KPSC Classifier User Documentation – 19.10.30

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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.

🔄 Resubmit work item	×
Resubmission on	06.11.2018

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
00	Not defined	Not determined or indeterminate
10	CLS=>SAP	Data transfer from CLS document to SAP
		document, as before. Please use this in
		Customizing!!
11	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. Please only use
		this in GUI!!
19	CLS=>SAP until next required Transmission	Same as 10, but the next successful data
	=> 20	transfer from CLS to SAP automatically
		switches to 20. Please only use this in
		GUI!!
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. Please use in
		Customizing!
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. Please only use it in
		GUI!!

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	Π	

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 1	9.10.4	0	
General Workflow Doc. data	7						
Classifier ID			to		[a	<u>^</u>
Classifier Type			to		(ň
Class. Status			to		(
Invoice			to		(
Creation date			to		(
Creation time	00:00:00		to	00:00:00	(
Date of change			to		(
Change time	00:00:00		to	00:00:00	(
Object Type			to		(
Кеу			to				
SAP Doc. Number			to		(
SAP fiscal year			to		(2	- -
Agent							
Agent			1	[
actual agent			to	[<u> </u>	
Involved agent			10			<u> </u>	
CLS - Status							
Ready for processing	V	SAP doc	ument e	xists	✓	erroneous documents	
Itreated in GUI	\checkmark	Documer	nt finishe	d		Document deleted	
	\checkmark	only CLS	docume	nts		also archived documents	
SAP Document - Status							
no document	\checkmark	parked			v	deleted	
	 Image: A start of the start of	parked a	s comple	te		cancelled	
	\checkmark	posted			\checkmark	archived	
Release - Status							
w/o release actions	\checkmark	FV reject	ed		V	Release rejected	
	\checkmark	factual v	erified		\checkmark	released	
Workflow - Status							
WF stopped	\checkmark	WF finish	ed		\checkmark	other WF status	
WF started	\checkmark	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.

General Workflow Doc. data					
Classifier ID		to			Ê
Classifier Type		to		2	Ē
Class. Status		to		P	
Invoice		to		P	-
Creation date		to		2	
Creation time	00:00:00	to	00:00:00	2	
Date of change		to		P	
Change time	00:00:00	to	00:00:00	2	
Object Type		to		2	
Кеу		to			
SAP Doc. Number		to		2	-
SAP fiscal year		to		2	÷

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.

General Workflow Doc. data			
Workflow Type	to		2 2
Workflow Step	to		3
Workflow Status	to		3
Release Status	to		3
Main Workitem	to		3
WF-Wait (Reason)	to	Ľ	3
Agent FV	to		3
Agent REL1	to	d	•
Agent REL2	to		3
Agent REL3	to	ď	2
Agent REL4	to		•
Agent REL5	to	2	<u>-</u>
			_

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.

General Workflow Doc. data				
SAPDOC Status	to			*
Document Type	to		ſ	
Document Date	to			
Posting Date	to			
Reference	to			
SAP Company Code	to			
Vendor / Customer	to			
Vend./Cust. name	to			
Trading Partner	to			
Currency	to			
ISO code	to			
Direct quoted exchange rate	to	2		v

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	to	
involved agent	to	

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			
Ready for processing	SAP document exists	erroneous documents	
E treated in GUI	Document finished	Document deleted	
	only CLS documents	 also archived documents 	

2.2.6 SAP Document Status Area (Always Available)

"Select all" 📧 or "Deselect all" 📧 .

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

SAP Document - Status			
no document	parkedparked as completeposted	deletedcancelledarchived	

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		
w/o release actions	FV rejected	Release rejected
	factual verified	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			
Worknow - Status	WE finished	other WE status	
WF started	WF error		

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		
use Cache	apply sub WFs	apply REFDOCs
Display variant	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 🖆
E	Execute Selection Variant

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



Example:

ABAP: Variant Directory of Program /DVELOP/CLS_REPORT X									
Variant Catalog for Program /DVELOP/CLS_REPORT									
Variant name	Short Description								
AUTOM GEBUCHT									
BUKRS1000									
DEFAULT									
DEFAULT01									
FACHBEREICH									
TAGESBELEGE									
TEST_GOSCH									
ZTEST_PR									
			_						
			×						

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



2.3 Work Screen Analysis Report

The working screen can be divided into 3 parts with information:

- the title area with the time of the selection and the number of selected records.
- the status area with the status buttons and the menu.
- the data area with the selected data.

There are 2 view variants - the ALV list and List Viewer list. The ALV list is the standard view.

Classifier Anal	ysis Report	14:33:26 (142)	Version 18.10.10	,													
9 🖗 🏼 🛔 🖉	🗢 🕅 🕅 🗢	🐨 WF Restart 🛛 🔞 Delete		7 7 I X 5	i i 🔊 🕞 📆 🍬 i i	Substitute	ø										
E N act. agent	Att. exist	Cu. WF St. Des	current WI G/R	G/R Status	Delv.note	Class. ID	as	Trc	Imag.	Due	a. 1	/C In D	S. Not	e Reference	SAP doc	RE Principal	c
00 <several></several>	N	started	000001531046			3405	FI	0		00	2	-		TEST-PSP-001		001	1 +
00 <u><several></several></u>	N	started	000001530991			3399	FI			000	× .			20130018		001	1 *
00 <u><several></several></u>	N	started	000001530712			3318	FI	0		00	× .	•		20181017 - 1		001	1
00 <u><several></several></u>	N	started	000001530711			3317	FI			000	× .			20181017 - 1		001	1
00 <u><severals< u=""></severals<></u>	N	started	000001530916			3316	FI	0		00	2	-		20181017 - 1		001	1
00 <u><several></several></u>	N	started	000001530750			3315	FI			008	%			20181017 - 1		001	1
00 <u><several></several></u>	N	started	000001530708			3314	FI	0		00	× .	•		20181017 - 1		001	1
00 <u><several></several></u>	N	started	000001530745			3313	FI			000	× .			20181017 - 1		001	1
00 <u><several></several></u>	N	started	000001530706			3312	FI	0		00	× .	-		20181017 - 1		001	1
00 <u><several></several></u>	N	started	000001530705			3311	FI			008	× .			20181017 - 1		001	1
00 <u><several></several></u>	N	started	000001530720			3310	FI	0		00	V	-		20181017 - 1		001	7
00 <u><several></several></u>	N	started	000001530668			3287	FI			100	× .			20170924 - 1		001	1
00 <u><several></several></u>	N	started	000001530719			3286	FI	0		100	2	-		20170924 - 1		001	7
00 <u><several></several></u>	N	started	000001530941			3269	FI			\$ 00	*			2018-42236		001	7
00 <u><several></several></u>	Y	started	000001531072			3268	FI	0		00	2		n (2018-10-30-1	1900000776	002	1
00 <u><severals< u=""></severals<></u>	Y	started	000001530415			3079	FI			# 00	2	•	8 [20170515 - 1	1900000775	299	1
00 <u><several></several></u>	N	started	000001530160			3073	FI	0		X 00	٠,	-		9001501918		001	1
00 <u><several></several></u>	Y	started	000001530801			3046	FI			100	83,		6	TEST-PSP-001		999	1
01 <u><several></several></u>	Y	started	000001530311			3045	FI	0		00	N	-	C.	TEST-PSP-001		999	1
00 <u><several></several></u>	¥	started	000001530510			3028	FI			100		•	. 6	20180921 - 1	1700000055	001	1
00 WEB TEST	¥	started	000001530228			3027	FI	0			2/	۲	Ê	20180921 - 1		001	1
00 <u><several></several></u>	N	started	000001529762			3026	FI			100	-			20180921 - 1		001	1

(View as ALV list)

Classifier Ar	nalysis Report 14:33:26 (1	(42) Version	n 18.	10.10														
S 🕀 🖩 🔺 🗌	😑 🚓 🎼 🍽 🤜 🛛 🐨 WF Restart	GDelete 🔐 🌬 🔐	ന പ	I A Y	7 2 %	🛃 🕞 📅 📚 🚳	Substitute 🧔											
SAP Class. I Cust Field Heade	D SAP doc NA actual agent r 15(ND15)	Attachment exists VAT Registration No	Cur F	F Status R Bl.reas	Description ons Scan Sta	current WI 6/3	R G/R Status	Delivery note Cust Field New	CT ader 02	Tro (ED02)	IMG	Dn.I CSI I	(C DS:	I NOT Reference reateDate Calculate ta	REL Principal	CoCd Fiscal year	Fined WF S	ľ
2018 3405	00 <several></several>	N		tarted		000001531046			r:	0		002 👽 亘		TEST-PSP-001	001	1000	Chec	
2018 3359	00 (several>	N DECEMPENDED		tarted		000001530991	1	1	FI	0		inter 1		20130018	001	1000	Chec	
2018 3318	00 (several>	N N		tarted	4	000001530712	1	1	FI	•	1	00		20181017 - 1	001	1000	Chec	
2010 3317	00 <several></several>	N DE263294322		tarted		000001530711	1	1	11	•	1	000		20101017 - 1	001	1000	Chec	
2018 3316	00 <several></several>	N DE263794322		carted		000001530916	1	1	FI	0	1	000 🗸 🕞	1	20181017 - 1	001	1000	Hanu	
2018 3315	00 (several)	N DE263794322		tarted	0	000001530750	1	- f	FI	0	1	008 😵 🕒	2	20181017 - 1 2,10,2018 X	001	1000	Manu	
2018 3314	00 <several></several>	N DE263794322	TD I	tarted	0	000001530705	1	T .	11	0	1		1	20181017 - 1	001	1000	Chec	
2018 3313	00 <several></several>	DE263794322		started	0	000001530745	1	1	FI		1		2	20181017 - 1 2.10.2018 x	001	1000	Chec	
2018 3312	00 <several></several>	B DE263794322		tarted	0	000001530706	1	T .	FI	0		008 🗸 🕒	1	20181017 - 1 7,10.2018 X	001	1000	Chec	
2018 3311	00 (several>	N DE263794322		tarted	0	000001530705		1	FI				r	20181017 - 1 7,10.2018 X	001	1000	Chec	
2018 3310	00 <several></several>	N		tarted	0	000001530720	1	5	111	0		incol � ⊡	11	20101017 - 1 8,10,2018 X	001	7001	Manu	
2018 3287	00 <several></several>	157		Carted	0	000001530668		5	FI				1	20170924 - 1 7.10.2018 X	001	1000	Chec	
2018 3286	00 (several)	N		tarted	0	000001530719		1	FI	0			11	20170924 - 1 8,10,2018 X	001	7001	Manu	
2018 3269	00 <several></several>	N	P	tarted	0 ZUGFeRD	000001530941		ZUGFeBD	12				2	2018-42236 5.10.2018 X	001	7001	Nam/2	
2018 3268	1900000776 00 <several></several>	DE263794322		tarted	0 ZUGFeRD	000001531072	-	5	FI	0	1		3	2018-10-30-1 0.10.2018 x	002	1000	Fect	
1_12018(3079	1900000775 00 <several></several>	1 X		tarted	0	000001530415		1	111		100		0	20170515 - 1 0.10.2010 X	299	1000	Manu	
2018 3073	00 (several>	N I		tarted	0	000001530160	1	1	ri	0			12	9001801918 8.09.2018 X	001	1000	Chec	

(View as List Viewer list)

2.3.1 Title Analysis Report

The title shows the information when the selection was made and how many entries were selected. The displayed data is always a moment recording at the displayed time.

Classifier Analyse-Report 08:06:45 (256)

/KPSC/CLS_R: at 08:06:45 hours 256 records were selected

Classifier Analyse-Report <Cache> (45)

/KPSC/CLS_R when using the cache table with 45 result records

CLS Analyse-Report 08:04:46 (256) - BAUER

/KPSC/CLS_RI: at 08:04:46 a.m. 256 records were selected for user "BAUER

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.

🞯 🔁 🏢 🛓 | 💯 🐟 闷 🎮 🤜 | 🐨 WF Restart - 🔞 Löschen - 🔓 🦗 📅 🖙 🔕 | 🚢 🐺 🖓 | 🗷 🏂 | 🐙 🌆 🖏 🐨 🍇 | 🏖 Vertreter

Button	Range	Description
9	Individual	Displays all filled fields of the entry, including those
		of the hidden columns.
9	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)
2	Individual	Display classifier history
2	All	Toggle Username Agent Name
-		This option displays the full names of the agents in
		the columns with Usernames
a	Individual, Several	Park/enter SAP document
		Authorization ZCLS_ADMIN 41 is required!
153	Individual, Several	Park SAP document completely.
		Authorization ZCLS_ADMIN 43 is required!
	Individual, Several	Release SAP document
_		Authorization ZCLS_ADMIN 44 is required!
	Individual, Several	Post SAP document
•		Authorization ZCLS_ADMIN 40 is required!
🐨 WF Restart	Individual, Several	Execute WF restart of CLS workflow
		Authorization ZCLS_ADMIN 10 is required!
😪 Delete	Individual, Several	Canceling the WI Delay Status of a Work Item
6	Individual, Several	Cancel current CLS lock
		Authorization ZCLS_ADMIN 20 is required!
a	Individual, Several	CLS Repair document
		Authorization ZCLS_ADMIN 30 is required!
m	Individual, Several	Delete CLS document (deletion indicator is set) An
		existing SAP document is deleted. Authorization
		ZCLS_ADMIN 31 is required!
2	Individual, Several	Restore the deleted CLS document. Any previously
		deleted SAP document is not restored or created.
		Authorization ZCLS_ADMIN 32 is required!
1	Individual	Display CLS upload data (XML data) Authorization
		ZCLS_ADMIN 33 is required!
🕰 Substitute	All	Display Own Substitute Maintenance
	All	Sort ascending/descending

ম	All	Apply filter
22 🧏	All	Form totals/subtotals
x	All	Open in Table Processing (Excel)
B	All	Export to a local file
X	All	Sending a List by SAP Mail
Ra-	All	Start ABC Analysis
P	All	resubmission

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

<u>G</u> oto	Settings System	<u>H</u> elp						
« 🖯	<u>B</u> asic list			h 🗈 i 🗖 🗖	10) 🔳		
	L <u>a</u> yout	•	F	Modify				
epor	Summation levels	•	•	<u>C</u> hoose	Ctr	l+F9		
IN 🔜	<u>C</u> olumns	•	١	<u>Save</u>	Ctrl+	-F10		
· •	Selections	F7		M <u>a</u> nage				
. Class.	List status	Ctrl+Shift+F5		nag In SAP do	c	Τ	CoC	F

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

operation number	DCPNR	Operation number for BELNR (PC only)		
Transaction number	DCPNR_CORR	Operation number for BELNR_CORR (PC only)		
document 1				
Transaction number correction document 2	DCPNR_CORR2	Operation number for BELNR_CORR2 (PC only)		
down payment chain	DCPNR	Down payment chain number (PC only)		
AO Number	LOTKZ	Jump to the payment request		
order number	PO NUMBER	Jump to SAP purchase order		
biller	DIFF INV	Branch to the relevant vendor/customer		
Material	MBINR	Branch to the displayed material document		
document				
IMG (=Image)	CLASS IMAGE	Opens associated image		
ATT (=Notes)	ATTACHMENT	Opens associated notes (read-only)		
TRC (=Trace)		Switches Trace on toggles and off		
		=>Trace off		
		=>Trace level 2		
Current agents	WF_ACT_AGENT	Jumps to the "Current agents" view		
Agents SP, SP1SP9	WF_ACT_AGENT WF FVX AGENT	Jumps to the view "Processor objective inspection (19) "X = 19		
Processor FRG1 FRG9	WF_RELX_AGENT	Jumps to the view "Editor release 19 "X = 19		
completer	WF_COMPL_AGENT	Jumps to the history and displays the entries for the completers of the SAPCLS document.		
Current WI ID	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.		
Reference Classifier ID	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.		
Checked	CHECKED	This checkbox marks a Classifier as checked in the revision report.		
GR Icon	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).		

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

2.4 Further functions / displays

2.4.1 Repair Classifier Document

This function is started via the 🐱 button.

🔄 Select repair options			×
Classifier document	7		
Prepair CLS status			
SAP document			
repair Image connections			
rep. Status / Assign. to CLS			
			Check 🕞 层 🗶

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
Repair CLS status	The classifier status is recalculated and set
	based on the current data in the header and
	from the history.
Repair Image Link	It is possible that the image link with the SAP
	document could not be created correctly. It can
	be set later with this function.
Rep. status/link to CLS	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*.

