

PROCESS DIRECTOR

SAP Configuration Guide

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Introduction

About PROCESS DIRECTOR

PROCESS DIRECTOR is a software solution that runs inside SAP and in a web browser. It can create, receive and process different types of business documents, improving your ability to optimize document or request driven processes in SAP.

PROCESS DIRECTOR includes:

- the generic PROCESS DIRECTOR core services (workflows, user management, process logging, archiving, data versioning and database persistence)
- a number of built-in process types—that is, business document types and all of the process-specific business logic for handling them.

By consolidating the handling all of these documents and requests onto a unified platform, PROCESS DIRECTOR provides an easy user experience for what is often a difficult process in SAP standard.

The easy to use web browser interface is tightly integrated with the SAP based application and provides a single point of entry and full transparency for all parties involved in a process.

PROCESS DIRECTOR's single document ledger and flexible workflow capability offer better control and visibility while seamlessly integrating with the familiar SAP interface.

Document-driven process types

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, payment advices, etc.

PROCESS DIRECTOR offers these document-driven process types out of the box:

- Accounts Payable
- Customer Orders
- Electronic Bank Statements
- Generic Archiving
- Goods Receipts (can also be implemented as a request-driven process)
- Order Confirmations
- Payment Advices

Request-driven process types

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 these request-driven process types out of the box:

- Financial Postings
- Fixed Asset Postings, comprising:
 - Asset Acquisition
 - Asset Retirement
 - Asset Transfer
- Goods Receipts (can also be implemented as a document-driven process)
- Invoice Block and Cancellation
- Master Data Maintenance, comprising:
 - Assets
 - Cost centers
 - Customers
 - G/L accounts
 - Profit centers
 - Vendors
- Payment Approvals
- Requisitions

About this guide

This guide is intended for implementation consultants who are installing and configuring the SAP/ABAP component of PROCESS DIRECTOR.

The guide contains the following chapters:

- [Introduction](#)
Explains what PROCESS DIRECTOR is.
- [Getting your system up and running](#)
Describes the initial configuration that is necessary to get PROCESS DIRECTOR up and running.
- [Additional configuration tasks](#)
Describes further optional configuration tasks.
- [Process type specific configuration tasks](#)
Describes configuration tasks that are specific to individual process types.
- [Appendix A - IMG reference](#)
Provides a field reference for all activities in the PROCESS DIRECTOR IMG.

For further information, refer to the following guides:

- *Importing PROCESS DIRECTOR into SAP*
- *PROCESS DIRECTOR Advanced Configuration Guide*
- *PROCESS DIRECTOR SAP Reference Guide*
- *PROCESS DIRECTOR Troubleshooting Guide*

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 your system up and running

After importing the PROCESS DIRECTOR transport, you must perform the following tasks to have a functioning system:

- [Install the licenses](#)
 - [Configure the Worklist](#)
 - [Set up user authorizations](#)
 - [Configure rules](#)
 - [Configure process parameters](#)
 - [Configure workflows](#)
 - [Map external data](#) (for [document-driven process types](#))

You can perform these tasks from the [PROCESS DIRECTOR IMG](#).

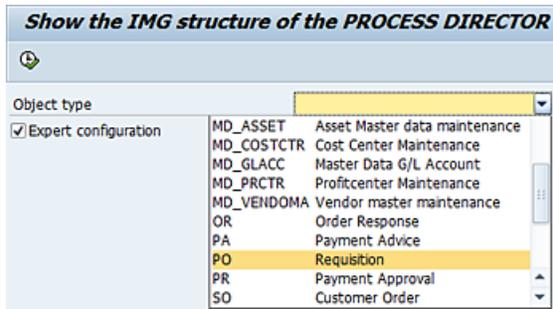
PROCESS DIRECTOR IMGs

Each process type in PROCESS DIRECTOR has its own IMG. Most process types have a "standard" IMG, which is a simplified version of the IMG that provides access to the most common configuration activities. All process types have an "expert" IMG that provides advanced functionality; in general, this will be used only by expert users.

You can access all IMGs, including IMGs for custom process types, using the /EBY/PDBOC or /EBY/PDBO_IMG_ENTRY transaction.

Note: When entering PROCESS DIRECTOR transactions, you must add /N as a prefix to the transaction, even from the SAP Easy Access menu. For example, enter /N/EBY/PDBOC.

Select the process type, uncheck the **Expert configuration** check box if you want to use the standard IMG (if available), and click .



You can directly access the IMG for the following process types with these transaction codes:

Process type	Standard IMG	Expert IMG
Requisitions	/EBY/PDPOC	/EBY/PDPOCE
Customer Orders	/EBY/PDSOC	/EBY/PDSOCE
Goods Receipts	/EBY/PDDNC	/EBY/PDDNCE
Financial Postings	/EBY/PDFIC	/EBY/PDFICE
Payment Advices	/EBY/PDPAC	/EBY/PDPACE
Payment Approvals	/EBY/PDPRC	/EBY/PDPRCE
Order Confirmations	/EBY/PDORC	/EBY/PDORCE

Note: Most of the configuration for Accounts Payable is done in the /COCKPIT/CI transaction. See the *PROCESS DIRECTOR Accounts Payable Configuration Guide* for more information.

Licensing

To install and run PROCESS DIRECTOR, you need to obtain and activate the appropriate licenses.

About licenses

License types

Licenses are available for production and non-production clients and may be restricted by an expiry date (the license is only valid until a specified date) or a volume limit (the license is only valid for a specified number of documents).

Licenses can be activated per system or per client. If no client is specified, the license is valid for all clients in the system.

The following types of license are available:

License type	Client type	Expiry date	Volume limit*
1. Demo	Non-production only	No	No
2. Test	Non-production only	Yes	No
3a. Normal/Full	Production	No	Yes
3b. Normal/Full	Production	Yes	Yes

* Volume limits are annual limits, which are reset every year on 1 January (only for licenses with no expiry date).

Licenses for process types

Licenses can be obtained for the following standard PROCESS DIRECTOR process types. You need a license for each standard PROCESS DIRECTOR process type that you want to use.

Process type	ID	Notes
Accounts Payable	IV	For the Accounts Payable process type, you need a PROCESS DIRECTOR Accounts Payable (formerly INVOICE COCKPIT Suite) license. A separate license exists for PROCESS DIRECTOR Accounts Payable and its associated products: WORK CYCLE

Process type	ID	Notes
		EDI COCKPIT MOBILE APPROVAL INFO MAIL WEB BOARD
Customer Orders	SO	
Electronic Bank Statements	ES	
Financial Postings	FI	This includes G/L Account Postings (FI) and FI Customer Postings (FIC).
Fixed Asset Postings	ASSET	This license includes the following types of fixed asset postings: Asset Acquisition (AA) Asset Retirement (AR) Asset Transfer (AT)
Generic archiving	ARCH_BUS	
Goods Receipts	DN	
Invoice Block and Cancelation	IB	
Master Data Maintenance	MD	This license includes the following types of master data: Cost Center Maintenance (MD_COSTCTR) Profit Center Maintenance (MD_PRCTR) Vendor Master Maintenance (MD_VENDOMA) Customer Master Maintenance (MD_CUSTMA)

Process type	ID	Notes
		G/L Account Maintenance (MD_GLACC) Asset Master Maintenance (MD_ASSET)
Order Confirmations	OR	
Payment Advices	PA	
Payment Approvals	PR	
Requisitions	PO	
Workflows not assigned to a specific process	WC	See Licenses for workflows .
Customer-defined process types	YZ	Customer-defined process types require only a single license for all customer-defined process types handled on a single PROCESS DIRECTOR installation.

Licenses for workflows

Workflow licenses can be activated per process type or as a separate global license independent of the process types used. An exception here is Accounts Payable. The use of workflows with Accounts Payable requires a [WORK CYCLE license](#).

- In the case of a workflow license for a specific process type, the volume limit for workflows is usually equal to the document volume limit for the process type. However, you can specify a different volume limit for the workflow than for the process type. For example, for requisitions (PO), you can specify a document volume limit of 10,000, but a workflow volume limit of only 8,000. In this case, 10,000 requisitions can be created, but only 8,000 can be sent to a workflow.
- In the case of a global workflow license (WC), the volume limit for the workflow license applies to all process types used.
- You can combine a global workflow license with process-specific licenses. In this case, the global workflow volume limit applies only to those process types for which no process-specific workflow license has been activated.

License counters

License counters count the number of documents that are processed in PROCESS DIRECTOR, but they are only incremented on production clients.

PROCESS DIRECTOR

For PROCESS DIRECTOR, counters are incremented in the following cases:

- A new document is created in PROCESS DIRECTOR, either via manual entry in the SAP GUI or the Web Application or via transfer from external sources.
- A document is sent to a workflow for the first time. If the same document is sent to other workflows, or is sent to the same workflow a second time, the counter is not incremented.

PROCESS DIRECTOR Accounts Payable

The following table describes how counters are implemented in the PROCESS DIRECTOR Accounts Payable applications:

Application	Counter	Counters checked	Counter type
PROCESS DIRECTOR Accounts Payable	Yes	PROCESS DIRECTOR Accounts Payable	Every document, except IDocs, transported into PROCESS DIRECTOR Accounts Payable is counted.
EDI COCKPIT	Yes	EDI COCKPIT	Every IDoc transferred from EDI COCKPIT to PROCESS DIRECTOR Accounts Payable. The PROCESS DIRECTOR Accounts Payable counter will not increment.
PROCESS DIRECTOR Accounts Payable & EDI COCKPIT	Yes	PROCESS DIRECTOR Accounts Payable and EDI COCKPIT	Every document transferred to PROCESS DIRECTOR Accounts Payable, including IDocs.

Application	Counter	Counters checked	Counter type
WORK CYCLE	Yes	WORK CYCLE	<p>The WORK CYCLE counter increments the first time a document is sent from PROCESS DIRECTOR Accounts Payable to a WORK CYCLE workflow. If you send the same document to a second workflow, the counter does not increment.</p> <p>Invoices created in WORK CYCLE are incremented in the PROCESS DIRECTOR Accounts Payable counter.</p>
MOBILE APPROVAL	No	Total count of PROCESS DIRECTOR Accounts Payable and EDI COCKPIT	Activation license only.
WEB BOARD	No	Total count of PROCESS DIRECTOR Accounts Payable and EDI COCKPIT	<p>Activation license only.</p> <p>Invoices created in WEB BOARD are counted as PROCESS DIRECTOR Accounts Payable documents.</p>
INFO MAIL	No	Total count of PROCESS DIRECTOR Accounts Payable and EDI COCKPIT	Activation license only.
ANALYZER	No	Total count of PROCESS DIRECTOR Accounts Payable and EDI COCKPIT	Activation license only.

Application	Counter	Counters checked	Counter type
REPORTER	No	Total count of PROCESS DIRECTOR Accounts Payable and EDI COCKPIT	Activation license only.
PERFORMANCE ANALYTICS	No	None. The system only checks if a valid license exists for PROCESS DIRECTOR Accounts Payable.	Activation license only.

Note: License counters are reset every year on 1st January to the number of purchased documents (only for licenses with no expiry date).

License validity

When a license for a process type has expired or the volume limit is exceeded, no new documents of this type can be created in the SAP GUI and the Web Application. Transfer of documents from external sources is not interrupted, but a separate counter is incremented for these documents. When the process type license is renewed, this separate counter is added to the license counter. Example: After the Customer Orders license has expired, 100 Customer Order documents are transferred to PROCESS DIRECTOR. The Customer Order license is then renewed and 50 new Customer Orders are transferred. The total license count for Customer Orders is now 150.

When a workflow license volume limit is exceeded, no new workflows can be started. However, workflow processing is still possible for all documents that have already been sent to a workflow. For example, if a document is recalled from a workflow and then the workflow volume license is exceeded, it is still possible to send this document to a workflow again.

Note: Volume limits are annual limits, which are reset every year on 1 January (only for licenses with no expiry date).

You can only have one active license installed per process type on one system. The license validity mechanism behaves differently depending on whether a production or non-production client is used.

Production client

Only normal licenses can be activated on a production client. Demo or test clients running on the same system use the normal license (because only one license can be valid on the system), but license counters are not incremented in these clients.

The license expires when it exceeds the production client volume limit or passes the expiry date. If the production client license expires, PROCESS DIRECTOR will not also not function on the demo and test clients.

Non-production clients

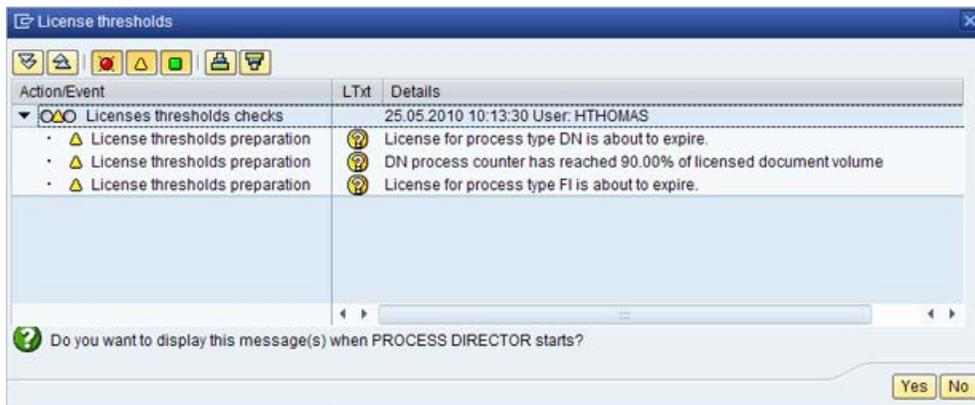
Normal, demo and test licenses can be activated.

If a normal license is installed, the volume processed on the production client will be taken into account. If a test license is installed, the expiration date will be taken into account. If a demo license is installed, no validity and expiration date will be used.

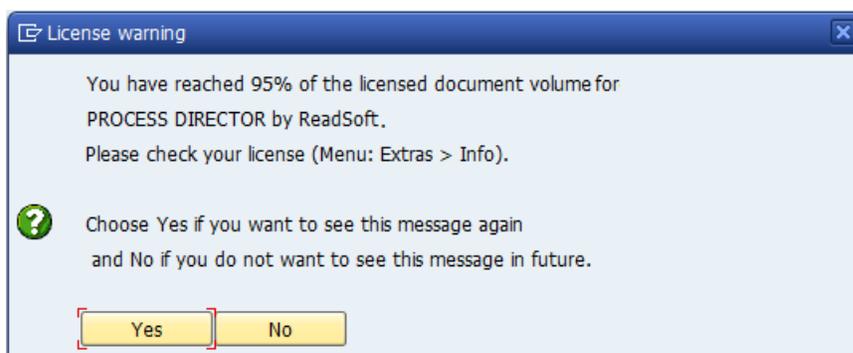
License threshold warnings

Fifteen days before the license expiration date, or when the license counter reaches 90%, 95% and 99% of the volume limit, threshold warning messages are displayed when PROCESS DIRECTOR is started. Threshold warning messages are not displayed in the WORK CYCLE Web Application.

To suppress the display of these messages in SAP, click **No** at the bottom of the dialog. The messages will not be displayed again until the next threshold is reached.



License thresholds warning in the SAP GUI



License threshold warnings in PROCESS DIRECTOR Accounts Payable

Note: The current license counter value is always displayed at logon. For this reason, values not equal to 90%, 95% or 99% may be displayed if further documents have been processed between the threshold being reached and the user logging on.

Threshold warning messages for WORK CYCLE and for applications that do not have a direct view in the SAP GUI (EDI COCKPIT, WEB BOARD and INFO MAIL) are displayed in PROCESS

DIRECTOR Accounts Payable. Threshold warnings are not displayed in the Web Application or WORK CYCLE.

Once the license counter reaches 100%, PROCESS DIRECTOR will stop working (cannot be started) and new workflows cannot be started. However, workflow processors can continue to process their current documents.

Obtaining a license

To order a license, you must provide your SAP installation number and SAP System ID. You can find this information by selecting the menu item **System > Status** in your SAP system.

The screenshot shows the 'System: Status' dialog box with the following sections and fields:

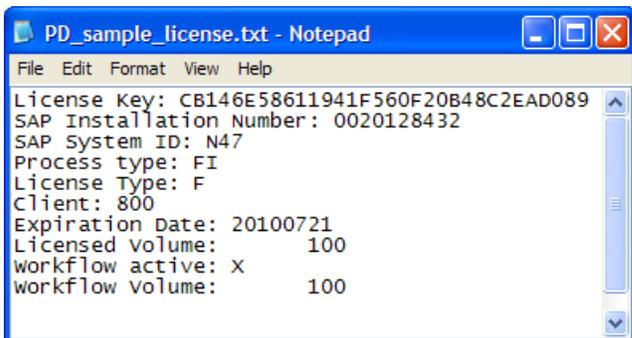
- Usage data:** Client (highlighted), User, Language, Previous logon, Logon, System time.
- SAP data:**
 - Repository data:** Transaction, Program (screen), Screen number, Program (GUI), GUI status.
 - SAP System data:** Component version, Installation number (highlighted), License expiry date.
- Host data:** Operating system, Machine type, Server name, Platform ID.
- Database data:** System, Release (highlighted), Name (highlighted), Host, Owner.

At the bottom right, there are buttons for 'Navigate', a green arrow, and a red 'X'.

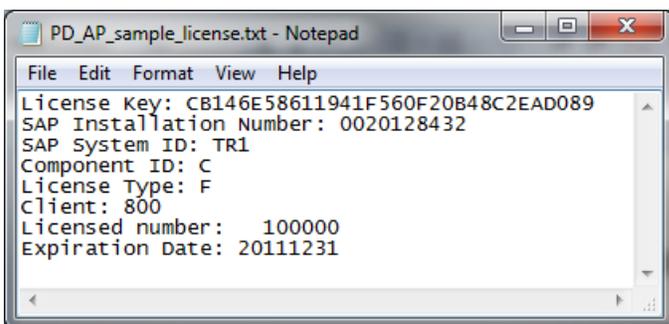
You need:

- **SAP System data > Installation number**
- **Database data > Name**
- **Usage data > Client** (only required if the license should be restricted to this client)

When you have placed your order, you will receive a license file in .TXT format. Your license file contains information similar to the following:



License file for PROCESS DIRECTOR Financial Postings



License file for PROCESS DIRECTOR Accounts Payable

Field	Description
License key	The license key provided. This encrypted number validates the license.
SAP Installation Number	The SAP installation number of your system (that you provided when you ordered the license).
SAP System ID	The SAP system ID of your system (that you provided when you ordered the license).
Process type (not Accounts Payable)	The process type for which the license is valid.

Field	Description
Component ID (Accounts Payable only)	The PROCESS DIRECTOR Accounts Payable component for which license is valid: C – PROCESS DIRECTOR Accounts Payable E – EDI COCKPIT ⁽¹⁾ D – PROCESS DIRECTOR Accounts Payable & EDI COCKPIT ⁽²⁾ A – ANALYZER W – WORK CYCLE I – INFO MAIL B – WEB BOARD M – MOBILE APPROVAL T – TRAVEL EXPENSES R – REPORTER
License type	The type of license : Demo, Test or Normal .
Client	The client ID, if the license applies only to a specific client.
Expiration date	The date on which the license expires.
Licensed volume/ Licensed number	The volume limit, that is, the number of documents for which the license is valid.
Workflow active (not Accounts Payable)	X indicates that the license includes the use of workflows. If this line is blank, workflows are not included.
Workflow volume (not Accounts Payable)	The volume limit for workflows, that is, the number of documents that can be sent to a workflow.

(1) It is possible to run EDI COCKPIT together with PROCESS DIRECTOR Accounts Payable, with only a license for EDI COCKPIT. Requirements: 1. A valid EDI COCKPIT license. 2. The sum of the document counters for EDI COCKPIT and PROCESS DIRECTOR Accounts Payable must not exceed the license volume for EDI COCKPIT.

(2) The volume is equal to the total documents processed by PROCESS DIRECTOR Accounts Payable and EDI COCKPIT. Adding this license removes any existing PROCESS DIRECTOR Accounts Payable and/or EDI COCKPIT licenses.

Installing a license

To install a license, PROCESS DIRECTOR must already be installed.

There are two ways to install licenses:

- Entering license information in PROCESS DIRECTOR.
- [Transporting an existing license from one system to another](#)

1. Go to /EBY/PD_LICENSES.

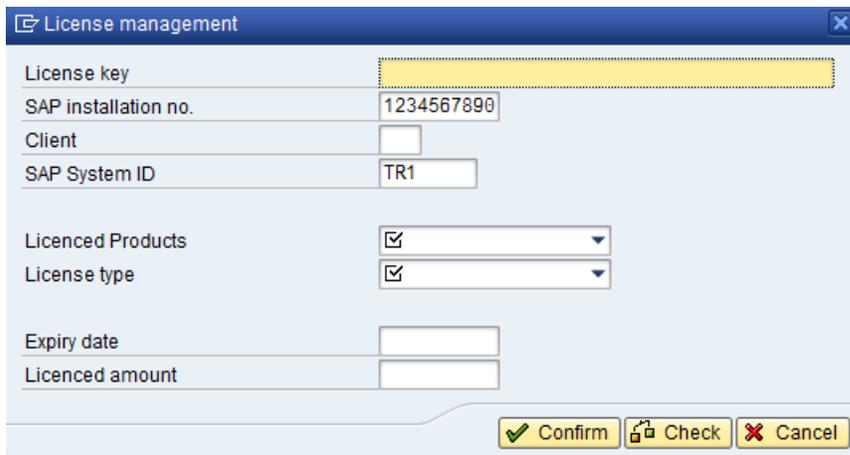
For Accounts Payable and its [associated products](#), go to /COCKPIT/C46.

