

Storing FI Documents in SAP [SAP Content Server]

Module: FI // Process: Document storage of PDFs in select FI module transactions.

Display Document: Initial Screen

Document List First Item Editing Options

Keys for Entry View	
Document Number	5100000058
Company Code	COP1
Fiscal Year	2009

Note: These instructions use the transaction FB03 to demonstrate the process for attaching documents. It is the same in any other transaction which uses the content server.

In the new content server only PDFs may be stored. This may change in future.

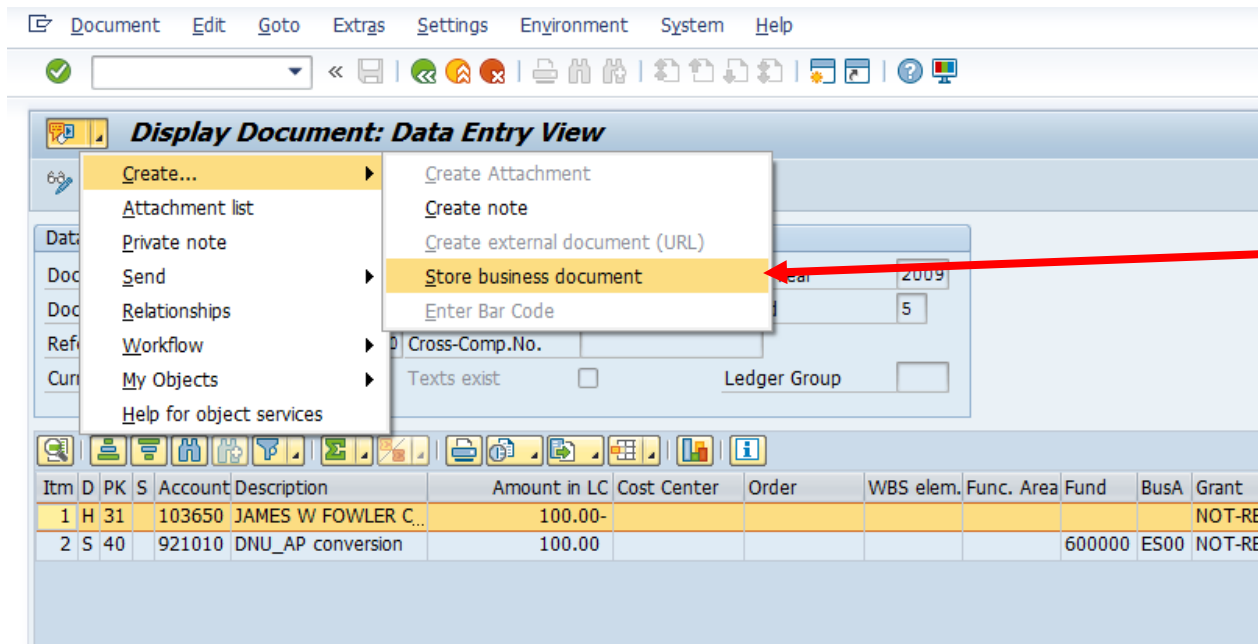
01

Once you execute FB03, enter your document number as normal.

Press enter.

Storing FI Documents in SAP [SAP Content Server]

Module: FI // Process: Document storage of PDFs in select FI module transactions.



02

Click on the "Services for Object" button.

In the fly-out menu, select "Create" and then "Store Business Document."

Note: In the old process, you'd select "Create Attachment." That will no longer be used.