🔄 Classifier	upload data for ID '0000003315'			×
Tab. Ind.	Item No Upload Field Name	Value	orig. Valu	Value act.
HD 🗗	BASELINEDATE	20181017	<created by="" rules=""></created>	
HD	CALC_TAX_IND	х	<created by="" rules=""></created>	
HD	COMPANYCODE	1000		1000
HD	CURRENCY	EUR		EUR
HD	CUST02		<created by="" rules=""></created>	
HD	DIFF_INV	1000		1000
HD	DOCUMENTDATE	2018-10-17		17.10.2018
HD	GROSSAMOUNT	119.00		119,00
HD	INVOICEINDICATOR	Х		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
		4 🕨	***	4 F
				✓GltGN72mtigo×

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 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.

☞ Notes for CLS ID 00000033	06	X
xde og mk		
### 05.11.2018 11:03:44 Here is a note	- Sascha Luge (LUGE) wrote:	***
< >	***	 ↓
	Li 1, Co 1	Ln 1 - Ln 3 of 3 lines
		Continue Cancel

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.

▷ Actual agents for Classifier ID 0000003306												
Line	AD	WF OrgUnit	Tp WF OU	Description	Ag. Det. O	Irrelevant	No exec	FWD	n.REL auth Pri	incipal	sel. via group	
00001	10	EBERHARDT	S	Susanne Ebe	Customizing							
00001	10	LASCHINGER	S	Robert Lasch	Customizing							
00001	10	SACH1	S	Hans Sach1	Customizing							
00001	10	TROEGER	S	Jens Troeger	Customizing							
									!!<!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!</th <th>= M</th> <th>70ma</th> <th>H 🕜 🗙</th>	= M	70ma	H 🕜 🗙

Field description:

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

Field	Description
Ag. Det. O (Agent-Determination-	How was the agent determined?
Origin)	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
irrelevant	Not relevant for selection.
	=> The Agent doesn't receive the WI in the InboxSet by SAP
	and CLS
Not executable	Not executable.
	=> Agent does not receive WI in Inbox Set by SAP.
FWD	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.
n. REL Auth (No release	No release authorization
authorization)	=> Processor receives the WI in Inbox, but cannot release
	It is set by CLS.
Substitute	Substitute - Displays the substituted agent if a
	representative has been determined.
Substitution type	Type of substitution
	00 => no substitution
	10 => CLS substitution
	20 => BWP substitution
	30 => BWP substitution to CLS substitution
sel. via Group	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.

CLS histo	ry for ID '00000	00473' (Detai level:3)(hidden:00000)		×
C CLS heat	ry for ID '00000 Trme I 15:46:19 R	00473' (Detai kevet3)(hidden:00000) WFStp Message text 130 Item 00001 released on kevel 1 by agent HESE	LTXT TR. User Name W HESE Peter Hese 🐼	×

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.

Classifier Analysis Report 11:39:11 (944)	Version 18.10.10	
역 🗿 🏢 🞍 💯 🐟 🏁 🎮 🤜 🐨 WF Restart 🛛 😚 Delete	금 🖡 🗇 🕫 🚊 후 🔽 🧏 💂 🖪 🕱 🍬	🕰 Substitute 🛛 🕫

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

🔄 Resubmit work item	×
Resubmission on	06.11.2018

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

D	<u>187</u>	3	MM	->	Page 1873		MM				
Ē	ak	Classifier 1	ID 🎽 (СТ	Trace I.	IMG	CSI	RE/GU	DSI	NOT	Referenz
		<u>2127</u>	1	мм	0			•	@		TEST-PSP-001
		<u>2098</u>	1	мм	0		۰	•			20130018
	6	2096	1	мм	0			-	@		TEST-002

In detail view new Verify-Screen

Rechnung 000001833 vervollständigen ✔ Schrit beenden 🛛 🕅 Volst. 🤜 Buchen 🐺 Simulieren 💇 SAP-Beleg 🔐 SAP-Bel löschen 🛛 🔄 Histore 📧 Image 🐼 XML Upl. Daten 🛛 🐨 Weterleten 🔞 Später bearb. 🖉 Rückfrage 🖙 Zur sachl. Kärung 🥔 Weterloop

Or in the Ending dialog at the Verify screen.

⊡ Wo	rkitem ending dialog	×
¢	Back to Processing	
5	To fact. verific.	
0	Reserve	
P	Resubmission	
U	Forward	
g	Start Callback	
 Image: A start of the start of	Finish step	
×	Cancel	
		_

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

Ca 4873 MM

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

Funktion mit Belegen in Wiedervorlage nicht möglich!

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	10:23:0	2 W	400 SAP-	Workitem 000001522010 erfolgreich angelegt!	LASCHINGER	Robert Laschinger	6
04.05.2018	10:23:0	13 A	Work	ktem 000001522010 in Wiedervorlage: Startdatum 05.05.2018, Startzeit 00:00:00	LASCHINGER	Robert Laschinger	
04.05.2018	10:23:0	03 W	400 Exte	rner/Virtueller Schritt 400 angelegt.	LASCHINGER	Robert Laschinger	
04.05.2018	10:22:1	9 A	Wied	ervorlage für Schritt 400 (16.05.2018, 00:00:00) manuel beendet	LASCHINGER	Robert Laschinger	
04.05.2018	10:22:1	9 W	400 SAP-1	Worktem 000001522009 erfolgreich angelegt!	LASCHINGER	Robert Laschinger	Ø
04.05.2018	10:22:1	9 W	400 Exter	mer/Virtueller Schritt 400 angelegt.	LASCHINGER	Robert Laschinger	
04.05.2018	10:22:2	1 A	WF-R	Restart ausgeführt!	LASCHINGER	Robert Laschinger	
04.05.2018	t	12:13:33	Α	Wiedervorlage für Schritt 310 (05.05.2018, 00:00:00) abgel	aufen		

2.4.7 Leading Zeros

CLS-Report List	<u>E</u> dit	<u>G</u> oto	<u>S</u> ettings	S <u>y</u> sten
Regener <u>a</u> te Data <u>R</u> efresh agent	Ctrl+Shift	+F8		
Top 10 Vendors	comp. I	Documen	ts Ctrl+	F11
Leading zeroes or	ı			
Leading zeroes of	f			
Lea <u>d</u> ing zeroes de	ef.			

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 The provide the saperator is the same of th

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

🔄 De	elete Classifier document
0	Delete Classifier document?
	Yes No

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

Classifier Analysis Report 12:14:53 (59)							3 (59)	Version 18.10.1	10			
9	🍕 🚱 🏢 🛓 💯 🐟 🕅 🎮 🔜 🐨 WF Restart 🛛 🗞 Delete 🔒 🦗 📅 🌇 🔕 🚢 🐺 🛛 🕱 🧏 🐙 🚱 📅 🎭 🕰 Substitute 🛛 🧔										: 🖴 Substitute 🥲	
₽	Cu	Class. ID	CLS	Trc	Imag	Note	act. agent	Att. exist	Due	G/R	G/R Status	WF St. Des
		<u>3309</u>	MM	0			<several></several>	Ν	×.)		started
		<u>3276</u>	MM					N	াগ্য			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 \blacksquare 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 $\stackrel{\hbox{\scriptsize (a)}}{\frown}$.

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

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 $\frac{33}{2}$ opens a pop-up window with the classifier history.

Date	Time	I	WFStp Message text	LTXT	TRD User	Name	WI	
20.01.2016	09:36:18	U	Release Status changed from '000' to '001'!		HESE	Peter Hese		
20.01.2016	09:36:18	U	Upload of Classifier document 0000000373(FI) successful.		HESE	Peter Hese		
20.01.2016	09:36:39	U	SAP document FIPP 10001900000172016 successfully created!		HESE	Peter Hese		
20.01.2016	09:36:39	W	Workflow started (Agent HESE)		HESE	Peter Hese		
20.01.2016	09:36:39	W	110 SAP worktern created successfuly!		HESE	Peter Hese	Ø	
29.01.2016	12:12:26	W	110 SAP document FIPP 10001900000172016 not saved as complete after factual verif.! RC: 01		TROEGER	Jens Troeger		
29.01.2016	12:12:26	W	110 Stept 110 startet via "Advance with Dialog".		TROEGER	Jens Troeger		
29.01.2016	12:12:33	W	110 Processing of SAP worktern 000001495681 cancelled!		TROEGER	Jens Troeger		
29.01.2016	12:12:33	W	110 SAP worktern created successfully!		TROEGER	Jens Troeger	P	
29.01.2016	12:12:50	W	110 Processing of SAP worktern 000001496084 cancelled!		TROEGER	Jens Troeger		
29.01.2016	12:12:50	W	110 SAP worktern created successfuly!		TROEGER	Jens Troeger	0	
29.01.2016	12:13:56	G	Header field 'BLINE_DATE' changed from '20150817' to '20160129' in dialog mode!		TROEGER	Jens Troeger		
29.01.2016	12:13:56	G	Header field 'DOC_DATE' changed from '20150812' to '20160129' in dialog mode!		TROEGER	Jens Troeger		
29.01.2016	12:13:56	G	Header field 'PSTNG_DATE' changed from '20150817' to '20160129' in dialog mode!		TROEGER	Jens Troeger		
29.01.2016	12:13:56	G	Line item '00001' created!		TROEGER	Jens Troeger		
29.01.2016	12:13:57	G	110 SAP document FIPP 100019000000172016 not saved as complete after factual venif.! RC: 01		TROEGER	Jens Troeger		
29.01.2016	12:13:57	G	Classifier document 0000000373(FI) saved successfully in GUI!		TROEGER	Jens Troeger		
29.01.2016	12:14:16	R	110 Item 00000 factual verified on level 1 by agent TROEGER		TROEGER	Jens Troeger	P	
29.01.2016	12:14:16	W	Release Status changed from '001' to '299'!		TROEGER	Jens Troeger		
29.01.2016	12:14:16	W	SAP document FIPP 100019000000172016 saved as complete after factual verification!		TROEGER	Jens Troeger		
29.01.2016	12:14:16	W	120 Stept 120 startet via "Advance with Dialog".		TROEGER	Jens Troeger		
29.01.2016	12:14:23	W	120 Agent(s) for step 130 selected! (TROEGER(S), ,)		TROEGER	Jens Troeger	Ø	
29.01.2016	12:14:23	W	120 SAP document FIPP 100019000000172016 not saved as complete after factual verif.! RC: 06		TROEGER	Jens Troeger		
79 01 2016	17-14-73	w	130 Stent 130 startet via "Advance with Dialon"		TROFGER	lens Troener		

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
ARS	Automatic release in sequence
FEP	Four eye principle
RAP	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 . The image can be displayed in 2 ways, which can be set in the editing options. Either internal or external display.

🕞 Classifier - Document processing	ALTIMP_D02_25.PDF - Adobe Acrobat Reader DC	- 0 ×
🖉 🔍 👻 😸 🕲 🕲 🕲 🖉 🖉 🖉 🖉 🖉 🖉	Datei Bearbeiten Anzeige Fegster Hilfe	
Classifier - Document processing	Start Werkzeuge ALTMP_D ALTMP_D ALTMP_D ALTMP_D X	Anmelden
S Post SAP document Decessing	🖺 🕀 🖶 🖂 Q 🗇 🕢 1/1 N 🖑 🗇 🕢 🐨 🚽 💆) L
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External image display with a standard program. Here the Windows photo viewer.

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Internal image display using SAP's own HTML viewer.

3.1.7 Displaying Messages

The button Image. 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.



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).

🔓 ок

	🖙 Restrict Val	ue Range (1) 97 Entries found		X
	Restrictio	ins		
			<u>v</u>	
		N 5 9 🖨 . 🛨		
	WF OrgUnit	Description WF Org Unit	To WF OU Description Type WF Org	
	MANAGER-01	Manager-01	SAP user	
	MANAGER-02	Manager-02	SAP user	Ŧ
	MANAGER-03	Manager-03	SAP user	
	MANAGER-04	Manager-04	SAP user	
	MANAGER-05	Manager-05	SAP user	
	MANAGER-06	Manager-06	SAP user	
	MANAGER-07	Manager-07	SAP user	
	MANAGER-08	Manager-08	SAP user	
	MANAGER-09	Manager-09	SAP user	
	MANAGER-10	Manager-10	SAP user	
	MANAGER-11	Manager-11	SAP user	
	MANAGER-12	Manager-12	SAP user	
	MANAGER-13	Manager-13	SAP user	
	MANAGER-14	Manager-14	SAP user	
	MANAGER-15	Manager-15	SAP user	
	MANAGER-16	Manager-16	SAP user	
	MANAGER-17	Manager-17	SAP user	
🗁 Callback 🛛 🗙	MANAGER-18	Manager-18	SAP user	
	MANAGER-19	Manager-19	SAP user	
	MANAGER-20	Manager-20	SAP user	
	MANAGER-21	Manager-21	SAP user	
©≌ Start Callback	MANAGER-22	Manager-22	SAP user	
	MANAGER-23	Manager-23	SAP user	
	MANAGER-24	Manager-24	SAP user	
	MANAGER-25	Manager-25	SAP user	
	MANAGER-26	Manager-26	SAP user	
	MANAGER-27	Manager-27	SAP user	^
Cancel	MANAGER-28	Manager-28	SAP user	-
			4 >	
	97 Entries fr	ound		

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 SAP document.

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		040	
Basic data P	Payment Detai	ls Work	flow Tax	N] UPE		- d			
Vendor	1000	SGL	Ind		Ad	ldress			T
Invoice date	17.05.2014	Refe	erence TEST	-DUBL-XXXXX	Co	ompany			
Posting Date	22.02.2016				C.	E.B. BERLIN 12345	6 1234	56 123	
Document Type	KR Vendor Invoic	e 🔻 Doc	umentNo 1900	000072	Ko	olping Str. 15			
Amount	9.400,00	EUR	Cal	culate tax	D-	-12001 BERLIN			
Text	Test Itemtext					06894/55501-0			
Paymt terms	14 Days 3 %, 30	Days 2 %, 4	15 Days net						
Baseline Date	22.02.2016				66	Bank details		iii OIs	;
Company Code	1000 BestRun Ge	rmany Frank	furt						
Lot No.									
2 Items (No ent	ry variant selected)							
🕏 S G/L acct	Short Text D/C	Amou	nt in doc.curr.	Loc.curr.amount	Τ.,	Tax jurisdictn code	V Assi	gnment	
476000	Office suppliS D	e 🔻	10.000,00	10.000,0	0 VN				-
476000	Office suppliS D	e 🔻	1.000,00	1.000,0	0 V 0				-

3.1.10 Post SAP Document

The button **Post** 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.

☑ Please consider notes!	×
xee or wh pe	
<pre>### 21.03.2016 09:38:28 - Lena Stock(STOCK) wrote: ## The existing and saved texts will be displayed here.</pre>	ŧ
<pre>### 29.03.2016 10:54:15 - Raul Ballester(BALLESTER) w. test fi freigabe</pre>	rote: ###
	4 1
Li 1, Co 1	Ln 1 - Ln 6 of 6 lines
	Post Cancel

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 The CLS GUI is generally exited. to delete the corresponding parked SAP document.

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 dodument 'FIPP' '10001900000662016' ended with error '1'!

(Example FI document)

3.1.12 Creating an SAP Document Manually

The button Froc. Man. 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.

🖙 TR code for man.	parking (1) 8 Entries fo	und 🗙				
Restrictions						
($\overline{\nabla}$)				
	M M 10 10 P 2 .					
TR code man. park.	Transaction Text					
F-47	Down Payment Request					
FV60	Park Incoming Invoices					
FB01	Post Document					
FB60	Enter Incoming Invoices					
F-63	Park Vendor Invoice					
F-51	Post with Clearing					
FBD1	Enter Recurring Entry					
F-43	Enter Vendor Invoice					
8 Entries found		1/1				

(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.