2. In change mode , click [New Entries](#).

3. Enter the license [settings](#). You can find the required information in the [license file](#) supplied to you.

New Entries: Details of Added Entries	
	
	
Object type	<input checked="" type="checkbox"/>
SAP Inst Number	0020128432
SAP Sys ID	S47
Client	<input type="text"/>
State	<input type="text"/>
PROCESS DIRECTOR Licenses	
License key	<input checked="" type="checkbox"/>
License type	F Normal - Volume with document number
Licensed vol.	<input type="text"/> <input type="checkbox"/> Workflow active
Expiration date	<input type="text"/>
Separate workflow license	
Workflow volume	0

License information for PROCESS DIRECTOR



License key	
SAP installation no.	1234567890
Client	
SAP System ID	TR1
Licenced Products	<input checked="" type="checkbox"/> [dropdown]
License type	<input checked="" type="checkbox"/> [dropdown]
Expiry date	
Licenced amount	

Confirm Check Cancel

License information for PROCESS DIRECTOR Accounts Payable

4. Save your changes.

Transporting an existing license from one system to another

It is possible for a product component to have more than one license installed on the same machine. However, only one can be valid at any one time, because only one will match the SAP system (the SAP Installation Number and SAP System ID [Database Data Name]) it is installed on.

When working on an instance of PROCESS DIRECTOR that you wish to migrate, or transport, from one system to another, the licenses are included. This means that you can install a normal/full PROCESS DIRECTOR license in a demo/development system and transport it to the test/QA system, and later to the normal/production system. The normal license will only be used/valid when it matches the SAP Installation Number and SAP System ID (Database Data Name) used within the (production) system.

Viewing license information

License information can only be viewed in the SAP GUI. To view information about your PROCESS DIRECTOR licenses, in PROCESS DIRECTOR select the menu item **Extras > License Info.** or enter the transaction /EBY/PD_LIC_INFO.

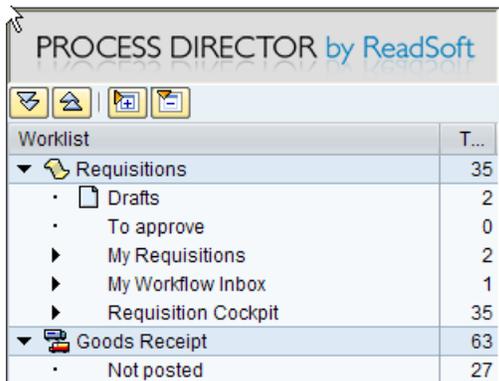
Object type	License type	Expir date	Licensed vol.	Lic. Cntr.	Workflow vol.	Wf. Cntr.	License key
Goods Receipt	Normal - Volume with document number	10.07.2010	1.000	0	1.000	0	50530661A6AD6B9D1976724F4C
Financial Posting	Normal - Volume with document number	10.07.2010	100.000.000	100	100.000.000	1	B012E32590DBD0B0DC3B07522
Incoming Invoice	Normal - Volume with document number	07.07.2010	1.000	0	900	0	01317612FB887D409EA229B90A
Cost Center Maintenance (new)	Demo - Unlimited	N/A	N/A	N/A	N/A	N/A	97449E51C44BD5CC894AFEC4C
Payment Advice	Normal - Volume with document number	10.07.2010	1.000	0	N/A	N/A	C531770540512A58B2C886319E
Requisition	Test - Temporary with validity date	10.07.2010	N/A	N/A	N/A	N/A	A71FCF8C45D9C7193E83D1283
Customer Order	Demo - Unlimited	N/A	N/A	N/A	N/A	N/A	D21C1E65D10AE12195C60A550
Workflow	Normal - Volume with document number	10.07.2010	N/A	N/A	1.000	20	B203CA8F4770FCEF466B354A2
Generic Object Template	Normal - Volume with document number	07.07.2010	1.000	0	900	0	7980FDC8A509E98060A88CFC9
Customer Process Types	Normal - Volume with document number	07.07.2010	1.000	0	1.000	0	31153BE79FB8A4EA7F33B451E

In PROCESS DIRECTOR Accounts Payable and WORK CYCLE, select the menu item **Extras > Info** and click the **Licenses** tab.

License Name	License key	License type	Max. transactions	Executed trans.
ANALYZER by ReadSoft	37B5A3ED88C8DD6BC...	Normal - Volume with ...	999.999	2.643
INFO MAIL by ReadSoft	E8678AE5A60225F995...	Normal - Volume with ...	999.999	2.643
MOBILE APPROVAL by ReadSoft	69E899F21E74AF78FF...	Normal - Volume with ...	999.999	1.130
PROCESS DIRECTOR & EDI COCKPIT by ReadSo	81DED6452F758BE800...			

Configuring the Worklist

The *Worklist* is a navigation area that allows users to quickly access different categories of PROCESS DIRECTOR business documents in an expandable tree view. Usually, users will use the Worklist as their main entry point for navigating and accessing documents.



Worklist	T...
▼ Requisitions	35
· Drafts	2
· To approve	0
▶ My Requisitions	2
▶ My Workflow Inbox	1
▶ Requisition Cockpit	35
▼ Goods Receipt	63
· Not posted	27

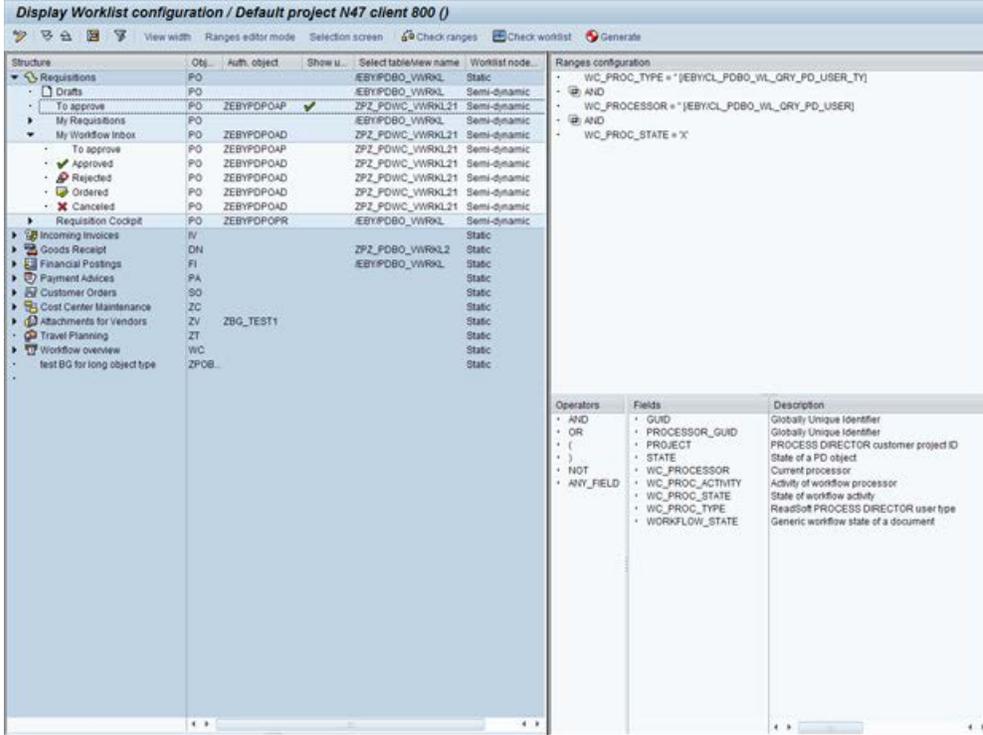
By navigating deeper into the Worklist tree, you can drill down to the document subcategories. A subnode always displays a subset of its parent Worklist node's document selection.

Each Worklist node has a [ranges configuration](#) (a configurable SQL query) that determines which documents are displayed when the node is selected. A node's ranges configuration is defined by the implementation consultant in the customizing and is not user-configurable.

However, the Worklist offers another mechanism—[selection screen fields](#) (user-specifiable filter criteria)—which allow the user to additionally restrict the document selection of a node.

Worklist configuration screen

You set up the structure and behavior of the PROCESS DIRECTOR [Worklist](#) in the Worklist configuration screen in transaction [/EBY/PDBO_WLC](#) (**Initial settings > Worklist > Worklist configuration**).



The left panel allows you to [create new nodes](#) and to edit and preview the Worklist node tree structure. Only the node structure will be shown here, not the actual business documents.

In the right panel, you use the [Ranges editor](#) to configure which documents will be displayed for each node.

Configuring Worklist nodes

A node is a level in the [Worklist](#) tree structure that can be used to categorize and provide access to business documents.

You can create new Worklist nodes with these levels and types.

Node level	Node types allowed
top-level node	static (default)
subnode	static, semi-dynamic, dynamic, other

Static nodes

Static nodes are the simplest type of Worklist node available in PROCESS DIRECTOR. Their [Ranges configurations](#) are static—that is, fully specified by the implementation consultant at design time.

Static nodes only allow literal values on the right hand side of logical expressions in the Ranges configuration, like in this example:

```
CREATOR_USER = 'SCHMITZ'
```

This node would display documents for the user SCHMITZ.

Semi-dynamic nodes

Semi-dynamic nodes are able to construct parts of the node query at runtime. Semi-dynamic nodes are more flexible because they also allow you to use query classes, like this:

```
CREATOR_USER = [ /EBY/CL_PDBO_WL_QRY_PD_USER ]
```

This node would display documents for the currently logged on user.

Note: If you do not need to use a query class in the Ranges configuration, you should define it as a static node for better performance. If you use the query class /EBY/CL_PDBO_WL_QRY_PD_SUBST or /EBY/CL_PDBO_WL_QRY_PD_SUB_ACT, the fields WC_PROCESSER and WC_PROC_TYPE must be included in the node's [view](#).

Dynamic nodes

Dynamic nodes can create subnodes at runtime based on certain criteria, such as the currency. Simply add the relevant field to the ranges configuration.

Worklist	Total
Requisitions	897/897
• Currency	75/75
• Currency DEM	4/4
• Currency EUR	734/734
• Currency GBP	24/24
• Currency HUF	2/2
• Currency JPY	22/22
• Currency PLN	4/4
• Currency USD	32/32

Other

Select this option for nodes that require a special node class handler. This is necessary, for example, to [include line item data in the selection screen criteria](#) for a Worklist node.

Adding top level nodes

Usually, you should add one top-level Worklist node for each process type in PROCESS DIRECTOR.

Note: You must have [installed a valid license](#) for each process type that you add as a top-level node, otherwise the node will not be displayed in PROCESS DIRECTOR.

1. In the [Worklist configuration screen](#), in change mode, click the toolbar button .

The *Change basic data* popup opens.

The screenshot shows a dialog box titled "Change basic data - New node". It contains the following fields and options:

- General:** Object type (PO Requisition), Node description (checked).
- Authorization:** Auth. object (empty), Show unauthorized (unchecked).
- Data selection:** View name (empty), Node type (ST Static), Max. number of hits (50), Upper limit of hits (empty).
- Other parameters:** No counter display (unchecked), Disabled (unchecked), Node icon (empty).
- Special properties:** Transaction Code (empty), Control (empty).
- Not visible in:** SAP GUI (unchecked), Web application (unchecked).

At the bottom right, there are icons for OK (green checkmark) and Cancel (red X), and a "Generate" button.

2. Select an object type and enter a description for the node.
3. Specify any optional [settings](#) for the node, then save your changes.
4. Regenerate the Worklist by clicking the toolbar button  **Generate**.

Adding subnodes

1. In the [Worklist configuration screen](#) select the node to which you want to add a subnode.
2. In change mode, do either of the following:
 - Select the toolbar button 
 - Right-click the highlighted node and select the context menu item **Insert node as a subnode**.

The *Change basic data* popup opens.

The screenshot shows the 'Change basic data - New node' dialog box with the following configuration:

- General:** Object type: PO Requisition; Node description:
- Authorization:** Auth. object: ; Show unauthorized
- Data selection:** View name: ; Node type: ST Static; Max. number of hits: 50; Upper limit of hits:
- Other parameters:** No counter display; Disabled; Node icon:
- Special properties:** Transaction Code: ; Control:
- Not visible in:** SAP GUI; Web application

3. Enter a description for the node and select the node type: static or semi-dynamic.

Note: Since static nodes must be above all other types, semi-dynamic nodes cannot have static subnodes.

4. Specify any optional [settings](#) for the node and save your changes.
5. [Configure the Range](#) of the subnode.

Note: Since a subnode automatically inherits the Range configuration of its parent(s), the subnode's document selection will always be a restriction of its parent's document selection.

6. Save your changes.
7. Regenerate the Worklist by clicking the toolbar button .

Redefining a static Worklist node as semi-dynamic

You should only do this if you need to use a query class in the node's [Ranges configuration](#).

1. In the [Worklist configuration screen](#), in change mode, select the Worklist node, then click the toolbar button .

The **Change Basic Data** popup opens.

2. Set the node type to `SD Semi-dynamic`.
3. If the node does not yet have a view name, add one.
4. Confirm and then save your changes.

Note: If the node is top-level, has static subnodes, you cannot redefine it as semi-dynamic. If there are other static nodes on the same level—that is, having the same parent node—you must also redefine *all* of these other nodes as semi-dynamic.

Adding nodes for Accounts Payable

Worklist nodes for Accounts Payable documents need special settings for the Web Application.

Note: You can create other nodes as needed for the SAP GUI, but the Web Application currently only supports the nodes listed below.

1. In the [Worklist configuration screen](#), create the following nodes.
2. Save your changes and generate the Worklist.

Node	Node settings			Description
	Control	Not visible in SAP GUI	No counter display	
Top-level node for process type IV Accounts Payable	ICS_DOCS			

Node	Node settings			Description
	Control	Not visible in SAP GUI	No counter display	
Subnode for workflow inbox	WC_INBOX	Checked		Displays all Accounts Payable documents that have been sent to the current user in a workflow and have not yet been processed.
Subnode for workflow history	WC_HISTORY	Checked	Checked	<p>Displays all Accounts Payable documents that have been sent to the current user in a workflow and on which the user has performed one of these actions:</p> <p>Approve</p> <p>Partially approve</p> <p>Notate</p> <p>If the Display approvals only option is deactivated in the workflow history selection screen, documents are also displayed on which these actions have been performed:</p> <p>Reject</p> <p>Forward</p> <p>Reply to query</p> <p>Recall</p> <p>Documents processed by substitutes or another member of a group are not displayed.</p>

Node	Node settings			Description
	Control	Not visible in SAP GUI	No counter display	
				See the <i>WORK CYCLE SAP Configuration Guide</i> for more information on the workflow history selection screen (/COCKPIT/WI24).
(Optional) Subnode for workflow recall	WC_RECALL	Checked		<p>Displays documents that can be recalled from the workflow.</p> <p>In /COCKPIT/WI3A the option Recall documents must be checked for the workflow step.</p> <p>In the <code>pdweb-app.properties</code> file, the <code>undo</code> parameter must be set to 1 or 2. See the <i>PROCESS DIRECTOR Web Application Configuration Guide</i> for more information.</p>

Translating Worklist node names

1. In the [Worklist configuration screen](#) select the menu item **Goto > Translation**.
2. In change mode, edit the node names.

Configuring ranges

The Worklist ranges configuration is a configurable SQL query that determines which documents are displayed when a Worklist node is selected.

To view a Worklist node's ranges configuration, in the [Worklist configuration screen](#) you can:

- Select the Worklist node, then click the toolbar button 
- Double-click the Worklist node

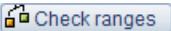
In change mode, you can also edit the configuration.

Note: Technically, the ranges inherited from parent nodes (if any) are also a part of the node's Ranges configuration, although they are not explicitly displayed in the node's editor view. Therefore, when viewing or editing the Ranges configuration of a non top-level node, you need to be aware that part of its Ranges configuration is implicit.

The Worklist configuration ranges editor is available in two modes—a tree editor and a text editor mode.

General functionality

This functionality is always available in the ranges editor, no matter which editor mode you are in:

- You can toggle the editor mode using the toolbar button  at any time, depending on which mode is most convenient.
- In change mode, you can drag and drop elements from the **Operators and Fields** pane to the **Ranges configuration** pane.
- You can manually check the Ranges query syntax by clicking the toolbar button .

After editing a node's Ranges configuration, always:

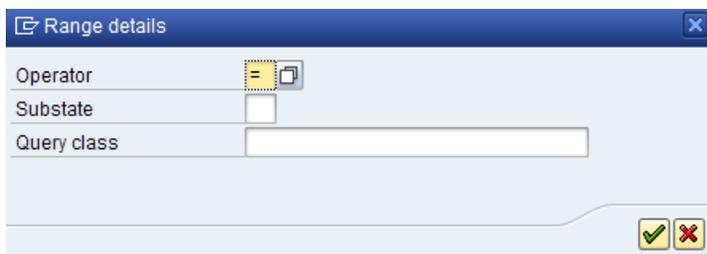
- Save your changes.
- Regenerate the Worklist by clicking the toolbar button .

Tree editor mode



Tree editor mode example (this shows the same Ranges configuration as the [text editor example](#))

If you are editing a [semi-dynamic node](#), the **Ranges detail** popup appears when you:



- Drag and drop a view field from the **Fields and Operators** pane into the **Ranges configuration** pane
- Double-click an existing field

To insert a query class, you can either:

- Type in the query class name directly and enclose it in square brackets.
- Use the search help for the field **Get query class**.

Advantages of the tree mode:

- Logical operators such as AND and OR will be decorated with icons (example:  OR). These icons have no particular function other than to indicate the logical structure of the query.
- You can use search help to pick a standard PROCESS DIRECTOR query class.

This feature is especially useful when using the query class `/EBY/CL_PDBO_WL_QRY_PD_SUBST`, which needs to be assigned to the `ANY_FIELD` placeholder instead of to a field:

1. Drag and drop the `ANY_FIELD` placeholder into the **Ranges configuration** pane. The **Ranges detail** popup appears, allowing you to specify a query class assigned to the placeholder.
2. Use search help to pick `/EBY/CL_PDBO_WL_QRY_PD_SUBST`.

The `ANY_FIELD` placeholder then will be resolved at runtime to the query class result (the users for which the current user is a substitute).

Important note: After changing a node's configuration, be sure to always manually check the query syntax using , as this does *not* occur automatically when using tree editor mode.

Text editor mode

```

1  SELECT *
2  FROM ZPZ_PDWC_VWRKL21
3  WHERE
4
5  WC_PROC_TYPE = '['/EBY/CL_PDBO_WL_QRY_PD_USER_TY]'
6  AND
7  WC_PROCESSOR = '['/EBY/CL_PDBO_WL_QRY_PD_USER]'
8  OR
9  (
10     ANY_FIELD = '['/EBY/CL_PDBO_WL_QRY_PD_SUBST]'
11 )

```

Text editor mode example (this shows the same Ranges configuration as the [tree editor example](#))

Advantages of the text editor mode:

- It provides an automatic query syntax check.
- Useful for copying and pasting complex Ranges queries.
- You can enter any ABAP code that is legal to use inside the `WHERE` clause of an ABAP Open SQL `SELECT` statement.

If you are editing a [semi-dynamic node](#), you can insert a query class by typing in the query class name enclosed in square brackets and single quotes. The query class is evaluated at runtime and the result is inserted into the query.

Note: If your SAP GUI does not have the new AB4 ABAP editor control (recommended), the text editor mode will not be available.

Checking the Worklist ranges configuration

You can have PROCESS DIRECTOR check the syntax of your [Ranges configuration](#) for a Worklist node to ensure that it is correct.

1. Double-click the node to select it.
2. Click the toolbar button .

PROCESS DIRECTOR performs the checks and returns error messages in the status bar if there are errors. If there are no errors, **Ranges configuration is correct** is displayed in the status bar.

Checking the Worklist configuration

Before generating the Worklist, you can have PROCESS DIRECTOR check your Worklist configuration to ensure that it is correct.

PROCESS DIRECTOR checks if:

- the [ranges configuration](#) is correct
- the select table/view is defined if the node is non-static
- the select table/view or document object interface structure contains all the fields used in ranges
- the select table/view contains the mandatory fields **GUID**, **LFT**, **RGT** and **CREATE_TSTAMP**.
- the select table/view for non-static nodes contains all the fields used in ranges defined for parent non-static nodes
- all nodes have tables/views if the selection screen is configured
- all node tables/views contain the fields configured for the selection screen

To check the Worklist, in the [Worklist configuration screen](#) click the toolbar button .

PROCESS DIRECTOR performs the checks and returns error messages if there are errors. If there are no errors, **Worklist configuration is correct** is displayed in the status bar.

Configuring selection screens

Users can use a **selection screen** to filter Worklist nodes to display only documents that meet specific criteria.