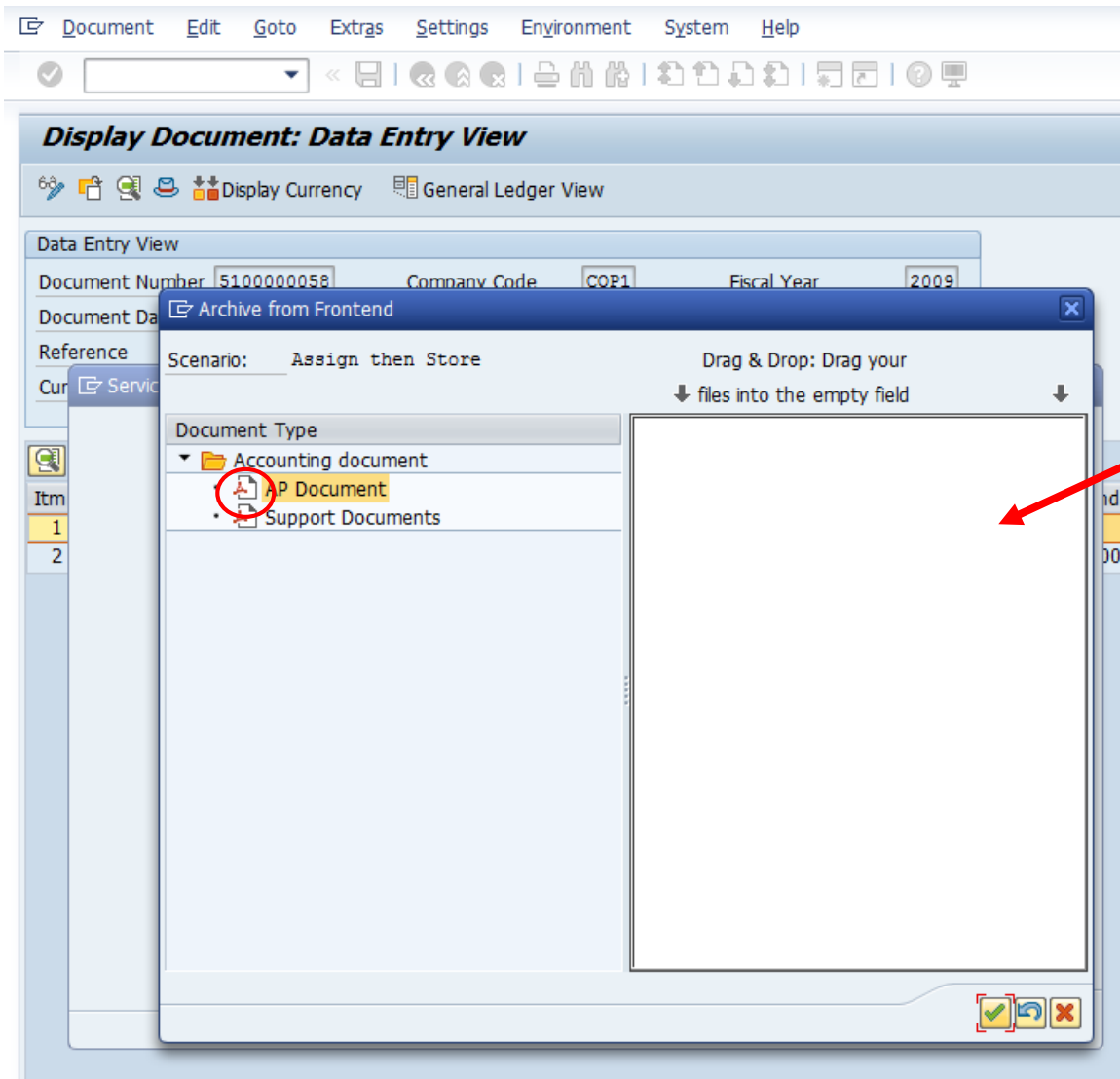
Creating a note will work the same as before. Just select "Create note."

INCREASED STORAGE

CAPACITY: Files up to 100 MB can now be attached in SAP.

Storing FI Documents in SAP [SAP Content Server]

Module: FI // Process: Document storage of PDFs in select FI module transactions.



03

Select the PDF icon where you are storing your document:

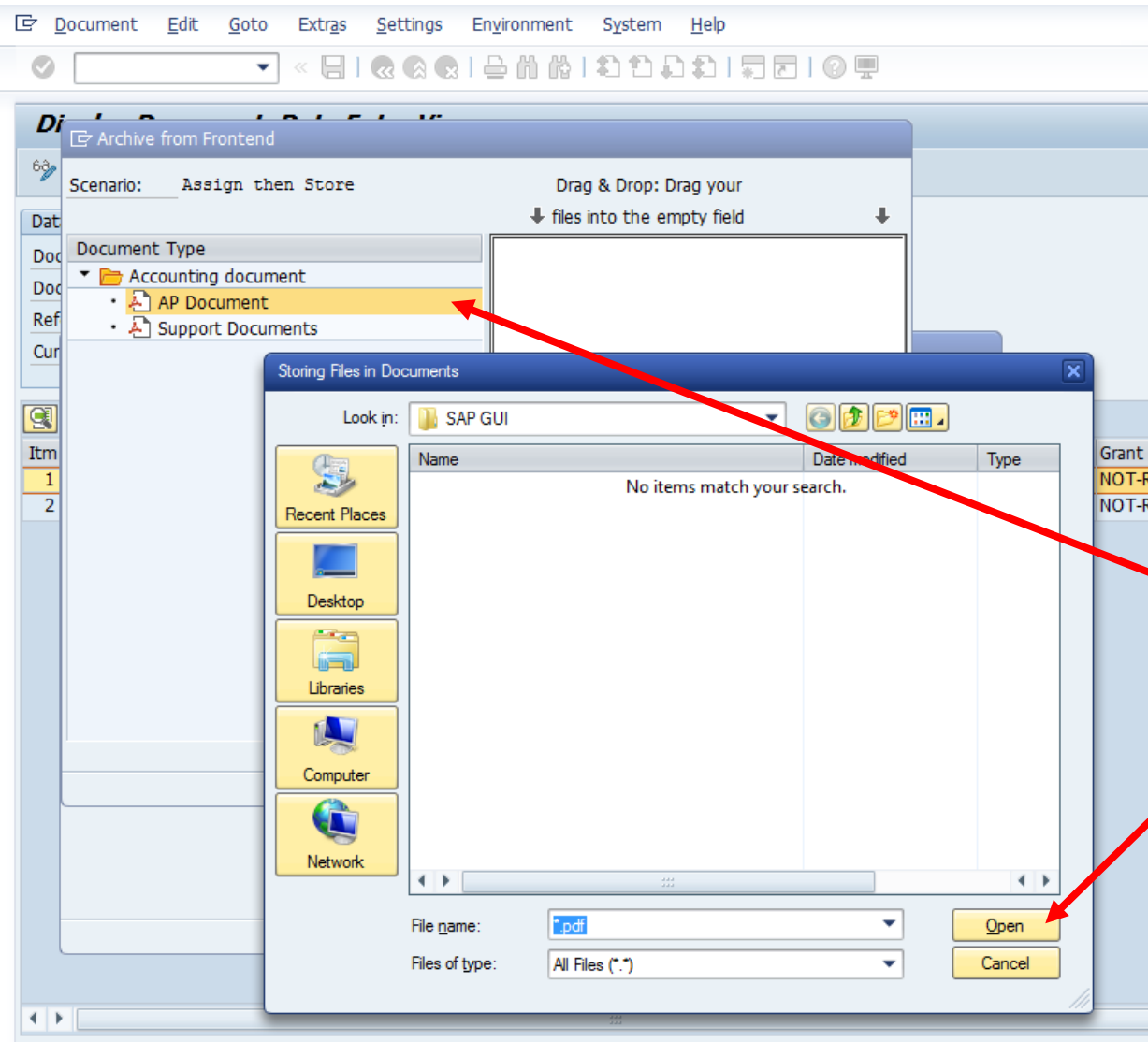
- A. In "AP Document" for all Accounts Payable documents; or
- B. In "Support Documents" for all other document types.

You can now "Drag-and-Drop" your file into the white open field and click the green check mark.

Alternatively... (next page)

Storing FI Documents in SAP [SAP Content Server]

Module: FI // Process: Document storage of PDFs in select FI module transactions.



04

You can also use the desktop file explorer to locate your file to upload.

Select where you are storing your document:

- A. In "AP Document" for all Accounts Payable documents; or
- B. In "Support Documents" for all other document types.

Double-click on the category name to bring up the file explorer dialog.

Select your document in the file explorer, click open, then the green check in SAP to upload.