STEB	•] « 🖯 (2 🚯 😪 I 🖨 Ki Ki	12225	🗖 🗖 🖉 🚆
Park Docum	ent: En	nter G/L A	Account Item		
🔊 🗟 🔹 🗹 Fast	t Data Ent	ry 🚺 Tax	🚽 Additional Data	😽 Acct model	≟ Check
G/L Account Company Code	476000 1000 Bes	Office sup stRun German	pplies Y		
Item 2 / Debit entry	/ 40				
Amount	100,00	E	UR		
Tax code	VA			Fixed a	mount
		OK-Code STEB]	✓ More
			Due On		
Assignment					
Text			-		Long Texts
Next Line Item					
PostKey Accou	Int		SGL Ind TType	New	Co.Code

(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 Overvie	w	
Real Content Account Mod	el 🖅 Fast Data Entry 🚺 Taxes	
Document Date 17.05.2014 Type KR Posting Date 16.03.2016 Period 3 Document Number INTERNAL Fiscal Yr 2016 Ledger Grp	Company Code 1000 Currency EUR Translatn Date 16.03.2016 Cross-CC No. Part.Bus.Area Tax Report Date 22.02.2016	
Items in document currency		
PK Busk Acct 001 31 000001000 C.E.B. BERLIN 12345 002 40 9900 0000476000 Office supplies 003 40 9900 0000473000 Postage 004 40 9900 0000470000 Occupancy costs D 560,00 C 649,60 C	EUR Amount Tax amnt 649,60- ** 150,00 VN 230,00 VN 180,00 VN 89,60- * 4 Line items	
Other Line Items		
PKey Account SG/L Ind.	ATT New Comp.Cod	
	SAP	FB01 🔻 srvextd02 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.



If no errors occur, the following message is displayed:



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 Reverse 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 Edit later 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.

🔄 Act	ual agents for (Classifier ID (0000000433								 ×
Line 00000 00000	WF OrgUnit BALLESTER STOCK	Tp WF OU S S	Description Raul Ballester Lena Stock	Ag. Det. O Customizing Callback Sender	Irrelevant	No execut.	FWD	n.REL auth	Principal		
									<u> </u> 9]=	.=mp	•

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 Recline 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 COUNT-Start and COUNT-Stopp 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.

	(2) Rednit Value Range (1) : 97 Entries found	
	Respondence	
		τ
	 Implication (A) (A) (A) 	
	WF Orgibuit " Description WF Org that	To WF OX Description Type WF Org 1
	WANAGER.01 Haraper.01	LAT user
	WANAGER-02 Hanager-87	SAP LOW
	MANAGER-03 Nanager-03	SAP user
	MANAGER-04 Manager-04	SAP-user
	MANAGER-05 Manager-05	SAP user
	MANAGER-06 Nanager-06	SAP user
	MANAGER-07 Hanager-07	SAP user
	MANAGER-08 Nanager-08	SAP user
	IRANAGER-00 Nonaper-09	SAP user
	MANAGER-10 Manager-10	542 user
	MAMAGER-11 Manager-11	SAP user
	MANAGER-12 Manager-12	SAP user
	HANAGER-13 Hanaper-13	SAF year
	MANAGER-14 Manager-14	SAF user
	HAMAGER 15 Hanaper 15	SAP Lost
	MANAGER 16 Hanager 16	SAF user
	WARAGER-17 Nanager-17	SAP LOW
	MANAGER-18 Nanaper-18	SAP user
Converd V	MANAGER-10 Manager-19	SAP user
Forward	MANAGER-30 Manager-30	SAP user
	HAMAGER-21 Manager-21	SAP user
	MAMAGER-32 Honaper-32	SAP user
Forward	MAMAGER-23 Nanaper-23	SAP user
TOTWaru	MAMAGER-24 Nanader-34	SAF user
	MANAGER-25 Manager-25	SAP user
	MANAGER-26 Nanaper-35	SAF uset
	MAMAGER-27 Hanager-27	SAP user
Cancol	MANAGER-28 Hunsper-28	SAF user
CallCel	()	1.0.0

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.
T Forward	You use this button to display the forwarding fields again if they were previously hidden.
Cancel	This button cancels the forwarding operation.

3.1.19 Back to the factual Verification

The button To fact. verific. 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.

Selec	t age	nt for I	nvoice in st	tep "Factual	Verification'	"						
ିନ Classi	fier docu	ment 🔯	Image <u> </u> 🖞	Display notes	Fill up agents	T Forward	a Callback					
	6	• •	5 🗈 💽									
Please CLS-ID Compa Ven./O Gross SAP di Heade	select ti (Type): iny Code Cust.: Ku Amount: ocument r text:	ne coder(s) 2454 (FI) : 1000 Apotheke 1.190,00 E : 51000007	/ factual verifier((1000) UR 98 2018	s) for Classifier docu	ment ID 2454			Li 1, Co 1		Ln 1 - Ln 7 of	7 lines	
E E		Vendor	Name	Acct	Text	Cost Ctr	Order	BLreasons	RFL Action	WF Oral Init	T Description	FT
00000	1000	1000	KurApotheke	nee	Text	cose co	order	0	210 factal verif	-		-
-												
-												
												*
4 1											4 1	

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

🔄 Wertebereich einschränken (1) 26 Einträge gefunden							
Einschränkungen							
		V					
WE OrgEinh	Reschreibung WE Org -Finl	noit Typ WE O	E Reschreibung Typ WE Org -Einheit				
BALLESTER	Raul BALLESTER	ς ς	SAP-Benutzer				
BAUER	Uwe Bauer	S	SAP-Benutzer				
BUCHHALTUNG		G	Classifier Benutzer-Gruppe				
FA 000000001	Fachabteilung 1	G	Classifier Benutzer-Gruppe				
FA 000000002	Fachabteilung 2	G	Classifier Benutzer-Gruppe				
FA_000000003	Fachabteilung 3	G	Classifier Benutzer-Gruppe				
FREI1	FREI1	S	SAP-Benutzer				
FR-HESE	FR-HESE	S	SAP-Benutzer				
GROUP1	Testgruppe	G	Classifier Benutzer-Gruppe				
GROUP2	Testgruppe2	G	Classifier Benutzer-Gruppe				
HESE	Peter Hese	S	SAP-Benutzer				
KD	KD	G	Classifier Benutzer-Gruppe				
MAXA	Torsten Maxa	S	SAP-Benutzer				
NO_EMAIL	kein Email-Versand	G	Classifier Benutzer-Gruppe				
OEFFNER	Jörg Oeffner	S	SAP-Benutzer				
PR_FEP_EXCL	Exclude-Gruppe FEP - Meser	G	Classifier Benutzer-Gruppe				
PR_GRUPPE	Gruppe für PR Prozess	G	Classifier Benutzer-Gruppe				
PROKURIST	Prokuristen	G	Classifier Benutzer-Gruppe				
SCHATZMANN	Klaus Peter Schatzmann	S	SAP-Benutzer				
SO_SALES	Verkäufer	G	Classifier Benutzer-Gruppe				
SP-HESE	Peter Hese	S	SAP-Benutzer				
TEST	test	G	Classifier Benutzer-Gruppe				
TROEGER	Jens Troeger	S	SAP-Benutzer				
TROEGER_TEST	TROEGER_TEST	S	SAP-Benutzer				
WEBTEST	Web Test	U	Classifier Benutzer				
WENCK	Thorsten Wenck	S	SAP-Benutzer				
26 Einträge ge	funden						
Lo La calego go	and the second se						

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

Possible actions:

Action	Description				
8	This also terminates the workflow step that was called from the				
	Tor objective clarification step.				
	Cancel input and end mask				
-----------------------	--	--	--	--	--
ୈ Classifier document	Display Classifier Document				
🛃 Image	Display image				
2	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:



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.

General	🗸 🗸 Correcti	on	Cust. fields	Workflow Ir	nfo	
Class. ID	385	/ PC	DocumentNo	1900000077	Org.Unit	1000
			Purch.Doc.	4500017730	CoCo	1000
Dup.CLS ID			amend doc		Plant	
diff. OT			Vendor	1000	Purch. Grp	
					Fiscal Yr	2016
Scan date	20.01.2016		Bl.reasons	0		
Scanned by	HESE		TCode	/SAPPCE/DPCK0	1	
OCR ID						
Ref.CLS Tp			resend	Status	300	Upd. mode 0
Ref.CLS ID			checked	REL Status	1	Trace 0
Ref. Line	0		Upd SDOC	REL St Hd	1	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.

Basic data Paymer	nt Details Tax Note Cust. fields Workflow
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.

🔄 Cust. field valu	e (1) 2 Entries found	X					
Restrictions							
	7	T					
Cust. field value	Customer field descr.						
INFOR	Infor-System						
SWING	Swing-System						
2 Entries found							

<u>Vendor</u>

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>

<u>Receipt</u>

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.

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.

Notes	
### 13.12.2018 14:31:30 - Sascha Luge (LUGE) wri Here are the notes	.tes: ###
* Li 3, Co 19 Ln 1 - Ln 3	of 3 lines

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.

Classin	fier -	Docun	nent p	roces	sing											
🙎 🍣 Pro	oc. Mar	. 🚕 Par	rk doc.	Con	nplete	🔜 Post	*** S	im.	🚺 Image	📅 ! м	sg.	🖞 Attachme	nts 🖉	Edit opt.	SXML Upload Data	
Clas.ID	0000	03846	SAP doc.	no.		Ba	lance		119,00		x		Multip, v	vendor bank	k acc.	
Basic c	data ∤	Payment	Deta	ils 🛛 🏹	Fax 🛛	Note	Cust. f	eld	Workflow	r i						
		_		1									000000	J1200		
Type	FI FI	Document	c •	Dociyp	oe	KR KR Ve	naor in			lc tax				and the second	4	
Doc.Date	19.0	3.2018		Amoun	τ	119,00		_	EUR		_			10.00		
Post.Date	21.0	1 (((11)) 1-				0,00					4			The second second		
Transac.	51 3	1 (N/H) 1	Ivoice +	Text		2000				-						
Vander	2013	0100		Comp	Carda	1000		ieu	ately w/o deut	ICUON						
venuor	1200	,		comp.	Code	1000	Descrui			cu E			ACN/BI			
							P	enio	u 1 3	10/L			CIA/TET			
													TRAN			
													IDAN	and a first	1	
															/	
🗈 Line	PK Q	ty	Bas	A	Ref	Ref.CLS ID	D/C	s	Tax jurisdictn	Co	т.,	Acct S	ht text		Amount in doc.cum	r. Amo
00000	40			s			🕶			1000						
00000	40			s			🔻			1000						
00000	40			S			🔻			1000						
00000	40			s			🔻			1000						
00000	40			s			🕶			1000						
00000	40			S			🕶			1000						
00000	40			S			🔻			1000						
00000	40			S			•			1000						
00000	40			5			🗡			1000						
				_							_					
	RR	E E					1	хр	and 🔲 fr	om pattern		🗟 🛛 File Uploa	d			m re
Messa	ges															
3		167	1	a 🧏 a) 📄	1.	1 🖽									
Ltxt MT	Line M	essage tex	t			Field	name I	10	Msg.typ Msg. 1	D Msg. Msg). V	ar. Msg. Var. Me	essage Var	riable Ms	sg. Var.	
() W	24	1.690,24- 8	EUR Guar	antee re	ceived	exist	5	•	W F5	096 24.	690),24- EUR Gu	iarantee r	eceived		

(Example FI document)

Classifier -	Document	t processing							
😅 🌮 Proc. Man.	📾 Park doo	c. ^{SO} Complete	🤜 Post	🐯 Sim. 🛛 🕅 Image	📅 ! Msg.	🕒 Attachments	s 🗮 🔿 WF-Stop	🖉 Edit opt.	🔊 XML Upload
Clas.ID 00000 Basic data	3868 SAP o	doc.no.	Bala Note V	nce 4.405,45-	ust, fields Wo	rkflow	lultip. vendor bank a	cc.	
							0000001000		
Туре ММ М	M Document	 DocType 	RE RE Gross	s inv. receipt 💌 🔽	calc tax		the state of the state		Comp
Doc.Date 13.1	.2018	Amount	53,55	EUR	3		Report to 14		
Post.Date 13.1	.2018	Тах	0,00	VA VA 19	6 domestic 🔻		sense main		
Transac. 1 Inv	vice	 Text 						<u></u>	inere and
Reference 2018	113 - 1	PmntTerms	ZB15 14	days 3% 20/2% 30	net		oeffner@kps-cor	cepts.com	iii OIs
Vendor 1000		Comp. Code	1000 Be	stRun Germany			ACN/BID		
		,		Period 11	SpG/L		Bank Dresdner	Bank Berlin	
							SWIFT		8 🗳
							IBAN		
								/	100
PO reference	G/L acct	Material							
1 Purchase Order/	5c 450001	8435 0				T Exp	6 1 1		R 9 2
Line PO nu	nber PO I	D/C Requisitioner	GR	PO item text		Quantity	Descr. WBS Elem	Pr	ice Net 🛄
00001 45000	8435 00010 .	•		Test	1	100,000		11	,11
00002 45000	8435 00020 .	. •		Test	1	100,000		11	,11
00003 45000	8435 00030 .	. •	•	Test	1	100,000		11	,11
00004 45000	8435 00040 .	. •		Test	1	100,000		11	,11
00000		•						0,	00
00000		•						0,	00
00000		•						0,	• 00
00000		•						0,	• • • •
Image: A to									4 1
				3	B. lad				%
PO info Me	sages PO	History							
		2 . 🧏 . 1 🖨	o . 🚯 .	. 🖽					
Ltxt MT Line Me	sage text			Field name MO	Msg.typ Msg. ID M	sg. Msg. Var. Msg.	Var. Message Variabi	e	Msg. Var.
? W 3.5	00,00 EUR Do	wn payment on cur	rent assets e	xist S	W F5 0	96 3.500,00 EUR	Down payment	on current assets	

(Example MM document)

Changing options		
Mod. PstngDate	0 not defined	

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 - Positi	on and Size									
Indication of Size	Pos. top	5	Pos. left	5	Width	161	Height	35		

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.

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				
0	No filter				
10	Only Suggest item with SELKZ=X				
Dronosal: <nono></nono>					

Proposal: <none>

MM Vendor Proposal

Choices:

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

Proposal: <none>

MM item treatment

Choices:

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

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.



(Info area of an MM document)

PO info	Messa	ages	PO	History																
		r P		2 . 1%		<u>()</u> (
Purch.Doc.	Item	Short 1	Text		Material	CoCode	Plant	Quantity	OUn	Qty OPUn	Net price	1	OPUn	Net Value	GR qty	GR amount	Inv. qty	Inv amount	Open	Q
4500017780	50	Paper I	DIN A	4 50.000		1000	1000	15	PC	10	111,11	1	PC	1.666,65	10	0,00	0	0,00		10
< >																			4	۶.

(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.lmsg S EUR 400,00 Tangible asset down payment exist S S F5 096 EUR S Posting is only possible with a zero balance: correct document S S F5 060	. Var. Msg. Var. Message Variable 400.00 Tangible asset down payment
S EUR 400,00 Tangible asset down payment exist S S F5 096 EUR S Posting is only possible with a zero balance; correct document S S F5 060	400.00 Tangible asset down payment
S Posting is only possible with a zero balance; correct document S S F5 060	
S Simulation successfull C S /DVELOP/CLS 102	

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



(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.

PO info	Messages	PO History															
(a) is is							1										
Purch.Doc.	Item Short	Text	Material CoCode	Plant	Quantity	OUn	J Qty OPUn	Net price	1	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		10
< >																4 1	,

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.

91		(A)	7.12		6.6					
Line	Purch.Doc.	Item	Transact.	Description	MatYr	Material Doc.	Item MvT	Posting Date	Quantity	Amount LC
1	4500017780	50	1	Goods Receipt	2016	5000000575	1 101	21.03.2016	10,000	0,00
1	4500017780	50	P	Invoice Parking	2016	5105609390	1	07.03.2016	3,000	0,00
1	4500017780	50	P	Invoice Parking	2016	5105609390	1	07.03.2016	3,000	0,00
1	4500017780	50	P	Invoice Parking	2016	5105609390	1	07.03.2016	3,000	0,00
1	4500017780	50	P	Invoice Parking	2016	5105609390	1	07.03.2016	1,000	0,00

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.

Clas.ID Basic da	0000003839 SAP doc.no. 190000	0801 Balance 0,00 CCC	Multip. vendor bank acc.
		Hote Methoding tax case holds thought	000001000
Туре	FI FI Document	KR KR Vendor invoice 🔍 🗸 calc tax	KurApotheke Comp
Doc.Date	07.11.2018 Amount	119,00 EUR 🗗	
Post.Date	07.11.2018 Tax	19,00 VA VA 19% domestic •	DOD DATE
Transac.	31 31 (K/H) Invoice 🔻 Text		
Reference	2109170 PmntTerms	ZB15 14 days 3% 20/2% 30 net	@kps-concepts.com
Vendor	1000 📔 Comp. Code	1000 BestRun Germany	ACN/BID
		Period 11 SpG/L	Bank
			SWIFT 🔛 👪 📄
			IBAN
			KINANG ARATAR

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.