Selection screen in the SAP GUI



Selection screen in the Web Application

You can configure a selection screen for each process type. The configured selection screen fields will apply to *all* nodes of the given process type, not just the currently selected node.

You can also configure a **start-up selection screen**, which is displayed instead of the Worklist when users start PROCESS DIRECTOR. Users must first enter search criteria and execute the search. The Worklist then displays only documents that correspond to the entered search criteria.

General			
Process type	<input type="text"/>		
Changed on	<input type="text"/>	to	<input type="text"/>
Company Code	<input type="text"/>	to	<input type="text"/>
PD doc number	<input type="text" value="0"/>	to	<input type="text" value="0"/>
Max. number	<input type="text" value="20"/>		
Goods Receipt			
PD doc number	<input type="text" value="0"/>	to	<input type="text" value="0"/>
Vendor	<input type="text"/>	to	<input type="text"/>
Document Date	<input type="text"/>	to	<input type="text"/>
Customer Order			
Doc status	<input type="text"/>	to	<input type="text"/>
PO number	<input type="text"/>	to	<input type="text"/>

The start-up selection screen has a **General** section, the search fields of which apply for more than one process type. In addition, you can add sections for specific process types. The fields in these sections apply only for that process type.

Note: The **Process type** selection list and the **Max. number** field are always present in the **General** section and do not need to be configured.

Defining selection screen fields

Note: Selection screen fields for the Accounts Payable [Workflow History node](#) are configured in /COCKPIT/WI24. See the *WORK CYCLE SAP Configuration Guide* for more information.

1. In the [Worklist configuration screen](#), double-click any of the available nodes for the process type.
2. Click the toolbar button . The selection screen for that node's process type appears.
3. In change mode, click the toolbar button  in the selection screen fields pane.
4. For each field that should appear in the selection screen, select a table and enter the field name. Usually the table name will be the same as the view name defined in the node's [basic data settings](#). However, this entry is required only for defining which fields will appear in the selection screen, so you can use any table, view, or even structure that delivers the correct fields and properties.

Note: Leave the **Level** column blank unless you want to [search in line item fields](#).

Note: In case you are not using the same view for all nodes of a given process type, set the table name to a table or view containing only the fields that are common to all Worklist node views for the document type.

5. Save your changes and generate the Worklist.

Note: The **Maximum number of hits** field is automatically available in the selection screen and does not have to be explicitly added. You can specify a default value for this field in the node's basic data settings.

Searching in line item data

You can allow users to search in line item data in the selection screen.

1. In SE19, activate the /EBY/PDVI_LINE_SEL BAdI implementation:
 - a. In the **New BAdI Enhancement Implementation** field, enter /EBY/PDVI_BADI and click the **Display** button.
 - b. Select the /EBY/PDVI_LINE_SEL BAdI implementation and click the **Activate** button .
2. For each node of the process type, in the node's basic data, select the appropriate node handler:
 - a. In the [Worklist configuration screen](#), in change mode, select the node and click the **Basic data** button .
 - b. In the **Node type** selection list, select 0 Other.
 - c. A new field, **Node class**, is displayed. Enter the appropriate node handler in this field and click the **Continue** button :
 - For static nodes: /EBY/CL_PDBO_WRKL_NODE_ITEM_ST
 - For semi-dynamic nodes: /EBY/CL_PDBO_WRKL_NODE_ITEM_SD
 - For dynamic nodes: /EBY/CL_PDBO_WRKL_NODE_ITEM_D
3. Add a new row to the selection screen definition and enter the table name and the line item field that should be searchable. Select the level ITEMS.
4. Save your changes and generate the Worklist.

Defining the start-up selection screen

1. Create a view containing the fields that you want to include in the **General** section of the [start-up selection screen](#).
2. In the Worklist configuration screen, [define the selection screen fields](#) for each process type you want to include in the start-up selection screen.
3. Go to /EBY/PDBO_VSSC (**Initial settings > Worklist > Start-up selection screen**). Alternatively, click  **Start-up selection screen** in the [Worklist configuration screen](#).

4. For the individual process types, add the fields that should be displayed in the start-up selection screen.

Note: These fields must have been added to the selection screen configuration for that process type.

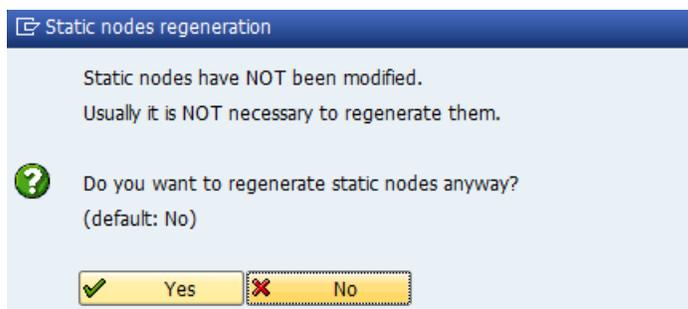
5. Optionally, in the **Order** field, specify a number to determine the position of the field on the screen, and select the **Input type**.
6. To add fields to the **General** section, for each process type, add the field and enter the view name and field name in the fields **Common structure** and **Common field name**.
7. Click the **Check** button to ensure that the configuration is correct.
8. Save your changes.

Generating the Worklist

After you have made changes to the Worklist, you must generate it to make those changes available to users. Click the  button in the [Worklist configuration screen](#).

Worklist generation creates the Worklist nodes and maps documents to static nodes according to the nodes' ranges configuration. For example, if a node's ranges configuration specifies `STATE = 'OK'` (document status = posted), all documents with this status will be mapped to and therefore displayed in the node. Mapping of documents to semi-dynamic nodes takes place at runtime, when PROCESS DIRECTOR is started.

You may get this message when you generate the Worklist. Regenerating static nodes can be time-consuming, and is usually only necessary if there are inconsistencies in the Worklist (such as wrong assignments or counters and missing documents). If you click **Yes** in this popup, another popup opens in which you can choose whether or not you want to perform this task in the background.



You can also use the `/EBY/PDBO_CONFIG_GEN_WORKLIST` program to generate the Worklist. Remember that when you transport your PROCESS DIRECTOR configuration from one system to another (for example, from test to production), you must regenerate the Worklist in the target system.

Note: In an EhP7 system with more than 100,000 documents, the Worklist should always be generated using the `/EBY/PDBO_CONFIG_GEN_WORKLIST` program, with the **Document batch size** parameter set to a value higher than the number of documents in the system.

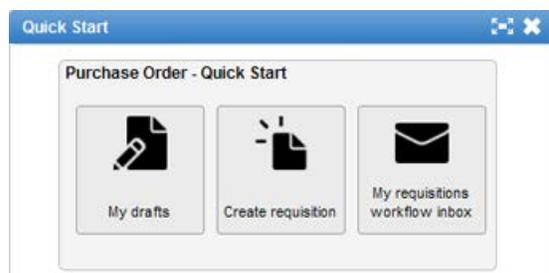
If the Worklist generation program messages indicate that documents were not mapped, you can run the following programs:

- For skipped documents, run `/EBY/PDBO_GEN_FAILED_NSTDSETS`
- For failed documents, run `/EBY/PDBO_CHECK_NESTEDSET_NEW`

See the *PROCESS DIRECTOR Troubleshooting Guide* for more information on troubleshooting the Worklist.

Configuring the Web Application Quick start menu

The **quick start menu** is displayed when a user logs on to PROCESS DIRECTOR in the Web Application. This menu provides rapid access to frequently used actions or Worklist nodes. The quick start menu is not available in the SAP GUI.



Sample quick start menu

You can configure the quick start menu actions that are available to the user immediately after logging into the PROCESS DIRECTOR Web Application. You only need to configure this if you are using the Web Application and want to display a quick start menu in addition to the Worklist.

To add a new menu item to the Quick start menu:

1. Go to [/EBY/PDVI_VWLAC](#) (**Initial settings > Worklist > Quick start menu**).
2. In change mode , click [New Entries](#).
3. Select the component type `WA_LIST` `WA List Header`.
4. Use search help to select a Worklist node ID.
5. Select the action that will be performed when the user clicks the Quick start menu item:
 - `SWITCHWLNODE&CREATE` to switch to the Worklist node specified in **Node ID** and create a new business document of that node's document type
 - `SWWLN0` to switch to the Worklist node specified in **Node ID**.
6. In the **File name** field, enter a file mapping or an image file in the Web Application to be used as the display icon for the action.

Note: You can only point to files in the Tomcat webapps\pdweb-app\themes\procdir\images\pd\icons\big folder here—uploading and/or maintaining images in the Web Application from within this configuration activity is currently not possible.

7. Enter labels that will appear on the menu item and in the tooltip.
8. Save your changes.

Note: If you regenerate the Worklist, you may have to change the node ID of the Quick start menu definition, as the defined node may have been assigned a different node number during regeneration.

Authorizations and user management

- [Setting up authorizations](#)
- [User types](#)
- [Defining user type priorities](#)
- [Configuring LDAP users](#)
- [Defining substitute profiles](#)

Authorizations

PROCESS DIRECTOR offers two layers of authorization:

- [Worklist authorization](#)—controls which Worklist nodes a user is allowed to view and expand.
- [Document authorization](#)—controls which actions a user is allowed to run on a business document.

Most customer implementations of PROCESS DIRECTOR use Worklist authorization. Many also use document authorization. Document authorizations take precedence over Worklist authorizations.

To implement authorizations, you need to:

1. [Create authorization objects](#) and assign them to user roles.
2. Assign the authorization objects to [Worklist nodes](#) for Worklist authorization or [document types](#) for document authorization.

If you have PROCESS DIRECTOR Accounts Payable, WORK CYCLE users can use the PROCESS DIRECTOR Web Application instead of WORK CYCLE to process documents, provided you [assign the appropriate authorization roles](#).

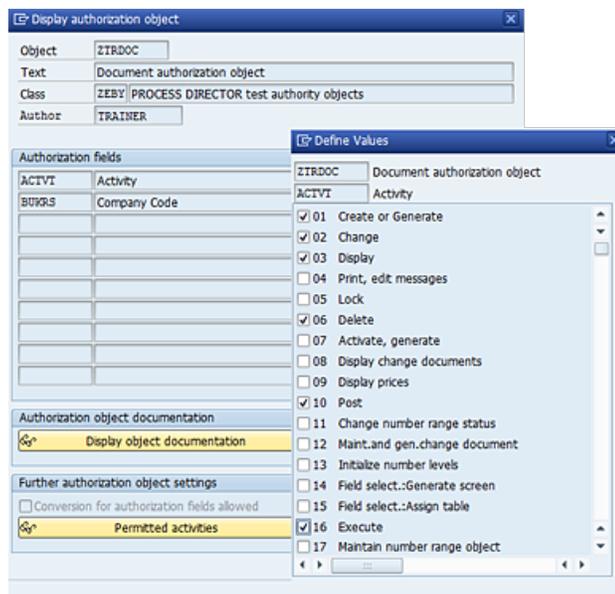
Note: If installing the Web Application, you may also need to configure the proper RFC authorizations for interaction with SAP.

Creating authorization objects

Authorization objects are used to control [Worklist and document authorization](#).

To create an authorization object:

1. Go to SU21.
2. If necessary, create a new object class for PROCESS DIRECTOR authorization objects.
3. Double-click the object class.
4. Create a new authorization object.
5. Enter an object name and description for your authorization object.
6. Add the authorization field ACTVT. For [Worklist authorization](#), this is the only field required. For [document authorization](#), you can also add other fields to restrict document access based on the values of these fields. For example, add the field BUKRS to restrict document access to documents for a specific company.
7. Save the object in the appropriate transport.
8. After saving, the **Permitted activities** button appears. Click this button to edit the permitted activities.



9. Check the required activities. For Worklist authorization, you only need to check the activity 03 Display.
10. Save your changes.

Next:

1. In transaction PFCG, assign the authorization object to an appropriate role, and assign this role to the appropriate users. See the SAP documentation for more information on creating roles and assigning them to users. Make sure that users also have authorization to access the /EBY/PD transaction.
2. Assign the authorization object to a [Worklist node](#) or a [document type](#).

Setting up Worklist authorizations

You can use authorization objects to control which Worklist nodes a user is allowed to view and expand.

Note: Worklist authorization controls only the visibility of Worklist nodes. To control which actions a user can perform on the documents in the node, use [document authorizations](#).

First, [create the appropriate authorization objects](#) and then assign them to Worklist nodes:

1. Go to [/EBY/PDBO_WLC \(Initial settings > Worklist > Worklist configuration\)](#).
2. In change mode, select the Worklist node and click the  button.
3. In the **Auth. object** field, enter the appropriate authorization object.
4. Click  and save your changes.
5. Regenerate the Worklist.

Setting up document authorizations

You can use authorization objects to control which actions users can perform on a document.

First, [create the appropriate authorization objects](#) and then assign them to a document type:

1. Go to [/EBY/PDBO_VOBJC \(expert IMG > Change system settings > Model > Object type\)](#).
2. In change mode , click [New Entries](#).
3. Select a PROCESS DIRECTOR document type.
4. In the **Auth. object** field, select an authorization object.
5. Save your changes.
6. Next, map document fields to authorization object fields (for example, COMP_CODE for field BUKRS).

New Entries: Details of Added Entries

Project ID: TR Trainer project

Object type: PO Requisition

Auth. object: ZIRDOC Document authorization object

for field: ACTVT

COMP_CODE: for field: BUKRS

Note: If the document fields you enter here do not exist in the default view /EBY/PDBO_VWRKL0, you must add a view that contains these fields to the [Worklist node basic data settings](#) of the object type's node.

Note: Make sure to leave the **Number range** and **No. range no.** settings blank.

7. Save your changes again.

You can specify the values for the fields in role maintenance, for example, to which company codes the authorization applies:

Change role: Authorizations

Maint.: 0 Unmaint. org. levels 0 open fields, Status: Ch

ZIRDOC_COCODE_3000 Document authorization company code 3000

Manually PROCESS DIRECTOR test authority objects

Manually Document authorization object

Manually Document authorization object

Activity All activities

Company Code 3000-3000

Maintain Field Values

ZIRDOC Document authorization object

BUKRS Company Code

Full authorization

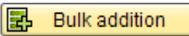
Individual maintenance of Org level field

From	To
3000	3000

Assigning authorization roles for WORK CYCLE users

If you have PROCESS DIRECTOR for Accounts Payable installed, WORK CYCLE Web Application users can log on to PROCESS DIRECTOR instead of WORK CYCLE to process documents. You can assign roles to these users to control their Worklist and document authorizations.

1. Go to /EBY/ICWC_UM3.
2. In change mode , click **New Entries**.
3. Enter the WORK CYCLE user and the role.
4. Click the  button to view or make changes to the role.
5. Save your changes.

To simultaneously assign a role to multiple users, click the  **Bulk addition** button, then select the role and the users.

User types

PROCESS DIRECTOR differentiates the following types of user:

User type	Description
Internet users	Can only log on to the Web Application.
SAP users	Can log on to the SAP GUI and can also log on to the Web Application using their SAP user name and password.
LDAP users	Do not need a PROCESS DIRECTOR logon account; they can log on to the Web Application using their LDAP (Lightweight Directory Access Protocol) user name and password. LDAP users cannot log on to the SAP GUI.

Defining user type priorities

Assigning priorities to [user types](#) determines:

- How PROCESS DIRECTOR authenticates users when they log on to the Web Application

For example, PROCESS DIRECTOR searches first for SAP users with the given logon credentials, then Web Application users, then LDAP users.

- Which user type is entered as the default value in the **Workflow start** dialog.

The user type that is assigned the highest priority is entered as the default value.

To define user type priorities:

1. Go to [/EBY/PDBO_VUSTC](#) (**Change system settings > Other > User types handling**).
2. In change mode , click **New Entries**.
3. Select a user type, then use search help to select the appropriate user type factory:

User type	User type factory
Internet user	/EBY/CL_ICWC_USER_FACTORY_INT

LDAP user	/EBY/CL_PDBO_USER_FACTORY_LDAP
SAP user	/EBY/CL_PDBO_USER_FACTORY_SAP

4. To assign a priority, enter a number in the **Position** field, 1 being the highest priority.
5. Save your changes.

Configuring LDAP users

You can configure PROCESS DIRECTOR for use by LDAP users. LDAP users do not need a PROCESS DIRECTOR logon account; they can log on to the Web Application using their LDAP user name and password. LDAP users cannot log on to the SAP GUI. Once you have configured LDAP users, you can assign them as an [allowed user type](#) in workflow steps.

Overview

Configuring LDAP users involves the following steps:

1. [Configure the LDAP server in SAP using transaction LDAP](#).
2. [Make the LDAP server available in PROCESS DIRECTOR](#).
3. [Specify general settings for the LDAP server](#).
4. [Define the LDAP user type](#).

Configure the LDAP server in SAP

Use transaction LDAP to configure the LDAP server. See the SAP documentation on Directory Services for information on performing this task.

Make the LDAP server available in PROCESS DIRECTOR

1. Go to [/EBY/PDBO_VLDPC](#) ([expert IMG](#) > **Additional settings** > **Other** > **LDAP servers** > **Servers available to PROCESS DIRECTOR**).
2. In change mode , click [New Entries](#).
3. Configure the [settings](#), then save your changes.

Specify general LDAP settings

In this step, you map the LDAP attributes to PROCESS DIRECTOR fields. To do this, you will need some understanding of how the LDAP directory stores information.

1. Go to [/EBY/PDBO_VLDG](#) ([expert IMG](#) > **Default system settings** > **Other** > **General LDAP settings**).
2. Configure the settings. The image below shows example settings.

Change View "General LDAP settings": Details







General LDAP settings	
Unique ID attribute	sAMAccountName
Display ID attribute	cn
Email attribute	mail
Last name attribute	sn
First name attribute	givenName
Full name attribute	cn
User account control	userAccountControl
Language attribute	c
Standard Search String	(&(objectClass=person)SEARCHSTRING)

3. Save your changes.

Note: Standard Search String defines how a user is found in LDAP directories. It is important that this field contains `SEARCHSTRING` because this literal is used internally by PROCESS DIRECTOR for searching.

Define the LDAP user type

Currently this is not available as an IMG activity. To define LDAP as a user type, make the appropriate entries in the following tables:

/EBY/PDBO_CUST

Data Browser: Table /EBY/PDBO_CUST Select Entries 3










 Check Table...

Table: /EBY/PDBO_CUST
 Displayed fields: 4 of 4 Fixed columns: 1 List width 0250

	USERTYPE	CLASSNAME	PRIORITY	USERTYPEDESC
<input type="checkbox"/>	I	/EBY/CL_ICWC_USER_FACTORY_INT	002	Internet user
<input type="checkbox"/>	L	/EBY/CL_PDBO_USER_FACTORY_LDAP	003	LDAP user
<input type="checkbox"/>	S	/EBY/CL_PDBO_USER_FACTORY_SAP	001	SAP user

/EBY/PDBO_CUSTC

Data Browser: Table /EBY/PDBO_CUSTC Select Entries

Table: /EBY/PDBO_CUSTC
 Displayed fields: 5 of 5 Fixed columns: 3 List w

	CLIENT	PROJECT	USERTYPE	CLASSNAME	PRIORITY
<input type="checkbox"/>	800		I	/EBY/CL_ICWC_USER_FACTORY_INT	001
<input type="checkbox"/>	800		L	/EBY/CL_PDBO_USER_FACTORY_LDAP	003
<input type="checkbox"/>	800		S	/EBY/CL_PDBO_USER_FACTORY_SAP	002

/EBY/PDBO_CUSTT

Data Browser: Table /EBY/PDBO_CUSTT

Table: /EBY/PDBO_CUSTT
 Displayed fields: 3 of 3 Fixed columns:

	LANGU	USERTYPE	USERTYPEDESC
<input type="checkbox"/>	D	I	Internet Benutzer
<input type="checkbox"/>	D	L	LDAP Benutzer
<input type="checkbox"/>	D	S	SAP Benutzer
<input type="checkbox"/>	E	I	Internet user
<input type="checkbox"/>	E	L	LDAP user
<input type="checkbox"/>	E	S	SAP user

Defining substitute profiles

Similar to the SAP Business Workplace (SBWP), you can assign substitute profiles to PROCESS DIRECTOR process types to control which substitutes can process documents of that type. For example, a user may have different substitutes for approval of requisitions and approval of financial postings. In this case, you need to create two substitute profiles: one for requisitions, assigned to the process type PO Requisitions, and one for financial postings, assigned to the process type FI Financial postings. When the user assigns substitutes for his periods of absence, he can select the appropriate profile for each substitute.

When a document is sent to a user in a workflow, PROCESS DIRECTOR checks whether a substitute profile has been assigned to the document's process type and whether the user's substitutes have that profile assigned.

If no substitute profile has been assigned to the process type, the document will be sent to all substitutes.

If a substitute profile has been assigned to the process type:

- The document will only be sent to substitutes who have the profile assigned
- Substitutes with a different profile or no profile assigned are ignored

- If none of the substitutes has the profile assigned, the document will be sent to all substitutes to whom no profile at all is assigned

Example

The substitute profile RQAPP has been assigned to the PO Requisitions process type. User1 and User2 have assigned the following substitutes. A requisition document is sent to these users in a workflow.

