016
    - FI Document 1000 5100000109 2016
  - Purchase Order Item 4500017831 00010
    - Material Document 5000000569 2016

(Example MM Release)

**Order value (gross/net order value)**

The gross value and the net value of the service item are indicated here.

Proposal:<none>

**RE amount (gross/net invoice amount)**

The invoice amount is specified here. The total amount is the sum of the net item amounts (and possibly the tax amounts).

**Procedure**

When the field is ready for input, enter the total amount.

Proposal:<none>

**Payment amount**

The payment *amount* in the document currency is specified here. (gross/net)

Proposal:<none>

**Discount due date 1**

The date discount due date 1 is specified here with the discount percentage rate that is granted if the shortest payment period is observed.

Proposal:<none>

**Discount due date 2**

The date discount due 2 is specified here with the discount percentage rate that is granted if the shortest payment period is observed.

Proposal:<none>

**Due on (net due date)**

The due date for net payment is specified here. The net due date is calculated from the payment due date base date and the maximum target days permitted in the terms of payment. It is not stored in the line item but is recalculated in ABAP evaluations using logical databases based on the current terms of payment and made available in this field. Amount of remaining work / special retention specified in document currency. (gross/net)

Proposal:<none>

**Discount incl. (discount already included)**

Here you set  whether the discount is already included.

Proposal:<none>

**Currency**

The key of the currency in which the amounts are managed in the system is specified here.

Proposal:<none>

5.5.3 Header Data - Correction Release GUI (PC)

The data of the current correction document is always displayed here in the correction document data.

The tab with the correction document data is only available if the main document was created.

The screenshot shows the SAP Correction Release GUI with the 'Correction' tab selected. The data is organized into several sections:

- General Data:** DP Chain (11 / 1000), Vendor (1000), Purch.Doc. (/ 0), Payt Terms (ZB01), Tax code (VA), Doc. Date (15.03.2016), Pstng Date (15.03.2016), Bus. Area (2000), Bline Date (17.02.2016), Reference (2013-04-03-PR-90), Transac. (TEst 2).
- Correction Data:** amend doc, Correct. (0,00), Deduction (0,00), verifAmoun (714,00), Deduction (0,00).
- Financial Data:** Order val. (9.520,00 gross / 8.000,00 net), IV-Amount (714,00 gross / 600,00 net), verifAmoun (714,00 gross / 600,00 net), Deduction (0,00 gross / 0,00 net).
- Other Data:** Trans.Cat., Doc.Categ. (IN), Currency (EUR).

(standard view - not changeable)

General		(1) Correction	Cust. fields	Workflow	Info
DP Chain	4 / 1000	amend doc	1900000094	Trans.Cat.	AE
Vendor	1000	C.E.B. BERLIN 123456 123456 1...		Doc.Categ.	IN
Purch.Doc.	4500017730 / 40				
Payt Terms	ZB01 Tax code VA				
		Order val.	1.785,00	1.500,00	
		IV-Amount	10,00	8,40	
Doc. Date	23.03.2016				
Pstng Date	23.03.2016	Correct.	2,00	1,68	
Bus. Area	2000	Deduction			
Bline Date	23.03.2016	verifAmount	8,00	6,72	
Reference	SADFSDADSF	Deduction			
Transac.	sadfdasf	Nachl.inkl	<input type="checkbox"/>	Currency	USD

(Correction document 1 already created)

General		(2) Correction	Cust. fields	Workflow	Info
DP Chain	4 / 1000	amend doc	1900000070	Trans.Cat.	AE
Vendor	1000	C.E.B. BERLIN 123456 123456 1...	1900000071	Doc.Categ.	IN
Purch.Doc.	4500017730 / 40				
Payt Terms	ZB01 Tax code VA				
		Order val.	1.785,00	1.500,00	
		IV-Amount	1.456,54	1.223,98	
Doc. Date	11.11.2015				
Pstng Date	25.02.2016	Correct.	160,01	134,46	
Bus. Area	2000	Deduction	0,00	0,00	
Bline Date	11.11.2015	verifAmount	1.296,53	1.089,52	
Reference	4500016340	Deduction	400,00-	336,14-	
Transac.	4500016340 - Test	Nachl.inkl	<input type="checkbox"/>	Currency	EUR

(correction document 2 created)

The most important data in the down payment chain workflow is the individual amounts.

These are always listed as gross and net.

### **DP Chain (down payment chain number/company code)**

The key that uniquely identifies a down payment chain is specified here.

### **Use**

When you create a down payment chain, the system automatically assigns a unique key from the permitted number range interval.

The number range interval is stored in the chain type.

### **Dependencies**

You define the chain type and the number range interval in Customizing for customer and vendor down payment chains. For more information, see

- Define number range intervals for down payment chains
- Define chain types for down payment chains

The key that uniquely identifies a company code is also specified.

*Proposal:<none>*

## Vendor

The alphanumeric key that identifies the vendor or vendor in the SAP system is specified here.

*Proposal:<none>*

## Purch.Doc. (document number of the purchasing document/item number of the purchasing document)

The alphanumeric key that uniquely identifies the document is specified here. To do this nor the item number of the purchasing document, which uniquely identifies an item within a purchasing document.

*Proposal:<none>*

## Components

Using the button



in the column "Comp." a popup with component data is opened.

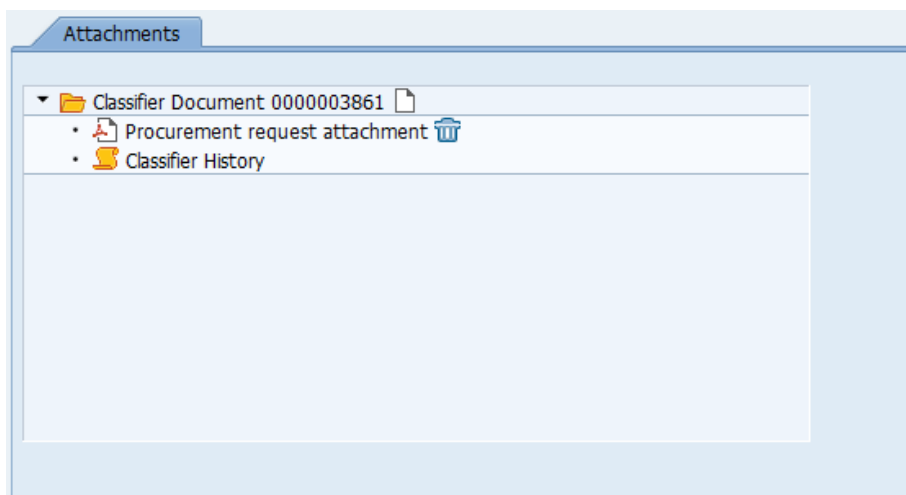
This option is only available for item type "3" Contract manufacturing.

ID Line	Material	Descr. mat.	Requirement qty	E... Fx	Plant	SLoc	SupplyArea	Reprint Date	MP Ind.	Item JCT	Batch	Reprint Qty	S... T...
1				<input type="checkbox"/>								0,000	
2				<input type="checkbox"/>								0,000	
3				<input type="checkbox"/>								0,000	
4				<input type="checkbox"/>								0,000	
5				<input type="checkbox"/>								0,000	
6				<input type="checkbox"/>								0,000	
7				<input type="checkbox"/>								0,000	
8				<input type="checkbox"/>								0,000	
9				<input type="checkbox"/>								0,000	
10				<input type="checkbox"/>								0,000	
11				<input type="checkbox"/>								0,000	
12				<input type="checkbox"/>								0,000	

## 5.7.8 Attachments to Document Release GUI (PR)

In the Attachments area, all attachments for the document and its dependent documents are displayed.

New attachments can also be assigned to the individual documents here.



## 5.7.9 Item texts Release GUI (PR)

### **Position Long Texts**

The button



in the column "LT" displays the long text for the respective item in the long text area, where you can change it.