Clas.ID	000000468	SAP doc.no.	5105609390	Balance	0,00	000	Multip. vendor bank acc.
---------	-----------	-------------	------------	---------	------	-----	--------------------------

Traffic light display for balance:

Traffic light	Meaning
000	Document balance is cleared
040	Document balance is cleared but the specified tax is incorrect
X	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 da	ta Payment Deta	ils Tax	Note Cust. fields Workflow Local curr.
Туре	FI FI Document 🔹	DocType	KR KR Vendor invoice 🔹 🗌 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

(Display when no SAP document is available)

Basic da	ita Payment Deta	ils Tax	🖞 Note Cust. fields Workflow
Туре	FI FI Document	DocType	KR KR Vendor invoice 🔹 🗹 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-XXXXY	PmntTerms	ZB01 14 days 3%, 30/2%, 45 net
Vendor	1000	Comp. Code	1000 BestRun Germany
			Period 3 SpG/L

(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 molected SAP document

Basic da	ta Payment Deta	ails Tax	Note Cust. fields Workflow Local curr.
		_	
Туре	FI FI Document	DocType	KR KR Vendor invoice 🔹 🗹 calc tax
Doc.Date	17.05.2014	Amount	11.600,00 EUR 🖻
Post.Date	21.03.2016	Тах	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

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

Basic data Payment Details Tax Note Cust. fields Workflow							
Туре	e FI FI Document DocType EX EX External number 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				

(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.

<u>Usage</u>

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 stimt 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 Subsegnt 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

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.

단 Hit List 218 Entries						
			•			
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 Nafka	_			
ESP	Peseta	Spanish Peseta				
ETB	Birr	Ethiopian Birr				
EUR	Euro	Euro (EMU currency as of 01/01/1999)	33			
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				
GYD	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				
		✓ 〒☆ぱ				

Display/change vendor address

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

Display Vendor: Address	
	For a "normal" vendor, the system branches to the vendor
Vendor 1000	master data and you can display or change this data.
🗟 🗁 Preview 🚰	
Title Company 👻	
Name C.E.B. BERLIN 123456 123456 123456	
Search Terms	
Search term 1/2 ALLGEMEIN	
Street Address	
Street/House number Kolping Str. 15	
Postal Code/City 12001 Berlin	
Country DE Germany Region 11 Berlin	
PO Box Address	
PO Box	
Postal code	
Communication	
Language EN English Other communication	
Telephone D6894/55501-0 Extension	
Fax 06894/55501-100 Extension	
Data ine	
Telebox	
LEY CPD data: Address and bank data	A screen for entering one-time data is displayed for a one-
Vendor 1950 Joe Bloggs Ltd. G/L 160010	
company code area beaction demany	time customer/supplier. Here, the data from the vendor
Item 0 / Business partner data	
Title MR Language Key Ell	master is entered as a default.
Name Dee bloggs Ltd.	
	I his data can be changed here at any time, whereby the
County County I	washing data data wat dhawaa ibut ay but a data that is
PO Box N1 0AB PO w/o no. PO Box PCode	master data does not change, but only the data that is
City London Postal Code	changed for this classifier document
Country GB Region	changed for this classifier document.
Bank Key Bank Country GB	Processing using this non-up screen is the same as for parking
Bank Account Control key	i rocessing using this pop-up screen is the same as for parking
Reference Instruction key	in El transaction EV60
Tax Number 1 Tax type	
Tax Number 2 Tax number type	The possible actions can also be used in the same way as for
Tax Number 3 Natural person	
Type of Busines	FV60.
Type of Industr Rep's Name	
🖋 🖿 Copy 🐨 Delete 🖧 Bank data 🌈 Bank data 🎆 Bank 💾 IBAN	
	1

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.

Basic data Payment Details	Tax Note Cust. fields Workflow
Baselinedat 14.12.2018	PmntTerms NT30 30 Days
Due on 13.01.2019	PmMeth. U Days
Discount 1	Days net
Discount 2	Housebnk Fixed
Discount CHF	PaymRefer.
Disc.base CHF	PyamBlock Free for payment
Inv.ref.	Partnbank ExtReasCod
Payee/Paye	Mandate ID
	Contract / FTyp

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.

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.

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
1 field	behind	PmntTerms	Day

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.

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.

Contract type Contract

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.

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 P	ayment Details Tax	Note Cust. fie	elds Workflow
Unpl.del.csts	CHF	Assignment	
Inv. recpt date		Header texts	
Next user		Cent. bank	Suppl coun
Scaned by	ARCHIVIERUNG 14.12.2018	Bus. area	Priority
G/L account	0000160000	Serv. ind.	
ReferenceKey 1		Report. country	EU Triang. Deal
ReferenceKey 2		Exception code	
ReferenceKey 3		Rev.Reas./Date	

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.

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.

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.

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.

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>

<u>Cancellation reason/date (Reason for reversal or reverse posting/planned date for the reverse posting)</u>

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.

_/	Basic o	lata 💡	Payment Deta	ils Tax Note	Cust. fields	Workflow				
Ē										
					V	0		ETT4		
	D/C	Tax	Tax jurisdicth	Lax	Amount	curr.		Щ		
	-	•								
	-	-								
	-	-								
	-	-								
_	-	-								
	•	•						*		
	4 1						4 Þ			

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.

Basic	data 💡	Payment Detail	s Tax Note	(Cust.	fields Workflow
BB			Net entry		v	Rep.date 21.03.2016
D/C	Tax	Tax	Amount	Curr.		
S 🔻	1I 🔻	1.054,55	10.545,45	EUR		
-	•					
-	-					
-	-					
-	•				-	
4 F				4	2	

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>

<u> Tax</u>

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.

Basic data Payment Details Tax Note Cust. fields Workflow	
### 19.12.2018 10:08:08 - Sascha Luge (LUGE) writes: ### Here is an note.	

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)

_/	Basic data Payment	Yc	etails	Tax Note	Withholding Tax	Cust. fields	Wor		
_									
	Description	W.	w	W/tax base amnt	Withholding tax	Withheld WthTx.	. 🎹		
	IRRF for natural pe	IC	R2	0,00	0,00				
	ISSF	IS	R5	0,00	0,00				
							Ψ		
	▲ ▶ :::::::::::::::::::::::::::::::::::					4 F			
F	BE INTE	۲Ì							
				<u></u>					

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)

Basic data Payment Details	Tax Note Withholding Tax	Cust. fields Workflow
Withholding Tax		1
W/tax base	EUR	
W/tax expt	W/tax code 15	
Specify withholding tax amounts for alloc	ated amounts	

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.

Basic data Paymen	t Details	Tax	🖰 Note	Cust. fields	Workflow	
HD01						
HD02						
HD03						
TEST Allocation Grps						
Bill to Party						
HD15						

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.

Basic data Payment Details Tax Note Cust. fields Workflow												
Workflow Stat 100 started REL Status Head 1 not released												
Wo	rkflow	Туре	100	Stand	ard V	Vorkflow	Total I	REL stat.	1 not rele	ased	•	
Wo	rkflow	Step	100	Manua	al sele	ection fact. v	REL st	. DelCost	0 initial	_	-	
屘	Line	WF Org	Unit	1	Ту	Description			[]]	post man.		
		.003				hint at the				Upd. mode		
						and an approximately as a						
	4 5								▼	E 		
				_								

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

Workflow Stat 100 started Workflow Type 100 Standard Workflow Workflow Step 100 Menual selection fact. v REL status Head 1 not released Workflow Step 100 Menual selection fact. v REL st. DelCost 0 initial Post man. Upd. mode	Basic data Payment Details Tax Note Cust. fields Workflow								
Workflow Type 100 Standard Workflow Workflow Step 100 Menual selection fact. v RE Line WF OrgUnit Ty Description Image: Selection fact. v Post man. Upd. mode Image: Selection fact. v	Workflow Stat 100 started REL Status Head 1 not released								
Workflow Step 100 Menual selection fact. v REL st. DelCost 0 initial post man. Upd. mode Upd. mode Image: Selection fact. v	Workflow Type	100 Standard Workflo	w- Total REL stat.	1 not released	•				
E Line WF OrgUnit Ty Description post man. Upd. mode	Workflow Step	100 Manual selection f	act. v REL st. DelCost	0 initial	•				
Upd. mode	🗟 Line 🛛 WF Orgl	Jnit Ty Descrip	otion	post man.]				
	10.32	 Interference 	and the second sec	Upd. mode					
		 Sector 	taga						
	1000	 James 	788	- <u>D</u> B					
	· · ·								

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

<u>Line</u>

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>

Туре

The agent type is specified here.

Value	Description					
S	SAP user					
U	U Classifier user					
Х	X External user					
(G	Classifier User Group)					
Droposalizaonas						

Proposal:<none>

Description

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

Proposal:<none>

Post man.

If this checkbox $\boxed{\mathbf{V}}$ is set the document must be posted manually.

Proposal:<none>

Update Mode

00UndefinedNot specified or unspecified10CLS=>SAPData transfer from CLS document to SAP document as before Can be changed by customizing!!>11CLS=>SAP (manually)Like 10, except that this mode was set manually in the CLS document and therefore cannot be changed by a setting in Customizing19CLS=>SAP until next required Transmission => 20Same as 10, but the next successful data transfer from CLS to SAP automatically switches to 2020SAP=>CLSData transfer from the SAP document to the CLS document, where the primary data entry takes place via the SAP document transaction.21SAP=>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!!!	Value	Designation	Description
10CLS=>SAPData transfer from CLS document to SAP document as before Can be changed by customizing!!!>11CLS=>SAP (manually)Like 10, except that this mode was set manually in the CLS document and therefore cannot be changed by a setting in Customizing19CLS=>SAP until next required Transmission => 20Same as 10, but the next successful data transfer from CLS to SAP automatically switches to 2020SAP=>CLSData transfer from the SAP document to the CLS document, where the primary data entry takes place via the SAP document transaction.21SAP=>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!!!	00	Undefined	Not specified or unspecified
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20SAP=>CLSData transfer from the SAPdocument to the CLS document, where the primary data entry takes place via the SAP document transaction.21SAP=>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.	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
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.	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. Can be changed in Customizing!!!
	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.

6 🐨

Button	Description
	Create
E	Delete line
E	Add line
a	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 C	urr.
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 accountant 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.

riangle) 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>

<u>Text</u>

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.

Ę	Acct	Sht text	Amount in do	Curr.	Cost Center	Amount Dom. Curr.	Lo.Cur	REL M		Tax jurisdictn	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		
				EUR		0,00	EUR	0 initial	•			40	s		-
	< >														4 Þ
	3 866	66 0		Tax Ba	ase 📔	Expand [] fron	n patter	n 😽 File U	Jplo	bad					M

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.

년 Input of tax base amounts 🛛 🗙												
Tax Base Amounts												
G/L Company Code	154000 1000											
Amount Base amount	10.545,45	EUR	Amount in LC LC base amnt	10.545,45	EUR							
Tax code	VA		Det	erm. Tax Base								
				Continue	X Cancel							

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

The button **Expand** 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.

1	¢	Classifier - Docu	ment processi	ng															<
	g		E		7		🗟 File Up	load					60)	6	E	Balance 0,00		00	
1	B	Acct	Sht text	Amount in do	Curr.	Cost Center	Amount Dom. Curr.	Lo.Cur	REL M		Tax jurisdictn	AssMTy	РК	٨ ١	V A	Assignment no.	Value date	Ite	1
1		154000	Input tax	200,00	EUR		200,00	EUR	0 initial	•			40	S				-	
1		1000	C.E.B. BERLI.	119,00	EUR		119,00	EUR	0 initial	•			39	K				•	
1					EUR		0,00	EUR	0 initial	•			40	S				33	
1					EUR		0,00	EUR	0 initial	•			40	S					
1					EUR		0,00	EUR	0 initial	•			40	S					
I					EUR		0,00	EUR	0 initial	•			40	S					
I					EUR		0,00	EUR	0 initial	•			40	s					
l					EUR		0,00	EUR	0 initial	-			40	s					

Press from pattern 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 Num	ber 🗙
FI doc number	190000003
FI fiscal year	2016
FI Company Code	1000
Continu	e X Cancel

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

You can transfer account assignments from an Excel list using the button 🗟 File Upload

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	0	Crcy	Τх	SerE	IR	GR	SN 0	SI	PI [
00001	2	к	Sample Boxes		1 PC	07.11.2016	79,67	1	PC	EUR	VA			<			10
00002	2											.					10
00003	_											•					10
00004	(10
00005																	10
00006																	10
00007	(10
80000	(10 4
00009	(10 -
4 1																4	۲.

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.

Text for item 00001		
xdf oq mk eb		
		4 F
Li 1, Co 1	Ln 1 - Ln 1 of 1 lines	

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.

Image Image Algemen Bestellaten Kundenfelder Lieferadresse Kopf-Lang Image Classfier ID 549 keine MM-Anb. Image Image Classfier Typ PR Einkaufsorg 1000 PurchOrg EMEA Einkaufsbeleg Einkaufsorg 1000 Dickens, B. Werk 1000 BestRun Germany Kredtor 1000 C.E.B. BERLIN 123456 123456 123456 Anforderer BAUER Uwe Bauer Gesamtbetrag 138, 51 USD		Notzen ★ 1 5 ### 21.0 Hier Wir ### 22.0	2016 09:31 d bereits ge: 1.2016 11:21 Ze	159 - Uwe Bau 159 - Uwe Bau 146 - Uwe Bau 146 - Uwe Bau	er(BAUER) : ext angeze: er(BAUER) :	schrieb: ### igt. schreibt: ### Ze 1 - Ze 6 von 6 Zele	2
Algemein Bestelldaten Kundenfelder Lieferadresse Kopf-Lang Image: Classifier ID Classifier ID 349 keine MM-Anb. Image: Classifier ID Classifier ID Classifier ID Classifier ID Classifier ID Image: Classifier ID Enkaufsbeleg Enkaufsbeleg Enkaufsbeleg Enkaufsbeleg Dickens, B. Enkaufsbeleg Dickens, B. Hamburg Buchungskreis 1000 C.E.B. BERLIN 123456 123456 123456 123456 Anforderer BAUER Uwe Bauer Gesamtbetrag 138, 51 USD Posttonsdaten		Notzen	1.2016 09:31 d bereits ge: 1.2016 11:21	is9 - Uwe Bau speicherter I :46 - Uwe Bau e 6, Sp 1	er(BAUER) : fext angeze: er(BAUER) :	schrieb: ### igt. schreibt: ### Ze 1 - Ze 6 von 6 ZeM	2
Classifier ID 349 keine MM-Anb. Classifier Typ PR Belegnummer Einkaufsorg 1000 Einkaufsbeleg Einkaufergruppe 001 Buchungskreis 1000 BestRun Germany Kreditor 1000 C.E.B. BERLIN 123456 123456 Anforderer BAUER Uwe Bauer Gesamtbetrag 138, 51 USD		*** 21.0 Her wir *** 22.0	1.2016 09:31 d bereits ge: 1.2016 11:21	tis9 - Uwe Bau speicherter I :46 - Uwe Bau	er(BAUER) : ext angeze: er(BAUER) :	schrieb: ### igt. schreibt: ### Ze 1 - Ze 6 von 6 Zele	20
Gesamtbetrag 138, 51 USD Positionsdaten			Ze	e 6, Sp 1		Ze 1 - Ze 6 von 6 Zele	en
Positionsdaten							
Zeile BuKr Werk Kurztext(Titel) BA Menge BME Preis Währg	PR pro	0 PR BPRME	Gesamtwert	Abladestelle	Kostenst.	Beschreibung Kostenst	. Sachke
00001 1000 1000 Erster Test D01 1 ST 100,00 EUR	1	ST	100,00	test	1000	Corporate Services	47600
00002			0,00	_			
00003			0,00				
00004			0,00				
00005			0,00				
00006			0,00				
00007			0,00				
80000			0,00				
00000			0,00				· · ·
		Text zu	Pos. 00001	<keine adr.="" au<="" th=""><th>sgew.></th><th></th><th></th></keine>	sgew.>		
 Classfier-Beleg 000000000349 CLS PR-Beleg Attachment ff 			de M				•

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**.

