

Process Director Web Application

User Guide

Version: 7.8

Date: 2021-04-05

KOFAX

Legal Notice

© 2019 Kofax. All rights reserved.

Kofax is a trademark of Kofax, Inc., registered in the U.S. and/or other countries. All other trademarks are the property of their respective owners. No part of this publication may be reproduced, stored, or transmitted in any form without the prior written permission of Kofax.

Table of Contents

About this guide.....	8
About Kofax Process Director.....	9
Getting Started.....	10
Start Process Director.....	10
Worklist.....	10
Worklist selection screen.....	12
Add a filter.....	12
Remove a filter.....	13
Start-up selection screen.....	13
Document overview list.....	14
Document detail view.....	16
Use search help.....	17
Use the calendar.....	20
Use text field suggestions.....	20
Document status icons.....	21
Workflow status icons.....	22
Follow-up flags (PD AP only).....	23
System messages.....	24
Create and edit documents.....	26
Create a document.....	26
Create a document from an external file.....	26
Edit a document.....	27
Upload line items from an external file.....	27
Entry templates.....	28
About entry templates.....	28
Use an existing entry template.....	28
Create and edit entry templates.....	29
Copy a document.....	29
Delete a document.....	30
Split documents.....	30
Notes, texts and attachments.....	31
Add and view notes.....	31
Add and view texts.....	32
Add text to header data.....	32

Add text to line items.....	33
Add and view attachments.....	34
Add attachments.....	34
View attachments.....	34
Delete attachments.....	36
Check and post documents.....	37
Check a document.....	37
Reject a document.....	37
Display rejected documents in the workflow history (PD AP only).....	38
Post a document.....	38
Link a document to an existing SAP document.....	39
Reverse a document.....	40
Use workflows.....	41
Start a workflow.....	41
Start a one-step workflow.....	41
Start a multi-step workflow.....	42
Add and remove processors.....	42
Add a processor.....	42
Remove a processor.....	42
Recall a workflow.....	43
Recall Accounts Payable documents.....	43
View workflow status.....	44
Approve documents.....	44
Approve line items.....	45
Reject documents.....	45
Forward documents.....	46
Send and answer queries.....	46
Send a query.....	46
Answer a query.....	47
Change personal settings.....	48
Change user data and password.....	48
Change user settings.....	49
Assign substitutes.....	49
Active substitutes.....	49
Passive substitutes.....	50
Add substitutes.....	50
Change and delete substitutes.....	50
Accounts Payable.....	52

About the Worklist.....	52
Process documents.....	52
View purchase order data.....	53
View vendor data.....	54
Enter one-time vendor data.....	55
Add accounting data.....	55
Import data.....	56
Create invoices.....	57
Save an invoice as a template.....	57
Use a saved template to create a new invoice.....	57
Accounts Receivable.....	59
Create an Accounts Receivable document.....	59
Propose line items.....	59
Process Accounts Receivable documents.....	61
Clear a Payment Advice.....	62
Archiving.....	63
Process archive documents.....	63
Asset management.....	65
Create an asset acquisition request.....	65
Create an asset retirement request.....	66
Create an asset transfer request.....	67
Customer Orders.....	69
Process customer orders.....	69
Example.....	70
Electronic Bank Statements.....	71
Process electronic bank statements.....	71
Clear an item.....	72
Manually select the payment advice number by using the search help.....	73
Create a new Process Director payment advice and post it in SAP.....	73
Financial Postings.....	74
Create a financial posting.....	74
Change the posting type.....	76
General Ledger Account Postings.....	76
Regular posting.....	76
Adjustment posting.....	77
Provision posting.....	77
Accrual with reversal posting.....	78
Recurring entry / recurring accrual with reversal posting.....	78

Accrual from Process Director Accounts Payable posting.....	79
Customer Postings.....	80
Invoice/Credit note posting.....	80
Recurring invoice posting.....	80
Deferral (invoice) posting.....	81
Write-off posting.....	82
Goods Receipts.....	84
Create a goods receipt.....	84
Create a goods receipt based on a purchase order.....	84
Create a goods receipt based on a requisition.....	86
Process goods receipts.....	86
Example.....	87
Invoice Block and Cancellation.....	88
Create a block/unblock request.....	88
Cancel an invoice.....	88
Master data maintenance.....	90
Create an asset master maintenance request.....	90
Add multiple assets to the request.....	92
Create a cost center maintenance request.....	93
Add multiple cost centers to the request.....	94
Customer master data maintenance.....	94
Create a customer master maintenance request.....	94
Processing in the workflow.....	96
View changed data.....	97
Requests for blocking/deletion.....	98
General ledger accounts.....	98
Create a G/L account maintenance request.....	98
Requests for blocking/deletion.....	100
Create a profit center maintenance request.....	100
Vendor master data maintenance.....	101
Create a vendor master maintenance request.....	101
Processing in the workflow.....	103
View changed data.....	105
Requests for blocking/deletion.....	105
Order confirmations.....	106
Create an order confirmation.....	106
Process order confirmations.....	107
Example.....	107

- Payment approvals..... 109
 - Process payment approvals..... 110
- Requisitions..... 112
 - Create a requisition document..... 112
 - Enter header data..... 112
 - Enter line items..... 114
 - Order items from an online catalog..... 114
 - Enter items manually..... 115
 - Outline agreements..... 115
 - Use existing purchasing documents..... 116
 - Enter account assignments..... 117
 - Save a document..... 118
- Down Payments..... 119
 - Create a down payment..... 119
 - Enter the header data..... 119
 - Save the document..... 120

About this guide

This guide is intended for users who are creating and processing Kofax Process Director™ documents in the Kofax Process Director Web Application. A separate guide is available for users of the SAP user interface.

Note Process Director can be configured to meet individual customer requirements. This guide describes a typical Kofax Process Director installation and therefore the descriptions may not correspond exactly with your installation. Some features may not be available for all process types, and your user rights may restrict which features you are allowed to use.

About Kofax Process Director

Kofax Process Director is an application running in SAP that can create, receive and process different types of business documents in SAP. It can also be accessed via a web browser interface (the Kofax Process Director Web Application).

Process Director improves your ability to optimize document-driven or request-driven processes in SAP. Document-driven processes are initiated by the need to process existing documents, usually from external sources. Examples of such documents are delivery notes, sales orders, or remittance advices. Request-driven processes are initiated by the need to process requests for action, usually from internal sources. Examples of such requests are purchase requisitions, changes to master data, or corrections to FI postings.

Process Director offers the following standard process types:

- [Accounts Payable](#)
- [Accounts Receivable](#)
- [Archiving](#)
- [Asset Acquisition](#)
- [Asset Retirement](#)
- [Asset Transfer](#)
- [Customer Orders](#)
- [Electronic Bank Statements](#)
- [Financial Postings](#)
- [Goods Receipts](#)
- [Invoice Block and Cancellation](#)
- [Master Data Maintenance](#)
- [Order Confirmations](#)
- [Payment Approvals](#)
- [Requisitions](#)

In addition, customers can configure their own process types.

Getting Started

This chapter explains how to start Process Director and provides information about the user interface.

Start Process Director

To start Process Director, complete the following steps.

1. In a web browser, enter the Process Director address (URL) that is supplied by your system administrator. It may look similar to the following address: `http://your.intranet:8080/pdweb-app/init.do`.
2. In the logon screen, enter your user name and password. These are supplied by your system administrator. If you already have an SAP user name and password, you can log on with these.

Note Depending on the configuration of your system, you may be logged on automatically with your Windows user name and password.

3. If your system has been configured to use more than one language, from the **Language** selection list, select the language of the user interface.

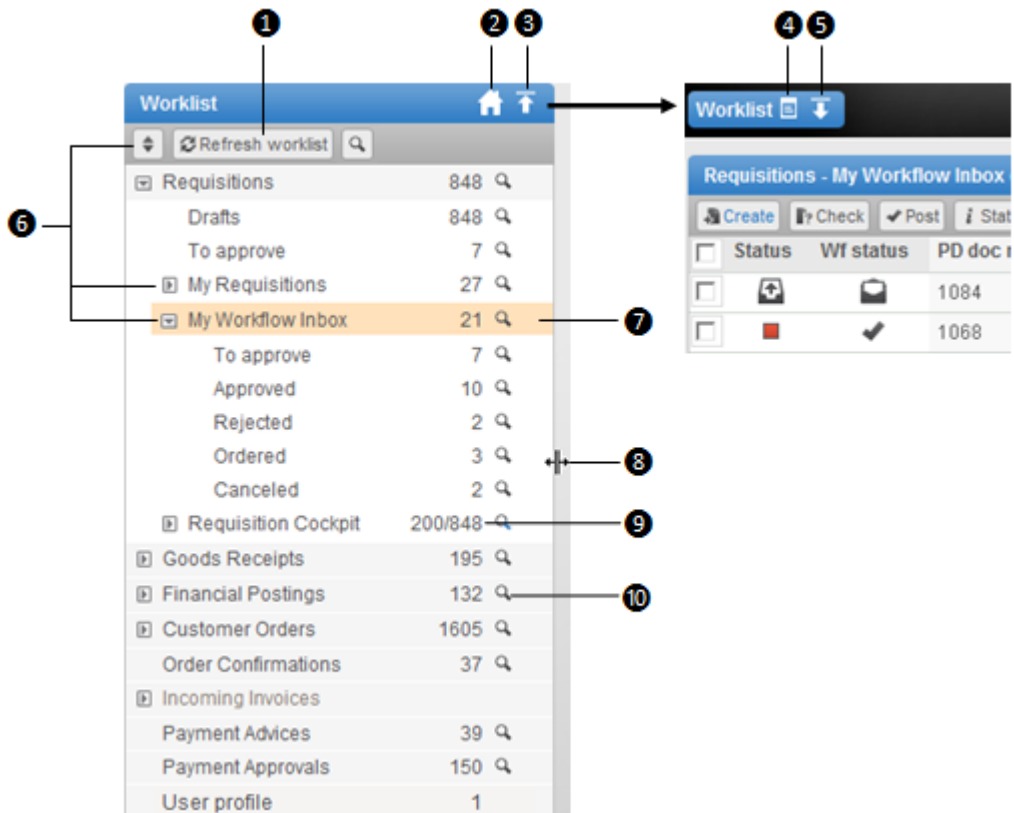
Default means that the standard Process Director language will be used, and **Browser** means that the language setting of your web browser will be used.

4. Click the **Log on** button.

The start page displays the [Worklist](#) and a Quick Start menu, or a [selection screen](#), if these have been configured. The Quick Start menu provides rapid access to frequently used [document lists](#) and actions, and to your [user profile](#). Which options are available in this menu depends on your system configuration. If no Quick Start menu is provided, you must click a [Worklist category](#) to display and work with documents. If a selection screen is displayed, you must enter selection criteria.

Worklist

The Worklist is a navigation area that allows you to quickly view different categories of documents. The illustration here shows a sample Process Director installation; the categories in your installation may have different names and there may be more or fewer categories, depending on your configuration and user rights. The User profile category enables you to change your [personal settings](#).



1. Refresh the Worklist.

This updates the Worklist, the document overview list and the document detail view with the latest changes. Note that changes to a document are not visible to others until the document is saved.

2. Display the [start page](#).

3. Hide the Worklist.

4. Display the Worklist in a floating window.

5. Display the Worklist.

6. Expand and collapse Worklist categories to show or hide subcategories.

7. Currently selected Worklist category.

8. Resize the Worklist.

Move the mouse over the right hand edge of the Worklist area until the cursor changes into a double-sided arrow, then click and drag to the desired size.

9. Number of documents currently displayed in the Worklist category / Total number of documents available in this category.

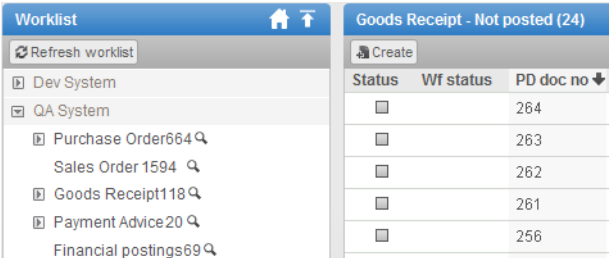
These numbers will differ, for example, if you have [filtered](#) the Worklist, or your administrator has set a limit on the number of documents that are displayed in this category.

Note that the number of documents in a Worklist category may or may not represent the sum of the number of documents in its subcategories, depending on how the Worklist is configured and on your user rights.

10. Click  to open the [selection screen](#) to filter the Worklist.

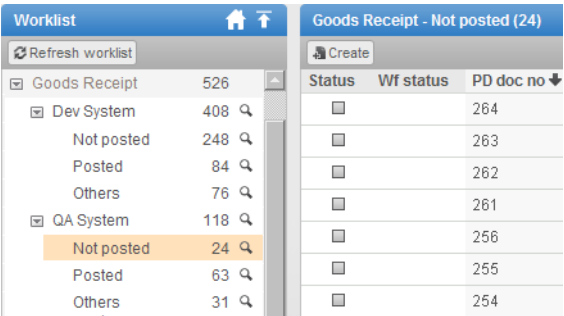
If your system has been configured to access more than one SAP system, the Worklist will be sorted either by SAP system then process type, or by process type then SAP system.

- Worklist sorted by SAP system



Status	Wf status	PD doc no
<input type="checkbox"/>		264
<input type="checkbox"/>		263
<input type="checkbox"/>		262
<input type="checkbox"/>		261
<input type="checkbox"/>		256

- Worklist sorted by process type



Status	Wf status	PD doc no
<input type="checkbox"/>		264
<input type="checkbox"/>		263
<input type="checkbox"/>		262
<input type="checkbox"/>		261
<input type="checkbox"/>		256
<input type="checkbox"/>		255
<input type="checkbox"/>		254

Worklist selection screen

You can use the Worklist selection screen to filter Worklist categories to display only documents that meet specific criteria. For example, you can filter a Worklist category to display only documents for a specific company or vendor, or only documents created within a specific time period. The filter criteria that are available are set by your system administrator. Different filter criteria may be available for different Worklist categories.

Add a filter

To add a filter, complete the following steps.

1. In the Worklist, click **Define selection criteria**  next to the Worklist category that you want to filter.

2. Enter your filter criteria.

Field	Value	to	Value
Current processor		to	
Reference		to	
Company Code		to	
Vendor		to	
PD document number		to	
Created on		to	
Creator user		to	
Max. number of hits	50		

Buttons:

The **Max. number of hits** field enables you specify the maximum number of documents that should be displayed in the document overview list.

3. Click **Search** to apply the filter.

Two numbers are displayed in the Worklist for the node: the first is the number of documents that match your selection criteria, and the second is the specified maximum number of hits. The document overview list displays only the documents that meet your search criteria.

Tip In your [personal settings](#) you can specify that the selection screen filter dialog box is displayed automatically, either when you start Process Director or when you double-click on a Worklist category.

Remove a filter

To remove a filter, complete the following step.

- In the Worklist, click **Define selection criteria**  and click first **Reset** then **Search**.

Start-up selection screen

If your system has been configured accordingly, a selection screen is displayed instead of the Worklist when you start Process Director. You must first enter search criteria and execute the search. The Worklist then displays only documents that correspond to the entered search criteria.

The selection screen lists all the available process types. Select the corresponding check boxes for the process types you want displayed in the Worklist. Clicking a highlighted process type allows you to enter criteria for filtering that process type.

Selecting the **All** check box displays all the documents.

Filtering criteria

Selection of process types. Click on the highlighted type names to specify filter criteria.

☐ All

☐ All documents in Web Cycle

☐ Asset Acquisition

☐ Asset Master Maintenance

☐ Asset Retirement

☐ Asset Transfer Posting

☐ Cost Center Maintenance

☐ Customer Master maintenance

☐ Customer Order

☐ Customer Postings

☐ Electronic Bank Statement

☐ G/L Account Maintenance

☐ G/L Account Postings

☐ Goods Receipt

☐ Incoming Invoice

☐ Invoice Blocking/Unblocking

☐ Order Confirmations

☐ Payment Advice

☐ Payment Approval

☐ Profitcenter Maintenance

☐ Requisition

☐ Vendor Master Maintenance

PD document number

to

Max. number of hits

50

Search

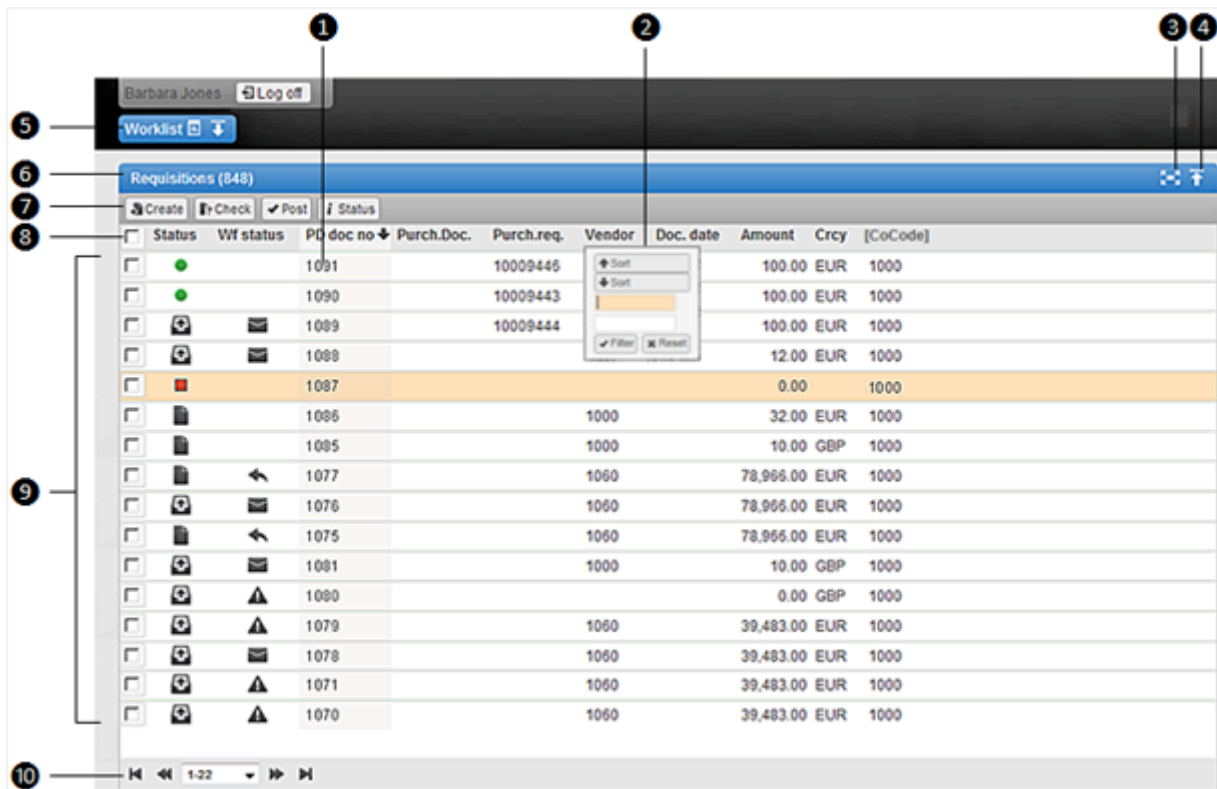
Reset



Cancel

Type your search criteria and click **Search**.

Document overview list

When you click a category in the [Worklist](#), Process Director displays a list of all documents in that category.



1. Click the Process Director document number to open the [document detail view](#).
The number of the last document viewed or edited is displayed in bold text.
2. Click a column heading to filter the list by this column, or to sort by this column in ascending or descending order. A sorted column is highlighted. The icon in a column heading indicates whether the list is sorted in ascending  or descending  order. Parentheses [] in a column heading indicate that the list is filtered by this column.
3. Hide the Worklist.
4. Hide the document list.
5. Display the Worklist.
6. Title bar.
7. Actions bar.
8. Check boxes for multiple document selection.
Select one or more documents, then click the appropriate action on the Actions bar. Select the checkbox in the column heading to select all documents.

Note Some actions may not be possible for multiple documents.

9. Process Director documents.
The currently selected document is highlighted.

10. Paging controls:

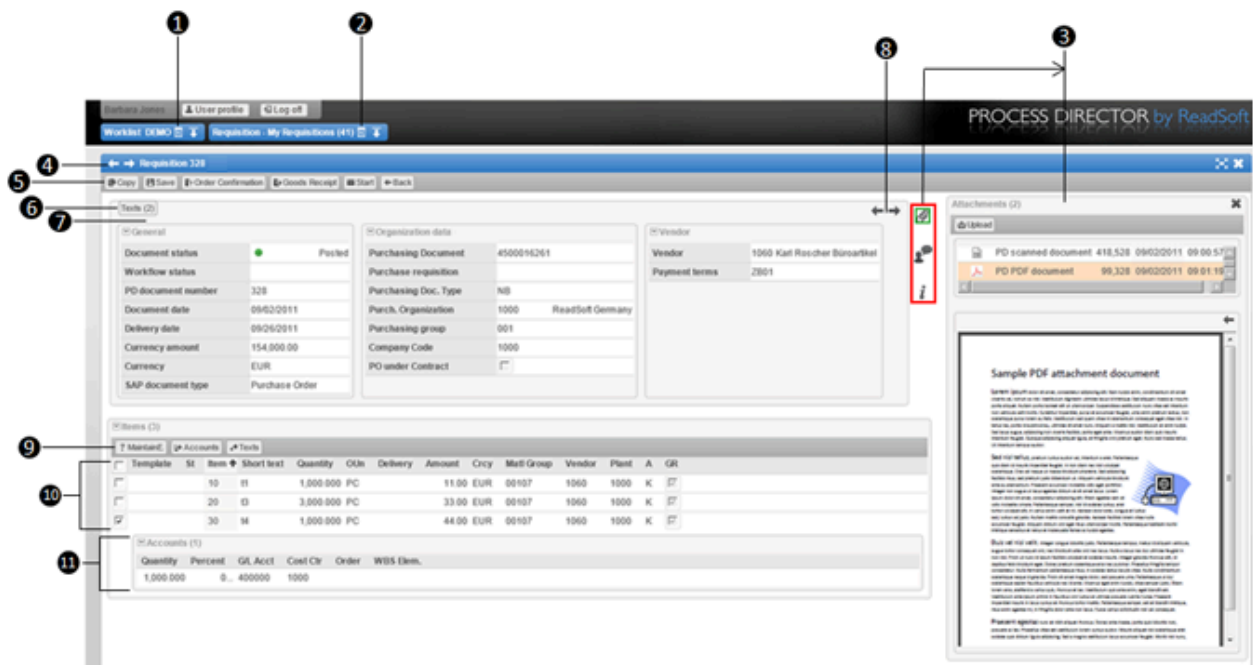
- ▶ Forward one page
- ▶▶ Forward to the last page
- ◀ Back one page
- ◀◀ Back to first page

1-20 Select the number of documents to display on the page.