Text for item 00001    Addr. for item 00001

✂    📄    📄    ↺    ↻    🏠    🏠    📄    📄

\*\*\*

\* Li 1, Co 1    Ln 1 - Ln 1 of 1 lines

### **Position address data**

Using the button



in the column "AD" the delivery address for the respective position in the address area is displayed and can be changed there.

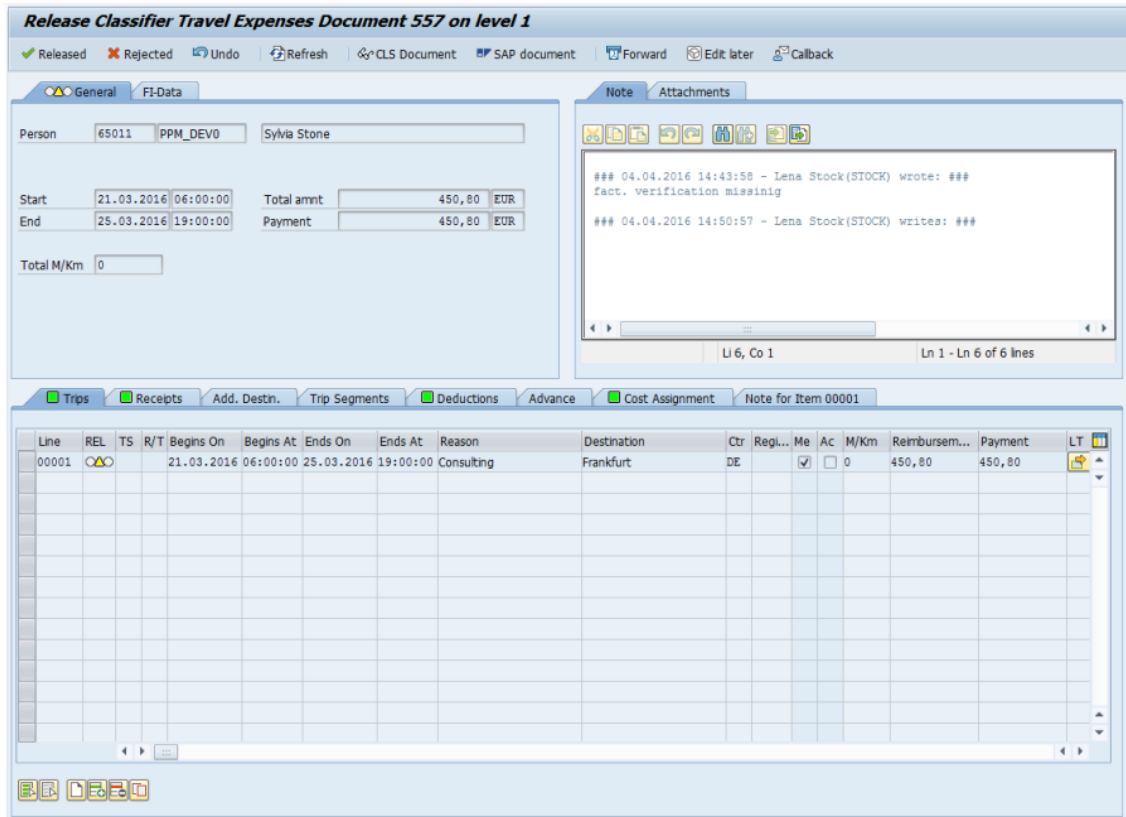
Text for item 00001    Addr. for item 00001

Title	<input type="text"/>	Address-Nr.	<input type="text"/>
Name	Werk Hamburg		
	<input type="text"/>		
	<input type="text"/>		
Street	Alsterdorfer Strasse	13	
District	Alsterdorf		
Postal Code	22299	Hamburg	
PO Box Post Cde	<input type="text"/>	PO Box	<input type="text"/>
Country	DE	Region	02

## 5.10 Release GUI (TE)

The release GUI displays the data for the classifier document and allows you to adjust it, depending on the step.

In general, you access the system using an SAP work item. As of Release 1.045, you can also start your own work items from the analysis report.

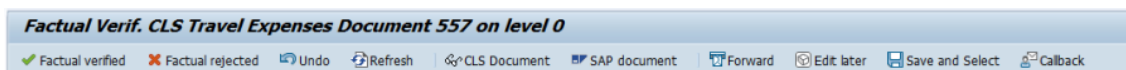


The Release GUI is almost identical to the Classifier Verify GUI. The difference is only in the possible actions that can be executed.

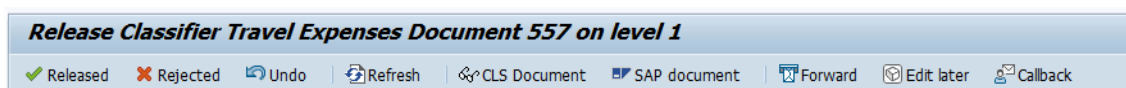
### 5.10.1 Actions in the Release GUI (TE)

All actions that can be performed with the document are displayed in the status bar as buttons.

Depending on the status, different buttons are available or hidden here.


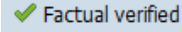
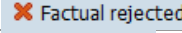
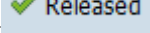
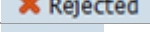

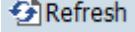
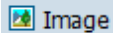
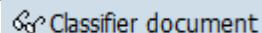
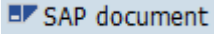
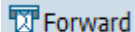
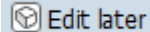
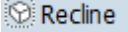
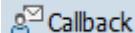
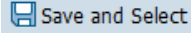
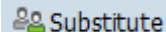


(Example: factual examination)



(Release example)



Action (Status)	Description
	Save and Exit (for description, see Classifier GUI General)
	Set release action to “factually checked”.
	Set release action to “objectively rejected”.
	Set release action to released.
	Set release action to rejected.
	Reset previously selected release action
	Reread classifier document data from the database and bring it up to date. Changes that have not been saved are lost.
	Display image (for description, see Classifier GUI General)
	Show classifier editing GUI
	Display SAP document (for description, see Classifier GUI General)
	Forward workflow step (for description, see Classifier GUI General)
	Save current data changes and exit workflow step. The work item is now only in the inbox of the current agent. All other agents cannot process the work item for the time being.
	This allows a workflow step that was previously reserved for the current agent via “Edit later”, to be returned to all original agents
	Send query to another agent (for description, see Classifier GUI General)
	Save current data, display dialog for selection of agent or group for next release level and save and exit the document after selection. If selected in the functional check the release agent for release level 1 is always selected here.
	Display substitute maintenance dialog if activated (for description, see Classifier GUI General)

Many of the status functions listed here are also implemented in the menu.

The following actions are also available in the menu:

Action (Menu)	Description
<b>GUI settings</b>	Show/Change Classifier Editing Options (For a description, see Classifier GUI General)

## 5.10.2 Header Data - FI Data Release GUI (TE)

The screenshot displays the 'FI-Data' tab of a SAP GUI. The 'PostKey' is set to '31 31 (K/H) Invoice'. The 'Acct Type' is 'K' and 'D/C indic.' is 'H'. The 'Ven./Cust.' field is empty. The 'Document Type' is 'KR' and the 'Reference' is 'BUSSE'. The 'Document Date' and 'Posting Date' are both '05.12.2018'. The 'Company Code' is '1000' and the 'Fiscal Year' is '2018'.

### **PostKey (posting key)**

The posting key describes the type of movement that is entered in a line item.

Properties are defined for each posting key that control the entry of the line item or are noted in the line item itself.

The most important characteristics that are derived from the posting key are

- the account type
- the assignment to the debit or credit side
- the possible or necessary information to be entered into the item.

*Proposal:<none>*

### **Account type**

The account type is specified here. The account type determines whether the general ledger or one of the subledgers in accounting is addressed.