Notes
23.03.2016 12:03:23 - Lena Stock(STOCK) writes:
Li 3, Co 1 Ln 1 - Ln 3 of 3 lines
per PR POAQt Total Value Unloading Po Cost Ctr Description Cost Center G/L AC
0,00
0.00
0,00
0,00
0,00
0,00
0,00
0,00
Text for Rem 00001 <no addr.="" selected=""></no>

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

✓ Finish step 🛛 📅									
General Cust. fields Del. address Hea	der long text			Notes					
Classifier ID 508 no MM link Classifier Type PR Document Number Purchasing Or	g. 1000 Pt	urchOrg EMEA		### 23.03	3.2016 12:0	5:46 - Lena S	tock (SIOCK)	writes: ###	
Purchasing Doc. Purch. Group	004 E	ffel,J.							
Plant 1000 Hamburg Company Code 1000 BestRun Gerr Vendor Requisitioner STOCK Lena Stock	nany								< >
Total amount 230,00 EUR					l	.i 3, Co 1		Ln 1 - Ln 3 of 3 lines	
Item data Line CoCd Pint Short text(Ttle) PR Q 00001 1000 Monitor #12345 00002 00003 00004 00005 00005 00005 00006 00006 00006	uantity BUn 2 PC	Price/Unit 115,00	Crcy PR p EUR 1	er PR POAQt PC	Total Value 230,00 0,00 0,00 0,00 0,00 0,00 0,00	Unloading Po KPS EK	Cost Ctr 4120	Description Cost Center IT Service	G/L Ac
00007					0,00				
00009					0,00				
Attachments				Text for	tem 00001	<no addr.="" sel<="" td=""><td>ected></td><td></td><td></td></no>	ected>		

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 Procure	ement Request								
From Template	Catalog								
General Cust. f	ields Del. address	Header long text			Notes				
Classifier ID Classifier Type Document Number Purchasing Doc. Plant 20 Company Code 20	no MM link Purchasing Purch. Gro Heathrow, BestRun U	Org. Org. Org. Org. Org. Org. Org. Org.	hef,H.		### 03.1	1.2016 14:21:	101 - Lena Stock (S	TOCK) writes: ###	
Vendor									
Requisitioner ST	OCK Lena Stock				4				< >
Total amount	0,00 GBP					Li	3, Co 1	Ln 1 - Ln 3 of 3 lines	
Item data									
Line CoCd Pint	Short text(Title) PR	Quantity BUn	Price/Unit net	Crcy PR pe	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			v
Attachments					Text for	item 00001	cno 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							
Ū.							
C mercat	0 DEMO für Die	Beschaffungsplatt	form für Geschäft	tskunden			
Kategorien 🗸	Suchen Sie hie	er in über 21,5 Million	en Artikeln		× Suchen	Willkommen! Mein Mercateo V	Warenkorb € 0,00
zurück: zum vorherigen Sortiment Meine ex	zur vorherigen Suche zum vorhe klusiven Kataloge	erigen Produkt					
MUSTE	I MUSTER	Muster	MUSTER;+	TEST GmbH			
Muster /	AG Musterkatalog Arbeitsschutz	Musterkatalog Hardware	Musterkatalog IT	Test GmbH			

4.6.1 Actions Classifier GUI (PR)

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

Edit Procurement Request 000000511 (cr.)

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

 Edit Procurement Request 000000487 (compl.)
 Image: CLS incompl.
 Image: Subscript state st

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

 Edit Procurement Request 000000508

 Proc. Man.
 Request 000000508

 Proc. Man.
 Image

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



(CLS document with MM connection - with SAP document)

Create Procurement Request

From Template

(Create CLS document - before saving)

Edit Procurement Request 0000000510	
-------------------------------------	--

🗸 Finish step 🔢 📅

(Create CLS document - after saving)

Action (Status)	Description
😓 🔕 😒 📘	Save and Exit (for description, see Classifier GUI General)
History	Show classifier history (for description, see Classifier GUI General)
T	Delete Classifier Document
🖑 Proc. Man.	Create SAP document manually (for description, see Classifier GUI General)
📾 Create	Enter SAP document (for description, see Classifier GUI General - Enter Previously)
🔚 CLS vollst.	Save CLS Document as Complete
🔚 CLS incompl.	Save CLS Document as Incomplete
🗱 Simulate	Simulate SAP document (for description, see Classifier GUI General)
SAP document	Display SAP document (for description, see Classifier GUI - General)
🛃 Image	Display image (for description, see Classifier GUI General)
Template	Create classifier document from template.
	Select classifier ID from F4 help popup.
🗸 Finish step	End acquisition of the classifier document with Save.

Catalog	Catalog connec	tion. e.g.	
			Replac.RFC
	Catalog ID	Description	
	ARIBA BIOS Do not use 2(Lyreco)	Ariba Catalog Bechtle Büromaterial	х

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

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
GUI settings	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.

Attachments	
Classifier Document 0000003859	
 Procurement request attachment m 	
• 💶 Classifier History	

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".

General Cu	ust. fields Hea	der long text Workflow
Classifier ID	512	no MM link 🗸
Classifier Type	PR	ordered 🗌
		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.

General	Purchase order	data Cust. fields	Del. address Header 🛛 🕙 📮
		_	
Class. ID	3859 / PI	R no MM link	
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	0,0	0 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:

Customer/Vendor
Delivery Note
Financial Accounting
Materials Management
Payment Chains
Purchase Order
Purchase Requisition
Sales Order
Travel Expenses
Unclassified Documents
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>

<u>Plant</u>

A key is specified here that uniquely identifies a plant.

Proposal:<none>

<u>CoCo</u>

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>



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 \square , 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.

<u>Use</u>

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".

General Pur	chase order data	Cust. fields De	I. address	Header	
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 n	net	
Purchasing Org.	1000 PurchOrg El	MEA			
Purch. Group	004 Eiffel, J.				
Validity Start		Quotation Date			
Validity End		Quotation			

Document cat.

Allows you to differentiate between the various purchasing documents.

Value	Description
Empty	Undefined
В	Purchase requisition
F	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.

General Purchase	order data Cust. fields	Del. address	Header	
Cust Field Header 01				
Cust Field Header 02				
Cust Field Header 03				
Cust Field Header 04	ff			
Cust Field Header 05				
Cust Field Header 06				
Cust Field Header 07				
Cust Field Header 08				
Cust Field Header 09				
Cust Field Header 10				
Cust Field Header 11				

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.

General Purch	hase order data Cust. fields Del. address	Header 🗎 🕙 📮
Title		Address-No
Name	and the large	
Street/house no District	National Annual Contraction of Contr	
Postal code/city	search because	
PO Box Post Cde	PO Box	
Country	DE Germany Region	Hamburg

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 <u>here</u>.

	Cust.	fields	1	Del. ad	dress	Header I	ong text 🖉 Workflo	ow			
W	orkflow	Stat	100	starte	d		REL Status Head	1 not	released		•
W	orkflow	Туре	100	Stand	ard W	orkflow	Total REL stat.	1 not	released		•
W	orkflow	Step	110	Factu	al Veri	fication	REL st. DelCost	1 not	released		•
	Line	WF Or	gUnit		Ту	Description					
		LUGE			S	Sascha Luge					
											•
	4 F		333							4 Þ	
	B	B		B	B	<u>_</u>	Update mode 10		post manually	/	

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.

Notes	
]
### 07.01.2019 09:22:58 - Sascha Luge (LUGE) writes: ### Here are the notes.	
	• •
* Li 3, Co 20 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.

ine	Pint	SLoc PRP Transfer	B Short text(Title) PR	LT	AD	Material	Quantity		BUn	Price/Unit net	Crcy	Multi	S
0001	1000		v		2			10	PC	10,00	EUR	-	Γ
0002	1000		v		2			10	AU		EUR		T
0003													
0004													
0005													
0006													
0007													
8000													
0009													
< > [4	Þ

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
2	Jump possible and data already available
۸	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		
		4 1
* Li 1, Co 1	Ln 1 - Ln 1 of 1 lines	

Position address data

Using the button in the "AD" column, the delivery address for the respective item in the address area is displayed and can be changed there.

Text for i	tem 00002 Addr. for item 00002	
Title		Adrees Nr.
Name	The local design of	Adress-NI.
Marrie		
		i
Street	have been by the second	-
District	Relation	

Multicontacting data

The button 🖻 in the "Multi" column opens a popup with multi-account assignment data.

The first time you jump to the multi-account assignment data, the first multi-account assignment row is created from the position data.

This option is not available for item types "1" Limit and "9" Service.

🔄 Multi a	allocation for line 00001									×
🗟 Line	D Quantity	B Cost Ctr	Order	WBS Element	G/L Acct	Profit Center	Asset	SNo.	Unloading Point	
1	10	PC 1000			400000	KST 1000			KPS EK	^
2		PC								-
3		PC								
4		PC								
5		PC								
6		PC								
7		PC								
8		PC								
9		PC								
10		PC								
11		PC								
12		PC								-
4 F										4 🕨
									Save	X Cancel

4.8.4 Header Data - Workflow Classifier GUI (SO)

In this tab, data for the workflow is displayed or can be changed there. The description of the individual options is explained <u>here</u>.

_	Gene	ral (Cust. 1	fields	Не	ad.longtext	Workflow			
w w	orkflow	Stat Type	100 170	starte Custo	d mer o	rder	REL Status Head Total REL stat.	1 not released 1 not released		•
W	orkflow	Step	100	Manua	al sele	ction fact	REL st. DelCost	1 not released		•
	Line	WF Or	rgUnit		Ту	Description				
		LUGE			S	Sascha Luge				
										-
										Ŧ
	4 F		- 333					4	Þ	
	B	B			R	<u>_</u>	Jpdate mode 10	post manually		

4.8.5 Position Data Classifier GUI (SO)

The item data that is to be transferred to the SAP document is maintained here.

Line L	T Material	Description	Order quantity	SU	Amount	Curr.	Cust.material	Plant	Prici	Net Value	
0001	P-100	Pumpe	4	PC	2.600,00	EUR		1000	1	10.400,00	
00002									0	0,00	
0003									0	0,00	
00004									0	0,00	
00005									0	0,00	
00006									0	0,00	
00007									0	0,00	
8000									0	0,00	
0009									0	0,00	
4 🕨 🗌	313										4 Þ

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.

PI	roces	s Travel	Exp	ens	ses Docu	ment 4	14											
æ	Create	🗱 Simulat	e	<u>s</u>	History 💵	SAP docun	nent 📅 De	ete Trip	Back to creator									
_	Genera	FI-Data		Nork	flow Info					Note Attachments								
Per	son	1000	BAL	LEST	ER An	ja Müller							ok (Si) unit			
Star End	rt I	02.02.20	16 2 16 2	2:00	1:00 To 1:00 Par	tal amnt /ment		9,90 9,90	EUR EUR	** 24.03.2010 11.12.1	2 - 20	110 300	GE (D)		, #110	63. 111		
Tot	al M/Km	33																
									•	•	: Co. 1					- 1 - 1 - 2 - f - 1		• •
										LI 3,	01					n 1 - Lh 3 or 3 i	nes	
1	🔲 Trip	Receip	ts	Ad	d. Destin.	Trip S	egments	Deduct	ions Advance	Cost Assignment	Note fo	r Item (0001					
_			_	_														
	Line	SAP doc	TS	R/T	Begins On	Begins At	Ends On	Ends At	Reason	Destination	Ctr	Regi	Ме	Ac	M/Km	Reimbursem	Payment	
	Line 00001	SAP doc	TS 01	R/T 3	Begins On 02.02.2016	Begins At 22:00:00	Ends On 02.02.2016	Ends At 23:59:00	Reason Consulting	Destination Hamburg	Ctr DE	Regi	Me	Ac	M/Km 33	Reimbursem 9,90	Payment 9,90	• •
	Line 00001	SAP doc	TS 01	R/T 3	Begins On 02.02.2016	Begins At 22:00:00	Ends On 02.02.2016	Ends At 23:59:00	Reason Consulting	Destination Hamburg	Ctr DE	Regi	Me	Ac	M/Km 33	Reimbursem 9,90	Payment 9,90	*
	Line 00001	SAP doc	TS 01	R/T 3	Begins On 02.02.2016	Begins At 22:00:00	Ends On 02.02.2016	Ends At 23:59:00	Reason Consulting	Destination Hamburg	Ctr DE	Regi	Me V	Ac	M/Km 33	Reimbursem 9,90	Payment 9,90	*
	Line 00001	SAP doc	TS 01	R/T 3	Begins On 02.02.2016	Begins At 22:00:00	Ends On 02.02.2016	Ends At 23:59:00	Reason Consulting	Destination Hamburg	Ctr DE	Regi	Me	Ac	M/Km 33	Reimbursem 9,90	Payment 9,90	•
	Line	SAP doc	TS 01	R/T 3	Begins On 02.02.2016	Begins At 22:00:00	Ends On 02.02.2016	Ends At 23:59:00	Reason Consulting	Destination Hamburg	Ctr DE	Regi	Me	Ac	M/Km 33	Reimbursem 9, 90	Payment 9,90	•
	Line	SAP doc	TS 01	R/T 3	Begins On 02.02.2016	Begins At 22:00:00	Ends On 02.02.2016	Ends At 23:59:00	Reason Consulting	Destination Hamburg	Ctr DE	Regi	Me	Ac	M/Km 33	Reimbursem 9,90	Payment 9,90	*
	Line 00001	SAP doc	TS 01	R/T 3	Begins On 02.02.2016	Begins At 22:00:00	Ends On 02.02.2016	Ends At 23:59:00	Reason Consulting	Destination Hamburg	Ctr	Regi	Me	Ac	M/Km 33	Reimbursem 9, 90	Payment 9,90	•
	Line 00001	SAP doc	TS 01	R/T 3	Begins On 02.02.2016	Begins At 22:00:00	Ends On 02.02.2016	Ends At 23:59:00	Reason Consulting	Destination Hamburg	Ctr	Regi	Me	Ac	M/Km 33	Reimbursem 9, 90	Payment 9, 90	•
	Line 00001	SAP doc	TS 01	R/T 3	Begins On 02.02.2016	Begins At 22:00:00	Ends On 02.02.2016	Ends At 23:59:00	Reason Consulting	Destination Hamburg	Ctr	Regi	Me	Ac	M/Km 33	Reimbursem 9, 90	Payment 9,90	
	Line 00001	SAP doc	TS 01	R/T 3	Begins On 02.02.2016	Begins At 22:00:00	Ends On 02.02.2016	Ends At 23:59:00	Reason Consulting	Destination Hamburg	Ctr DE	Regi	Me	Ac	M/Km 33	Reimbursem 9, 90	Payment 9,90	
	Line 00001	SAP doc	TS 01	R/T 3	Begins On 02.02.2016	Begins At 22:00:00	Ends On 02.02.2016	Ends At 23:59:00	Reason Consulting	Destination Hamburg	Ctr DE	Regi	Me	Ac	M/Km 33	Reimbursem 9, 90	Payment 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.

Process Travel Expenses Document 414											
📾 Create	🚏 Simulate	🖉 History	SAP document	📆 Delete Trip	🖾 Back to creator						

(TE document without SAP document)

Process Travel Expenses Document 393											
📾 Create	🔐 Simulate	💯 History	SAP document	📅 Delete Trip	Back to creator						

(TE document with at least one SAP document)

Action (Status)	Description
😓 🔕 😒 🗌	Save and Exit (for description, see Classifier GUI General)
SHISTORY	Show classifier history (for description, see Classifier GUI General)
📾 Create	Enter SAP document (analogous to park) (for description, see
	Classifier GUI General)
🗱 Simulate	Simulate SAP document (for description, see Classifier GUI
	General)
SAP document	Display SAP document (for description, see Classifier GUI - General)
Delete SAP document	Delete SAP document (for description, see Classifier GUI General)
📅 Delete Trip	Delete trip corresponds to delete CLS document (for description,
	see Classifier GUI General)
🛃 Image	Display image (for description, see Classifier GUI General)
Back to creator	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
GUI settings	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.

General	FI-Data Workfl. (2)	Info		
Person	200065 LUGE	Sascha Luge		
Start	14.01.2019 16:00:00	Total amnt	0,00	EUR
End	14.01.2019 16:00:01	Payment	0,00	EUR
Total M/Km	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)

General FI-I	-Data Workfl. (2) Info
PostKey 31 3 Ven./Cust.	31 (K/H) Invoice Acct Type K D/C indic. H
Document Type	KR Reference LUGE
Posting Date	02.01.2019
Company Code	1000
Fiscal Year	2019

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 <u>here</u>.

