

# PROCESS DIRECTOR

## User Guide for SAP GUI

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# Table of Contents

<b>Introduction</b> .....	<b>1</b>
About PROCESS DIRECTOR .....	1
About this guide .....	1
Typographical conventions .....	3
<b>Getting started</b> .....	<b>4</b>
Starting PROCESS DIRECTOR .....	4
Worklist .....	4
Worklist selection screen .....	6
Start-up selection screen .....	7
Document list .....	8
Document detail .....	10
Document statuses .....	11
Workflow status icons .....	12
System messages.....	13
Document relations .....	15
<b>Creating and editing documents</b> .....	<b>16</b>
Creating a document.....	16
Creating a document from an external file .....	16
Editing a document .....	17
Uploading line items from an external file .....	17
Using entry templates .....	18
Copying a document .....	19
Deleting a document .....	20
Assigning a document to another user .....	20
Viewing document versions .....	20
<b>Messages, notes, texts and attachments</b> .....	<b>23</b>
Sending messages .....	23
Adding and viewing notes .....	25
Adding and viewing texts .....	26
Adding and viewing attachments .....	27
<b>Checking and posting documents</b> .....	<b>31</b>
Checking a document .....	31
Rejecting a document .....	31
Posting a document .....	32

Posting via an SAP transaction.....	33
Linking a document to an existing SAP document .....	33
Reversing a document .....	34
Displaying external data.....	34
<b>Using workflows .....</b>	<b>35</b>
Starting a workflow.....	35
Adding and removing processors .....	37
Recalling a workflow .....	38
Recalling Accounts Payable documents.....	39
Viewing workflow status.....	40
Approving documents .....	40
Approving line items.....	41
Rejecting documents .....	41
Forwarding documents .....	42
Sending and answering queries.....	43
Processing workflows in the SAP Business Workplace.....	44
<b>Changing personal settings .....</b>	<b>45</b>
Customizing the display .....	45
Assigning substitutes .....	49
<b>Reference .....</b>	<b>52</b>
Application Toolbar icons .....	52
Keyboard shortcuts .....	54
<b>Requisitions .....</b>	<b>56</b>
Creating a requisition document .....	56
Entering header data .....	56
Entering line items .....	57
Entering account assignments.....	61
Saving a document .....	62
<b>Goods Receipts .....</b>	<b>63</b>
Creating a goods receipt.....	63
Processing goods receipts.....	64
Canceling goods receipt .....	65
<b>Financial Postings .....</b>	<b>66</b>
Creating a financial posting.....	66
General Ledger Account Postings .....	68
Customer Postings.....	71

<b>Master Data Maintenance .....</b>	<b>74</b>
Creating a cost center maintenance request .....	74
Creating a profit center maintenance request.....	76
Vendor Master Data .....	77
Creating a customer master maintenance request.....	82
General ledger accounts.....	83
Creating an asset master maintenance request .....	86
Asset management .....	88
<b>Customer Orders .....</b>	<b>92</b>
Processing customer orders .....	92
Handling duplicate orders .....	94
KPI reports .....	95
<b>Payment Advices .....</b>	<b>111</b>
Processing payment advices .....	111
<b>Payment Approvals .....</b>	<b>113</b>
Processing payment approvals.....	113
Creating a report .....	115
<b>Order Confirmations .....</b>	<b>116</b>
Creating an order confirmation .....	116
Processing order confirmations .....	117
<b>Accounts Payable.....</b>	<b>119</b>
Processing Accounts Payable documents.....	119
<b>Invoice Block and Cancelation.....</b>	<b>121</b>
Creating a block/unblock request.....	121
Canceling an invoice.....	121
<b>Electronic Bank Statements .....</b>	<b>123</b>
Overview .....	123
Clearing an item .....	123
<b>Index .....</b>	<b>125</b>

## Introduction

### About PROCESS DIRECTOR

PROCESS DIRECTOR by ReadSoft 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 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, remittance advices, etc. 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, corrections to FI postings, etc.

PROCESS DIRECTOR offers the following standard process types:

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

In addition, customers can configure their own process types.

### About this guide

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

**Note:** PROCESS DIRECTOR can be configured to meet individual customer requirements. This guide describes a typical PROCESS DIRECTOR installation and therefore the descriptions may not correspond exactly with your installation.

## General information

The guide contains the following chapters which provide information relating to all process types:

- [Getting started](#)

This chapter explains how to start PROCESS DIRECTOR and provides information about the user interface.

- [Creating and editing documents](#)

This chapter briefly explains how to create, copy, edit and delete documents and how to assign documents to other users for processing. Detailed information on creating and editing documents for specific process types can be found in the chapter for the relevant [process type](#).

- [Messages, notes, texts and attachments](#)

This chapter explains how to work with messages, notes, texts and attachments, which provide additional information about documents.

- [Checking and posting 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 in the document.

- [Using workflows](#)

This chapter explains how to use workflows. With workflows, you can send documents electronically to other people in order to obtain or provide additional information, clarification and approval.

- [Changing personal settings](#)

This chapter explains how to change your personal display settings and how to assign substitutes to take over your work while you are absent.

- [Reference](#)

This chapter provides quick reference information, such as overviews of Application Toolbar buttons and keyboard shortcuts.

## Process type specific information

The following chapters provide information relating to specific process types:

- [Requisitions](#)
- [Goods Receipts](#)
- [Financial Postings](#)
- [Master Data Maintenance](#)
- [Customer Orders](#)
- [Payment Advices](#)
- [Payment Approvals](#)
- [Order Confirmations](#)
- [Accounts Payable](#)
- [Invoice Block and Cancelation](#)
- [Electronic Bank Statements](#)

## Typographical conventions

The following typographical conventions are used:

- Menu names, commands, and dialog names appear in **bold**.
- Names of keys on your keyboard appear in SMALL CAPITAL LETTERS.
- Names of files, folders, and settings appear in `Courier` font.
- SAP transaction codes and program names appear in ARIAL MONOSPACE.
- Variables that have to be replaced by an actual value are *italicized* or appear in <>.

## Getting started

This chapter explains how to start PROCESS DIRECTOR and provides information about the user interface.

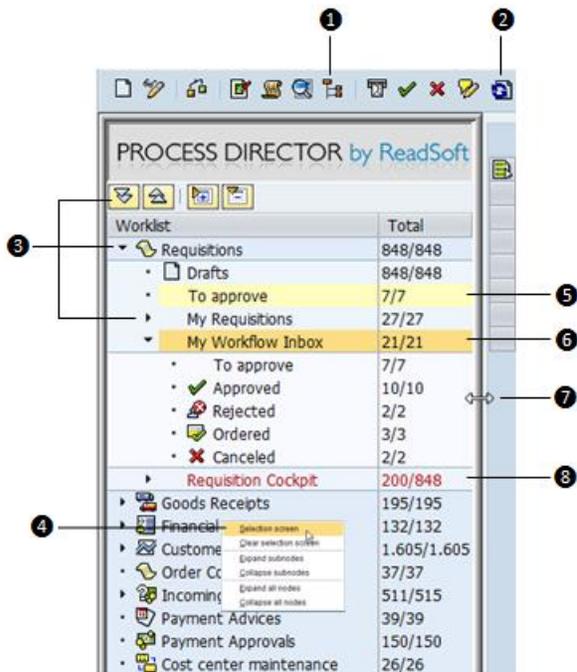
### Starting PROCESS DIRECTOR

1. Log on to your SAP system as you normally would.
2. Enter the transaction code /N/EBY/PD and press ENTER.

The [Worklist](#) and an initial [document list](#) are displayed. Depending on your configuration, a selection may be displayed instead and you must first 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 less categories than shown here. Which categories you can see also depends on your user rights.



- 1 Show or hide the Worklist
- 2 Refresh the Worklist

This updates the Worklist, the document 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.

3 Expand and collapse Worklist categories to show or hide subcategories

4 Right-click to open the [selection screen](#) to filter the Worklist

5 Previously selected Worklist category (light highlight)

6 Currently selected Worklist category (dark highlight)

If you exit PROCESS DIRECTOR, the currently selected category will be displayed when you start the program again.

Note that you must *double-click* a category to display the documents in that category. If you single-click a category in the Worklist, that category is highlighted, but the documents of the previously selected category are still displayed in the document list. This is indicated by a lighter colored highlight in the Worklist. In the illustration, the category **My Workflow Inbox** is now selected, but the document list still displays documents in the category **To approve**.

7 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.

8 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. You can also set a limit on the number of documents to display in your [personal settings](#).

The red highlight indicates that this category has been filtered.

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.

## 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.

### Adding a filter

1. Right-click the Worklist category that you want to filter and in the context menu, select **Selection screen**.
2. Enter your filter criteria.

The image shows two overlapping SAP GUI dialog boxes. The top dialog box, titled 'Goods Receipt->Goods Receipts Cockpit->Drafts', contains a 'Dynamic selections' section with the following fields:

Field	Value	Operator	Value	Action
Current processor		to		+
Reference		to		+
Company Code		to		+
Vendor		to		+
PD document number	0	to	0	+
Created on		to		+
Creator user		to		+
Max. number of hits	50	to		+

The bottom dialog box, titled 'Goods Receipt - My Goods Receipts - Filtering criteria', contains the same fields as the top dialog box, but without the '+' action buttons. At the bottom of this dialog box are three buttons: 'Search' (with a checkmark icon), 'Reset' (with a left arrow icon), and 'Cancel' (with an 'X' icon).

The **Max. number of hits** field enables you specify the maximum number of documents that should be displayed in the document list. You can specify a default value for this field in your [personal settings](#).

## 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 **General** section displays fields that apply to more than one document type. Depending on the configuration, the selection screen may also have sections with fields that apply only to specific document types.

**PROCESS DIRECTOR by ReadSoft**

**General**

Process type	<input type="text"/>		
Created on	<input type="text"/>	to	<input type="text"/>
Creator user	<input type="text"/>		
Curr. processor	<input type="text"/>		
PD doc number	<input type="text" value="0"/>	to	<input type="text" value="0"/>
Max. number	<input type="text" value="50"/>		

**Goods Receipt**

Vendor	<input type="text"/>	to	<input type="text"/>
Reference	<input type="text"/>	to	<input type="text"/>
Company Code	<input type="text"/>	to	<input type="text"/>

**G/L Account Postings**

Document Number	<input type="text"/>	to	<input type="text"/>
Company Code	<input type="text"/>	to	<input type="text"/>
Document Date	<input type="text"/>	to	<input type="text"/>
Posting Date	<input type="text"/>	to	<input type="text"/>

Selection screen with general fields and fields specific to Goods Receipts and G/L Account Postings

If you select a specific document type in the **Process type** selection list, only fields that apply to that document type are displayed. Note that this may or may not include all fields in the **General** section, depending on the configuration. To display all fields again, select the blank entry in the **Process type** selection list.

**General**

Process type: **DN Goods Receipt**

Created on: [ ] to [ ]

Creator user: [ ]

Curr. processor: [ ]

PD doc number: 0 to 0

Max. number: 50

---

**Goods Receipt**

Vendor: [ ] to [ ]

Reference: [ ] to [ ]

Company Code: [ ] to [ ]

---

**All Workflows**

Due date: [ ] to [ ]

Enter your search criteria and click the **Execute** button.

Worklist categories that have been filtered in accordance with your search criteria are highlighted in red. If you selected a process type, only that process type is displayed in the Worklist.

## Document list

When you double-click a category in the [Worklist](#), PROCESS DIRECTOR displays a list of all documents in that category.

The screenshot displays the SAP GUI interface for 'Display Requisition #187 (46 of 224)'. The main window shows a table of requisition items with columns for status, workflow, attachment, PD doc number, vendor, name, net value, currency, type, and delivery date. Several items are highlighted in red, indicating they are filtered. Below the main table, there are two sub-panels: 'Items' and 'Action/Event'. The 'Items' panel shows a detailed view of selected items, including material, short text, quantity, and delivery date. The 'Action/Event' panel shows a list of actions and events, such as 'Check document(s)', 'Perform checks', and 'Go to edit mode', along with their details and timestamps.

St...	Wf...	At...	PD d...	Te...	Purch.Doc.	Purch.req.	Vendor	Name	Net value	Crcy	Type	CoCd	POrg	PGr	Par...	Doc. dat
241							1060	Karl Roscher Büro	80,00	EUR	NB	1000	1000	001		05-16-2011
240							1060	Karl Roscher Büro	1,254,00	EUR	NB	1000	1000	001		05-16-2011
235							1060	Karl Roscher Büro	228,00	EUR	NB	1000	1000	001		05-16-2011
234							1060	Karl Roscher Büro	228,00	EUR	NB	1000	1000	001		05-16-2011
233							1060	Karl Roscher Büro	228,00	EUR	NB	1000	1000	001		05-16-2011
232							1060	Karl Roscher Büro	228,00	EUR	NB	1000	1000	001		05-16-2011
212							1060	Karl Roscher Büro	0,00	EUR	NB	1000	1000	001		05-16-2011
205			4500016180				1000	C.E.B. BERLIN	100,00	EUR	NB	1000	1000	001		05-12-2011
204			4500016189				1000	C.E.B. BERLIN	100,00	EUR	NB	1000	1000	001		05-12-2011
198			4500016188				1000	C.E.B. BERLIN	100,00	EUR	NB	1000	1000	001		05-11-2011
193							1060	Karl Roscher Büro	126,00	EUR	NB	1000	1000	001		05-10-2011
188			4500016187				1060	Karl Roscher Büro	25,00	EUR	NB	1000	1000	001		05-10-2011
187									6,00	EUR	NB	1000	1000	001		05-06-2011

❶ PROCESS DIRECTOR menu bar

❷ SAP system toolbar

❸ SAP Services for Object menu

❹ PROCESS DIRECTOR Application toolbar

**Note:** The Application toolbar displays only those buttons that are relevant to the selected document(s) or Worklist category.

❺ SAP list toolbar (header data)

❻ Header data of PROCESS DIRECTOR documents

Click the underlined PROCESS DIRECTOR document number (column **PD doc. no.**) to view or edit a document's [details](#).

❼ SAP list toolbar (line item data)

❽ Line items of the currently selected document

To hide or display line items, click the **Items** button on the Application Toolbar.

Depending on the process type, you may be able to display additional details, such as **PO items** for goods receipts or **Partners** for customer orders.

It is also possible to display the [relations](#) between PROCESS DIRECTOR documents and SAP documents in an additional grid in the document overview and document detail view.

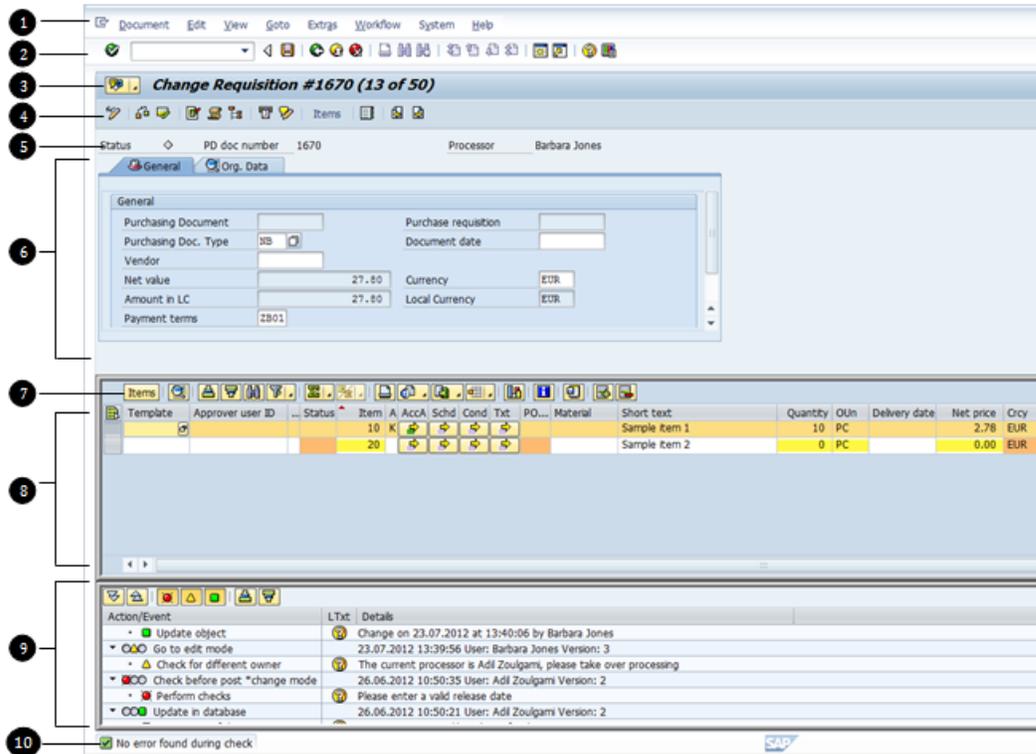
❾ [System messages](#)

To hide or display messages, click the **Messages** button  on the Application Toolbar.

❿ Status bar

## Document detail

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 list](#) (in the **PD doc. no.** column) or click the **Create** button  to create a new document.



- 1 PROCESS DIRECTOR menu bar
- 2 SAP system toolbar
- 3 SAP Services for Object menu
- 4 PROCESS DIRECTOR Application Toolbar
- 5 [Document status](#) and [workflow status](#)
- 6 Tabs containing header data fields
- 7 SAP list toolbar (line item data)

## 8 Line items

To hide or display line items, click the **Items** button on the Application Toolbar.

Depending on the process type, you may be able to display additional details, such as **PO items** for goods receipts or **Partners** for customer orders.

It is also possible to display the [relations](#) between PROCESS DIRECTOR documents and SAP documents in an additional grid in the document overview and document detail view.

9 [System messages](#)

To hide or display messages, click the **Messages** button  on the Application Toolbar.

## 10 Status bar

## Document statuses

**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 list to display a tooltip with the exact status description. Note that some statuses do not apply to all process types.

Icon	Status	Description
	<b>New</b>	The document has been created.
	<b>Error</b>	The document contains errors that prevent it from being posted.
	<b>Warning</b>	The document contains errors that do not prevent it from being posted.
	<b>Ready for posting</b>	The document does not contain any errors and can be posted to SAP.
	<b>In workflow</b>	The document is currently in a <a href="#">workflow</a> .
	<b>Posted</b>	The document has been posted. <b>Note:</b> Posted documents cannot be changed.

	<b>Cancelled</b>	The document has been cancelled. Cancelled documents can no longer be edited.
	<b>Rejected</b>	The document has been rejected.
	<b>Reversed</b>	The document has been reversed. Reversed documents cannot be edited.

## Workflow status icons

Icon	Status	Description
	<b>Sent</b>	<p>The document has been sent to a workflow, but the recipient has not yet opened the document.</p> <p>This status is applied to all workflow steps. For example, when the first step has been approved, the <b>Sent</b> status is displayed when the recipient of the second step has not yet opened the document.</p>
	<b>In work</b>	<p>The document is currently in a workflow and the recipient has opened the document.</p> <p>This status is applied to all workflow steps. For example, when the first step has been approved, the <b>In work</b> status is displayed when the recipient of the second step has also opened the document.</p>
	<b>In workflow, the current processor is a substitute</b>	The document is currently in a workflow. The current processor is processing the document in his capacity as substitute for the original processor.
	<b>Overdue</b>	The workflow or workflow step is overdue. The due date for processing is set in the workflow or workflow step settings.
	<b>Approved</b>	The document has been approved and is no longer in a workflow.

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

## 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.

To view a document's system messages, click the **Show/hide messages** button  on the [Application Toolbar](#). Click the button again to hide the messages.

Action/Event	LTxt	Details
   Check documents (multiple)		29.01.2010 11:54:54 User: Barbara Jones Version: 1
<ul style="list-style-type: none"> <li>•  Perform checks</li> <li>•  Perform checks</li> <li>•  Perform checks</li> <li>•  Update object</li> </ul>	<ul style="list-style-type: none"> <li> Purchase order still contains faulty items</li> <li> Enter a quantity</li> <li> Please enter an order quantity</li> <li> Change on 29.01.2010 at 11:54:54 by Barbara Jones</li> </ul>	
  Check document before workflow		29.01.2010 11:53:53 User: Barbara Jones Version: 1
  Check document		29.01.2010 11:44:48 User: Barbara Jones Version: 1
  Insert document into database		29.01.2010 11:44:38 User: Barbara Jones Version: 1

Each message line is a summary of the action or event.

- To view individual messages for each action, click the triangle icon  next to the summary line.
- To view additional information about an individual message, click the  icon.

The icons indicate whether the action 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.

Use the buttons above the message list to display, filter and sort the messages:

 Display all messages for all actions.

 Hide all messages; only message summary lines are displayed.

 Show only error messages.

 Show only warning messages.

 Show only success messages.

 Sort messages in ascending order (newest first).

 Sort messages in descending order (oldest first).

**Tip:** You can change the display settings for system messages. See [Customizing the display](#) for more information.

## Document relations

It is possible to display the relations between PROCESS DIRECTOR documents and SAP documents in an additional grid in the document overview and document detail view. For example, if a requisition and a corresponding order confirmation and goods receipt have been created in PROCESS DIRECTOR and posted to SAP, the relations grid displays these PROCESS DIRECTOR documents and their corresponding SAP documents.

Click the **Show / hide relations** button to display the relations grid.

The screenshot shows the SAP GUI interface for displaying a requisition. The main window title is "Display Requisition #619 (1 of 50)". A toolbar at the top includes a button labeled "Show / hide relations (Ctrl+Shift+F5)".

On the left, there is a "Worklist" pane with a tree view showing various document types and their counts. The "Ordered" status is highlighted.

The main area displays a table of requisition items with the following columns: Status, WF sta..., Att. ind., PD d..., Te..., Purch.Doc., Purch.req., Vendor, Name, and Net value. The table lists several items with their respective purchase documents and vendors.

Below the main table, a "Relations" grid is visible, showing the relationship between PROCESS DIRECTOR objects and SAP objects. The grid has columns for Object type, Object ID, Object type, SAP object ID, Creator user, Created on, and Time.

Object type	Object ID	Object type	SAP object ID	Creator user	Created on	Time
Requisition	619	SAP Purchase Order	4500016406	SCHMIDT	16.04.2013	17:13:42
Requisition	619	Order Confirmations	84	SCHMIDT	16.04.2013	17:15:00
Order Confirmations	84	SAP Purchase Order	4500016406	SCHMIDT	16.04.2013	17:15:42
Requisition	619	Goods Receipt	836	SCHMIDT	16.04.2013	17:16:34
Goods Receipt	836	SAP Goods Movement	50000000272013	SCHMIDT	16.04.2013	17:17:37
Goods Receipt	836	SAP Purchase Order	4500016406	SCHMIDT	16.04.2013	17:17:37

## Creating and editing documents

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

### Creating a document

Select the appropriate [Worklist category](#), then click the **Create new document** button  on the [Application Toolbar](#).

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

### Creating a document from an external file

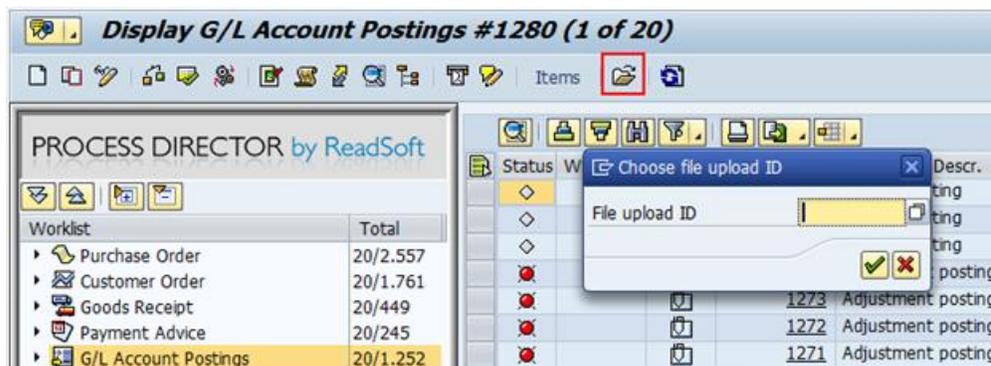
You can create new PROCESS DIRECTOR documents by uploading data from an external file. Both header and line item data can be uploaded.

The following external file formats are supported:

- ASC
- CVS
- TAB
- TXT
- XLS

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

Click the **File upload from list** button  to open the **Choose file upload ID** popup and upload an external file.

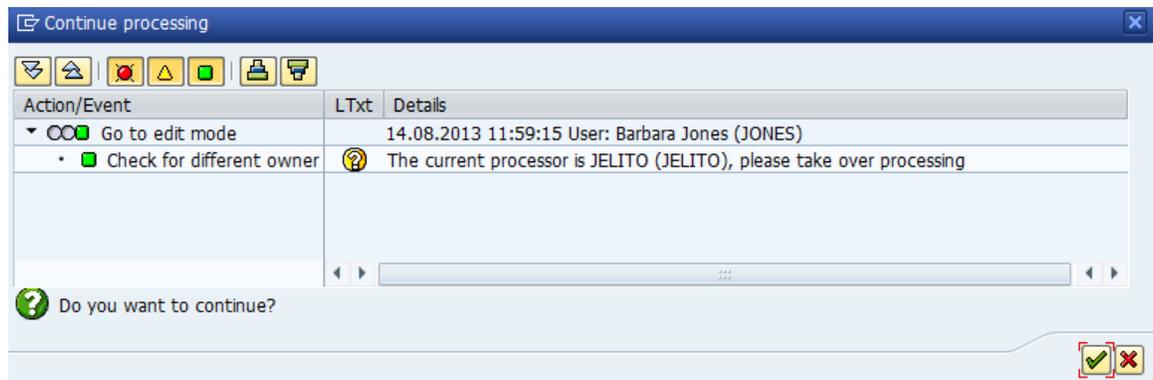


## Editing a document

**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.

1. Click the PROCESS DIRECTOR document number (**PD doc. no.**) in the [document list view](#) to open the document details. For process types that do not have a document detail view, highlight the document in the document list and make changes directly in the columns of the document list.
2. Click the **Display <-> Change** button  on the [Application Toolbar](#).