Storing FI Documents in SAP [SAP Content Server]

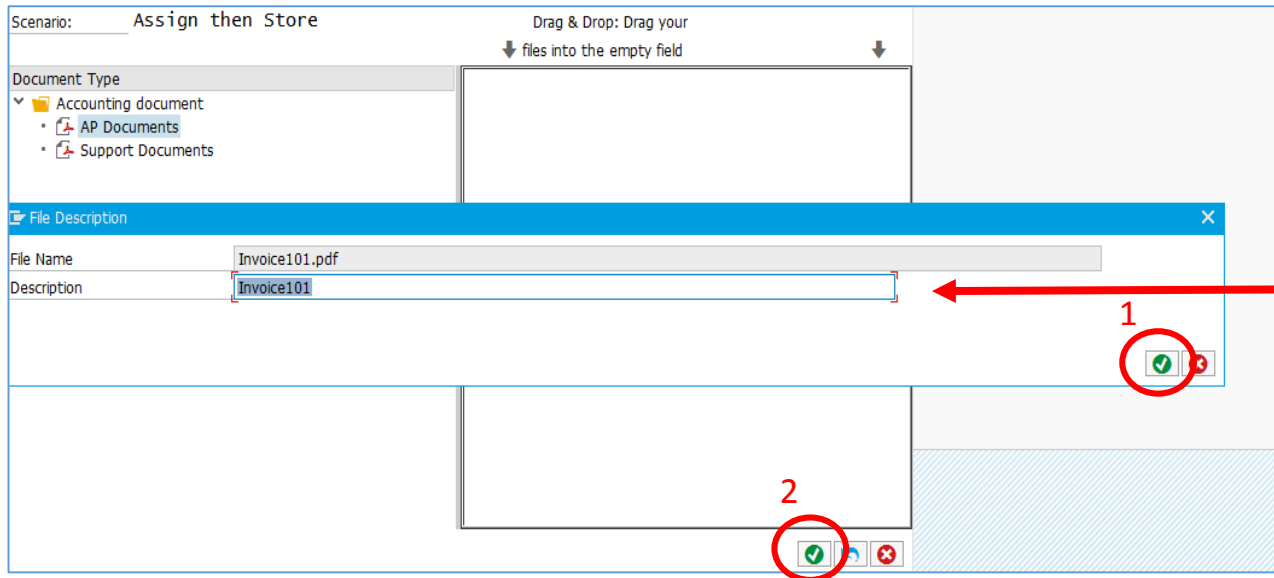
Module: FI // Process: Document storage of PDFs in select FI module transactions.

05

Once you have selected your document in the File Explorer, a pop-up will appear with the name of the document and a populated 'Description' field.

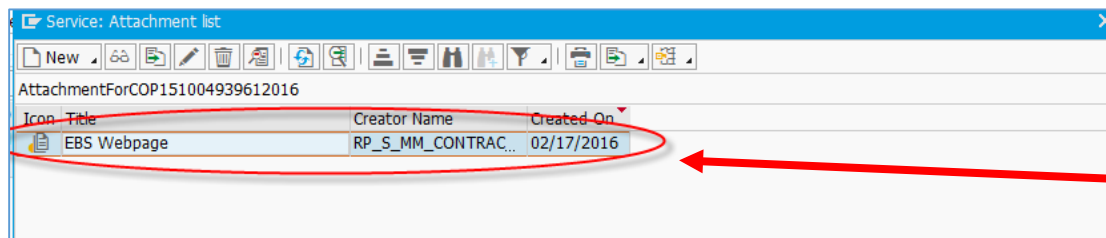
The 'Description' field automatically populates with the file name. You can simply click the green check or change the description which will be appended to the file.

Click the green check and the document is now saved.