*Proposal:<none>*

### **D/C (debit/credit indicator)**

Here you specify on which side of the account (S= shall, H = have) the transaction figures are updated.

*Proposal:<none>*

### 5.10.3 Header Data - General Release GUI (TE)

In the TE document, only the central data for personnel number and processor is actually on header level.

All other data are of an informal nature only.

The screenshot shows a software interface with four tabs: 'General', 'FI-Data', 'Workfl. (4)', and 'Info'. The 'General' tab is active. The interface contains several input fields and labels:

- Person:** Three fields containing '123', 'BUSSE', and 'Jonas Busse'.
- Start:** Two date/time fields containing '04.12.2018' and '15:00:00'.
- End:** Two date/time fields containing '06.12.2018' and '23:00:00'.
- Total M/Km:** A single field containing '0'.
- Total amnt:** A field containing '123,00' and a dropdown menu set to 'EUR'.
- Payment:** A field containing '123,00' and a dropdown menu set to 'EUR'.

#### **PerNo (personnel number)**

The personnel number is specified here. The personnel number is the only unique key for identifying an employee within a client.

It is the initial screen for displaying and maintaining master data and working time data (infotypes) for an employee. The personnel number is the name of the requester. For the purchase requisition, the requester specifies for whom the material or service is to be ordered.

*Proposal:<none>*

#### **Start (trip segment: start date)**

The date/time at which the trip begins is specified here.

*Proposal:<none>*

#### **End (trip segment: end date)**

The date/time at which the trip ends is specified here.

*Proposal:<none>*

#### **Total M/Km (total kilometers)**

The total number of kilometers traveled by the traveler is displayed here.

*Proposal:<none>*

#### **Total amnt (total amount in document currency)**

Specifies the total amount in document currency. The total amount is the sum of the net item amounts (and any tax amounts).

*Proposal:<none>*

### 6.2.3 Rejection Processing (BP)

In the step "Business partner rejected", the reason for the rejection should be processed in order to send the workflow back to release.

**Business Partner of CLS ID 534 was rejected**

Create BP | History | Display CLS ref. | Forward | Edit later | Callback

**General**

Classifier ID: 534      Ref. CLS ID: 525  
 Classifier Type: BP      Ref. CLS Line No: 0  
 Reference CLS Type: FI  
 Account type: K  
 Account group:   
 Company code: 1000      BestRun Germany  
 Purchasing Org.:   
 Vend./Cust.:

**Notes**

### 31.03.2016 11:38:50 - Lena Stock(STOCK) wrote: ###  
 reject because of wrong bank account  
 ### 31.03.2016 11:40:09 - Lena Stock(STOCK) writes: ###

Li 6, Co 1      Ln 1 - Ln 6 of 6 lines

**Attachments**

- Classifier Document 0000000534
  - Classifier History
  - Ref. doc. 0000000525(FI,200) of CLS doc.

The image of the starting classifier document is displayed here. Already known values from the reference document were taken over into the general data and can be supplemented if necessary. These are then used as default values for creating the business partner.

If you create a business partner or assign a business partner manually, the step is automatically terminated when you save and the workflow proceeds to the next step (=release).

Possible actions:

**Business Partner of CLS ID 257 was rejected**

Create BP | History | Image | Display CLS ref. | Forward | Edit later | Callback

**General**

Classifier ID: 257      Ref. CLS ID: 257  
 Classifier Type: BP      Ref. CLS Line No: 0  
 Reference CLS Type: FI  
 Account type: K  
 Account group:   
 Company code: 1000      BestRun Germany  
 Purchasing Org.:   
 Vend./Cust.:

**Notes**






### 31.03.2016 11:38:50 - Lena Stock(STOCK) wrote: ###  
 reject because of wrong bank account  
 ### 31.03.2016 11:40:09 - Lena Stock(STOCK) writes: ###

Li 6, Co 1      Ln 1 - Ln 6 of 6 lines

**Attachments**

- Classifier Document 0000000257
  - Classifier History
  - Ref. doc. 0000000257(FI,200) of CLS doc.

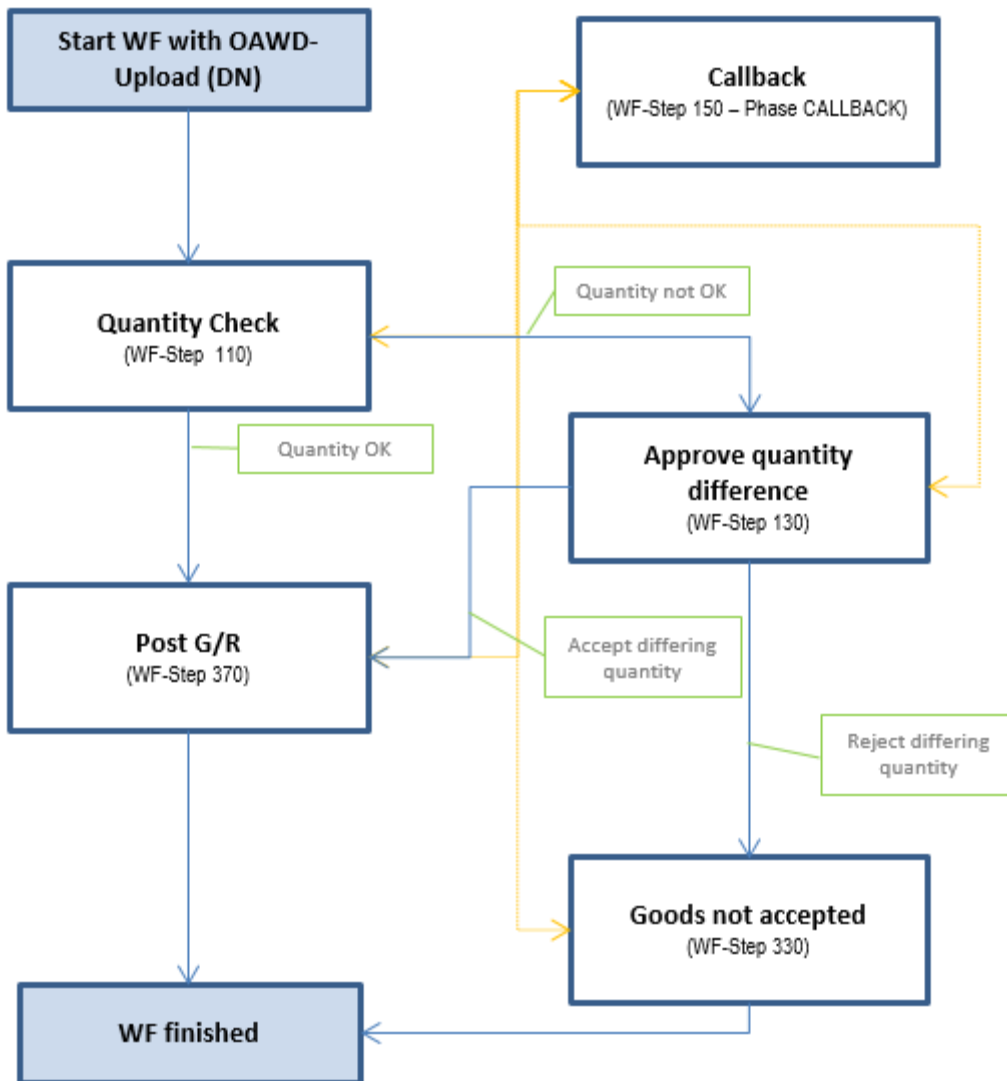
Action	Description
Create BP	Create SAP customer/vendor – analogous to create SAP document
History	Display history (for description, see Classifier GUI General)

 Image	Display image (is only available if at least one image exists for the document)
 Display CLS ref.	View reference Document (CLS document form which the BP process was started)
 Forward	Forward workflow step (for description, see Classifier GUI General)
 Edit later	Edit workflow step later (for description, see Classifier GUI General)
 Callback	Ask a question (for description, see Classifier GUI General)

### 6.3 WF Steps (DN)

If the classifier workflow is activated, whether passive or active, the following SAP work items are created for the delivery note workflow, depending on the status.