If the document is currently assigned to a different user, the system displays a dialog box that shows which user is currently responsible for processing the document. To take over processing of the document from this user, click . This dialog box is not displayed if the document has been sent to you in a workflow; you can edit a document in a workflow without taking over processing.



3. Make any necessary changes.
4. Click the **Save** button  on the SAP toolbar.

## Uploading line items from an external file

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
- XLS

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.

Click the **File upload from list** button to open the **Choose file upload ID** popup and upload an external file.



## Using entry templates

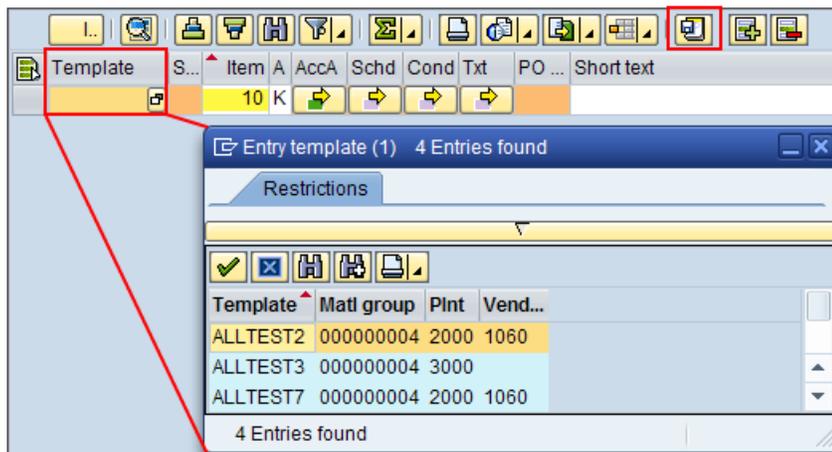
If entry templates have been configured in your system, you can use these templates to speed up data entry. Entry templates contain pre-defined fields, such as the vendor, material group, plant, etc. When you select an entry template, these predefined fields are automatically filled with the values defined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

## Using an existing entry template

If entry templates have been configured in the system Customizing, 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).

1. Enter the name of the template or use search help to select a template.

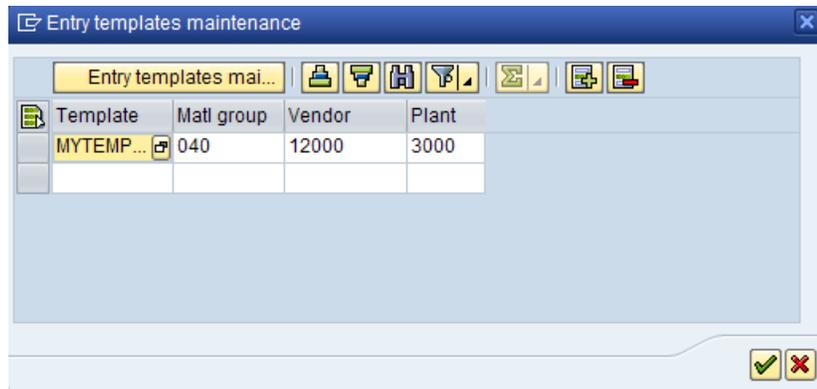


2. Click  to add the values defined in the template to the relevant fields of your document.

## Creating and editing entry templates

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

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



To delete a template, select it and click the **Delete line**  button. Click the checkbox at the top of the list to select all templates.

4. Click  to save your changes.

## Copying 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.

1. Either select the document from the [document list](#) (by highlighting the row) or go to the document's [detail view](#) (by clicking the PD document number).
2. Click the **Copy document** button  on the Application Toolbar.

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.

## Deleting 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.

1. Either select the document from the [document list](#) (by highlighting the row) or go to the document's [detail view](#) (by clicking the PD document number).
2. Select the menu item **Document > Delete**.
3. Click  to confirm the deletion.

## Assigning a document to another user

You can assign documents to another user in order that this user can view and process the document.

**Note:** This is not the same as assigning a document to a user in a [workflow](#).

1. Either select the document from the [document list](#) (by highlighting the row) or go to the document's [detail view](#) (by clicking the PD document number).
2. Select the menu item **Extras > Assign processor**.

Current processor	
User type	SAP user
User	JONES
Full Name	Barbara Jones

3. Select the **User type** first. This will enable you to search for users of this type in the **ID** and **Full Name** fields.
4. Fill in the fields and click .

**Note:** The selected processor must have the required rights to process the document.

## Viewing document versions

Whenever you change and save a document, a version is saved. You can view any previous version of a document, and also compare versions to see what is different between them. This allows you to see exactly what has changed, including which field values have been modified.

1. In the document overview, select the document.
2. Select the menu item **Go to > Display versions**.

An overview of all versions of the document is displayed.

**Display versions Financial Posting #203**

Version	St...	Wf...	At...	PD doc no	Changed on	DocumentNo	Year	CoCode	Posting Date	Doc..Date	Cray
4	◇		↔	203	16.05.2012						JPY
3	◇		↔	203	06.10.2011						JPY
2	◇		↔	203	05.10.2011						JPY
1	◇		↔	203	05.10.2011						JPY

3. Select the versions to view or display:

- To view a document version, select the document in the document list and click the  button.
- To compare document versions, select the documents and click the  button.
- With the  button, you can toggle the display of line items in the overview for a single selected document. The line item area displays only line items of a single version. To view changes to line items from one version to another, use the  button.

The version details are displayed.

 <b>Display versions Financial Posting #203 (Version 4 3 2 1)</b>				
Versions/Fields	New value	Old value	Field name	
Version: 000004				
002:				
• Amount	50,00	49,00	WRBTR	
Version: 000003				
003:				
• Line item	003		BUZEI	
• Debit/Credit ind	H		SHKZG	
• Amount	1,00		WRBTR	
• G/L Account No.	1		SAKNR	
• Currency	JPY		SWAER	
Version: 000002				
001:				
• Line item	001		BUZEI	
• Debit/Credit ind	S		SHKZG	
• Amount	50,00		WRBTR	
• G/L Account No.	400000		SAKNR	
• Currency	JPY		SWAER	
003:				
• Line item	003		BUZEI	
• Debit/Credit ind	H		SHKZG	
• Amount	1,00		WRBTR	
• G/L Account No.	1		SAKNR	
• Currency	JPY		SWAER	
002:				
• Line item	002		BUZEI	
• Debit/Credit ind	H		SHKZG	
• Amount	49,00		WRBTR	
• G/L Account No.	400001		SAKNR	
• Currency	JPY		SWAER	

Note that the oldest version that forms the basis for comparison is not displayed (in this case Version 1).

- Changed data is highlighted yellow.
- Added data is highlighted green.
- Deleted data is highlighted red.

In this example, three new line items were added to Version 2 of the document. In Version 3, line item 003 was deleted. In Version 4, a value in line item 002 was changed.

## Messages, notes, texts and attachments

You can supplement the information contained in your PROCESS DIRECTOR documents using messages, notes, texts and attachments.

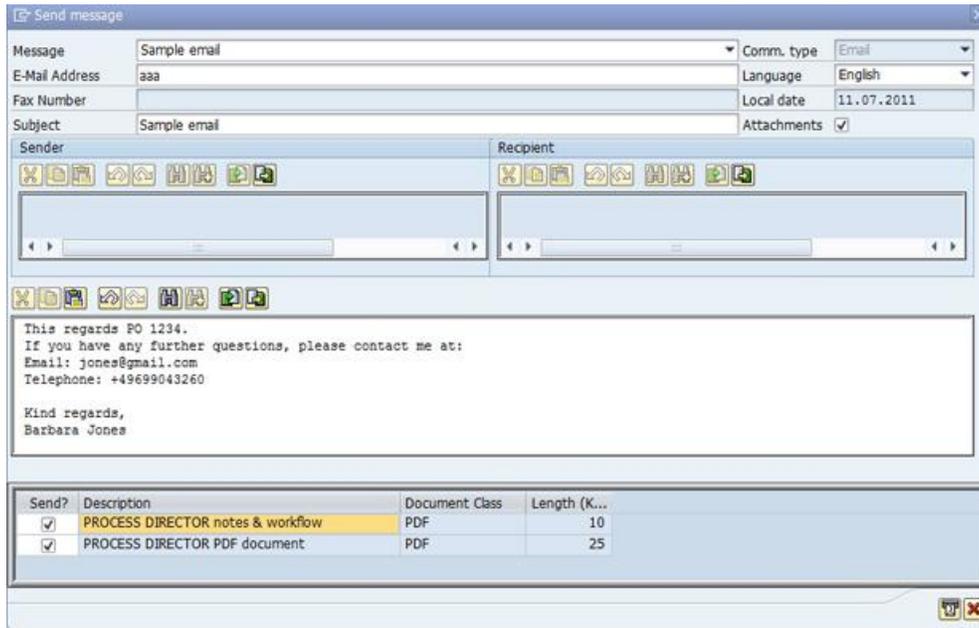
- [Messages](#) can be sent to people within your organization or to people outside your organization, such as vendors.
- [Notes](#) are used only for communication within PROCESS DIRECTOR and are not transferred to the SAP document.
- [Texts](#) are transferred to the corresponding SAP document when the document is posted in SAP.
- [Attachments](#) enable you to make information contained within external files directly available in PROCESS DIRECTOR.

### Sending messages

You can send internal messages to people within your organization or external messages to people outside your organization, such as vendors. When creating your messages, you can use predefined, standard texts and change them if necessary.

1. Either select the document from the [document list](#) (by highlighting the row) or go to the document's [detail view](#) (by clicking the PD document number).
2. Select the menu item **Goto > Send message**.
3. Select **External message** or **Internal message**.

The **Send message** dialog is displayed.



4. In the **Message** list, select the predefined message that you want to use. The subject and text are inserted in your message. The communication type - **Email**, **Fax** or **Fax/print letter** - is automatically set.
5. Enter the recipient's email address or fax number. For **Fax** and **Fax/print letter**, you can enter the sender and recipient addresses, if these are not automatically entered.
6. Select a language and make any necessary changes to the text.
7. To send attachments with the message, select the **Attachments** check box at the top right of the dialog and then select the attachments, which are displayed at the bottom of the dialog. See [Adding attachments](#) for information on adding attachments to a document.
8. Click the button at the bottom of the dialog: **Send email** , **Send fax**  or **Print**  (depending on the selected communication type).

## Adding and viewing 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).

**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:

1. Either select the document from the [document list](#) (by highlighting the row) or go to the document's [detail view](#) (by clicking the PD document number).
2. Click the **Add notes** button  on the Application toolbar.



3. Enter text in the **Please enter a text** box and click  underneath the note.

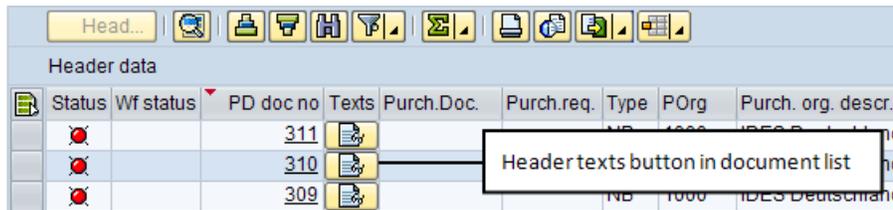
To delete a note, click the Delete  button underneath the note.

4. Click  at the bottom of the dialog to save the notes. You cannot delete or edit notes after you have saved them.

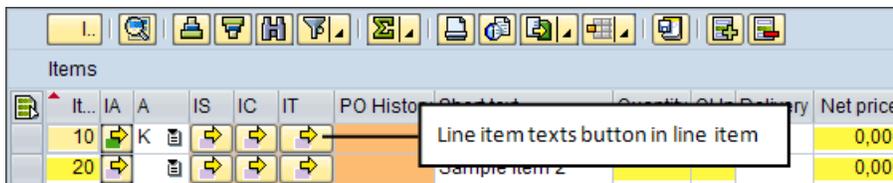
## Adding and viewing texts

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.

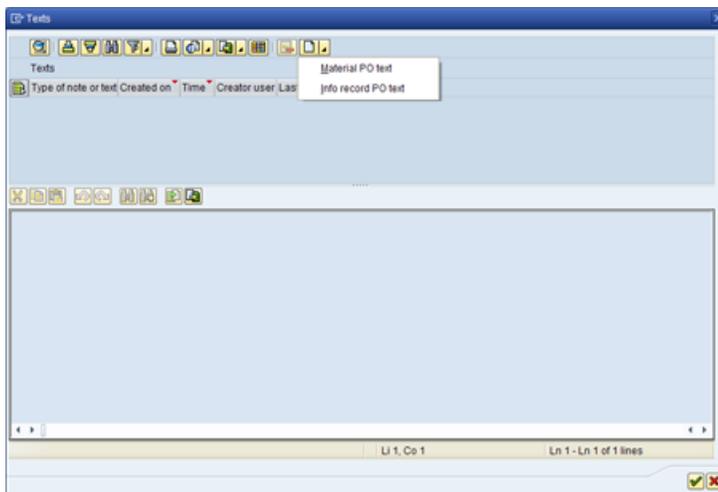
1. If necessary, click the **Display > Change** button to switch to edit mode.
2. To add texts, click one of the following buttons:
  - The Texts button in the [document list](#) to add header data texts:



- The Texts button in the [line items area](#) to add line item texts:



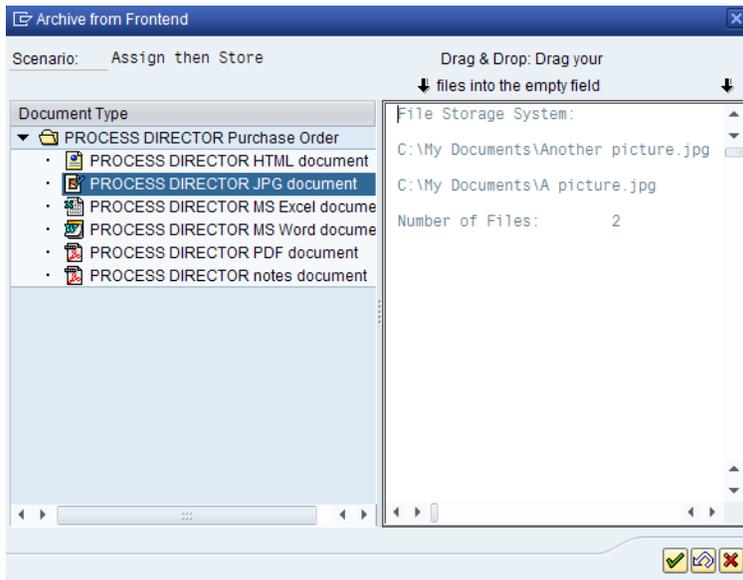
3. In the **Texts** dialog, click the arrow next to the **New text** button and select an entry to indicate what the text refers to.



4. Enter the text and click

## Adding and viewing attachments

You can attach files to documents to provide additional information. Which types of files you can attach depends on your system configuration. The permitted file types are displayed in the **Archive from Frontend** dialog when you [attach a file](#):

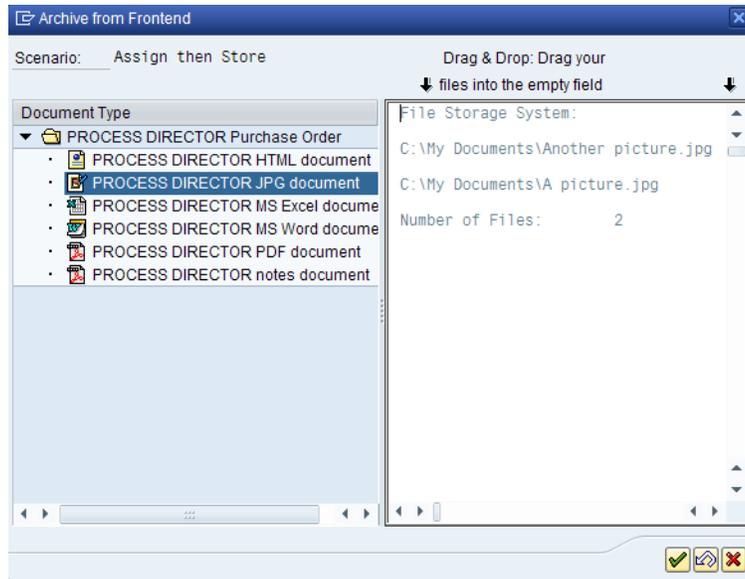


### Adding attachments

1. Either select the document from your [document list](#) (by highlighting the row) or go to the document's [detail view](#) (by clicking the document number).
2. Click the **Services for Object** button  and then the **Store business document** button .



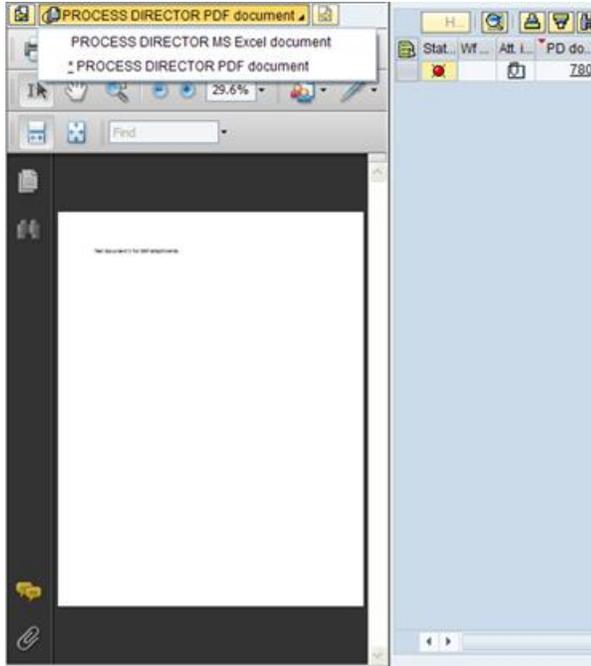
The **Archive from Frontend** dialog box is displayed.



3. Select the file type that you want to attach. Which types of files you can attach depends on your system configuration.
4. Go to your file storage system (such as Windows Explorer), then select and drag one or more files into the empty field on the right of the dialog.
5. Click .

## Viewing attachments

1. Click the **Show/Hide Attachments** button  on the [Application Toolbar](#). The document viewer is displayed.



2. Select the document that you want to view.

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.

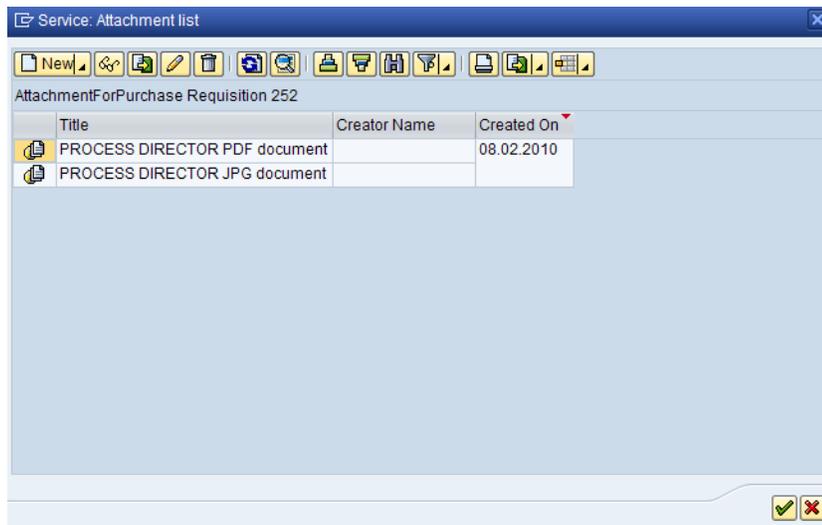
**Tip:** In your personal settings, you can specify where on the screen attachments should be displayed. See [Customizing the display](#) for more information.

## Deleting attachments

1. Click the **Services for Object** button  and then the **Attachment list** button .



The **Service: Attachment list** dialog is displayed.



2. Select the attachment and click the **Delete** button .
3. Click .

## Checking and posting 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.

### Checking 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:

1. Either select the document from the document list (by highlighting the row) or go to the document's detail view (by clicking the PD document number).
2. Click the **Check** button  on the [Application toolbar](#).

**Note:** Depending on your configuration, when you check a PROCESS DIRECTOR requisition, you may have to specify whether a purchase order, a single purchase requisition, or multiple SAP purchase requisitions should be created in SAP. Your choice influences which checks are performed.

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 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 in the status bar. The document status changes to  which indicates that there are no errors and the document can be posted.

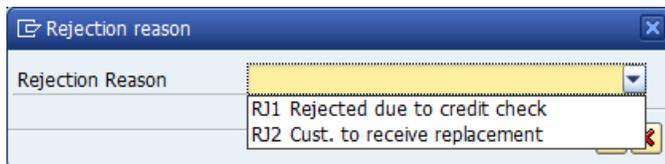
### Rejecting a document

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:

1. Either select the document from the document list (by highlighting the row) or go to the document's detail view (by clicking the PD document number).
2. Select the menu item **Document > Reject**.
3. Depending on the system configuration, you may need to add a [note](#) or specify a rejection reason.



4. Confirm the deletion.

The document status changes to **Rejected**.

## Posting 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:

1. Either select the document from the document list (by highlighting the row) or go to the document's detail view (by clicking the PD document number).
2. Click the **Post** button on the [Application Toolbar](#).

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.

		<a href="#">1203</a>		NB	1000	IDES Deutschland	001	1060
		<a href="#">1190</a>		NB	1000	IDES Deutschland	001	1060
		<a href="#">1188</a>	<a href="#">4500014891</a>	NB	1000	IDES Deutschland	001	1060
		<a href="#">1187</a>		NB	3000	IDES USA	003	3021

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.

**Note:** Depending on your configuration, when you post a PROCESS DIRECTOR requisition, you may have to specify whether a purchase order, a single purchase requisition, or multiple purchase requisitions should be created in SAP.

## Posting via an SAP transaction

If your system has been configured accordingly, you can post documents via an SAP transaction. In contrast to the **Post** command, the **Post via transaction** command does not automatically post the document, but displays a specific SAP transaction, in which you can then make changes and post the document from within SAP.

All data from the PROCESS DIRECTOR document is transferred to the SAP transaction, and any changes you make in SAP are also transferred to PROCESS DIRECTOR when you post the document in SAP.

### To post a document via an SAP transaction:

1. Either select the document from the [document list](#) (by highlighting the row) or go to the document's [detail view](#) (by clicking the PD document number).
2. Click the **Execute** button  on the [Application Toolbar](#) (this corresponds to the menu item **Document > Post via transaction**).

The appropriate SAP transaction is displayed. Which transaction this is depends on the process type and how PROCESS DIRECTOR is configured.

## Linking a document to an existing SAP document

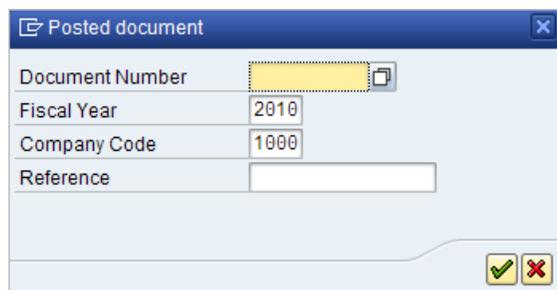
Instead of posting a PROCESS DIRECTOR document to SAP, you can link an unposted PROCESS DIRECTOR document to an existing SAP document.

**Note:** Linking to existing SAP documents is not possible for all process types.

### To link to an existing SAP document:

1. Either select the document from the [document list](#) (by highlighting the row) or go to the document's [detail view](#) (by clicking the PD document number).
2. Select the menu item **Document > Link to SAP document**.

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



Document Number	<input type="text"/>
Fiscal Year	2010
Company Code	1000
Reference	<input type="text"/>

3. Enter the SAP document number or use search help to find the document, then click .

The SAP document number is entered in the PROCESS DIRECTOR document and the document status is set to **Posted** .

## Reversing a document

PROCESS DIRECTOR allows you to reverse a document after it has been posted.

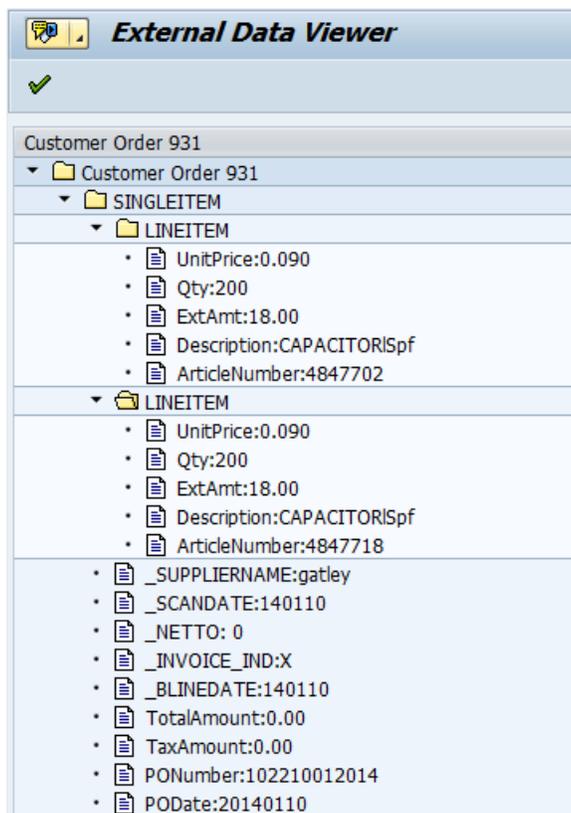
### To reverse a document:

1. Either select the document from the [document list](#) (by highlighting the row) or go to the document's [detail view](#) (by clicking the PD document number).
2. Select the menu item **Document > Reverse**.
3. Specify the reversal reason and date.
4. The document status changes to , which indicates that the document has been reversed.