You can also use the Page Up and Page Down keys to move to the previous and next page.

Document detail view

The document detail view is where you create, edit and view document information. To open this view, click a Process Director document number in the [document overview list](#) (in the PD doc. no. column) or click **Create** to create a new document.



1. Display the Worklist.
2. Display the document list.


3. The Additional information area. What is displayed here depends on which button you click:

[Attachments](#) 

[Notes](#) 

[Messages](#) 

[Audit trail](#) 

If attachments or notes are present in the document, the icon has a green border .


Note Depending on the configuration, notes may be displayed in a table instead of in the Additional information area.

4. Title bar with arrows for browsing to the previous/next documents.
5. Actions bar.
6. Hidden data pane. To hide a pane of data, click on the small arrow to the left of the data pane name. To display the pane again, click this button.
7. Header data, divided into panes.

Note Depending on the configuration, the header data may be displayed in tabs instead of data panes. Also, when there are multiple text area fields in the header, you can configure to display them as single line input fields, which when you click, display the regular size text area (in a popup).

8. Arrows for browsing through the data panes.
9. Line items Actions bar.
10. Line items.
11. Additional tables, such as Accounts or Purchase order items.

Use search help

Some fields have search help available to assist you in finding the right value. When you click in a field for which search help is available, the search help icon  is displayed.

Vendor

Vendor

?

Payment terms

ZB01

- Click search help ? to open a dialog box in which you can enter search criteria. Use the selection list Search help to display different search fields. For example, if you select the option Vendors by Country in this selection list, fields in which you can search by country are displayed.

Search help for field Vendor

From

To

Search term

Postal Code

City

Frankfurt am Main

Name

Vendor

Results

10

Search help

Vendors (General)

Search

Reset

Cancel

When you click **Search**, the search results are displayed. You can now enter more search criteria to narrow down your search or make a selection in the results list. To clear all search fields, click **Reset**.

Search help for field Vendor

From

Search term

Postal Code

City

Name

Vendor

Results

Search help

To

Frankfurt am Main

10

Vendors (General)

Search

Reset

Cancel

	Search term	Postal Code	City	Name	Vendor
<input type="radio"/>	CHEMIE	60594	FRANKFURT AM MAIN	READSOFT EBYDOS AG	1060
<input type="radio"/>	LASALLE	60329	FRANKFURT AM MAIN	JONES LANG LASALLE GMBH	2600
<input type="radio"/>	RE	60343	FRANKFURT AM MAIN	MEYERS REAL ESTATE AG	3458
<input type="radio"/>	RE	60343	FRANKFURT AM MAIN	MEYERS REAL ESTATE AG	4256
<input type="radio"/>	RE	60345	FRANKFURT AM MAIN	POLIS IMMOBILIEN FUEHRER	4257
<input type="radio"/>	RE	61655	FRANKFURT AM MAIN	HOFFMANN IMMOBILIEN AG	4258

When you select an item in the results list, the search help dialog closes and the selected value is entered in the field.

☒ Vendor

Vendor

1000

C.E.B. BERLIN

Payment terms

ZB01

If several lines need the same value entered in a particular field, select those lines and click the search help icon on that field in any of those lines. The other lines will also automatically get filled with the selected value. To select all the lines, you can select the check box on the header, instead of individually selecting each line.

☒ Accounts (3)


<input checked="" type="checkbox"/>	Template	Quantity	Percent	G/L Acct
<input checked="" type="checkbox"/>		1.000	0.0	10103100 ?
<input checked="" type="checkbox"/>		0.000	0.0	10103100
<input checked="" type="checkbox"/>		0.000	0.0	10103100

Use the calendar

Fields in which dates can be entered display the calendar button.

Delivery date

- Click the calendar button and select the date in the calendar. The selected date is entered in the field.

Delivery date																																											
Currency amount	Select date																																										
Currency	<div> ⏪ ⏴ Feb, 2011 ⏵ ⏩ </div> <table border="1"> <tr> <td>Su</td> <td>Mo</td> <td>Tu</td> <td>We</td> <td>Th</td> <td>Fr</td> <td>Sa</td> </tr> <tr> <td></td> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>6</td> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> </tr> <tr> <td>13</td> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> </tr> <tr> <td>20</td> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> </tr> <tr> <td>27</td> <td>28</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Su	Mo	Tu	We	Th	Fr	Sa			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28					
Su	Mo	Tu	We	Th	Fr	Sa																																					
		1	2	3	4	5																																					
6	7	8	9	10	11	12																																					
13	14	15	16	17	18	19																																					
20	21	22	23	24	25	26																																					
27	28																																										
<input type="checkbox"/> Items (2) <div> ➕ New line ✖ Delete ➡ Account </div>																																											

Use text field suggestions

Some text fields provide a suggestion list with the values that you previously entered. When you start typing in such a field, the suggestion list is automatically displayed.

Vendor

1 ?

1

1060

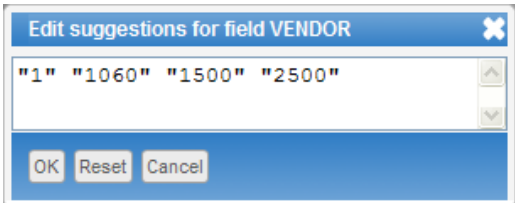
1500

Edit suggestions

Clear suggestions

If your system has been configured accordingly, you can edit and clear the suggestions.






- Select **Edit suggestions** to open a popup, in which you can modify or reset (delete) the current suggestion list.







- Select **Clear suggestions** to clear the list of suggestions for this field.






Document status icons










Note The specific meaning of the document status may vary slightly depending on the process type. Move the mouse cursor over an icon in the document overview list to display a tooltip with the exact status description. Note that some statuses do not apply to all process types.

Icon	Status	Description
	New	The document has been created.
	Error	The document contains errors that prevent it from being posted.
	Warning	The document contains errors that do not prevent it from being posted.
	Ready for posting	The document does not contain any errors and can be posted to SAP.
	In workflow	The document is currently in a workflow .

Icon	Status	Description
	Posted	The document has been posted. Note Posted documents cannot be changed.
	Canceled	The document has been canceled. Canceled documents can no longer be edited.
	Rejected	The document has been rejected.
	Reversed	The document has been reversed. Reversed documents cannot be edited.

Workflow status icons

Icon	Status	Description
	Sent	The document has been sent to a workflow, but the recipient has not yet opened the document. This status is applied to all workflow steps. For example, when the first step has been approved, the Sent status is displayed when the recipient of the second step has not yet opened the document.
	In work	The document is currently in a workflow and the recipient has opened the document. This status is applied to all workflow steps. For example, when the first step has been approved, the In work status is displayed when the recipient of the second step has also opened the document.
	In workflow, the current processor is a substitute	The document is currently in a workflow. The current processor is processing the document in his capacity as substitute for the original processor.
 	Overdue	The workflow or workflow step is overdue. The due date for processing is set in the workflow or workflow step settings.

Icon	Status	Description
	Approved	The document has been approved and is no longer in a workflow.
	Rejected	The document has been rejected and is no longer in a workflow.
	Partially approved	Some document items have been approved, others have been rejected. The document is no longer in a workflow.
	Recalled	The document has been recalled from a workflow. The workflow has been cancelled.
	Forwarded	The document has been forwarded to another user for processing.
	Query sent	A query about the document has been sent to another user.
	Query	A query about the document has been received from the workflow processor.
	Query answered (status for query sender)	A query has been answered. This status icon is displayed to the user who sent the query.
	Query answered (status for query recipient)	A query has been answered. This status is displayed to the person who received the query.

Follow-up flags (PD AP only)

A follow-up flag is an icon that appears in the document overview list and the document detail view. Follow-up flags help you to identify important documents and documents that need attention. For example, follow-up flags may indicate due payment dates, price and quantity differences, or the presence of notes or attachments.

Depending on the system configuration, follow-up flags appear as descriptions or icons. If more than one follow-up flag exists for a document, a plus sign (+) appears next to the description. If icons are used, the follow-up flag field is highlighted if more than one follow-up flag exists. Move the pointer over the description or icon to view all available follow-up flags.

See the *Process Director Accounts Payable User Guide* for examples of follow-up flags.

System messages

System messages are generated automatically by the system, for example, when you [check](#) or [post](#) a document or [send a document to a workflow](#). System messages communicate the history of a document, including actions such as check and post, status changes, ownership changes, errors, and more. System messages include both actions taken by the system and actions taken by users. Based on these messages, you can make any necessary changes to the document before it is sent to a workflow or posted to SAP.

Tip When system messages have been generated for a document, these messages are displayed next to the header data in the [document detail](#) view. Messages are displayed in chronological order, with the latest messages at the top of the list.

Each message line is a summary of the action or event. To view the individual messages for each action in the Events pane, select the Action.

Actions (13)				
Action	Date	Time ↓	User	Result
Insert document into database	05/13/2013	14:47:44	Barbara Jones (JONES)	✓
Go to display mode	05/13/2013	14:47:28	Barbara Jones (JONES)	▲
Create document	05/13/2013	14:47:23	Barbara Jones (JONES)	✓
Switch Worklist node	07/22/2013	14:01:20	Barbara Jones (JONES)	▲
Check before post *change mode	08/02/2013	12:53:46	Barbara Jones (JONES)	■
To display mode	08/01/2013	12:07:14	Barbara Jones (JONES)	▲
Switch Worklist node	07/22/2013	14:44:15	Barbara Jones (JONES)	▲

Events (3)		
Result	Event	Message
■	Perform checks	Please enter items first
■	Perform checks	Document contains no items
▲	Perform checks	Purchase order date is in the past

The colored icons indicate whether the action that resulted in the message was successful or not:

■ The action resulted in errors. Documents with errors cannot be posted to SAP.

▲ The action resulted in warnings. Documents with warnings can be posted.

✔ The action was successful.

To view current messages, click the **Messages**  button on the Additional information area.

Create and edit documents

This topic briefly explains how to create, copy, edit and delete documents. Detailed information on creating and editing documents for specific process types can be found in the chapter for the relevant process type.

Create a document

To create a document, complete the following step.

- In the [document list](#), on the **Actions** bar, click **Create**.

Create a document from an external file

If configured, you can create new Process Director documents by uploading data from an external file. Both header and line item data can be uploaded.

The following external file formats are supported:

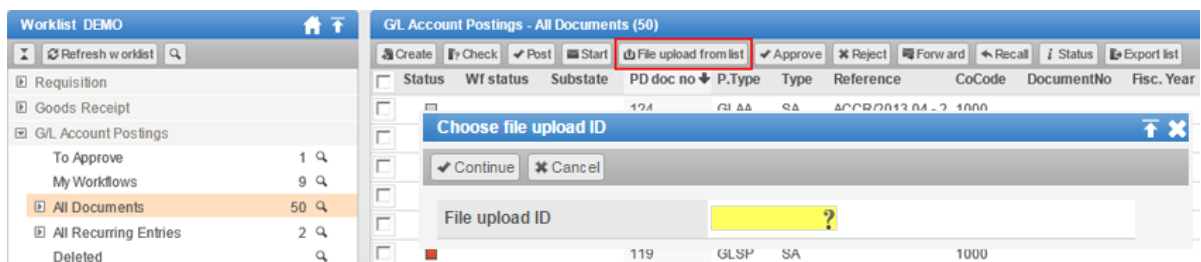
- ASC
- CVS
- TAB
- TXT

It is not possible to create documents from Excel files (XLS or XLSX) in the Web Application. Use the SAP GUI to create documents from XLS or XLSX files.

Note The system may be configured to upload only line items that fulfil certain conditions.

To create a document from an external file, complete the following steps.

1. Click **File upload from list**.
2. In the **Choose file upload ID** dialog box, upload an external file.



- 3. Click **Continue**.

Edit a document

Note You cannot edit documents that have been posted, that are assigned to a different user in a workflow, or that are currently being edited by another user.

To edit a document, complete the following step.

- In the [document overview list](#), click the Process Director document number (PD doc. no.) to open the document detail view.

Upload line items from an external file

If configured, you can create new line items by uploading data from an external file.

The following are the supported formats for the external files:

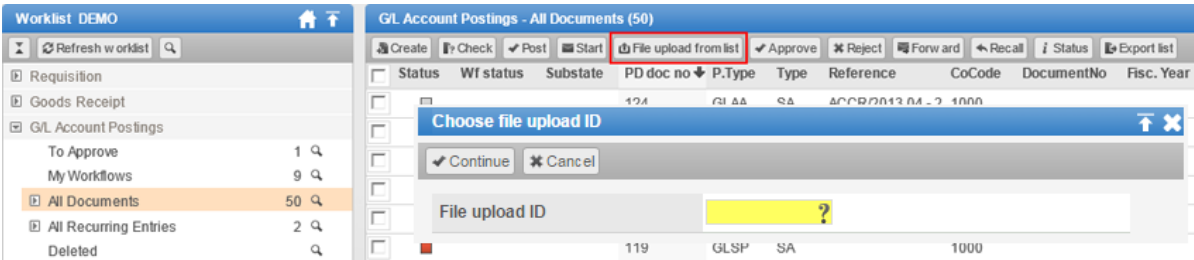
- ASC
- CVS
- TAB
- TXT

It is not possible to upload items from Excel files (XLS or XLSX) in the Web Application. Use the SAP GUI to upload items from XLS or XLSX files.

It is also possible to define conditions for each logical level: a data line in the file will be considered valid only if the conditions are fulfilled.

To upload line items from an external file, complete the following steps.

- 1. Click **File upload from list**.
- 2. In the **Choose file upload ID** dialog box, upload an external file.



- 3. Click **Continue**.

Entry templates

About entry templates

If entry templates have been configured in your system, you can use these templates to speed up data entry. Entry templates contain pre-defined fields, such as the vendor, material group, plant, etc. When you select an entry template, these predefined fields are automatically filled with the values defined in the template.

System templates are created and maintained centrally and are available to all users. If entry template maintenance has been configured, you can also create your own templates for your personal use. You cannot specify which fields are defined in the template, but you can add your own values to the template fields.


Use an existing entry template

If entry templates have been configured in the system, a Template field is displayed. The example below shows a template field for line items. Templates may be also be available for other types of data (header data, account assignments, partners, etc.).

To use an existing entry template, complete the following steps.

- 1. Enter the name of the template or use [search help](#) to select a template.

Entry template	Material Group	Plant	Vendor
ALL1	00107	1000	2500
ANOTHER_AL	00108	1000	1060
TEST1	00107	1000	2800

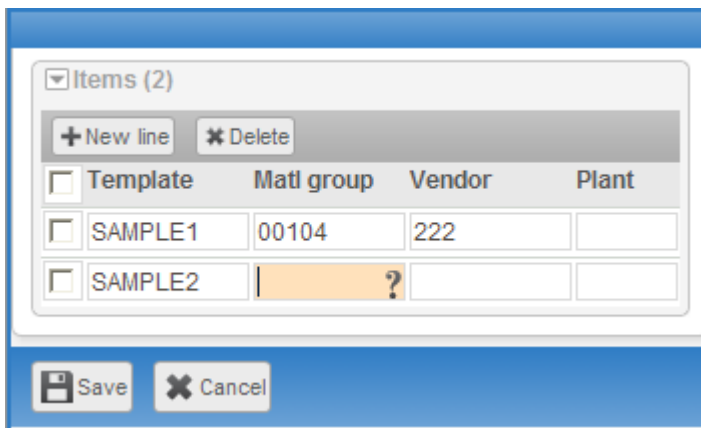
- 2. Click  next to a template to add the values defined in the template to the relevant fields of your document.

Create and edit entry templates

If entry template maintenance has been configured in the system, a Maintain entry templates button is displayed on the appropriate Actions bar (in this example, the line items Actions bar).

To create and edit entry templates, complete the following steps.

1. Click **Maintain entry templates**.
2. Click **New line** to create a new template.
3. Enter a name for the template and enter the values in the template fields.



The screenshot shows a dialog box titled "Items (2)". Inside, there are two buttons: "+ New line" and "X Delete". Below these is a table with four columns: "Template", "Matl group", "Vendor", and "Plant". The table contains two rows. The first row has a checkbox, "SAMPLE1", "00104", "222", and an empty "Plant" field. The second row has a checkbox, "SAMPLE2", an empty "Matl group" field, a question mark "?" in the "Vendor" field, and an empty "Plant" field. At the bottom of the dialog are "Save" and "Cancel" buttons.

<input type="checkbox"/>	Template	Matl group	Vendor	Plant
<input type="checkbox"/>	SAMPLE1	00104	222	
<input type="checkbox"/>	SAMPLE2		?	

To delete a template, select the check box to its left and click **Delete**. Click the checkbox at the top of the list to select all templates.

4. Click **Save** to save your changes.

Copy a document

If you often order a similar set of items with similar accounting information, copying an existing document with these items will save you time.

Note For [document-driven process types](#) it is not possible to copy a document. Documents for these process types are captured from external sources.

To copy a document, complete the following steps.

1. To open the document details, in the [document overview list](#), click the document number.
2. On the **Actions** bar, click **Copy**.
A new document containing the same information as the copied document opens.
3. Make any necessary changes and save the document.

Note Depending on your system configuration, texts from the original document may also be copied. The configuration also determines which fields are copied.

Delete a document

The system configuration determines under which circumstances you can delete documents, or if you are allowed to delete documents at all. For example, it may not be possible to delete posted documents, or documents that are currently being processed by another user.

To delete a document, complete the following steps.

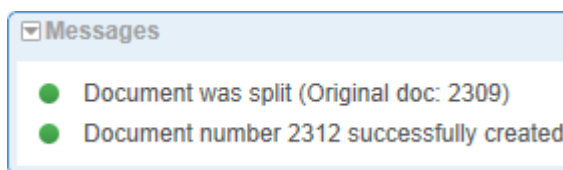
1. To open the document details, in the [document overview list](#), click the document number.
2. On the **Actions** bar, click **Delete**.
3. Click **Yes** to confirm the deletion.

Split documents

If configured in your system, you can split a single document into several documents. The document is split based on the values of specific fields, which are defined in the configuration. When you split a document, line items are copied into new documents and removed from the original document. Items that meet the first condition specified in the configuration remain in the original document; items that meet further conditions, or meet no condition, are moved into new documents. The header data is copied into the new documents.

To split a document, complete the following steps.

1. In the [Worklist](#), click the appropriate category.
2. To open the document details, in the [document overview list](#), click the document number.
3. Click **Split document**.
4. In the **Split document** popup, click **Yes**.
5. The **Messages** pane displays the numbers of the original document that was split and the new document(s) created according to the specified configuration parameters.



You can now work on either document.

Notes, texts and attachments

You can supplement the information contained in your Process Director documents using notes, texts and attachments.


- **Notes** are used only for communication within Process Director and are not transferred to the SAP document.
- **Texts** are transferred to the corresponding SAP document when the document is posted in SAP.
- **Attachments** enable you to make information contained within external files directly available in Process Director.

Add and view notes

You can add notes to documents to communicate with other Process Director users; for example, to communicate problems, ask questions or provide information. Notes are used only for communication within Process Director and are not transferred to the SAP document, but are archived separately in a PDF file when the SAP document is posted. Notes are displayed in chronological order (newest first). Notes can also be added to read-only documents (when the user is not the current workflow processor).

Tip If you want to receive an answer to a question, write your question in a note and then [send a query](#).

To view or add notes, complete the following steps.

1. Click the document number in the [document list](#) to open the document details.
2. Click the **Notes**  button in the **Additional information** area. If notes have been added to the document, the **Notes** button has a green border.

Note Depending on the configuration, notes may be displayed in a table instead of in the **Additional information** area.

3. To add a new note, click **New line** and add the desired text in the text box.

<input type="checkbox"/>	Creator user	Created on	Time created
<input checked="" type="checkbox"/>	Barbara Jones	07/24/2013	10:09:15

To delete a note, select it and click **Delete**. You can only delete or edit notes if you have not yet saved the document. Click the check box at the top of the list to select all the notes.

4. Save the document.

Add and view texts

For some process types, you can add additional informational texts to the header data or to individual line items of your document. Texts are transferred to the corresponding SAP document when the document is posted in SAP.