Standard workflow process:



### 6.3.1 Quantity check + Recount (DN)

In this dialog, the classifier delivery note document is subjected to a formal quantity check. This means that the agent decides via 2 buttons whether the quantity is accepted or rejected.

**Quantity Check**

✓ Quan. OK   ✗ Quan. not OK   ↻ Count   📜 History   🖼 Image

**Header data**

Classifier ID: 528   Scanning date: 31.03.2016  
Classifier Type: DN   Scanned by: STOCK  
Document Number:     
Vendor:     
Purchasing Doc.:   Purch. Group:     
Delivery Note:  

**Notes**

### 31.03.2016 09:07:28 - Lena Stock(STOCK) writes: ###

Li 3, Co 1   Ln 1 - Ln 3 of 3 lines

**Information**

Please check if the quantities of the displayed original delivery note document and of the Classifier document with ID 528 are equal.

CLS-ID(Type): 528 (DN)

A more detailed description of possible actions can be found in the Share GUI (DN) section.

### 6.3.2 Post Goods Receipt (DN)

In this dialog, a goods receipt document is posted from the classifier delivery note document. All data must then be entered manually in transaction MIGO. After successful posting, the classifier fields creditor, purchase receipt and delivery note are automatically filled from the data of the goods receipt document.

**Post G/R**

Post GR 
 Quan. not OK 
 History 
 Image

**Header data**

Classifier ID: 528      Scanning date: 31.03.2016  
 Classifier Type: DN      Scanned by: STOCK  
 Document Number:    
 Vendor:   
 Purchasing Doc.:       Purch. Group:   
 Delivery Note:

**Notes**

```

### 31.03.2016 09:11:48 - Lena Stock(STOCK) writes: ###
    
```

Li 3, Co 1      Ln 1 - Ln 3 of 3 lines

**Information**

Please check if the quantities of the displayed original delivery note document and of the Classifier document with ID 528 are equal.  
 CLS-ID(Type): 528 (DN)

The following actions are available to the agent:

**Post G/R**

Post GR 
 Quan. not OK 
 History 
 Image

Action	Description
Post GR	This button calls transaction MIGO and simultaneously displays the original document in a parallel window.
Quan. not OK	Here it is also possible to reject the document again with "Quantity not OK".
History	Classifier history display
Image	Hide/show the archive document

## Book WE via MIGO

The screenshot shows the SAP 'Goods Receipt Purchase Order' interface. The main window title is 'Goods Receipt Purchase Order - Lena Stock'. The top navigation bar includes 'A01 Goods Receipt' and 'R01 Purchase Order'. The interface is split into 'General' and 'Vendor' tabs. The 'General' tab contains several input fields: 'Document Date' (31.03.2016), 'Posting Date' (31.03.2016), 'Delivery Note', 'Bill of Lading', 'HeaderText', and 'GR/GI Slip No.'. Below these fields is a table with columns: 'Line', 'Mat. Short Text', 'OK', 'Qty in UnE', 'E... SLoc', 'Batch', 'Valuation ...', 'M...', 'D Stock Type', 'Pint', 'S...', and 'Customer'. The table is currently empty. At the bottom of the window, there are tabs for 'Material', 'Quantity', and 'Where'.

Here, the GR for the delivery note displayed on the right can be posted as usual in transaction MIGO.

If you cancel here, the screen with the classifier work item "Incoming Goods Posting" is displayed again.

When the goods receipt is posted, some key data is transferred from the GR document to the classifier document and stored there.

The work item is exited immediately after a successful posting.

### 6.3.3 Accept divergent quantity (DN)

In this dialog, the processor is requested to accept or (generally) reject the previously rejected (deviating) quantity.

If the deviating quantity is accepted, the next step is to trigger the work item for posting the goods receipt.

If the different quantity is not accepted, the step "Goods were not accepted" is triggered.



**Accept divergent quantity?**

Accept diff. quantity
  Reject diff. quantity

**Header data**

Classifier ID: 528      Scanning date: 31.03.2016  
 Classifier Type: DN      Scanned by: STOCK  
 Document Number:    
 Vendor:   
 Purchasing Doc.:       Purch. Group:   
 Delivery Note:

**Notes**

```

### 31.03.2016 09:13:50 - Lena Stock(STOCK) wrote: ###
quantity not ok

### 31.03.2016 09:13:50 - Lena Stock(STOCK) writes: ###
    
```

Li 6, Co 1      Ln 1 - Ln 6 of 6 lines

**Information**

Please check if the quantities of the displayed original delivery note document and of the Classifier document with ID 528 are equal.

CLS-ID(Type): 528 (DN)

The following actions are available to the agent:

**Accept divergent quantity?**

Accept diff. quantity
  Reject diff. quantity

Action	Description
<input checked="" type="checkbox"/> Accept diff. quantity	This button is used to accept the different quantity and to continue the workflow with the step "Post GR".
<input type="checkbox"/> Reject diff. quantity	With this button, the deviating quantity is rejected and the workflow continues with the step "Goods were not accepted".
<input type="button" value="History"/>	Classifier history display
<input type="button" value="Image"/>	Hide/show the archive document

### 6.3.4 Goods not accepted (DN)

In this dialog, the processor is informed that the goods have not been accepted. The processor should then carry out the steps necessary in this case, such as informing the vendor and possibly initiating the return of the goods.

**Goods not accepted**

✓ Finish step | 📖 History | 🖼️ Image

Header data

Classifier ID	<input type="text" value="528"/>	Scanning date	<input type="text" value="31.03.2016"/>
Classifier Type	<input type="text" value="DN"/>	Scanned by	<input type="text" value="STOCK"/>
Document Number	<input type="text"/>		
Vendor	<input type="text"/>		
Purchasing Doc.	<input type="text"/>	Purch. Group	<input type="text"/>
Delivery Note	<input type="text"/>		

Notes

```

### 31.03.2016 09:13:50 - Lena Stock(STOCK) wrote: ###
quantity not ok

### 31.03.2016 09:28:34 - Lena Stock(STOCK) wrote: ###
quantity not ok

### 31.03.2016 09:28:38 - Lena Stock(STOCK) writes: ###
            
```

Li 9, Co 1
Ln 1 - Ln 9 of 9 lines

Information

Please check if the quantities of the displayed original delivery note document and of the Classifier document with ID 528 are equal.

CLS-ID(Type): 528 (DN)

The following actions are available to the agent:

**Goods not accepted**

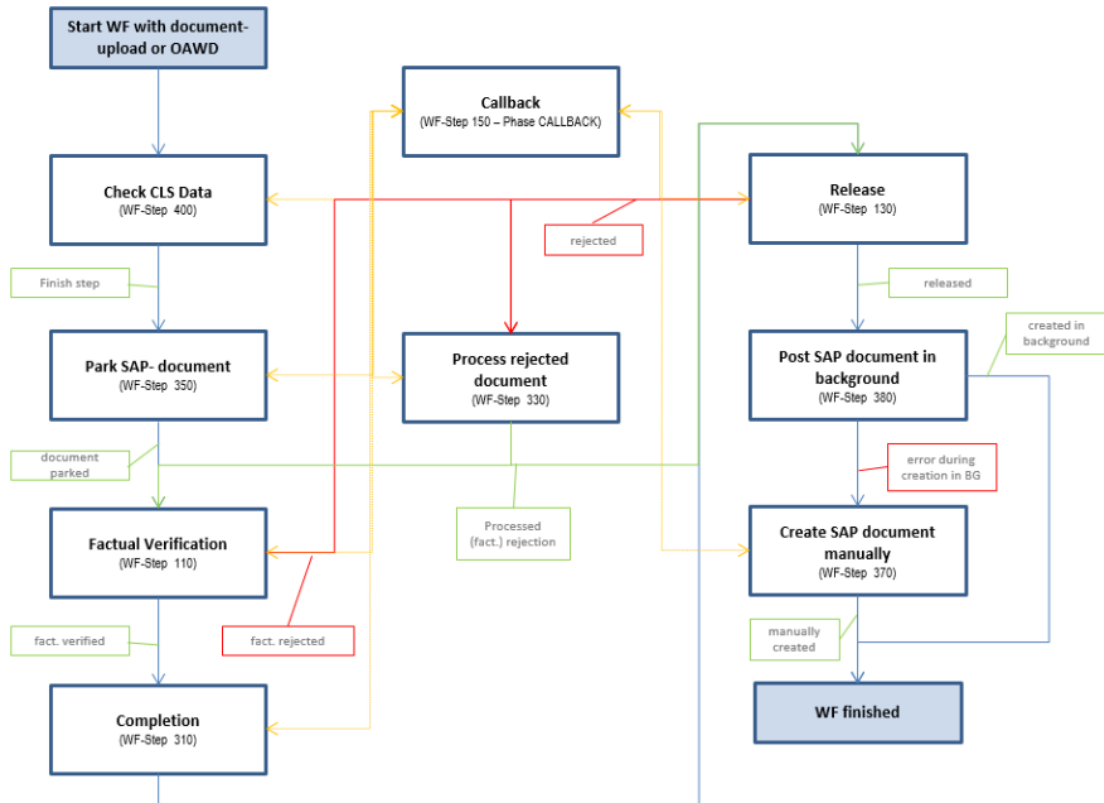
✓ Finish step | 📖 History | 🖼️ Image

Action	Description
<span>✓</span> Finish step	This button completes the step and then ends the workflow.
<span>📖</span> History	Classifier history display
<span>🖼️</span> Image	Hide/show the archive document

## 6.4 WF Steps (FI/MM)

If the classifier workflow is activated, whether passive or active, the following SAP work items are created for the invoice receipt workflow, depending on the status.

Standard workflow process:



### 6.4.1 Park SAP Document (FI/MM)

In the step "Park SAP Document Manually", the SAP document is to be parked from the classifier document.

The screenshot shows the 'Classifier - Park Document' interface. At the top, there are navigation icons and a toolbar with options like 'Proc. Man.', 'Park doc.', 'Complete', 'Post', 'Sim.', 'Image', 'Attachments', 'Edit opt.', and 'XML Upload Data'. Below this, the document details are displayed in a form with tabs for 'Basic data', 'Payment', 'Details', 'Tax', 'Note', 'Cust. fields', and 'Workflow'. The 'Basic data' tab is active, showing fields for Type (FI FI Document), DocType (KN KN Net vendors), Doc.Date (23.03.2016), Post.Date (01.04.2016), Transac. (31 31 (K/H) Invoice), Reference (7460439004), Vendor (1950), Amount (1.926,13), Tax (0,00), and various other parameters like PmntTerms (ZB01) and Comp. Code (1000). To the right, there is a section for the vendor 'Joe Bloggs Ltd.' with address 'Sample Street 1, London' and bank details for 'Barclays Bank'. Below the form is a table with columns: Acct, Sht text, Cost Center, Amount in do..., Curr., Item text, Order, D/C, T., REL M, Amount Dom. Curr., and Tax jur. The table contains one main entry for 'Office supplies' with an amount of 1.926,13 EUR and several sub-entries for 'ITEMTEXT' with amounts of 0,00 EUR. At the bottom, there are buttons for 'Expand', 'from pattern', and 'File Upload', and a 'Messages' section.

(Example FI document)

All options available here are already described in the Processing GUI (FI/MM) section.

The screenshot shows a 'Workitem ending dialog' window with a title bar and a close button. It contains seven yellow buttons with icons and text: 'Back to Processing' (left arrow), 'To fact. verific.' (refresh), 'Reserve' (envelope), 'Forward' (clock), 'Start Callback' (person with envelope), 'Finish step' (checkmark), and 'Cancel' (red X).

After leaving the editing GUI, the work item end dialog is displayed. A detailed description of this dialog can be found in the Workflow Steps (FI/MM) area.

## 6.5.1 Create DPC document (PC)

In this dialog, the SAP document is created directly as a posted document.

Here you must make the appropriate adjustments so that this can be carried out according to the underlying document.

**DPC document 538 create SAP document**

✓ Finish step | Post | Simulate | History | CLS Type | Forward | Edit later | Callback

**General** | Cust. fields

DP Chain: 1 / 1000 1 | Trans.Cat.: F1  
 Vendor: 1000 | C.E.B. BERLIN 123456 123456 123456 | Doc.Categ.: III  
 Purch.Doc.: 4500017730 / 10 | gross | net  
 Payt. Terms: ZB01 | Tax code: VA | Order val.: 622,37 | 523,00  
 IV-Amount: 1.926,13 | 1.618,60  
 Doc. Date: 23.03.2016 | PaymAmount: 0,00 | 0,00  
 Pstng Date: 01.04.2016 | Dsct Dat.1: 15.04.2016 / 3,000  
 Bus. Area: 2000 | Dsct Dat.2: 01.05.2016 / 2,000  
 Bline Date: 01.04.2016 | Due on: 16.05.2016  
 Reference: 7460439004 | Nach.Lnk:  | Currency: EUR

**Attachments**

- Classifier Document 0000000538
  - Classifier History

**Notes**

### 01.04.2016 11:12:33 - Lena Stock (STOCK) writes: ###

Li 3, Co 1 | Ln 1 - Ln 3 of 3 lines

**Item data**

Clas...	G/L	Descr. Account	WBS Element	Descr. WBS Elem	Cost Center	Descr. CostCtr	Distrib...	LT	R...	Bl.reas
00001	476000	Office supplies	E-9990	Aufzug			100,00		001	F

Possible actions

**DPC document 538 create SAP document**

✓ Finish step | Post | Simulate | History | CLS Type | Forward | Edit later | Callback

Action	Description
✓ Finish step	End workflow step
Post	Create SAP document – As posted document
Simulate	Simulate SAP document creation
History	Display history (for description, see Classifier GUI General)
Image	Show image (only available if at least one image exists for the document)
CLS Type	Change classifier type (for description, see Classifier GUI General)
Forward	Forward workflow step (for description, see Classifier GUI General)
Edit later	Edit workflow step later (for description, see Classifier GUI General)
Callback	Ask a question (for description, see Classifier GUI General)

## 6.5.2 DPC document rejected (PC)

This dialog appears if a document was rejected in the functional check or in the release.

Here you must make the appropriate adjustments so that the document can be processed further in the release process.