## Displaying external data

PROCESS DIRECTOR allows you to display the external data for posted documents.

1. Either select the document from the [document list](#) (by highlighting the row) or go to the document's [detail view](#) (by clicking the PD document number).
2. Select the menu item **Goto > External data**.



## Using workflows

This chapter explains how to use workflows. With workflows, you can 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.

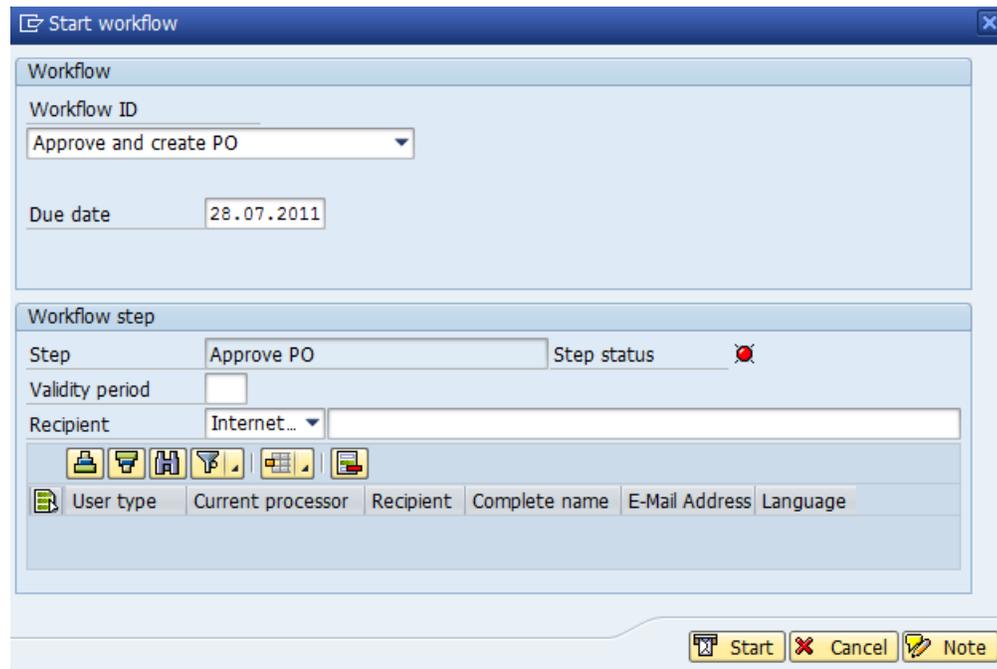
**Note:** Workflows can only be used if you have a workflow license.

### Starting a workflow

#### Starting a one-step workflow

1. Either select the document from the document list (by highlighting the row) or go to the document's detail view (by clicking the PD document number).
2. Click the **Start workflow** button  on the Application Toolbar.

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



3. Select the workflow that you want to start and in the **Due date** field, enter the date by which the workflow should be completed.
4. To enter a recipient, select a recipient type (only necessary if several recipient types have been defined in the workflow step) and then enter or search for the recipient's user name.
5. Optionally, click the **Note** button to add a [note](#) for the workflow processor.

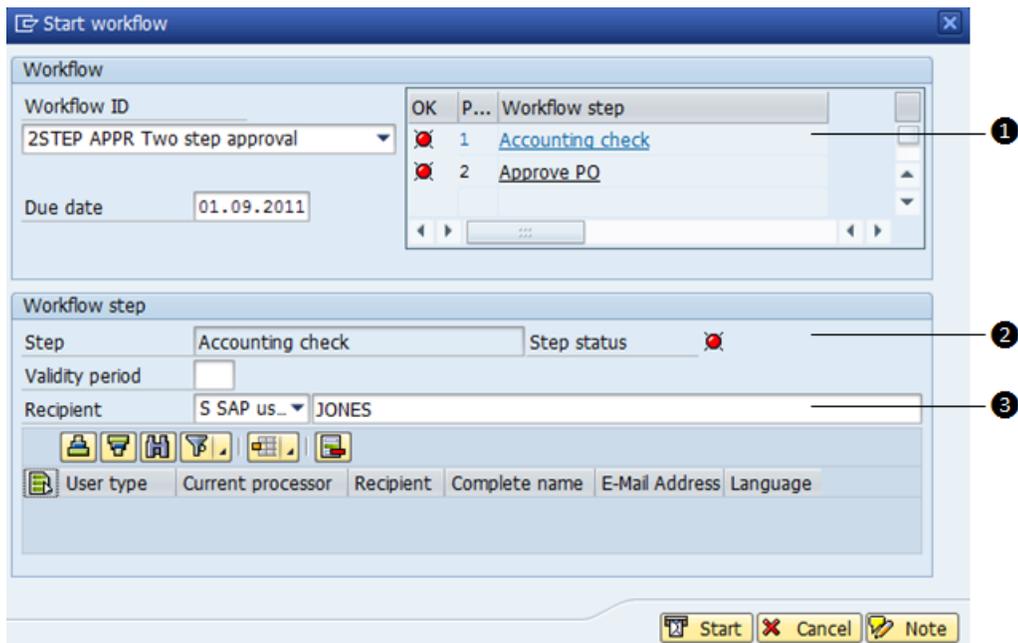
6. Click the **Start** button at the bottom of the dialog.

## Starting a multi-step workflow

Some workflows may have multiple steps or multiple recipients per step. The illustration below shows a two-step workflow. Each step is displayed in the upper right area of the dialog box.

### To add recipients for a step:

1. Click the step at the top right of the dialog. The currently selected step is highlighted.
2. In the **Workflow step** section, enter the recipients.



- 1 Step selection
- 2 Currently selected step
- 3 Recipient entry for selected step

## Adding and removing 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).

### Adding a processor

1. Either select the document from the [document list](#) (by highlighting the row) or go to the document's [detail view](#) (by clicking the PD document number).
2. Select the menu item **Workflow > Continue**.

The screenshot shows the 'Add processor to steps' dialog box. The 'Workflow' section contains 'Workflow ID' set to 'POWC Approve and create PO' and 'Due date' set to '30.06.2010'. The 'Workflow step' section shows 'Step' as 'Approve PO', 'Step status' as a green square, and 'Validity period' from '0' to '30.06.2010'. The 'Recipient' is 'I Internet ... TILLMAN'. Below the recipient field is a table of recipients:

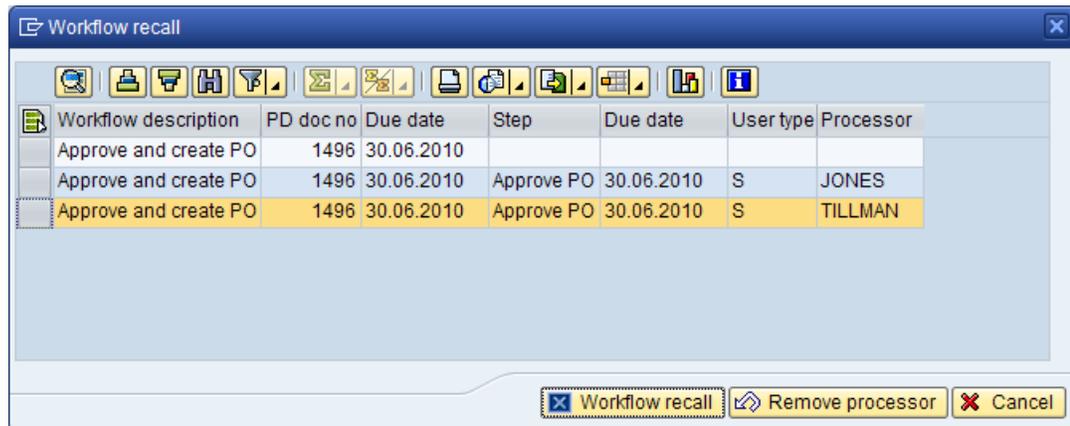
User type	Current processor	Recipient	Long name	E-Mail Address	Language
SAP user	JONES	JONES	Barbara Jones	jones@reads...	EN

At the bottom right of the dialog, there is a 'Start' button and a close button.

3. To enter a recipient, select a recipient type (only necessary if several recipient types have been defined in the workflow step) and then enter or search for the recipient's user name.
4. Click the **Start** button.

## Removing a processor

1. Either select the document from the [document list](#) (by highlighting the row) or go to the document's [detail view](#) (by clicking the PD document number).
2. Select the menu item **Workflow > Recall**.



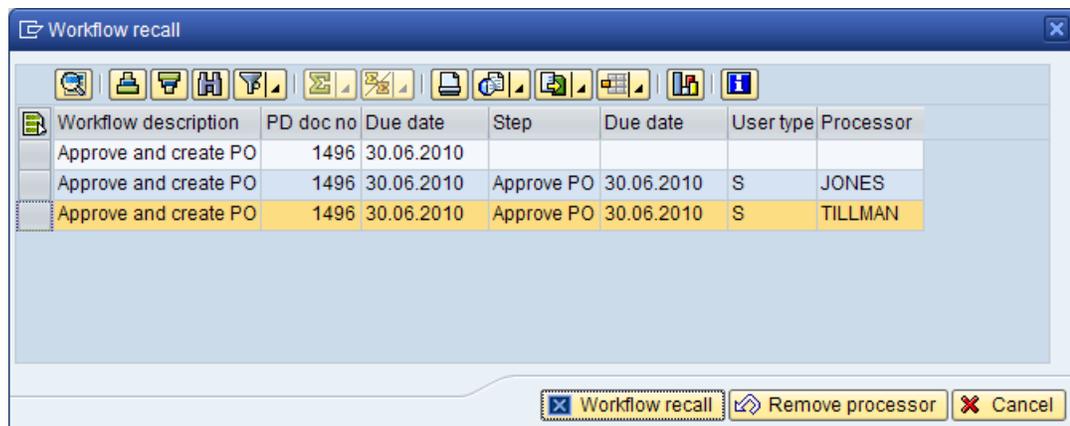
3. Select the processor and click the **Remove processor** button.

## Recalling a workflow

Sometimes it may be necessary to stop 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 [Recalling Accounts Payable documents](#) for more information.

1. Either select the document from the document list (by highlighting the row) or go to the document's detail view (by clicking the PD document number).
2. Select the menu item **Workflow > Recall**.

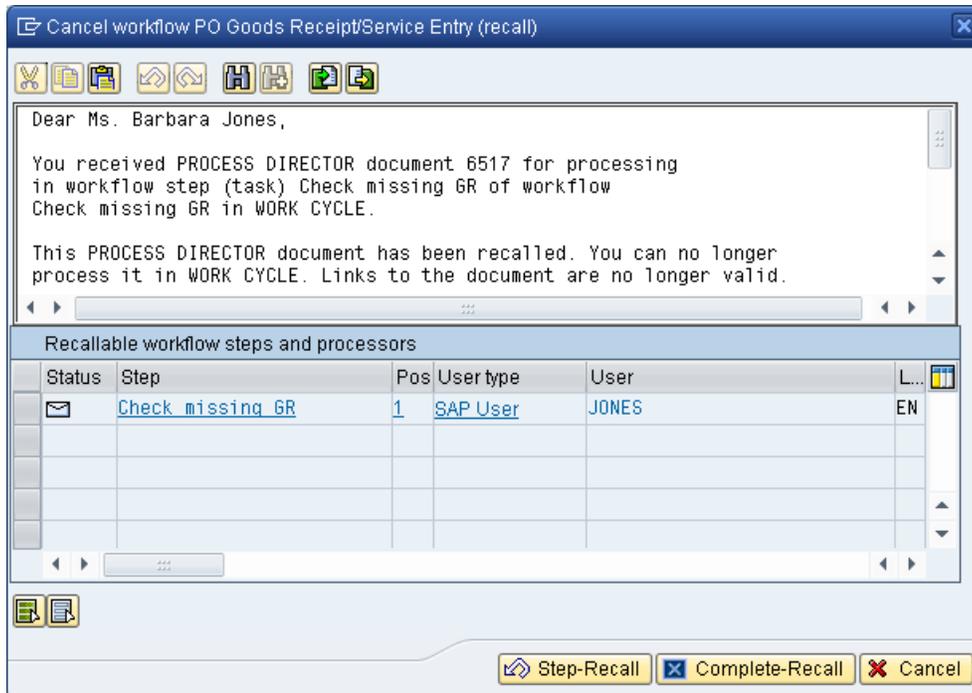


3. Click the **Workflow recall** button.

## Recalling Accounts Payable documents

You may want to recall an Accounts Payable document from a workflow (cancelling the workflow). You can also recall documents from a workflow step, meaning the document goes back to the processor of the previous step.

1. In the [document list](#), click the PD document number to go to the document's [detail view](#).
2. Select the menu item **Workflow > Recall document**.

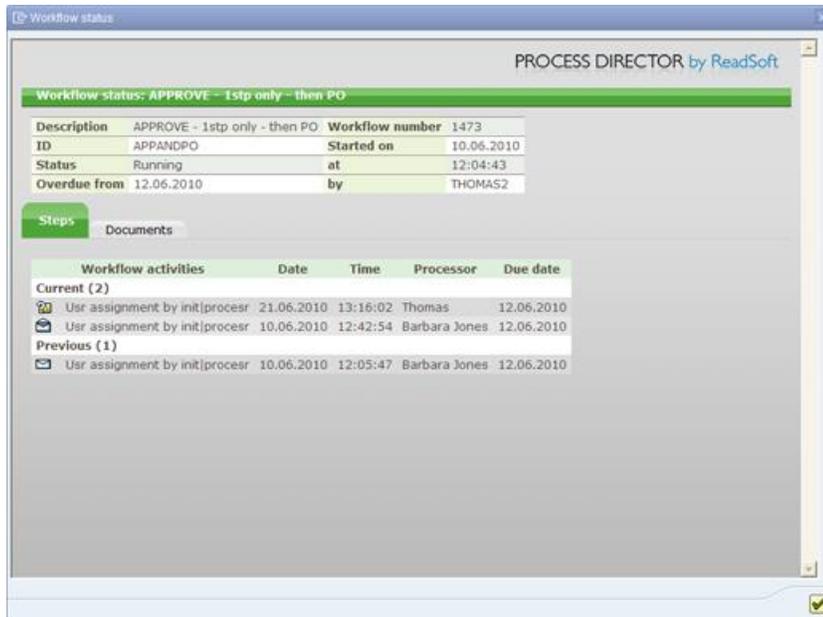


3. To recall a workflow step, select the step and click **Step recall**. Click **Complete recall** to cancel the entire workflow.

## Viewing workflow status

1. Either select the document from the document list (by highlighting the row) or go to the document's detail view (by clicking the PD document number).
2. Select the menu item **Workflow > Display status**.

The status window displays information about the workflow in general and also about the steps that comprise the workflow.



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

## Approving documents

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

### To approve a document:

1. Either select the document from the document list (by highlighting the row) or go to the document's detail view (by clicking the PD document number).
2. Click the **Approve** button  on the Application Toolbar.

If this is the last or the 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.

If you are assigned to more than one step in the workflow, a dialog opens in which you can select which step you want to process.

- Depending on the workflow configuration, you may have to [assign processors](#) for the next step.

## Approving line items

Some workflows require you to approve not just the entire document, but individual items on it. You only see the line items that are assigned to you for approval.



Items	It...	Template	A. Status	Approved	Approver	Short text
	10		✓	<input checked="" type="checkbox"/>	Roger Tillman	Item 1
	30		✗	<input type="checkbox"/>	Roger Tillman	Item 3

This document actually has three items, but Item 2 does not appear because it is assigned to someone else.

*To **approve** line items:* Tick the **Approved** box for the item.

*To **not approve** line items:* Do not tick the **Approved** box.

If you save the document, the approval status of each line item is displayed in the **A. Status** column.

To complete the approval process, you must click the **Approve** button  on the Application toolbar.

**Warning:** Do not click the **Reject** button  on the Application toolbar. This rejects the entire document, including items that you have approved.

## Rejecting 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 cancelled.
- 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:

- Either select the document from the document list (by highlighting the row) or go to the document's detail view (by clicking the PD document number).
- Click the **Reject** button  on the Application Toolbar.

If you are assigned to more than one step in the workflow, a dialog opens in which you can select which step you want to process.

## Forwarding documents

You can forward a document that is in a workflow to another user. Forwarding the document passes responsibility for completing the workflow step that you originally received to that person. It is important to note that forwarding a workflow step does not skip over the step, it only passes the responsibility to another user.

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

### To forward a document:

1. Either select the document from the document list (by highlighting the row) or go to the document's detail view (by clicking the PD document number).
2. Select the menu item **Workflow > Forward**.

The screenshot shows the 'Forward workflow task' dialog box. The 'Workflow' section displays 'Workflow ID' as '2STEP APPR Two step approval' and 'Due date' as '14.08.2010'. The 'Workflow step' section shows 'Step' as 'Accounting check', 'Step status' as a green square, and 'Validity period' as '14.08.2010'. The 'Recipient' field is set to 'S SAP u...' and 'JONES' is selected. Below this is a table of users with columns: User type, Current processor, Recipient, Long name, E-Mail Address, and Language. The first row is highlighted: 'SAP user', 'JONES', 'JONES', 'Barbara Jones', 'jones@reads...', 'EN'. At the bottom right, there are 'Start' and 'Cancel' buttons.

If you are assigned to more than one step in the workflow, a dialog opens in which you can select which step you want to process.

3. Select a user type (only necessary 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.
4. Click the **Start** button.

The status for the step changes to **Forwarded**  and the new step recipient is listed in the **Current** section of the [status window](#).

## Sending and answering queries

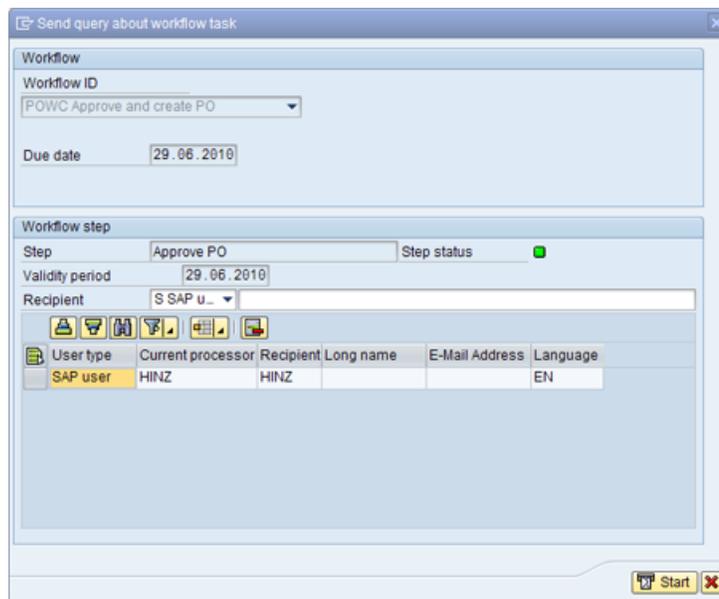
If you want to ask someone a question about a document that has been sent to you in a workflow, you can send a query to another user. The document is displayed in the workflow inbox of the query recipient, who can then reply to the query.

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

### Sending a query

1. Either select the document from the [document list](#) (by highlighting the row) or go to the document's [detail view](#) (by clicking the PD document number).
2. [Create a note](#) and write your question in the note.
3. Select the menu item **Workflow > Query**.

The **Send query about workflow task** dialog is displayed.



User type	Current processor	Recipient Long name	E-Mail Address	Language
SAP user	HINZ	HINZ		EN

If you are assigned to more than one step in the workflow, a dialog opens in which you can select which step you want to process.

4. To enter a recipient, select a recipient type (only necessary if several recipient types have been defined in the workflow step) and then enter or search for the recipient's user name. You can add several recipients.
5. Click the **Start** button at the bottom of the dialog box.

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

## Answering a query

When you have received a [query](#) about a document, the document is marked with the workflow status icon **Query**  in the [document list](#).

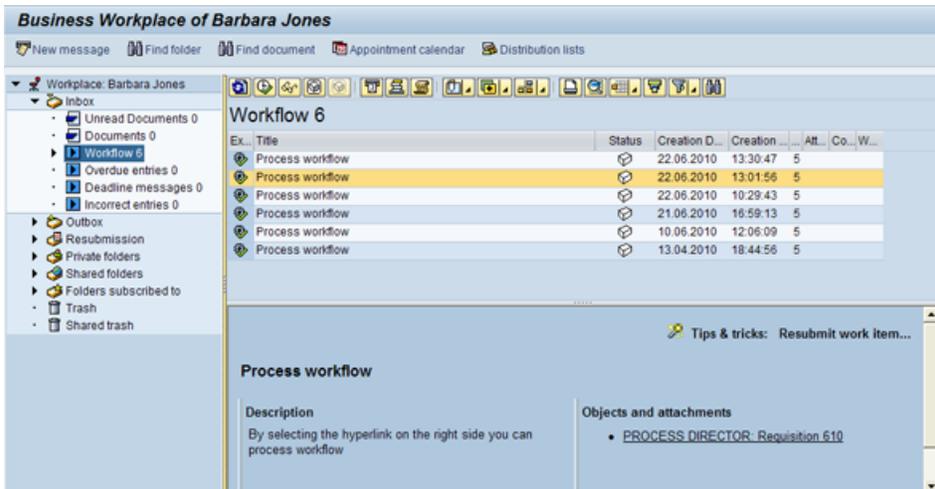
### To answer a query:

1. Either select the document from the [document list](#) (by highlighting the row) or go to the document's [detail view](#) (by clicking the PD document number).
2. Click the **Notes** button  on the Application toolbar.
3. Read the notes that have been added to the document and then [add a new note](#) in reply to the query.
4. Select the menu item **Workflow > Reply**.

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

## Processing workflows in the SAP Business Workplace

If your system has been configured for use with the SAP Business Workplace, PROCESS DIRECTOR documents that are sent to you in a workflow are displayed in the **Workflow** category of the Business Workplace inbox. Use the SBWP transaction to access the SAP Business Workplace.



To process a document, click the document, and then click the link in the **Objects and attachments** section at the bottom right of the window.

PROCESS DIRECTOR opens and displays the document for [editing](#).

## Changing personal settings

This chapter explains how to change your personal display settings and how to assign substitutes to take over your work while you are absent.

### Customizing the display

You can customize the way certain information is displayed in PROCESS DIRECTOR.

Select the menu item **Extras > Personal settings** and make the changes in the **User-specific settings** dialog. You may need to restart PROCESS DIRECTOR so that the settings take effect.

**User-specific settings**

**Messages display**

Show message types: All

Message popup type: Advanced

Message docking: [ ]

**Document processing**

Show header data only in edit mode/detail view

Always enter detail view in change mode

Jump to next doc. auto. when processing complete

Skip locked docs. on jump to previous/next doc.