To add and view texts, complete the following steps.

Add text to header data

To add text to header data, complete the following steps.

1. Click the document number in the [document overview list](#) to open the document details.


- 2. Select the **Texts** header data pane.

The screenshot shows a web application interface for managing text data. At the top, there is a header bar with a title 'Texts (0)' and two buttons: '+ New line' and '* Delete'. Below this is a table with three columns: 'Text ID', 'Last modified by', and 'Textlines'. The first row has a checked checkbox, 'Header text' in the dropdown, 'Barbara Jones' as the user, and 'Add some text' in the text box. The second row has an unchecked checkbox, 'Terms of delivery' in the dropdown, 'Barbara Jones' as the user, and 'Add some text' in the text box. A dropdown menu is open for the 'Text ID' column, showing 'Header text' and 'Terms of delivery' with a 'Please select' button.

- 3. Click **New line**.
 - 4. Select a **Text ID** to indicate what the text refers to. All the text IDs that are available in your SAP system can be selected here.
 - 5. Enter text in the **Textlines** text box and click **OK**.
- To delete a text, select the check box to the left of the text and click **Delete**. Select the check box at the top of the list to select all the texts.

Add text to line items

To add text to line items, complete the following steps.

- 1. In the line items area, select the item and click **Texts**.
- An additional pane appears below the line item where you can enter texts. Click the arrow  in the **Texts** pane to close this area when you have finished entering the texts.

The screenshot shows a web application interface for managing line items. At the top, there is a header bar with a title 'Items (2)' and five buttons: '? MaintainE.', '+ New line', '* Delete', 'Accounts', and 'Texts'. Below this is a table with six columns: 'Template', 'St', 'Item', 'Short text', 'Quantity', and 'OUn'. The first row has a checked checkbox, an empty dropdown, '00010', 'Sample item 1', '12.000', and 'PC'. Below this table is a 'Texts (1)' pane. It has a header bar with '+ New line' and '* Delete' buttons. Below this is a table with four columns: 'Text object', 'Text ID', 'Modified by', and 'Texts'. The first row has an unchecked checkbox, 'EBAN' in the dropdown, 'B04' in the dropdown, 'Barbara Jones' as the user, and 'Add some text' in the text box. Below this table are two more rows: 'Purchase requisition texts (EBAN)' and 'Purchasing doc. item texts (EKPO)'. The second row of the main table has an unchecked checkbox, an empty dropdown, '00020', 'Sample item 2', '2.000', and 'PC'.

- 2. Click **New line**.

3. Select a **Text object** to specify in which SAP document type the text will be displayed, and a **Text ID** to indicate what the text refers to. All the text IDs that are available in your SAP system can be selected here.
4. Enter the text in the **Textlines** text box and click **OK**.
To delete a text, select the check box to the left of the text and click **Delete**. Select the check box at the top of the list to select all the texts.

Add and view attachments

You can attach files to documents to provide additional information. Which types of files you can attach depends on your system configuration.

Note In some systems, this feature may not be available.

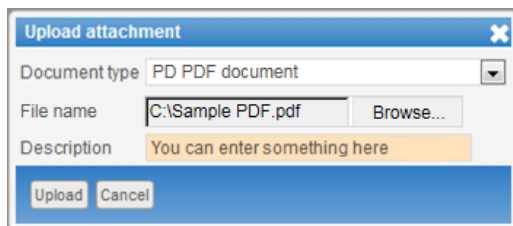
Add attachments

To add attachments, complete the following steps.

1. Either select the document from the [document overview list](#) (by selecting the check box to its left), or click the PD document number to go to the [document detail view](#).
2. Click the **Attachments** icon in the **Additional information** area.
3. Click **Upload**. Depending on the system configuration, the popup displays the allowed document types or a selection list. If necessary, select a document type. Enter the path and file name or click **Browse** to find the file that you want to attach.

Note Instead of browsing for the file that you want to upload, you can also drag and drop it into the **Attachments** pane.

In SAP versions ECC600 and higher, you can also enter a description for the attachment.




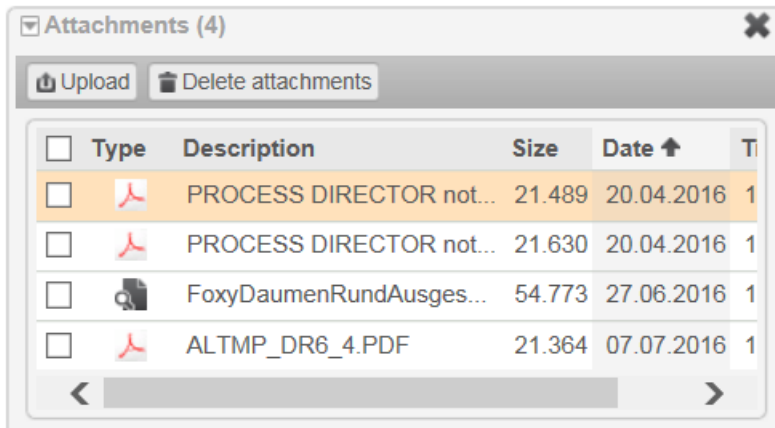
4. Click **Upload**.

View attachments


You can view attachments in the **Attachments** pane. To open the Attachments pane, complete the following step.

- Click the **Attachments**  button.

- If attachments have been added to the document, the **Attachments** button has a green border .







Some documents, such as images, are displayed directly in the document viewer. Others, such as Microsoft Office documents, must be opened in the application with which they were created.

For some process types, attachments may be available at line item level. In this case, the **Attachments**  button is displayed in the line item.

Important When attachments are uploaded by way of the **Store business document** button, the **Size**, **Date**, and **Time** columns always display the correct content, but for scanned invoice images, a known limitation exists in that these columns are sometimes displayed empty.




Display options for PDFs

For PDFs, the document viewer provides the following display options.

- **Zoom out**  and **Zoom in**  reduce or enlarge the PDF. The text box next to the buttons displays the current zoom level.
- **Maximize**  fits the full page into the document viewer.
- With Drag , you can drag the PDF within the document viewer.

Display options for images


For images, the document viewer provides the following display options.

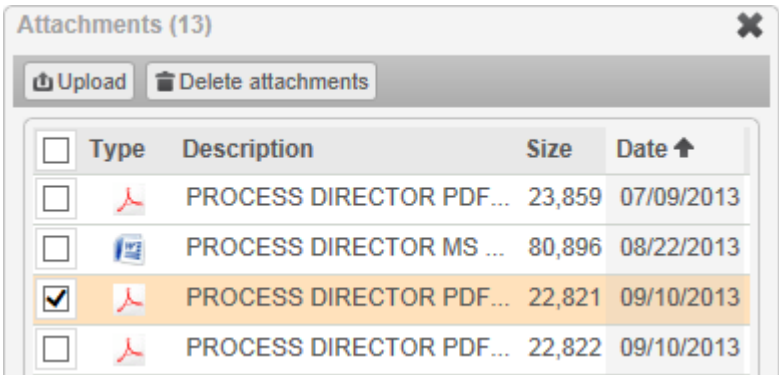
- **Zoom out**  and **Zoom in**  reduce or enlarge the image. To display the next available zoom level, move the pointer over the corresponding button. To display the current zoom level, move the pointer over the image itself.
- **Maximize**  displays the complete image in a separate popup.
- If scroll bars are available, you can drag the image within the document viewer by left-clicking the image and holding down the mouse button.

Delete attachments

The configuration and your user rights determine which type of attachments you can delete.

To delete attachments, complete the following steps.

- 1. In the [document list](#), click the document number to open the document details.
- 2. In the **Additional information** area, click the **Attachments**  button.
- 3. Select the attachments you want to delete and click **Delete attachments**.



- 4. Click **Yes** to confirm the deletion.

Check and post documents

This chapter explains how to post documents to SAP and how to check documents to ensure that all information that is required for posting has been entered correctly. Process Director performs all standard SAP checks before posting documents; your system may perform other additional checks as well.

Check a document


Process Director automatically runs checks on a document when it is posted, but you can also run these checks manually before posting.

To check a document, complete the following steps.

1. Either select the document from the [document overview list](#) (by selecting the check box to its left), or click the PD document number to go to the [document detail view](#).
2. On the **Actions** bar, click **Check**.

Process Director performs a series of check actions, which assess the correctness and completeness of the document data to determine whether a corresponding document can be created in the SAP system.

Process Director Accounts Payable generates messages when it checks the document. These messages communicate any errors or warnings that may arise and also inform you of successful events. Based on these messages, you can make any necessary changes to the document before it is posted. See [System messages](#) for more information.

If the checks determine that a document is free from error, **No error found during check** is displayed. The document status changes to , which indicates that there are no errors and the document can be posted.

Reject a document

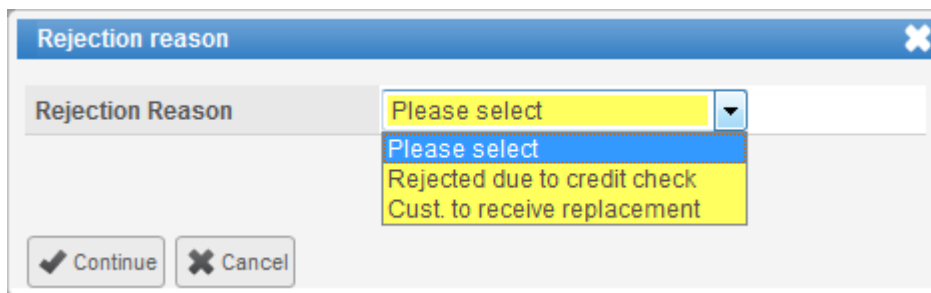
Depending on your system configuration, you may be able to reject documents that have not yet been posted.


Note This is not the same as [rejecting a document in workflow](#).

To reject a document, complete the following steps.

1. Either select the document from the [document overview list](#) (by selecting the check box to its left), or click the PD document number to go to the [document detail view](#).
2. On the **Actions** bar, click **Reject**.

3. Depending on the system configuration, you may need to add a [note](#) or specify a rejection reason.

A dialog box titled "Rejection reason" with a close button (X) in the top right corner. It contains a label "Rejection Reason" and a dropdown menu. The dropdown menu is open, showing three options: "Please select" (highlighted in blue), "Rejected due to credit check", and "Cust. to receive replacement". At the bottom of the dialog box are two buttons: "Continue" with a checkmark icon and "Cancel" with an X icon.

4. Confirm the deletion.
The document status changes to  **Rejected**.

Display rejected documents in the workflow history (PD AP only)

The Workflow History category displays those documents that have already been processed. For incoming invoices, you can configure that the workflow history also includes the documents that have been rejected.

To display rejected documents, complete the following steps.

1. In the [Worklist](#), select the **Incoming Invoices > Workflow History** category.
2. In the **Incoming Invoice - Workflow History - Filtering criteria** window, clear the **Display approvals only** check box.
3. Click **Search**.


The document list is updated with the rejected documents.

Post a document

Posting a document creates a corresponding document in SAP based on the current Process Director document. Before posting, Process Director [performs checks](#) to determine whether an SAP document can be created based on the information in the Process Director document.

You can post a document when it has the following statuses:

 Contains warnings, can be posted

 No errors, can be posted

To post a document, complete the following steps.

1. Either select the document from the [document overview list](#) (by selecting the check box to its left), or click the PD document number to go to the [document detail view](#).
2. On the **Actions** bar, click **Post**.

The status changes to **Posted** ● and the SAP document number now appears in the Process Director document. Depending on your configuration, an email may be sent to the person who created the document to inform them that it has been posted.

Messages

No error found during check

Standard PO created under the number 4500016413

<input type="checkbox"/>	Status	Wf status	PD doc no ↓	Purch.Doc.	Purch.req.
<input type="checkbox"/>	●		689	4500016413	

If errors occurred and the document could not be posted, Process Director displays corresponding messages so that you can identify and correct the error. See [System messages](#) for more information.

Link a document to an existing SAP document

Instead of posting a Process Director document to SAP, you can link an unposted Process Director document to an existing SAP document.

To link to an existing SAP document, complete the following steps.

1. To open the document details, in the [document overview list](#), click the document number.
2. Click **Connect to existing PO** (for requisitions) or **Connect to SAP doc.** (for financial postings).

A dialog box is displayed in which you can enter the SAP document number. Which fields appear in this dialog box depends on the process type.

← → Requisition 240

Connect to existing PO

Catalog

Copy

Save

Check

Basic data

Document status	<input type="checkbox"/>	Postable
Workflow status	✓	
PD document number	240	
Document date	05/16/2011	
Delivery date	05/25/2011	
Amount	1,254.00	
Currency	EUR	

3. Click **Connect to existing PO** (for requisitions) or **Connect to SAP doc.** (for financial postings).

Reverse a document

To reverse a document after it has been posted, complete the following steps.

1. To open the document details, in the [document overview list](#), click the document number.
2. Click **Reverse** .
3. Specify the reversal reason and date.

Use workflows

Workflows send documents electronically to other people in order to obtain or provide additional information, clarification and approval. Every action in the workflow is logged, making it possible to identify who is working on the document at all times. [Status icons](#) make it easy to identify the status of a document in a workflow.

Note Workflows can only be used if you have a workflow license.

Start a workflow

You can configure the number of steps within a workflow, as well as the number of recipients per step. Depending on whether you are starting a one-step or multi-step workflow, you need to complete different steps.

The following image displays an example of a possible screen setup.

Start workflow

Start Cancel

Workflow selection Note

Workflow: Approve and create PO Workflow due date: 24.11.2016

Approve PO Duration

+ New line * Delete

<input type="checkbox"/>	User type	Recipient	Long name	E-Mail	Language
<input type="checkbox"/>	Internet user	PO_APPROVER	Costcenter responsible guy	michael.haak@lexmark.com	EN
<input type="checkbox"/>	SAP user				

Step 2 Duration

+ New line * Delete

<input type="checkbox"/>	User type	Recipient	Long name	E-Mail	Language
<input checked="" type="checkbox"/>	SAP user				

Start a one-step workflow

To start a one-step workflow, complete the following steps.

1. Either select the document from the [document overview list](#) (by selecting the check box to its left), or click the PD document number to go to the [document detail view](#).
2. On the **Actions** bar, click **Start**.

The **Start workflow** dialog box is displayed. Which options are available in this dialog box depends on how the workflow is configured.

3. In the **Workflow selection** pane, select the workflow that you want to start. Then, in the **Workflow due date** field, enter the date by which the workflow should be completed.
4. To enter a recipient, select a user type (necessary only if several user types have been defined in the workflow step), and then enter or search for the recipient's user name.
5. Optional. In the **Note** tab, add a note for the workflow processor.
6. Click **Start**.

Start a multi-step workflow

Some workflows may have multiple steps or multiple recipients per step. Each step is displayed in its own pane and has its own processor list.

To add recipients for a step, complete the following steps.

1. In the pane of the corresponding step, select a user type (necessary only if several user types have been defined in the workflow step), and then enter or search for the recipient's user name.
2. If required, click **New line** to add a second recipient.

Add and remove processors

After a workflow has started, you may be able to add additional processors to workflow steps or removed assigned processors (depending on the configuration of the steps).

Add a processor

To add a processor, complete the following steps.

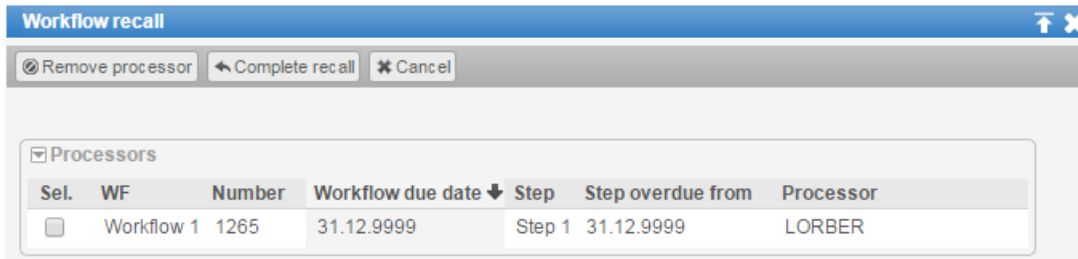
1. To open the document details, in the [document overview list](#), click the document number.
2. To enter a recipient, select a user type (necessary only if several user types have been defined in the workflow step), and then enter or search for the recipient's user name.
3. Optional. In the **Note** tab, add a note for the workflow processor.
4. Click **Continue**.

Remove a processor

To remove a processor, complete the following steps.

1. Either select the document from the [document overview list](#) (by selecting the check box to its left), or click the PD document number to go to the [document detail view](#).

- On the **Actions** bar, click **Recall**.
The **Workflow recall** dialog box is displayed.



- Select the processor by selecting the check box, and then click **Remove processor**.

Recall a workflow

Sometimes, it may be necessary to stop the processing of a document that has been sent to a workflow. For example, a requisition is still in the approval workflow, but the requested goods or services are no longer required. In this case, you can recall the document from the workflow.

Note This procedure does not apply to Accounts Payable documents. See [Recall Accounts Payable documents](#).

To recall a document from a workflow, complete the following steps.

- Either select the document from the [document overview list](#) (by selecting the check box to its left), or click the PD document number to go to the [document detail view](#).
- On the **Actions** bar, click **Recall**.
The **Workflow recall** dialog box is displayed.
- Click **Complete recall**.

Recall Accounts Payable documents

If your system has been configured accordingly, you can recall Accounts Payable documents that you have already approved in a workflow. Depending on the configuration, you may only be able to recall the document if it has not yet been approved by a subsequent workflow processor. You also cannot recall a document if the entire workflow has been completed.

To recall an Accounts Payable document, complete the following steps.

- In the [Worklist](#), click the **Recall** category. This category displays only those documents that can be recalled.
- Select the check box next to the document(s) that you want to recall.
- On the **Actions** bar, click **Recall**.

View workflow status

To view the status of a workflow, complete the following steps.

1. Either select the document from the [document overview list](#) (by selecting the check box to its left), or click the PD document number to go to the [document detail view](#).
2. On the **Actions** bar, click **Status**.

Notes added to the document can be viewed in the **Note** tab.

Workflow status

Close

Workflow selection

Note

Workflow	PZ workflow 1 (1122)		
Status description	Running		
Started by	Barbara Jones		
Created on	22.09.2016		
Time created	13:26:28	Workflow due date	07.10.2016

Next

Status	Step	Date	Time	Processor	Overdue
	PZTEST3		00:00:00		

Current

Status	Step	Date	Time	Processor	Overdue
	PZTEST1	22.09.2016	13:26:37	Barbara Jones (SAP user: JONES)	07.10.2016

When a workflow has been completed, the workflow status is available as an [attachment](#) to the document.

Approve documents

The Worklist usually contains a category (for example, the To approve category), with a list of all the documents that are in workflow and are awaiting your approval.

To approve a document, complete the following steps.

1. Either select the document from the [document overview list](#) (by selecting the check box to its left), or click the PD document number to go to the [document detail view](#).
2. On the **Actions** bar, click **Approve**.

3. If the workflow step has been configured to require a note upon approving, in the **Note** tab, write the reason for approving the document.
If this is the last or only step in the workflow, the document is displayed in the Worklist, with the status **Approved** 🟢. If the workflow consists of further steps, the document moves to the next step.
4. Depending on the workflow configuration, you may have to [assign processors](#) for the next step.

Approve line items

Some workflows require you to approve not just the entire document, but individual items on it. You see only the line items that are assigned to you for approval. The following document actually has three items; item 2 is not displayed because it is assigned to someone else.

Items (2)									
Account assignment for purchase order item									
<input type="checkbox"/>	Item	Purch.Doc.	Item	Net amount	Quantity	Order Unit	Text	Deliv.note	Tax rate
<input checked="" type="checkbox"/>	1	4500016058	10	19.90	1.000	L			0.000
<input type="checkbox"/>	3	4500016058	30	25.90	1.000	PC			0.000

To approve line items, complete the following steps.

1. Select the check box to the left of the item.
When you save the document, the approval status of each line item is displayed in the **A. Status** column.
2. On the **Actions** bar, click **Approve**.

Important Do not click **Reject**. This rejects the entire document, including items that you have approved.

Reject documents

You can choose to reject a document that you receive in a workflow. When you reject a document, the following behaviors are possible:

- The document workflow is completely canceled.
- The document stays in the workflow, but is returned to the previous step in the workflow.
- The document stays in the workflow, but is returned to the first step in the workflow.

These behaviors are defined in the workflow step configuration and cannot be changed by the recipient of the workflow step.

To reject a document, complete the following steps.

1. Either select the document from the [document overview list](#) (by selecting the check box to its left), or click the PD document number to go to the [document detail view](#).
2. If you are assigned to more than one step in the workflow, a dialog box opens in which you can select which step you want to process.

3. On the **Actions** bar, click **Reject**.
The **Reject one or more workflow** steps dialog box is displayed.
4. If the workflow step has been configured to require a note upon rejecting, in the **Note** tab, write the reason for rejecting the document.
5. Click **Reject workflow step**.

Forward documents

You can forward a document that is in a workflow to another user. It is important to note that forwarding a workflow step does not skip the step; it only passes the responsibility of completing the workflow step to that person.

Note You can forward a document only if the workflow step has been configured to allow forwarding.

To forward a document, complete the following steps.