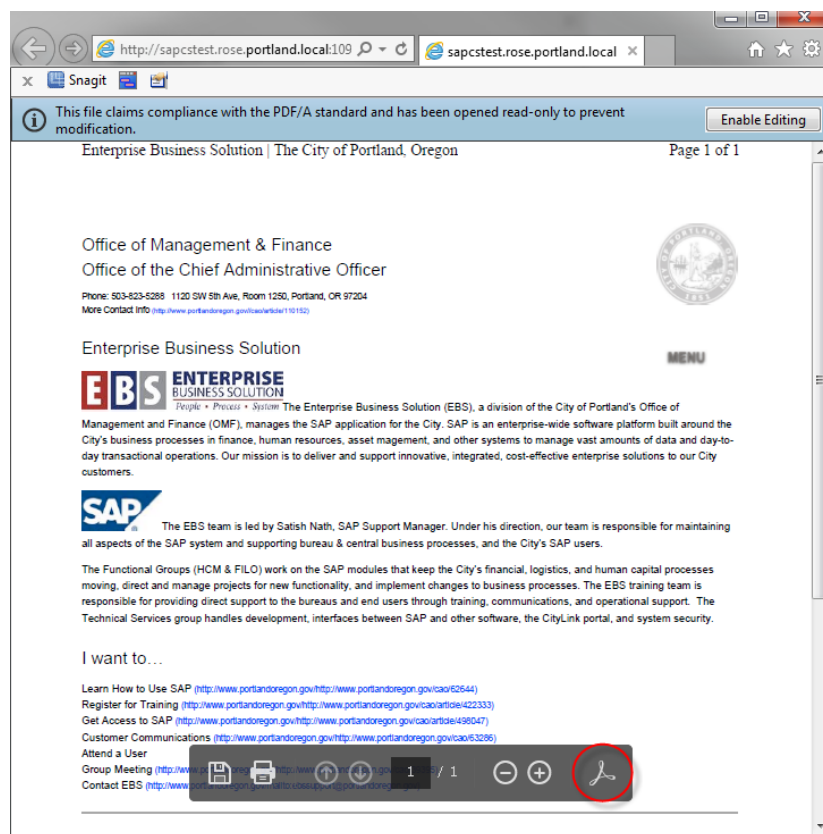
Storing FI Documents in SAP [SAP Content Server]

Module: FI // Process: Document storage of PDFs in select FI module transactions.



06

Files are opened the same as before by double clicking the attached file in the attachment list.



Files are now viewed in Adobe within a web browser. This allow for multiple files to be opened and viewed on different screens, and it doesn't take up an SAP session. You can toggle between the views of the file by selecting the Adobe button.

END.

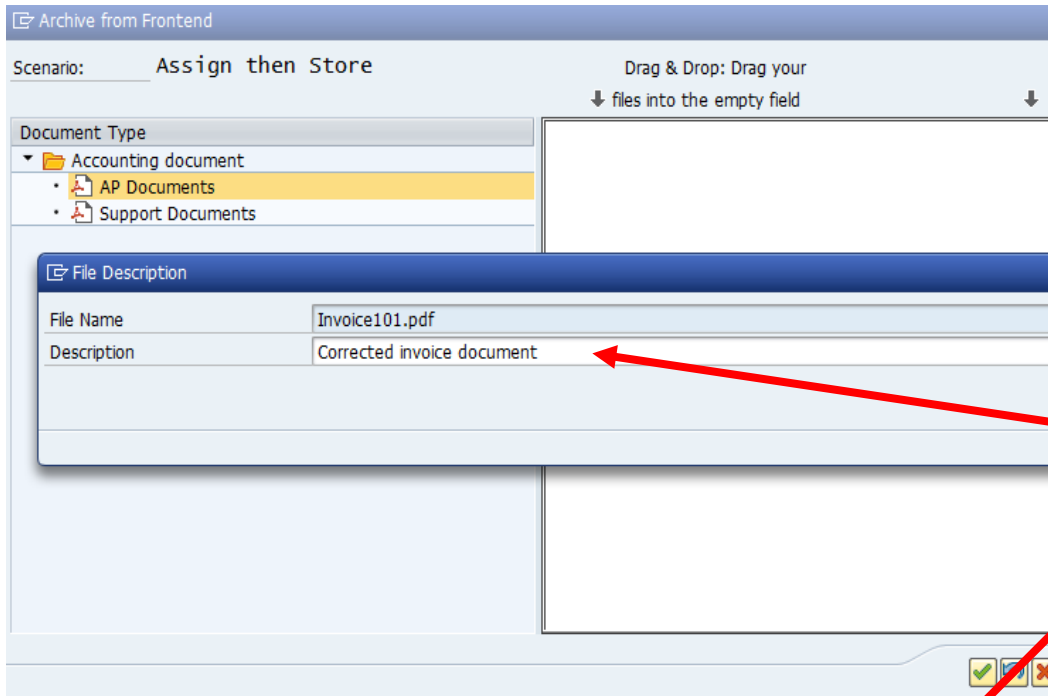
The following pages will demonstrate how Central Accounting, Procurement, or the Auditor's Office can delete a file.