Keep scroll position after refresh

**Display image**

Image docking: R Dock right

Image viewer type: [ ]

Always show image in detail view

Always show image on jump to SAP transaction

**Worklist selection screen display**

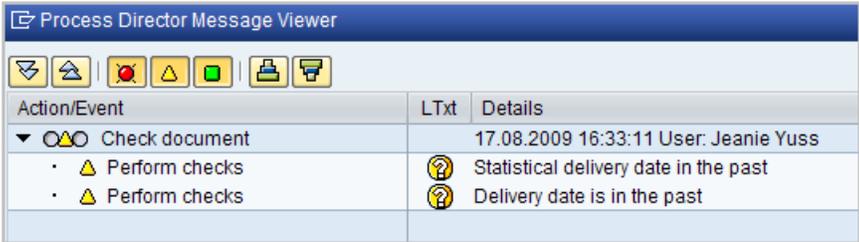
Show on double-click in the Worklist

Maximum number of hits: [ ]

[✓] [✗]

You can change the following settings:

## Messages display

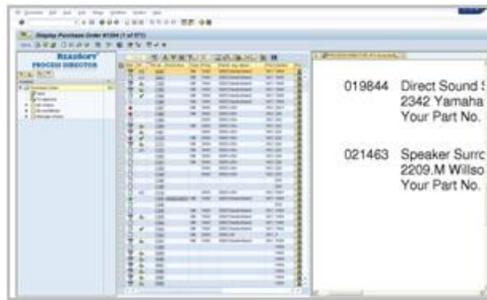
Field	Description
<p><b>Show message types</b></p>	<p>With this option you can specify which types of messages should be displayed by the system: <b>All, Warnings and errors</b> or <b>Only errors</b>. Documents with warnings can be posted to SAP, documents with errors cannot be posted.</p>
<p><b>Message popup type</b></p>	<p>This option changes how PROCESS DIRECTOR displays pop-up message windows. With an advanced message pop-up, you can expand and collapse message sections and sort and filter the messages. See <a href="#">System messages</a> for more information.</p>  <p>Advanced message</p> <p>A simple message pop-up just shows the messages and no additional controls are available.</p>  <p>Simple message</p>
<p><b>Message docking</b></p>	<p>This option lets you choose the display location of messages when you click <b>Show/Hide messages</b> .</p>

## Document processing

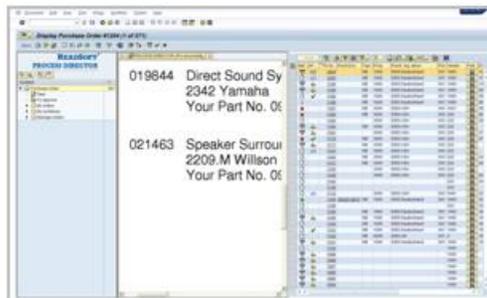
Field	Description
<b>Show header data only in edit mode/detail view</b>	<p>By default, PROCESS DIRECTOR automatically displays line items and other details (for example, partners, PO items) when you double-click a document in the <a href="#">document list view</a> or enter the <a href="#">detail view</a>.</p> <p>Activate this check box to suppress the automatic display of line items. You can display the line items manually by clicking the <b>Items</b> button on the Application Toolbar.</p>
<b>Always enter detail view in change mode</b>	<p>Activate this check box to always enter the document detail view in change mode.</p>
<b>Jump to next doc. auto. when processing complete</b>	<p>Activate this check box to automatically jump to the next document when you have finished processing the current one.</p>
<b>Skip locked docs. on jump to previous/next doc.</b>	<p>Usually, users process documents one after the other (on the detail screen, there are toolbar buttons to go to the next/previous document). If another user is processing a document and you try to go to that document, you will get an error message because it is locked by the other user. Activating this setting avoids the error message.</p>
<b>Keep scroll position after refresh</b>	<p>Check this option to ensure that PROCESS DIRECTOR returns to the same position in the document list after you click the <b>Refresh</b> button . If you do not check this option, the top of the list will be displayed after the refresh and you will have to scroll down to your previous position in the list. This setting applies to both header data lists and item lists.</p>

## Display image

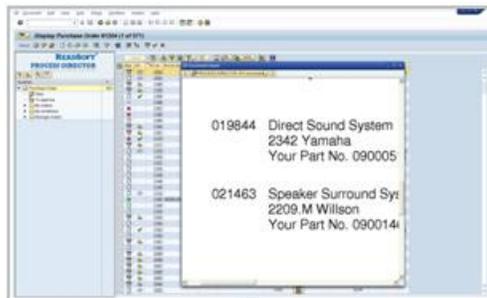
Field	Description
<b>Image docking</b>	<p>This option lets you choose the display location of attachments when you click <b>Show/Hide attachments</b> .</p>



Dock right



Dock left



No docking (floating)

**Image viewer type**

This option lets you choose which viewer to use when displaying an attachment. The available types are:

H HTML

E ECL

L Local

**Note:** If you select the blank option, it defaults to the HTML viewer.

**Note:** When using the Local viewer, it is recommended that you set the **Doc Display as Dialog Box** flag in the OAG1 transaction.

<b>Always show image in detail view</b>	Activate this check box if you want to always view the attachment when you are in document detail view.
<b>Always show image on jump to SAP transaction</b>	Activate this check box if you want to always view the attachment when you jump to the corresponding SAP transaction.

## Worklist selection screen display

Field	Description
<b>Show on double-click in the Worklist</b>	Activate this check box if the Worklist selection screen should be displayed whenever you double-click a Worklist category.
<b>Maximum number of hits</b>	<p>Specifies the maximum number of documents that should be displayed in the document list. This setting applies to all Worklist categories. The value entered here is also the default value for the <b>Max. number of hits</b> field in the <a href="#">selection screen</a>.</p> <p><b>Note:</b> Your administrator may have set a standard value for the maximum number of hits, so even if you leave this field blank, the number of documents displayed may still be limited. Any value you enter in your personal settings overrides the value set by the administrator.</p>

## Assigning 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 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 substitute's approval Worklist. 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](#).

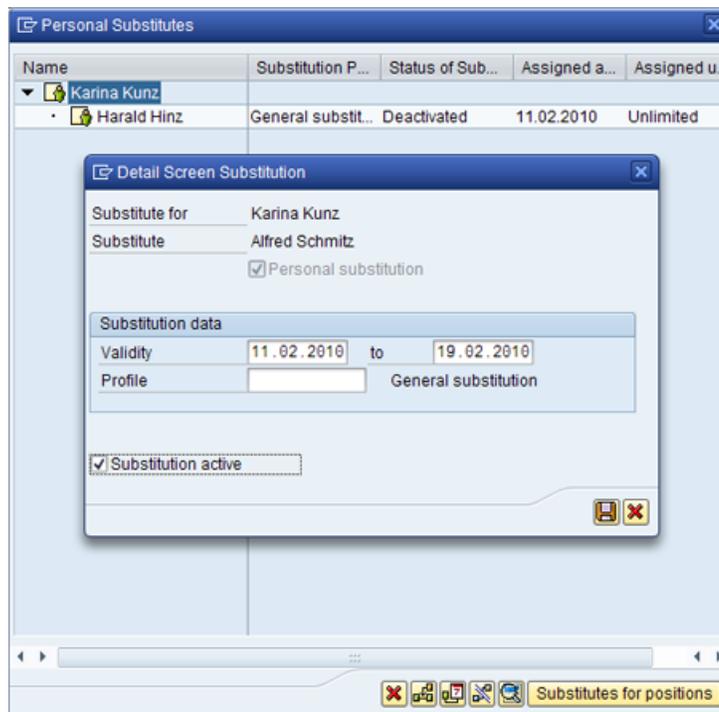
PROCESS DIRECTOR uses the standard SAP functionality for maintaining substitutes, which can be found in the SAP Business Workflow application. Please refer to the SAP documentation for detailed information about this function, in particular, information about substitution positions and profiles.

## Adding substitutes

1. Select the menu item **Workflow > Maintain substitutes**.
2. In the **Personal Substitutes** dialog, select your own name and click the **Create substitute** button .
3. Search for and select the name of the user that you want to assign.

**Note:** You can only assign SAP users as substitutes. PROCESS DIRECTOR Web Application users must be assigned as substitutes in the Web Application.

The **Detail Screen Substitution** dialog is displayed.



4. Enter a validity period for the substitution.

5. 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.
6. To create an [active substitute](#), check the **Substitution active** check box. Leave the box unchecked to create a [passive substitute](#).

## Changing and deleting substitutes

In the [Personal substitutes](#) dialog, select the substitute and click one of the following buttons:



**Delimit**

to set an earlier end date for the substitution



**Choose**

to change the validity period. Changing the validity period deletes the existing substitution and creates a new substitution with the new validity dates. This makes it possible to track the history of substitutions.



**Delete substitute**

to delete a substitution

## Reference

This chapter provides quick reference information, such as overviews of Application Toolbar buttons and keyboard shortcuts.

### Application Toolbar icons

The following buttons are available on the Application Toolbar. Note that not all buttons are available for all process types.

Icon	Description
	<a href="#">Create a new document</a>
	<a href="#">Copy a document</a>
	Display and <a href="#">edit a document</a>
	<a href="#">Reverse a document</a>
	<a href="#">Check a document</a>
	Complete a document
	<a href="#">Post a document</a>
	<a href="#">Post via an SAP transaction</a>
	<a href="#">Display payment proposal in SAP</a>
	<a href="#">View document attachments</a>
	<a href="#">Show / hide messages</a>
	<a href="#">Show / hide relations</a>

	Display the <a href="#">document details</a> (editing is not possible)
	Show / hide the <a href="#">Worklist</a>
	<a href="#">Start a workflow</a>
	<a href="#">Approve a document</a>
	<a href="#">Reject a document</a>
	<a href="#">View and add notes</a>
	Compare to the SAP document (available for <a href="#">vendor master data</a> and G/L <a href="#">accounts</a> )
	Open an <a href="#">online catalog</a> (Requisitions) <a href="#">Upload line items</a> from an external file (Financial Postings)
	<a href="#">Create a document from an external file</a>
	<a href="#">Create a goods receipt</a>
	<a href="#">Create an order confirmation</a>
	<a href="#">Create a requisition</a>
	Go to the previous document
	Go to the next document
	Refresh the <a href="#">Worklist</a> , <a href="#">document list</a> and <a href="#">document details</a> to show the latest changes and updates

## Keyboard shortcuts

Shortcut	Description
F3	Return to the previous screen
F5	<a href="#">Create a document</a>
F6	<a href="#">Edit a document</a>
F7	<a href="#">Refresh the display</a>
F8	View <a href="#">document details</a>
F9	<a href="#">Start a workflow</a>
CTRL+F2	<a href="#">Check a document</a> for errors
CTRL+F3	<a href="#">Forward a document</a>
CTRL+F11	<a href="#">Approve a document</a>
CTRL+F12	<a href="#">Reject a document</a>
SHIFT+F3	Close PROCESS DIRECTOR
SHIFT+F4	<a href="#">Post a document</a>
SHIFT+F12	<a href="#">Post via an SAP transaction</a>
CTL+SHIFT+F1	Show / hide <a href="#">line items</a>

CTL+SHIFT+F5	Show / hide <a href="#">document relations</a>
CTL+SHIFT+F8	View and edit <a href="#">texts</a>
CTL+SHIFT+F9	View and edit <a href="#">notes</a>
CTL+SHIFT+F10	Show / hide <a href="#">messages</a>
CTL+SHIFT+F11	Show / hide <a href="#">attachments</a>
CTL+SHIFT+F12	Show / hide the <a href="#">Worklist</a>

## 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.

Creating a new requisition comprises the following steps.

[Create the document](#)

[Enter header data](#)

[Enter line items](#)

[Enter account assignments](#)

[Save the document](#)

### Creating a requisition document

Double-click the appropriate **Requisitions** category in the [Worklist](#), then click the **Create new document** button  on the [Application Toolbar](#).

**Note:** 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 . See [Using outline agreements](#) for more information.

**Tip:** You can also create a requisition based on a PROCESS DIRECTOR invoice document, provided that the goods are all ordered from the same vendor and the invoice references a purchase order. In the **Incoming Invoices** document list, select the invoice and click the  button.

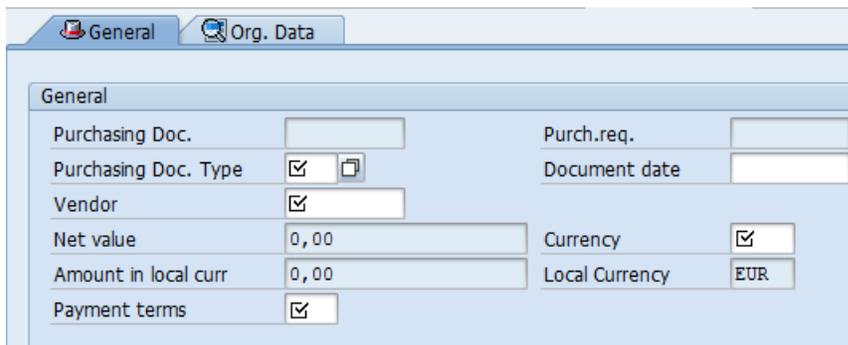
### Entering header data

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 marked with a checkmark icon .

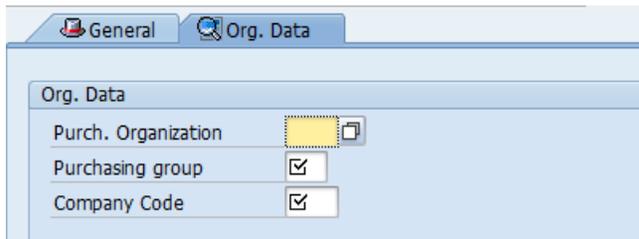
Fields with the  button have search help available to assist you in finding the right value.

By default, there are two tabs containing header data: **General** and **Organization data**.



General	
Purchasing Doc.	<input type="text"/>
Purchasing Doc. Type	<input checked="" type="checkbox"/> 
Vendor	<input checked="" type="checkbox"/> <input type="text"/>
Net value	<input type="text" value="0,00"/>
Amount in local curr	<input type="text" value="0,00"/>
Payment terms	<input checked="" type="checkbox"/>
Purch.req.	<input type="text"/>
Document date	<input type="text"/>
Currency	<input checked="" type="checkbox"/>
Local Currency	<input type="text" value="EUR"/>

## General header data fields



## Organization header fields

## Entering line items

### Overview

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

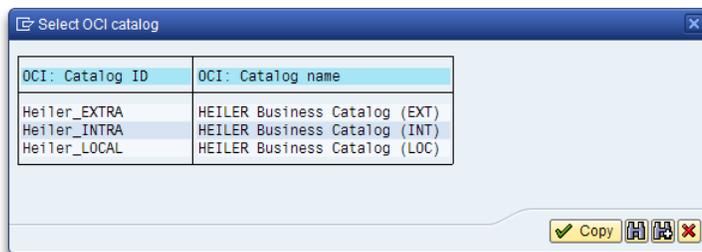
### Ordering items from an online catalog

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

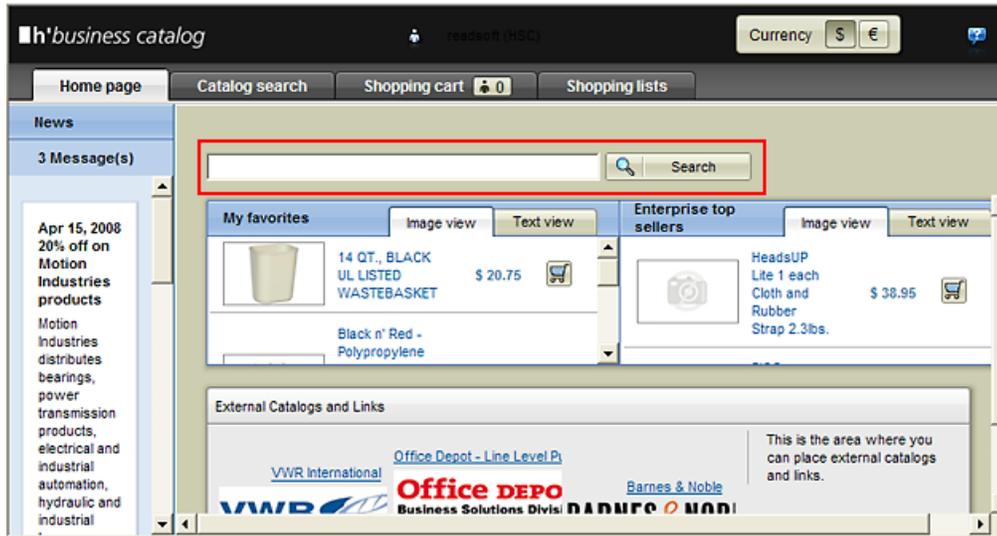
**Note:** Your system may use a different catalog than the one shown here and the elements in the interface such as buttons, tabs and icons may look different. However, the procedure is essentially the same for all catalogs: open the catalog, add products to your shopping cart, open your shopping cart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

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

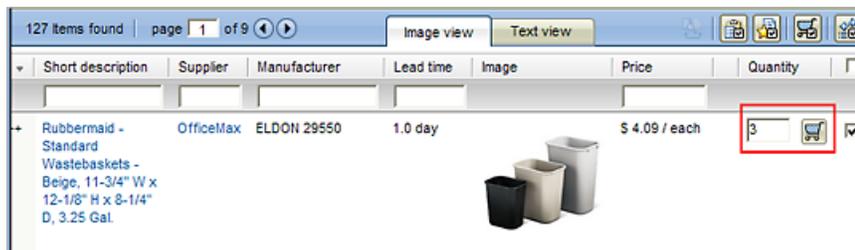
1. Click the **Catalog** button  on the [Application Toolbar](#). If you have more than one catalog available, you may see a dialog box that allows you to select the catalog you want to use. Your catalog names will be different than those shown in the illustration below. Double-click on a catalog to open it.



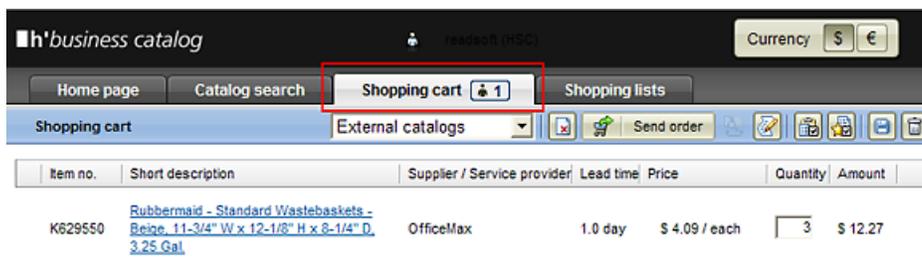
2. Use the search function in the catalog to find items.



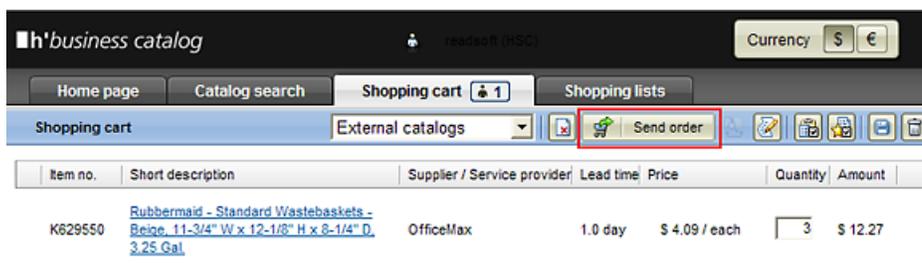
3. Add items to your shopping cart.



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.

## Entering items manually

1. If the line item area is not already visible in the [document detail view](#), click the **Items** button  on the Application Toolbar.
2. If necessary, click the **Display <--> Change** button .
3. On the items toolbar, click the **New line** button  to create a new line item row.
4. Enter the details for the item.



Template	Item	IA	A	IS	IC	IT	Short text	Quantity	OUn	Delivery	Net price	Crcy	Matl group	Vendor	Plant
ALLTE...	10						Flux capacitor				0,00	EUR	000000004	1060	2000

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.

5. Add additional lines as needed. To delete line items, select them and then click **Delete line** button .
6. Click the **Save** button  on the SAP toolbar.

## Using 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](#).



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.

**To select an outline agreement:**

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

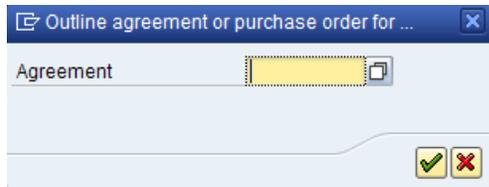
**Note:** You can only select an outline agreement when you first create the document. Once you have left this dialog, you will not be able to open it again for this document.

**To create a document without an outline agreement:**

If you do not want to use an outline agreement, leave the **Agreement** field empty and click  or .

**Using existing purchasing documents**

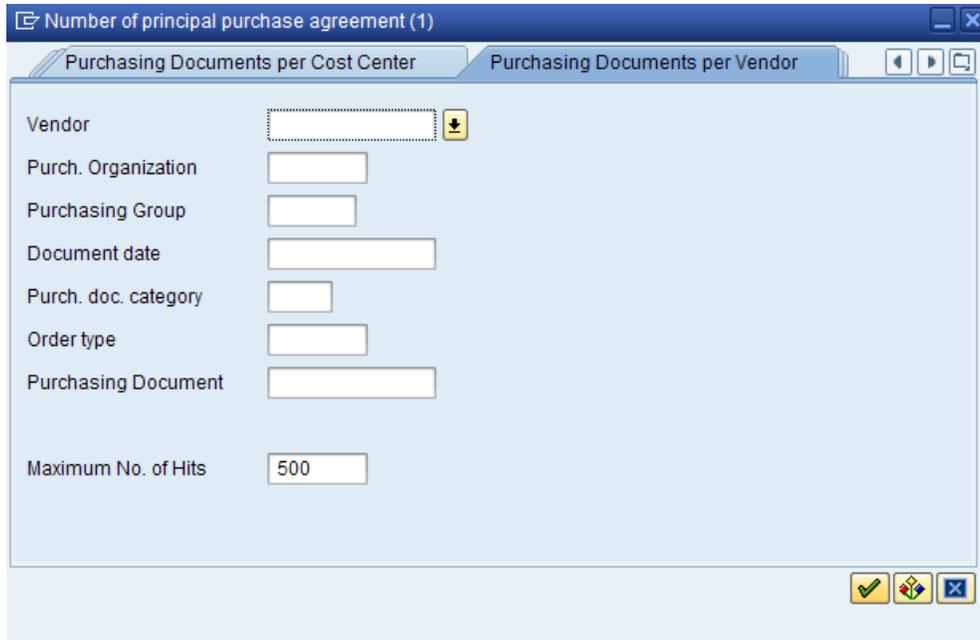
If your system has been configured to use [outline agreements](#), the **Outline agreement or purchase order for using related data** dialog is displayed when you [create a new document](#).



With this dialog, 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.

**To select an existing purchasing document:**

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



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

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

**To create a document without using an existing purchasing document:**

If you do not want to use an existing purchasing document, leave the **Agreement** field empty and click  or .

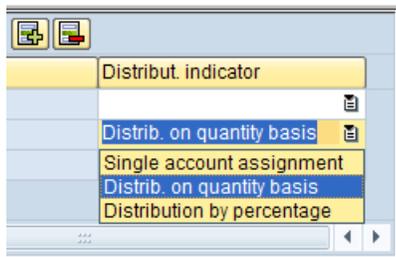
## Entering account assignments

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

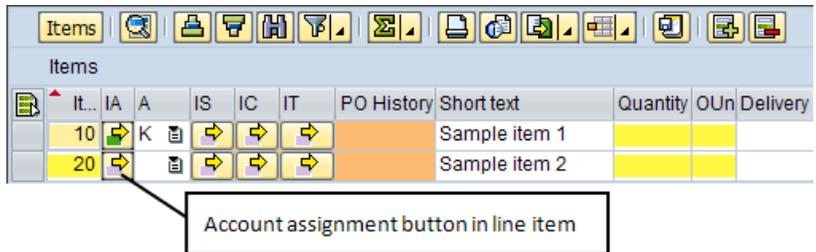
- enter a single account assignment
- distribute the item over several accounts based on a fixed quantity per account
- distribute the item over several accounts based on a percentage of the total per account

**To enter account assignments:**

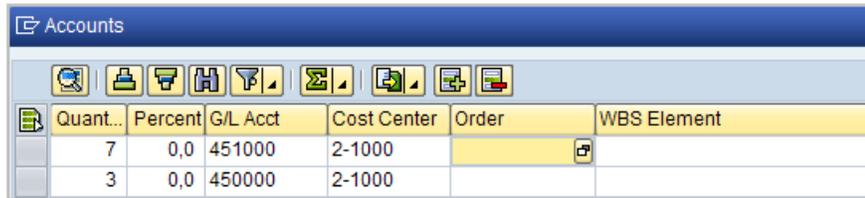
1. In the line item row, select the appropriate option from the selection list in the **Distribution indicator** column (you may have to scroll to the right to see this column).



2. To enter account assignments for an item, click the Accounts button in the line item row.



The **Accounts** dialog box opens where you can enter account information.



Quant...	Percent	G/L Acct	Cost Center	Order	WBS Element
7	0,0	451000	2-1000		
3	0,0	450000	2-1000		

- Use the **New line**  and **Delete line**  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.
- Click  to save the assignments.

## Saving a document

When you have finished [entering data](#) in your document, click the **Save** button  on the SAP toolbar.

**Note:** In PROCESS DIRECTOR the **Save** button simply saves the document in its current state. This is unlike some common transactions in SAP where the same button initiates a posting action.

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 list](#) to view or [edit](#) the document details.

## 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 ReadSoft's DOCUMENTS product can be used to automatically capture information from delivery notes. This product 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.

### Creating 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.

#### To create a goods receipt without a requisition or invoice:

1. Double-click the appropriate **Goods Receipt** category in the [Worklist](#), then click the **Create new document** button  on the [Application Toolbar](#).

A new document is created.

2. Click  to transfer the purchase order line items to the goods receipt.

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	

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

## Processing goods receipts

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

1. Double-click the appropriate **Goods Receipt** category in the [Worklist](#).

The document list displays all goods receipt documents. Documents that contain errors have the status  **In error**.

2. Highlight a document in the document list, or click the document number in the **PD Doc no.** column.
3. If necessary, display further information. On the Application Toolbar, click:
  -  to display goods receipt line items
  -  to display purchase order line items
  -  to display messages
  -  to display the document image (if available)
4. On the **Attachments** tab, click the **PROCESS DIRECTOR scanned document** attachment to display the document image (if available).