1. Either select the document from the [document overview list](#) (by selecting the check box to its left), or click the PD document number to go to the [document detail view](#).
2. If you are assigned to more than one step in the workflow, a dialog box opens in which you can select which step you want to process.
3. On the **Actions** bar, click **Forward**.
The **Forward workflow task** dialog box is displayed.
4. Select a user type (necessary only if several user types have been defined in the workflow step), and then enter or search for the name of the user to whom the step should be forwarded. To add more recipients, click **New line**.
5. If the workflow step has been configured to require a note upon forwarding, in the **Note** tab, write the reason for forwarding the document.
6. Click **Forward**.

Send and answer queries

If you want to ask someone a question about a document that has been sent to you in a workflow, you can send a query to another user. The document is displayed in the workflow inbox of the query recipient, who can then reply to the query.

Note You can send a query about a document only if the workflow step has been configured to allow querying.

Send a query


You can use queries to ask other users questions about a document that has been sent to you in a workflow. To send a query, complete the following steps.

1. On the **Actions** bar, click **Query**.
The **Send query about workflow task** dialog box is displayed.

2. If you are assigned to more than one step in the workflow, a dialog box opens in which you can select which step you want to process.
3. In the **Note** tab, write your question.

Note It is mandatory to add a note before sending a query.


4. To enter a recipient, select a recipient user type (necessary only if several recipient user types have been defined in the workflow step), and then enter or search for the recipient's user name. You can add several recipients. Click **New line** to add more recipients.
5. Click **Query**.

The query is sent and the workflow status of the document changes to **Query sent** .

Answer a query

When you have received a [query](#) about a document, the document is marked with the workflow status icon **Query ?** in the [document overview list](#). To answer a query, complete the following steps.

1. To open the document details, in the [document overview list](#), click the document number.
2. Select the **Note** tab.
3. Read the notes that have been added to the document, and then [add a new note](#) in reply to the query.
4. On the **Actions** bar, click **Reply**.

The reply is sent and the workflow status of the document changes to **Sent** .

Change personal settings

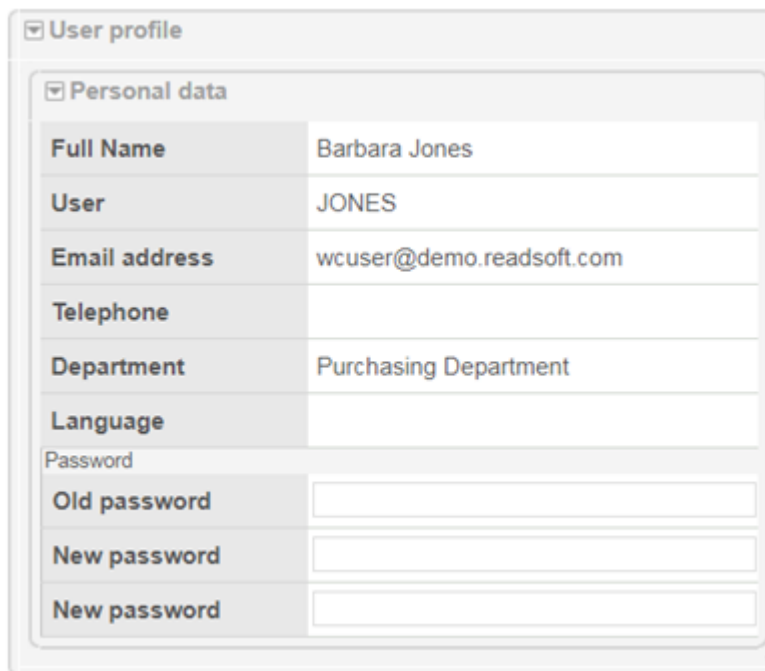
You can change your personal settings, such as your [password](#) or [settings that control the behavior of the system](#), and you can [assign substitutes](#) to take over your work while you are absent.

Note Some or all of these functions may not be available in your system, depending on the configuration.

Change user data and password

To change your user data and password, complete the following steps.

1. In the [Worklist](#), click the **User profile** category.
2. In the **Personal data** pane, change your user data, as required.
3. In the **Password** section, enter and confirm your new password, as required.



The screenshot shows a web interface for user profile settings. At the top is a tab labeled 'User profile'. Below it is a section titled 'Personal data' which contains a table with the following fields and values:

Full Name	Barbara Jones
User	JONES
Email address	wcuser@demo.readsoft.com
Telephone	
Department	Purchasing Department
Language	

Below the 'Personal data' section is a 'Password' section with three input fields:

Old password	
New password	
New password	

4. Click **Save**.

Change user settings

Depending on your system configuration, you may be able to change certain settings that control the behavior of the system. To change your user settings, complete the following steps.

1. In the [Worklist](#), click the **User profile** category.
2. In the **User settings** pane, make changes to the settings.

To view additional information about a setting, position the mouse cursor over the field label.

The screenshot shows a web application interface for user settings. At the top, there are two buttons: 'Save' (with a checkmark icon) and 'Back' (with an 'X' icon). Below these is a section titled 'User profile' with a dropdown arrow. Under 'User profile', there is a 'Personal data' tab. Below the tab is a 'User settings' section, also with a dropdown arrow. This section contains a list of settings, each with a label and a value in a dropdown menu:

Display last list	no
Image display width	400
Display header data	in panels
Skip selection screen	no
Use SAP formats	no
Number format	


A mouse cursor is hovering over the 'Number format' label. A tooltip box appears next to it with the text: 'Use date and number formats as specified in SAP'.

3. Click **Save**.

Assign substitutes

You can assign users to act as your substitute while you are absent. Substitutes can display and process your documents for the duration of the substitution. Substitutes may be active (for planned periods of absence, such as vacation) or passive (for unplanned absence, such as illness).

Active substitutes

Active substitutes receive an email notification when a document is assigned to you in a workflow. The document is sent both to your own approval Worklist and to the approval Worklist of the substitute. The substitution  icon is shown in the document overview list of the substitute so that they can differentiate between their own documents and your documents.

Passive substitutes

Passive substitutes do not receive email notifications and your documents are not displayed in the approval Worklist for the substitute. In order to take over processing of your documents, the substitute must access a Worklist category in which your documents are displayed (for example, Requisition Cockpit).

If your substitute processes a document (for example, approves it), the document is no longer displayed in your approval Worklist and you receive an email notification to inform you that the document has been processed. The substitution is recorded in the document's [messages](#).

Add substitutes

To add substitutes, complete the following steps.

1. In the [Worklist](#), click the **User profile** category.
2. In the **Substitute** pane, enter the details of the substitute assignment.
 - a. In the **From** and **to** fields, enter the date range during which the substitute should take over your work.
If you do not want to specify a fixed end date, select the **Unlimited** check box and click **Save**. The end date then becomes **12/31/9999**.
 - b. In the **User** field, enter the name of the substitute, or use the search help to search for the user (SAP or Internet user).
 - c. Select the **Active** check box to make the user an active substitute. Leaving it unchecked makes the user a passive substitute.
 - d. Optional. If substitute profiles have been configured in your system, you can assign a profile to the user. For example, you may have different substitutes for approval of requisitions and approval of financial postings. If you assign a "Requisitions" profile to a substitute, that substitute will only be able to process requisitions and not other document types.
 - e. To add more substitute users, click **New line** and enter the details for each substitute.
3. Click **Save**.

Change and delete substitutes

Change substitutes

You can only change the validity date, the activation status, or the substitute profile of a substitute. If you want to change the name of the user, you must delete the substitute and add a new substitution with the name of the new user.

To change the validity date or the activation status of a substitute, complete the following steps.

1. In the [Worklist](#), click the **User profile** category.

2. In the **Substitute** pane, change the substitute assignment, as required.
 - a. In the **From** and **to** fields, select new dates.
 - b. Select or clear the **Unlimited** and **Active** check boxes.
3. Click **Save**.

Delete substitutes

To delete a substitute, complete the following steps.

1. In the [Worklist](#), click the **User profile** category.
2. In the **Substitute** pane, complete the following substeps.
 - a. Select the substitute you want to delete by selecting the corresponding check box next to the **From** field.
 - b. Click **Delete**.
3. Click **Save**.

Accounts Payable

Kofax Process Director Accounts Payable allows users to view and process the Accounts Payable documents that are sent to them in a workflow.

About the Worklist

The Worklist for Accounts Payable documents has two categories: My Workflow Inbox, which displays documents that need processing, and Workflow History, which displays documents that have already been processed.

Note In the My Workflow inbox category, for MM invoices, you can select a purchase order line item and click Purchase Order history to view the purchase order history of that line item.

If configured, there is also a Recall category, which allows you to recall documents that you have already approved.

Worklist		Incoming Invoice - My Workflow inbox (66)				
Refresh worklist						
Requisitions	897					
Goods Receipts	205					
Financial Postings	185					
Customer Orders	1619					
Order Confirmations						
38						
Incoming Invoices						
My Workflow inbox	66					
Workflow History						
Recall						
		Status	Descript.	Doc. no. ↑	FI / MM	Doc..Date
			Check price mismatch	5035	MM	04/14/2010
			Check missing GR	5041	MM	07/15/2010
			Check price mismatch	5057	MM	04/14/2010
			Check missing GR	5062	MM	07/16/2010
			Check missing GR	5087	MM	09/27/2010
			Check price mismatch	5218	MM	04/14/2010
			Check missing GR	5248	MM	07/16/2010

Depending on the configuration of your system, other categories could be displayed. However, you can only display the document, not take any action on it.

Process documents

To process Accounts Payable documents, complete the following steps.

1. In the [Worklist](#) click the **Incoming Invoices > My Workflow Inbox** category.
2. Click the document number in the [document list](#) to open the document details.

3. You can now view the document data:

- [View purchase order data](#)
- [View vendor data](#)
- [View and add notes](#)
- [View and add attachments](#), such as the invoice image

Note If the system has been accordingly configured, the invoice image can be viewed in the overview list.

- [View the workflow status](#) and take action:
- [Approve the document](#)
- [Reject the document](#)
- [Forward the document to another user](#)
- [Send a query to another user](#)

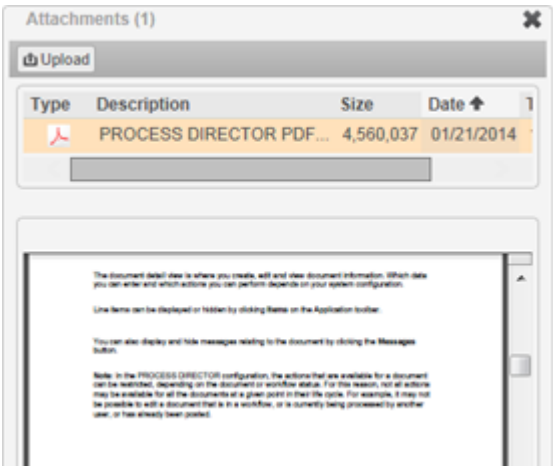
View purchase order data

In the [document detail view](#), the purchase order details are displayed in the different panes.

The screenshot displays the 'Incoming Invoice 26124' document detail view. The interface is organized into several panes:

- General:** Contains fields for Time (000000), Document status, PD document number (26124), Source (OCR), FI/MM Doc (MM), Invoice (checked), INVOICE COCKPIT document type, Document type (RE), Purchasing Document (4500016054), Company Code (1000), Disc.percent 2 (0.00), Document Header Text, Invoice doc. number, Exchange rate, Translation date, and Follow-up flag.
- Invoice:** Contains fields for Vendor (1000, ReadSoft Elyxio AG), Head office, Document Date (11/22/2013), Posting Date, Reference (MUL/20131121/001), GL Account No., Currency (EUR), Gross amount (311.00), Net amount (0.00), Entry sheet, Delivery note, and Business Area.
- Payment:** Contains fields for Baseline payment due, Terms of payment, Days 1, Days 2, Days net, Disc.percent 1 (0.00), Discount amount (0.00), Payment block, Net due date (01/29/2014), due days 1 (12/29/2013), due days 2 (01/14/2014), Clearing date, and Clearing Document.
- Taxes (1):** Contains a table with columns: TaxC, Tax rate, Tax, Jur. Code. The table has one row with values: 1/V0, 0.000, 0.00, and an empty cell.
- Withholding tax (1):** Contains a table with columns: With.L type, Withtax code, Withtax base, and Withtax rate. The table has one row with values: 1/V0, 0.000, 0.00, and an empty cell.

If the purchase order has documents attached to it, you can also view those attachments.



View vendor data

In the [document detail view](#), the Invoice pane displays the vendor details.

Invoice	
Vendor	1060 ReadSoft Ebydos AG
Head office	
Document Date	07/17/2013
Posting Date	
Reference	
G/L Account No.	
Currency	EUR
Gross amount	10.00
Net amount	0.00
Entry sheet	
Delivery note	
Business Area	

Enter one-time vendor data

On occasions, you may receive invoices from vendors that your organization does not regularly do business with. Your organization will have no record of these vendors in its database. For these vendors, Process Director uses the standard SAP CPD (Conto pro Diverse) vendor numbers 1950 and 1960. For vendors with these numbers, an additional tab is displayed in the accounts payable document header, where users can enter the vendor address and bank details.

☒ One-time vendor

Name 1	
Country Key	
Bank Key	
Bank country key	
Bank Account Number	
Bank Control Key	
City	

Add accounting data

In the accounting lines, you can enter percentages and they will automatically be converted to absolute values, to correspond with the amount in the header data.

Net amount	10,000.00
Entry sheet	
Delivery note	

Items (1)

Accounts (4)

+ New line * Delete

<input type="checkbox"/>	G/L Acct	Net amount	Gross	Text
<input type="checkbox"/>	471000	2,500.00	0.00	
<input type="checkbox"/>		2,500.00	0.00	
<input type="checkbox"/>		2,500.00	0.00	
<input type="checkbox"/>		2,500.00	0.00	

Import data

You can update the data in an Accounts Payable document by using a configured data provider. Refer to the *Process DirectorAccounts Payable Configuration Guide* for more information about data providers.

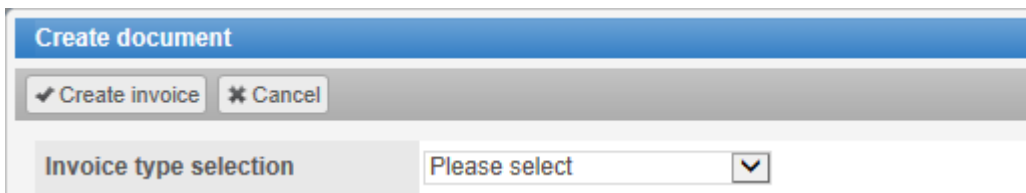
To update an Accounts Payable document, complete the following steps.

1. In the **Worklist**, click the **Incoming Invoices > My Workflow Inbox** category.
2. Click the document number in the [document list](#) to open the details of the invoice you want to update.
3. Click **Import Data**.
4. In the **Import Data** pop-up, select the data provider, and then select the file you want to upload.
5. Click **Upload**.
6. Click **Save**.

Create invoices

If configured in your system, you can create new FI invoices. You cannot create MM invoices. To create invoices, complete the following steps.

1. In the [Worklist](#), double-click the **My workflow inbox** category.
2. On the **Actions** bar, click **Create invoice**.
3. In the **Create document** dialog box, select the type of invoice to be created from the selection list, and then click **Create invoice**.



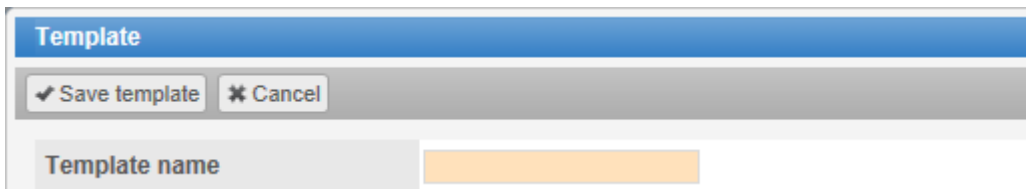
4. Enter the invoice details.
5. Click **Save**.

Note The document is automatically sent to a workflow when saved. Click **Workflow status** to view the details of the workflow. Depending on the workflow step settings, the document may be deleted from the system if it is rejected by the first workflow processor and has not been processed by other users.

Save an invoice as a template

If configured in your system, you can save an invoice as a template and then use the template to create new invoices. To save an invoice as a template, complete the following steps.

1. After creating an invoice, on the **Actions** bar, click **Save template**.
2. In the **Template** dialog box, enter a name for the template and click **Save template**.

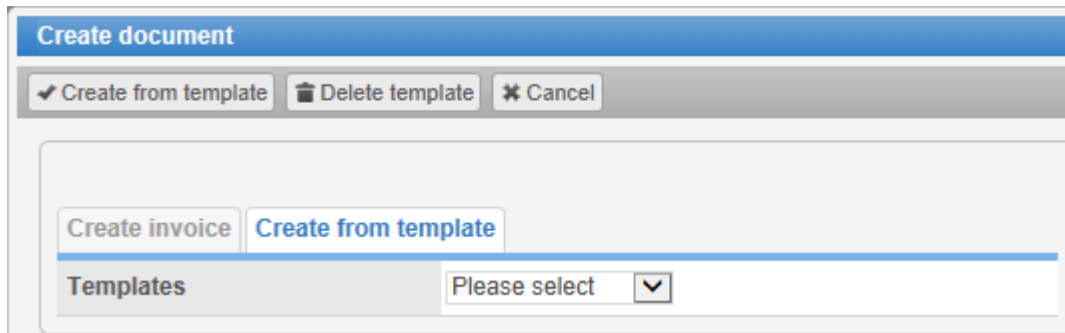


Use a saved template to create a new invoice

To use a saved template to create an invoice, complete the following steps.

1. In the [Worklist](#), double-click the **My workflow inbox** category.
2. On the **Actions** bar, click **Create invoice**.

3. In the **Create document** dialog box, select the **Create from template** tab.
4. From the **Templates** drop-down list, select the saved template and click **Create from template**.



The screenshot shows a 'Create document' dialog box. At the top is a blue header with the text 'Create document'. Below the header is a grey bar containing three buttons: 'Create from template' (which has a checkmark icon), 'Delete template', and 'Cancel'. The main content area has two tabs: 'Create invoice' and 'Create from template' (the latter is selected and highlighted in blue). Below the tabs is a section labeled 'Templates' which contains a drop-down menu. The drop-down menu currently displays 'Please select' and has a small downward-pointing arrow on its right side.

5. Enter the invoice details.
6. Click **Save**.

Accounts Receivable

Process Director for Accounts Receivable allows users to process Accounts Receivable documents and post them to SAP. Users can:

- Post a customer payment
- Create and modify payment advices
- Post and clear electronic bank statement customer payments
- Create bill of exchange payments
- Perform customer account clearings

Create an Accounts Receivable document

You can create an Accounts Receivable document and [send the document to a workflow](#), or if you have sufficient user rights, [post the document](#) to SAP.

To create an Accounts Receivable document, complete the following steps.

1. In the [Worklist](#), click the appropriate **Accounts Receivable** category, then, on the **Actions** bar, click **Create**.
A new document is created.
2. In the **Document type** field, select the type of document you want to create. Then, on the **Actions** bar, click **Save**.
3. Fill in the header data.
4. Use **New line** and **Delete line** on the line items **Actions** bar to add and delete line items.
Alternatively, click **Item Proposal** to have Process Director automatically add suitable line items (see [Propose line items](#)).
5. Click **Save**.
6. If required, you can set a value in the **Alt.acct type** field, press **Enter**, and then use the search help available in the **Alternative account** field.

If all information has been entered correctly, the document has the status ☐ **Correct**.

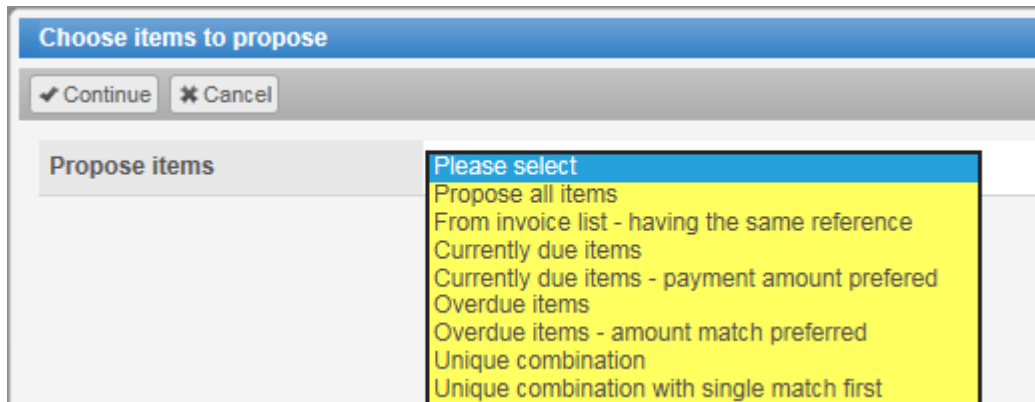
When the Accounts Receivable document has been posted, the Process Director document status changes to ☒ **Posted**. You can still edit payment advices as long as they have not been cleared. Changes are passed to the SAP payment advice. Similarly, if changes are made to the SAP payment advice, these changes are reflected in the posted Process Director document.

Propose line items

Process Director can automatically add suitable customer open items to the Accounts Receivable document.

To propose open line items, complete the following step.

- Click **Item Proposal** and select the appropriate option.