**DPC document 538 was rejected**

✓ Finish step | History | SAP document | Forward | Edit later | Callback

**General** | ✓ Correction | Cust. fields

DP Chain: 1 / 1000 1 | Trans.Cat.: P1  
 Vendor: 1000 | C.E.B. BERLIN 123456 123456 | Doc.Categ.: III  
 Purch.Doc.: 4500017730 / 10 | gross | net  
 Payt. Terms: ZB01 | Tax code: IVA  
 Order val.: 622,37 | 523,00  
 IV-Amount: 250,00 | 210,08  
 Doc. Date: 23.03.2016 | PaymAmount: 650,00 | 546,22  
 Pstng Date: 01.04.2016 | Dstct Dat.1: 15.04.2016 / 3,000  
 Bus. Area: 2000 | Dstct Dat.2: 01.05.2016 / 2,000  
 Blne Date: 01.04.2016 | Due on: 16.05.2016  
 Reference: 7460439004  
 Transac.: Test | NachLink:  | Currency: EUR

**Attachments**

- Classifier Document 0000000538
  - Classifier History
    - DPC-Document 0000000001 005 001 1000
      - FI Document 1000 1900000107 2016

**Notes**

```

### 01.04.2016 11:28:42 - Lena Stock(STOCK) wrote: ###
wrong value
### 01.04.2016 11:29:03 - Lena Stock(STOCK) writes: ###
  
```

Li 6, Co 1 | Ln 1 - Ln 6 of 6 lines

**Item data**

Class...	G/L	Descr. Account	WBS Element	Descr. WBS Elem	Cost Center	Descr. CostCtr	Distrib...	LT	R...	Bl.reas
00001	476000	Office supplies	E-9990	Aufzug			100,00	☆	209	P

Possible actions:

**DPC document 538 was rejected**

✓ Finish step | History | SAP document | Forward | Edit later | Callback

Action	Description
✓ Finish step	End workflow step
History	Display history (for description, see Classifier GUI General)
SAP document	Display SAP document (the main document is always displayed here)
Image	Show image (only available if at least one image exists for the document)
CLS Type	Change classifier type (for description, see Classifier GUI General)
Forward	Forward workflow step (for description, see Classifier GUI General)
Edit later	Edit workflow step later (for description, see Classifier GUI General)
Callback	Ask a question (for description, see Classifier GUI General)

### 6.5.3 Create DPC correction document (PC)

In this dialog, the SAP document (correction document 1 or 2) is created directly as a posted document. Here, the corresponding adjustments must be made so that this can be executed according to the underlying document.

Possible actions:

Actions	Description
Finish step	End workflow step
Post	Create SAP Document - As Posted Document AZK correction document 1 if only the main document exists AZK correction document 2 if AZK correction document 1 already exists
Simulate	Simulate SAP Document Creation
History	Display history (for description, see Classifier GUI General)
Image	Show image (only available if at least one image exists for the document)
CLS-Typ	Change classifier type (for description, see Classifier GUI General)
Forward	Forward workflow step (for description, see Classifier GUI General)
Edit later	Edit workflow step later (for description, see Classifier GUI General)
Callback	Ask a question (for description, see Classifier GUI General)
Send to fact. verf.	Send back to SP (for description, see Classifier GUI General)

## 6.5.4 Release (PC)

In this dialog, the classifier document is released. Any item that is to be checked can also be rejected here.

**Release Classifier Document 0000000543 on level 1**

Released Rejected Undo Refresh CLS Document SAP document Forward Edit later Callback

General Correction Cust. fields Attachments

DP Chain 11 / 1000 1 Trans.Cat. PI  
 Vendor 1000 C.E.B. BERLIN 123456 123456 123456 Doc.Categ. IIN  
 Purch.Doc. / 0 gross net  
 Payt. Terms ZB01 Tax code VA Order val. 9.520,00 8.000,00  
 IV-Amount 25,00 21,01  
 Doc. Date 28.03.2016  
 Pstng Date 01.04.2016 PaymAmount 25,00 21,01  
 Bus. Area 2000 Dsct Dat.1 15.04.2016 / 3,000  
 Blne Date 01.04.2016 Dsct Dat.2 01.05.2016 / 2,000  
 Reference 7460439004 Due on 16.05.2016  
 Transac. Test NachlInkl  Currency EUR

Attachments

- Classifier Document 0000000543
  - Classifier History
    - DPC-Document 0000000011 003 001 1000
      - FI Document 1000 1900000111 2016

Notes

### 01.04.2016 13:38:30 - Lena Stock (STOCK) writes: ###

Li 3, Co 1 Ln 1 - Ln 3 of 3 lines

Item data

REL	Clas...	G/L	Descr. Account	WBS Element	Descr. WBS Elem	Cost Center	Descr. CostCtr	Distrib...	LT	R...
	00001	470000	Occupancy costs	E-9990	Aufzug			24,00	299	
	00002	476000	Office supplies	E-9990	Aufzug			28,00	299	
	00003	473000	Postage	E-9990	Aufzug			22,00	299	

The release screen is already described in the Release GUI section.



### 6.5.5 Factual Verification (PC)

In this dialogue, the classifier document is checked objectively. Any item to be checked can also be rejected here.

The screenshot displays the SAP Factual Verification Classifier Document interface for document 000000543 on level 1. The interface is divided into several sections:

- Header:** Shows document status (Factual verified/rejected), navigation buttons (Undo, Refresh, Forward, Edit later, Save and Select, Callback), and tabs for General, Correction, and Cust. fields.
- General Data:** Includes fields for DP Chain (11 / 1000 1), Vendor (1000, C.E.B. BERLIN 123456 123456), Trans.Cat. (PI), Doc.Categ. (III), Purch.Doc. (/ 0), Payt. Terms (2B01, Tax code VA), Order val. (gross: 9.520,00, net: 8.000,00), IV-Amount (25,00, 21,01), Doc. Date (28.03.2016), Pstng Date (01.04.2016), Bus. Area (2000), Blne Date (01.04.2016), Reference (7460439004), and Transac. (Test, NachLink, Currency EUR).
- Attachments:** Lists Classifier Document 000000543, Classifier History, DPC-Document 000000011 003 001 1000, and FI Document 1000 190000111 2016.
- Notes:** Contains a note from Lena Stock (STOCK) dated 01.04.2016 at 13:32:34.
- Item data:** A table listing items with columns for REL, Clas..., G/L, Descr. Account, WBS Element, Descr. WBS Elem, Cost Center, Descr. CostCtr, Distrib..., LT, and R...

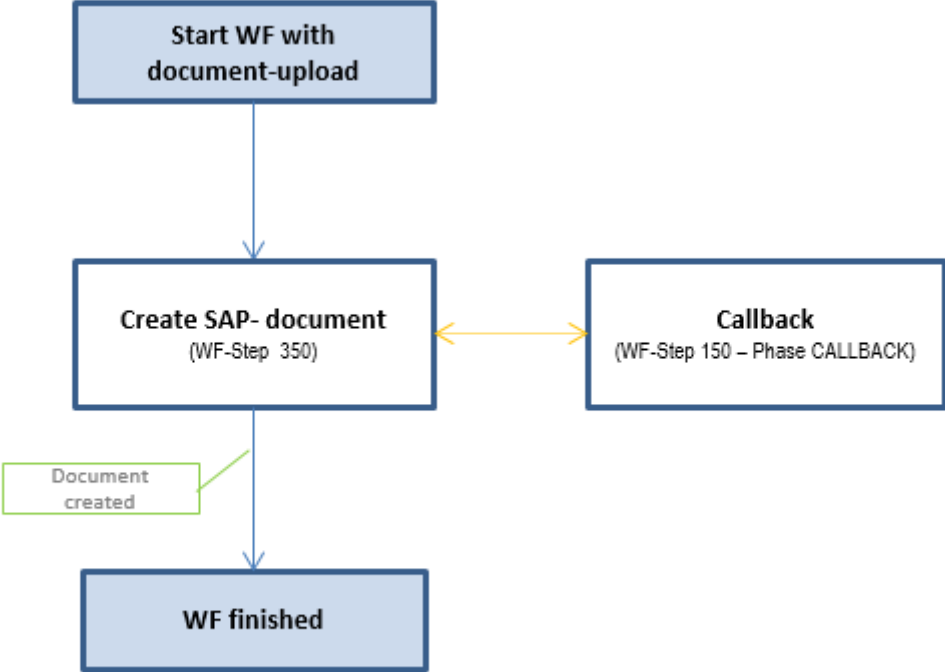
REL	Clas...	G/L	Descr. Account	WBS Element	Descr. WBS Elem	Cost Center	Descr. CostCtr	Distrib...	LT	R...
	00001	470000	Occupancy costs	E-9990	Aufzug			24,00	001	
	00002	476000	Office supplies	E-9990	Aufzug			28,00	001	
	00003	473000	Postage	E-9990	Aufzug			22,00	001	

The screen for the objective check is already described in the Release GUI area.