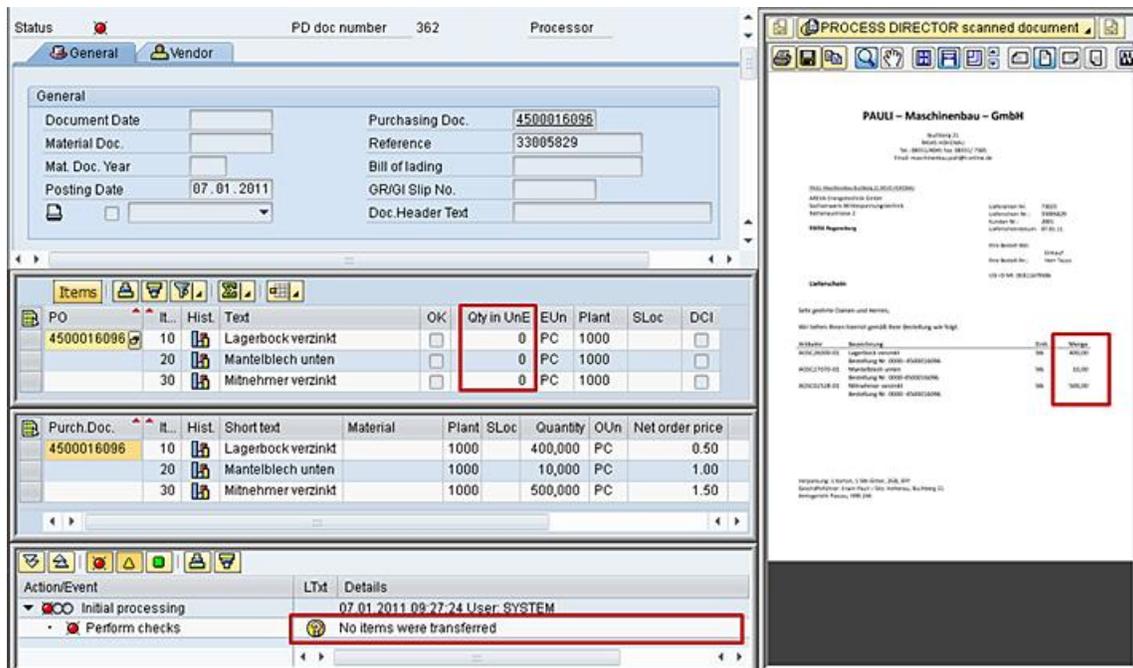
5. Click the **Check** button . The system messages resulting from the check will help you to identify the errors.
6. Click the **Display <-> Change** button  and correct the errors.
7. Click the **Save** button  on the SAP toolbar.

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** checkbox for each item.



The screenshot displays the SAP PROCESS DIRECTOR interface for a scanned document. The document is titled "PAULI - Maschinenbau - GmbH". The interface shows a "General" tab with fields for Document Date, Material Doc., Mat. Doc. Year, Posting Date, Purchasing Doc., Reference, Bill of lading, GR/IR Slip No., and Doc. Header Text. Below this is an "Items" table with columns for PO, IL., Hist., Text, OK, Qty in UnE, EUn, Plant, SLoc, and DCI. The table shows three line items with quantities of 0 in the "Qty in UnE" column. Below the "Items" table is a "Purch.Doc." table with columns for IL., Hist., Short text, Material, Plant, SLoc, Quantity, OUn, and Net order price. This table shows the correct quantities for the three line items: 400,000, 10,000, and 500,000. At the bottom, the "Action/Event" table shows a message: "No items were transferred".

### Canceling goods receipt

You can only cancel goods receipts that have been posted to SAP.

1. In the [document list](#), click the goods receipt document to select it.
2. Click the **Cancel** button  on the Application toolbar.
3. Click **Yes** to confirm the deletion.

## Financial Postings

PROCESS DIRECTOR for Financial Postings allows users to create financial accounting (FI) documents and post these to SAP. PROCESS DIRECTOR currently supports the following posting types.

### General ledger postings

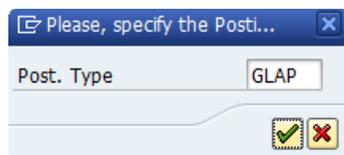
- [Regular posting](#)
- [Adjustment posting](#)
- [Provision](#)
- [Accrual with reversal](#)
- [Recurring entry](#)
- [Aggregated accrual](#) from PROCESS DIRECTOR Accounts Payable

### Customer postings

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

## Creating a financial posting

1. Double-click the appropriate category in the [Worklist: G/L Account Postings](#) or [Customer Postings](#).
2. Click the **Create new document** button  on the [Application Toolbar](#).
3. Select a posting type and click :



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

Please specify additional data

Orig. SAP Doc.

Document Number 100000004

Company Code 1000

Fiscal Year 2013

CO obj./Item

Cost Center 1000

WBS element

Order

Line item

Target CO obj.

Cost Center 1200

WBS element

Order

A new document is created.

Status PD doc number 125 Processor Barbara Jones

General Details

Posting Type

Post. Type GLAP Adjustment posting TCode FB01

General Data

Document Date 07-25-2013 Document type SA Company Code 1000

Posting Date Period Currency EUR

Document Number Fiscal Year Exchange rate

Reference Translation dte

Doc.Header Text Cross-CC no.

Trading Part.BA Debit total 84.03

Calculate tax  Credit total 84.03

Posting positions

I...	G/L Acct	Debit/Credit	Amount	Crcy	Tx	Text	Cost Center	Order	WBS element	Profit Center	CoCode
1	451000	Credit	84.03	EUR			1000				1000
2	451000	Debit	84.03	EUR			1200				1000

- Fill in the header data and posting position fields. Some of this information may be entered automatically.

Use the **Insert line** button  to add posting positions, and the **Delete line** button  to delete positions.

- Click the **Save** button  on the SAP toolbar.

If all information has been entered correctly, the document has the status  **Ready for posting**. You can now [send the document to a workflow](#), or if you have sufficient user rights, [post the document](#) to SAP, either directly from PROCESS DIRECTOR or [via an SAP transaction](#). When the financial posting has been posted, the PROCESS DIRECTOR document status changes to  **Posted**.

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

**Tip:** 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](#).

## General Ledger Account Postings

### Regular posting

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

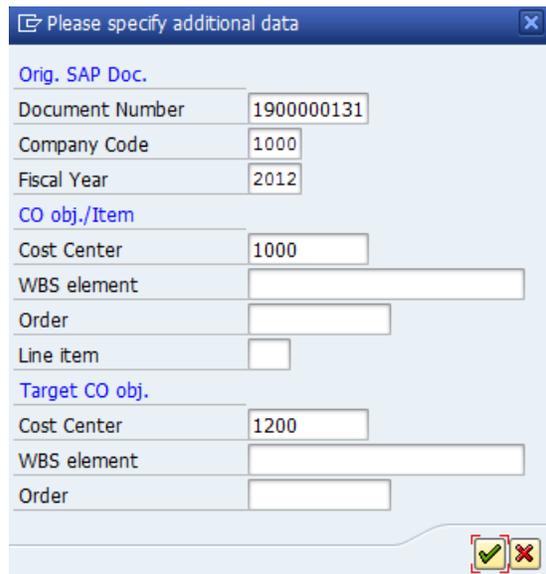
You can use a [recurring entry](#) posting to automatically create regular postings at regular intervals.

### 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	
<b>Orig. SAP Doc.</b>	
Document Number	1900000131
Company Code	1000
Fiscal Year	2012
<b>CO obj./Item</b>	
Cost Center	1000
WBS element	
Order	
Line item	
<b>Target CO obj.</b>	
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** tab.

## 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** tab.

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, select or open the document and click the **Reverse**  button on the Application toolbar. The document status changes to  **Reversed**. The number of the reversal document is displayed in the **Details** tab.

## 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** tab.

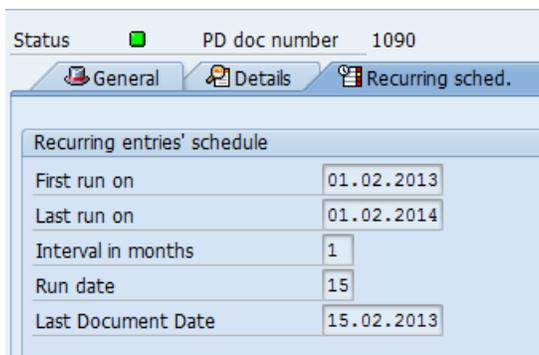
You can use a [recurring accrual](#) document to automatically create accrual with reversal postings at regular intervals.

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 sched.** tab.



The screenshot shows the 'Recurring sched.' tab of a document in the SAP GUI. At the top, the status is green and the PD doc number is 1090. Below the tabs (General, Details, Recurring sched.), there is a table titled 'Recurring entries' schedule'.

Recurring entries' schedule	
First run on	01.02.2013
Last run on	01.02.2014
Interval in months	1
Run date	15
Last Document Date	15.02.2013

Field	Description
<b>First run on / Last run on</b>	The time frame within which documents will be created.
<b>Interval in months</b>	The frequency with which documents will be created, for example, 1 = every month
<b>Run date</b>	The exact date on which documents will be created, for example, on the 15th of each month.
<b>Last document date</b>	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** tab 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 the **Complete**  button on the Application Toolbar.

You can use the [Document relations](#) feature to view 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 PROCESS DIRECTOR Accounts Payable posting is created from the /EBY/ICIV\_ACCRUAL\_REPORT report. This report list all line items in 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.

Status Processor Barbara Jones  
 PD doc number 1228

**General**

Posting Type  
 Post. Type **GLAA** Aggregated accrual from PD AP TCode **FBS1**

General Data  
 Document Date **05.03.2013** Document type **SA** Company Code **1000**  
 Posting Date  Period **0** Currency **EUR**  
 Document Number  Fiscal Year  Exchange rate   
 Reference **MARCH 2013** Translation dte   
 Doc.Header Text **Accrual from PD AP** Cross-CC no.   
 Trading Part.BA  Debit total **577,97**  
 Calculate tax   Credit total **577,97**

Inverse Posting  
 Reversal reason **01**  
 Reversal date **01.04.2013**

Posting positions

Itm	G/L Acct	D/C	Amount	Crcy	Tx	Text	Cost Center	Order	WBS ...	Profit Center	CoCode
1	400000	Credit	100,00	EUR		22402:000001	1000				
2	400000	Debit	500,00	EUR	VN	22107:000005:001	1000			1402	
3	400000	Debit	52,00	EUR	VN	21912:000001:001	1000			1402	
4	400000	Debit	25,97	EUR	VN	21912:000002:001	1000			1402	
5	451000	Credit	477,97	EUR			1000				

See the *PROCESS DIRECTOR 7.2 Configuration 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** tabs.

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 sched.** tab.

Status ■ PD doc number 18

General Recurring sched. Customer

Recurring entries' schedule

First run on	01.04.2013
Last run on	02.11.2013
Interval in months	1
Run date	22
Last Document Date	22.04.2013

Field	Description
<b>First run on / Last run on</b>	The time frame within which documents will be created.
<b>Interval in months</b>	The frequency with which documents will be created, for example, 1 = every month
<b>Run date</b>	The exact date on which documents will be created, for example, on the 22nd of each month.
<b>Last document date</b>	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** tab 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 the **Complete**  button on the Application Toolbar.

You can use the [Document relations](#) feature to view a list of all documents that have been created from a recurring invoice template.

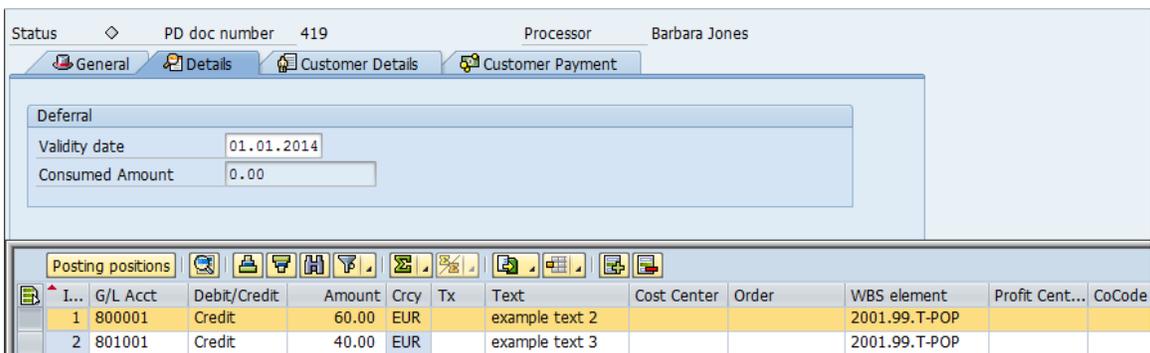
## Deferral (invoice) posting

A deferral (invoice) posting enables you to post revenue from a customer invoice to a deferred revenue account, rather recording the entire amount on the 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** tab.

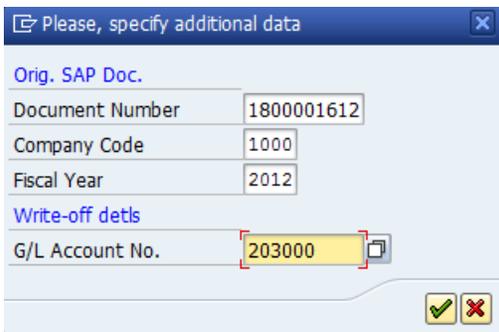
Whenever you make a posting against the deferred invoice document, the **Consumed Amount** is recalculated so that you can see how much has been posted to the actual revenue account. PROCESS DIRECTOR monitors the validity date of deferral (invoice) postings and sends an email notification to the person 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.



## 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.



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** tab.

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

## 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.

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

### Creating a cost center maintenance request

1. Double-click the appropriate **Cost Center Maintenance** category in the [Worklist](#), then click the **Create new document** button  on the [Application Toolbar](#).
2. Select the type of change you want to make (**Create**, **Update** or **Delete**), fill in the fields and click .

If necessary, in the **Template cost center** field, you can select an existing cost center and its data will be entered in the new request.



Activity	C 
CO Area	<input checked="" type="checkbox"/>
Cost Center	
Valid From	06-19-2012
Act.Status	A
Template cost center	

A new document is created.

Status PD doc number 0 Processor Barbara Jones

Basic Data Control Templates Address Communication

**General**

Activity Act. Status A Active

Cost Center

CO Area 2000

Valid From 06-19-2012 to 06-19-2020

**Names**

Name Accounts Receivable

Descript. Accounts Receivable

**Basic data**

Person Resp. John Smith

Department FI & Admin

CCTR Category 4

Std. Hierarchy H3214

Company Code 3000

Business Area 9900

Currency USD

Profit Center 3402

3. Fill in any relevant fields on the header data tabs.
4. Click the **Save** button on the SAP toolbar.

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**.

### Adding multiple cost centers to the request

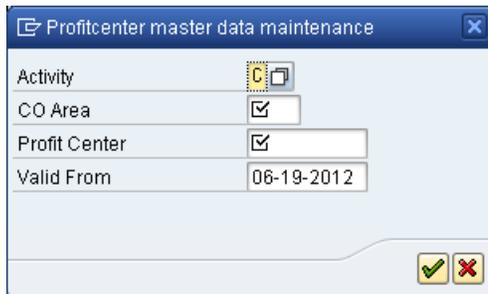
1. Click the **Create new document** button on the [Application Toolbar](#).
2. Select **Create**, fill in the **CO Area** and **Cost Center** fields and click .
3. Enter all the data that is the same for all the cost centers you want to create and save the document.
4. Add new lines to the **Collection 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.

Cost ...	Name	Description	Person Responsible	Department	CoCd	Profit Center	CO Area
1000	Corporate Services	Corporate Services	Roger Tillman	Corporate	1000	1402	1000
1001	Customer Service	Corporate Services	Roger Tillman	Corporate	1000	1402	1000
1002	Consultancy Services	Corporate Services	Roger Tillman	Corporate	1000	1402	1000

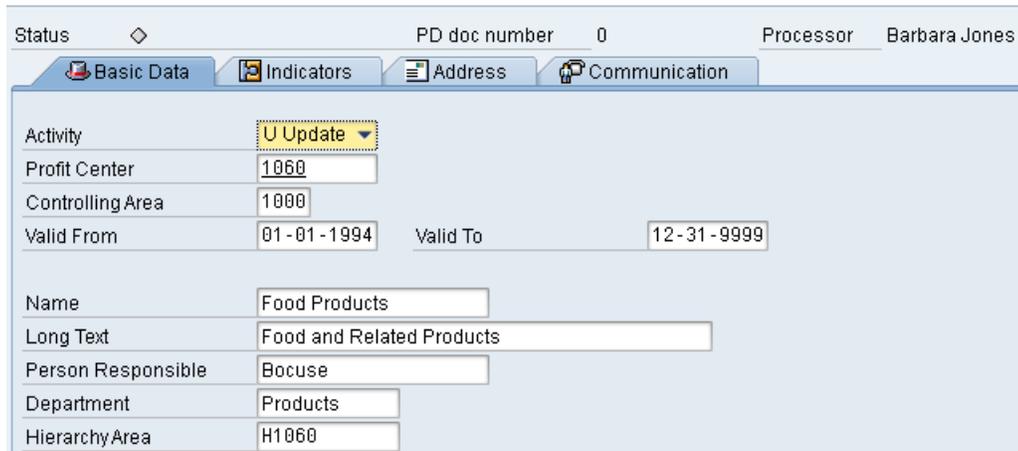
6. Post the document.

## Creating a profit center maintenance request

1. Double-click the appropriate **Profit Center Maintenance** category in the [Worklist](#), then click the **Create new document** button  on the [Application Toolbar](#).
2. Select the type of change you want to make (**Create**, **Update** or **Delete**), fill in the fields and click .



A new document is created.



3. Fill in any relevant fields on the header data tabs.
4. 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.
5. Click the **Save** button  on the SAP toolbar.

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**.

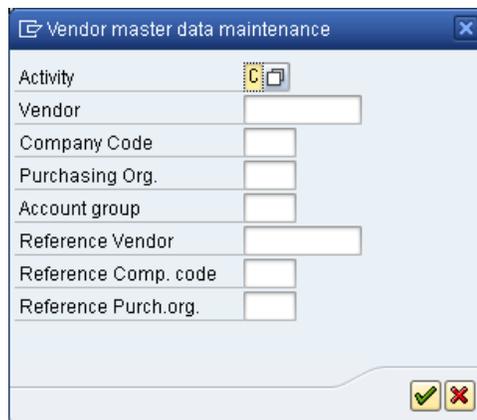
## Vendor Master Data

### Creating a vendor master maintenance request

1. Double-click the appropriate **Vendor Master Maintenance** category in the [Worklist](#), then click the **Create new document** button  on the [Application Toolbar](#).
2. Select the type of change you want to make (**Create** or **Update**), fill in the fields and click .

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**. If an internal number range is used, leave the **Vendor** field blank, as it will be generated by the SAP system when the account is created. The system informs you if you need to fill in the **Vendor** field.



A new document is created.

The screenshot displays the 'Accounting data' tab of a vendor document in SAP GUI. The interface includes several data entry sections:

- General data:** Vendor (1000), Company Code.
- Accounting information:** Reconciliation acct, Head office, Planning group.
- Payment data:** Payment terms (0001).
- Automatic payment transactions:** Permitted payee (checkbox).
- Withholding tax:** WH Tax Country, Withholding Tax (checkbox).

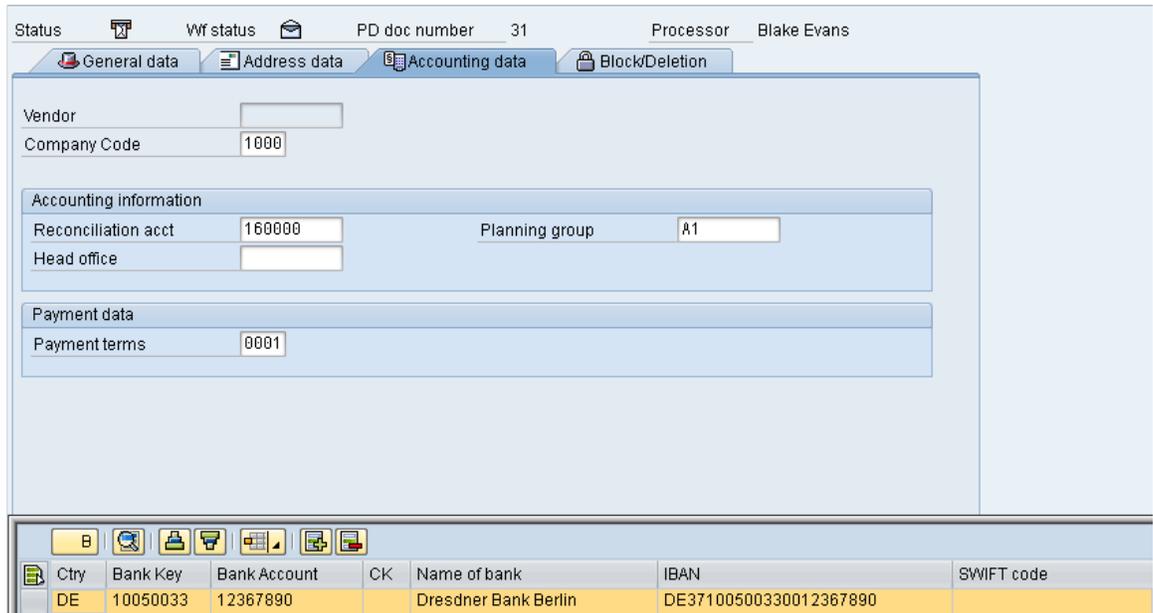
3. Fill in or edit any relevant fields on the header data tabs.
4. Click the **Save** button  on the SAP toolbar.

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.

1. [Open the document](#) to approve it.
2. Enter all the required data.
3. If necessary and if you have the required rights, add new lines to the bank details, enter the required information and save the document.



- 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**.

### Comparing to SAP data

You can compare the data in PROCESS DIRECTOR to the data in SAP by clicking the **Compare to SAP Data** button. The yellow highlight indicates the changes made, the green highlight indicates the additions and the red highlight indicates the deletions. See [Comparing document versions](#) for more information.

Display versions Vendor master maintenance #37 (Version 6)			
Versions/Fields	Current PD value	SAP value	Field name
Version: 000006			
• Reconciliation acct	160000	160000	AKONT
• Salesperson	Mr. Jones		VERKF
• Street	Berliner Str.	Frankfurter Str.	STRAS
• House Number	20	10	HOUSE_NO
• Postal Code	360000	10000	PSTLZ
• City	Frankfurt	Berlin	ORT01
• Changed on	20.120.622.130.628,3850000	20.120.622.130.649,9210000	CHANGE_TSTAMP
• Last changed at	14:06:28	14:06:49	CHANGE_TIME
• Version	000006		PD_VERSION
Interface Structure: Vendor Master Data - Bank details			
• Bank Country	DE		BANKS
• Bank Key	10020030		BANKL
• Bank Account Number	1239876		BANKN
• Name of bank	Deutsche Bank		BANKA
• IBAN	DE96100200300001239876		/EBY/IBAN
Interface Structure: Vendor Master Data - Bank details			
• Vendor	100246		LIFNR
• Bank Country	DE		BANKS
• Bank Key	10050033		BANKL
• Bank Account Number	34567891		BANKN
• Name of bank	Dresdner Bank Berlin		BANKA
• Name of bank	00000000		KOVON
• Name of bank	00000000		KOBIS
• IBAN	DE64100500330034567891		/EBY/IBAN

## Requests for blocking/deletion

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.

Status  PD doc number 0 Processor Blake Evans

 General data  Address data  Block/Deletion

Vendor   
Company Code   
Purchasing Org.

**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

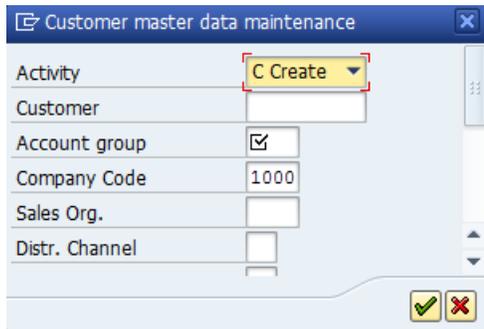
**Deletion blocks**

Central del.block  
 CoCd deletion block

4. Click the **Save** button  on the SAP toolbar.
5. 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**.

## Creating a customer master maintenance request

1. Double-click the appropriate **Customer Master maintenance** category in the [Worklist](#), then click the **Create new document** button  on the [Application Toolbar](#).
2. Select the type of change you want to make (**Create** or **Update**), fill in the fields and click .



Customer master data maintenance

Activity: C Create

Customer:

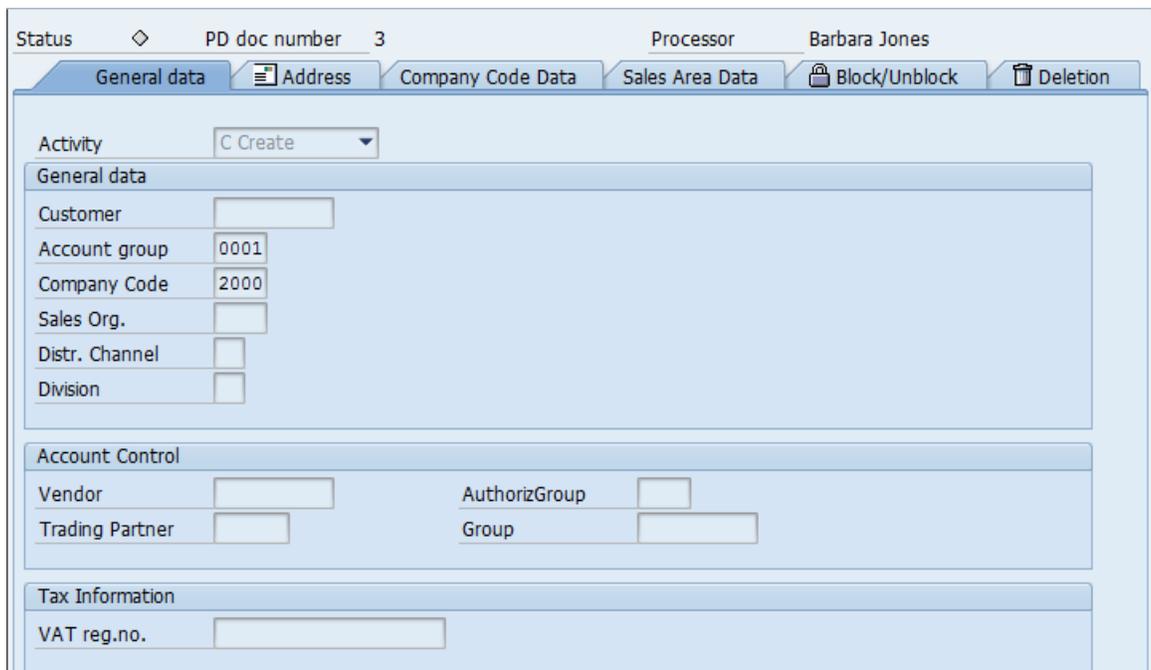
Account group:

Company Code: 1000

Sales Org.:

Distr. Channel:

A new document is created.