User1		User2	
Substitute	Assigned profile	Substitute	Assigned profile
SubA	RQAPP Requisition approval	SubX	FIAPP Financial posting approval
SubB	FIAPP Financial posting approval	SubY	FIAPP Financial posting approval
SubC	None	SubZ	None

For User1, only SubA can process the document (RQAPP profile is assigned).

For User2, only SubZ can process the document (RQAPP is not assigned, SubZ is the only substitute to whom no profile is assigned).

Define a substitute profile

1. In SAP transaction SPRO, click the button  to bring up the IMG. Then select the activity **SAP Web Application Server > Business Management > SAP Business Workflow > Basic Settings > Substitute Profile > Define Substitute Profile**.
2. Choose the second activity, **Substitute Profile**.
3. In change mode, click the toolbar button .
4. Enter a profile ID and description.
5. Save your changes.

Assign a substitute profile to a process type

1. Go to [/EBY/PDBO_VSPRFL](#) ([expert IMG](#) > **Additional settings** > **Other** > **Define substitute profiles**).
2. In change mode, click the toolbar button .
3. Use search help to select a substitute profile.
4. Save your changes.

Assign a substitute profile to a substitute

See the *PROCESS DIRECTOR SAP User Guide* for information on assigning profiles to substitutes.

Configuring rules

You can configure these types of business rules:

- [Presets](#)
Populate fields with default values.
- [Checks](#)
Verify the correctness, consistency, meaningfulness and/or security of data.
- [Determinations](#)
Infer the correct value for a field from other fields or mapping tables.

Presets

A preset populates a document field with a default value at a predefined point in its life cycle—for example, when the document is created, updated or successfully posted. Presets can also be applied for specific workflow actions (on document approval, rejection or recall) and before [checks](#) and [determinations](#) run. The preset ID determines when the preset is applied.

The preset value can be a fixed value or system variable, or it can be computed dynamically by a preset class.

Adding presets

1. Go to [/EBY/PDBO_VPSVC](#) (**Initial settings** > **Rules** > **Presets**).
2. In change mode , click .
3. Select a preset ID to determine when the preset will be applied.
4. Select the logical level to which the preset will be applied.

5. Select the type of value to preset: a fixed value, an SAP SY system variable, or a dynamic value.
6. Specify the value that will be preset:
 - **Fixed value:** enter a **Field Name** and the **Field Value** that will be preset in that field.
 - **SAP value:** enter a **Field Name** and the name of an SAP system variable in the **Field Value** field, for example, SY-DATUM for the current date.
 - **Dynamic value:** leave the **Field Name** and **Field Value** fields blank and enter a preset class in the **Preset class** field. You can use standard PROCESS DIRECTOR preset classes or create your own. See the *PROCESS DIRECTOR Reference Guide* for information on the available standard preset classes and the *PROCESS DIRECTOR SAP Advanced Configuration Guide* for information on creating your own preset classes.
7. Save your changes.

Tip: You can [define configuration criteria](#) to determine whether a preset is applied or not, based on specific values.

Checks

A check verifies the completeness, accuracy and consistency of data in a business document. PROCESS DIRECTOR provides a number of pre-defined checks that you can activate to verify that documents are free from errors before posting. See the *PROCESS DIRECTOR Reference Guide* for information on the available pre-defined checks.

Here are some important points to keep in mind about checks:

Inputs and outputs

A check operates on a single input document or on multiple documents, one document at a time. That is, batch checks are possible, but not cross-document consistency checks.

Checks can indicate their results by generating messages of the types `Error`, `Warning` and `Success` as outputs.

Also, they can modify the document status.

Possible effects on posting

A check event cannot directly prevent a document from being posted to SAP, though it can do so indirectly.

If the action running a given check also contains the event 'Evaluate checks', any messages generated by checks run during the previous course of the action can have an influence on if (and how) the action completes. It is the 'Evaluate checks' event that actually prevents document posting, not the check event that generated the error message.

For example, the action might be aborted or rolled back if error messages have occurred during checks, a popup might be displayed if there were warnings, or action processing might be allowed to complete normally in case of success messages only.

Possible effects on other checks

All checks configured for an action will run in the specified suborder, no matter which messages the other checks may have generated. However, although every check will be fired, it is not guaranteed to actually run to completion. For example, a check might inspect the messages left by previous checks and abort if it finds errors.

Custom checks

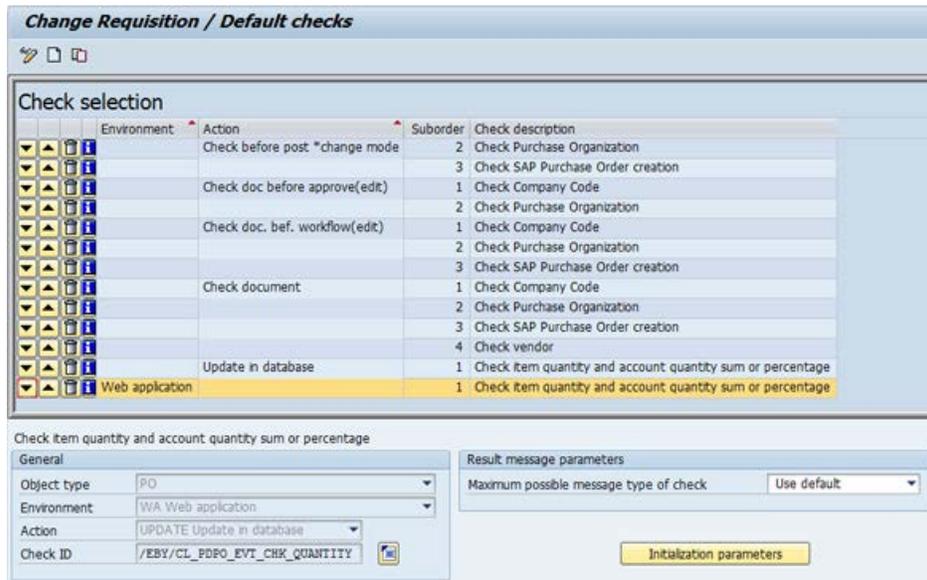
PROCESS DIRECTOR provides a check class template to assist you in developing your own checks. You can also use the user exit / BAdI **Check** to implement a custom check. See the *PROCESS DIRECTOR SAP Advanced Configuration Guide* for more information.

Tip: You can schedule the /EBY/PDBO_REPETITOR program to automatically run configured checks at regular intervals. See the *PROCESS DIRECTOR Reference Guide* for more information on this program.

Check configuration screen

In the check configuration screen in transaction [/EBY/PDBO_CHC \(Initial settings > Rules > Checks\)](#), you can activate standard [checks](#) available in PROCESS DIRECTOR or customer checks.

See the *PROCESS DIRECTOR Reference Guide* for information on the available standard checks and the *PROCESS DIRECTOR SAP Advanced Configuration Guide* for information on creating your own checks.



Use the following buttons to configure checks.

Button	Description
	Switch to change mode.

Button	Description
	Add a new check.
	Copy a check.
	In case several checks are configured for the same action, the suborder defines their order of execution. Use these buttons to move a check down or up. Note: For the actions CHECK Check document and CHECKM Check documents (multiple), customer implementations of the user exit / BAdI Check (if any) will always be called <i>after</i> any check events activated here, regardless of their suborder.
	Deactivate a check.
	View documentation about a check.

Tip: With the user parameter `/EBY/PDBO_CHK_SPLITV` you can split the checks configuration screen vertically so that the check details and message parameters are displayed on the right instead of at the bottom of the screen. See the *PROCESS DIRECTOR Reference Guide* for more information.

Adding checks

1. Go to [/EBY/PDBO_CHC](#) (**Initial settings > Rules > Checks**).
2. In change mode, click the  button.
3. Select the environment in which the check should be run. If you leave this blank, the check will run in every environment.
4. Use search help to pick an action into which the check event should be inserted.

For example, if you want the check event to be triggered when a user clicks the toolbar button , pick the action CHECK Check document or CHECKM Check documents (multiple), as appropriate.

5. Use search help to pick the check event you want to activate for that action.

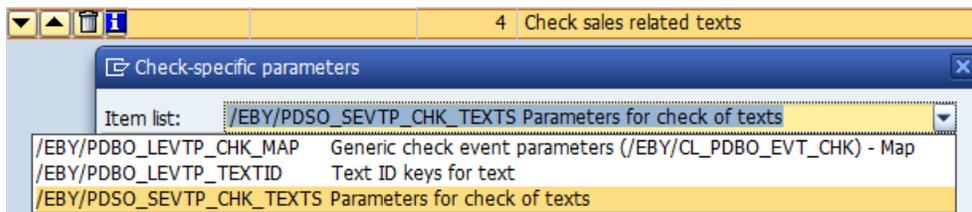
You can pick from a list of check events available for that process type.

6. For some checks, you can click the  button to configure check parameters.
7. Save your changes.

Tip: You can [define configuration criteria](#) to determine whether a check is executed or not, based on specific values.

Initialization parameters

Some checks have initialization parameters, which specify conditions or data that should be used with the check. If different types of initialization parameters are available for a check, a dropdown list is displayed in the parameters dialog. Select the parameter type you want to configure, then set the parameters.



See the check descriptions in the *PROCESS DIRECTOR Reference Guide* for information on the available initialization parameters.

Settings for checks that require data preparation

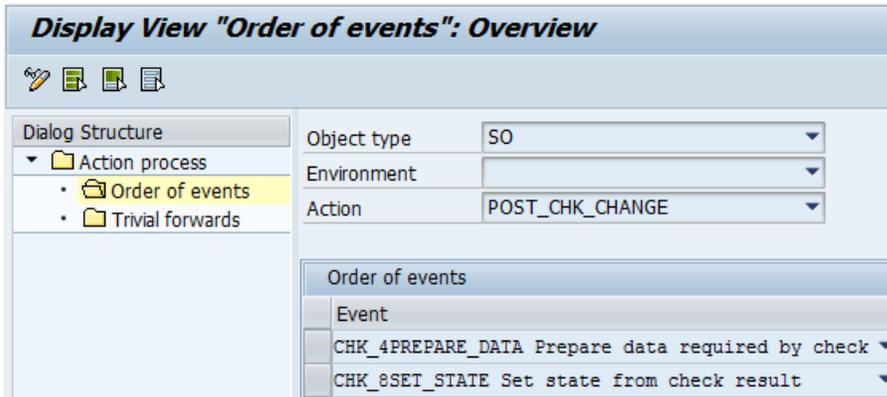
If you add a check for an action where the check requires some data preparation, you may need to add the appropriate event for the preparation of the data to /EBY/PDBO_VPROC_ACT (**Change system settings > Processes > Customize processes – all, in list**), otherwise you may get an error message when the check runs. Some actions already include this data preparation event, others do not.

For example, the simulation check, which is available for some process types and simulates creation or posting of the document in SAP, requires that the data structures for creating the SAP document are filled before the check is performed.

Example:

The check /EBY/CL_PDSO_EVT_CHK_CREATE Check whether an SAP sales order can be created requires the event class /EBY/CL_PDSO_EVT_CREATE_STRU Fill data structures for creating a sales order.

You can check whether the required event is already available in the action in /EBY/PDBO_VPRA (**Default system settings > Processes > Processes - per action**) under **Order of events**.



The POST_CHK_CHANGE action already includes data preparation

The UPDATE action is not listed in /EBY/PDBO_VPRA. Therefore, if you add the check /EBY/CL_PDSO_EVT_CHK_CREATE Check whether an SAP sales order can be created for the UPDATE action, you must add the following entry in /EBY/PDBO_VPROC_ACT:

Field	Description
Environment	Leave blank.
Action	UPDATE Update in database

Field	Description
Event	CHK_0BEGIN Begin checks
Event type	5 Execute instead of
Suborder	Enter any number here.
Event class	/EBY/CL_PDSO_EVT_CREATE_STRU Fill data structures for creating a sales order

Copying checks

1. In change mode, double-click the check you want to copy.
2. Click the  button.
3. In the **Copy check** dialog box, change the settings as required.
4. Confirm and save your changes.

Changing a check's message type

Checks generate their output as messages belonging to the message group CHK. Generally, the possible message types are **Error**, **Warning** and **Success**, with **Error** being the maximum possible type (in order of severity).

However, you can reduce the maximum possible message type of a check to:

Maximum message type	When to use
Use default	Recommended setting
Error	
Warning	<p>If you want to reduce messages that would normally be of type Error to type Warning for example, because you don't want a check to prevent document posting by generating errors.</p> <p>Warning or success messages will not be affected by this.</p>

Success	If you want to temporarily deactivate the check for test or debugging purposes
----------------	--

Note: Check message type settings will be applied first, then message filters.

Warning: Be careful when reducing the maximum message type to warning or success, as this might allow saving or posting of inconsistent documents.

Example: Assume that checks have been activated for the workflow start action. Any check with an error message would prevent the workflow from starting. Therefore it would make sense to set the maximum possible message type for all workflow start checks to `Warning`, so the user can see the warning messages, but confirm that he wants to start a workflow nevertheless. If all checks are set to `Success`, the user will still be able to see the messages, but will be taken immediately to the workflow start dialog without being shown a confirmation popup.

Deactivating checks

To deactivate a check, click the button  in a check's [table row](#). The deactivated check will be removed from the overview.

Then confirm and save your changes.

Configuring duplicate checks

The duplicate value check `/EBY/CL_PDBO_EVT_DFC_CHK` enables you to check whether a specific field value or combination of field values entered by the PROCESS DIRECTOR user is already available in the database. This prevents duplicate records being added to the database.

To configure a duplicate value check:

1. [Create remove or replace IDs](#) if you want to remove/replace characters

You can remove or replace characters entered by the user in the PROCESS DIRECTOR field before it is checked against the SAP field in order to increase the accuracy of the duplicate value check. For example, you can:

- remove leading zeroes
- remove special characters, such as removing () - / from telephone numbers
- replace separator characters in date fields to match the format of your master data (such as 01/01/2012 vs. 01.01.2012).

2. [Create a check ID](#).

You can add one or more fields to a check ID. If you add several fields, the duplicate value check does not check the existence of the individual fields, but of the *combination* of these fields.

For example, when a user creates a new vendor master data request, the duplicate check can check whether the combination of bank country, bank key and bank account number that the user enters is already stored in the master data record of a vendor, and returns an error message if this is the case.

3. [Add the duplicate value check](#) to the checks configuration.

Creating check IDs

1. Go to [/EBY/PDBO_VDFCC](#) ([expert IMG](#) > **Initial settings** > **Rules** > **Duplicates**).
2. In change mode , click [New Entries](#).
3. Enter a check ID.
4. Select the new check ID and double-click the **Duplicate field check** dialog structure menu.
5. Enter the logical level and PROCESS DIRECTOR field name that should be checked.
6. Enter the SAP table and SAP field name that should be checked.
7. To remove or replace characters in the checked field, add the appropriate **Remove ID** or **Replace ID**.
8. Repeat steps 5 and 6 if you want to check a combination of fields.
9. Save your changes.

When you have specified the fields, [add the duplicate value check](#) to the checks configuration.

Removals and replacements

1. Go to [/EBY/PDBO_VDFCC](#) ([expert IMG](#) > **Initial settings** > **Rules** > **Duplicates**).
2. Double-click the **Remove IDs** or **Replace IDs** dialog structure menu, depending on which you want to define.
3. In change mode , click [New Entries](#).
4. Enter an ID.
5. Select the new remove or replace ID and double-click the **Removals** or **Replacements** dialog structure menu.
6. For removals, add an entry for each character that should be removed from the field. For replacements, add an entry for each character that should be replaced and specify the replacement character.

7. Save your changes.

Determinations

A determination attempts to infer the correct value for a given document field from the other fields in the document, or from other sources such as mapping tables. A determination runs one or more searches to look for possible field values and perform computations on the search result sets to select the most likely candidate.

Here are some important points to keep in mind about determinations:

Inputs and outputs

Depending on the type of determination, it can set one or more field values on a document.

In addition to setting document fields, it can also generate messages of the types `Error`, `Warning` and `Success` as outputs.

Execution

All determinations configured for an action execute in the specified suborder, no matter which messages the other determinations generated.

Searches

Configure every determination with one or more searches. If no search is configured, the determination will not be executed and will not generate any messages.

Generally, a determination runs its configured searches in the specified order. However, it is not guaranteed that every search is actually fired. For example, a search may be configured to end the determination immediately if it finds exactly one result—that is, not allow the determination to execute any further searches.

A determination's result set is composed by specifying set operations on the result sets of its configured searches.

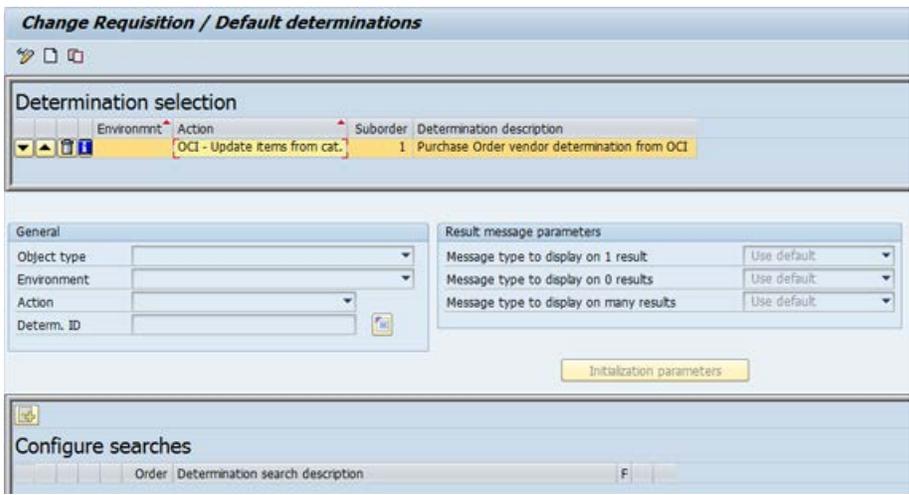
Custom determination

PROCESS DIRECTOR provides a determination template to assist you in developing your own determinations. You can also use the user exit / BAdI **Determination results** to implement a custom determination. See the *PROCESS DIRECTOR SAP Advanced Configuration Guide* for more information.

Determination configuration screen

In the determination configuration screen in transaction [/EBY/PDBO_DEC](#) (**Initial settings > Rules > Determinations**), you can activate standard [determinations](#) available in PROCESS DIRECTOR or customer determinations.

See the *PROCESS DIRECTOR Reference Guide* for information on the available standard determinations and the *PROCESS DIRECTOR SAP Advanced Configuration Guide* for information on creating your own determinations.



Use the following buttons to configure determinations.

Button	Description
	Switch to change mode.
	Add a new determination.
	Copy a determination.
	In case several determinations are configured for the same action, the suborder defines their order of execution. Use these buttons to move a determination down or up.
	Deactivate a determination.
	View documentation about a determination.

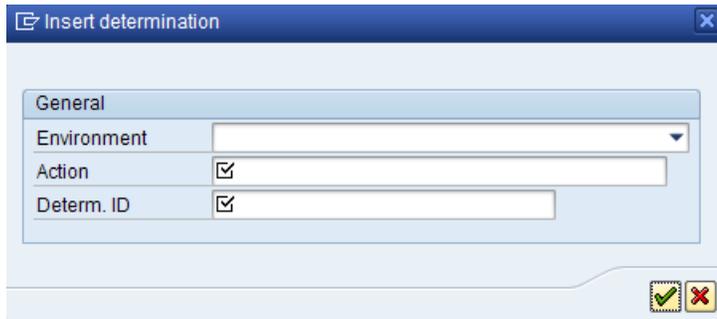
Tip: With the user parameter `/EBY/PDBO_CHK_SPLITV` you can split the determinations configuration screen vertically so that the determination details, message parameters and searches are displayed on the right instead of at the bottom of the screen. See the *PROCESS DIRECTOR Reference Guide* for more information.

Adding determinations

1. Go to [/EBY/PDBO_DEC](#) (**Initial settings > Rules > Determinations**).
2. In change mode, click the toolbar button  to insert a new determination.

Tip: You can also copy settings from an existing determination (modifying them as needed) by selecting the determination to copy from in the **Determination selection overview**, then clicking .

3. The **Insert determination** popup opens.



4. Here, you can configure the [settings](#) for the determination.

Note: You cannot specify the suborder of a determination in this popup—you must create it first and then adjust its suborder in the **Determination selection overview**.

5. If necessary, [set the determination's result message parameters](#).
6. Save your changes. When saved, the determinations configuration is automatically activated.
7. [Configure at least one search](#) for the determination. If you do not configure a search, the determination will not be executed.

Tip: You can [define configuration criteria](#) to determine whether a determination is executed or not based on specific values.

Copying determinations

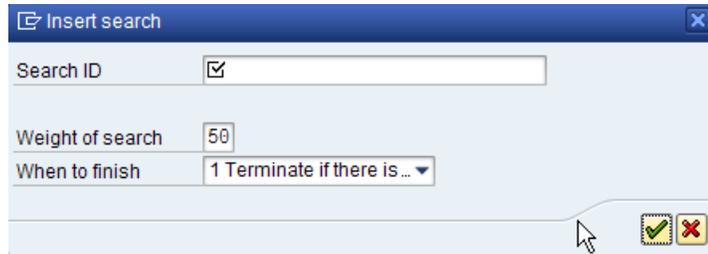
1. In change mode, double-click the determination you want to copy.
2. Click the  button.
3. In the **Copy determination** dialog box, change the settings as required.
4. Confirm and save your changes.