### 6.6 WF Steps (PO)

If the classifier workflow is activated, whether passive or active, the following SAP work items are created for the purchase order workflow, depending on the status.

Standard workflow process:



### 6.6.1 Post/create order (PO)

In the step "Maintain CLS purchase order", the data is to be supplemented to such an extent that the SAP purchase order document can be created.

The screenshot displays the SAP 'Maintain CLS PO 3630' interface. The top bar includes 'Man.', 'Create', 'Sim.', and 'History' buttons. The 'General' tab is active, showing fields for Classifier ID (3630), Classifier Type (PO), Document Number, Total amount (15,00 EUR), Document cat. (F Purchase order), Order type (NB Normal Order), PO date (01.04.2016), Plant (1000), Company Code (1000), Vendor (1000), Purchasing Org. (1000), and Purch. Group (001). The 'Notes' section contains a text entry: '### 01.04.2016 14:04:35 - Lena Stock(STOCK) writes: ###'. The 'Item data' section features a table with columns: Line, LT, I, A, Material, Text, Quantity, BU, Delivery d..., Net price, per, O..., Cr, Tx, SerE..., IR, GR, GN. The first row (00001) shows 'Boxes' with a net price of 15,00. The 'Attachments' section shows a folder 'Classifier Document 000003630' with a sub-entry 'Classifier History'. The 'Text for item 00002' section is currently empty.

Line	LT	I	A	Material	Text	Quantity	BU	Delivery d...	Net price	per	O...	Cr	Tx	SerE...	IR	GR	GN
00001			X		Boxes		25 PC	15.04.2016	15,00	1	PC	EUR	VA				
00002																	
00003																	
00004																	
00005																	
00006																	
00007																	
00008																	
00009																	

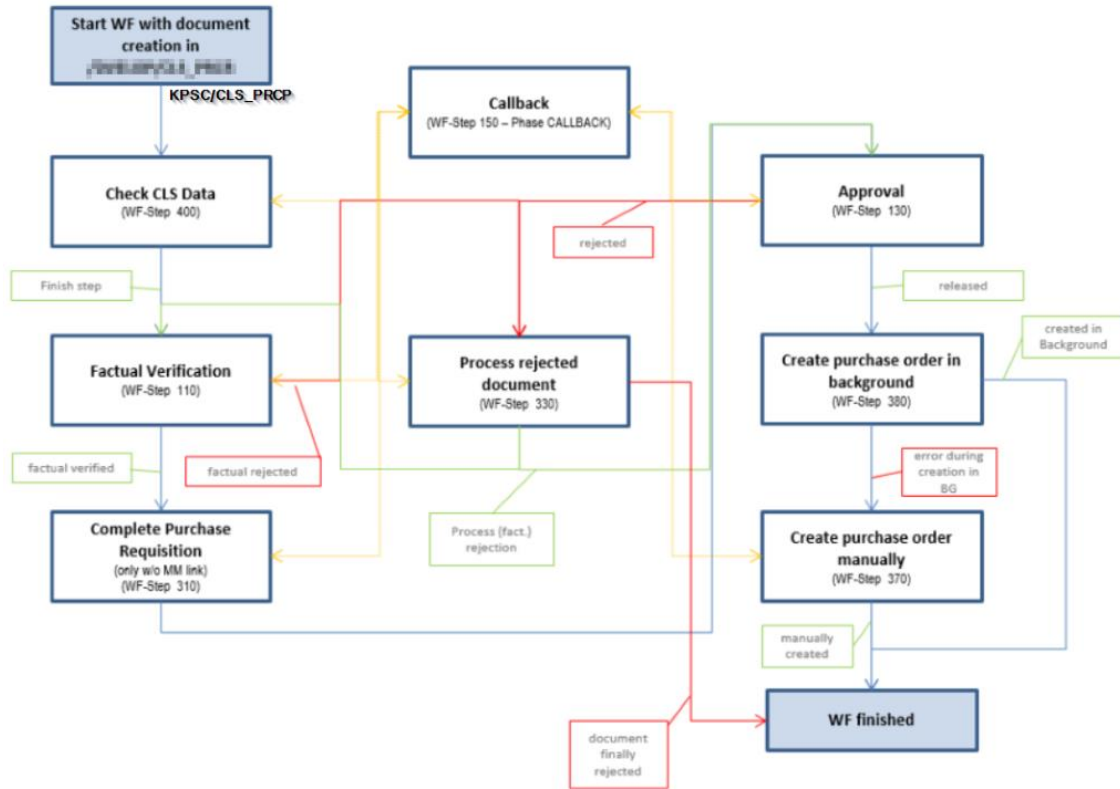
Data can be changed here in order to create an SAP purchase order.

The data here can be edited almost analogously to the Verify GUI for the classifier type PO.

## 6.7 WF Steps (PR)

If the classifier workflow is activated, whether passive or active, the following SAP work items are created for the procurement request workflow, depending on the status.

Standard workflow process:



## 6.7.1 Factual Verification (PR)

In this dialogue, the classifier document is verified factually.

Any item that is to be checked can also be rejected here.

The screenshot shows the 'Factual Verification Classifier Document 000000547 on level 1' dialog box. The interface is divided into several sections:

- General:** Contains fields for Classifier ID (547), Classifier Type (PR), Document Number, Purchasing Doc., Plant (1000), Company Code (1000), Vendor (1000), Requisitioner (STOCK), and Total amount (519,41 USD). It also includes a 'no MM link' checkbox and purchasing organization details (1000 EMEA, 004 Effel.).
- Notes:** A text area containing the message: '### 01.04.2016 14:09:11 - Lena Stock (STOCK) writes: ###'. It includes a scroll bar and status 'Ln 1 - Ln 3 of 3 lines'.
- Item data:** A table with columns: REL, Line, PInt, Short text(Title) PR, LT, AD, Material, Quantity, BUn, Preis/Einh., Crcy, Requisitioner, Multi, SerE..., and Comp. The first row shows: REL: 0000, Line: 00001, PInt: 1000, Short text: Pen, Material: 1.500, Quantity: PC, Preis/Einh.: 0,25, Crcy: EUR, Requisitioner: STOCK.
- Attachments:** A list of files including 'Classifier Document 000000547', 'Procurement request attachment', and 'Classifier History'.
- Text for item 00001:** A section with the header '<no addr. selected>' and a text input area.

The individual areas for the data input or data view and the possible actions are discussed in the Release GUI (PR) area.

The step is completed by releasing all items to be checked or rejecting at least one item.

The selected release actions are applied by "Save", the document is saved and the step is exited.

Possible actions:

**Accept divergent price?**

Acc. diff. prize
  Don't acc. diff. prize
  SAP document
  History
  Image
  Forward
  Edit later
  Callback

Actions	Description
<input checked="" type="checkbox"/> Acc. diff. prize	Accept deviating price nevertheless
<input checked="" type="checkbox"/> Don't acc. diff. prize	Do not accept different price
<input type="checkbox"/> History	Display history (for description, see Classifier GUI General)
<input type="checkbox"/> Image	Show image (only available if at least one image exists for the document)
<input type="checkbox"/> SAP document	Display SAP document (for description, see Classifier GUI General)
<input type="checkbox"/> Forward	Forward workflow step (for description, see Classifier GUI General)
<input type="checkbox"/> Edit later	Edit workflow step later (for description, see Classifier GUI General)
<input type="checkbox"/> Callback	Ask a question (for description, see Classifier GUI General)

### 6.8.4 Finish return (RT)

If price control has been performed and an SAP MM document could not be created in the background, this step is started to manually assign an MM document number or to create an MM document and then assign it.