Option	Description
Propose all All items	Adds all open customer items.
From invoice list - having the same reference	Proposes only items from the SAP Invoice List that have the same reference (that is, the reference number from the Payment document number field).
Currently due items	Adds only items that fulfill these criteria: <ul style="list-style-type: none"> The invoice due date is later than the payment date. The posting date lies before the payment date by a specified minimum number of days. You enter the number of days in the Minimum time field, which appears when you click the Continue button.
Currently due items - payment amount preferred	Same as Currently due items, but in addition to dates, the payment amount is also taken into account. If there are currently due items that match the payment amount, only these items are proposed. If there are no currently due items that match the payment amount, all currently due items are proposed.
Overdue items	Adds only items for which payment is overdue.
Overdue items - amount match preferred	Same as Overdue items, but in addition to dates, the payment amount is also taken into account. If there are overdue items that match the payment amount, only these items are proposed. If there are no overdue items that match the payment amount, all overdue items are proposed.


Option	Description
Unique combination	<p>Only adds items if there is a single, unique combination of open items that matches the payment amount. For example, assume the following customer open items are available:</p> <ul style="list-style-type: none"> • Item 1 with the amount 100 • Item 2 with the amount 200 • Item 3 with the amount 150 • Item 4 with the amount 250 <p>If the payment amount is 250, two different combinations of items match the payment amount:</p> <ul style="list-style-type: none"> • Item 1 + Item 3 = 250 • Item 4 = 250 <p>If the payment amount is 600, there is a unique combination, because only one combination of items matches the payment amount: Item 2 + Item 3 + Item 4 = 600 (no other combination amounts to 600)</p>
Unique combination with single match first	<p>Same as Unique combination, except that as soon as a combination is found that matches the payment amount, other open items are not taken into account and the first found match is proposed.</p>



Process Accounts Receivable documents

After transfer of remittance information from suppliers to Process Director, Accounts Receivable documents without errors can be posted automatically to SAP. Documents with errors must be corrected manually.

To manually process Accounts Receivable documents, complete the following steps.

1. In the [Worklist](#), click the **Accounts Receivable** category.
The document overview list displays all Accounts Receivable documents. Documents that contain errors have the status  **In error**.
2. In the document overview list, double-click a document or click the document number in the **PD Doc no.** column.
3. In the **PD Doc no.** column, click the document number of the document you want to view.
4. Optional. To display the document image (if available), click .
5. On the **Actions** bar, click **Check**. The [system messages](#) resulting from the check will help you identify the errors.
6. Correct the errors.
7. Save the document.


If all information has been entered correctly, the document has the status  **Correct**. You can now [send the document to a workflow](#) or, if you have sufficient user rights, [post the document](#) to SAP. When the

Accounts Receivable document has been posted, the Process Director document status changes to  **Posted**. If all the required data is available, clearing postings are automatically created and the document status changes to  **Cleared**.

Clear a Payment Advice

To clear a posted Payment Advice, complete the following step.

- Open the document and click **Clear document**.


The SAP clearing document number is entered in the **Clearing document** field and the document status changes to **Cleared** .

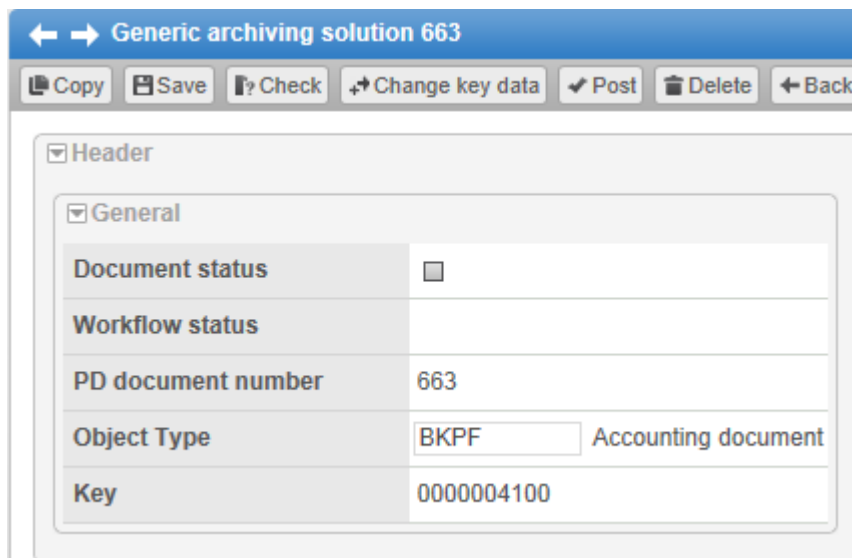
Archiving








Process Director for Archiving provides a simple process for archiving documents that have been captured using software such as ENTRANCE or ReadSoft Invoices. Users can view the captured document image, assign the SAP business object type with which the document should be archived, and fill in the key data. When the document is "posted" in Process Director, the archive link is created.

Process archive documents

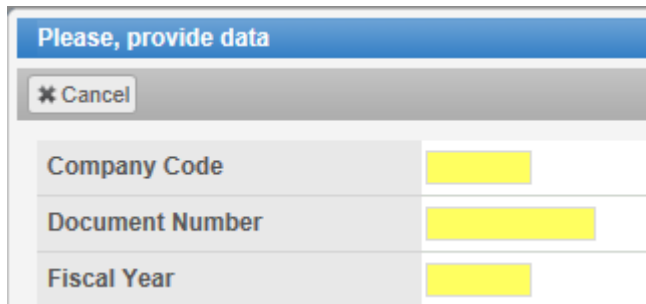
To process archive documents, complete the following steps.

1. In the [Worklist](#), double-click the **Archiving** category.
A list of documents to be archived is displayed. Documents for which no key data has been entered have the status  **In error or incomplete**.
2. To archive a document, click the document number in the **PD Doc no.** column and in the **Object Type** field select the SAP object type with which the document should be archived.



Generic archiving solution 663	
      	
Header	
General	
Document status	<input type="checkbox"/>
Workflow status	
PD document number	663
Object Type	BKPF Accounting document
Key	0000004100

3. Click **Change key data** on the Actions bar and enter the key data. Which fields are available here depends on the selected object type.



Please, provide data	
<input type="button" value="✖ Cancel"/>	
Company Code	<input type="text"/>
Document Number	<input type="text"/>
Fiscal Year	<input type="text"/>

4. Save the document.

If all information has been entered correctly, the document has the status ☐ **New or ready for processing**. You can now [post the document](#) to SAP to create the link to the archive. When the document has been posted, the Process Director document status changes to ☒ **Processed**.

Asset management

Process Director currently provides the following asset posting types to allow users to create asset documents and post these to SAP.

- [Asset Acquisition](#)
- [Asset Retirement](#)
- [Asset Transfer](#)

Create an asset acquisition request

For each asset acquisition posting, a new request needs to be created in Process Director. You can also post an acquisition for multiple fixed assets in one request.

To create an asset acquisition request, complete the following steps.

1. In the [Worklist](#), click the appropriate **Asset Acquisition** category. Then, on the **Actions** bar, click **Create**.

A new document is created.

Transaction data	
Document status	<input type="checkbox"/>
PD document number	0
Workflow status	
Company Code	
Document Date	08/27/2013
Posting Date	08/27/2013
Reference Date	
Text	

Additional detail	
Posting Period	0
Document type	
Transactn Type	
Trading Partner	
Reference	
Assignment	

2. Fill in the relevant fields on the header data tabs.
3. Enter the line items. Use **New line** and **Delete line** on the **Actions** bar to add and delete line items.
4. Save the document.

← → Asset Acquisition 42

Copy

Save

Start

Back

Transaction data



Document status	●		
PD document number	42		
Workflow status			
Company Code	1000	ReadSoft Deutschland	
Document Date	08/28/2013		
Posting Date	08/28/2013		
Reference Date			
Text	Used car		

Additional detail

Posting Period	0		
Document type	AA	Asset posting	
Transactn Type			
Trading Partner	1000		
Reference			
Assignment			

List of Assets (1)

Asset	Subnumber	Amount	Currency	Descript.	Quantity	Unit	CoCode	Fisc. Year	DocumentNo
3395	0	15,000.00	EUR	Audi A6	1.000	EA	1000	2013	100000055

When you have saved the document, a PD document number is assigned. If all information has been entered correctly, the document has the status  **Ready for processing**. You can now [send the document to a workflow](#), or if you have sufficient user rights, [post the document](#) to SAP. When the changes have been posted, the Process Director document status changes to  **Posted**.

Create an asset retirement request

To create an asset retirement request, complete the following steps.

1. In the [Worklist](#), click the appropriate **Asset Retirement** category, then, on the **Actions** bar, click **Create**.
2. Select the type of transaction you would like to create.

Asset Retirement - Transaction

Continue

Cancel

Transaction

Please select

Asset Retirement by Scrapping

Asset Sale Without Customer

Please select

3. Fill in the relevant fields on the header data tabs.
4. Enter the line items. Use **New line** and **Delete** on the **Actions** bar to add and delete line items.
5. Save the document.



Asset Retirement 11

Copy Save Start Back

Transaction data		Additional detail		Partial retirement	
Document status	●	Posting Period	0	Amount posted	0.0000
PD document number	11	Document type		Percentage rate	0.00
Workflow status		Transactn Type		Quantity	0.000
Company Code	1000 ReadSoft Deutschland	Trading Partner			
Document Date	08/29/2013	Reference			
Posting Date	08/29/2013	Assignment			
Reference Date	08/30/2013				
Text					
Transaction	Asset Retirement by Scrapping				

List of Assets (1)

Asset	Subnumber	Descript.	CoCode	Fisc. Year	DocumentNo
3395	0	Audi A6	1000	2013	100000056

When you have saved the document, a PD document number is assigned. If all information has been entered correctly, the document has the status  **Ready for processing**. You can now [send the document to a workflow](#), or if you have sufficient user rights, [post the document](#) to SAP. When the changes have been posted, the Process Director document status changes to  **Posted**.

Create an asset transfer request

Assets can be transferred within one company code or between two different company codes. Before a transfer posting can be triggered, the required asset number should already exist in the receiving company.

To create an asset transfer request, complete the following steps.

1. In the [Worklist](#), click the appropriate **Asset Transfer Posting** category, then, on the **Actions** bar, click **Create**.

2. Select the type of transaction you would like to create.

Asset Transfer Transaction

✓ Continue ✗ Cancel

Transaction: Please select

Transfer within Company Code

Intercompany Asset Transfer

Please select

3. Fill in the relevant fields on the header data tabs.
4. Enter the line items. Use **New line** and **Delete line** on the **Actions** bar to add and delete line items.
5. Save the document.

Asset Transfer Posting 5

Copy Save Start Status Back

Transaction data

Document status: ●

Workflow status: ✓

PD document number: 5

Company Code: 1000 ReadSoft Deutschland

Transaction: Intercompany Asset Transfer

Document Date: 04/04/2013

Posting Date: 04/04/2013

Asset value date: 04/30/2013

Text: employee notebook transfer

Currency: EUR

Additional detail

Posting Period: 0

Document type:

Transfer variant: 2 Net method:

Assignment:

List of Assets (1)

+ New line ✗ Delete

CoCode	Asset	SNo.	Descript.	Amount	Crcy	PartCoCd	PrtmrAsset	P. sub-no.	Descript.	Fisc. Year	DocumentNo
1000	3409	0	IBM Thinkpad T420	500.00	EUR	2000	1001	0	IBM Thinkpad T420	2013	100000048

When you have saved the document, a PD document number is assigned. If all information has been entered correctly, the document has the status **Ready for processing**. You can now [send the document to a workflow](#), or if you have sufficient user rights, [post the document to SAP](#). When the changes have been posted, the Process Director document status changes to **Posted**.

Customer Orders

Process Director for Customer Orders allows users to process sales orders based on incoming purchase orders and post them to SAP. Customer Order documents are created in Kofax Process Director using capture software, which automatically extracts information from incoming purchase orders, whether they are delivered by fax, on paper or in electronic format, and sends this information to Kofax Process Director.



Process Director matches the information against data in SAP (for example, it checks material numbers, amounts and quantities, customer IDs, VAT and other tax IDs) and also automatically determines organizational and partner data, so that much of the customer order data can be automatically filled in.

If there are discrepancies in the data or if information is missing, the Process Director customer order document is assigned the status **In error**. Users can then investigate and make corrections and post the document to SAP.

Process customer orders

Captured customer order documents without errors are usually posted automatically to SAP. Documents with errors must be corrected manually.

To process customer orders, complete the following steps.

1. In the document overview list, double-click a document or click the document number in the **PD Doc no.** column.
2. On the Application toolbar, click the **Check**  button. The system messages resulting from the check will help you identify the errors.
3. In the [Worklist](#), click the appropriate **Customer Orders** category.
The document list displays all customer order documents. Documents that contain errors have the status  **In error**.
4. In the **PD Doc no.** column, click the document number of the document you want to view.
5. On the **Attachments** tab, click the **Process Director scanned document** attachment to display the document image (if available).

- Click **Check**. The system messages resulting from the check will help you to identify the errors. Status icons at the line item level indicate whether or not the line item contains errors.

Items (2)

Status	Item	Material	Descript.	MatEntered	Order qty	SU	Net price	Net value	Currency	Plant
	1	484-7718	Capacitor 18pf	4847718	200.000	PC	0.09	18.00	EUR	1000
				4847702	200.000	PC	0.09	18.00	EUR	1000

Expected item value 18,00 differs to much for item no. 1: 12,00

The field containing the error is highlighted, and the status tooltip displays a message explaining what the problem is.

- Correct the errors.
- If so configured, the **Reference document** field is displayed. The search help for this field lists all the available reference items.
- Save the document.

If all information has been entered correctly, the document has the status **Ready for processing**. You can now [send the document to a workflow](#), or if you have sufficient user rights, [post the document](#) to SAP. When the changes have been posted, the Process Director document status changes to **Processed**.

Example

In the following example, neither the ship-to party nor the sold-to party have been transferred from the captured document to Process Director. Process Director can also not determine the sales organization, as this derived from the Sold-to party.

To correct the error, enter the sold-to party (SH). The system will then be able to determine the sales organization.

Customer Order 892

Copy Check Save Start Post Delete Back

General

Document status

Workflow status

PROCESS DIRECTOR document number 892

Sales document

Sales document type OR

Requested deliv.date

Purchase order number 102215052013

Net value 0.00 EUR

Org. Data

Sales Organization

Distribution Channel

Division

Sales group 111

Sales office 1010

Status	Item	Material	Descript.	MatEntered	Order qty	SU	Net price	Net value	Currency
	1	484-7702	Capacitor 15pf	4847702	200.000	PC	0.09	18.00	EUR
	2		Casing		200.000	PC	10.00	100.00	EUR
	3	484-7718	Capacitor 18pf	4847718	200.000	PC	0.09	18.00	EUR

Header partners (3)

PartFuncL	Customer	Acct at c	Name	Country	PostCode	City	Telephone1	Fax Number
CP			Leisure SufLairy	GB			01612230500	016122305
SH			Premier Technology	GB				
SP			Galley Leisure	GB				

Actions (3)

Perform determinations

Perform checks

Events (3)

Result Event Message

Perform determinations Unable to determine sales organisation


Perform checks Please enter sold-to party or ship-to party

Electronic Bank Statements

Process Director for Electronic Bank Statements enables users to match line items of electronic bank statements with uncleared payment items. Payment advices can be automatically or manually assigned to the uncleared items. If a match is found, the payment advice is automatically assigned. If no match is found, users can manually enter the payment advice number, or create a new Process Director payment advice document and post it in SAP. The details are then entered in the Process Director electronic bank statement item.

Process electronic bank statements

To process electronic bank statements, complete the following steps.

1. In the [Worklist](#), click the **Electronic Bank Statements** category.
The document list displays all electronic bank statement documents. Documents that contain errors have the status  **In error**.
2. In the document overview list, double-click a document or click the document number in the **PD Doc no.** column.
3. In the **PD Doc no.** column, click the document number of the document you want to view.

- Select a line item by clicking the check box to its left and click **Payment Advice Items** to view the corresponding payment advice items.

Items that are not cleared are marked with the status **✖**. Cleared items are marked with the status **✔**. The header status of the document is set to **Processed** **●** when all items have been cleared and there are no other errors in the document.

Note The Process Director document can contain less items than are available in FEBAN for the same bank statement. The header status is set to **Processed** when all items in the document have been cleared, even if there are still unprocessed items in FEBAN.

← → Bank Statement/Lockbox 143

Check Back

Header

General

Document status	■
PD document number	143
Sending bank	62030050 7002335300 EUR
Statement ID	201400067
Statement number	67
Statement Date	01/24/2014
Company Code	1000

Details

Ending balance amount	104.379,17		
Opening balance amount	102.970,25		
Total unassigned value	1.050,69	Unass num lines	3
Total uncleared value	1.050,69	Unclr. num of lines	3

DF Items (4)

Create Payment Advice Post data Change data Payment Advice Items

Status	PD doc number	Pmt advice	Account	D/C	Amount	Acct crcy	Fisc. Year	DocumentNo	Sub.doc.no	Payee note
<input checked="" type="checkbox"/>	✖	1401	100071	Credit	334.23	EUR	2014	100000717		INVOICE NUMBER 18000

Payment Advice Items (1)

Status	Line item	Pymnt Amnt	Gross	Discnt	Deduction	Reason cde	Currency	DocumentNo	Item	Reference	Fisc. Year	AltAcct
■	0	334.23	334.23	0.00	0.00			1800002306	1		2014	

<input type="checkbox"/>	✖	1402		100071	Credit	346.23	EUR	2014	100000718		INVOICE NUMBER 18000
<input type="checkbox"/>	✔	1403	04000000000001403	100071	Credit	358.23	EUR	2014	100000719	1400000079	INVOICE NUMBER 18000
<input type="checkbox"/>	✖	1404		100071	Credit	370.23	EUR	2014	100000720		INVOICE NUMBER 18000

- Clear the uncleared items. For more information, see [Clear an item](#).
- Save the document.


Clear an item

Process Director attempts to automatically match electronic bank statement items to a Process Director Payment Advice and clear the items. If no match is found, items must be cleared manually.

To clear an item, you have the following options.


Manually select the payment advice number by using the search help

To manually select an existing payment advice number by using the search help, complete the following steps.

- 1. Select the bank statement with the uncleared items.
- 2. Select the uncleared item and click **Change data** .
- 3. In the **Assign data** popup, fill in the required information and click **Save**.
- 4. You can clear the item by clicking **Post data**.


Create a new Process Director payment advice and post it in SAP

To create a new payment advice, complete the following steps.

- 1. Select the bank statement with the uncleared items.
- 2. Click the **Create Payment Advice** .
- 3. Fill in the required information and save and post the document.

Header

General

Document status	
Workflow status	
PD document number	0
Company Code	1000
Customer	
Account at customer	
Adv.header text	

Payment Details

Pmnt advice no.	
Clearing Document	
Fiscal Year	
Payment document no.	
Payment date	03/18/2013
Currency	EUR
Payment Amount	210.00 0.00
Balance	
Gross amount	0.00
Cash discount amount	0.00

- 4. After saving and posting, the Process Director and SAP Payment Advice document numbers are entered in the line item. You can clear the item by clicking **Post data**.

Items (3)

Create Payment Advice

Post data

Change data

Payment Advice Items

Status	PD doc number	Pmt advice	Account	D/C	Amount
<input checked="" type="checkbox"/>	4259	0400000000004259	100072	Credit	210.00

Financial Postings

Process Director for Financial Postings allows users to create financial accounting (FI) documents and post them to SAP. Process Director currently supports the following posting types.

General ledger postings:

- [Regular posting](#)
- [Adjustment posting](#)
- [Provision posting](#)
- [Accrual with reversal](#)
- [Recurring entry](#)
- [Aggregated accrual](#) from Kofax Process Director Accounts Payable

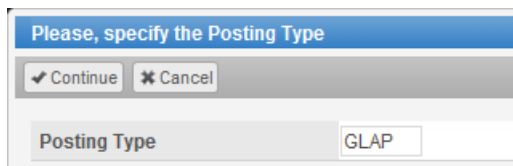
Customer postings:

- [Invoice](#)
- [Credit note](#)
- [Recurring invoice](#)
- [Deferral \(invoice\)](#)
- [Write-off](#)

Create a financial posting

To create a financial posting, complete the following steps.

1. In the [Worklist](#), click the appropriate category: **G/L Account Postings** or **Customer Postings**.
2. In the [document list](#), on the **Actions** bar, click **Create**.
3. Select a posting type and click **Continue**.



Please, specify the Posting Type

Posting Type GLAP

4. Depending on the posting type, you may have to enter some initial information. This example shows an adjustment posting.

Please specify additional data

Continue

Cancel

Original SAP document

Document Number

100000004

Company Code

1000

Fiscal Year

2013

Current CO object / SAP document item no

Cost Center

1000

WBS element

Order

Line item

0

Target CO object

Cost Center

1200

WBS element

Order

A new document is created.

G/L Account Postings 125

Connect to SAP doc.

Copy

Save

Check

List Upload

Start

Post

Delete

Back

Details

General

Document status

☐

New or ready for posting

Workflow status

Posting Type

GLAP

Adjustment posting

Company Code

1000

Document Date

07/25/2013

Posting Date

Reference

Document Header Text

Currency

EUR

Calculate tax

☒

Debit total

84.03

Credit total

84.03

Adjustment posting

Original document number

1900000000

Original Fiscal Year

2012



Posting positions (2)

New line

Delete

Item	G/L Acct	D/C indic.	Amount	Currency	Tax Code	Text	Cost Ctr	Order	V
1	451000	Credit	84.03	EUR			1000		
2	451000	Debit	84.03	EUR			1200		

5. Fill in the header data and posting position fields. Some of this information may be entered automatically.
Use **New line** to add posting positions, and **Delete** to delete positions.
6. Save the document.