Configuring determination searches

Double-click a determination in the determination selection pane to show its searches in the **Configure searches** subdialog pane.

Adding a determination search

1. Click the toolbar button . The **Insert search** popup appears.



2. Here, you can configure the search [settings](#).
3. If necessary, adjust the search order using the arrow buttons  or .
4. If more than one search is configured, you may need to [define result set operations](#).
5. Save your changes (this automatically activates them).

Defining search result set operations for determination searches

A determination's result set is composed by specifying set operations on the result sets of its associated searches. If you have configured several searches, you can specify how their result sets will be handled.

Double-click on a search to see how its determination result set is configured.

By default, the determination result set is equal to the search result set of the current search. However, result set operations also let you take the search result sets of previous searches into account when computing the determination result set.

You can define search result set unions and/or intersections by *single-clicking* a search, *then* dragging and dropping it into the **Result set operations** pane to the right of the **Configure searches** pane.

Unions are created by default, but you can also create intersections by dragging one search onto another.

Note: Since arbitrary nesting of result set operations is currently not possible, you may need to transform your result set operation into a union-of-intersections form.

Operation	Effect on result set
 Intersection	A result is only counted towards the determination's result set if it is generated by every search in the intersection
 Union	A result is counted towards the determination's result set if it is generated by any search in the union

To delete a union or intersection, right-click it, then select the context menu item **Delete**.

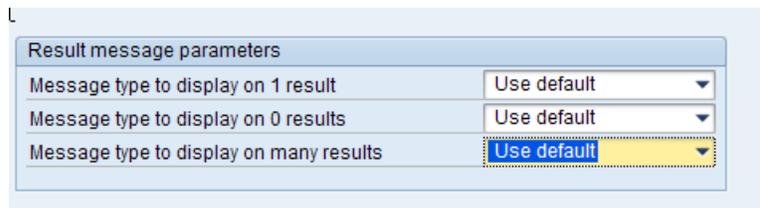
Editing and deleting determination searches

To modify a search, click the button  in a search table row. The **Update search** popup appears. Here, you can change the search settings.

To delete a search, click the button  in a search table row and confirm to delete the search.

Changing a determination's result messages

Determinations generate messages belonging to the message group `DET`. In this section of the dialog, you can configure which message type to display depending on the size of the determination's result set.



Result message parameters	
Message type to display on 1 result	Use default
Message type to display on 0 results	Use default
Message type to display on many results	Use default

The recommended setting is `Use default`. The message types will default to these values:

Number of results	Default message type
1 result	S Success
0 results	E Error
Many results	W Warning

Deactivating determinations

Click the button  in a determination's [table row](#) and confirm to deactivate the determination. The deactivated determination will be removed from the overview.

Configuring process parameters

PROCESS DIRECTOR provides an easy way for you to control the behavior of the system for the following processes:

- [Archiving](#)
- [Checks](#)
- [Posting](#)
- [Workflow](#)

- [... and more](#)

No knowledge of PROCESS DIRECTOR actions and events (which control these processes) is required; all you have to do is set the appropriate parameters for the process. For example, you can easily configure PROCESS DIRECTOR to:

- [Automatically start a workflow on a document](#) when checks, posting or transfer of the document fails or succeeds.
- [Automatically post the document](#) when a specific workflow is approved.
- [Create a log](#) of all activities that took place on a document during a workflow and add this as an attachment to the PROCESS DIRECTOR document and the corresponding SAP document.
- Create other attachments such as [cover sheets](#) or [visualizations of EDI documents](#).

To configure process parameters:

1. Go to **Initial settings > Process parameters** and select the appropriate process area. Alternatively, enter the appropriate transaction code:

Process	Transaction code
Archiving	/EBY/PDBO_EPC_ARCHIV
Checks	/EBY/PDBO_EPC_CHECKS
Posting	/EBY/PDBO_EPC_POST
Workflow	/EBY/PDBO_EPC_WORKFL
Other	/EBY/PDBO_EPC_OTHER

2. Click the **Parameters** button  for the action and process that you want to configure.

Action	Event	Process description	Parameters
Workflow after check failure	Start workflow	Automatic workflow start after check failed	<input type="checkbox"/>
Workflow after check success		Automatic workflow start after all checks succeeded	<input type="checkbox"/>
Workflow after post failure		Automatic workflow start after post failed	<input type="checkbox"/>
Workflow after post success		Automatic workflow start after post succeeded	<input type="checkbox"/>
Workflow after transf. failure		Automatic workflow start after transfer failed	<input type="checkbox"/>
Workflow after transf. success		Automatic workflow start after transfer succeeded	<input type="checkbox"/>

Customer parameters

Workflow ID	Turn on
WFCHKFAIL	<input checked="" type="checkbox"/>

3. Enter the parameters and save.

Configuring workflows

Workflows can be used to send documents electronically to other people in order to obtain or provide additional information, clarification and approval.

To create a workflow, you must:

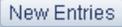
- [Define workflow steps](#)
- [Define the workflow process](#)
- [Activate the workflow](#)

Optionally, you can:

- [Assign processors](#) to workflow steps
- [Enable approval of line items](#)
- [Create help texts](#) to assist users in processing workflows
- [Exclude actions](#) that may be performed on a document in the workflow
- [Define conditions](#) for the workflow and workflow steps
- [Customize workflow email texts](#)
- [Create a log of all activities that took place on a document during a workflow](#)
- [Configure workflows to start automatically](#)
- [Configure workflows for mobile approval via email](#)

Defining workflow steps

Workflow steps are the basic units of work that you can use to compose workflow processes. In PROCESS DIRECTOR, workflow steps always involve a human task such as a data entry or an approval. Defining steps independently of a workflow means that they can be used in different workflows.

1. Go to [/EBY/PDWC_VSTPC](#) (**Initial settings > Workflow > Define steps > Define workflow steps**).
2. In change mode, click the toolbar button .
3. Enter an ID and a description for the step.
4. Specify appropriate [settings](#) for the new step.
5. Double-click the dialog structure menu [Allowed user types](#) and add a new entry for each type of user that the step can be sent to.
6. Optionally, you can [create email texts and subjects](#) for the workflow step, [assign a fixed recipient](#) to it, or [restrict the actions](#) that are allowed for the step.

Defining workflow processes

Workflows are assembled from workflow steps.

1. Go to [/EBY/PDWC_VC_FLW](#) (**Initial settings > Workflow > Define processes**).
2. In change mode, add a new entry.
3. Enter an ID and description for the workflow.
4. Double-click **Process** in the dialog structure.
5. In change mode, add a new entry.
6. First, specify a workflow step ID as a possible start step (that is, leave its previous step blank). Note that a step must already exist for you to be able to select it.
7. Next, add further steps as needed, making sure to specify the previous step.
8. Save your changes.

Tip: You can also assemble a workflow process using the [graphical editor](#).

Activating workflows

To make a workflow available for use for a specific process type, you must activate the workflow for that process type.

1. Go to [/EBY/PDWC_CFLAC](#) (**Initial settings > Workflow > Activate workflows**).

2. In change mode , click [New Entries](#).
3. Select the process type and the workflow that you want to assign to it.
4. Save your changes.

Preassigning processors

You can specify which processors a workflow step can be sent to. When you assign processors to a step, only these processors are available for selection in the **Start workflow** dialog. If the [Processor assignment](#) option is set to **3 In background** in the workflow step settings, the assigned processors are not displayed to the user in the **Start workflow** dialog and therefore cannot be changed.

Note: If a workflow processor does not have [authorization](#) to display a document, then the document also cannot be sent to him in a workflow.

To assign a processor:

1. Go to [/EBY/PDWC_UM](#) (**Initial settings > Workflow > Assign processors**).
2. Select a step and select the dialog structure menu **Assigned processors**.
3. In change mode , click [New Entries](#).
4. Assign one or more processors.
5. Save your changes.

Tip: You can restrict the number of processors that can be assigned to a workflow step with the [Recipient num. limit](#) setting.

Configuring workflow emails

PROCESS DIRECTOR can send emails to workflow processors, for example, to inform them that a workflow step has been assigned to them or is overdue. Emails can also be sent to workflow initiators, for example, to inform them when workflow steps have been approved or rejected.

Email dispatch is controlled by the `/EBY/PDWC_DUE_DATE_CHECK` program, which is scheduled to run at regular intervals. Individual emails can be sent for each workflow step, or a collective email can be sent that contains all workflow step notifications for that processor since the last program run.

By default, the program is run with the following settings, which send collective emails for all process types. You can [configure these settings](#) individually for each process type. Emails are sent in plain text format, but you can also [configure emails in HTML format](#).

Reminder function for overdue workflows, dispatch collective emails

Document selection

Object type

PD document number to

Collective emails

Approved workflow emails

Rejected workflow emails

Recalled workflow emails

Receipt emails

Reminder emails

Reminder emails

Step overdue from

Reminder interval

Ignore next reminder

Email type

Collective email

Email per document

Setting up email notifications

1. Go to SE38.
2. Enter /EBY/PDWC_DUE_DATE_CHECK and click .

The *program parameters* are displayed.

Reminder function for overdue workflows, dispatch collective emails

Document selection

Object type

PD document number to

Collective emails

Approved workflow emails

Rejected workflow emails

Recalled workflow emails

Receipt emails

Reminder emails

Reminder emails

Step overdue from

Reminder interval

Ignore next reminder

Email type

Collective email

Email per document

3. Select the object type for which you want to set up email notifications. To use the same settings for all process types, select the blank entry.
4. Enter the required settings.

5. Click  to save the settings as a variant if you are defining parameters for a specific process type.
6. Click  to run the job once, or schedule it as a background job in SM36.

Customizing workflow email texts

PROCESS DIRECTOR provides standard email texts for workflows. You can customize these texts or replace them with your own. Standard texts are provided in plain text and HTML format. See the *PROCESS DIRECTOR Reference Guide* for more information on the available standard email texts.

Use SAP transaction SE61 to edit or create documentation objects for the email texts and then assign these documentation objects to the workflow or the workflow step.

General workflow email texts

The email texts and subjects configured here will be used for all workflows and steps (a step-specific configuration will be used instead, when available).

1. Go to [/EBY/PDWC_VTXTC](#) ([expert IMG](#) > **Change system settings > Workflow > General workflow mail texts**).
2. In change mode , click [New Entries](#).
3. Select the [purpose](#) of the email.
4. Use search help to select a documentation object.
5. Save your changes.

Workflow step email texts

These texts are optional—in case a workflow step's mail text/subject for a given purpose is not defined, PROCESS DIRECTOR will default to the general workflow email settings.

1. Go to [/EBY/PDWC_VSTPC](#) (**Initial settings > Workflow > Define steps > Define workflow steps**).
2. Select a workflow step and double-click the dialog structure menu **Mail texts and subjects**.
3. In change mode , click [New Entries](#).
4. Select the [purpose](#) of the email.
5. Use search help to select a documentation object.
6. Save your changes.

Setting the URL for single document links

If you are using the Web Application, you need to set a URL that the `&URL&` placeholder in workflow email notifications should resolve to in transaction `/EBY/PDWC_VGENC` (**Initial settings > Workflow > General settings**).

Note: You can set different URLs for different systems.

You can use any of the following alternatives when specifying the URL:

```
http://servername:port/pdweb-app/initdo
```

```
http://servername:port/pdweb-app/initdo?
```

```
http://servername:port/pdweb-app/initdo?sapsystem=system ID
```

Example: `http://lexmark:8080/pdweb-app/initdo?sapsystem=RS1`

Warning: Make sure to specify the complete URL path (ending in `...init.do`), otherwise single document links will not work.

Customizing HTML emails

You can use your own CSS styles to control the appearance of HTML emails.

The standard CSS styles are stored in the SAP Web Repository with the object name `/EBY/PDBO_EMAIL_CSS_STYLES`.

First, you need to add your own CSS file object to the SAP Web Repository, then specify that PROCESS DIRECTOR should use this object instead of the standard CSS object. If you want to [use your own documentation objects](#) for emails, you also need to add the `&HTML_EMAIL_CSS_STYLES&` alias to these objects.

In future, you will also be able to use your own background image for HTML mails, but this feature is currently not supported.

Add objects to the SAP Web Repository

1. Go to `SMW0`.
2. Select **HTML templates for WebRFC applications**.
3. In the **SAP Web Repository: Object selection** dialog, click the  button.
4. Click the  button then enter an object name and description. The object name should begin with Z.
5. Click the  button, select a CSS file in your file system and click **Open**.
6. Enter a customer package or click **Local Object**.
7. Save your changes.

Specify objects to use

1. Go to [/EBY/PDBO_VEMLC](#) ([expert IMG](#) > **Change system settings** > **Other** > **Other settings for emails**).
2. In change mode , click [New Entries](#).
3. Enter or select your file in the **CSS styles** field.
4. Save your changes.

Add styles to your own documentation objects

1. In SE61, create your own documentation object and enter the text in HTML format.
2. Enter the `&HTML_EMAIL_CSS_STYLES&` alias in the `<body>` section.



```

Display General text: /EBY/PDWC_REMINDER_HTML Language
...+...1...+...2...+...3...+...4...+...5...+...6...+...7...
* <html>
* <body style="font-family: Arial, Helvetica, sans-serif; font-size: 12px;
= color:#555555;">
* &HTML_EMAIL_CSS_STYLES&
* Dear &RECIPIENT-ADDRESS-TITLE_P& &RECIPIENT-ADDRESS-FIRSTNAME&
&RECIPIENT-ADDRESS-LASTNAME&,
* <p>

```

3. Save your changes.

Enabling line item approval

Line items can be approved individually, even by different processors. This feature is intended for documents where different persons are responsible for different items; for example, items assigned to different cost centers may be approved by different people. Workflow steps are completed when all processors have either approved or rejected their items.

Process description

The following describes the basic features of line-item approval:

1. A workflow is started for a document with multiple line items.
2. Recipients are either entered manually by the PROCESS DIRECTOR user, or determined by the **Workflow steps handling** BAdI. See the *PROCESS DIRECTOR SAP Reference Guide* for information on this BAdI.
3. Workflow processors open the document and can view and approve all items assigned to them as well as unassigned items.
4. After all items have been approved or rejected, the workflow step is completed.

Activating line-item approval

1. Go to [/EBY/PDWC_VSTPC](#) (**Initial settings > Workflow > Define steps > Define workflow steps**).
2. In change mode, select the workflow step and click .
3. In the **Approval** level field, use search help to select the object and logical level for which line item approval should be possible.
4. Activate the option **All recipients must process**.
5. Save your changes.

Note: You should only activate line-item approval for one step per workflow.

Assigning users to items

When a user is assigned to an item, no other workflow recipients can view the item.

There are two ways users can be assigned to an item:

- *Post-workflow start:* Whenever the user checks the **Approve** box for the item and clicks the **Approve** button. As no items are pre-assigned to anyone, workflow recipients can initially view all items in the document. After approving one or more items, these items are cleared and other workflow recipients can no longer view or approve them.
- *Pre-workflow start:* Via the BAAdl **Workflow steps handling**. This method is the best practice.

Creating help texts for workflow steps

To assist Web Application users in processing workflow steps, you can create help texts that explain what the user has to do. These texts are displayed in the **Current messages** box in the document detail view.

Use SAP transaction SE61 to edit or create documentation objects for the help texts and then assign these documentation objects to the workflow steps.

1. Go to [/EBY/PDWC_VSTPHC](#) (**Initial settings > Workflow > Define steps > Define workflow steps help texts**).
2. In change mode , click [New Entries](#).
3. In the **Object** field, select the process type for which this help text should be used.
4. Select the workflow step and the documentation object to assign to it.
5. Save your changes.

Note: You can assign several help texts to a workflow step. Add an entry for each text you want to use.

Excluding actions from workflows

You can exclude certain actions for documents that are in a workflow. For example, you can prevent documents from being deleted or posted by excluding the corresponding actions. The menu items and buttons for the excluded actions are then not available for documents in a workflow. A number of actions are excluded by default from workflows, but you can override these defaults or add your own action exclusions.

You can also restrict the actions that users can perform while processing a specific workflow step. For example, you can prevent workflow step processors from editing or posting documents by excluding the corresponding actions. The menu items and buttons for the excluded actions are then not available when a document is processed in that workflow step.

Excluding actions for workflows

1. Go to [/EBY/PDWC_VEACC](#) ([expert IMG](#) > **Change system settings > Workflow > Excluded actions**).
2. In change mode, click the toolbar button .
3. Enter the [settings](#) and save your changes.

Excluding actions for workflow steps

1. Go to [/EBY/PDWC_VSTPC](#) (**Initial settings > Workflow > Define steps > Define workflow steps**).
2. Select a workflow step and double-click the dialog structure menu **Action restriction**.
3. In change mode, click the toolbar button .
4. Select the [processor type](#) for whom the action will be excluded.
5. Select the action to exclude from the workflow step.
6. If you want the step action exclusion to override any [general action exclusions](#) that have been defined for workflows, check the **Ign. gen.** checkbox.

To view a list of currently defined general action exclusions, click the button



7. Save your changes.

Defining conditions for workflows

You can define criteria for a workflow that determine whether a given document can be sent to that workflow. You can also define conditions for workflow steps, so that a document is only sent to the workflow step if the conditions are met.

Defining workflow criteria

1. Go to [/EBY/PDWC_CFLAC](#) (**Initial settings > Workflow > Activate workflows**).
2. Click the  button.
3. In change mode , click [New Entries](#).
4. In the **Dispatcher** field, select `W Workflow process assignment`.
5. In the **Order** field, enter a number to specify the order in which the fields will appear in the workflow process assignment screen (for example, 1 for the first field, 2 for the second field, and 3 for the third field). This is also the order in which the criteria will be evaluated. You can specify up to three fields.
6. Enter the field name to be used as a criterion.

Configuration criteria		
Dispatcher	Order	Field Name
W Workflow process assignment ▼	1	COMP_CODE
W Workflow process assignment ▼	2	CURRENCY

7. Save your changes.
8. Start [/EBY/PDWC_CFLAC](#) again.

The criteria you added are now displayed as columns in the **Assign and use workflow processes** screen. You can now enter the field values that will be used to evaluate whether a document can be sent to this workflow.

When PROCESS DIRECTOR evaluates the criteria to determine which workflows will be available for selection in the **Workflow start dialog**, it searches first for workflows with defined criteria. If a match is found, only that workflow is displayed in the **Workflow start dialog**. If no match is found, all workflows without criteria are available for selection. This is illustrated in the following example:

Assign and use workflow processes		
Company Code	Currency	Workflow
		WF1 Workflow 1 ▼
		WF2 Workflow 2 ▼
1000	EUR	WF3 Workflow 3 ▼
1000	USD	WF4 Workflow 4 ▼
1000		WF5 Workflow 5 ▼

Lines 1 and 2: All requisitions that are not for company code 1000 can be sent to workflows WF1 and WF2.

Line 3: If the requisition is for company code 1000 and the currency is EUR, it can only be sent to WF3.

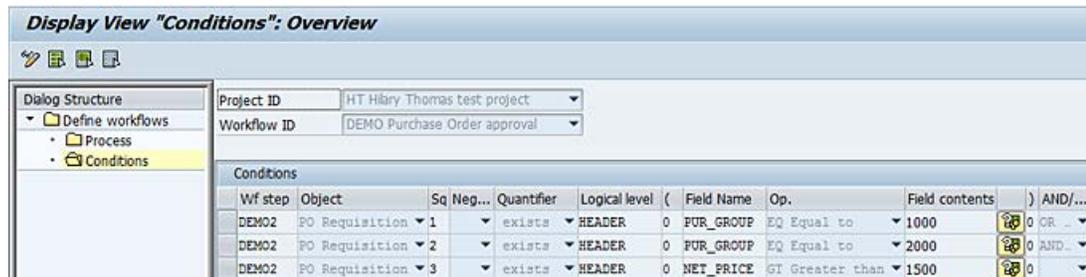
Line 4: If the requisition is for company code 1000 and the currency is USD, it can only be sent to WF4.

Line 5: If the requisition is for company code 1000 and the currency is neither EUR nor USD, it can only be sent to WF5.

Defining workflow step conditions

1. Go to [/EBY/PDWC_VC_FLW](#) (Initial settings > Workflow > Define processes).
2. Select a workflow in the overview and then select the dialog structure menu **Conditions**.
3. In change mode, click the toolbar button .
4. Configure the step condition [settings](#).

In this example, a requisition document for the purchasing groups 1000 and 2000 will only be sent to the DEMO2 workflow step if the net price is more than 1500:



5. Save your changes.

Defining currency conversions

If you are defining a condition based on a currency value, such as the net price, you can specify a reference currency so that the condition can be evaluated for different currencies.