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

_	Gener	ral F	-I-Dat	a / I	Workfl	. (2) Inf	fo				
W	orkflow	Stat	100	starte	d		REL Status He	ead	299 factual verified		•
W	orkflow	Туре	190				Total REL stat		299 factual verified		•
W	orkflow	Step	400	Finish	travel	process	REL st. DelCos	st	0 initial		-
	Line	WF Or	gUnit		Ту	Description					
		1000			÷	the state of the					
		100			6 I.	1003-008					
											Ψ.
	4 F								4	۲	
	B	B			R	-	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
			Purch.Doc.			CoCo	1000
Dup.CLS ID			amend doc			Plant	
diff. OT			Vendor			Purch. G	rp
						Fiscal Yr	2019
Scan date			Bl.reasons	P			
Scanned by			TCode	FB0	1		
OCR ID							
Ref.CLS Tp			resend		Status	100	Upd. mode 10
Ref.CLS ID			checked		REL Status	299	Trace 0
Ref. Line	0		Upd SDOC	✓	REL St Hd	299	Action

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:

BP	Customer/Vendor
DN	Delivery Note
FI	Financial Accounting
MM	Materials Management
РС	Payment Chains
РО	Purchase Order
PR	Purchase Requisition
SO	Sales Order
TE	Travel Expenses
UN	Unclassified Documents
empty	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>

<u>OCR ID</u>

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>

<u>Vendor</u>

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 \mathbf{V} .

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 $\overline{\mathbb{V}}$.

Proposal:<none>

<u>Status</u>

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>

<u>Plant</u>

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>

<u>Trace</u>

The classifier trace is specified here.

Proposal:<none>

<u>Action</u>

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
Proposa	l: <none></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.

ine 👘	SAP doc	S	TS	R/T	Begins On	Begins At	Ends On	Ends At	Reason	Destination	Ctr	Regi	Ме	Ac	M/Km	Reimbursem	Paymer	nt 🚺
0001			01	3	14.01.2019	16:00:00	14.01.2019	16:00:01	111	111	DE					0,00	0,00	1
		4	P.F														4 1	

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.

ine	Line	Date	RC	ЕхрТу	Name	of Exp	. Туре	PR	Amount	Crcy	Exch. Rate	Amount	in LC	LCurr	Тх	G/L Account	Description	Ctr	r Sł
)										
)										
]										
]										
]										
]										
]										
]										
)										
)										
)										
)										
]										
]										
	4 1																	4	Þ

Add. Destin.

In this area, trip interruptions and stopovers are entered.

Line	Begins On	Begins At	Ends On	Ends At	Location	Ctr	Region	Reason	
4 1 1									

Mileage car

In this area, it is possible to separate routes in more detail than under Travel.

ne	Line	Date	Total M	No.Passeng	Baggage	Lic. Plate	Vehicle Make (Model)	Start Location	End Location	
	4 1									4

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.

Information Attachm. (1)
Classifier Document 0000002009
• 占 Classifier Delivery note 📅
• 💪 Classifier History

The attachments are described in more detail <u>here</u>.

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.

Notes	
xee or the pe	
### 08.01.2019 12:37:26 - Sascha Luge (LUGE) Here is your note.	writes: ###
	< >
* Li 3, Co 19 Ln 1 - L	n 3 of 3 lines

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.

Factual Verification Classifier Invoice 0000000521 on level 1											
✓ Factual verified 🛛 Factual rejected 🖾 Undo 🖓 Refresh	🖪 Image 🛛 🗞 CLS Document	SAP document	😨 Forward 🛛 😨 E	dit later 🛛 🔚 Save and Select	a [⊡] Calback	antain substitutes					
Construct Cust. fields Class. ID 522 PostKey 31 Company Cod CLS Type FI DocType KB Posting Date Text Test Remtext Reference Reference Test-DUBL-XXXXX Document Date Inv. Pty 1000 C.E.B. BERLIN 123456 123456 123456 123456 123456 Amount gr. 1.600,00 TUBL Doc. No. 100000005 1016 Pmnt Block Last FV Due on 14.05.2016 13.04.2016 [29.04.2016 Last REL Last REL Payt Terms 2801 45 14 3,000 30 2,000	fe 1000 30.03.2016 ate 25.03.2016	Notes	130:08 - Lena Stock	(SIOCK) writes: ### Ln 1 - Ln 3 of 3 line	4 🕨						
FI Item data	PK A CoCd Acct 40 S 1000 476000	Cost Ctr Ort	der VVBS Elem	ent Description WBS Element	Asset						
Attachments • Cassfier Document 0000000521 • E Incoming invoice ************************************				Baarine cou,							

(Example FI factual examination)

Factual Verification Classifier Invoice 000000	0520 on level 1						
✓ Factual verified X Factual rejected IP Undo DRefresh	🖪 Image 🖓 CLS Docur	ment 🛛 🖉 SAP documen	t 🛛 🔃 Forward	😨 Edit later 🛛 🗧	Save and Select	a [⊡] Calback	🖴 Maintain substitutes
ObO General Cust. fields		Notes					1
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PO reference / G/L acct / Material / Del.costs							
REL RSt Line Purchase Item Text Obo 002 00001 4500017833 10 Rechnungsplan Test	P Quantity	o.G/R Quan. 1	Div. Quan. 0	InvUnitPrice 1.804,92	PO UnitPrice 2.500,00		
				Balance	0,00		
Attachments Cassifier Document 0000000520 Cassifier History Cassifier History FI Document 1000 510000109 2016 Purchase Order Item 450017831 00010 Material Document 5000000569 2016 							-

(Example MM factual examination)

Release	Classifier	Invoice	0000000	521 on lei	vel 1							
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FI Item da	ata											
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		File Uplo	bad							Balance	0,00	
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(Example FI Release)

Release	Class	ifier Inv	oice (0000005	20 on lev	vel 1							
🗸 Released	🗙 Rej	ected 🖾	Undo	Refresh	🗾 Image	ം CLS Docum	ent 💵	SAP document	Torward 2	🕑 Edit later	Save and Select	a Calback	A Maintain substitute
040 Ge	eneral	Cust. fields						Notes					
Class. ID CLS Type Text Reference Inv. Pty Amount gr. Doc. No. Due on Payt Terms	520 MM Test Ite TEST-D 1000 2.147, 510560 14.05. ZB01	Post Doc emtext UBL-XXXXX C.E.B. 85 9402 2016 2016 13.04 45 14 3	tKey Type BERLIN EUR Pm 1,2016	31 RE 123456 12345 nt Block 29.04.2016 30 2,000	Company Co Posting Date Document D 6 123456 Last FV Last REL Completor	de 1000 30.03.2 Nate 25.03.2 STOCK	016	*** 30.03 ***	.2016 11:48	IS - Lena St II - Lena St II - Co 1	ock (SIOCK) writes:	: ### Ln 3 of 3 lines	<
PO refer	St Line	G/L acct Purchase 450001783:	Materia . Item 1 10	Text Rechnungspla	n Test	P 000	Quantity 1	o.G/R Quan.	Div.	Quan.	InvUnitPrice 1.804,92	PO UnitPrice 2.500,00	
		4 🕨 🛄									Pabaca	4	
Attachm	ifier Docur Jassfier Hit M Docum FI Docu Purchase C Materia	nent 000000 story ent 5105605 ment 1000 rder Item 45 Document 3	00520 [9402 20 510000 5000178 5000000	16 D 1109 2016 D 131 00010 D 1569 2016 D							Baance	0,00	

(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 \blacksquare 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.

General	🗡 🗙 Correcti	ion Cust.	fields Workf	low Info						
DP Chain	11	loc	Trans.Cat.							
Vendor	1000	C.E.B. BERLIN	Doc.Categ. IN							
Purch.Doc.		/ 0		gross	net					
Payt Terms	ZB01 Tax	x code VA	Order val.	9.520,00	8.000,00					
			IV-Amount	714,00	600,00					
Doc. Date	15.03.2016									
Pstng Date	15.03.2016		Correct.	0,00	0,00					
Bus. Area	2000		Deduction	0,00	0,00					
Bline Date	17.02.2016		verifAmoun	714,00	600,00					
Reference	2013-04-03	-PR-90	Deduction	0,00	0,00					
Transac.	TEst 2			Nachl.inkl 🗌	Currency EUR					

(standard view - not changeable)
General	🤜 (1) Cor	rection C	ust. fields 🛛 🗸	Vorkfl	ow Info		
DP Chain	4	/ 1000	amend	doc	190000094	Trans.Cat.	AE
Vendor	1000	C.E.B. BERLIN	123456 12345	61		Doc.Categ.	IN
Purch.Doc.	4500017730	/ 40		gi	OSS	net	
Payt Terms	ZB01 Tax	x 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		verifAmoun		8,00	6,	72
Reference	SADFSDADSF		Deduction				
Transac.	sadfdasf			Na	achl.inkl 🗌	Currency US	5D

(Correction document 1 already created)

General	🛛 😼 (2) Cor	rrection	Cust. fields	Norkflow Info	
DP Chain	4	/ 1000	amend	doc 190000070	Trans.Cat. AE
Vendor	1000	C.E.B. BERL	IN 123456 12345	61 190000071	Doc.Categ. IN
Purch.Doc.	4500017730	/ 40		gross	net
Payt Terms	ZB01 Ta	x 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]	verifAmoun	1.296,53	1.089,52
Reference	4500016340		Deduction	400,00-	336,14-
Transac.	4500016340	- Test		Nachl.inkl 🗌	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>

<u>Vendor</u>

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.

. ,	Katerial	Descr. mat.	Requirement qty	E	Fix	Pint	SLoc	SupplyArea	Regnt Date	MP Ind.	Item	ICt	Batch	Regnt Qty	8.	Τ.	
														0,000			
														0,000			
														0,000			
														0,000			
														0,000			
														0,000			
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100																	

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.

Attachments	
🔹 🗁 Classifier Document 0000003861 🗋	
 Procurement request attachment m 	
Classifier History	

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	
	4 1
* 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 Add	lr. for item 00001		
Title				Adress-Nr.
Name	Werk Hamb	urg		
Street	Alsterdorfer	Strasse	13	
District	Alsterdorf			
Postal Code	22299	Hamburg		
PO Box Post Cde		PO Box		
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.

Rejecte			s Docum	ent 55.	7 on level 1									
	d undo	- ∲ Re	fresh ිං	CLS Docum	ent SAP docum	ent 🛛 😨 Forward 🛛 🕤 i	Edit late	r 🖉 (Callbac	k				
FI-D	ata					Note Attachm	ents							
11 P 03.2016 03.2016	PM_DEV0	Sylvia : Total a Payme	Stone Imnt nt		450,80 EUR 450,80 EUR	### 04.04.2016 1 fact. verification ### 04.04.2016 1	4:43:50 on mis: 4:50:5	8 - Ler sinig 7 - Ler	a Sto na Sto	ock (STOCI	K) wrote: ### K) writes: ##	•		
						• •	Li 6,	Co 1			Ln 1 - Ln	6 of 6 lines		
Recei	pts Add.	Destin.	Trip Segmer	nts 🗌	Deductions Adva	nce 🗌 Cost Assignmen	nt / I	Note for	Item	00001				_
TS R/T	Begins On	Begins At	Ends On	Ends At	Reason	Destination	Ctr	Regi	Me A	c M/Km	Reimbursem	Payment	LT	
	21.03.2016	06:00:00	25.03.2016	19:00:00	Consulting	Frankfurt	DE		✓	0	450,80	450,80		*
														- C. P.
	11 P 03.2016 03.2016 TS R/T	11 PPM_DEV0 13.2016 06:00:00 19:00:00 Recepts Add. TS R/T Begins On 21.03.2016	11 PPM_DEV0 Sylvia : 03.2016 06:00:00 Total z 03.2016 19:00:00 Payme Image: Contract of the synthesis of the synthesyntemeters of the syntemeters of the synthesyntemeters	11 PPM_DEV0 Sylvia Stone 03.2016 06:00:00 Total amnt 03.2016 19:00:00 Payment Image: Contract of the synthesis of the synthesynthesis of	11 PPM_DEV0 Sylvia Stone 03.2016 06:00:00 Total amnt 03.2016 19:00:00 Payment TS R/T Begins On Begins At Ends On Ends At 21.03.2016 06:00:00 25.03.2016 19:00:00 19:00:00	I1 PPM_DEV0 Sylvia Stone 03.2016 06:00:00 Total ammt 450,80 EUR 03.2016 19:00:00 Payment 450,80 EUR III PROVE Payment 450,80 EUR III PROVE Payment 450,80 EUR III PROVE Payment 450,80 EUR IIII PROVE Add. Destin. Trip Segments IDeductions Adva IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	11 PPM_DEV0 Sylvia Stone 13 2016 06:00:00 Total armt 450,80 EUR 13.2016 19:00:00 Payment 450,80 EUR ### 04.04.2016 1 13.2016 19:00:00 Payment 450,80 EUR ### 04.04.2016 1 13.2016 19:00:00 Payment 450,80 EUR ### 04.04.2016 1 1 Payment 450,80 EUR Advance Cost Assignment 1 Payment Deductions Advance Cost Assignment 15 R/T Begins At Ends On Ends At Reason Destination 21.03.2016 06:00:00 25.03.2016 19:00:00 Consulting Frankfurt 1 Intervention Intervention Intervention Intervention Intervention 1 Intervention Intervention Intervention Intervention Intervention 2 Intervention Intervention Intervention Intervention Intervention 1 Intervention Intervention Interve	11 PPM_DEV0 Sylvia Stone 13 2016 06:00:00 Total ammt 450,80 EUR 13.2016 19:00:00 Payment 450,80 EUR 14 90.00 Payment 450,80 10 04.04.2016 14:50:50 14:50:50 15:00:00 Payment 450,80 EUR 10:00:00 Payment 450,80 10:00:00 Payment 450,80 EUR 10:00:00 Payment 450,80 10:00:00 20:00:00 20:00:00 21:03.2016 0:00:00 21:03.2016 0:00:00 0:00:00 0:00:00 0:00:00 0:00:00 0:00:00 0:00:00 0:00:00 0:00:00 0:00:00 0:00:00 0:00:00	11 PPM_DEV0 Sylvia Stone 03.2016 06:00:00 Total amnt 450,80 EUR 03.2016 19:00:00 Payment 450,80 EUR Image: Solution of the second seco	11 PPM_DEV0 Sylvia Stone 13.2016 06:00:00 Total amnt 450,80 EUR 13.2016 19:00:00 Payment 450,80 EUR 14.04.2016 14:43:58 - Lena Statistication missing 13.2016 19:00:00 Payment 450,80 EUR 10.04.2016 14:50:57 - Lena Statistication 14:50:57 - Lena Statistication 10.05.00 Payment 450,80 EUR 10:6,00 14:50:57 - Lena Statistication 10.05.00 Payment 450,80 EUR Cost Assignment Note for Item 11.05.2016 06:00:00 25.03.2016 19:00:00 Consulting Frankfurt DE 10.05.00 10:00:00 25.03.2016 19:00:00 Consulting Frankfurt DE V 10.05.00 10:00:00 10:00:00 10:00:00 10:00:00 10:00:00 10:00:00 10:00:00 10.05.00 10:00:00 10:00:00 10:00:00 10:00:00 10:00:00 10:00:00 10.05.00 10:00:00 10:00:00 10:00:00 10:00:00<	11 PPM_DEV0 Sylvia Stone 13.2016 06:00:00 Total amnt 450,80 EUR 13.2016 19:00:00 Payment 450,80 EUR 14.50,80 EUR ## 04.04.2016 14:43:58 - Lena Stock (STOC) 15.2016 19:00:00 Payment 450,80 EUR 14.50,80 EUR ## 04.04.2016 14:50:57 - Lena Stock (STOC) 14.50,80 EUR ## 04.04.2016 14:50:57 - Lena Stock (STOC) 15.7 Add. Destn. Trip Segments Deductions Advance Cost Assignment Note for Item 00001 15.8 Add. Destn. Trip Segments Deductions Advance Cost Assignment Note for Item 00001 15.8 R/T Begins At Ends On Ends At Reason Destination Ctr Regl Me Ac M/Km 12.1.03.2016 06:00:00 25.03.2016 19:00:00 Consulting Frankfurt DE Image: for the for item 00001 14.1.0 14.1.0 14.1.0 14.1.0 14.1.0 14.1.0 14.1.0 14.1.0 14.1.0 14.1.0 <td>11 PPM_DEV0 Sylvia Stone 33.2016 06:00:00 Total amnt 450,80 EUR 93.2016 19:00:00 Payment 450,80 EUR *** *** *** *** *** *** *** *** *** *** *** *** *** *** *** *** *** *** *** *** *** *** *** *** *** *** *** *** *** *** **** **** *** **** ************************************</td> <td>11 PPM_DEV0 Sykva Stone 13.2016 06:00:00 Total ammt 450,80 EUR 13.2016 19:00:00 Payment 450,80 EUR 14.001.2016 14:43:58 - Lena Stock (STOCK) wrote: ### 10.2016 19:00:00 Payment 450,80 EUR 10.40.2016 14:43:58 - Lena Stock (STOCK) writes: ### 10.601 19:00:00 Payment 450,80 EUR 10.601 19:00:00 Payments Deductions Advance Cost Assignment Note for Item 00001 TS R/T Begins On Begins At Ends On Ends At Reason Destination Ctr Regi Me Ac M/Km Reimbursem Payment 21.03.2016 06:00:00 25.03.2016 19:00:00 Consulting Frankfurt DE 0 450,80 450,80 14.1 14</td> <td>11 PPM_DEV0 Sykva Stone 03.2016 06:00:00 Total amnt 450,80 EUR ### 04.04.2016 14:43:58 - Lena Stock (STOCK) wrote: ### 13.2016 19:00:00 Payment 450,80 EUR ### 04.04.2016 14:43:58 - Lena Stock (STOCK) wrote: ### 14# 04.04.2016 14:43:58 - Lena Stock (STOCK) writes: ### 13.2016 19:00:00 Payment 450,80 EUR ### 04.04.2016 14:43:58 - Lena Stock (STOCK) writes: ### 14# 04.04.2016 14:50:57 - Lena Stock (STOCK) writes: ### 14# 04.04.2016 14:50:57 - Lena Stock (STOCK) writes: ### 14 Cost Asignment Note for Item 00001 Total amnt. LT LT<</td>	11 PPM_DEV0 Sylvia Stone 33.2016 06:00:00 Total amnt 450,80 EUR 93.2016 19:00:00 Payment 450,80 EUR *** *** *** *** *** *** *** *** *** *** *** *** *** *** *** *** *** *** *** *** *** *** *** *** *** *** *** *** *** *** **** **** *** **** ************************************	11 PPM_DEV0 Sykva Stone 13.2016 06:00:00 Total ammt 450,80 EUR 13.2016 19:00:00 Payment 450,80 EUR 14.001.2016 14:43:58 - Lena Stock (STOCK) wrote: ### 10.2016 19:00:00 Payment 450,80 EUR 10.40.2016 14:43:58 - Lena Stock (STOCK) writes: ### 10.601 19:00:00 Payment 450,80 EUR 10.601 19:00:00 Payments Deductions Advance Cost Assignment Note for Item 00001 TS R/T Begins On Begins At Ends On Ends At Reason Destination Ctr Regi Me Ac M/Km Reimbursem Payment 21.03.2016 06:00:00 25.03.2016 19:00:00 Consulting Frankfurt DE 0 450,80 450,80 14.1 14	11 PPM_DEV0 Sykva Stone 03.2016 06:00:00 Total amnt 450,80 EUR ### 04.04.2016 14:43:58 - Lena Stock (STOCK) wrote: ### 13.2016 19:00:00 Payment 450,80 EUR ### 04.04.2016 14:43:58 - Lena Stock (STOCK) wrote: ### 14# 04.04.2016 14:43:58 - Lena Stock (STOCK) writes: ### 13.2016 19:00:00 Payment 450,80 EUR ### 04.04.2016 14:43:58 - Lena Stock (STOCK) writes: ### 14# 04.04.2016 14:50:57 - Lena Stock (STOCK) writes: ### 14# 04.04.2016 14:50:57 - Lena Stock (STOCK) writes: ### 14 Cost Asignment Note for Item 00001 Total amnt. LT LT<