Status: Ready for processing PD doc number: 3 Processor: Barbara Jones

General data | Address | Company Code Data | Sales Area Data | Block/Unblock | Deletion

Activity: C Create

General data

Customer:

Account group: 0001

Company Code: 2000

Sales Org.:

Distr. Channel:

Division:

Account Control

Vendor:  AuthorizGroup:

Trading Partner:  Group:

Tax Information

VAT reg.no.:

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

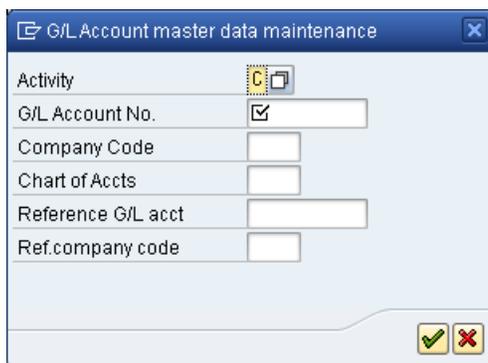
When you have saved the document, a PD document number is assigned. If all information has been entered correctly, the document has the status  **Ready for processing**. Usually, you will need to [send the document to a workflow](#).

## General ledger accounts

### Creating a G/L account maintenance request

1. Double-click the appropriate **G/L Account Maintenance** category in the [Worklist](#), then click the **Create new document** button  on the [Application Toolbar](#).
2. Select the type of change you want to make (**Create** or **Update**), fill in the fields and click .

If necessary, in the **Reference G/L acct** field, you can select an existing G/L account and its data will be entered in the new request.



A new document is created.

Status PD doc number 34 Processor Blake Evans

General data
Control data
Create/bank/interest
Block/Deletion

---

**General**

Activity: U Update

GL/Account No.: 154001 Input tax 1 (see account assignment text)

Company Code: 2000

Chart of Accts: ACIA

---

**Control in chart of accounts**

Account group: GL General G/L accounts

Sample account:

Balance sheet account  
 P&L statement acct

Detailed control for P&L statement accounts

P&L statmt acct type:

---

**Consolidation data in chart of accounts**

Group account number: 205700

---

Key...       

Activity	Language	Keyword
Create	EN	

---

Tran...       

Activity	Language	Short text	G/L acct long text
Create	DA	Købsmoms	Købsmoms
Create	DE	Eingangssteuer	Eingangssteuer (siehe Kontierungshandbuch)
Create	EN	Input tax	Input tax (See account assignment text)

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

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**.

## Comparing to SAP data

You can compare the data in PROCESS DIRECTOR to the data in SAP by clicking the **Compare to SAP Data** button. The yellow highlight indicates the changes made, the green highlight indicates the additions and the red highlight indicates the deletions. See [Comparing document versions](#) for more information.

Display versions Master Data G/L Account #330 (Version 5)			
Versions/Fields	Current PD value	SAP value	Field n...
Version: 000005			
System user of document	THOMAS2	SANKAR	SYSUSR
KEYWORD : ECOSTS			
Language Key	EN		SPRAS
Keyword	COSTS		SCHLW
KEYWORD : DEMAINTEANCE			
Activity	D		ACTIVITY
KEYWORD : DEBUILDING			
Activity	D		ACTIVITY
KEYWORD : DEINSTANDHALTUNG			
Activity	D		ACTIVITY
TRANSLATION : CDInstandh. Gebäude Instandhaltungskosten Gebäud			
Activity	C		ACTIVITY
Language Key	DE		SPRAS
Short text	Instandh. Gebäude		TXT20
G/L acct long text	Instandhaltungskosten Gebäude		TXT50
TRANSLATION : CFMaintenance bâtimentFrais de maintenance des bât			
Activity	C		ACTIVITY
Language Key	FR		SPRAS
Short text	Maintenance bâtiment		TXT20
G/L acct long text	Frais de maintenance des bâtiments		TXT50
TRANSLATION : UEBuilding maint. Building maintenance			
Short text	Building maint.	Building maintenance	TXT20

## Requests for blocking/deletion

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 the SAP GUI interface for document management. At the top, the status is 'Ready for processing', the PD doc number is '0', and the processor is 'Barbara Jones'. Below this are four tabs: 'General data', 'Control data', 'Create/bank/interest', and 'Block/Deletion'. The 'Block/Deletion' tab is selected and contains the following options:

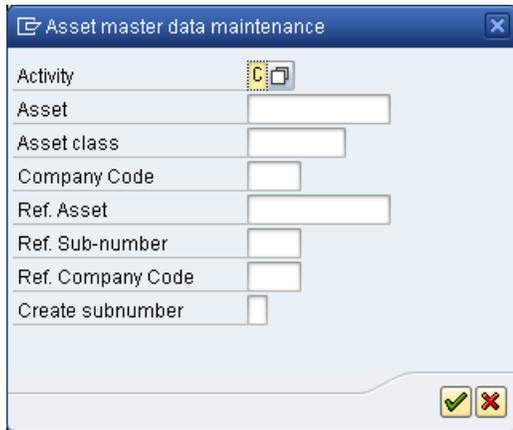
- Block in chart of accounts:**
  - Blocked for creation
  - Blocked for posting
  - Blocked for planning
- Block in company code:**
  - Blocked for posting
- Deletion flag chart of accounts:**
  - Mark for deletion
- Deletion flag in company code:**
  - Mark for deletion

4. Click the **Save** button  on the SAP toolbar.
5. 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**.

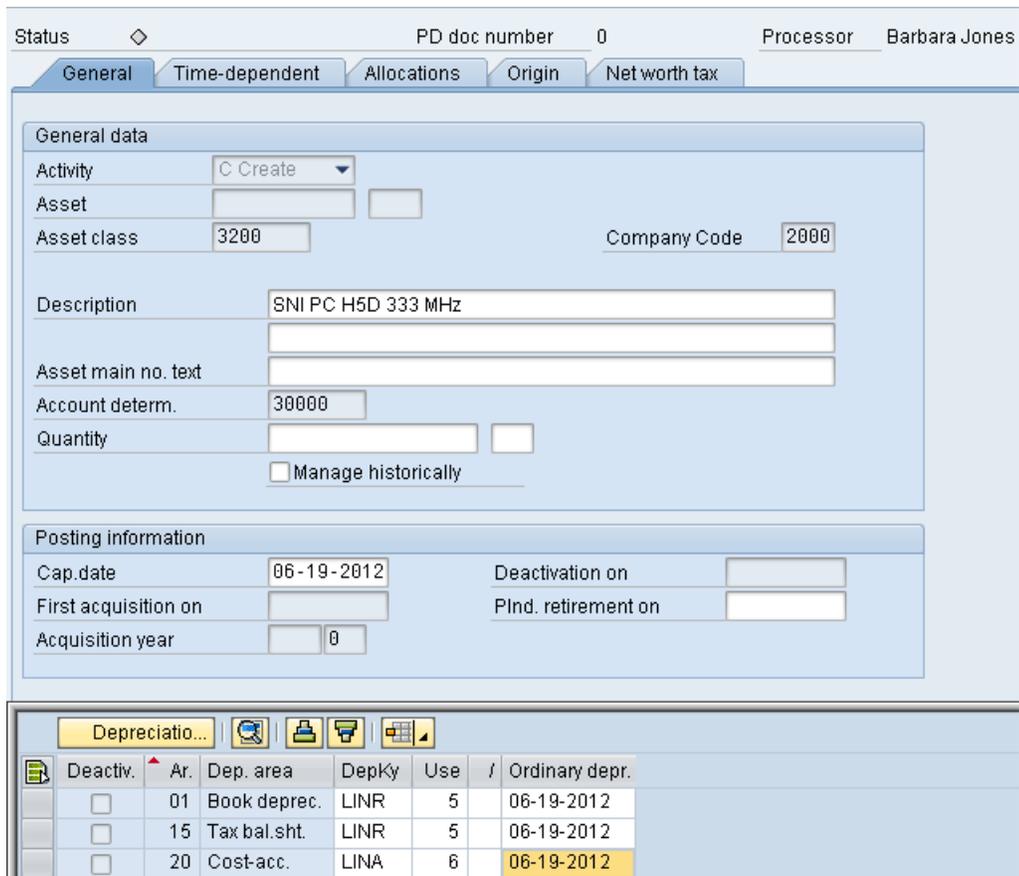
## Creating an asset master maintenance request

1. Double-click the appropriate **Asset Master Maintenance** category in the [Worklist](#), then click the **Create new document** button  on the [Application Toolbar](#).
2. Select the type of change you want to make (**Create**, **Update** or **Delete**), fill in the fields and click .

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



A new document is created.

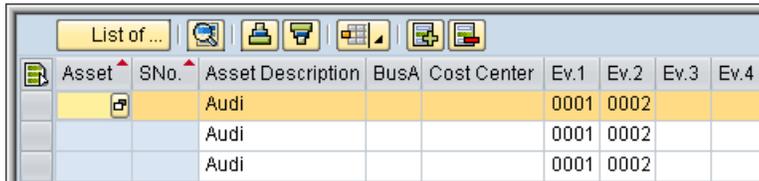


3. Fill in or edit any relevant fields on the header data tabs.
4. If necessary, select the **Deactivation** check boxes for the depreciation areas that need to be inactive for this asset.
5. Click the **Save** button  on the SAP toolbar.

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**.

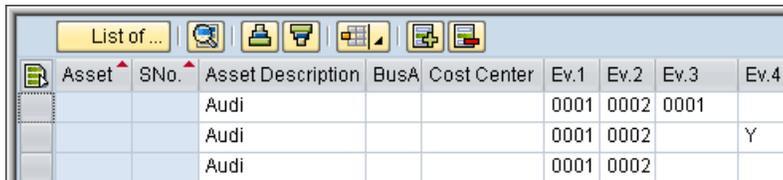
### Adding multiple assets to the request

1. Click the **Create new document** button  on the [Application Toolbar](#).
2. Select **Create**, fill in the **Asset class** and **Company Code** fields and click .
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.



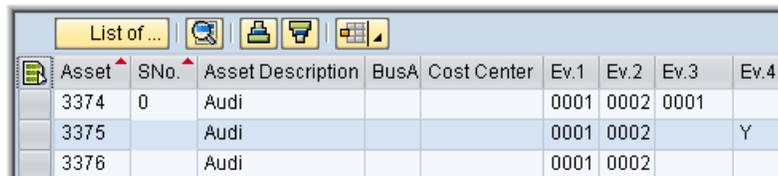
Asset	SNo.	Asset Description	BusA	Cost Center	Ev.1	Ev.2	Ev.3	Ev.4
		Audi			0001	0002		
		Audi			0001	0002		
		Audi			0001	0002		

5. If necessary, change the required fields.



Asset	SNo.	Asset Description	BusA	Cost Center	Ev.1	Ev.2	Ev.3	Ev.4
		Audi			0001	0002	0001	
		Audi			0001	0002		Y
		Audi			0001	0002		

6. Post the document.



Asset	SNo.	Asset Description	BusA	Cost Center	Ev.1	Ev.2	Ev.3	Ev.4
3374	0	Audi			0001	0002	0001	
3375		Audi			0001	0002		Y
3376		Audi			0001	0002		

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

## Asset management

You can create the following requests for asset management postings:

- [Asset acquisition](#)
- [Asset transfer](#)

- [Asset retirement](#)

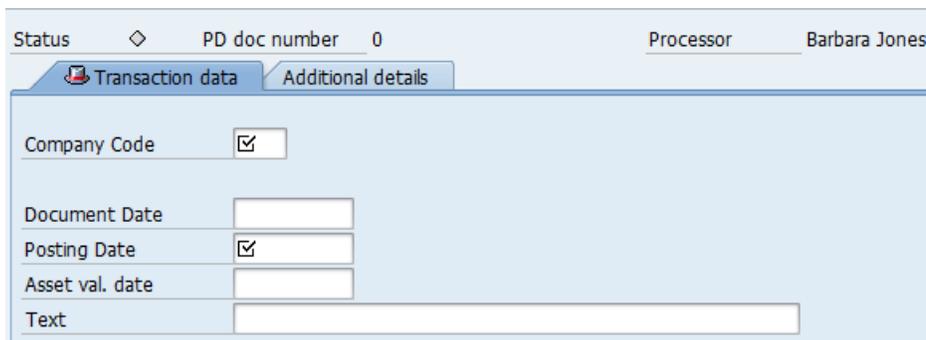
## Creating an asset acquisition request

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:

1. Double-click the appropriate **Asset Acquisition** category in the [Worklist](#), then click the **Create new document** button  on the [Application Toolbar](#).

A new document is created.



Status  PD doc number 0 Processor Barbara Jones

Transaction data Additional details

Company Code

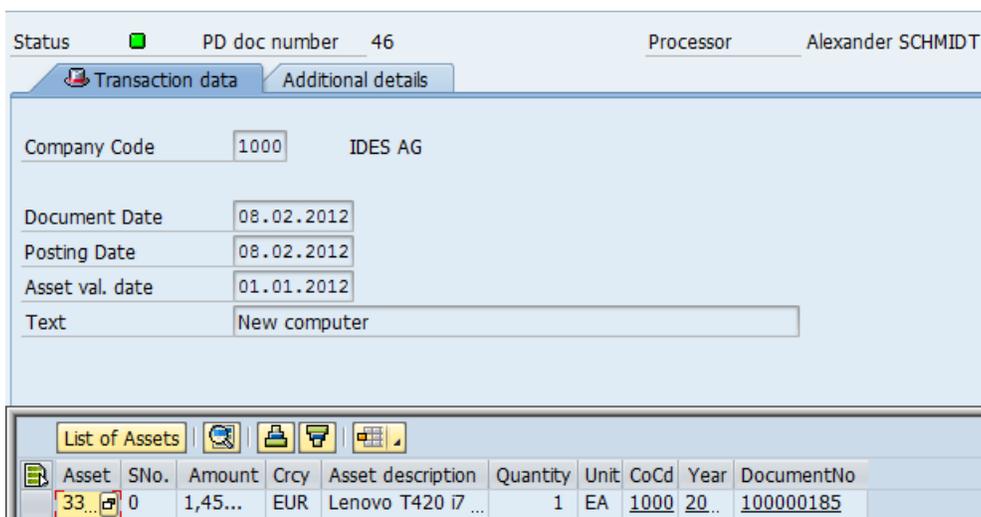
Document Date

Posting Date

Asset val. date

Text

2. Fill in the relevant fields on the header data tabs.
3. Enter the line items. Use the **New line**  and **Delete** buttons  on the line items toolbar to add and delete line items.
4. Click the **Save** button  on the SAP toolbar.



Status  PD doc number 46 Processor Alexander SCHMIDT

Transaction data Additional details

Company Code 1000 IDES AG

Document Date 08.02.2012

Posting Date 08.02.2012

Asset val. date 01.01.2012

Text New computer

List of Assets    

Asset	SNo.	Amount	Crcy	Asset description	Quantity	Unit	CoCd	Year	DocumentNo
33...	0	1,45...	EUR	Lenovo T420 I7 ...	1	EA	1000	20..	100000185

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

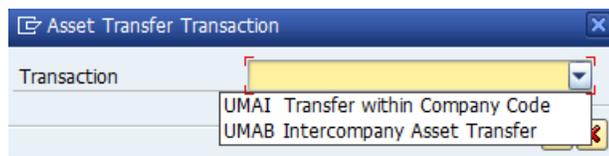
[send the document to a workflow](#), or if you have sufficient user rights, [post the document](#) to SAP. When the changes have been posted, the PROCESS DIRECTOR document status changes to **Processed**.

## Creating an asset transfer request

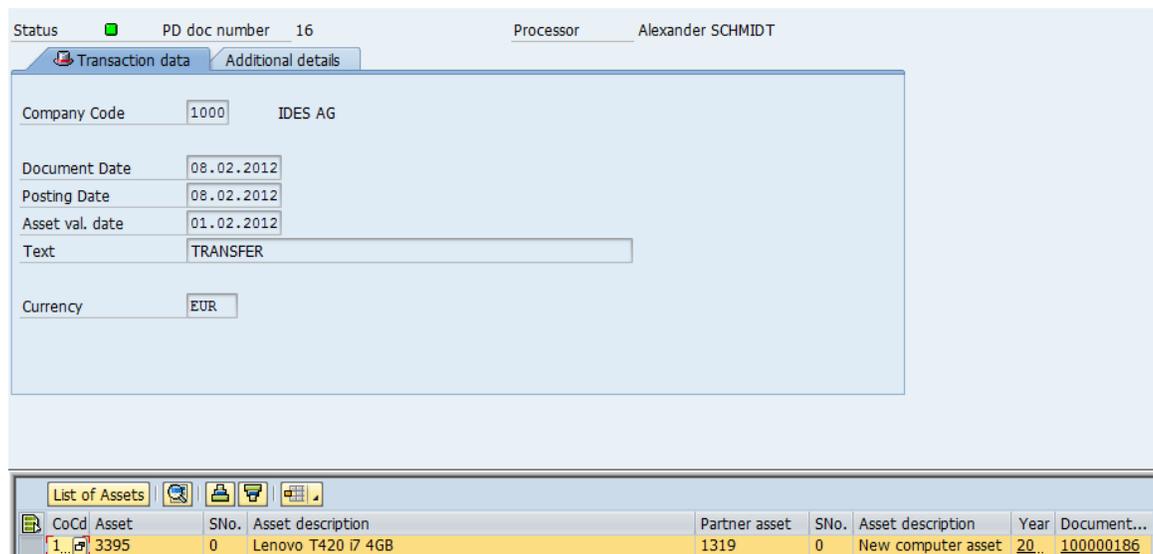
Assets can be transferred within one company code or between two different company codes. Before a transfer posting can be triggered, the required asset number should already exist in the receiving company.

### To create an asset transfer request:

1. Double-click the appropriate **Asset Transfer Posting** category in the [Worklist](#), then click the **Create new document** button  on the [Application Toolbar](#).
2. Select the type of transaction you would like to create.



3. Fill in the relevant fields on the header data tabs.
4. Enter the line items. Use the **New line**  and **Delete** buttons  on the line items toolbar to add and delete line items.
5. Click the **Save** button  on the SAP toolbar.



Status  PD doc number 16 Processor Alexander SCHMIDT

Transaction data Additional details

Company Code 1000 IDES AG

Document Date 08.02.2012

Posting Date 08.02.2012

Asset val. date 01.02.2012

Text TRANSFER

Currency EUR

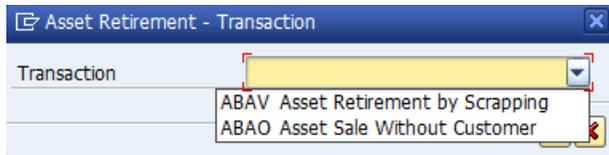
CoCd	Asset	SNo.	Asset description	Partner asset	SNo.	Asset description	Year	Document...
1...	3395	0	Lenovo T420 i7 4GB	1319	0	New computer asset	20...	100000186

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.

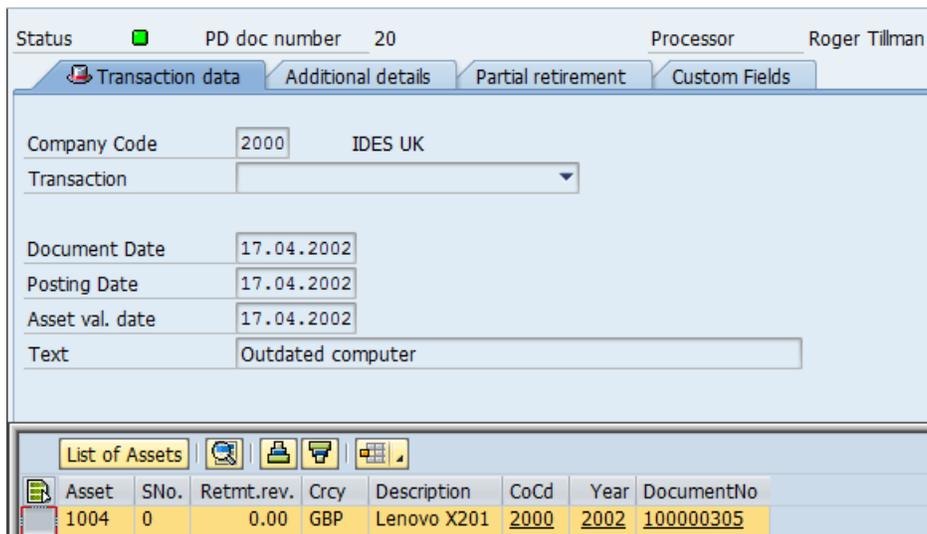
When the changes have been posted, the PROCESS DIRECTOR document status changes to **Processed**.

## Creating an asset retirement request

1. Double-click the appropriate **Asset Retirement** category in the [Worklist](#), then click the **Create new document** button  on the [Application Toolbar](#).
2. Select the type of transaction you would like to create.



3. Fill in the relevant fields on the header data tabs.
4. Enter the line items. Use the **New line**  and **Delete** buttons  on the line items toolbar to add and delete line items.
5. Click the **Save** button  on the SAP toolbar.



Asset	SNo.	Retmt.rev.	Crcy	Description	CoCd	Year	DocumentNo
1004	0	0.00	GBP	Lenovo X201	2000	2002	100000305

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**.

## 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 PROCESS DIRECTOR using ReadSoft's DOCUMENTS. This product automatically extracts information from incoming purchase orders, 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 (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.

### Processing customer orders

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

1. Double-click the appropriate **Customer Orders** category in the [Worklist](#).

The document list displays all customer order documents. Documents that contain errors have the status  **In error**.

2. Highlight a document in the document list, or click the document number in the **PD Doc no.** column.
3. If necessary, display further information. On the Application Toolbar, click:
  - Items to display customer order line items
  - Partners to display partner information
  -  to display messages
  -  to display the document image (if available)
4. On the **Attachments** tab, click the **PROCESS DIRECTOR scanned document** attachment to display the document image (if available).
5. Click the **Check**  button on the Application Toolbar. 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.

St...	It...	Material	Material entered	Description	Order qty	SU	Net price	Net value	Crcy
	1	484-7702		Capacitor 15pf	200	PC	0,09	18,00	EUR
	2			Casing	10	PC	10,00	100,00	EUR
	3	484-7718		Capacitor 18pf	200	PC	0,09	18,00	EUR

Expected item value 18,00 differs to much for item no. 3: 12,00

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

6. Click the **Display <-> Change** button  and correct the errors.

7. Click the **Save** button  on the SAP toolbar.

If all information has been entered correctly, the document has the status  **No sales order created**. You can now [send the document to a workflow](#) or, if you have sufficient user rights, [post the document](#) to SAP. When the customer order has been posted, the PROCESS DIRECTOR document status changes to  **Sales order posted**.

**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.

Status:  PD doc number: 432 Processor

**General**

Sales Document: Request divdt:

Sales doc. type: OR Standard Order

Sales Org.: 1000 / / / Doc. currency: EUR / Net value: 0.00

PO date: PO number: 102221012011

**Items**

Item	Material	Material entered	Description	Order qty	SU	Net price	Net value	Crcy	Co.
1	484-7718	4847718	CAPACITOR18pf	200	PC	0.09	18.00	EUR	
2	484-7702	4847702	CAPACITOR15pf	200	PC	0.09	18.00	EUR	

**Header partners**

PartFunct.	Customer	Acct at cust.	Name 1	City	Postal Code	City	Telephone 1	Fax Number
SH								
SP								
CP								

**Action/Event**

Action/Event	LTX	Details
Check document(s)		21.01.2011 14:31:05 User: Barbara Jones Version: 2
Perform determinations		Unable to determine sales organisation
Perform checks		Please enter sold-to party or ship-to party
Initial processing		21.01.2011 14:19:05 User: SYSTEM Version: 1

## Handling duplicate orders

Depending on the configuration, if two or more customer order documents have the same PO number, the system will detect them as duplicates when you check or post the document. The **Duplicate/Update handling** dialog box is displayed, where you can view and compare the documents.