**Finish Returns**

Finish Returns
  SAP document
  History
  Image
  Forward
  Edit later
  Callback

**Header data**

Classifier ID: 4782  
 Classifier Type: RT  
 Document Number: 5000000306 2014  
 Vendor: 1200 Schkeudtzer Met..  
 Purchasing Doc.: 4500016368 Purch. Group: 002  
 Delivery Note: 4500016368-009  
 MM doc number:

**Notes**

```

### 01.04.2016 16:58:02 - Lena Stock(STOCK) wrote: ###
price is different
### 01.04.2016 17:00:08 - Lena Stock(STOCK) writes: ###
    
```

Ln 6, Co 1 Ln 1 - Ln 6 of 6 lines

**Item data**

Item	M...	Plant	St...	Purchase ...	Item	Material	Text	Quantity in UnE	U...	Qty in OUn	O...
1	161	1000	0001	4500016368	20	40-100Y	220/35V 40W gelb Glühlampe	35	PC	35	PC

**Attachments**

- Classifier Document 0000004782
  - Classifier History
  - Material Document 5000000306 2014

You can also close the return without MM document assignment by choosing the "Finish return" button.

Possible actions:

## Finish Returns

Finish Returns |
 SAP document |
 History |
 Image |
 Forward |
 Edit later |
 Callback

Action	Description
Finish Returns	Returns are completed and RT workflow terminated
History	Display history (for description, see Classifier GUI General)
Image	Show image (only available if at least one image exists for the document)
SAP document	Display SAP document (for description, see Classifier GUI - General)
Forward	Forward workflow step (for description, see Classifier GUI General)
Edit later	Edit workflow step later (for description, see Classifier-GUI General)
Callback	Ask a question (for description, see Classifier GUI General)

### 6.8.5 Credit note overdue (RT)

If the process is not completed after X days, this work item is started via the associated RT background job.

Here you can also complete the return or jump to the previous step "Finish return".

**Credit note over due**

Finish Returns |
 Finish task + autom. CN |
 Back to Finish Returns |
 SAP document |
 History |
 Image |
 Forward |
 Edit later |
 Callback

**Header data**

Classifier ID: 4105  
 Classifier Type: RT  
 Document Number: 5000000190 2014  
 Vendor: 1000 SIGU Druckguss G...  
 Purchasing Doc.: 4500016334 Purch. Group: 001  
 Delivery Note: 4500016334-001  
 MM doc number:

**Notes**

### 01.04.2016 17:06:48 - Lena Stock(STOCK) writes: ###  
 Li 3, Co 1 | Ln 1 - Ln 3 of 3 lines

**Item data**

Item	M...	Plant	St...	Purchase ...	Item	Material	Text	Quantity in UnE	U...	Qty in OUn	O...
1	161	1000		4500016334	10		Test Retourne	1	PC	1	PC

**Attachments**

- Classifier Document 0000004105
  - Fax an Lieferant wegen Retourne
  - Classifier History
  - Material Document 5000000190 2014

You can also close the return without MM document assignment by choosing the Close Returns button.

You can jump back to the "Finish Return" step using the "Complete Return" button.

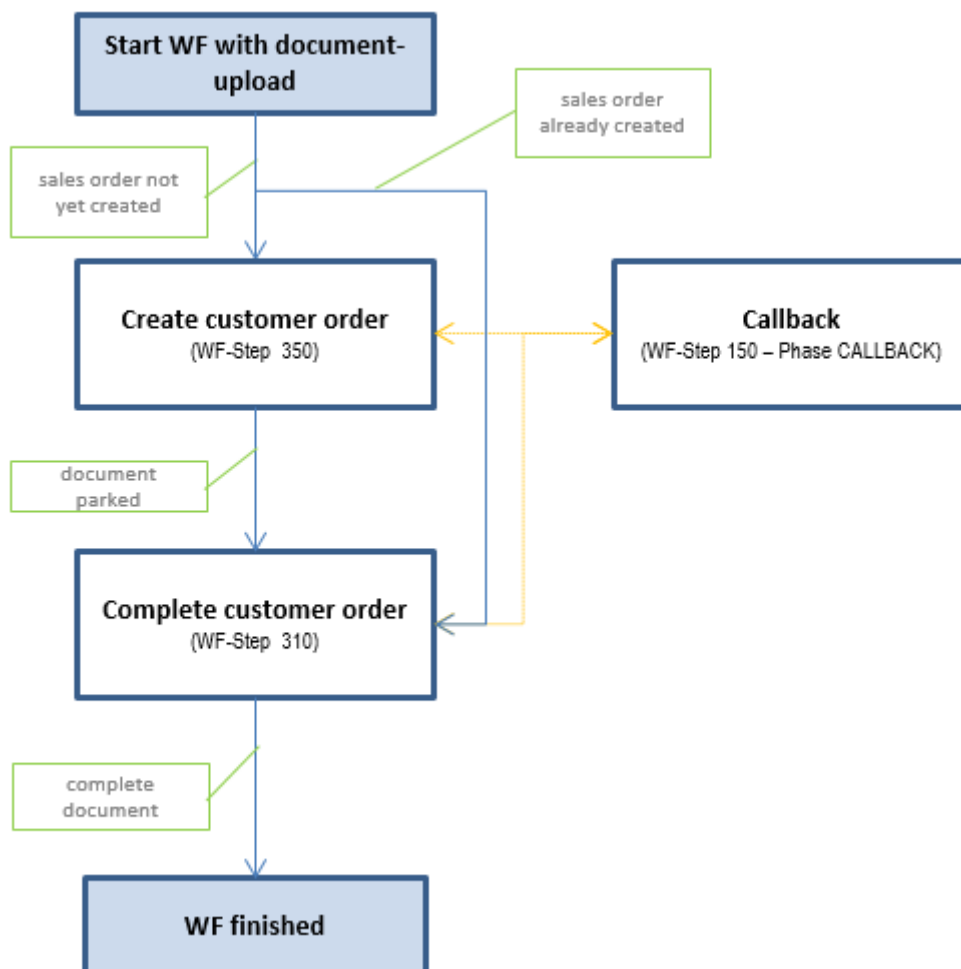
Possible actions:

<b>Credit note over due</b>	
<span>✔ Finish Returns</span> <span>✔ Finish task + autom. CN</span> <span>↩ Back to Finish Returns</span> <span>📄 SAP document</span> <span>🕒 History</span> <span>🖼 Image</span> <span>➡ Forward</span> <span>🕒 Edit later</span> <span>🗨 Callback</span>	
Action	Description
✔ <b>Finish Returns</b>	Returns are completed and RT workflow terminated
✔ Finish task + autom. CN	Finish task and automatically try to post a credit note in the background.
↩ Back to Finish Returns	Back to step "Finish Returns".
🕒 History	Display history (for description, see Classifier GUI General)
🖼 Image	Show image (only available if at least one image exists for the document)
📄 SAP document	Display SAP document (for description, see Classifier GUI General)
➡ Forward	Forward workflow step later (for description, see Classifier GUI General)
🕒 Edit later	Edit workflow step later (for description, see Classifier GUI General)
🗨 Callback	Ask a question (for description, see Classifier GUI General)

### 6.9 WF Steps (SO)

If the classifier workflow is activated, whether passive or active, the following SAP work items are created for the invoice receipt workflow, depending on the status.

Standard workflow process:





## 6.9.1 Creating a customer order (SO)

The SAP document is created in this dialog.

You must make the appropriate adjustments here so that this can be carried out in accordance with the underlying document.

Possible actions:

Action	Description
Finish step	End workflow step
Proc. Man.	Entering SAP documents manually using batch input
Create	Entering SAP documents automatically using BAPI's
Simulate	Simulate SAP document creation
Copy CLS	Copy CLS document
History	Display history (for description, see Classifier GUI General)
Image	Display image (only available if at least one image exists for the document)
Forward	Forward workflow step (for description, see Classifier GUI General)
Edit later	Edit workflow step later (for description, see Classifier GUI General)
Callback	Ask a question (for description, see Classifier GUI General)
Send to fact. verific.	Send back to SP (for description, see Classifier GUI General)