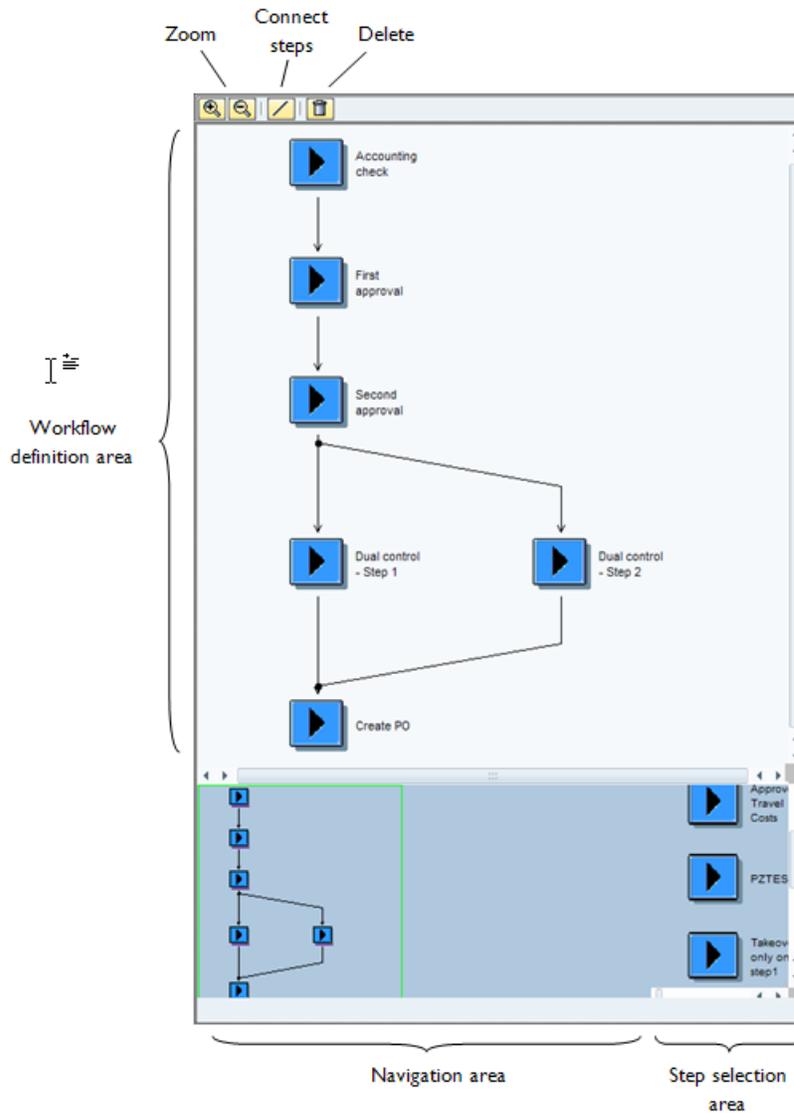
In the above example, the step condition specifies an amount of 1500 US dollars. PROCESS DIRECTOR uses the **Currency ref.** field to calculate the US dollar value of other currencies. For example, at an exchange rate of 1 EUR = 1.25 USD, a value of 1200 EUR (= 1500 USD) would meet the condition.

Using the graphical workflow editor

For complex workflows, you may find it easier to use the graphical editor to assemble workflow steps into workflows. When you add workflow steps in the graphical editor, the steps are automatically added to the **Process** table.

To use the graphical workflow editor, go to /EBY/PDWC_VC_FLW (**Initial settings > Workflow > Define processes**).

Graphical workflow editor



Add a workflow step

1. Click on the step in the step selection area.
2. Click again to add the step to the workflow.

Connect workflow steps

1. Click the **Connect steps button** . The cursor changes to a pencil .
2. Drag the pencil over the space between the two steps.

Delete a step

Click on the step, then click the **Delete** button .

Delete a connection

Click on the connector line. It is highlighted in red. Click the **Delete** button .

Navigate in the workflow

The green border represents the area currently displayed in the workflow definition area. Drag the border to enlarge or reduce the display, or use the zoom buttons. To move around in the display, click in the area within the border and drag to the desired position.

Configuring workflow log creation

PROCESS DIRECTOR can automatically create a log of all activities that took place on a document during a workflow and add this as an attachment to the PROCESS DIRECTOR document and the corresponding SAP document. Notes can be included in the attachment as well as the workflow log, or you can create an attachment containing only notes.

The workflow log can be created when a document is posted, approved, rejected or recalled from workflow. You can also specify that only details of the current workflow should be included in the workflow log (by default, the log contains details of all workflows to which the document has been sent).

1. Go to [/EBY/PDBO_EPC_WORKFL](#) ([expert IMG](#) > **Initial settings** > **Process parameters** > **Workflow**).
2. In change mode, click the **Parameters** button  for the appropriate action and process (see below).
3. Enter the parameters and save your changes.

Workflow log creation after posting

In the parameters for the action **Posting succeeded** and the process **Smartform and document type for archiving after po**, enter the document type and Smart Form to be used to create and archive the workflow log.

Use the Smart Form `/EBY/PDWC_NOTES_AND_WORKFLOW` to include the workflow log and notes. Use the Smart Form `/EBY/PDBO_NOTES` to create an attachment containing only notes.

Action	Event	Process description	Parameters
Approve workflow	Set redirection	Where to go after workflow approve? (advanced)	<input type="checkbox"/>
	Turns redirection on/off	Workflow log creation after approval	<input type="checkbox"/>
Completely recall workflow	Set redirection	Where to go after workflow recall? (advanced)	<input type="checkbox"/>
	Turns redirection on/off	Workflow log creation after recall	<input type="checkbox"/>
Create workflow log	Get archive content	Archiving object parameters	<input type="checkbox"/>
	Get workflow archive content	Add only the current workflow to the Smart Form	<input type="checkbox"/>
Post after approve	Turns redirection on/off	Automatic post after workflow approval	<input type="checkbox"/>
Posting succeeded	Get archive content	Smartform and document type for archiving after po	<input type="checkbox"/>
Reject workflow step	Set redirection	Where to go after workflow reject? (advanced)	<input type="checkbox"/>
	Turns redirection on/off	Workflow log creation after reject	<input type="checkbox"/>

Status	Substate	Document type	Form name
		ZEPD_NOTES	/EBY/PDWC_NOTES_AND_WORKFLOW

Workflow log creation after approval/rejection/recall

1. In the parameters for the appropriate action/process (for example, **Approve workflow/Workflow log creation after approval**), activate **Turn on**.

Action	Event	Process description	Parameters
Approve workflow	Set redirection	Where to go after workflow approve? (advanced)	<input type="checkbox"/>
	Turns redirection on/off	Workflow log creation after approval	<input type="checkbox"/>
Completely recall workflow	Set redirection	Where to go after workflow recall? (advanced)	<input type="checkbox"/>
	Turns redirection on/off	Workflow log creation after recall	<input type="checkbox"/>
Create workflow log	Get archive content	Archiving object parameters	<input type="checkbox"/>
	Get workflow archive content	Add only the current workflow to the Smart Form	<input type="checkbox"/>
Post after approve	Turns redirection on/off	Automatic post after workflow approval	<input type="checkbox"/>
Posting succeeded	Get archive content	Smartform and document type for archiving after po	<input type="checkbox"/>
Reject workflow step	Set redirection	Where to go after workflow reject? (advanced)	<input type="checkbox"/>
	Turns redirection on/off	Workflow log creation after reject	<input type="checkbox"/>

Status	Substate	Document type	Form name
		ZEPD_NOTES	/EBY/PDWC_NOTES_AND_WORKFLOW

2. In the parameters for the action **Create workflow log** and the process **Archiving object parameters**, enter the document type and Smart Form to be used to create and archive the workflow log.

Use the Smart Form `/EBY/PDWC_NOTES_AND_WORKFLOW` to include the workflow log and notes. Use the Smart Form `/EBY/_PDBO_NOTES` to create an attachment containing only notes.

Action	Event	Process description	Parameters
Approve workflow	Set redirection	Where to go after workflow approve? (advanced)	<input type="checkbox"/>
	Turns redirection on/off	Workflow log creation after approval	<input type="checkbox"/>
Completely recall workflow	Set redirection	Where to go after workflow recall? (advanced)	<input type="checkbox"/>
	Turns redirection on/off	Workflow log creation after recall	<input type="checkbox"/>
Create workflow log	Get archive content	Archiving object parameters	<input type="checkbox"/>

Status	Substate	Document type	Form name
		ZEPD_NOTES	/EBY/PDWC_NOTES_AND_WORKFLOW

Include only current workflow in the log

In the parameters for the action **Create workflow log** and the process **Add only the current workflow to the Smart Form**, activate **Process current workflow only**.

Action	Event	Process description	Parameters
Approve workflow	Set redirection	Where to go after workflow approve? (advanced)	<input type="checkbox"/>
	Turns redirection on/off	Workflow log creation after approval	<input type="checkbox"/>
Completely recall workflow	Set redirection	Where to go after workflow recall? (advanced)	<input type="checkbox"/>
	Turns redirection on/off	Workflow log creation after recall	<input type="checkbox"/>
Create workflow log	Get archive content	Archiving object parameters	<input type="checkbox"/>
	Get workflow archive content	Add only the current workflow to the Smart Form	<input type="checkbox"/>
Post after...	Turns redirection on/off	Automatic workflow start after post failure	<input type="checkbox"/>
Posting s...		Automatic workflow start after post success	<input type="checkbox"/>
Reject w...		Automatic workflow start after transfer failed	<input type="checkbox"/>
Modifi...		Automatic workflow start after transfer succeeded	<input type="checkbox"/>

Customer parameters	
Process current workflow only	<input checked="" type="checkbox"/>

Configuring automatic workflow start

You can configure PROCESS DIRECTOR to automatically start a workflow on a document when [checks](#), posting or transfer of the document fails or succeeds.

1. Go to [/EBY/PDBO_EPC_WORKFL](#) ([expert IMG](#) > **Initial settings** > **Process parameters** > **Workflow**).
2. In change mode, click the **Parameters** button for the appropriate action and process.

For example, to start a workflow when checks return an error message, click for the action **Workflow after check failure** and the process **Automatic workflow start after check failed**.

3. Enter the workflow ID and activate **Turn on**.

Action	Event	Process description	Parameters
Workflow after check failure	Start workflow	Automatic workflow start after check failed	<input type="checkbox"/>
Workflow after check success		Automatic workflow start after all checks succeede	<input type="checkbox"/>
Workflow after post failure		Automatic workflow start after post failed	<input type="checkbox"/>
Workflow after post success		Automatic workflow start after post succeeded	<input type="checkbox"/>
Workflow after transf. failure		Automatic workflow start after transfer failed	<input type="checkbox"/>
Workflow after transf. success		Automatic workflow start after transfer succeeded	<input type="checkbox"/>

Customer parameters	
Workflow ID	Turn on
WFCHKFAIL <input type="checkbox"/>	<input checked="" type="checkbox"/>

4. Save your changes.

Configuring MOBILE APPROVAL

MOBILE APPROVAL allows users to approve, reject or add a note to a PROCESS DIRECTOR document via email.

The basic function of using MOBILE APPROVAL follows these simple steps.

1. A user receives an email from MOBILE APPROVAL indicating that they have a document to approve, reject, or to add a note to.
2. In the received email, the user clicks on an **Approve** link, **Reject** link or **Add Note** link (in HTML emails these may appear as buttons) that opens the user's email client and populates a new email message with the appropriate subject and body text information.
3. The user sends the message to approve or reject the document, or add a note to it.
4. The user receives a reply email confirming whether or not his action was successful.

MOBILE APPROVAL requires the deployment of the MOBILE APPROVAL Web Application (`approval-app.war`). This guide only provides information on configuring MOBILE APPROVAL in the SAP GUI. See the *MOBILE APPROVAL Configuration Guide* for information on configuring the MOBILE APPROVAL Web Application.

The procedure for configuring MOBILE APPROVAL involves the following steps:

Note: This procedure does not apply for Accounts Payable documents. See the *MOBILE APPROVAL Configuration Guide* for information on configuring MOBILE APPROVAL for Accounts Payable.

1. Open the [IMG](#) of the process type for which you want to configure MOBILE APPROVAL.
2. Specify the [MOBILE APPROVAL email address](#) in the basic settings.
3. [Define general message texts](#) for MOBILE APPROVAL confirmation emails and the action links/buttons.
4. [Activate workflow steps](#) for MOBILE APPROVAL.

Note: The settings apply only for the selected process type. Repeat these steps to configure MOBILE APPROVAL for other process types.

Specify the MOBILE APPROVAL email address

1. Go to [/EBY/PDWC_VMABS](#) (**Initial settings > Workflow > Mobile Approval > Basic settings**).
2. In change mode , click [New Entries](#).
3. Enter the SAP system ID and the email address that will be the reply `mailto:` link in the MOBILE APPROVAL emails sent to workflow recipients. You can specify different email addresses for different SAP systems.

MOBILE APPROVAL basic settings	
SAP System ID	E-Mail Address
Demo	approval@demo.readsoft.com

4. Save your changes.

Define general texts

1. Go to [/EBY/PDWC_VMAMES](#) (**Initial settings > Workflow > Mobile Approval > General messages**).
2. In change mode , click **New Entries**.
3. Enter the [general message text settings](#) for the confirmation emails and the link/button names.

New Entries: Details of Added Entries

Project ID

MOBILE APPROVAL general messages

Success email

Subject

Body

Error email

Subject

Body

Button names

Approve

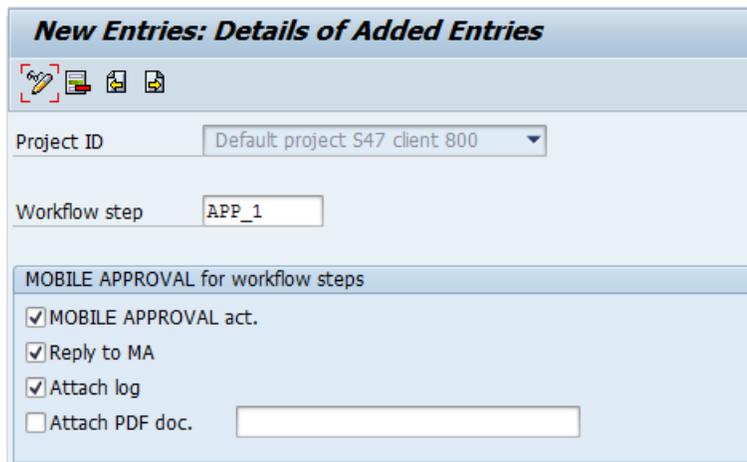
Reject

Add a note

4. Save your changes.

Activate workflow steps for MOBILE APPROVAL

1. Go to [/EBY/PDWC_VMAST](#) (**Initial settings > Workflow > Mobile Approval > Workflow steps**).
2. In change mode , click [New Entries](#).
3. Enter a workflow step ID and activate **MOBILE APPROVAL act.** Define [other settings](#) as required. Repeat for all workflow steps for which MOBILE APPROVAL should be activated.



New Entries: Details of Added Entries

Project ID: Default project S47 client 800

Workflow step: APP_1

MOBILE APPROVAL for workflow steps

MOBILE APPROVAL act.

Reply to MA

Attach log

Attach PDF doc.

4. Save your changes.

Mapping external data

In order to transfer data from an external application, such as INVOICES or ENTRANCE, you must specify how the fields are to be mapped between the external application and PROCESS DIRECTOR. To successfully map external data to PROCESS DIRECTOR documents, you will need an understanding of the data structure of the external system.

Procedure

1. Go to [/EBY/PDBO_VMAPC](#) (**Initial Settings > Mapping > map external data to PD documents**).
2. In change mode, click the toolbar button [New Entries](#).
3. Add an entry for each field that is to be extracted from the external system and enter the [settings](#).
4. Save your changes.

Defining mapping conversions

Mapping conversions enable you to perform functions on fields when they are imported into PROCESS DIRECTOR. For example, you can:

- Insert a fixed value or a system variable
- Insert or remove spaces or characters
- Change to upper or lower case
- Convert to a different format
- Perform arithmetic functions
- and more

To use a mapping conversion, first you need to define the conversion and then assign it to the appropriate field in the data mapping. PROCESS DIRECTOR provides a number of standard mapping conversions. See the *PROCESS DIRECTOR Reference Guide* for more information.

Define a mapping conversion

1. Go to [/EBY/PDBO_VMAF](#) (**Initial settings > Mapping > Define conversion**).
2. In change mode , click [New Entries](#).
3. In the **Mapping** field, enter a name for the mapping conversion.

You only need to specify the order if a mapping conversion requires more than one function (see the example below).

4. In the **Mapping function** field, select the mapping function that contains the conversion coding.
5. To enter parameters (if available) press the ENTER key and click the  button.
6. Save your changes.

Assign a mapping conversion to a data mapping

1. Go to [/EBY/PDBO_VMAPC](#) (**Initial settings > Mapping > Map external data to PD documents**).
2. In the **Mapping** column of the field on which the conversion should be performed, enter the name of the mapping conversion.
3. Save your changes.

Example

This example checks whether the customer purchase order date field (PURCH_DATE) in a customer order is empty and if it is, inserts the current system date in the field. We will call our mapping conversion PO_DATE.

1. In [/EBY/PDBO_VMAF](#) add the following entries:

Define mapping conversion					
Mapping	Order	Mapping function		Short text	Param.
PO_DATE	1	/EBY/PDBO_MAF_IF		Skip next function unless condition is met	
PO_DATE	2	/EBY/PDBO_MAF_SYST		Get a system value	

2. Set the parameters as follows:

/EBY/PDBO_MAF_IF

Item List

Option	Text
EQ	

(= blank)

/EBY/PDBO_MAF_SYST

Item List

Field Name
DATLO

(Current system date)

3. In [/EBY/PDBO_VMAPC](#) enter the mapping conversion PO_DATE in the **Mapping** column for the PURCH_DATE field.

Map external data to PD documents									
Origin	Mapping ID	Node ID	Parent	Logical level	Field Name	Sub...	G...	Che...	Mapping
03 ReadSoft INVOI...	PPDEMO_SO	SINGLEITEM		HEADER	PURCH_DATE		0		PO_DATE

When a customer order is imported, the mapping conversion PO_DATE is run on the field PURCH_DATE. If a date has been captured for this field (that is, the field is not empty, so the condition is not met), the function /EBY/PDBO_MAF_SYST is skipped. If no date has been captured (that is, the field is empty, so the condition is met), /EBY/PDBO_MAF_SYST is executed and the current system date (DATLO) is inserted in the PURCH_DATE field.

Mapping IDocs

To process IDocs with PROCESS DIRECTOR, you must perform the following tasks:

- [Configure your SAP system accordingly](#). Essentially, your system must be modified so that incoming IDocs (for selected partners) are processed using PROCESS DIRECTOR and not the standard SAP EDI interface.
- [Define EDI profiles](#) in PROCESS DIRECTOR

- [Map IDoc segments](#) to PROCESS DIRECTOR fields

Configuration in SAP

To process IDocs, you must configure your SAP system accordingly. Essentially, your system must be modified so that incoming IDocs (for selected partners) are processed using PROCESS DIRECTOR and not the standard SAP EDI interface.

This is described in the following sections:

[Setting the function module input type](#)

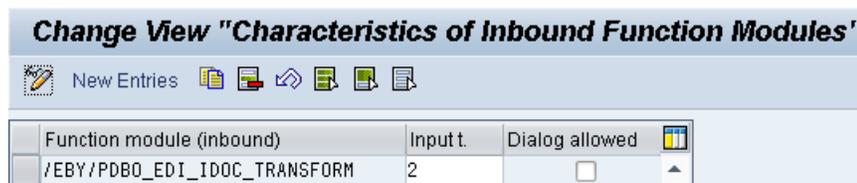
[Setting the message and IDoc type](#)

[Setting the inbound process code](#)

[Modifying partner profiles](#)

Setting the function module input type for IDocs

1. Go to transaction BD51.
2. Set the input type for the `/EBY/PDBO_EDIDOC_TRANSFORM` function module to **2 - Individual input with IDoc lock**.



3. Save your changes.

Setting the message and IDoc type

4. Go to WE57.
5. Create a new entry for each IDoc basic type and message type that you want to use, entering `/EBY/PDBO_EDIDOC_TRANSFORM` as the module.

Change View "IDoc: Assignment of FM to Log. Message and IDoc Type".

New Entries

Processing by

Module: /EBY/PDBO_EDIDOC_TRANSFORM

Type: F

IDoc type

Basic type: ORDERS01

Extension:

Message

Message type: ORDRSP

Purchase order / order confirmation

Message code:

Msg.function:

Object

Object Type: BUS2012 Purchase Order

Direction: 2

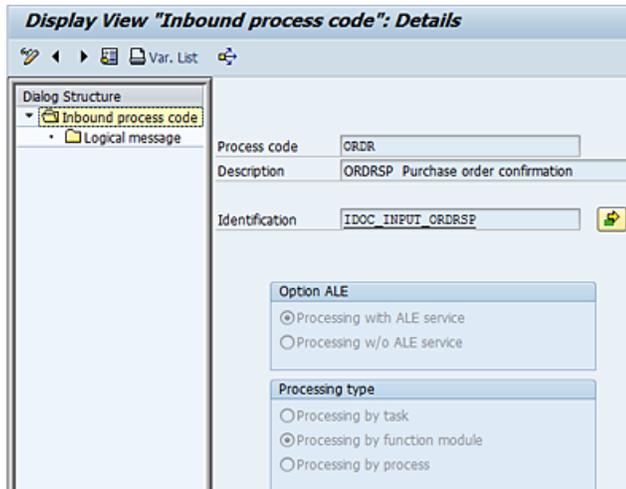
Display View "IDoc: Assignment of FM to Log. Message and IDoc Type".