1. Select the document that you want to compare to the current order.

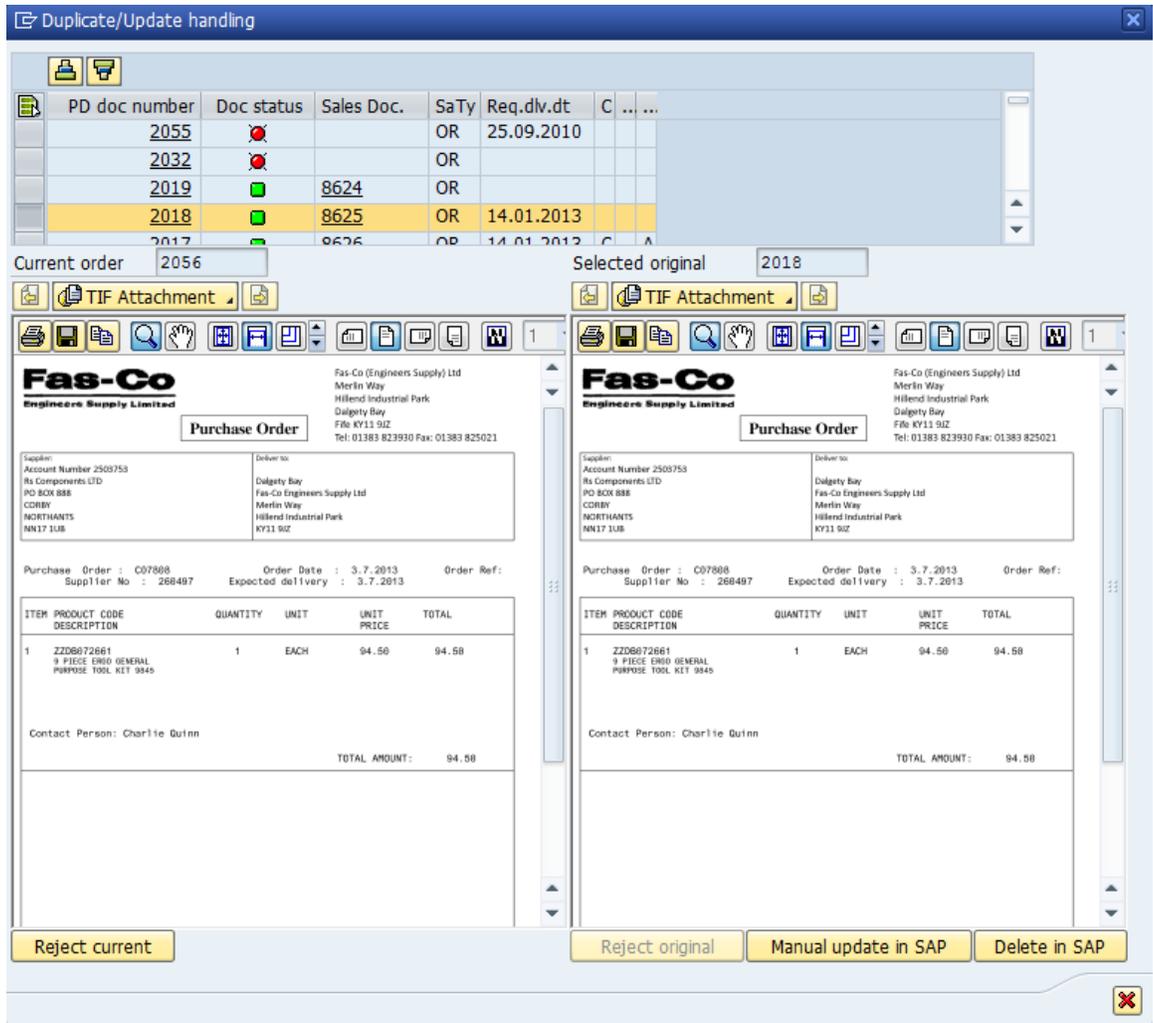
The screenshot shows the 'Duplicate/Update handling' dialog box. At the top, there is a table with columns: PD doc number, Doc status, Sales Doc., SaTy, Req.dlv.dt, C, and ... . The table contains the following data:

PD doc number	Doc status	Sales Doc.	SaTy	Req.dlv.dt	C	...
2055	OR		OR	25.09.2010		
2032	OR		OR			
2019	OR	8624	OR			
2018	OR	8625	OR	14.01.2012		

Below the table, the 'Current order' is 2056 and the 'Selected original' is 2055. The dialog displays two side-by-side purchase order details for Fas-Co (Engineers Supply) Ltd. Both orders are for the same supplier and contain the same item: 1 quantity of ZZDB872661 (9 PIECE OMB GENERAL PURPOSE TOOL KIT 9845) at a unit price of 94.50 and a total of 94.50. The 'Current order' has an order date of 3.7.2013 and an expected delivery of 3.7.2013. The 'Selected original' has an order date of 3.7.2013 and an expected delivery of 3.7.2013. At the bottom, there are buttons for 'Reject current', 'Reject original', 'Manual update in SAP', and 'Delete in SAP'.

2. You can then opt to reject the current document or the original document.

If the original document has already been posted, you cannot directly reject it in PROCESS DIRECTOR. You have to either manually update or delete it in SAP.



## KPI reports

### Overview

PROCESS DIRECTOR provides the following seven Customer Orders KPI (Key Performance Indicator) reports. These are available as ALV reports. See the SAP documentation for information on using ALV reports.

To call up the reports, go to SE38, enter the report name and click the **Execute** button or press F8.

Report	Report name
<a href="#">Customer orders - Overview</a>	/EBY/PDSO_KPI1
<a href="#">Customer orders - Item overview</a>	/EBY/PDSO_KPI2

<a href="#">Customer orders - Processing issues</a>	/EBY/PDSO_KPI3
<a href="#">Customer orders - Processing statistics</a>	/EBY/PDSO_KPI4
<a href="#">Customer orders - Currently running workflows</a>	/EBY/PDSO_KPI5
<a href="#">Customer orders - Approver time</a>	/EBY/PDSO_KPI6
<a href="#">PD Documents - (cross-process) overview</a>	/EBY/PDSO_KPI7

Each report provides a number of selection criteria to limit the report to specific documents. In addition, it is possible to specify up to three fields by which the information in the report is grouped. For example, the information can be displayed per sales organization, year and month.

**Customer orders - Overview**



Created on	<input type="text"/>	to	<input type="text"/>	to	<input type="button" value="→"/>
Document status	OK	to	<input type="text"/>	to	<input type="button" value="→"/>
Sales document type	<input type="text"/>	to	<input type="text"/>	to	<input type="button" value="→"/>
Purchase order type	<input type="text"/>	to	<input type="text"/>	to	<input type="button" value="→"/>
Sales Organization	<input type="text"/>	to	<input type="text"/>	to	<input type="button" value="→"/>
Distribution Channel	<input type="text"/>	to	<input type="text"/>	to	<input type="button" value="→"/>
Division	<input type="text"/>	to	<input type="text"/>	to	<input type="button" value="→"/>
Sales group	<input type="text"/>	to	<input type="text"/>	to	<input type="button" value="→"/>
Sales office	<input type="text"/>	to	<input type="text"/>	to	<input type="button" value="→"/>
Sold-to party	<input type="text"/>	to	<input type="text"/>	to	<input type="button" value="→"/>
Requested deliv.date	<input type="text"/>	to	<input type="text"/>	to	<input type="button" value="→"/>

**Grouping**

Field 1	<input type="text" value="SALES_ORG"/>
Field 2	<input type="text" value="YEAR"/>
Field 3	<input type="text" value="MONTH"/>

## Customer Orders overview

This report gives an overview of the customer order data. It displays the net value and number of documents.

### Examples

Sales Orga	Year	Month	Curr.	Σ	Net value	Σ	#Docs	
1000	2010	03	EUR		0,00		280	
			GBP		0,00		280	
		05	EUR		0,00		280	
			GBP		0,00		840	
	2011	06	EUR		54.040,00		1.960	
			JPY		14.981.400,00		280	
		10	EUR		0,00		280	
	2012	01	EUR		26.460,00		280	
			03	EUR		16.716,00		560
			04	GBP		56.560,00		280
					Σ	15.135.176,00	Σ	5.320

Report grouped by sales organization, year and month

<b>Customer Orders overview</b>								
Sales Orga	Year	Posting ty	Curr.	Σ	Net value	Σ	#Docs	
1000	2010	Manual	EUR		0,00		560	
			GBP		0,00		1.120	
	2011		EUR		54.040,00		2.240	
			JPY		14.981.400,00		280	
	2012		EUR		43.176,00		840	
			GBP		56.560,00		280	
					Σ	15.135.176,00	Σ	5.320

Report grouped by sales organization, year and posting type

### Selection criteria

**Customer orders - Overview**



Created on	<input type="text" value=""/>	to	<input type="text" value=""/>	
Document status	OK	to	<input type="text" value=""/>	
Sales document type	<input type="text" value=""/>	to	<input type="text" value=""/>	
Purchase order type	<input type="text" value=""/>	to	<input type="text" value=""/>	
Sales Organization	<input type="text" value=""/>	to	<input type="text" value=""/>	
Distribution Channel	<input type="text" value=""/>	to	<input type="text" value=""/>	
Division	<input type="text" value=""/>	to	<input type="text" value=""/>	
Sales group	<input type="text" value=""/>	to	<input type="text" value=""/>	
Sales office	<input type="text" value=""/>	to	<input type="text" value=""/>	
Sold-to party	<input type="text" value=""/>	to	<input type="text" value=""/>	
Requested deliv.date	<input type="text" value=""/>	to	<input type="text" value=""/>	

---

**Grouping**

Field 1	<input type="text" value="SALES_ORG"/>
Field 2	<input type="text" value="YEAR"/>
Field 3	<input type="text" value="MONTH"/>

### Grouping criteria

Component	Short Description
CREATE_DATE	Date on which the record was created
DAY	Day
DOC_TYPE	Sales Document Type
MONTH	Month
PARTN_NUMB	Customer Number 1
PD_USER	Current processor
POST_TYPE	P.Type
PO_METHOD	Customer purchase order type
REQ_DATE_H	Requested delivery date
SALES_ORG	Sales Organization
STATE	State of a PD object
WEEK	Week no.
YEAR	Year

## Customer orders - Item overview

This report provides a variety of information about customer orders, including item-level information (number of order items, average quantity and total line item quantity).

### Example

<b>Customer Orders Item Overview</b>						
Material	Description	Sales unit	#Items	Avg. Quant	Tot. Quant	
Y-352			215	20	4.300	
Y-353	Farbe 10 Liter Dose		645	8	5.160	
Y-352	Farbe 5 Liter Dose		645	7	4.300	
Y-352	Paint 5 l can		430	6	2.365	
			1.935	8	16.125	

### Selection criteria

<b>Customer orders - Item overview</b>			
Created on	<input type="text"/>	to	<input type="text"/>
Document status	<input type="text"/>	to	<input type="text"/>
Sales document type	<input type="text"/>	to	<input type="text"/>
Sales Organization	1020	to	<input type="text"/>
Distribution Channel	<input type="text"/>	to	<input type="text"/>
Division	<input type="text"/>	to	<input type="text"/>
Sales group	<input type="text"/>	to	<input type="text"/>
Sales office	<input type="text"/>	to	<input type="text"/>
Sold-to party	<input type="text"/>	to	<input type="text"/>
Requested deliv.date	<input type="text"/>	to	<input type="text"/>
Current processor	<input type="text"/>	to	<input type="text"/>
Material	1000	to	<input type="text"/>
Material entered	<input type="text"/>	to	<input type="text"/>
Plant	<input type="text"/>	to	<input type="text"/>
Purchase order type	<input type="text"/>	to	<input type="text"/>

Grouping	
Field 1	MATERIAL
Field 2	SALES_UNIT
Field 3	<input type="text"/>

## Grouping criteria

Component	Short Description
CREATE_DATE	Date on which the record was created
DOC_TYPE	Sales Document Type
MATERIAL	Material Number
MAT_ENTRD	Material entered
MONTH	Month
PARTN_NUMB	Customer Number 1
PD_USER	Current processor
PLANT	Plant
POST_TYPE	P.Type
PO_METHOD	Customer purchase order type
REQ_DATE_H	Requested delivery date
SALES_ORG	Sales Organization
SALES_UNIT	Sales unit
STATE	State of a PD object
WEEK	Week no.
YEAR	Year

## Customer orders - Processing issues

This report provides information about the errors that occur during the processing of customer orders.

### Example

<b>Customer orders - Processing issues</b>						
Customer	Name 1	Msg...	Message text	Σ	%Docs	Σ #Docs
0000001258	Cranfield Aerospace Ltd.	45	Unable to determine sales organisation	☰	0,11	2
		112	Please enter sold-to party or ship-to party	☰	0,11	2
0000001000	Becker Berlin		Unable to determine material number of	☰	0,51	9
		45	Unable to determine sales organisation	☰	0,17	3
		15	Expected item value differs to much for item no. :	☰	0,17	3
		12	Customer PO already used in PD document	☰	0,51	9
		9	Order without net value	☰	0,17	3
		15	The reference has already been completely copied or rejected	☰	0,06	1
	197	Sold-to party not maintained for sales area	☰	0,17	3	
	112	Please enter sold-to party or ship-to party	☰	1,08	19	

### Selection criteria

**Customer orders - Processing issues**

Created on	<input type="text"/>	to	<input type="text"/>	↔
Document status	<input type="text"/>	to	<input type="text"/>	↔
Sales document type	<input type="text"/>	to	<input type="text"/>	↔
Sales Organization	1020	to	<input type="text"/>	↔
Distribution Channel	<input type="text"/>	to	<input type="text"/>	↔
Division	<input type="text"/>	to	<input type="text"/>	↔
Sales group	<input type="text"/>	to	<input type="text"/>	↔
Sales office	<input type="text"/>	to	<input type="text"/>	↔
Sold-to party	<input type="text"/>	to	<input type="text"/>	↔
Requested deliv.date	<input type="text"/>	to	<input type="text"/>	↔
Current processor	<input type="text"/>	to	<input type="text"/>	↔
Message type (E,I,W,...)	<input type="text"/>	to	<input type="text"/>	↔
Message ID	<input type="text"/>	to	<input type="text"/>	↔
Message number	<input type="text"/>	to	<input type="text"/>	↔

**Grouping**

Field 1	<input type="text" value="PARTN_NUMB"/>
Field 2	<input type="text"/>
Field 3	<input type="text"/>

### Grouping criteria

Component	Short Description
CREATE_DATE	Date on which the record was created
DAY	Day
DOC_TYPE	Sales Document Type
MONTH	Month
MSG_ID	Message ID
PARTN_NUMB	Customer Number 1
PD_USER	Current processor
REQ_DATE_H	Requested delivery date
SALES_ORG	Sales Organization
STATE	State of a PD object
WEEK	Week no.
YEAR	Year

## Customer orders - Processing statistics

This report provides statistical information about the processing of customer orders.

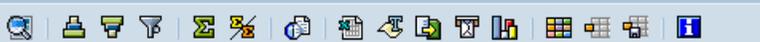
### Examples

**Customer Orders processing statistics**



Customer	Name 1	Σ Time PD[hr]	Σ WC[hr]
0000001260	Fas-Co Engineers Supply Ltd	69	
0000001352	HADENE		
0000001261	OPTARE		
	..	17	

**Customer Orders processing statistics**



Customer	Name 1	Current pr	Σ Time PD[hr]	Σ WC[hr]
0000001260	Fas-Co Engineers Supply Ltd		14	
0000001352	HADENE			
0000001264	LOGITRADE			
0000001261	OPTARE			
	..		4	

**Customer Orders processing statistics**



Customer	Name 1	Current pr	Σ Time PD[hr]	Σ WC[hr]
0000001260	Fas-Co Engineers Supply Ltd	HAAK		
			69	
		ZOULGAMI		
	..		14	
0000001352	HADENE			
0000001264	LOGITRADE			
0000001261	OPTARE			
	..		4	

### Selection criteria

**Customer orders - Processing statistics**

Created on	<input type="text" value="01.01.2012"/>	to	<input type="text" value="31.12.2012"/>	↔
Document status	<input type="text" value="OK"/>	to	<input type="text"/>	↔
Sales document type	<input type="text"/>	to	<input type="text"/>	↔
Sales Organization	<input type="text" value="1000"/>	to	<input type="text"/>	↔
Distribution Channel	<input type="text"/>	to	<input type="text"/>	↔
Division	<input type="text"/>	to	<input type="text"/>	↔
Sales group	<input type="text"/>	to	<input type="text"/>	↔
Sales office	<input type="text"/>	to	<input type="text"/>	↔
Sold-to party	<input type="text"/>	to	<input type="text"/>	↔
Requested deliv.date	<input type="text"/>	to	<input type="text"/>	↔
Current processor	<input type="text"/>	to	<input type="text"/>	↔

**Grouping**

Field 1	<input type="text" value="PARTN_NUMB"/>
Field 2	<input type="text"/>
Field 3	<input type="text"/>

### Grouping criteria

Component	Short Description
CREATE_DATE	Date on which the record was created
DAY	Day
DOC_TYPE	Sales Document Type
MONTH	Month
PARTN_NUMB	Customer Number 1
PD_USER	Current processor
REQ_DATE_H	Requested delivery date
SALES_ORG	Sales Organization
STATE	State of a PD object
WEEK	Week no.
YEAR	Year

## Customer orders - Currently running workflows

This report provides information about the currently running workflows.

### Examples

<b>Currently running workflows</b>					
Workflow I	Workflow desc.	Workflow s	Step	Step posit	Σ #Docs
WNWC	Approve document	WNSTEP1		1	8
WNWC		WNSTEP2		2	8
WNWC		WNSTEP3		3	8
JV_POST	JV_POST	JV_S1_POST		1	1
JV_POST		JV_S2_POST			1
PZWC_PRO...	PZ workflow 1	PZTEST1			1
PZWC_PRO...		PZTEST2		2	1
BG_TEST	Test BG	BG_STP_1		1	17
BG_TEST		BG_STP_2		2	17
					62

Workflow I	Workflow description	Workflow s	Workflow step	Step position	Σ #Docs
WNWC	Approve document	WNSTEP1		1	8
		WNSTEP2	NALEPACZ2	2	1
			NALEPACZ2		1
			NALEPACZ2		1
			NALEPACZ2		1
			NALEPACZ2		1
			NALEPACZ2		1
			NALEPACZ2		1
WNWC					8
WNWC		WNSTEP3		3	8
JV_POST	JV_POST	JV_S1_POST		1	1
JV_POST		JV_S2_POST			1
PZWC_PRO...	PZ workflow 1	PZTEST1			1
PZWC_PRO...		PZTEST2		2	1
BG_TEST	Test BG	BG_STP_1		1	17
BG_TEST		BG_STP_2		2	17
					62

Currently running workflows							
Workflow I	Workflow desc.	Workflow s	Step	Step posit	Current pr	Σ #Docs	
WNWC	Approve document	WNSTEP1		1	ESEN	3	
WNWC					ESEN	3	
WNWC					KRAUSE	2	
WNWC			WNSTEP2		2	ESEN	3
WNWC						KRAUSE	2
WNWC			WNSTEP3		3	ESEN	3
WNWC						ESEN	3
WNWC						KRAUSE	2
JV_POST		JV_POST	JV_S1_POST		1		1
JV_POST		JV_S2_POST				1	
PZWC_PRO...	PZ workflow 1	PZTEST1			ESEN	1	
PZWC_PRO...					2		1
BG_TEST	Test BG	BG_STP_1		1		2	
BG_TEST					ESEN	6	
BG_TEST					HAAK	5	
BG_TEST					HINZ	1	
BG_TEST					INOTAI	1	
BG_TEST					KOLODZIEJ	1	
BG_TEST					WCTEST1	1	
BG_TEST			BG_STP_2		2		2
BG_TEST						ESEN	6
BG_TEST						HAAK	5
BG_TEST						HINZ	1
BG_TEST						INOTAI	1
BG_TEST						KOLODZIEJ	1
BG_TEST						WCTEST1	1
						62	

### Selection criteria

**Customer orders - Currently running workflows**

Workflow ID	<input type="text"/>	to	<input type="text"/>	
Workflow step ID	<input type="text"/>	to	<input type="text"/>	
Sales document type	<input type="text"/>	to	<input type="text"/>	
Sales Organization	<input type="text"/>	to	<input type="text"/>	
Distribution Channel	<input type="text"/>	to	<input type="text"/>	
Division	<input type="text"/>	to	<input type="text"/>	
Sales group	<input type="text"/>	to	<input type="text"/>	
Sales office	<input type="text"/>	to	<input type="text"/>	
Sold-to party	<input type="text"/>	to	<input type="text"/>	
Requested deliv.date	<input type="text"/>	to	<input type="text"/>	

**Grouping**

Field 1	<input type="text" value="WC_ID"/>
Field 2	<input type="text" value="WC_STEP_ID"/>
Field 3	<input type="text"/>

### Grouping criteria

Component	Short Description
CREATE_DATE	Date on which the record was created
DAY	Day
DOC_TYPE	Sales Document Type
MONTH	Month
PARTN_NUMB	Customer Number 1
PD_USER	Current processor
REQ_DATE_H	Requested delivery date
SALES_ORG	Sales Organization
STATE	State of a PD object
WC_ID	Workflow ID
WC_STEP_ID	Workflow step ID
WEEK	Week no.
YEAR	Year

## Customer orders - Approver time

This report provides information about the average time each approver spends on a workflow.

Example

<b>Approver time</b>					
Approver	User type	Username	Month	Σ WC[hr]	Σ #Workflows
KRAUSE			10	23	2
BIERBAUM			11	5.513	1
KRAUSE				46	3
				950	6

Selection criteria

<b>Customer orders - Approver time</b>			
Workflow ID	<input type="text"/>	to	<input type="text"/>
Workflow step ID	<input type="text"/>	to	<input type="text"/>
Approver type	<input type="text"/>	to	<input type="text"/>
Approver user ID	<input type="text"/>	to	<input type="text"/>
Sales document type	<input type="text"/>	to	<input type="text"/>
Sales Organization	<input type="text"/>	to	<input type="text"/>
Distribution Channel	<input type="text"/>	to	<input type="text"/>
Division	<input type="text"/>	to	<input type="text"/>
Sales group	<input type="text"/>	to	<input type="text"/>
Sales office	<input type="text"/>	to	<input type="text"/>
Created on	<input type="text"/>	to	<input type="text"/>
Sold-to party	<input type="text"/>	to	<input type="text"/>
Requested deliv.date	<input type="text"/>	to	<input type="text"/>

Grouping	
Field 1	APPROVER
Field 2	MONTH
Field 3	<input type="text"/>

## Grouping criteria

Component	Short Description
APPROVER	ApprovedBy
CREATE_DATE	Date on which the record was created
DAY	Day
DOC_TYPE	Sales Document Type
MONTH	Month
PARTN_NUMB	Customer Number 1
PD_USER	Current processor
REQ_DATE_H	Requested delivery date
SALES_ORG	Sales Organization
STATE	State of a PD object
WC_ID	Workflow ID
WC_STEP_ID	Workflow step ID
WEEK	Week no.
YEAR	Year

## PD Documents - (cross-process) overview

This report provides information about the total number of PD documents for all the processes. However, no document-specific information will be displayed.

### Example

<b>PD Documents (cross-process) ove</b>				
Object t...	Year	Month	Σ	#Docs
SO	2007	10		5
		11		9
	2007		..	14
2008	2008	02		1
		03		2
		09		1
		10		3
		12		2
	2008		..	9
2009	2009	03		4
		04		1
		12		8
	2009		..	13
2010	2010	03		23
		05		48
	2010		..	71
2011	2011	01		1
		06		14
		07		1
		09		3
		10		3
	2011		..	22
2012	2012	01		6
		03		4
		04		3
		06		6
	2012		..	19
SO			...	148
			....	148

### Selection criteria

**PD Documents - (cross-process) overview**



Object type	<input type="text" value="SO"/>	to	<input type="text"/>	
Created on	<input type="text"/>	to	<input type="text"/>	
Document status	<input type="text"/>	to	<input type="text"/>	
Substate	<input type="text"/>	to	<input type="text"/>	
Workflow	<input type="text"/>	to	<input type="text"/>	

---

**Grouping**

Field 1	<input type="text" value="OBJ"/>
Field 2	<input type="text" value="YEAR"/>
Field 3	<input type="text" value="MONTH"/>

### Grouping criteria

Component	Short Description
CREATE_DATE	Date on which the record was created
DAY	Day
MONTH	Month
OBJ	Object type
PD_USER	Current processor
STATE	State of a PD object
SUBSTATE	Substate of a PD object, e.g. more specific error code
WEEK	Week no.
WORKFLOW_STATE	Generic workflow state of a document
YEAR	Year

## Payment Advices

PROCESS DIRECTOR for Payment Advices allows users to process payment advices and post them to SAP. Payment advice documents are created in PROCESS DIRECTOR using ReadSoft's DOCUMENTS. This product automatically extracts information from incoming payment advices, 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 payment advice data can be automatically filled in.

If there are discrepancies in the data or if information is missing, the PROCESS DIRECTOR payment advice document is assigned the status **In error**. Users can then investigate and make corrections and post the document to SAP.

### Processing payment advices

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

1. Double-click the **Payment Advices** category in the [Worklist](#).

The document list displays all payment advice documents. Documents that contain errors have the status  **In error**.

2. Highlight a document in the document list, or click the document number in the **PD Doc no.** column.
3. If necessary, display further information. On the Application Toolbar, click:
  - Items to display payment advice line items
  -  to display messages
  -  to display the document image (if available)
4. On the **Attachments** tab, click the **PROCESS DIRECTOR scanned document** attachment to display the document image (if available).
5. Click the **Check** button . The [system messages](#) resulting from the check will help you to identify the errors.
6. Click the **Display <-> Change**  button and correct the errors.
7. Click the **Save** button  on the SAP toolbar.

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 payment advice has been posted, the PROCESS DIRECTOR document status changes to  **Posted**.

**Example**

In the following example, no customer number has been captured. In addition, the net and gross amounts on the captured payment advice and the payment amount have been incorrectly interpreted.

To correct the error, enter the customer number. Then change the entries in the **Pymnt Amnt** column to match the entries in the **Gross Amount** column.