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.



Action (Status)	Description						
😓 🐼 😒 🛃	Save and Exit (for description, see Classifier GUI General						
✓ Factual verified	Set release action to "factually checked".						
🔀 Factual rejected	Set release action to "objectively rejected".						
🗸 Released	Set release action to released.						
🗙 Rejected	Set release action to rejected.						
🖾 Undo	Reset previously selected release action						
Refresh	Reread classifier document data from the database and bring it up to						
	date.						
	Changes that have not been saved are lost.						
🚺 Image	Display image (for description, see Classifier GUI General)						
ିଙ୍ Classifier document	Show classifier editing GUI						
SAP document	Display SAP document (for description, see Classifier GUI General)						
T Forward	Forward workflow step (for description, see Classifier GUI General)						
🐨 Edit later	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.						
Secline 🛇	This allows a workflow step that was previously reserved for the current						
	agent via "Edit later", to be returned to all original agents						
age Callback	Send query to another agent (for description, see Classifier GUI General)						
Save and Select	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.						
Substitute	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
GUI settings	Show/Change Classifier Editing Options (For a
	description, see Classifier GUI General)

5.10.2 Header Data - FI Data Release GUI (TE)

General FI-D	Data Workfl. (4) Info
DoctKov 21.2	
Ven./Cust.	Acce type R D/C male. n
Document Type	KR Reference BUSSE
Document Date	05.12.2018
Posting Date	05.12.2018
Company Code	1000
Fiscal Year	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.

General	FI-Data	Workfl. (4)	Info		
Person	123	BUSSE	Jonas Busse		
Start End	04.12.20	18 15:00:00	Total amnt	123,00	EUR
Total M/Km	0]			л

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 Pa	rtner of C	LS ID 534 v	vas rejected	1	
省 Create BP 🔰 🖞	History	Display CLS ref.	Torward	🕅 Edit later	ê Callback
General					
Classifier ID	534	Ref	. CLS ID	525	
Classifier Type	BP	Ref	CLS Line No	0 ET	
Account type	K		erence cL3 Type	11	
Account group Company code	1000	BestRun Germ	anv		
Purchasing Org.					
Vood /Cust					
venu./cust.					
Natas					
Notes					
		2 3			
### 31.03.2016	11:38:50 -	Lena Stock(ST	OCK) wrote: ##	#	
reject because	of wrong b	ank account			
### 31.03.2016	11:40:09 -	Lena Stock(ST	OCK) writes: #	##	
4 2	ددد				
	Li 6, Co	1	Ln 1 - L	n 6 of 6 lines	
Attachments					
 Classifier Doc 	ument 00000	00534			_
• S Classifier	History	(22.202) (21.2.1			
• 📪 Ref. doc	. 0000000525	(FI,200) of CLS do)C.		

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
Action	Description
A Create BP	Create SAP customer/vendor – analogous to create SAP document

🛃 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)
T Forward	Forward workflow step (for description, see Classifier GUI General)
🕅 Edit later	Edit workflow step later (for description, see Classifier GUI General)
age 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 Ch	eck			
🗸 Quan. OK 🛛 🗙	Quan. not OK	Count	🚾 History	🚺 Image
Header data				
Classifier ID	528	S	canning date	31.03.2016
Classifier Type	DN	S	canned by	STOCK
Document Number				
Vendor				
Purchasing Doc.		p	urch, Group	
Delivery Note				
Notes				
	a WR E	2 🚯		
### 31.03.2010	6 09:07:28 - 1	Lena Stoc}	(STOCK) write	es: ###
4 F	444			4 1
Li 3	, Co 1		Ln 1 - Ln 3	of 3 lines
Information				
I				
Please check	k if the quant	tities of	the displayed	d original
note documer	nt and of the	Classifie	er document w	ith 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 GR X Quan. not OK Header data Classifier ID 528 Scanning date 31.03. Classifier Type DN Scanned by STOCK Document Number Vendor Purchasing Doc. Delivery Note Notes	.2016
Header data Classifier ID 528 Classifier Type DN Scanned by STOCK Document Number Scanned by Vendor Purchasing Doc. Purchasing Doc. Purch. Group Delivery Note State	.2016
Classifier ID 528 Scanning date 31.03. Classifier Type DN Scanned by STOCK Document Number Purchasing Doc. Delivery Note Purch. Group Delivery Note	.2016
Classifier ID 528 Scanning date 51.03. Classifier Type DN Scanned by STOCK Document Number	
Vendor Purchasing Doc. Purch. Group Delivery Note Notes	
Vendor Purchasing Doc. Purch. Group Delivery Note Notes	
Vendor Purchasing Doc. Delivery Note Notes Notes	
Purchasing Doc. Purch. Group Delivery Note Notes	
Notes	
<pre>### 31.03.2016 09:11:48 - Lena Stock(STOCK) writes: ### </pre>	• •
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 52 equal. CLS-ID(Type): 528 (DN)	al 28 are

The following actions are available to the agent:

Post G/	R			
🤜 Post GR	X 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

Goods Receipt	t Pui	rcha	se Orde	er - Lena	Stock													
Hide Overview	Ho	bld	Check Po	st 🕴 🚺 Hel	þ													
VA 💼 🛛	A01	Good	s Receipt	R01 Pure	hase Order:	-	Т	Plant		@M =	GR good	s receipt	101					
My Documents																		
 Purchase Orders 		1		Vandar	0.0													
 Blank 	۳.	_ 0	ieneral []	venuor [* 2		_						_					_
 Orders 					_				_									
Blank		Docu	ment Date	31.03.2	016	Delivery Note	•											
Reservations		Posti	ng Date	31.03.2	016	Bill of Lading			H	eaderText								
 Didlik Material Documents 			1 Indi	vidual Slip	*	GR/GI Slip No												
Blank		Ξ.																
 Held Data 							1		1-	1	1	land as	les	lalar e a	les :		1	_
 Blank 	L	ine	Mat. Short	Text			OK	Qty in UnE	E	SLoc	Batch	Valuation	. M	. D Stock Type	Pint	S	Customer	
																		*
																		Ŧ
																		-
																		- 1
																		- 1
																		_
																		- 1
																		- 1
																		_
																		- 1
																		*
																		*
			< >														4	
		17			MAG	Delete		Contents	53	T B P								
		1	laterial 🖊 🤇	Quantity	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 diver	gent quantity?		
🖋 Accept diff. quai	ntity 🛛 🗙 Reject diff. q	uantity 🔰 🚟 Histo	ry 🛛 🚺 Image
Header data			
Classifier ID	528	Scanning date	31.03.2016
Classifier Type Document Number	DN	Scanned by	STOCK
Vendor			
Purchasing Doc.		Purch. Group	
*## 31.03.2016 quantity not o ### 31.03.2016	09:13:50 - Lena St 09:13:50 - Lena St 09:13:50 - Lena St	ock(STOCK) wrote ock(STOCK) write	: ### 8: ### 4 •
Li 6,	Co 1	Ln 1 - Ln 6 o	f 6 lines
Information Please check delivery note documen equal. CLS-ID(Type)	if the quantities of t and of the Classi : 528 (DN)	of the displayed fier document wi	original th ID 528 are

The following actions are available to the agent:

Accept diverge	ent quantity?	
🗸 Accept diff. quanti	y 🗙 Reject diff. quantity 🗌 🚟 His	story 🔯 Image
Action	Description	

Action	Description			
 Accept diff. quantity 	This button is used to accept the different quantity and to continue the			
	workflow with the step "Post GR".			
🗙 Reject diff. quantity	With this button, the deviating quantity is rejected and the workflow			
	continues with the step "Goods were not accepted".			
History	Classifier history display			
🚺 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 528 Scanning date 31.03.2016 Classifier Type DN Scanned by STOCK	
Vendor Purchasing Doc. Purch. Group Delivery Note	
Notes	1
xdf oc mm ed	
### 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	1
]
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 🔰 🖉 Hist	ory 🔯 Image				
Action	Description				
🖌 Finish step	This button completes the step and then ends the workflow.				
History	Classifier history display				
🚺 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.

Classif	fier - Park Docu	ıment								
💴 🍣 Pro	oc. Man. 🛛 📾 Park doo	c. 🕅 Compl	ete 🔜 Post 🗱 Sir	m. 🖪 Image 📆	🕅 🗎 Attachments	🖉 Ed	lit opt. (XML Uplo	ad Data	
Clas.ID	000000535 SAP (doc.no.	Balance	0,00	CO					
Basic d	lata Payment (Details Tax	Note Cust. fie	elds Workflow						
							0000001	950		
Туре	FI FI Document	 DocType 	KN KN Net vendo	rs ▼ √calc t	ax		Joe Blog	gs Ltd.		
Doc.Date	23.03.2016	Amount	1.926,13	EUR 📑			Sample S	treet 1		
Post.Date	01.04.2016	Tax	0,00	V9 V9 Taxable/t	ax-ex 🔻			London		
Transac.	31 31 (K/H) Invoice	e 🔻 Text	Text							
Reference	7460439004	PmntTerr	ns ZB01 14 days	3%, 30/2%, 45 net			1		_	iii OIs
Vendor	1950	Comp. Co	de 1000 BestRun	Germany			ACN/BID	654321	400500	
			Pe	riod 4 SpG/	ι 🗌		Bank	Barclays Ba	ank	
							SWIFT			
							IBAN			
									1	
₿ Acct	Sht text	Cost Center	Amount in do Curr.	Item text	Order D)/C	T., REL M		Amount Dom. Curr.	Tax juris 🛄
476000	Office supplies	1210	1.926,13 EUR	ITEMTEXT	S	De 🔻	V9 1 not :	releas 🔻	1.926,13	
			EUR		S	De 🔻	V9 0 init	ial 💌	0,00	
			EUR		s	De 🔻	V9 0 init	ial 💌	0,00	
			EUR		S	De 🔻	V9 0 init	ial 🔻	0,00	
			EUR		S	De 🔻	V9 0 init	ial 🔻	0,00	
			EUR		S	De 🔻	V9 0 init:	ial 🔻	0,00	
			EUR		S	De 🔻	V9 0 init	ial 🔻	0,00	
			EUR		S	De 🔻	V9 O init	ial 🔻	0,00	
			EUR		S	De 🔻	V9 0 init	ial 🔻	0,00	•
<pre></pre>	±1									< >
	RR RR M		T	Expand	from pattern		Rile	Upload	ן	
Messar									,	
A										
				Massaga Variabla M	Antiphia Marphia Marr	ago Varia	hle Meeroa	o Variablo		
	ne nessage text neit	name Pro Pisy	.cyp message class msg.	Pressage variable Pr	essage valiable mess	aye vana	Die Messay			

(Example FI document)

All options available here are already described in the Processing GUI (FI/MM) section.