If all information has been entered correctly, the document has the status  **Ready for processing**. You can now [send the document to a workflow](#), or if you have sufficient user rights, [post the document](#) to SAP. When the changes have been posted, the Process Director document status changes to  **Processed**.

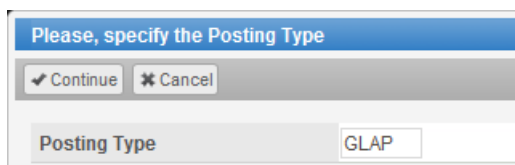
Note If the document is posted with reference to a [deferral posting](#), the number of the deferral document is displayed in the Details data pane.

Note If your system has been configured accordingly, you can [create a new document from an external file](#), or [upload line items from an external file](#).

Change the posting type

To change the posting type, complete the following steps.

1. Click the appropriate **G/L Account Postings** or **Customer Postings** category.
2. In the [document overview list](#), click the document number to open the document details of the document whose posting type you want to change.
3. On the **Actions** bar, click **Change Posting Type**.
4. Select a posting type and click **Continue**.



5. Depending on the posting type, you may have to enter some [additional information](#).
6. Click **Continue**.
7. Click **Save**.

General Ledger Account Postings

Regular posting

A regular posting is a simple posting to a G/L account or between G/L accounts.

You can use a [recurring entry](#) posting to automatically create regular postings at regular intervals.

Adjustment posting

An adjustment posting can be used to correct a document that has already been posted. For example, if costs have been assigned to an incorrect CO object (such as a cost center), you can create an adjustment posting to move the costs to the correct CO object (within the same G/L account).

When you create an adjustment posting, you specify the original SAP document, company code and fiscal year, the CO object to which the costs were incorrectly assigned, and the target CO object to which the costs should be moved.

Instead of a CO object, you can select a specific line item from the original document.

Please specify additional data

✖ Cancel

✔ Continue

Original SAP document

Document Number

1900000131

Company Code

1000

Fiscal Year

2012

Current CO object / SAP document item no

Cost Center

1000

WBS element

Order

Line item

0

Target CO object

Cost Center

1200

WBS element

Order

Process Director creates a new document, adds the required posting positions, and copies all other data from the original SAP document.

The document number and fiscal year of the original document are displayed in the Details data pane.


Provision posting

A provision posting enables you to allocate possible costs that may arise in the future. Often the exact amount and due date of such costs are not known, but there may be a financial or legal requirement to record them. When the actual costs are incurred (or do not actually arise), the provision posting is reversed. Provision postings are therefore posted with a validity date, and should be reversed by this date. The validity date is entered in the Details data pane.

Process Director monitors the validity date of provision postings and sends an email notification to the person who created the posting when the validity date is reached. The posting can then either be reversed or the validity date changed. Overdue provisions may also be listed in a dedicated Worklist category.

To reverse a provision, complete the following step.

- Open the document and, on the Actions bar, click **Reverse**.

The document status changes to  **Reversed**. The number of the reversal document is displayed in the **Details** data pane.

Accrual with reversal posting

An accrual with reversal posting enables you to allocate costs in the current period, but post them in a future period. Like provisions, accrual with reversal postings are temporary postings, but in contrast to provisions, the exact amount and due date are known. For example, you may have costs that you pay quarterly, but want to allocate them in each month of the quarter. The monthly accrual postings then are reversed in a later period, or when the quarterly costs are posted.

When you create an accrual with reversal posting, you must specify a reversal reason and a reversal date. After posting to SAP, the document is automatically reversed by the standard SAP procedure (F.81). The number of the reversal document is displayed in the Details data pane.

You can use a [recurring accrual](#) document to automatically create accrual with reversal postings at regular intervals.

Accrual with reversal postings can also be [created from Process Director Accounts Payable documents](#).

Recurring entry / recurring accrual with reversal posting

A recurring entry posting or a recurring accrual with reversal posting can be used to automatically create new postings at regular intervals. A recurring entry/accrual with reversal document cannot be posted. It simply serves as a template for the creation of new postings.


You specify when and how often a new posting should be created in the **Recurring schedule** data pane.

Recurring schedule	
First run on	02/01/2013
Last run on	02/01/2014
Interval in months	Per month
Run date	15
Last Document Date	02/15/2013

Field	Description
First run on / Last run on	The time frame within which documents will be created.
Interval in months	The frequency with which documents will be created, for example, every month
Run date	The exact date on which documents will be created, for example, on the 15th of each month.

Field	Description
Last document date	The last date on which a document was created. This field is automatically filled every time a new document is created.

New regular posting or accrual with reversal posting documents are automatically created on the specified date. The number of the recurring entry/accrual with reversal document template is displayed in the Details data pane of these documents.

When the last scheduled document has been created, the recurring entry document is automatically completed, that is, the status changes to  and it can no longer be edited. You can also manually complete a recurring entry/accrual document at any time by clicking **Complete** on the **Actions** bar.

The **Relations data** pane displays a list of all documents that have been created from a recurring entry/accrual template.

Accrual from Process Director Accounts Payable posting

An accrual from Kofax Process Director Accounts Payable posting is created from the `/EBY/ICIV_ACCRUAL_REPORT` report. This report lists all line items in Kofax Process Director Accounts Payable documents that have not yet been posted.

It is possible to select line items in this report and create a Process Director accrual document consisting of all selected line items and one aggregated offsetting / balancing position.

Depending on your configuration, the Text field in the resulting accrual from PD AP document may display the number of the PD AP document, the line item number (MM documents only), and the accounting line number.

Item	GIL Acct	D/C indic.	Amount	Currency	Tax code	Text	Cost Ctr	Order	WBS elem.	Pro
1	400000	Credit	100.00	EUR		22402:000001	1000			
2	400000	Debit	500.00	EUR	VN	22107:000005:001	1000			140
3	400000	Debit	52.00	EUR	VN	21912:000001:001	1000			140
4	400000	Debit	25.97	EUR	VN	21912:000002:001	1000			140
5	451000	Credit	477.97	EUR			1000			

Note You can also display the Process Director AP document number field, which stores the number of the corresponding PD AP document. Click the number to jump to the PD AP document.

See the *Process Director Accounts Payable User Guide* for information on creating documents from this report.

Customer Postings

Invoice/Credit note posting

With these postings, you can create an invoice or a credit note for a customer and post it to SAP.

You enter the customer details in the Customer Details and Customer Payment data panes.

You can use a [recurring invoice posting](#) to automatically create customer invoices at regular intervals.


Recurring invoice posting

A recurring invoice posting can be used to automatically create new [invoice postings](#) (not credit notes) at regular intervals. A recurring invoice document cannot be posted. It simply serves as a template for the creation of new postings.

You specify when and how often a new posting should be created in the **Recurring** scheduledata pane.

Field	Description
First run on / Last run on	The time frame within which documents will be created.
Interval in months	The frequency with which documents will be created, for example, every month
Run date	The exact date on which documents will be created, for example, on the 22nd of each month.
Last document date	The last date on which a document was created. This field is automatically filled every time a new document is created.

New invoice posting documents are automatically created on the specified date. The number of the recurring invoice document template is displayed in the Details data pane of these documents.

When the last scheduled document has been created, the recurring invoice document is automatically completed, that is, the status changes to  and it can no longer be edited. You can also manually complete a recurring invoice document at any time by clicking **Complete** on the **Actions** bar.

The Relations data pane displays a list of all documents that have been created from a recurring invoice template.

Deferral (invoice) posting

A deferral (invoice) posting enables you to post revenue from a customer invoice to a deferred revenue account, rather than recording the entire amount on the Profit and Loss statement (P&L) in the period in which the invoice is posted. Such revenue is later re-allocated ("consumed") with one or more subsequent posting documents (for example, a [regular posting](#) or [recurring entry](#)) to the actual revenue account. For example, you may invoice your customer at the beginning of the year for services that are delivered throughout the year, but you want to distribute the revenue from the invoice over the entire year, rather than recording the entire amount on your revenue account when the invoice is issued. The entire process, starting with the posting of the deferral invoice and the subsequent re-allocation postings, can be covered and controlled (complete re-allocation within a given time) by Process Director.

The entire invoice amount is posted to a deferred revenue account and then "consumed" by creating regular postings that transfer part of the amount from deferred revenue account to the actual revenue account. These amounts will then appear on the P&L. Deferral (invoice) postings are therefore posted with a validity date, and should be consumed by this date. The validity date is entered in the Details data pane.

Whenever you make a posting against the deferred invoice document, the Consumed Amount is recalculated so that you can see how much has been posted to the actual revenue account. Process Director monitors the validity date of deferral (invoice) postings and sends an email notification to the person who created the posting when the validity date is reached. Deferral postings that are not fully consumed by the validity date may also be listed in a dedicated Worklist category.

New Customer Postings (FI)

Save

List Upload

Cancel

General

Document status

New or ready for posting

Workflow status

Posting Type

ARDI

Deferral (invoice)

Company Code

1000

Document Date

03/20/2013

Posting Date

Reference

Document Header Text

Calculate tax

☒

Debit total

0.00

Credit total

0.00

Details

Document type

DR

Exchange rate

0.00000

Translation date

Trading Part.BA

Validity date

01/01/2014

Consumed Amount

0.00

Document Number

Fiscal Year

Period

0

Customer

Customer

1000

Amount

100.00

Currency

EUR

Text

Assignment

Payment block

Payment Method

Posting positions (2)

+ New line

Delete

Item	G/L Acct	D/C indic.	Amount	Currency	Tax code	Text	Cost Ctr	Order	WBS elem.	Profit Ctr
1	800001	Credit	60.00	EUR		example text 2			2001.99.T-POP	
2	801001	Credit	40.00	EUR		example text 3			2001.99.T-POP	

Write-off posting

A write-off posting enables you to create a write-off document in SAP for invoices issued to customers that you know will not be paid.

When you create a write-off posting, you specify the original SAP document, company code and fiscal year, and the G/L account on which the invoice will be written off.

Please, specify additional data

Continue

Cancel

Original SAP document

Document Number

1800001612

Company Code

1000

Fiscal Year

2012

Write-off Details

G/L Account No.

203000

x

Process Director creates a new document and adds the required posting positions and key data from the original SAP document.

The document number and fiscal year of the original document are displayed in the Details data pane.

When the document is posted to SAP, the standard SAP mechanisms can automatically close open items on the customer account.

Goods Receipts

Process Director for Goods Receipts allows users to create and process goods receipts and post them to SAP. Goods receipts can be entered manually in the Process Director SAP GUI or Web Application, or capture software can be used to automatically capture information from delivery notes. Capture software automatically extracts information from incoming delivery notes, whether they are delivered by fax, on paper or in electronic format, and sends this information to Process Director.

Process Director matches the information against data in SAP and also automatically determines organizational and other data, so that much of the goods receipt data can be automatically filled in.

If there are discrepancies in the data or if information is missing, the Process Director goods receipt document is assigned the status, **In error**. Users can then investigate and make corrections and post the document to SAP.

Create a goods receipt

When you create a goods receipt, you must select the purchase order to which the goods receipt applies. If you already have a posted Process Director requisition or invoice for the goods that references a purchase order, you can create the goods receipt directly from this document, provided that the goods are all ordered from the same vendor.

Create a goods receipt based on a purchase order

To create a goods receipt without a requisition or invoice, complete the following steps.

1. In the [Worklist](#), click the appropriate **Goods Receipt** category, then, on the **Actions** bar, click **Create**.
2. Enter the purchase order number. You can also specify an item, a delivery, a movement type and a special stock indicator.

PO	Item	Spec. Stock	MvT	Delivery
<input checked="" type="checkbox"/> 4500015428 ?	0		101	

3. Click **Add PO Items**.

A new document is created. The line items of the selected purchase order are transferred to the new document.

4. Fill in the header fields.

5. Edit the line items, if necessary. Use **New line** and **Delete line** on the line items **Actions** bar to add and delete line items.

To transfer line items from another purchase order to the goods receipt, on the **Actions** bar, click **Add PO Items**. In the **Add PO Items to Goods Receipt** dialog box, enter the number of the purchase order or use [search help](#) to select it and click **Add PO Items**.

6. Check the **OK** check box if the delivery of this item is to be considered complete.

Goods Receipt 847

Buttons: Add PO Items, Copy, Connect to material doc., Check, Save, Start, Post, Delete, Back

General

Document status	<input type="checkbox"/>
Workflow status	
PD document number	847
Posting Date	
Document Date	
Created on	08/21/2013
Purchasing Document	4500016369
Vendor	1000 C.E.B. BERLIN

Reference

Document Header Text	
Delivery note	

Items (2)

Buttons: + New line, * Delete

<input type="checkbox"/>	PO	Item ↑	OK	Quantity	EUn	Text	Plant	Stor. Loc.
<input type="checkbox"/>	4500016369	10	<input checked="" type="checkbox"/>	10.000	PC	Kelly - Keyboard darwei	1000	
<input type="checkbox"/>	4500016369	20	<input type="checkbox"/>	20.000	PC	Kelly - Foam Mouse Pa	1000	

PO Items (2)

Purch.Doc.	Item ↑	Short text	Plant	Stor. Loc.	PO quantity	OUn	Net price	Net value	Crcy
4500016369	10	1	1000		11.000	PC	10.00	110.00	EUR
4500016369	20	2	1000		22.000	PC	20.00	440.00	EUR

7. Click **Save**.

Create a goods receipt based on a requisition



To create a goods receipt that is based on a requisition, complete the following steps.

1. In the [document overview list](#), click the Process Director requisition document number (**PD doc. no.**). Then, on the **Actions** bar, click **Goods Receipt**.

If you select a requisition that has several vendors, you will be prompted to choose one of those vendors.

A new goods receipt document is created. The line item information from the purchase order is automatically entered into the line items area of the goods receipt. The purchase order number, and in the case of invoices, the Process Director invoice document number is also entered in the goods receipt.


2. Make changes as necessary.
3. Save the document.

If all information has been entered correctly, the document has the status  **Ready for processing**. You can now [send the document to a workflow](#), or if you have sufficient user rights, [post the document](#) to SAP. When the changes have been posted, the Process Director document status changes to  **Posted**.

Process goods receipts



Captured goods receipt documents without errors are usually posted automatically to SAP. Documents with errors must be corrected manually.

To process goods receipts, complete the following steps.

1. In the [Worklist](#), click the appropriate **Goods Receipt** category.
The document list displays all goods receipt documents. Documents that contain errors have the status  **In error**.
2. In the **PD Doc no.** column, click the document number of the document you want to view.

Note For purchase orders with inbound deliveries, additional details are displayed; namely the delivery date, the delivery quantity, and the sales unit.

3. On the **Attachments** tab, click the **Process Director scanned document** attachment to display the document image (if available).
4. On the **Actions** bar, click **Check**. The [system messages](#) resulting from the check will help you identify the errors.
5. Correct the errors.
6. Click **Save**.

If all information has been entered correctly, the document has the status  **No goods movement posted**. You can now [send the document to a workflow](#) or, if you have sufficient user rights, [post the document](#) to SAP. When the goods receipt has been posted, the Process Director document status changes to  **Goods movement posted**.

Example

In the following example, line item data has not been transferred from the captured document to Process Director. Process Director has filled the goods receipt line items with data from the purchase order, except for the quantity.

To correct the error, enter the line item quantities shown in the image and check the **OK** check box for each item.

← Goods Receipt 857 →

General

Document status	■
Workflow status	
PD document number	857
Posting Date	01/09/2014
Document Date	01/09/2014
Created on	01/09/2014
Purchasing Document	
Vendor	1501 Pauli Maschinenbau GmbH

Reference

Document Header Text	
Delivery note	33005826

Items (5)

PO	Item	OK	Quantity	EUn	Text	Plant	Stor. Loc.
<input type="checkbox"/>	4500016095	<input checked="" type="checkbox"/>	0.000	PC		1000	0001
<input type="checkbox"/>	4500016095	<input checked="" type="checkbox"/>	0.000	PC		1000	0001
<input type="checkbox"/>	4500016095	<input checked="" type="checkbox"/>	0.000	PC		1000	0001
<input type="checkbox"/>	4500016095	<input checked="" type="checkbox"/>	0.000	PC		1000	0001
<input type="checkbox"/>	4500016095	<input checked="" type="checkbox"/>	0.000	PC		1000	0001

PO Items (5)

Purch.Doc.	Item	Short text	Plant	Stor. Loc.	PO quantity	UoM	Net price	Net value	Crcy
4500016095	10	Anschlußstück	1000		80,000.000	PC	1.05	84,000.00	EUR
4500016095	20	Kontakwinkel	1000		82,000.000	PC	0.95	77,900.00	EUR

Attachments (1)

Incoming Document from 30 AUG 01/09/2014 14:52

Invoice Block and Cancellation

Process Director for Invoice Block and Cancellation allows users to create requests to block or release invoices for payment, or to cancel invoices.

Create a block/unblock request

To create a block/unblock request, complete the following steps.

1. In the [Worklist](#), click the **Invoice Blocking/Unblocking** category.
2. In the [document overview list](#), on the **Actions** bar, click **Create**.
3. Select the transaction type **Block** or **Cancel**, fill in the required fields and click **Continue** . The **Document number** field refers to the Process Director Accounts Payable document number. If the invoice has more than one line with posting key 31 and different vendor numbers, you must also enter the vendor and line item after clicking the **Continue** button.

Select posted document

Continue

Cancel

Transaction type	<div>Block Cancel Please select</div>		
Document number			
Invoice Document No.	1800000016	Fiscal Year	2015
Company Code	1000		
Vendor	1000		
Line item	1		

Cancel an invoice

To cancel an invoice, complete the following steps.

1. In the [Worklist](#), click the **Invoice Blocking/Unblocking** category.
2. In the [document overview list](#), on the **Actions** bar, click **Create**.

- Fill in the required fields and click **Continue** . The **Document number** field refers to the Process Director Accounts Payable document number.

Select posted document			
<input checked="" type="button" value="Continue"/> <input type="button" value="Cancel"/>			
Transaction type	Cancel ▼		
Document number	7693		
Invoice doc. number	4500016035	Fiscal Year	2013
Company Code	1000		

- Set the reversal reason and posting date. If you select the **Reverse PD AP document** check box, the PD AP document will also be canceled; not just the document in SAP.

New Invoice block/cancellation																																																					
<input checked="" type="button" value="Save"/> <input type="button" value="Cancel"/>																																																					
<div> <div> <div>General</div> <table border="1"> <tbody> <tr> <td>Transaction type</td> <td colspan="3">Cancel</td> </tr> <tr> <td>Document status</td> <td><input type="checkbox"/></td> <td>Workflow status</td> <td></td> </tr> <tr> <td>PD document number</td> <td colspan="3">0</td> </tr> <tr> <td>Document number</td> <td colspan="3">7693</td> </tr> <tr> <td>MM document number</td> <td colspan="3">5105609196</td> </tr> <tr> <td>Invoice doc. number</td> <td>5100000014</td> <td>Fiscal Year</td> <td>2013</td> </tr> <tr> <td>Company Code</td> <td colspan="3">1000</td> </tr> <tr> <td>Posting Date</td> <td colspan="3">04/19/2013</td> </tr> <tr> <td>Reference</td> <td colspan="3">42150</td> </tr> <tr> <td>Vendor</td> <td>3600</td> <td colspan="2">Funcke Büromarkt</td> </tr> <tr> <td>Amount</td> <td>548.34</td> <td>Currency</td> <td>EUR</td> </tr> </tbody> </table> </div> <div> <div>Cancel</div> <table border="1"> <tbody> <tr> <td>Reversal reason</td> <td>05</td> </tr> <tr> <td>Posting Date</td> <td>08/29/2013</td> </tr> <tr> <td>Reverse PD AP document</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> </div> </div>				Transaction type	Cancel			Document status	<input type="checkbox"/>	Workflow status		PD document number	0			Document number	7693			MM document number	5105609196			Invoice doc. number	5100000014	Fiscal Year	2013	Company Code	1000			Posting Date	04/19/2013			Reference	42150			Vendor	3600	Funcke Büromarkt		Amount	548.34	Currency	EUR	Reversal reason	05	Posting Date	08/29/2013	Reverse PD AP document	<input checked="" type="checkbox"/>
Transaction type	Cancel																																																				
Document status	<input type="checkbox"/>	Workflow status																																																			
PD document number	0																																																				
Document number	7693																																																				
MM document number	5105609196																																																				
Invoice doc. number	5100000014	Fiscal Year	2013																																																		
Company Code	1000																																																				
Posting Date	04/19/2013																																																				
Reference	42150																																																				
Vendor	3600	Funcke Büromarkt																																																			
Amount	548.34	Currency	EUR																																																		
Reversal reason	05																																																				
Posting Date	08/29/2013																																																				
Reverse PD AP document	<input checked="" type="checkbox"/>																																																				

- Click **Save**.

When you have saved the document, a PD document number is assigned. If all information has been entered correctly, the document has the status ☐ **Ready for processing**. You can now [send the document to a workflow](#) or, if you have sufficient user rights, [post the document](#) to SAP. When the changes have been posted, the Process Director document status changes to ☒ **Processed**.

Master data maintenance

Process Director for Master Data Maintenance allows users to create requests for changes, deletions or additions to master data. Master data is usually maintained centrally, but often those responsible for maintaining the data are not aware of changes, such as a change of responsibility for a cost center or a change in a vendor address. That's where Process Director can help. Users can create a change request document in Process Director, which can then be sent to a workflow for approval, if necessary. After approval, the document is displayed in the Worklist of the person(s) responsible for master data maintenance, who can then post the master data changes to SAP.