To Delete A Document

See New Business Process on the next page before trying to delete a file.

Storing FI Documents in SAP [SAP Content Server]

Module: FI // Process: Document storage of PDFs in select FI module transactions.



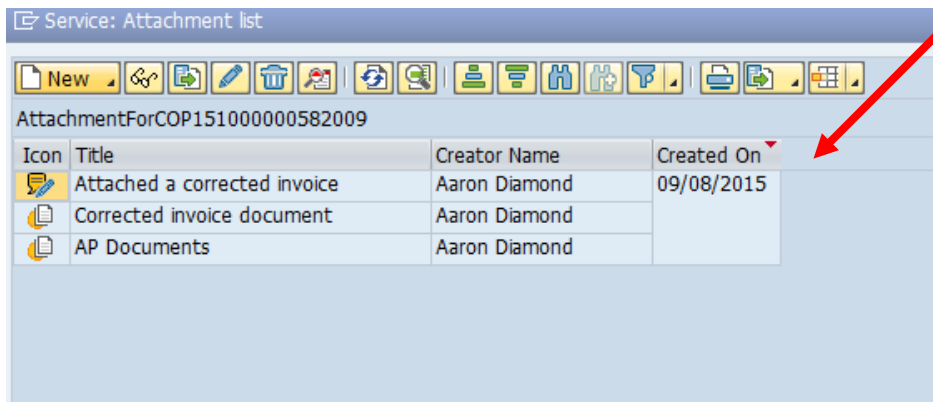
07: DELETIONS

BUSINESS PROCESS CHANGE: The new content server uses role based security to determine which users have the ability to delete files. This change means that deletions can ONLY be performed by **Central Accounting, Central Procurement, and the Auditor's Office.**

NEW BUSINESS PROCESS: Instead of deleting a file the new process will be to attach the corrected document with a description as shown to the left. A note can also be attached to explain the incorrect attachment. There are some instances where files are permitted to be deleted—see below.

INVOICE RELATED DELETIONS: Central Accounting will only delete invoices in the following circumstances:

- Wrong vendor document attached
- Confidential Information shown in attachment

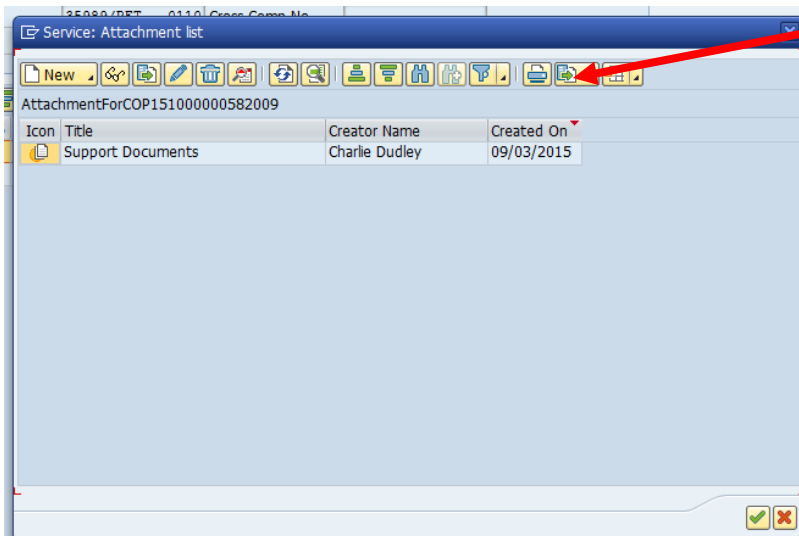
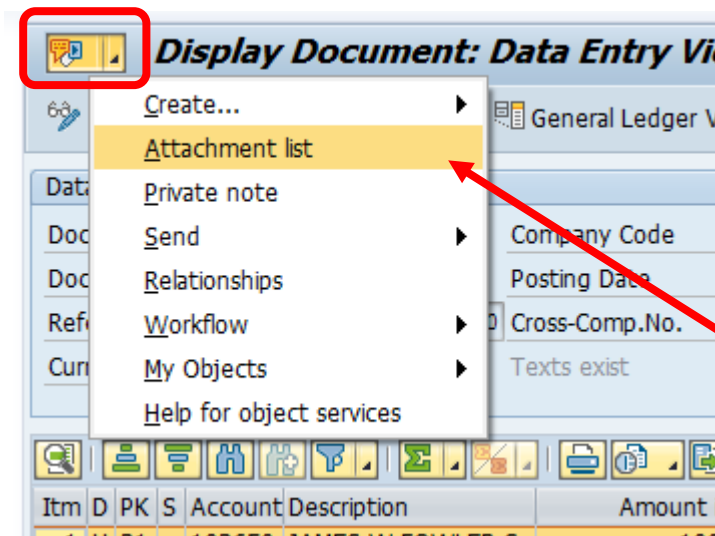