The screenshot displays the SAP PROCESS DIRECTOR interface for a remittance advice document. The document is from SYNTHES Corporation, PD No. 1766, PAOLI PA, 19381. The document type is RA-6007432, dated 10/18/2010. The document contains three items with the following data:

Item#	Your Ref.	DOC#	Net Amount	Gross Amount
00001	180000009	12-0002	10.00	11.60
00002	180000010	12-0003	20.00	23.20
00003	180000011	12-0004	10.00	11.60

The SAP interface shows the following data entry errors highlighted in red:

- The **Customer** field is empty.
- The **Pymnt Amnt** column in the items table contains values 10,00, 20,00, and 10,00, which do not match the **Gross amount** column values of 11,60, 23,20, and 11,60.
- The **Details** pane shows the following error messages:
  - Enter a customer number first
  - Payment advice item 0
  - Gross amount 11,60 GBP unequal sum of pay amount 10,00 GBP
  - Payment advice item 0
  - Gross amount 23,20 GBP unequal sum of pay amount 20,00 GBP
  - Payment advice item 0
  - Gross amount 11,60 GBP unequal sum of pay amount 10,00 GBP

## Payment Approvals

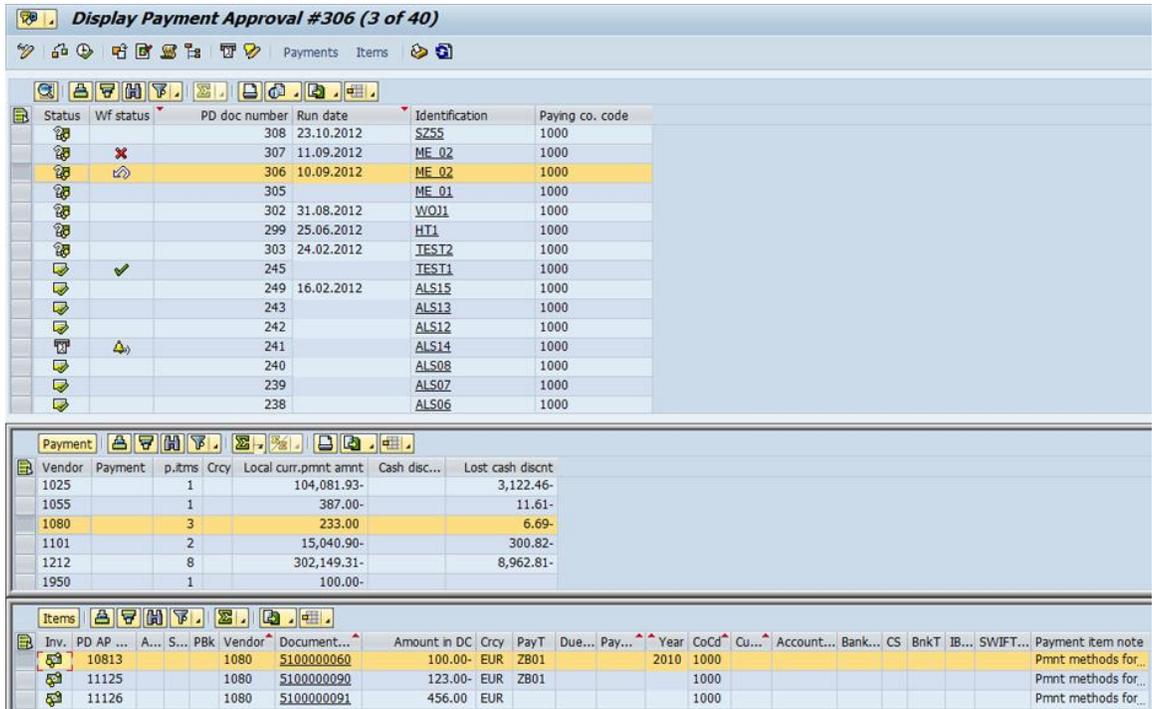
PROCESS DIRECTOR for Payment Approvals allows users to view and approve payment proposals that have been created with SAP transaction F110. When a payment proposal is created in SAP, it is displayed in the PROCESS DIRECTOR [Payment Approvals overview list](#). It can then be sent to a [workflow](#) for 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.

Changes made in PROCESS DIRECTOR are automatically transferred to the payment proposal in F110. After the payment run has been carried out in SAP, it is listed in PROCESS DIRECTOR as completed.

### Processing payment approvals

1. Double-click the appropriate **Payment Approval** category in the [Worklist](#).

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



**Document List:**

Status	Wf status	PD doc number	Run date	Identification	Paying co. code
		308	23.10.2012	SZ55	1000
		307	11.09.2012	ME_02	1000
		306	10.09.2012	ME_02	1000
		305		ME_01	1000
		302	31.08.2012	W011	1000
		299	25.06.2012	HT1	1000
		303	24.02.2012	TEST2	1000
		245		TEST1	1000
		249	16.02.2012	ALS15	1000
		243		ALS13	1000
		242		ALS12	1000
		241		ALS14	1000
		240		ALS08	1000
		239		ALS07	1000
		238		ALS06	1000

**Payment Section:**

Vendor	Payment	p.itms	Crcy	Local curr.pmnt amnt	Cash disc...	Lost cash discnt
1025		1		104,081.93-		3,122.46-
1055		1		387.00-		11.61-
1080		3		233.00		6.69-
1101		2		15,040.90-		300.82-
1212		8		302,149.31-		8,962.81-
1950		1		100.00-		

**Items Section:**

Inv.	PD AP ...	A...	S...	PBk	Vendor	Document...	Amount in DC	Crcy	PayT	Due...	Pay...	Year	CoCd	Cu...	Account...	Bank...	CS	BnkT	IB...	SWIFT...	Payment item note	
	10813				1080	5100000060	100.00-	EUR	ZB01			2010	1000								Pmnt methods for...	
	11125				1080	5100000090	123.00-	EUR	ZB01				1000									Pmnt methods for...
	11126				1080	5100000091	456.00	EUR					1000									Pmnt methods for...

2. To process a payment proposal, double-click the document in the document list. The **Payment** section displays the different vendors and double-clicking a vendor displays the items related to that vendor.

The payment items are displayed beneath the proposal header data.

- To set, remove or change the payment block indicator, first click the  button, then 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 **Status** column of the items for which you changed the payment block indicator. You can also perform other editing functions such as entering cash discounts or reallocating items.

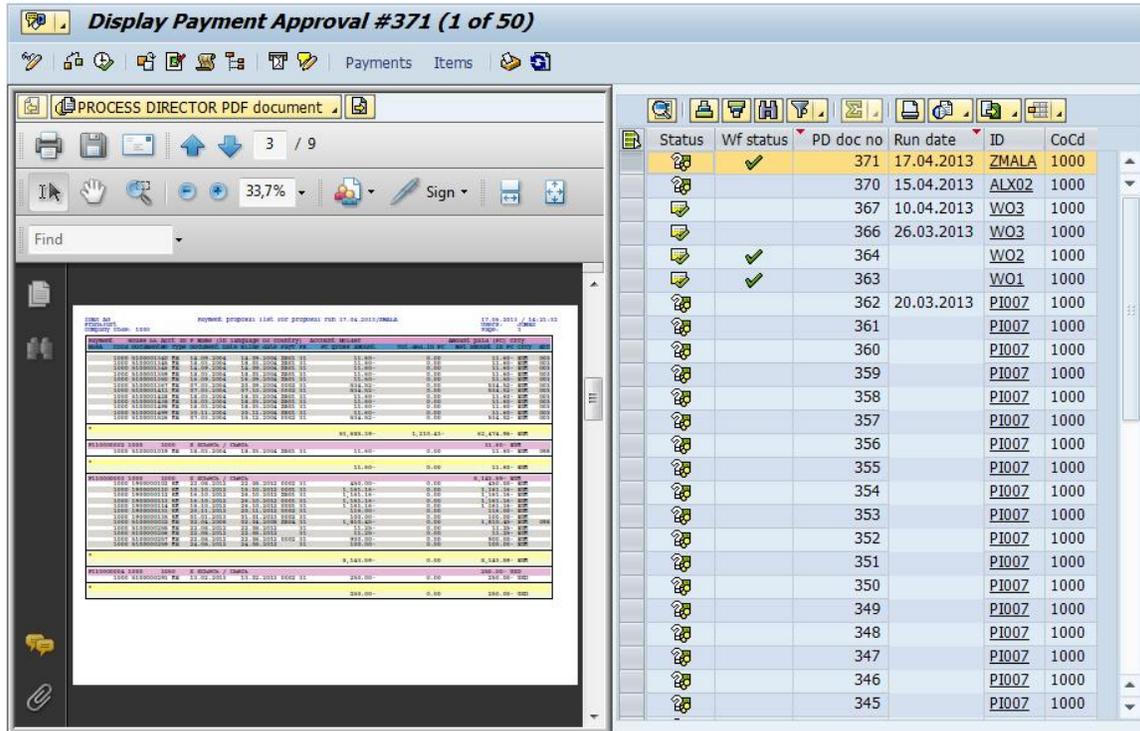
Change Line Items
✕

<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <b>Block</b>                  Payment block  </div>	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <b>Payment method</b>                  Payment method <input type="checkbox"/>                  Pmt meth.supl. <input type="checkbox"/> </div>
<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <b>Payment terms</b>                  Baseline date <input type="text" value="18.03.2004"/>                  Days/percent <input type="text" value="14"/> <input type="text" value="3.000"/> / <input type="text" value="30"/> <input type="text" value="2.000"/> / <input type="text" value="45"/>                  Discount base <input type="text" value="11.60"/> EUR             </div>	
<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <b>Cash discount</b>                  Discount amount <input type="text"/>                  Cash discount % <input type="text"/> </div>	
<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <b>Note</b>                  Item is blocked for payment             </div>	

## Creating a report

You can create a report containing the line item proposals. This report is added as an attachment and archived with the PROCESS DIRECTOR document.

Select a document and click the **Converts report output to archive document**  button to create the report.



The screenshot displays the SAP PROCESS DIRECTOR interface for document #371. The main window is titled "Display Payment Approval #371 (1 of 50)". On the left, a "PROCESS DIRECTOR PDF document" viewer shows a preview of a payment proposal table. On the right, a table lists the details of the payment proposals.

Status	Wf status	PD doc no	Run date	ID	CoCd
	✓	371	17.04.2013	ZMALA	1000
		370	15.04.2013	ALX02	1000
		367	10.04.2013	WQ3	1000
		366	26.03.2013	WQ3	1000
	✓	364		WQ2	1000
	✓	363		WQ1	1000
		362	20.03.2013	PI007	1000
		361		PI007	1000
		360		PI007	1000
		359		PI007	1000
		358		PI007	1000
		357		PI007	1000
		356		PI007	1000
		355		PI007	1000
		354		PI007	1000
		353		PI007	1000
		352		PI007	1000
		351		PI007	1000
		350		PI007	1000
		349		PI007	1000
		348		PI007	1000
		347		PI007	1000
		346		PI007	1000
		345		PI007	1000

## 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 ReadSoft's DOCUMENTS product 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.

### Creating an order confirmation

1. Double-click the **Order Confirmations** category in the [Worklist](#), then click the **Create new document** button  on the [Application Toolbar](#).

A new document is created.

2. 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.

3. Use the **New line**  and **Delete line** buttons  on the line items toolbar to add and delete order confirmation line items. The purchase order number is inserted automatically if you have entered a purchase order number in the header.
4. Click the **Save** button  on the SAP toolbar.

If all information has been entered correctly, the document has the status  **New or 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 order confirmation has 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 list, select the requisition and click the  button.

## Processing order confirmations

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

1. Double-click the **Order Confirmations** category in the [Worklist](#).

The document list displays all order confirmation documents. Documents that contain errors have the status  **In error or incomplete**.

2. Highlight a document in the document list, or click the document number in the **PD Doc no.** column.
3. If necessary, display further information. On the Application Toolbar, click:
  - Items to display order confirmation line items
  - PO items to display purchase order line items
  -  to display messages
  -  to display the document image (if available)
4. On the **Attachments** tab, click the **PROCESS DIRECTOR scanned document** attachment to display the document image (if available).
5. Click the **Check** button . The [system messages](#) resulting from the check will help you to identify the errors.
6. Click the **Display <-> Change** button  and correct the errors.
7. Click the **Save** button  on the SAP toolbar.

If all information has been entered correctly, the document has the status  **New or 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 order confirmation has 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.

Status PD doc number 64 Processor

Vendor 3200 Name Blumenbecker Industriebedarf GmbH  
 Account with vendor Delivery date 26.04.2011  
 Purchasing Document 4500016171 Currency EUR  
 Order acknowledgment A8875764 Created on 30.05.2011

---

**Items**

Purch.Doc.	It...	Material	MPN	Quantity	OUn	Delv. date	Net price	Net value	Crcy
4500016171	10	40-100C		50,000		26.04.2011	1,20	60,00	EUR
	20	40-100C		30,000			1,20	36,00	EUR
	30	40-100R		40,000			1,20	48,00	EUR
	40	K4033MATT		30,000			1,40	42,00	EUR

---

**PO Items**

Purch.Doc.	It...	Material	Short text	Vendor mat. no.	Quantity	OUn	Delivery da...	Hist.	Net price
4500016171	10	40-100C	220/35V 40...		50	PC	26.04.2011		1,20
	20	40-100C	220/35V 40...		30	PC	26.04.2011		1,20
	30	40-100R	220/35V 40...		40	PC	26.04.2011		1,20
	40	40-200F	Kolben A 40/...	K4033 MATT	30	PC	26.04.2011		1,40

---

**Action/Event**

Action/Event	LTxt	Details
Initial processing	30.05.2011 17:28:13	User: SYSTEM Version: 1
Perform determinations		Successfully verified purchase order 4500016171
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
Data reception	30.05.2011 17:28:12	User: SYSTEM Version: 1

## Accounts Payable

PROCESS DIRECTOR for Accounts Payable allows users to process accounts payable documents such as invoices and credit notes and post them to SAP. Accounts Payable documents are created in PROCESS DIRECTOR using ReadSoft's INVOICES. This product automatically extracts information from Accounts Payable documents, 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 accounts payable document data can be automatically filled in.

If there are discrepancies in the data or if information is missing, the PROCESS DIRECTOR Accounts Payable document is assigned the status, **In error**. Users can then investigate and make corrections and post the document to SAP.

Note that it is currently only possible to send Accounts Payable documents to a workflow or to process workflows from the document detail view, not from the document list.

### Processing Accounts Payable documents

Captured Accounts Payable documents without errors are usually automatically posted to SAP. Documents with errors must be manually corrected. For detailed information on processing Accounts Payable documents, see the *PROCESS DIRECTOR 7.2 Accounts Payable User Guide*.

1. Double-click the **Incoming Invoice** category in the [Worklist](#). You can also choose to double-click the **MM Invoices** or **FI Invoices** category to display the corresponding type of invoices.

The document list displays all the Accounts Payable documents. Documents that contain errors have the **Erroneous**  status.

2. Highlight a document in the document list.
3. If necessary, display further information. On the Application toolbar, click:
  -  Items to display line items
  -  Accounts to display account assignments
  -  PO Items to display purchase order items
  -  to display messages
  -  to display the document image (if available)
4. Click the **Check** button . The [system messages](#) resulting from the check will help you to identify the errors.

5. To correct the errors, click the document number in the **PD doc no** column or click the **Detail view**  button, and then click the **Display/Change**  button .
6. Click the **Save** button  on the SAP toolbar.

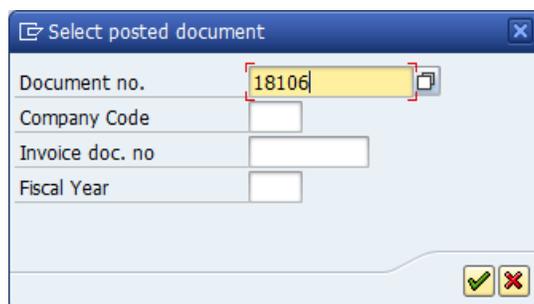
If all the information has been entered correctly, the document has the **Correct**  status. You can now [send the document to a workflow](#), or if you have sufficient user rights, [post the document](#) to SAP. When the Accounts Payable document has been posted, the PROCESS DIRECTOR document status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

## Invoice Block and Cancelation

PROCESS DIRECTOR for Invoice Block and Cancelation allows users to create requests to block or release invoices for payment, or to cancel invoices.

### Creating a block/unblock request

1. Double-click the **Invoice Block and Cancelation** category in the [Worklist](#), and then click the **Create new document** button  on the [Application Toolbar](#).
2. Fill in the required fields and click . The **Document no.** field refers to the PROCESS DIRECTOR Accounts Payable document number.



3. The topmost **Payment block** drop-down list specifies what the document has been set to currently, whereas the bottom **Payment block** drop-down list specifies what you want to set it to. Select the desired blocking or unblocking option.

Header															
St...	Wf...	Att.	PD doc ...	Doc. no.	CoCd	Invoice doc. no	Year	Posting Date	Reference	Amount	Crcy	Vendor	Name 1	PBk	PBk
◇			0	18106	1000	1900000078	2012	13.04.2012		10,000,000...	EUR	1000	C.E.B. BERLIN	A	

**Note:** You cannot change the available blocking options from one to another before first freeing the document for payment.

4. Click the **Save** button  on the SAP toolbar.

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.

### Canceling an invoice

1. Double-click the **Invoice Blocking/Unblocking** category in the [Worklist](#), and then click the **Create new document** button  on the [Application Toolbar](#).
2. Fill in the required fields and click . The **Document no.** field refers to the PROCESS DIRECTOR Accounts Payable document number.

3. 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.

4. Click the **Save** button  on the SAP toolbar.

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**.

# Electronic Bank Statements

## Overview

This process type provides a list of electronic bank statements with uncleared items, which are imported from SAP. Payment advices can be automatically or manually assigned to the uncleared items. If a match is found, the payment advice is automatically assigned, via a preset. If no match is found, the user 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.

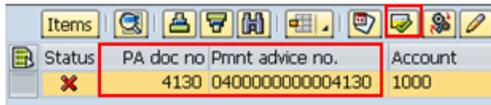
## Clearing an item

You can clear an item in the following ways:

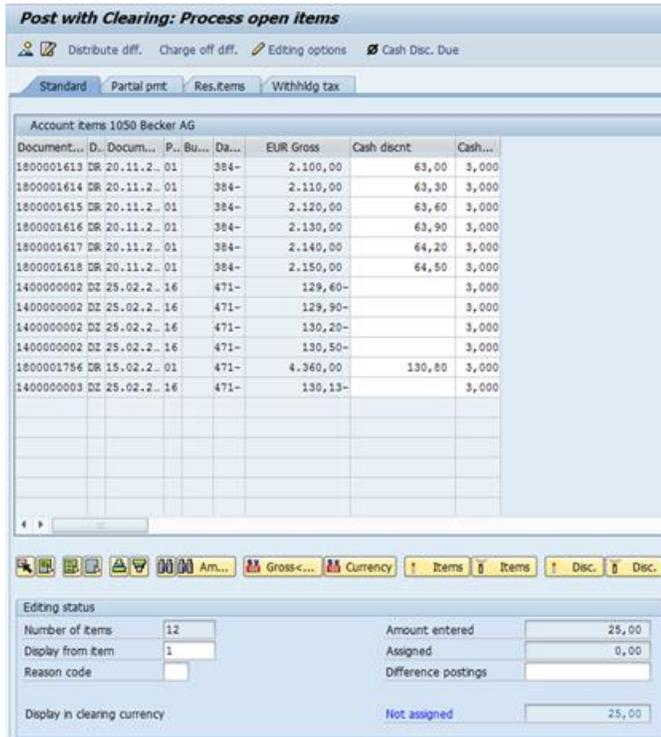
1. If a match is found, the payment advice is automatically assigned via determination.
2. If no match is found, you can manually select the payment advice number by using the search help:
  - a. Select the bank statement with the uncleared items.
  - b. Select the uncleared item and click the **Change data**  button.
  - c. Fill in the required information in the **Assign data** popup and click the **Continue** button.
3. You can create a new PROCESS DIRECTOR payment advice and post it in SAP.
  - a. Click the **Create Payment Advice**  button.
  - b. Fill in the required information and save and post the document.

Status	PD doc number	0	Processor	Carsten Nelk
<b>General</b>				
Company Code	1000			
Customer				
Pmnt advice no.			Adv.header text	0100000114
<b>Total amounts</b>				
Payment doc.no.			Payment date	19.03.2013
Currency	EUR			
Payment Amount	31.000,00	Item total	0,00	
Gross amount			Balance	
Cash discount amount				

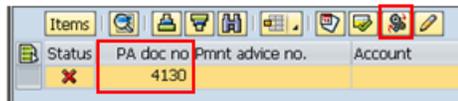
- c. After saving and posting, the PROCESS DIRECTOR and SAP Payment Advice document numbers are entered in the line item. You can clear the item by clicking the Post button.



4. You can post the clearing in FB05.



Clear the item in FB05 by clicking the Perform button.



# Index

## A

- account line items
  - entering 59
  - in document details 9
- accounts payable
  - overview 116
  - recalling documents 36
- approving
  - documents 38
  - line items 38
- assigning a processor to a document 20
- assigning substitutes 47
- attachments
  - about attachments 25
  - adding 25
  - deleting 27
  - sending with a message 22
  - specifying how to display 45
  - viewing 26
- C**
- cancelling a workflow 36
- catalogs 55
- changing
  - display settings 43
  - documents 16
  - substitutes 48
  - Worklist width 4
- checking documents 29
- continue processing 16
- copying documents 19
- cost centers
  - about master data 72
  - creating a master data maintenance request 72

- creating
  - account line items 59
  - cost center requests 72
  - documents 54
  - financial postings 64
  - goods receipts 61
  - line items 55
  - messages 22
  - notes 23
  - order confirmations 113
  - requisitions 54
  - substitutes 47
  - texts 24
- customer orders
  - about customer orders 89
  - processing 89
- D**
- deleting
  - account line items 59
  - documents 19
  - line items 57
  - substitutes 48
- distribution indicator 59
- document details
  - displaying 9
  - refreshing 4
  - status icons 11
- document list
  - displaying 8
  - refreshing 4
  - scroll position 45
  - status icons 11
- documents
  - adding notes 23
  - adding texts 24
  - approving 38

- assigning to another user 20
  - checking 29
  - copying 19
  - creating 16, 54
  - deleting 19
  - editing 16
  - forwarding 39
  - linking to an existing SAP document 31
  - opening 9
  - posting 30
  - posting via an SAP transaction 30
  - recalling from workflow 36
  - rejecting 29
  - rejecting in workflow 39
  - sending to workflow 33
  - status icons 11
  - versions 20
- E**
- entry templates 18
- F**
- filtering the Worklist 6
  - financial postings
    - about financial postings 64
    - creating 64
    - regular posting 66
  - forwarding documents 39
- G**
- goods receipts
    - about goods receipts 61
    - cancelling 63
    - creating 61
    - processing 62
- H**
- header data
    - entering 54
    - in document details 9
    - in document list 8
- K**
- keyboard shortcuts 52
- L**
- line items
    - account assignments 59
    - adding from an existing purchasing document 58
    - adding from an outline agreement 57
    - approving 38
    - creating 55
    - entering from catalog 55
    - entering manually 57
    - in document details 9
    - in document list 8
    - settings for 45
    - uploading from an external file 64
  - login 4
- M**
- master data
    - about master data 72
    - creating a master data maintenance request 72
  - messages
    - about messages 22
    - including attachments with a message 22
    - sending 22
    - showing in document list 8
    - specifying how to display 43
    - viewing system messages 13
- N**
- notes 22, 23
- O**
- online catalog 55
  - order confirmations
    - about order confirmations 113
    - creating 113
    - processing 113
  - outline agreement 57
- P**
- payment advices
    - about payment advices 108
    - processing 108

- payment approvals
  - about payment approvals 110
  - processing 110
- payment block indicators 110
- payment proposals 110
- payment runs 110
- personal settings 43
- posting documents 29, 30
- PROCESS DIRECTOR**
  - about PROCESS DIRECTOR 1
  - changing personal settings 43
  - customizing the display 43
  - starting 4
  - user interface 4
- processing
  - accounts payable 116
  - customer orders 89
  - goods receipts 62
  - order confirmations 113
  - payment advices 108
  - payment approvals 110
- profit centers
  - about master data 72
  - creating a master data maintenance request 72
- Q**
- queries
  - about queries 40
  - answering 41
  - sending 41
- R**
- recalling documents from workflow 36
- rejecting documents 29
- rejecting documents in workflow 39
- requisitions
  - about requisitions 54
  - creating 54
- S**
- saving documents 60

- selection screen 6
- sending
  - attachments with messages 22
  - documents to a workflow 33
  - messages 22
- starting
  - PROCESS DIRECTOR 4
  - workflows 33
- status
  - document status icons 11
  - viewing workflow status 37
  - workflow status icons 12
- substitutes 47
  - about substitutes 47
  - adding substitutes 47
  - changing 48
  - deleting 48
- system messages 13
- T**
- texts 22, 24
- toolbar icons 50
- U**
- uploading
  - line items from an external file 64
- V**
- versions 20
- viewing
  - attachments 26
  - document details 9
  - document list 8
  - notes 23
  - system messages 13
  - texts 24
  - workflow status 37
  - Worklist categories 4
- views
  - document detail view 9
  - document list view 8
  - refreshing 4

Worklist 4

**W**

workflows

- about workflows 33
- adding processors 34
- approving documents 38
- approving line items 38
- forwarding documents 39
- in the SAP Business Workplace 42
- recalling 36

- rejecting documents 39
- removing processors 34
- starting 33
- status icons 12
- viewing status 37
- with multiple steps and recipients 34

Worklist

- about the Worklist 4
- filtering 6
- selection screen 47