Process Director provides the following master data types out of the box.

- [Asset master data maintenance](#)
- [Cost center maintenance](#)
- [Customer master data maintenance](#)
- [General ledger account maintenance](#)
- [Profit center maintenance](#)
- [Vendor master data maintenance](#)

Create an asset master maintenance request

To create an asset master maintenance request, complete the following steps.

1. In the [Worklist](#), click the appropriate **Asset Master Maintenance** category.
2. In the [document overview list](#), on the **Actions** bar, click **Create**.

3. Select the type of change you want to make (**Create**, **Update**, or **Delete**), fill in the fields and click **Continue** .

If necessary, you can enter the reference asset number of an existing asset and its data will be entered in the new request.

Asset master data maintenance

Continue

Cancel

Activity	Create
Asset	
Asset class	
Company Code	
Ref. Asset	
Ref. Sub-number	
Ref. Company Code	
Create sub-number	<input type="checkbox"/>

A new document is created.

New Asset Master data maintenance

Save

Cancel

General

Document status

New or ready for processing

Workflow status

PD document number 0

ActivityCreate

Asset

Asset class3200

Company Code2000

Asset Description

Asset main no. text

Acct determination30000

Time-dependent

Business Area

Cost Center

Order

Maintenance order

Plant

Location

Room

Personnel Number 0

Allocations

Evaluation Group 1

Evaluation Group 2

Evaluation Group 3

Evaluation Group 4

Eval. Group 5

Reason for investmt

Envir. investment

Asset super number

Origin

Vendor

Manufacturer of i

Asset purchased

Trading partner

Country of origin

Type name



In-house prod.pe

Depreciation areas (6)

Deactiv.	Area	Dep. area	Key	Useful life	Per	Ord. depr.
<input type="checkbox"/>	1	Book deprec.	LINR	5	0	
<input type="checkbox"/>	15	Tax bal. sh.	LINR	5	0	
<input type="checkbox"/>	20	Cost-acc.	LINA	6	0	
<input type="checkbox"/>	30	Group GBP	LINR	5	0	
<input type="checkbox"/>	31	Group DEM	LINR	5	0	
<input type="checkbox"/>	32	BkDep(g.cur)	LINR	5	0	



4. Fill in or edit any relevant fields on the header data tabs.

- 5. If necessary, select the **Deactivation** check boxes for the depreciation areas that need to be inactive for this asset.
- 6. Click **Save**.

When you have saved the document, a PD document number is assigned. If all information has been entered correctly, the document has the status  **Ready for processing**. You can now [send the document to a workflow](#) or, if you have sufficient user rights, [post the document](#) to SAP. When the changes have been posted, the Process Director document status changes to  **Processed**.

Add multiple assets to the request

To add multiple assets to the request, complete the following steps.

- 1.  In the [document list](#), on the **Actions** bar, click **Create**.
- 2. Select **Create**, fill in the **Asset class** and **Company Code** fields and click **Continue** .
- 3. Enter all the data that is the same for all the asset master data records you want to create and save the document.
- 4. Add new lines to the **List of Assets**. The fields in the lines will be automatically filled in using the data from the header.

List of Assets (3)

+New line

*Delete

<input type="checkbox"/>	Asset	Subnumber	Descript.	Bus. Area	Cost Ctr	Ev.Group 1	EvGroup 2	Eval.Grp 3	Eval.Gr.4
<input checked="" type="checkbox"/>			<input type="text" value="Audi"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0001"/>	<input type="text" value="0002"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>			<input type="text" value="Audi"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0001"/>	<input type="text" value="0002"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/>			<input type="text" value="Audi"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0001"/>	<input type="text" value="0002"/>	<input type="text"/>	<input type="text"/>

- 5. If necessary, change the required fields.

List of Assets (3)

+New line

*Delete

<input type="checkbox"/>	Asset	Subnumber	Descript.	Bus. Area	Cost Ctr	Ev.Group 1	EvGroup 2	Eval.Grp 3	Eval.Gr.4
<input checked="" type="checkbox"/>			Audi			0001	0002	0001 ?	
<input type="checkbox"/>			Audi			0001	0002		Y
<input type="checkbox"/>			Audi			0001	0002		

- 6. Post the document.

List of Assets (3)								
Asset	Subnumber	Descript.	Bus. Area	Cost Ctr	Ev.Group 1	EvGroup 2	Eval.Grp 3	Eval.Gr.4
3377	0	Audi			0001	0002	0001	
3378	0	Audi			0001	0002		Y
3379	0	Audi			0001	0002		

The assets are created in SAP and the numbers entered in the lines.

Create a cost center maintenance request

To create a cost center maintenance request, complete the following steps.

- 1. In the [Worklist](#), click the appropriate **Cost Center Maintenance** category.
 - 2. In the [document overview list](#), on the **Actions** bar, click **Create**.
 - 3. Select the type of change you want to make (**Create**, **Update** or **Delete**), fill in the fields and click **Continue**.
- If necessary, in the **Reference Cost center** field, you can select an existing cost center and its data will be entered in the new request.

Costcenter master data maintenance

Continue

Cancel

Activity	Create
Cost Center	
Controlling Area	?
Valid From	08/21/2013
Activation status	Active
Reference Cost center	

A new document is created.

New Cost Center Maintenance

Save

Cancel

General Data

Document status

Workflow status

PD document number

Activity

Cost Center

Controlling Area

Valid From

Valid To

Activation status

Basic Data

Name

Description

Person Responsible

Department

Cost Center Category

Hierarchy Area

Company Code

Business Area

Currency

Profit Center

Control

Record Quantity

Actual primary costs

Plan primary costs

Actual secondary costs



Plan secondary costs

Actual revenues

Plan revenues

Commitment update

- 4. Fill in any relevant fields on the header data tabs.
- 5. Click **Save**.

When you have saved the document, a PD document number is assigned. If all information has been entered correctly, the document has the status  Ready for processing. You can now [send the document to a workflow](#) or, if you have sufficient user rights, [post the document](#) to SAP. When the changes have been posted, the Process Director document status changes to  Processed.

Add multiple cost centers to the request

To add multiple cost centers to the request, complete the following steps.

1. In the [document list](#), on the **Actions** bar, click **Create**.
2. Select **Create**, fill in the **Cost Center** and **Controlling Area** fields and click **Continue**.
3. Enter all the data that is the same for all the cost centers you want to create and save the document.
4. Add new lines to the **Collection of Cost Centers**. The fields in the lines will be automatically filled in using the data from the header.
5. If necessary, change the required fields.

Collection of Cost Centers (3)

+ New line

* Delete

<input type="checkbox"/>	Cost Ctr	Name	Descript.	Pers.Resp.	Department	CoCode	Profit Ctr
<input checked="" type="checkbox"/>	1000	Corporate Services	Corporate Services	Roger Tillman	Corporate	1000	1402
<input type="checkbox"/>	1001	Customer Services	Corporate Services	Roger Tillman	Corporate	1000	1402
<input type="checkbox"/>	1002	Consultancy Services	Corporate Services	Roger Tillman	Corporate	1000	1402

6. Post the document.

Customer master data maintenance

Create a customer master maintenance request

To create a customer master maintenance request, complete the following steps.

1. In the [Worklist](#), click the appropriate **Customer Master maintenance** category.

2. Select the type of change you want to make (**Create** or **Update**), fill in the fields and click **Continue** .

Customer master data maintenance

Continue

Cancel

Activity

Create

General data

Customer

Account group

Company Code

Sales Organization

Distribution Channel

Division

Reference

Customer

Company code

Sales organization

Distribution channel

Reference division

A new document is created.

You can also repeat the steps to extend the customer details by adding more data, such as an additional company code.

New Customer Master maintenance

Save

Cancel

General

Workflow status

Activity

Create

General data

Customer

9998

Account group

0001

Sold-to party - 0001

Account control

Vendor

Authorization Group

Trading Partner

Group key

Tax information

Tax Number 1

VAT registration no.

Tax Number 2

Address data

Name

Title

Please select

Name 1

Name 2

Search terms

Search Term 1

Street address

Street

House Number

Postal Code

City

Country

Region

PO box address

PO Box

Postal Code

Communication


Language

Telephone

Fax Number

E-Mail Address

3. Fill in or edit any relevant fields on the header data tabs.
4. Click **Save**.

When you have saved the document, a PD document number is assigned. If all information has been entered correctly, the document has the status  **Ready for processing**. Usually, you will need to [send the document to a workflow](#).

Processing in the workflow

Different users may be responsible for maintaining different types of data, and during the workflow, the users enter the appropriate data. These users will have access to different tabs and fields. For example, accounting users will be able to see the **Company Code Data** tab and sales users will be able to see the **Sales Area Data** tab.

To process data in the workflow, complete the following steps.

1. [Open the document](#) to approve it.
2. Enter all the required data.

3. If necessary and if you have the required rights, enter the required information and save the document.

Save

Check

Approve

Continue

Reject

Status

Post

Back

Header

General

Address data

Deletion

Company Code Data

Accounting information

Reconciliation acct

140000

Sort key

Head office

Planning group

A1

Authorization Group

Release group

Payment data

Terms of Payment

0001

Record pmnt history

☐

Block/Unblock

Posting Block

Central posting block

☐

Posting block for company code

☐

Order Block

Central order block

☐

Delivery Block

Central delivery block

☐

Billing Block

Central billing block

☐

Block Sales Support

Central sales block

☐

Tax Classification (1)

Country	Name	Tax categ.	Name	Tax class.	Desc.
DE	Germany	MWST	Output Tax	1	Liable for Tax


Partner Function (4)

Function	Name	Number	Descript.	PartnDescr	Def.Partnr
SP	Sold-to party				<input type="checkbox"/>
BP	Bill-to party				<input type="checkbox"/>
PY	Payer				<input type="checkbox"/>
SH	Ship-to party				<input type="checkbox"/>

Dunning (1)

CoCode	Dunn.area	Dunn.Proc.	Dunn.Block	Dun.recpt	Clerk	DunnDate	Dunn.Level	Leg.dun.pr
1000		0001	A				0	

4. Depending on the workflow configuration, the document moves to the next workflow step or the workflow is completed. If the workflow is completed and you have sufficient rights, you can [post the document](#).

When the changes have been posted, the Process Director document status changes to  **Processed**.

View changed data

If your system is configured to check for changes in customer master data maintenance requests, you can view these changes by clicking the **Check** button.

The changed field values are displayed in the **Messages** popup and the affected fields are highlighted in the document detail view. This enables you to easily see which changes should be made to the SAP customer master data.

Requests for blocking/deletion

To create a block/deletion request, complete the following steps.

1. Create a new request with the **Update** activity and enter the vendor number.
2. Click the **Block/Unblock** or **Deletion** tab.
3. Set the appropriate blocking or deletion options.

☒ Block/Unblock

Posting Block

Central posting block

Posting block for company code

Order Block

Central order block

Order block for sales area

Delivery Block

Central delivery block

Delivery block for sales area

Billing Block

Central billing block



Billing block for sales area

Block Sales Support

Sales block for sales area

Central sales block

4. Click **Save**.

When you have saved the document, a PD document number is assigned. If all information has been entered correctly, the document has the status  **Ready for processing**. You can now [send the document to a workflow](#) or, if you have sufficient user rights, [post the document](#) to SAP. When the changes have been posted, the Process Director document status changes to  **Processed**.

General ledger accounts

Create a G/L account maintenance request

To create a G/L account maintenance request, complete the following steps.

1. In the [Worklist](#), click the appropriate **G/L Account Maintenance** category.
2. In the [document overview list](#), on the **Actions** bar, click **Create**.

3. Select the type of change you want to make (**Create** or **Update**), fill in the fields and click **Continue** .
If necessary, in the **Reference G/L account** field, you can select an existing G/L account and its data will be entered in the new request.

G/L Account master data maintenance	
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>	
Activity	Create ▼
G/L Account No.	<input type="text" value="1"/> ?
Company Code	<input type="text"/>
Chart of Accounts	<input type="text"/>
Reference G/L account	<input type="text"/>
Reference company code	<input type="text"/>

A new document is created.

New Master Data G/L Account	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	
<div>General data</div> <div>Doc status <input type="checkbox"/> New or ready for processing</div> <div>PD doc number <input type="text" value="0"/></div> <div>Activity <input type="text" value="Create"/></div> <div>G/L Account No. <input type="text" value="154001"/> Input tax 1 (see account assignment text)</div> <div>Company Code <input type="text" value="2000"/></div> <div>Chart of Accounts <input type="text" value="INT"/></div> <div>Account group <input type="text"/></div> <div>Sample account <input type="text"/></div> <div>P&L statement acct <input checked="" type="radio"/> Balance sheet account <input type="radio"/></div> <div>P&L statmt acct type <input type="text"/></div> <div>Trading Partner <input type="text"/></div> <div>Group account number <input type="text"/></div>	
<div>Control data</div> <div>Account currency <input type="text" value="GBP"/></div> <div>Only balances in local crcy <input type="checkbox"/></div> <div>Tax category <input type="text"/></div> <div>Recon. account for acct type <input type="text" value="Please select"/></div> <div>Alternative account no. <input type="text"/></div>	
<div>Create:bank/interest</div> <div>Field status group <input type="text"/></div> <div>Planning level <input type="text"/></div>	
<div>Keywords (1)</div> <div> <input type="button" value="New line"/> <input type="button" value="Delete"/> </div> <div> <input type="checkbox"/> Activity Lang. Keyword </div> <div> <input checked="" type="checkbox"/> Create EN <input type="text"/> </div>	
<div>Translation (1)</div> <div> <input type="button" value="New line"/> <input type="button" value="Delete"/> </div> <div> <input type="checkbox"/> Activity Lang. Short text Long text </div> <div> <input checked="" type="checkbox"/> Create EN <input type="text"/> <input type="text"/> </div>	

4. Fill in any relevant fields on the header data tabs.
5. If necessary, enter keywords and translation information.
6. Click **Save**.

When you have saved the document, a PD document number is assigned. If all information has been entered correctly, the document has the status ☒ **Ready for processing**. You can now [send the](#)

[document to a workflow](#) or, if you have sufficient user rights, [post the document](#) to SAP. When the changes have been posted, the Process Director document status changes to ● **Processed**.

Requests for blocking/deletion

To create a block or deletion request, complete the following steps.

1. Create a new request with the **Update** activity and enter the G/L account number.
2. Click the **Block/Deletion** tab.
3. Set the appropriate blocking or deletion options.

The screenshot shows a web application window titled "New Master Data G/L Account". At the top, there are "Save" and "Cancel" buttons. Below them are three tabs: "General data", "Control data", and "Create/bank/interest". The "Block/Deletion" tab is selected, indicated by a checkmark in its icon. The tab contains several sections with checkboxes:

- Block CAO**
 - Blocked for creation** (checked)
 - Blocked for posting** (unchecked)
 - Blocked for planning** (unchecked)
- Block CoCo**
 - Blocked for posting** (checked)
- Del. flag in CAO**
 - Mark for deletion** (unchecked)
- Del. flag in CoCo.**
 - Mark for deletion** (unchecked)

4. Click **Save**.

When you have saved the document, a PD document number is assigned. If all information has been entered correctly, the document has the status Ready for processing. You can now [send the document to a workflow](#) or, if you have sufficient user rights, [post the document](#) to SAP. When the changes have been posted, the Process Director document status changes to ● **Processed**.

Create a profit center maintenance request

To create a profit center maintenance request, complete the following steps.

1. In the [Worklist](#), click the appropriate **Profit Center Maintenance** category.
2. In the [document overview list](#), on the **Actions** bar, click **Create**.

3. Select the type of change you want to make (**Create**, **Update**, or **Delete**), fill in the fields and click **Continue**.

Profitcenter master data maintenance	
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>	
Activity	Create ▼
Profit Center	
Controlling Area	
Valid From	08/21/2013

A new document is created.

New Profitcenter Maintenance	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	
<div> <div> General Data </div> <div> Basic Data </div> <div> Address </div> </div>	
Document status	
Workflow status	
PROCESS DIRECTOR document number	0
Activity	Update ▼
Profit Center	1060
Controlling Area	1000
Valid From	01/01/1994
Valid To	12/31/9999
Name	Food Products
Long Text	Food and Related Products
Person Responsible for Profit Center	John Smith
Department	Products
Hierarchy Area	H1060
Title	
Name 1	
Name 2	
Name 3	
Name 4	
Street	
City	
District	
Country Key	
Jurisdiction Code	

4. Fill in any relevant fields on the header data tabs.
5. To specify for which company codes a profit center should be active, add the company codes and select the corresponding **Company code assigned to profit center** check box. To deactivate the profit center for specific company codes, deselect the check box.
6. Click **Save**.

When you have saved the document, a PD document number is assigned. If all information has been entered correctly, the document has the status **Ready for processing**. You can now [send the document to a workflow](#) or, if you have sufficient user rights, [post the document](#) to SAP. When the changes have been posted, the Process Director document status changes to **Processed**.

Vendor master data maintenance

Create a vendor master maintenance request

To create a vendor master maintenance request, complete the following steps.

1. In the [Worklist](#), click the appropriate **Vendor Master Maintenance** category.

2. Select the type of change you want to make (**Create** or **Update**), fill in the fields and click **Continue**. You can enter the reference vendor number of an existing vendor and its data will be entered in the new request.

Note Process Director supports both external and internal number ranges for the vendor account number. Which number range is used depends on the **Account group**.

You can also repeat the steps to extend the vendor details by adding more data, such as an additional company code.

Vendor master data maintenance

Continue

Cancel

Activity

Create

General data

Vendor

Company Code

Purch. Organization

Account group

Reference

Reference Vendor

Reference Comp. code

Reference Purch.org

A new document is created.

The screenshot shows the 'New Vendor master maintenance' window with two tabs: 'General data' and 'Address data'.

General data tab:

- Document status: ☒ New or ready for processing
- Workflow status: [empty]
- PD document number: 0
- Activity: Update (dropdown)
- General data:
 - Vendor: 1000
 - Account group: LIEF
- Account control:
 - Customer: 1000
- Trading Partner: [empty]
- Group key: [empty]
- Tax information:
 - VAT registration no.: DE322156687
- Payment Transaction:
 - Alternative payee: [empty]

Address data tab:

- Name:
 - Title: Company (dropdown)
 - Name 1: C.E.B. BERLIN
 - Name 2: [empty]
- Search terms:
 - Search Term 1: ALLGEMEIN
 - Search Term 2: [empty]
- Street address:
 - Street: Kolping Str. 15
 - Street 2: [empty]
 - District: [empty]
 - Postal Code: 12001
 - Country: DE
 - City: Berlin
 - Region: 11
- PO box address:
 - PO Box: [empty]
 - Postal Code: [empty]
- Communication:
 - Language: DE
 - Telephone: 06894/55501-0
 - Fax Number: 06894/55501-100
 - E-Mail Address: [empty]
- Remarks:
 - Comments: [empty]

3. Fill in or edit any relevant fields on the header data tabs.
4. Click **Save**.

When you have saved the document, a PD document number is assigned. If all information has been entered correctly, the document has the status ☒ **Ready for processing**. Usually, you will need to [send the document to a workflow](#).

Processing in the workflow

Different users may be responsible for maintaining different types of data, and during the workflow, the users enter the appropriate data. These users will have access to different tabs and fields. For example, purchasing users will be able to see the **Purchasing data** tab and accounting users will be able to see the **Accounting data** tab.

To process data in the workflow, complete the following steps.

1. [Open the document](#) to approve it.
2. Enter all the required data.

3. If necessary and if you have the required rights, enter the required information and save the document.

Save

Check

Approve

Continue

Reject

Status

Post

Back

Header

General data

Address data

Purchasing data

Accounting data

Block/Deletion

Accounting information

Reconciliation acct160000

Planning groupA1

Withholding tax

WH Tax Country

Posting block

Central posting block

Posting block for company code

Purchasing block

Central purchasing block

Purch. block for purchasing organization

Block for quality reasons

Block function

Deletion flags

Central deletion flag

Deletion flag for company code

Delete flag for purchasing organization

Deletion blocks

Central del.block

CoCd deletion block

Bank (1)

New line

Delete

Bank Ctry	Bank Key	Bank acct	Ctrl key..	Bank name	IBAN	SWIFT/BIC
<input checked="" type="checkbox"/> DE	10020030	12367890	01	Deutsche Bank	DE54100200300012367890	DEUTDEFF

Withholding tax (0)

Permitted Alternative Payee (0)

Partner Function (2)

Function	Name	Number	Name	Def.Partnr
VN	Vendor	100434	Test etsana_20190806_1	<input type="checkbox"/>
GS	Goods Supplier	100434	Test etsana_20190806_1	<input type="checkbox"/>


Dunning (3)

New line

Delete

CoCode	Dunn.area	Dunn.Proc.	Dunn.Block	Dun.recip	Clerk	DunnDate	Dunn.Level	Leg.dun.pr
<input type="checkbox"/> 1000		0001	A	TPLM415-13	AC	09.08.2019	1	08.08.2019
<input type="checkbox"/> 1000	01	0003	D	25	AC	11.08.2019	0	10.08.2019
<input type="checkbox"/> 1000	02	0002	B				0	

4. Depending on the workflow configuration, the document moves to the next workflow step or the workflow is completed. If the workflow is completed and you have sufficient rights, you can [post the document](#).

When the changes have been posted, the Process Director document status changes to  **Processed**.

View changed data

If your system is configured to check for changes in vendor master data maintenance requests, you can view these changes by clicking the **Check** button.