FM Name	F.. BasicType	Enh...	Messg.Type	V.Fct.	Obj. T...	
/EBY/PDBO_EDIDOC_TRANSFORM	▼ MBGMCR01		MBGMCR			▲
/EBY/PDBO_EDIDOC_TRANSFORM	▼ MBGMCR02		MBGMCR			▼
/EBY/PDBO_EDIDOC_TRANSFORM	▼ ORDERS01		ORDRSP		BUS2012	□
/EBY/PDBO_EDIDOC_TRANSFORM	▼ ORDERS02		ORDRSP		BUS2012	▼
/EBY/PDBO_EDIDOC_TRANSFORM	▼ ORDERS03		ORDRSP		BUS2012	▼
/EBY/PDBO_EDIDOC_TRANSFORM	▼ ORDERS04		ORDRSP		BUS2012	▼
/EBY/PDBO_EDIDOC_TRANSFORM	▼ ORDERS05		ORDRSP		BUS2012	▼
/EBY/PDBO_EDIDOC_TRANSFORM	▼ PEXR2001		REMAIV		AVIK	▼
/EBY/PDBO_EDIDOC_TRANSFORM	▼ PEXR2002		REMAIV		AVIK	▼

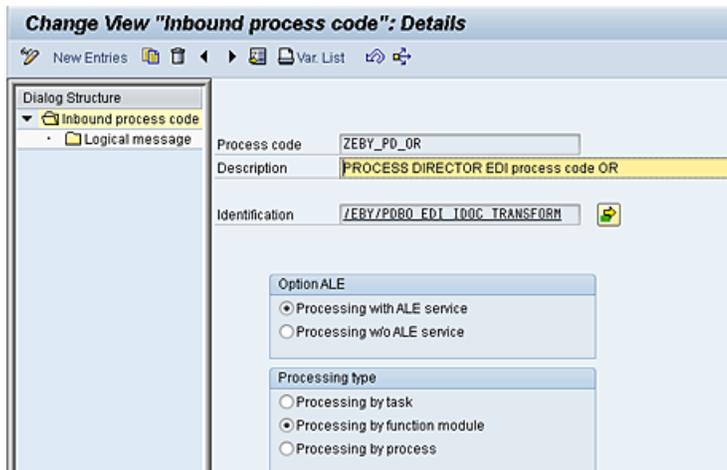
6. Save your changes.

Setting the inbound process code

1. Go to WE42.
2. Select the appropriate SAP standard process code and note the settings.



3. Create a new entry and enter a custom process code and description. Copy the remaining settings from the SAP standard process code.
4. In the **Identification** field, enter /EBY/PDBO_EDIDOC_TRANSFORM.



5. Save your changes.
6. Go to transaction SM30 and display the TBD52 table.
7. Copy the entry for the SAP standard process code to a new entry, for example, ZEPD_EDID.
8. Save and exit the view.
9. Display the same table again, and change **Inbound Function Module** to /EBY/PDBO_EDIDOC_TRANSFORM.

Display View "Function modules for inbound ALE-EDI": Overview

Inbound process code	Inbound Function Module
WVFB	IDOC_INPUT_STOREORDER
WVIN	IDOC_INPUT_STORE_INVENTORY
ZEPD_EDI	/EBY/PDDBO_EDI_IDOC_TRANSFORM

10. Save your changes.

Modifying EDI partner profiles

For all partner profiles that are to process IDocs via PROCESS DIRECTOR, you must change the process type for inbound parameters containing the message types that you want to use.

1. Go to WE20.
2. Select a partner profile that is to process IDocs via PROCESS DIRECTOR.
3. In the **Inbound parameters** table, open or add the appropriate message type:

Inbound parmrts.

Partn.funct.	Message type	Message va...	MessageFu...	Test
	MBGMCR			<input type="checkbox"/>
	ORDRSP			<input type="checkbox"/>

4. On the **Inbound options** tab, change the process code to the [custom one you created](#).

Partner profiles: Inbound parameters

Partner no. N47CLNT800 N47CLNT800
 Partn.Type LS Logical system
 Partn.funct.

Message type ORDRSP Purchase order / order confirmati...
 Message code
 Message function Test

Inbound options | Post processing: permitted agent | Telephony

Process code ZEPD_EDI PROCESS DIRECTOR EDI proc...
 Syntax check

Processing by function module
 Trigger by background program
 Trigger immediately

Note: All other parameters in the partner profiles do not need to be changed.

5. Save your changes.
6. Repeat steps 3 and 4 for all message types that you want to use.
7. Repeat steps for 2-5 all partner profiles that are to process IDocs via PROCESS DIRECTOR.

Creating EDI profiles

1. Go to [/EBY/PDBO_VEDPC](#). (**Initial settings > Mapping > EDI profiles**).
2. In change mode , click [New Entries](#).
3. Enter a profile name and a mapping ID. You must enter this mapping ID in the mapping configuration.
4. Enter the [settings](#) for the IDoc control record and processing of the IDoc, then save your changes.

Mapping IDoc segments to PROCESS DIRECTOR fields

1. Go to [/EBY/PDBO_VMAPC](#) (**Initial Settings > Mapping > map external data to PD documents**).
2. In change mode , click [New Entries](#).
3. Add an entry for each field that is to be extracted from the external system and enter the [settings](#).
4. Save your changes.

Additional configuration tasks

This chapter describes optional configuration tasks.

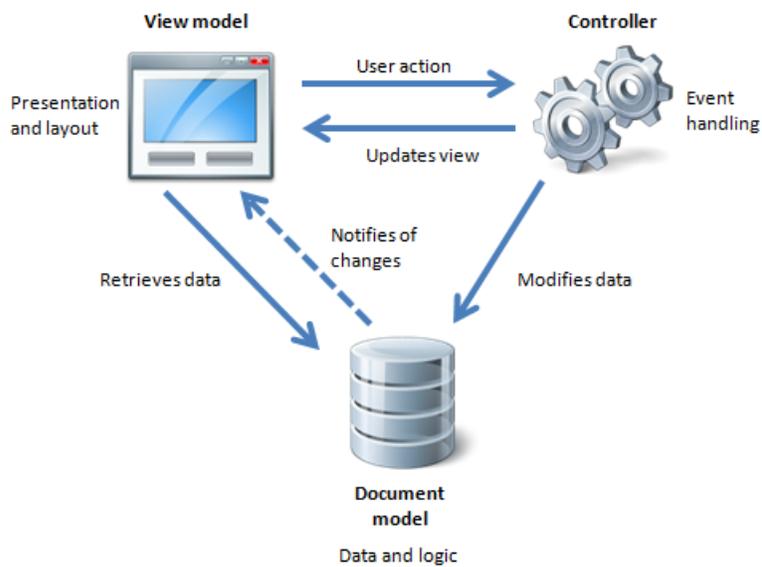
- [Customizing fields and layout](#)
- [Customizing message texts](#)
- [Configuring attachments](#)
- [Enabling upload from external files](#)
- [Defining configuration criteria](#)
- [Configuring rejection reasons](#)
- [Configuring system messages](#)
- [Configuring automatic posting](#)
- [Configuring posting messages](#)
- [Configuring document splitting](#)
- [Customizing actions](#)

Customizing fields and layout

Customer implementations often require changes to the PROCESS DIRECTOR user interface, such as the addition or removal of fields, or changes to the layout of grids and tab pages. Most of these changes can be implemented in the PROCESS DIRECTOR view model.

About the view model

PROCESS DIRECTOR uses the *MVC (Model-View-Controller)* software design pattern to separate the application data from the user's interaction with it.



In PROCESS DIRECTOR, all data for a process type is stored in the process type's *document model*. The *view model* determines which of that data is presented to the user and how it is presented. The *controller* mediates between the document model and the view model, handling events that affect the document model or the view model.

It is not necessary to have an understanding of this design pattern in order to customize the PROCESS DIRECTOR user interface. You simply need to be aware that only data that is defined in the view model is available to the user in the user interface.

The system view model

PROCESS DIRECTOR ships with a standard view model - the *system view model* - which defines the appearance and contents of the various components of the PROCESS DIRECTOR user interface:

- SAP document overview
- Web Application document overview
- Web Application document detail view
- Additional grids in the SAP GUI and Web Application (Accounts, Conditions, Schedules, Partners, etc.)
- Workflow status window (in the SAP GUI this refers to the **Documents** tab)
- Document archive log

You can access the *system view model* from the [expert IMG](#) under **Default system settings > Presentation and interface > View model**.

Display View "View model": Overview

Object type: IV Incoming Invoice

Dialog Structure

- View model
 - Layout of grid
 - Grid tabs
 - Grid field catalog
 - Search helps

Component type	Gr.	Logical level	Conv.	Display structure	Table type name
	1	HEADER		/EBY/PDIV_SGRID1	/EBY/PDIV_LGRID1
	2	ITEM		/EBY/PDIV_SGRID2	/EBY/PDIV_LGRID2
	3	ACCOUNT		/EBY/PDIV_SGRID4	/EBY/PDIV_LGRID4
	4	POITEM		/EBY/PDIV_SGRID6	/EBY/PDIV_LGRID6
A1 Additional grid 01	1	TAX		/EBY/PDIV_SGRID3	/EBY/PDIV_LGRID3
A1 Additional grid 01	2	ACCASS		/EBY/PDIV_SGRID5	/EBY/PDIV_LGRID5
A1 Additional grid 01	4	PO_ACCASS		/EBY/PDIV_SA1_GRID5	/EBY/PDIV_LA1_GRID5
ARC_LOG Header data for arc.	1	HEADER		/EBY/PDIV_SARC_LOG_GRID1	/EBY/PDIV_LARC_LOG_GRID1
WA_DOC WA Document Detail	1	HEADER		/EBY/PDIV_SWA_DOC_GRID1	/EBY/PDIV_LWA_DOC_GRID1
WA_DOC WA Document Detail	2	ITEM		/EBY/PDIV_SWA_DOC_GRID2	/EBY/PDIV_LWA_DOC_GRID2
WA_DOC WA Document Detail	3	TAX		/EBY/PDIV_SWA_DOC_GRID3	/EBY/PDIV_LWA_DOC_GRID3
WA_DOC WA Document Detail	4	ACCOUNT		/EBY/PDIV_SWA_DOC_GRID4	/EBY/PDIV_LWA_DOC_GRID4
WA_DOC WA Document Detail	5	ACCASS		/EBY/PDIV_SWA_DOC_GRID5	/EBY/PDIV_LWA_DOC_GRID5
WA_DOC WA Document Detail	6	SORDER		/EBY/PDIV_SWA_DOC_GRID6	/EBY/PDIV_LWA_DOC_GRID6
WA_DOC WA Document Detail	7	PO_ACCASS		/EBY/PDIV_SWA_DOC_GRID8	/EBY/PDIV_LWA_DOC_GRID8
WA_LIST WA List Header	1	HEADER		/EBY/PDIV_SWA_LIST_GRID1	/EBY/PDIV_LWA_LIST_GRID1
WC_STAT Workflow status	1	HEADER		/EBY/PDIV_SWC_STAT_GRID1	/EBY/PDIV_LWC_STAT_GRID1

System view model under Default system settings > Presentation and interface > View model

There is a view model entry for each grid in the user interface, such as header, line items, accounts, etc. The dialog structure menu entries are used to configure the settings for the currently selected grid:

- The grid layout
- Tabs in the grid (for example, for header data; Web Application only)
- The fields available in the grid
- Search helps for the grid fields

Important: You may find it useful to refer to the system view model, but you should never make changes here. Instead, create a customer view model.

The customer view model

To fulfill customer requirements, you can [create a customer view model](#) for each of these components that overrides the standard settings in the system view model. For example, you can change:

- The appearance of grids (column width, column order, grid lines, etc.)
- Available buttons and menus on the grid toolbar (SAP GUI only)
- Tabs in the document detail view (Web Application only; tabs in the document detail view of the SAP GUI are configured in transaction /EBY/PDVI_VDSTC)
- Available fields
- Field attributes, for example:

- Text input field / checkbox / dropdown list
- Mandatory field / hidden field

You can also configure [drag and drop](#) functionality to enable users to copy data from one grid to another, for example, from a purchase order item to a goods receipt item.

When creating your customer view model, you do not need to copy all settings from the system view model into your customer view model. You only need to specify the settings that should be different from the standard. PROCESS DIRECTOR uses customized settings where available, and the standard settings where no customized settings are available.

Note: Changes to the view model are only reflected in the Web Application after you restart the application server or refresh the context. To refresh the context, add `?refreshctx` to the end of the PROCESS DIRECTOR Web Application URL, for example:

`http://localhost:8080/pdweb-app/init.do?refreshctx`.

Creating a customer view model

To accommodate customer requirements in the PROCESS DIRECTOR user interface, you must create a customer view model entry for each [user interface component](#) that you want to customize.

1. Go to [/EBY/PDVI_VVMOC](#) (**Change system settings > Presentation and interface > Configure view model**).
2. In change mode , click .
3. Enter the appropriate component type, grid number and logical level.

For example, to customize header data in the Web Application document detail view, select the component type `WA Document Detail`, grid number `1` and logical level `HEADER`. To configure the SAP GUI document overview, leave the component type blank.

See the appropriate process type view model customization section in the *PROCESS DIRECTOR Reference Guide* for detailed information about which settings to choose.

4. Enter a display structure, a table type name and a grid title. See the process type view model customization section in the *PROCESS DIRECTOR Reference Guide* for naming suggestions. You do not have to create the display structure and table type beforehand; PROCESS DIRECTOR will automatically generate them when you save your changes.

Important: To prevent data inconsistency, make sure that each customer view model has a unique display structure name and table type name. In some SAP systems, underscores at the second and third position of the structure name can cause problems, so it is advisable to avoid this.

Note: The **Environment** setting must be added for all view models created prior to 7.4.

Customizing grids

You can change the layout of the grid for a [customer view model](#).

1. Go to [/EBY/PDVI_VVMOC](#) (**Change system settings > Presentation and interface > Configure view model**).
2. Select the view model component type and double-click the dialog structure menu **Layout of grid**.
3. In change mode , click [New Entries](#).
4. To copy the settings from the system view model, click the **Copy default settings** button.
5. Make changes to the layout [settings](#) as required and save your changes.

Customizing tabs

Customizing Web Application tabs

You can change the tabs that are displayed in the document detail view in the Web Application for a [customer view model](#). For example, you can replace or hide the standard tabs or add your own customized tabs.

1. Go to [/EBY/PDVI_VVMOC](#) (**Change system settings > Presentation and interface > Configure view model**).
2. Select the view model component and double-click the dialog structure menu **Tabs**.
3. In change mode , click [New Entries](#).
4. Enter the tab [settings](#), then save your changes.

Note: The fields in the tab are defined in the [field catalog](#). For each field that should appear in a custom tab, enter the tab ID in the **Tab identifier** field of the field catalog.

To hide a tab, check the **Repl./Rem.** option. A tab is also hidden if all fields in the tab are set to **No output** in the field catalog.

Customizing SAP GUI tabs

You can customize the tabs in the SAP GUI document detail screen. For example, you can replace or hide the standard tabs or add your own customized tabs. Customized tabs can be statically defined or generated dynamically at runtime. Creating static tabs is described in the *PROCESS DIRECTOR Advanced Configuration Guide*.

Note: You can only create one custom runtime generated tab. You can create up to 12 statically defined tabs.

Create a runtime generated tab

1. Go to [/EBY/PDVI_VDSTC](#) ([expert IMG](#) > **Change system settings > Presentation and interface > SAP GUI detail screen > Tabs at detail screen**).
2. In change mode , click [New Entries](#).
3. Enter the tab settings and save your changes.
4. Define the fields that will be included on the tab.

Settings

Setting	Description
Tab ordno.	Enter a number to specify the position of the tab in the detail screen. For example, 3 means that this is the third tab.

Setting	Description
Tab label	Name that will be displayed on the tab.
Icon	Use search help to select an icon to display on the tab.
Program name	Enter /EBY/SAPLPDVI_SCREEN
Scrn. no.	Enter 0950
Class/Interface	Enter /EBY/CL_PDVI_SCREEN_CUSTOM
Description	Enter a description for the tab.
Repl/Rem.	Check this option to disable (hide) the standard system tab.

Define fields

1. Go to /EBY/PDVI_VSCRC ([expert IMG](#) > **Change system settings > Presentation and interface > SAP GUI detail screen > Fields at generated tab**).
2. In change mode , click .
3. Add the fields that should be displayed in the tab and save your changes.

Note: Only fields that are available in the PROCESS DIRECTOR document model are available for selection. To make a custom field that is not in the PROCESS DIRECTOR document model available here, [add it to a customer include](#).

Important: If you are adding only custom fields to your custom tab, make sure that you [add these custom fields to the field catalog](#) of the SAP GUI header component, otherwise the tab will not display. The tab will also not display if all fields in the tab are set to **No output** in the field catalog.

Customizing fields

Each [user interface component](#) has its own standard field catalog, which defines the fields that appear in the grid and their attributes.

To fulfill customer requirements you can create a customized field catalog that overrides the settings in the standard field catalog. For example, you can:

- [Redefine the attributes of standard PROCESS DIRECTOR fields](#)

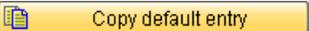
- [Add new fields](#) from the PROCESS DIRECTOR document model
- [Add customer-specific fields](#) not available in the PROCESS DIRECTOR document model

To create a customized field catalog, you must first [create a customer view model](#) for the grid that you want to customize.

Redefining a standard system field

You may need to change the attributes of a standard system field, for example, make it a mandatory field, or hide it in the user interface.

To change a field definition, you can not directly modify the system view model field catalog. Instead, you need to [create a new view model](#) in the customer configuration and create a field with the same name as in the system configuration. The settings you configure for the customer view model field will then override the default settings in the system view model.

1. Go to [/EBY/PDVI_VVMOC](#) (**Change system settings > Presentation and interface > Configure view model**)
2. Select the appropriate view model component and double-click the dialog structure menu **Field catalog**.
3. In change mode , click .
4. Use the **Field Name** search help to select the system view model field.
5. Click the button . This will copy the system view model field into the customer view model.

Note: This will only work for fields that are available in the system view model. Fields that are not available in the system view model must be imported from the DDIC instead of being copied (see [Adding a field to the field catalog](#)).

6. Now you can [change the attributes of the customer view model field](#).
7. Save your changes.

Adding a field to the field catalog

If the standard fields provided in the PROCESS DIRECTOR system view model do not fulfill customer requirements, you can add additional fields from the PROCESS DIRECTOR document model to the field catalog of a [customer view model](#).

If you need a field that is not available in the PROCESS DIRECTOR document model, you can [add it to a customer include](#).

To add a field to the field catalog:

1. Go to [/EBY/PDVI_VVMOC](#) (**Change system settings > Presentation and interface > Configure view model**).
2. Select the view model component and double-click the dialog structure menu **Field catalog**.
3. Click the button .

A popup appears.

4. Enter the interface structure name of the document model logical level the new field is in. The interface structure contains all fields available for that logical level.

For example, to add a field to the header data of a requisition, enter the structure name `/EBY/PDPO_SHDR_IF`; to add a field to goods receipt line items, enter the structure name `/EBY/PDDN_SITM_IF`. Refer to the appropriate process type document model customization section in the *PROCESS DIRECTOR Reference Guide* for the correct name of the structure.

5. Click the button , then select the field and click  to confirm. This will create a default field definition in the customer view model.
6. Modify the default field definition as needed. For example, you can:
 - [Change the field attributes](#)
 - [Define/redefine the field's search help](#)

Adding customer-specific fields

To fulfill customer requirements, you can extend the document model of a process type with customer-specific fields. For each [user interface component](#), PROCESS DIRECTOR provides two customer includes (CIs) that you can use to add custom fields to the PROCESS DIRECTOR document model.

For example, you can add fields to the header data of a requisition using the customer includes `CI_EBY_PDPO_SHDR_DATA` and `CI_EBY_PDPO_SHDR_DISP`. Refer to the appropriate process type document model customization section in the *PROCESS DIRECTOR Reference Guide* to find the name of the customer include required for your customization.

- Use the customer include ending in `_DATA` if the custom field should be automatically persisted in the database.
- Use the customer include ending in `_DISP` if you only want to automatically calculate the field at runtime and display it.

Important: You should never add customer-specific fields directly to the customer include, but use your own customer-specific structure instead. For example, first create a customer-specific structure corresponding to each used CI, include that structure in the CI and put all customer-specific fields in the customer-specific structure. **Do not use an APPEND structure.** Set the enhancement category of the customer-specific structure to **Can Be Enhanced, Character-Type or Numeric-Type** (menu **Extras**). Never use the enhancement category **Can Be Enhanced (Deep)**. See the SAP documentation for more information.

Example: To add custom fields to the header data of a requisition, create a new structure ZMY_PO_HEADER, add the fields to this structure, then add the ZMY_PO_HEADER to the CI_EBY_PDPO_SHDR_DATA customer include.