Deletion requests can be sent to:
Inbox, SAP AP Cancel

**To Delete
an Invoice**

Storing FI Documents in SAP [SAP Content Server]

Module: FI // Process: Document storage of PDFs in select FI module transactions.



08: DELETIONS

CONTRACT RELATED DELETIONS: The Auditor's Office will delete files in the following circumstances:

- An incorrect/duplicate document is attached

Deletion Process Available to Central Roles:

Click on the "Services for Object" button.

In the fly-out menu, select "Attachment list."

Select the document you wish to delete (See next page)

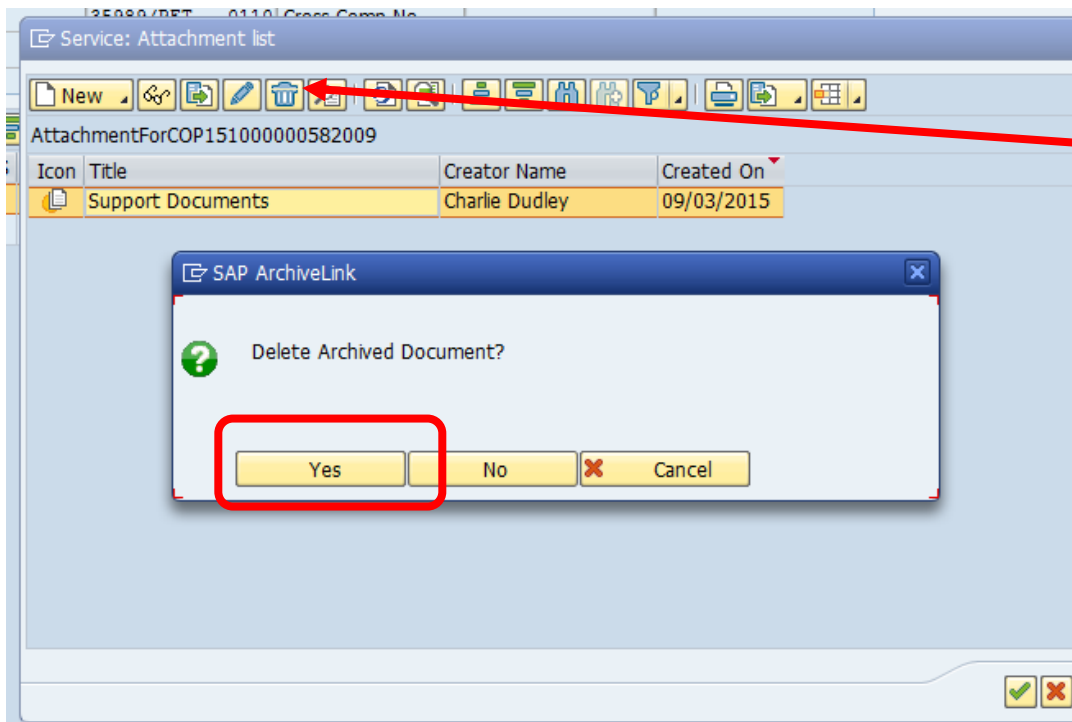
Storing FI Documents in SAP [SAP Content Server]

Module: FI // Process: Document storage of PDFs in select FI module transactions.

09: DELETIONS

Once you select the attachment you wish to delete, click on the “Trash Can” icon.

Then click “Yes.”



Storing FI Documents in SAP [SAP Content Server]

Module: FI // Process: Document storage of PDFs in select FI module transactions.

10: DELETIONS

The document will be deleted and you will receive a confirmation message.

END