The changed field values are displayed in the **Messages** popup and the affected fields are highlighted in the document detail view. This enables you to easily see which changes should be made to the SAP vendor master data.

Requests for blocking/deletion

To create a block/deletion request, complete the following steps.

1. Create a new request with the **Update** activity and enter the vendor number.
2. Click the **Block/Deletion** tab.
3. Set the appropriate blocking or deletion options.

☒ Block/Deletion

Posting block

Central posting block☐

Posting block for company code☐

Purchasing block

Central purchasing block☐

Purch. block for purchasing organization☐

Block for quality reasons

Block function☐

Deletion flags

Central deletion flag☐

Deletion flag for company code☐

Delete flag for purchasing organization☐

Deletion blocks

Central del.block☐

CoCd deletion block☐

4. Click **Save**.

When you have saved the document, a PD document number is assigned. If all information has been entered correctly, the document has the status ☐ **Ready for processing**. You can now [send the document to a workflow](#) or, if you have sufficient user rights, [post the document](#) to SAP. When the changes have been posted, the Process Director document status changes to ☒ **Processed**.

Order confirmations

Process Director for Order Confirmations allows users to create and process order confirmations and post them to SAP. Order confirmation documents can be entered manually in the Process Director SAP GUI or Web Application, or capture software can be used to automatically capture information from order confirmations. This product automatically extracts information from incoming order confirmations, whether they are delivered by fax, on paper or in electronic format, and sends this information to Process Director.

Process Director matches the information against data in SAP and also automatically determines organizational and other data, so that much of the order confirmation data can be automatically filled in.

If there are discrepancies in the data or if information is missing, the Process Director order confirmation document is assigned the status In error or incomplete. Users can then investigate and make corrections and post the document to SAP.

Create an order confirmation

To create an order confirmation, complete the following steps.

1. In the [Worklist](#), click the **Order Confirmations** category
2. In the [document overview list](#), on the **Actions** bar, click **Create**.

A new document is created.

3. Fill in the header data and save the document.

If you have entered a purchase order number in the **Purchasing Document** field, the line items of the purchase order are displayed in the **PO Items** area. This can assist you in entering the order confirmation line items.

4. Use **New line** and **Delete** on the line items **Actions** bar to add and delete order confirmation line items.



Alternatively, to automatically enter the purchase order items, click **Items Proposal** on the **Actions** bar.

Process Director proposes only those items for which the confirmation control has been set in their respective purchase orders.

5. Make changes as necessary.
6. On the **Actions** bar, click **Check**. The [system messages](#) resulting from the check will help you identify the errors.

Note If the order confirmation contains a delivery date, quantity, or net price that is different from the purchase order, the corresponding value is highlighted in red and the difference is displayed in the **Diff date**, **Qty difference**, or **Price difference** field respectively.

7. Click **Save**.


If all information has been entered correctly, the document has the status  **Ready for processing**. You can now [send the document to a workflow](#) or, if you have sufficient user rights, [post the document](#) to SAP. When the changes have been posted, the Process Director document status changes to  **Processed**.

Tip You can also create an order confirmation based on a Process Director requisition document, provided that the goods are all ordered from the same vendor and the requisition references a purchase order. In the **Requisitions** document overview list, select the requisition and click **Order confirmation**.

Process order confirmations



Captured order confirmation documents without errors are usually posted automatically to SAP. Documents with errors must be corrected manually. The order confirmation quantity is automatically checked against the quantity in the related purchase order. If configured, the quantity conversion rules are applied.

To create an order confirmation, complete the following steps.

1. In the [Worklist](#), click the **Order Confirmations** category.
The document list displays all order confirmation documents. Documents that contain errors have the status  **In error or incomplete**.
2. In the **PD Doc no.** column, click the document number of the document you want to view.
3. On the **Attachments** tab, click the **Process Director scanned document** attachment to display the document image (if available).
4. On the **Actions** bar, click **Check**. The [system messages](#) resulting from the check will help you identify the errors.

Note If the document has the same PO item as another document created earlier, an error message stating that the previous document should be processed first is displayed.

5. Correct the errors.
6. Click **Save**.

If all information has been entered correctly, the document has the status  **Ready for processing**. You can now [send the document to a workflow](#) or, if you have sufficient user rights, [post the document](#) to SAP. When the changes have been posted, the Process Director document status changes to  **Processed**.

Example

In the following example, no order units have been transferred from the captured document. In addition, for item 40, the vendor material number has been entered instead of the material number from the purchase order.

To correct the errors, enter the order unit PC in all order confirmation line items. In line item 40, change the material number to 40-200F to match the purchase order.

Order Response 64

Copy Check Save Start Post Delete Back

General Data

Document status

Workflow status

PROCESS DIRECTOR document number

Order acknowledgment

Created on

Purchasing Document

Currency

Vendor

Delivery date

Plant

64

AB075764

05/09/2011

4500016171

EUR

3200 Blumenbecker Industriebedarf GmbH

04/26/2011

10	40-100C	50 000		04/26/2011	1.20	60.00	EUR
20	40-100C	30 000		04/26/2011	1.20	36.00	EUR
30	40-100R	40 000		04/26/2011	1.20	48.00	EUR
40	K4033MATT	30 000		04/26/2011	1.40	42.00	EUR

1)

Item	Material	Short text	Vend.mat.	Quantity	Order Unit	Deliv.date	Net price	Net	Currency	Ackn. reqd	AcknowLno	ConfC
10	40-100C	220/35V 40W ..		50 000	PC	04/26/2011	1.20	60.00	EUR		AB456332	0001
20	40-100C	220/35V 40W ..		30 000	PC	04/26/2011	1.20	36.00	EUR		AB456332	0001
30	40-100R	220/35V 40W ..		40 000	PC	04/26/2011	1.20	48.00	EUR		AB456332	0001
40	40-200F	Kolben A.40Z/	K4033 MATT	30 000	PC	04/26/2011	1.40	42.00	EUR		AB456332	0001

Actions (3)

Action	Date	Time	User	Result

Events (5)

Result	Event	Message
	Perform checks	Order units differ
	Perform checks	Order units differ
	Perform checks	Order units differ
	Perform checks	Material number K4033MATT differs from that of ordered material 40-200F
	Perform checks	Order units differ

Payment approvals

Process Director for Payment Approvals allows users to view and approve payment proposals that have been created with SAP transaction F110. When a payment proposal is created in SAP, it is displayed in the Process Director [Payment Approvals overview list](#). It can then be sent to a [workflow](#) for approval. During approval, users can add, remove or change payment block indicators for individual items in the proposal. Payment items for which the payment block indicator has been changed are clearly marked with a status icon in the overview list.

Users who are responsible for payment runs in SAP can view the payment proposals in Process Director and manually enter the changes that have made in Process Director in the payment proposal in F110. After the payment run has been carried out in SAP, it is listed in Process Director as completed.

Note When a payment run is executed, but there is no change in the item data, a message is displayed to state that no change was made.

Process payment approvals

To process payment approvals, complete the following steps.

1. In the [Worklist](#), click the appropriate **Payment Approval** category.

The document list displays all the payment approval documents. Each line represents a payment proposal \$ or a payment run ●.

Payment Approval Cockpit (50)						
<input type="checkbox"/> Check <input checked="" type="checkbox"/> Post <input type="checkbox"/> Start <input checked="" type="checkbox"/> Approve <input checked="" type="checkbox"/> Reject <input type="checkbox"/> Forward <input type="checkbox"/> Recall <input type="checkbox"/> Status <input type="checkbox"/> Export list						
<input type="checkbox"/>	Status	Wf status	PD doc no	Date	ID	CoCd ↓
<input type="checkbox"/>	●		385	12/30/1999	ZR300	R300
<input type="checkbox"/>	●		405	12/31/2000	ZR100	R100
<input type="checkbox"/>	●		383	12/31/1999	ER100	R100
<input type="checkbox"/>	●		393	02/18/2000	TEST1	5000
<input type="checkbox"/>	●		388	03/01/2000	ZJP02	5000
<input type="checkbox"/>	\$		429	02/20/2012	EPS9	3000
<input type="checkbox"/>	●		403	10/10/2003	AISB	3000
<input type="checkbox"/>	●		401	10/07/2003	AISA	3000
<input type="checkbox"/>	●		397	07/30/2003	DG073	3000
<input type="checkbox"/>	●		396	08/27/2003	DGMAN	3000
<input type="checkbox"/>	●		395	03/31/2003	R0403	3000
<input type="checkbox"/>			408	05/10/2011	SR11	2000
<input type="checkbox"/>	●		390	02/28/2000	Z2000	2000
<input type="checkbox"/>	\$		436	04/15/2013	ALX03	1000
<input type="checkbox"/>	\$		435	04/15/2013	ALX02	1000

- 2. To process a payment proposal, click the document number in the **PD Doc no.** column. The payment items are displayed beneath the proposal header data.

Payment Approval 14711

Check

Save

Start

Apply changes

Back

Payment Approval - Header data

General

Document status

\$

Payment proposal

Workflow status

PD document number

14711

Run date

01/09/2014

Identification

MW9

Paying company code

1000

Currency

Details

Total number of line items

2

Outgoing payment

0.00

Incoming payment

0.00

Payment (1)

Items

Vendor

Name

Payment

Number of items paid

Currency

LC pmt amt

Cash discnt(LC)

Lost disc.(LC)

Cntry key

Cntrl key

☐

1025

SEC System SA

2

-105,106.93

0.00

-3,123.46

Items (2)

PD AP DocNo

Alt.

State

PBk

Vendor

DocumentNo

Amnt in DC

Currency

Pmnt terms

Due date

Payment

Fisc. Year

CoCode

1025

1900000021

-1,025.00

EUR

ZB01

2013

1000

1025

5100000692

-104,081.93

EUR

ZB01

2002

1000

- 3. To set, remove or change the payment block indicator, use the search help in the **PBk** column to select the appropriate payment block indicator. When you save the document, the ▲ icon is displayed in the **State** column of the items for which you changed the payment block indicator.

111

Requisitions

Process Director for Requisitions allows users to use online catalogs to select items, create a requisition, send the requisition document to a workflow (for approval or correction) and ultimately create a purchase order or purchase requisition in SAP.

To create a new requisition, complete the following steps.

1. [Create the document](#)
2. [Enter header data](#)
3. [Enter line items](#)
4. [Enter account assignments](#)
5. [Save the document](#)

Create a requisition document

To create a requisition document, complete the following steps.


1. In the [Worklist](#), click the appropriate **Requisitions** category.
2. In the [document overview list](#), on the **Actions** bar, click **Create**.

If your system has been configured to use outline agreements, a popup appears in which you can enter an outline agreement on which to base your new document. If you do not want to use an agreement, leave the field empty and click Continue. See [About outline agreements](#) for more information.

Enter header data

Enter the header data for a document in the tabs displayed in the [document detail view](#). Depending on your system configuration and user rights, some fields may have been automatically filled by the system and some fields may be read-only.

Depending on the configuration, fields that require an entry and cannot be left blank may be highlighted.

Fields with the  button have search help available to assist you in finding the right value.

By default, there are three tabs containing header data: **General**, **Organization data** and **Vendor**. The Texts, Notes and Attachments tabs can be used to add additional information to the document. The Attachments tab is only displayed if files have been attached to the document. See [Notes, texts and attachments](#) for more information on these tabs.

General		
Document status	<input type="checkbox"/>	Postable
Workflow status	<input checked="" type="checkbox"/>	
PD document number	559	
Document date	<input type="text"/>	
Delivery date	<input type="text"/>	
Currency amount	6,496.35	
Currency	<input type="text" value="EUR"/>	
SAP document type	<input type="text" value="Not selected"/>	

General header data fields

Organization data		
Purchasing Document		
Purchase requisition		
Purchasing Doc. Type	<input type="text" value="NB"/>	
Purch. Organization	<input type="text" value="1000"/>	ReadSoft Germany
Purchasing group	<input type="text" value="001"/>	
Company Code	<input type="text" value="1000"/>	
PO under Contract	<input type="checkbox"/>	

Organization header fields

Vendor		
Vendor	<input type="text" value="1000"/>	C.E.B. BERLIN
Payment terms	<input type="text" value="ZB01"/>	

Vendor header fields

Enter line items

You can enter line item data in the following possible ways (depending on your system configuration):

- [Use an online catalog](#) to select items
- [Enter items manually](#)
- [Use an outline agreement](#) to enter items
- [Use an existing purchasing document](#) to enter items

Order items from an online catalog

You can select items in online catalogs, which are then entered into your document as line items.

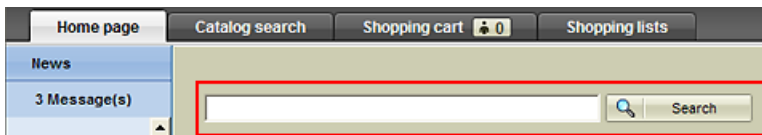
Note Your system may use a different catalog than the one shown here and the elements in the interface such as buttons, tabs and icons may look different. However, the procedure is essentially the same for all catalogs: open the catalog, add products to your shopping cart, open your shopping cart and send your order.

To use the catalog, you must either be [creating a new document](#) or [editing an existing document](#).

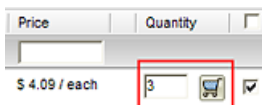
1. On the **Actions** bar, click **Catalog**.

If more than one catalog is available, a dialog box is displayed. Select the catalog you want to use and click **OK**.

2. Use the search function in the catalog to find items.



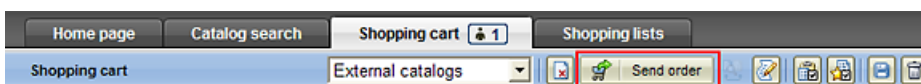
3. Add items to your shopping cart.



4. When you have finished adding items, open your shopping cart.



5. Send your order.



You return to Process Director and the items selected in the catalog are now entered as line items in your document. Depending on your catalog, some fields may have values automatically entered, such as the delivery date.

Enter items manually

To manually enter items, complete the following steps.

1. In the items area, click **New line** to create a new line item row.
2. Enter the details for the item. Some fields may be automatically filled by the system.

Items (2)

? MaintainE.

+ New line

* Delete

↔ Accounts

↔ Texts

<input type="checkbox"/> Template	St	Item ↑ Short text	Quantity	OUn	Delivery	Amount
<input type="checkbox"/>		00010 14 QT., BLACK UL LISTED WAS1	3.000	PC		20.75
<input type="checkbox"/>		00020 New item	1.000	PC		123.00

In the **Template** field you can select an [entry template](#) that contains predefined fields, such as the vendor or the material group. When you select the template, the predefined fields are entered in your line item and you only have to fill in the missing information.

3. Add additional lines as needed. To delete line items, select the check box next to the item and then click **Delete**.
4. Click **Save**.

Outline agreements

If your system has been configured to use outline agreements, the Outline agreement or purchase order for using related data dialog box is displayed when you [create a new document](#).

Outline agreement or purchase order for using related data

Outline agreement

☒ Continue

If you select an outline agreement when you create a new document, the relevant line items are automatically inserted in your document, including prices and other relevant information, so that you only have to enter the required quantities. You can delete any inserted line items that you do not need.

For example, if your company has an outline agreement with a vendor to supply PCs, the outline agreement will contain all required line items, such as CPU, monitor, keyboard, etc., at the agreed prices. Using the outline agreement will ensure that you have all necessary items at the correct price in your requisition document.

Select an outline agreement

To select an outline agreement, complete the following step.

- Use the search help to find and select the agreement that you want to use and then click **Continue**.

Note You can only select an outline agreement when you first create the document. Once you have left this dialog box, you will not be able to open it again for this document.

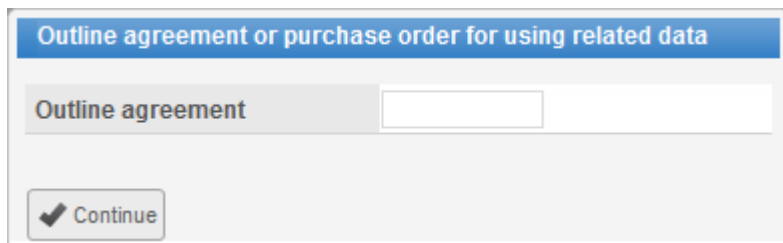
Create a document without an outline agreement

To create a document without an outline agreement, complete the following step.

- If you do not want to use an outline agreement, leave the **Outline agreement** field empty and click **Continue**.

Use existing purchasing documents

If your system has been configured to use [outline agreements](#), the Outline agreement or purchase order for using related data dialog box is displayed when you [create a new document](#).



The screenshot shows a dialog box titled "Outline agreement or purchase order for using related data". Inside the dialog, there is a label "Outline agreement" followed by a text input field. At the bottom left of the dialog, there is a button labeled "Continue" with a checkmark icon.

With this dialog box, you can use outline agreements or existing purchasing documents to add line items. If you select an existing purchasing document when you create a new document, the line items from the existing purchasing document are automatically inserted in your document. You can then make changes or delete any inserted line items that you do not need.

Select an existing purchase document

To select an existing purchasing document, complete the following steps.

1. Open the search help and select the type of purchasing document that you want to use.

Search help for field Outline agreement

	From	To
Agreement	<input type="text"/>	<input type="text"/>
Item	<input type="text"/>	<input type="text"/>
Material	<input type="text"/>	<input type="text"/>
Plant	<input type="text"/>	<input type="text"/>
Results	10	
Search help	List of contracts for a material	

Search Re

- List of contracts for a material
- List of all valid contracts
- Purchasing Documents per Asset
- Purchasing Documents per Requirement Tracking Number
- Requests for Quotation per RFQ Date
- Purchase Orders per PO Date
- Schedule Lines per Purchase Requisition
- Purchasing Documents per Order
- Purchase Orders for Services
- Contracts for Services
- Purchasing Documents per Cost Center
- Purchasing Documents per Vendor**
- Purchasing Documents for Material
- Purchasing Documents per Network

2. Enter search criteria, or leave all fields blank to find all documents in the selected category, then click **Search**.
3. Select the document that you want to use.
4. Click the **Continue**.

Note You can only select an existing purchasing document when you first create the document. Once you have left this dialog box, you will not be able to open it again for this document.

Create a document without a purchasing document

If you do not want to use an existing purchasing document, complete the following steps.

- Leave the **Outline agreement** field empty and click **Continue**.

Enter account assignments

You enter account information for items on a line by line basis in the [document detail view](#). You can perform the following actions.

- Enter a single account assignment


- Distribute the item over several accounts based on a fixed quantity per account
- Distribute the item over several accounts based on a percentage of the total per account

To enter account assignments, complete the following steps.

1. In the **Items** pane, select the item and click **Accounts**.

The **Accounts** pane is displayed below the line item where you can enter account information.

The screenshot shows the 'Items (3)' pane with a table containing one item: 'Sample item 1' with a quantity of 12.000 and OUn 'PC'. Below it is the 'Accounts (3)' pane with a table containing two accounts: 'Sample item 1' with a quantity of 6.000, percent of 50.0, G/L Acct '300000', and Cost Ctr '2000'. The bottom of the screenshot shows the start of a second item: 'Sample item 2' with a quantity of 100.000 and OUn 'PC'.

2. Use the **New line** and **Delete** buttons to insert or delete lines. For example, if you are distributing the item over several accounts, insert a new line for each account and enter either the quantity or the percentage for each account.
3. In the **Template** field you can select an [entry template](#) that contains predefined fields, such as the G/L account or the cost center. When you select the template, the predefined fields are entered in your account assignment and you only have to fill in the missing information.
4. When you are finished assigning accounts, in the **Accounts** pane, click  to collapse the pane.

Save a document

To save a document, complete the following step.

- When you have finished [entering data](#) in your document, on the **Actions** bar, click **Save**.

New documents that you have created appear in the **Drafts** section of the [Worklist](#). Process Director creates a document number the first time you save a document. Click the Process Director document number (**PD doc. no.**) in the [document overview list](#) to view or [edit](#) the document details.

Down Payments

Process Director for Down Payments allows users to create requests to get paid in advance. This request for a down payment is not necessarily an invoice or a document. When a corresponding invoice is later posted and paid, the paid down payment amount gets deducted from the invoice amount, and only the remaining amount then needs to be paid to the vendor.

To create a new down payment, complete the following steps.

1. [Create the document.](#)
2. [Enter the header data.](#)
3. [Save the document.](#)

Create a down payment

To create a down payment, complete the following steps.

1. In the [Worklist](#), click the **Down Payments** category.
2. In the [document overview list](#), on the **Actions** bar, click **Create**.

Note You can also create down payment requests from Kofax Process Director Accounts Payable. Refer to the *Kofax Process Director Accounts Payable User Guide* for more information.

Enter the header data

Enter the header data for a document in the fields displayed in the [document detail view](#). Depending on your system configuration and user rights, some fields may have been automatically filled by the system and some fields may be read-only.

Depending on the configuration, fields that require an entry and cannot be left blank may be highlighted.

Fields with the  button have search help available to assist you in finding the right value.

Down Payments have only header data; they do not have line items because they typically have no balance.

In addition to supporting references to a purchase order number or item, Down Payments also require a target special G/L indicator. You need to fill in all the mandatory fields to create and [save](#) the Down Payment.

Save the document

To save a document, complete the following step.

- When you have finished [entering data](#) in your document, on the **Actions** bar, click **Save**.

Down Payments are [posted](#) using the batch input method in the `F-47` transaction.

New documents that you have created appear in the Drafts section of the [Worklist](#). Process Director creates a document number the first time you save a document. Click the Process Director document number (**PD doc. no.**) in the [document overview list](#) to view or [edit](#) the document details.