

Follow-up documents in Cockpit

Tasks to be completed when creating an operating procedure (from creation to publication)

1. Enter the **Title of the procedure**.
2. Add the following **Labels Labels**:
 - Region: [apac](#), [emea](#), [lam](#), [nam](#)
 - Domain & Process using the [List of labels to be used in the PtP space](#)
3. Fill all fields as described
4. Once the procedure is completed, publish it using the [PtP Procure to Pay approval workflow](#)

Scope



ERP



References

Attachments

Table of contents

• Tasks to be completed when creating an operating procedure (from creation to publication)	1
• Enter the Title of the procedure.	1
• Add the following Labels Labels:	1
• Region: apac, emea, lam, nam	1
• Domain & Process using the List of labels to be used in the PtP space	1
• Fill all fields as described	1
• Once the procedure is completed, publish it using thePtP Procure to Pay approval workflow	1
▸ Objective and Scope	3
▸ Definitions	4
▸ Golden Rule	5
▸ Follow-up 2-Way-Match Documents	6
• Roles and Responsibilities	6
• How to identify 2-Way-Match invoices in Cockpit?	6
◦ Step 1 - Daily Extraction	6
◦ Step 2 - Treating Pending 2-Way-Match Documents in Cockpit	6
▸ Follow-up Voluntary Blocked Documents	7
• Roles and Responsibilities	7
• How to identify a cockpit that had a Voluntary Blocking WebCycle answer Cockpit?	7
◦ Step 1 - Daily Extraction	7
◦ Step 2 - Treating Released/Rejected Voluntary Blocking in Cockpit	7

Objective and Scope

This operating procedure aims at describing the actions to be taken by PtP in order to follow-up invoices blocked for payment and ensure they are properly treated.

It applies for Accounts Payable process Worldwide. Any specificity required at regional level, if and whenever applicable, has a chapter inside this procedure.

Any other complementary (i.e. translated versions) documentation related to this matter must always refer to this procedure.

Definitions

2-Way-Match - it is a way of posting an invoice in which only invoice and Purchase Order are matched ([click here to see more](#)).

AP - Accounts Payable

Cockpit - SAP transaction that PtP uses to process invoices. It is the same as Process Director.

PtP - Procure-to-Pay

Golden Rule

As primary note there's a golden rule when treating documents in cockpit of any kind:

- a cockpit document which is not rejected or in which related FI document is not cleared is an open item under responsibility of Accounts Payable.

Follow-up 2-Way-Match Documents

Roles and Responsibilities

- **Frequency:** Every day (after MRBR internal control)
- **Task Goal:** Ensure that all pending cockpits related with 2-Way-Match have an effective action from Accounts Payable in order to grant the document payment is done on time
- **Responsibility:** PtP - AP
- **Access Requirements:**
 - SAP Transaction: /cockpit/1

How to identify 2-Way-Match invoices in Cockpit?

2-Way-Match invoices are identified via cockpit document type = **VP - Value PO**

Step 1 - Daily Extraction

(click on green arrow to proceed throughout the tutorial)

The extraction should be done every working day and ensure that report date encompasses all days since your previous working day (i.e. if today is Monday you should capture all period since past Friday till Sunday, but if today is Tuesday you should capture the previous day period).

Goal: To check documents blocked "R" waiting for an action from Accounts Payable due to exceptional failure in automatic behaviors. See tutorial at the right.

Key fields:

INVOICE COCKPIT document type = **VP**

Type = **MM**

Document Status = **Posted**

Company Code = (list of companies in your region scope)

Payment Block = **R**

Clearing Date = **00.00.0000**

Posting Date = **since ever** till **yesterday**

Step 2 - Treating Pending 2-Way-Match Documents in Cockpit

Once you have extracted the data you should analyse each output line and take an action according with the Decision Matrix below:

Payment Block	Had a WebCycle?	Approved / Rejected	Action
R	No	N/A	1 - Send WebCycle for: <ul style="list-style-type: none"> • Price Difference - if blocked due to price variance above tolerance • Due Date Discrepancy (LAM Only) - if blocked due to invoice due date discrepancy • Value PO - if blocked due to invoice amount > 5.000€ 2 - Release document for payment if none of the above
R	Yes	Approved	Release document for payment
R	Yes	Rejected	Confirm reason of rejection, reverse and post against expected credit note account

Follow-up Voluntary Blocked Documents

Roles and Responsibilities

- **Frequency:** Every day
- **Task Goal:** Ensure that all posted cockpits that had Voluntary Blocking approval/rejection have a final action from Accounts Payable
- **Responsibility:** PtP - AP
- **Access Requirements:**
 - SAP Transaction: /cockpit/1

How to identify a cockpit that had a Voluntary Blocking WebCycle answer Cockpit?

Documents with Voluntary Blocking WebCycle are identified in cockpit via **Workflow ID** field whenever it is equal to:

- ZKF_VBLOCK;
- VB

Step 1 - Daily Extraction

The extraction should be done every working day and ensure that report date encompasses all days since your previous working day (i.e. if today is Monday you should capture all period since past Friday till Sunday, but if today is Tuesday you should capture the previous day period).

Goal: To check posted cockpits that were under Voluntary Blocking WebCycle and were released/rejected by the recipient and are then waiting for an action from Accounts Payable.

Key fields:

Document Status = **Posted**

Company Code = (list of companies in your region scope)

(PF1) Status changed date = **since previous working day** till **yesterday**

(WP1) Last step action date = **since previous working day** till **yesterday**

Step 2 - Treating Released/Rejected Voluntary Blocking in Cockpit

Once you have extracted the data you should analyse each output line and take an action according with the Decision Matrix below:

Approved / Rejected	Action
Approved	Release document for payment: 1 - If paid via Factoring (PI1 system) you should use transaction Z3F_FA_AP_CHANGE_DOC 2 - If paid in the affiliate (WP1/PF1) your should: remove payment block in the FI Document via FB02 transaction, if document is purely FI; or release document in MRBR transaction, if it is a MM document
Rejected	Confirm reason of rejection and: reverse and post against expected credit note account, which must be requested to the supplier re-send back if answer is unclear or an alternative contact was provided