🖻 Wo	rkitem ending dialog	×
(-	Back to Processing	
5	To fact. verific.	
9	Reserve	
I	Forward	
g	Start Callback	
 Image: A start of the start of	Finish step	
×	Cancel	
_		

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 doc	cument 5.	38 create	SAP docu	ment												
🗸 Finish step	p 🛛 🔚 Post	🐯 Simulate	e 🖉 Histor	y 🛛 🔁 CLS T	ype	🗵 Forward	💬 E	dit later	a [™] Calbac	k .						
General DP Chain Vendor	Cust. fields	/ 1000 1 C.E.B. BERLIN	123456 1234	56 123456		Trans.Cat. Doc.Categ	PI . IN	•	Attachments Classifier D Classifi	ocument 000 er History	0000538					
Purch.Doc. Payt Terms Doc. Date Pstng Date	4500017730 ZB01 Ta 23.03.2016 01.04.2016	/ 10 code VA	Order val. IV-Amount PaymAmount	gross 62 1.92	2,37 6,13 0,00	net 52 1.61	3,00 8,60 0,00									
us. Area line Date eference Transac.	01.04.2016 7460439004			Dsct Dat.1 Dsct Dat.2 Due on Nachl.inkl	01.05.2	2016 / 3 2016 / 2 2016 Currency	,000 ,000 EUR									
*** 01.04	2016 11:12	:33 - Lena S	Stock (STOCK)	writes: ##	÷											
										Li 3,	Co 1	Ŀ	1 - Ln 3	of 3 lir	ies	
Item data	a													_		
Clas G/I	L De 6000 Off	scr. Account ice supplies		WBS Element E-9990	t	De	escr. WB Ifzug	S Elem		Cost Center	Descr. CostCtr		Distrib	LT	R	Bl.reas
	311															• •

Possible actions

DPC document 538 create SAP do	ocument
🛩 Finish step 🛛 🔚 Post 🛛 🐯 Simulate 🖉 H	istory 🛟 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)
T Forward	Forward workflow step (for description, see Classifier GUI General)
🕲 Edit later	Edit workflow step later (for description, see Classifier GUI General)
ag [™] 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.

		ected							
Finish step	SAP doo	cument 🛛 🔽 Forward	🗑 Edit later 🛛 🖉 Calba	k					
General	Correction Cust. fie	lds		Attachments					
Chain 1 andor 100 irch.Doc. 450 yt Terms 280 oc. Date 23. tng Date 01. is. Area 200	/ 1000 1 0 C.E.B. BERLIN 1 10017730 / 10 1 Tax code VA 1 3.2016 4.2016 F	23456 123456 123456 gross Order val. 62 IV-Amount 25 PaymAmount 65 Dsct Dat.1	Trans.Cat. P Doc.Categ. I net 2,37 2,37 523,00 0,00 210,08 0,00 546,22 15.04.2016 / 0,000	Cassifier Document 000 Cassifier History Cassifier History DPC-Document 000 FI Document 10	0000538 D 0000001 005 001 1000 D 00 1900000107 2016 D				
ne Date 01.	04.2016	Dsct Dat.2	01.05.2016 / 2,000						
ference 746	439004	Due on	16.05.2016						
ansac. Tes		Nachl.inkl	Currency EUR						
### 01.04.201 <rong th="" value<=""><th>6 11:28:42 - Lena St</th><th>ock(STOCK) wrote: ###</th><th></th><th>Ц 6, 1</th><th>50 1</th><th>Ln 1 - Ln 6</th><th>of 6 line</th><th>25</th><th></th></rong>	6 11:28:42 - Lena St	ock(STOCK) wrote: ###		Ц 6, 1	50 1	Ln 1 - Ln 6	of 6 line	25	
Item data									
Clas G/L	Descr. Account	WBS Element	t Descr.	VBS Elem Cost Center	Descr. CostCtr	Distrib	LT	R 8	3l.reas
00001 476000	Office supplies	E-9990	Aufzug			100,00	2	209 B	>
									•

Possible actions:

DPC document 538 was re	ejected
✓ Finish step ✓ Finish step 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)
Troward	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.

Create	DPC correction doo	cument				
🗸 Finish ste	ep 🛛 🕞 Post 🛛 💆 Histo	ry 🔯 Image 📑 SAP docume	nt 🛛 📆 Forward 🛛 🔞 Ed	iit later 🖉 Callback	Send to fact. verif.	
General DP Chain Vendor Burch Doc	Correction Cust.	fields	Trans.Cat. PI Doc.Categ. IN	Attachments Classifier Docume Classifier Docume CLS Anzahlur CLS Anzahlur	ent 0000000095 🗅 ngsketten-Beleg PDF 🐨 ory	
Payt Terms	ZB01 Tax code VA	Order val. 622, 37 IV-Amount 1.456, 54	523,00 1.223,98	DPC-Docume FI Docume FI Docume K CLS A	ent 0000000001 009 001 1000 nent 1000 1900000122 2016 🗋 Anzahlungsketten-Beleg PDF 📷)
Pstng Date Bus. Area Bline Date	01.04.2016 1000 20.03.2015	PaymAmount 1.456,54 Dsct Dat.1 03. Dsct Dat.2 19. Due on 04	1.223,98 04.2015 / 3,000 04.2015 / 2,000			
Transac.	Stock	Nachl.inkl (Currency EUR			
*** 13.0	4.2016 17:06:17 - Lena	Stock (STOCK) writes: ###				
					Li 3, Co 1	Ln 1 - Ln 3 of 3 lines
Item da	ta					
Clas G	/L Descr. Account 76000 Office supplies	WBS Element E-9990	Descr. WBS Ele Aufzug	em Cost (Center Descr. CostCtr	Distrib LT R BLreas
RR						1 1

Possible actions:

AZK-Korrekturbeleg and	egen
🖌 Schritt beenden 🛛 📙 Buchen	💁 Historie 📧 Image 💵 SAP-Beleg 🛛 📅 Weiterleiten 🛞 Später bearb. 🖉 Rückfrage 崎 Zur sachl. Klärung
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)
Torward	Forward workflow step (for description, see Classifier GUI General)
🕅 Edit later	Edit workflow step later (for description, see Classifier GUI General)
a Callback	Ask a question (for description, see Classifier GUI General)
Send to fact. verif.	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 Do	cument 00000	00543 on level 1					
🗸 Released	🗙 Rejected 🛛 🖻	🔊 Undo 🔢 🕢 🔁 Refresh	ି 🖧 CLS Document 📑	SAP document	• Forward	😨 Edit later	a [™] Calback	
DP Chain Vendor Purch.Doc.	Ineral X Correct 11 / 10 1000 C.E.E / 0	tion Cust. fields	Trans. 56 123456 Doc.C gross ne	Cat. PI steg. IN	Attachments Classifier D Classifier DPC-D0 FI	ocument 000000 er History ocument 000000 Document 1000 1	0543 D 0011 003 001 1000 D 1900000111 2016 D	
Payt Terms Doc. Date Pstng Date Bus. Area Bline Date Reference	28.03.2016 01.04.2016 2000 01.04.2016 7460439004	PaymAmount	9.520,00 8 25,00 0 Dsct Dat.1 15.04.2016 / Dsct Dat.2 01.05.2016 / Due on 16.05.2016	21,01 21,01 / 3,000 / 2,000				
Transac.	Test		Nachl.inkl Currer	ncy EUR				
*** 01.04	.2016 13:38:30 -	- Lena Stock(STOCK)	writes: ###					
						Li 3, Co 1		Ln 1 - Ln 3 of 3 lines
Item dat	а							
REL Cla CΔC 00 CΔC 00 CΔC 00 CΔC 00	as G/L D 001 470000 O 002 476000 O 003 473000 P	escr. Account ccupancy costs ffice supplies ostage	WBS Element E-9990 E-9990 E-9990	Descr. Aufzug Aufzug Aufzug	WBS Elem	Cost Cent	ter Descr. CostCtr	Distrib LT R II 24,00 100 299 299 299 299 299 299 299 209
RB								

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.

Factual	Verification	n Classifie	r Docum	nent 0000	0000543 on le	evel 1							
🗸 Factual v	erified 🛛 🗙 Fact	ual rejected	🖾 Undo	Refresh	ଝିଂ CLS Document	SAF	P document	🖸 Forward	💮 Edit I	ater 🛛 🔚 Sav	e and Select	a [⊡] Callback	
OLO Ge	eneral 🛛 🗶 Cor	rection Cu	st. fields				Attachm	ents					
DP Chain Vendor Purch.Doc. Payt Terms Doc. Date Pstng Date Bus. Area Bilne Date Reference Transac. Notes	11 / 1000 C 2801 Tax C 28.03.2016 1.04.2016 2000 01.04.2016 7460439004 Test 1.04.2016 1.0	1000 1 E.B. BERLIN I O Ode VA P P	23456 12345 hrder val. V-Arnount aymArnount	i6 123456 gross 9.522 22 Dsct Dat.1 Dsct Dat.1 Due on NachLinkd	Trans.Cat. Doc.Categ. net 3,00 8.000 5,00 21 15.04.2016 / 3, 16.05.2016 Currency E	P1 IN ,00 ,01 000 000		fier Document assfier Hetory PC-Document FI Documen	000000054 00000001 t 1000 190	13 🗋 1 003 001 101 00000111 2016)0 [] []		
								L	3, Co 1		Ln 1	- Ln 3 of 3 lin	es
	_												
Item dat	ta												
	las G/L 0001 470000 0002 476000 0003 473000	Descr. Accou Occupancy co Office supplie Postage	int osts is	WBS E E-9990 E-9990 E-9990	ilement D D	Descr Aufzu Aufzu Aufzu	9 9 9	c	ost Center	Descr. CostCt	r	Distrib 24,00 28,00 22,00	LT R 1 001 001 001
BB													

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.

Maintain CLS PO 3630									
🍣 Man. 📾 Create 🗱 Sim. 🖉 H	listory								
General Workflow			Notes	;					
Classifier ID 3 630 Classifier Type P0 Document Number	Document cat. F Purchase Order type NB Normal PO date 01.04.20 EUR Hamburg G Druckguss GmbH	order V Order V 16	₩₽₽ 01	.04.2016 1	4:04:35 - Lena) Stock (S	TOCK) write	***	
Purchasing Org. 1000 IDES D Purch. Group 001 Dietl,B	eutschland				Li 3, Co 1		Ŀ	1 - Ln 3 of 3 ines	
Item data									
Line LT I. A Material 00001 P K 00002 P 00003 P 00004 P 00005 P 00005 P 00005 P 00005 P 00005 P 00005 P	Text Boxes	Quantity	BUn 25 PC	Delivery d	Net price	per 20 1	O Crcy PC EUR	Tx SerE IR GR GM VA -49 - - - -49 - - - - -49 - - - - -49 - - - - -49 - - - - -49 - - - - -49 - - - -	
Attachments Classifier Document 0000003630			Text	for item 000	02]	L.	1 - Ln 1 of 1 lines	• •

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.

Cut. fields Del. address Header long text Notes lassfier ID 547 no MM link		🗙 Factual rejecte	ed 🖾 Undo	Refresh	🛃 Image	Torward	😨 Edit later	📙 Sav	e and Select	a [⊡] Callbac	k				
assfier ID 547 no MM lnk assfier Type Purchasing Org. 1000 purchasing Org. Purch. Group 004 Effelj. Effelj. ant 1000 BestRun Germany endor 1000 C.E.B. SERLIN 123456 123456 123456 tal amount 519,41 USD tem data REL Line REL Line Pint Short text(Ttile) PR TAD Material Quotity BUn Preis/Einh. Crcy Requisitoner	OAO General	Cust. fields	Del. address	Header long tex	đ		Notes								
assfier Type PR Purchasing Org. 1000 Purch. Group 004 Effelj. ant 1000 BestRun Germany endor 1000 BestRun Germany endor 1000 C.E.B. BERLIN 123456 123456 123456 equisitioner STOCK Lena Stock otal amount 519, 41 VICE VICE Pint Short text(Title) PR LT AD Material Quantity BUN Preis/Enh. Crcy Requisitioner Multi SerE OD001 1000 Pen AD Material Quantity BUN Preis/Enh. Crcy Requisitioner Multi SerE OD0 Pen OD0 Pen OD0 Punch OD0 Pen Pan Pan Pan Pan Pan Pan Pan	assifier ID	547	no MM link				XAR	6							
ocument Number Purchasing Org. 1000 Purch. Group 004 Effel J. ant 1000 BestRun Germany endor 1000 C.E.B. BERLIN 123456 123456 equistioner STOCK Lena Stock Lin 1 - Ln 3 of 3 lnes Item data Item data Item data Item data	lassifier Type	PR													_
urchasing Doc. Purch. Group 004 Effel.J. ant 1000 BestRun Germany endor 1000 C.E.B. BERLIN 123456 123456 123456 equisitioner STOCK Lena Stock otal amount 519,41 USD Item data ILI AD Material Quantty REL Ine Pint Short text(Ttile) PR LT AD Material Quantty 0001 1000 Pen CO 0001 1000 Pen CO 0001 1.500 PC 0,25 EUR STOCK Co 0001 000 0 0 0	ocument Number		Purchasing Org.	1000 Purch	Org EMEA		### 01.04	.2016 1	4:09:11 - L	ena Stock(STOCK) writes	: +++			
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		Fine Shore cexe(in	ide / Pix				Quarrency	bon	Predyclinit	cicy	Requisicioner	marci	J	Comp	1
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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 X Don't acc. diff. prize	। 💵 SAP document 📓 History 📓 Image । 👿 Forward 🔞 Edit later 🖉 Callback
Actions	Description
🛩 Acc. diff. prize	Accept deviating price nevertheless
🔀 Don't acc. diff. prize	Do not accept different price
S 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)
Torward	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)

6.8.4 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 2 Histor	ory 📧 Image 🛛 😿 Forward 🛛 💿 Edit later	e [™] Calback	
Header data		Notes	
Classifier ID 4782 Classifier Type RT Document Number 5000000306 2014 Vendor 1200 Schkeuditzer Met		*** 01.04.2016 16:58:02 - Lena St *** 01.04.2016 17:00:08 - Lena St	ock(STOCK) wrote: ###
Purchasing Doc. 4500016368 Purch. Delivery Note 4500016368-009 MM MM doc number Image: Compare the second sec	Group 002	4 •	
		Li 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	0
1 161 1000 0001 4500016368 20 40-1003	220/35V 40W geb Gunampe	35 PC 35	
			4 1
Attachments Cassifier Document 0000004782 Cassifier 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 📧 Ima	age 🛛 📅 Forward 🞯 Edit later 🖉 Callback
Action	Description
 Finish Returns 	Returns are completed and RT workflow terminated
Series 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)
T Forward	Forward workflow step (for description, see Classifier GUI General)
S Edit later	Edit workflow step later (for description, see Classifier-GUI General)
డ్ర [⊡] 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	2 Forward	🕑 Edit later	≦ Calback	
Header data				Notes					
Classifier ID Classifier Type Document Number	4105 RT 5000000190 2014			*** 01.04.20	016 17:06:4	18 - Lena (Stock (STOCK)	writes: ###	
Vendor Purchasing Doc. Delivery Note MM doc number	1000 SIGU Druckgus 4500016334 Puri 4500016334-001	s G ch. Group 001							
				L	i 3, Co 1		Ln 1 -	Ln 3 of 3 lines	
Item data									1
Item M Plant St.	Purchase Item Mater	ial Text		Quantity in U	InE U	Qty in OUn	0		
1 161 1000	4500016334 10	Test Retour	e	1	PC	1	PC		
								* * *	
Attachments									-
Classifier Doc E Fax an Li Classifier Material	ument 0000004105 eferant wegen Retoure History 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:

Credit note over due					
✓ Finish Returns ✓ Finish task + autom.	CN 🗢 Back to Finish Returns 🗏 🌌 SAP document 🙎 History 📧 Image 🗏 😨 Forward 💿 Edit later 🖉 Callback				
Action	Description				
< Finish Returns	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".				
Bistory	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)				
T Forward	Forward workflow step later (for description, see Classifier GUI General)				
🚱 Edit later	Edit workflow step later (for description, see Classifier GUI General)				
a 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.

Custor	ner order l	5685 create S	AP doc.									
 Finish st 	tep 💝 Proc	. Man. 📾 Create	Simulate	Copy CLS	GHistory	Trorward	😨 Edit later	a [⊆] Calback	Send to fact. ve	erif.		
Genera	Cust. fields	;				Note	25					
Class. ID Documenti Customer Ship-To Pt Bill to Req. deliv.t Sales Org. Distr. Chan Division	5685 No 1000 1000 1000 1000 1000 1000 1000 1	/ SO Becker Berlin Becker Berlin Becker Berlin Becker Berlin Sales Org. Germany ect Sales mps	Total annt CoCo PO type PO date Pur. order SalesDocTy Sales off. Sales grp Shp.Cond.	0001 SAP	0,00 EUR A.G. IS IS IG_001 dard order s Office South n as possible		L P (11:35 - Len	a Stock(SIOCK) wz	rites: ###	of 3 lines	
Item d	ata											
Clas 00001 00002 00003 00004 00005 00006 00006 00006 00008 00009 4 F	Material	Description		Order quanti	ty SU	Net value		st.material	Curr.	Mati Group	Exception .	R I 000 000 000 000 000 000 000 000 000 000 000 000 000 000 √
Clas	sifier Document Classifier History	000005685 🗋					B DC (Ln 1 - Ln 1	of 1 lines	4

Possible actions:

Customer order 5685 create SAP doc.						
🛩 Finish step 🛛 🐥 Proc. Man. 📾 Crea	ate 🗱 Simulate 🗋 Copy CLS 🛄 History 📅 Forward 🔞 Edit later 🖉 Callback 🛤 Send to fact. verif.					
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)					
T Forward	Forward workflow step (for description, see Classifier GUI General)					
🕅 Edit later	Edit workflow step later (for description, see Classifier GUI General)					
a Callback	Ask a question (for description, see Classifier GUI General)					
Send to fact. verif.	Send back to SP (for description, see Classifier GUI General)					