To add a custom field:

1. In SE11, create a customer-specific structure:
 - a. Select **Data type**, enter a structure name and click the **Create** button.
 - b. In the popup, select **Structure** and click  to confirm.
 - c. Enter a short description, then in the **Components** tab, add the custom field.
 - d. Save your changes. In the **Create Object Directory Entry** dialog, enter a customer package name, or click the **Local Object** button if you do not want to save to a package.
 - e. Click the **Activate** button .
2. In SE11, include your new customer-specific structure in the appropriate customer include of the document model:
 - a. Select **Data type**, enter the name of the customer include and click the **Change** button.
 - b. In the **Components** tab, enter `.INCLUDE` in the **Component** field and the name of your new customer-specific structure in the **Component type** field.
 - c. Save your changes.
 - d. Click the **Activate** button .
3. In SAP transaction /EBY/PDVI_VVM0C (**Change system settings > Presentation and interface > Configure view model**) [add the field to the grid field catalog](#) of the customer view model belonging to the document object model level you extended.

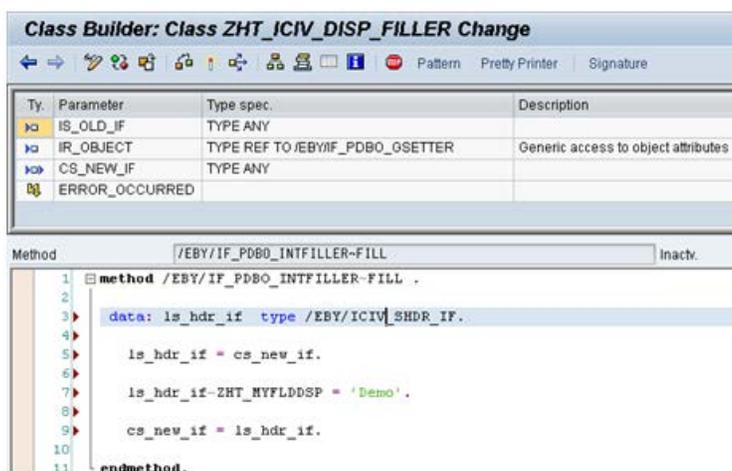
When adding the custom field to the customer view model, use the button . You can pick the field from the document model structure to which you added the field in step 1.

4. For document-driven process types—[configure external data mapping](#) for the custom field, if necessary.
5. For display-only fields that should be populated, [initialize the fields](#).

Initializing customer-specific display fields

To initialize customer specific display-only fields, create your own class that implements the interface `/EBY/IF_PDBO_INTFILLER` and add custom logic to populate the fields to the `/EBY/IF_PDBO_INTFILLER~FILL` method.

1. In SE24, create a new class.
2. In the **Interfaces** tab, enter `/EBY/IF_PDBO_INTFILLER`.
3. In the **Methods** tab, double-click the method `/EBY/IF_PDBO_INTFILLER~FILL`.
4. Add coding to populate the display field.



5. Click the **Activate** button .
6. Go to `/EBY/PDBO_VDMDC` (**Change system settings > Presentation and interface > Customized field data display**).
7. In the **Class/Interface** field, enter `/EBY/CL_NNNN`, where `NNNN` is the process type, for example `/EBY/CL_PDPO` for Requisitions, `/EBY/CL_PDDN` for Goods Receipts, `/EBY/CL_ICIV` for Accounts Payable, etc.
8. In the **Conversion function** field enter the class you just created.
9. Specify a counter, the object type and the logical level.
10. Save your changes.

Changing field attributes

1. Go to [/EBY/PDVI_VVMOC](#) (**Change system settings > Presentation and interface > Configure view model**).
2. Select the view model component and double-click the dialog structure menu **Field catalog**.
3. Select the field, then in change mode , click the toolbar button .
4. Change the field attributes.

There are many attributes that you can change. By default, only the most common attributes are displayed. To view further attributes, use the  button.

5. Save your changes.

Note: The field attributes defined in the field catalog represent the default settings for the field. You can use [field statuses](#) to apply different attributes that override these settings at a specific point in a document's life cycle, for example, to protect the field from editing during workflow processing or after it has been posted.

These are the most common cases requiring modification of the default settings:

[Changing field access settings](#)

[Disabling a field](#)

[Changing data element field labels](#)

[Changing column order and sorting](#)

[Changing Web field properties](#)

Changing field access settings

Attribute	If checked
Input	The user is allowed to enter a value in this field.
No output	The field is hidden.
Checkbox	The field displayed as a checkbox.
Mandatory	The user must enter a value in this field, in case the field is empty.

Note: The standard [order of precedence for field access settings](#) applies here.

Disabling a field

Check **Replace/Remove** to disable that field in the system view model.

Important: If you disable a field, [field statuses](#) will no longer apply to it.

Changing field labels

These settings are listed in the section **Field labels of data element**. Unless they are redefined here, the field labels are taken from the data element definition in the DDIC.

Changing column order and sorting

To change the position of the column in the grid, simply change the field's column number. To change the sort order, select the sort type.

Changing Web field properties

To change web field properties, edit the settings listed in the sections **Web field properties** and **Tab and position in tab**.

Customizing search helps

Defining search helps

By default, the SAP GUI client uses the search help from the Data Dictionary references (Reference table / Reference field), so usually you do not have to define a search help for the SAP GUI. If you want to make a search help available in the Web Application, you must configure it in the field catalog.

1. Go to [/EBY/PDVI_VVMOC](#) (**Change system settings > Presentation and interface > Configure view model**).
2. Select the [view model component](#) containing the field for which you want to define the search help and double-click the dialog structure menu **Field catalog**.
3. Select the field in the field catalog.
4. In change mode, click the **Details** button .
5. In the **Search help** field, enter or select the search help that you want to use.
6. Double-click the dialog structure menu **Search help**.
7. Click the button . The search help parameters are added to the table. If necessary, make changes to the [settings](#).
8. Save your changes.

Setting field status

Field statuses can be used to control field display and access at a specific point in a document's life cycle. A field status specifies the settings (for example, read-only, hidden, mandatory) for individual fields or all fields of a logical level.

Field statuses can be assigned to:

- [Worklist nodes](#). The field status settings apply to all documents in the node.
- [Document statuses](#). The field status settings apply to all documents that have that status.
- [Workflow steps](#). The field status settings apply to all documents that are in that workflow step.

Field statuses override the default settings specified for the field(s) in the [field catalog](#), but only for as long as the document is in the Worklist node, document status or workflow step. By default, field statuses apply in the following order of precedence. So, for example, a field status applied to a workflow step overrides the field status applied to a Worklist node or document status. You can change this standard order of precedence by assigning [priorities](#) to field statuses.

Order of precedence	Field access setting
1 (highest)	Field status assigned to the document's workflow step
2	Field status assigned to the document's current document status
3	Field status assigned to the Worklist node in which the document is displayed
4	Field catalog settings

Tip: You can use the **Modify field profiles** BAAdI to add custom logic to control field statuses. See the *PROCESS DIRECTOR SAP Reference Guide* for more information.

Creating a field status

1. Go to [/EBY/PDVI_VFSIC](#) (**Initial settings > Field status > Define field status**).
2. In change mode , click [New Entries](#).
3. Enter a field status ID. Optionally, enter a [priority](#).
4. Double-click the dialog structure submenu **Properties per field and level**.
5. Set the [display values](#) per field and logical level, then save your changes.

Note: The standard [order of precedence](#) for field access settings applies here, unless you define a priority.

Note: Display settings for an explicitly specified field will override any settings coming from a checked **All fields** wildcard.

Note: You can also influence the field statuses specified in the configuration using a customer event.

Modify system field statuses

Although it is possible to modify system field statuses, it is recommended to create a customer field status instead.

Assigning a field status to a Worklist node

1. Go to [/EBY/PDBO_WLC](#) (**Initial settings > Worklist > Worklist configuration**).
2. In change mode , select the node and click the  button.
3. Select the field status in the **Field state ID** selection list.
4. Save your changes.
5. Generate the Worklist.

Assigning a field status to a document status

You can assign field statuses to document statuses to control field display and access.

1. Go to [/EBY/PDVI_VFSMC](#) (**Initial settings > Field status > Map field status to document status**).
2. In change mode , click .
3. Create a new assignment, then save your changes.

Note: The [order of precedence for field access settings](#) applies here.

Tip: You can [define configuration criteria](#) to determine whether the field status is applied based on specific values.

Example

Suppose you want to make all document fields read-only if the document has the status NP.

1. In transaction [/EBY/PDVI_VFSIC](#), define a new field status ID.
2. Set the appropriate properties (logical level blank, all fields marked, display setting D Read-only)
3. In transaction [/EBY/PDVI_VFSMC](#), assign this field status to the document status NP.

Assigning a field status to a workflow step

1. Go to [/EBY/PDWC_VSTPC](#) (**Initial settings > Workflow > Define steps > Define workflow steps**).
2. In change mode , click .

3. Select the step and click the  button.
4. Use the search help in the **Step field states** field to select the field status.
5. Save your changes.

Configuring drag and drop

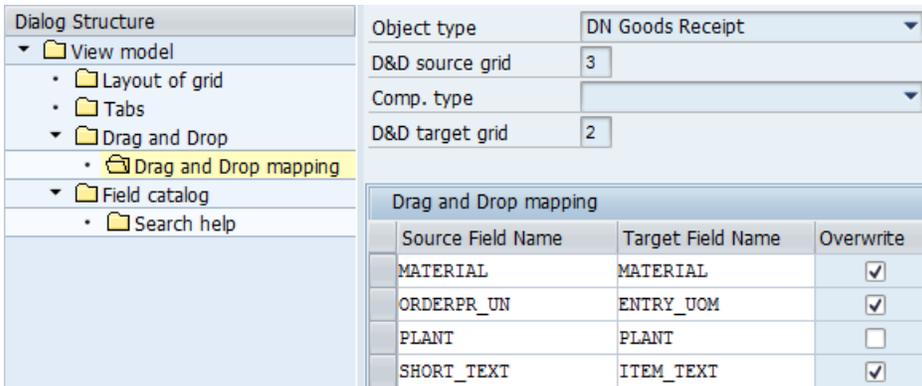
You can enable users to fill fields by dragging and dropping lines from one grid to another. For example, when editing a goods receipt document, the user can drag lines from the purchase order line items grid and drop them onto line items in the goods receipt grid. The fields specified in the drag and drop configuration are then copied from the PO item into the goods receipt item.

Note: This functionality does not work for popup grids, and is not available for the Web Application.

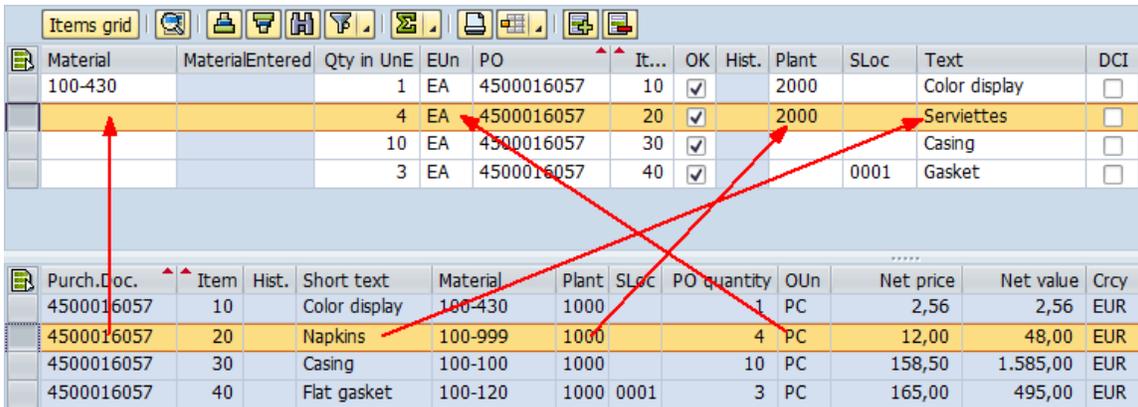
1. Go to [/EBY/PDVI_VVMOC](#) (**Change system settings > Presentation and interface > Configure view model**).
2. If you have not already done so, [create a view model](#) for the grids that you want to copy between.
3. Select the view model of the source grid (the one that will be copied from) and double-click the **Drag and Drop** dialog structure menu.
4. In change mode , click .
5. In the **D&D target** field, enter the target grid (the one that will be copied to).
6. Select the **D&D target** and double-click the **Drag and Drop mapping** dialog structure menu.
7. Enter the **Source Field Name** and the **Target Field Name** of the fields whose values should be copied. Check the **Overwrite** option to overwrite an existing value in the target field.
8. Save your changes.

Example

Configuration:



When the user drags a PO line item onto a goods receipt line item, the material number, order unit and text will be copied to the goods receipt, overwriting the existing entries for **EUn** and **Text**. The plant, however, will not be overwritten.



Creating entry templates

An entry template is a set of default values that the user can insert into a document to speed up manual data entry.

Usually, the document user uses the entry template field's search help to pick the appropriate template to apply. An entry template display field provides a search help offering both user-specific and system entry templates. From a user perspective, both template types are fully equivalent, except for the way in which they are maintained.

User-specific templates are created, owned and maintained by each individual user using the toolbar button . They are only available to their owner.

System entry templates are defined and maintained by the implementation consultant.

Create an entry template display field

First, choose the proper logical level for your entry template field (header, item, account, etc.).

Usually, a logical level should not need more than one entry template.

1. [Add a new field](#) (naming proposal: ZZ_TEMPLATE) to the appropriate customer view model field catalog. If you don't have a customer view model yet, [create one first](#).
2. In change mode, configure the field with these settings:

Required settings	
Output Options of Columns > Input field	Check this checkbox.
Parameters for Fields Without DDIC Reference > Data element F1	Set it to: /EBY/PDVI_DENTRY_TEMPLATE
Search help	Set this to: /EBY/PDVI_HENTRY_TEMPLATE
Optional settings	
Texts	The field labels will default to the ones specified in DDIC data element definition, but if you need to, you can override the defaults here.

- Next, you need to map the entry template search help parameters. Select the dialog structure menu **Search help**.
- In change mode , click .
- Manually enter the search help parameter names, the assignment table, and the assignment field.

Search help param.	Assignment table	Assignment field
TEMPLATE_ID	the view model's display structure name	the entry template field name, e.g. ZZ_TEMPLATE
You can specify up to nine parameters: VALUE1 to VALUE9	the view model's display structure name	the display structure field that you want to map the given search help parameter to

- Save your changes.

Create an entry template maintenance button

You only need to do this if you want to allow user to maintain their own entry templates for an entry template display field:

1. Add a new field (naming proposal: ZZ_TEMPLATE_MAINTAIN) to the customer view field catalog containing the entry template display field for which you want to enable user template maintenance.
2. In change mode, configure the field with these settings, then save your changes.

Required settings	
Action	Set this to: MAINTAIN_ENTRY_TEMPL Maintain entry templates
Output Options of Columns > Tech. field	Check this checkbox.
Icons > Use icon?	Check this checkbox.
Icons > Icon 1	Recommended icon: @Q1@ ( .
Texts > Tool tip	Recommended text: Maintain entry template

Maintain system entry templates

System entry templates are specified by the implementation consultant, and will be globally available to all users of the specified type.

Directly enter SAP transaction /EBY/PDVI_ENTRY_TEMPL.

In order to maintain a system entry template, you must have already defined an entry template in the field catalog of the customer view model.

1. Enter the following information:

Required settings	
Object type	The process type for which you want to maintain system entry templates.

Logical level	Use search help to pick the logical level containing the entry template field for which you want to maintain system entry templates.
Component type	The component type of the customer view model containing the entry template field for which you want to maintain system entry templates.
Restrict to user type	You can restrict the user type for which the maintained system entry templates will be available.

2. Click the  button to run the maintenance report.

A popup appears. Here, all currently defined templates for the entry template field(s) defined for the given object type, component type and logical level are available for maintenance.

3. Click the  button to add a new line.
4. Enter a name for the template and the default values for the given fields.
5. Click  to save your changes.

Excluding fields from document copies

You can exclude specific fields when users copy a document. For example, you might not want the **Vendor** field to be automatically filled in when a document is copied.

1. Go to [/EBY/PDBO_VECOC](#) (**Change system settings > Model > Excluded objects (fields) being copied**).
2. In change mode , click .
3. Select the appropriate **Logical level** and the **Field Name** that you want to exclude.
4. Save your changes.

Defining supported text types

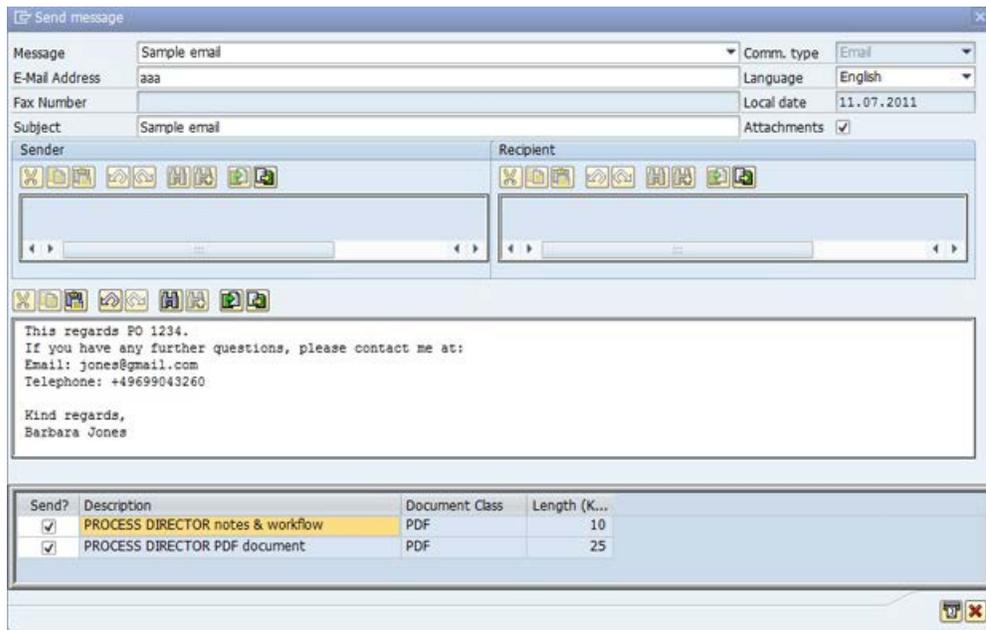
You can configure the text types that are made available to the user in the PROCESS DIRECTOR header and/or item texts popups. This includes PROCESS DIRECTOR notes (text object /EBY/PD).

Texts are transferred to SAP when the document is posted, as opposed to PROCESS DIRECTOR notes, which are archived in a PDF document upon posting, but not sent to SAP.

1. Go to [/EBY/PDBO_VTIDC](#) ([expert IMG](#) > **Change system settings** > **Model** > **Supported text types for specific objects**).
2. In change mode , click [New Entries](#).
3. Enter the [settings](#), then save your changes.

Customizing message texts

Users in the SAP GUI can send *messages* relating to a PROCESS DIRECTOR document to people within their organization or to people outside the organization.



You can provide predefined texts for these messages, which users can then edit as required. You can create your own texts or copy and edit the provided *sample text objects*.

Sample text object	Description
/EBY/PDBO_DISPATCH_SAMPLE	Sample text for the message text area.
/EBY/PDBO_DISPATCH_USER	Sample text for the Sender text area.
/EBY/PDBO_DISPATCH_CUSTOMER	Sample text for the Recipient text area.

You can use placeholders in message texts to insert variable data. For example, the placeholder `&SENDER-ADDRESS-FIRSTNAME&` will be replaced in the output by the first name of the user that creates the message and the placeholder `&SENDER-ADDRESS-LASTNAME&` will be replaced by the user's last name:

We are pleased to confirm your order:
 Number: &HEADER-PURCH_NO_C&
 Date: &HEADER-PURCH_DATE&

See the *PROCESS DIRECTOR Reference Guide* for more information on the available pre-defined texts and placeholders.

First create your message text in SE61 and then assign it to a document type in /EBY/PDBO_VDPSC.

Creating a message text

1. Go to SE61.
2. Enter a name for your new documentation object and click **Create**, or enter the name of a sample text and click the  button to copy and edit a sample text.
3. Type or edit the text. To insert a placeholder, click the  button and type the placeholder name(s) in the **Symbols** text box(es).



4. Click  to save your text as an active version.

Assigning a message text to a document type

1. Go to the [IMG](#) for the document type.
2. Go to [/EBY/PDBO_VDPSC](#) (**Additional settings > Mail and communication > Message administration**).
3. In change mode , click [New Entries](#).
4. Configure the message [settings](#), then save your changes.

Tip: You can [define configuration criteria](#) to determine whether a message is available or not based on specific values.

Configuring attachments

This section describes how to configure attachments to PROCESS DIRECTOR documents.

[Linking to SAP business objects](#)

[Configuring IDoc image attachments](#)

[Configuring cover sheets](#)

[Configuring Rescan \(late archiving\)](#)

[Configuring attachments deletion in the Web Application](#)

[Configuring attachment descriptions in the Web Application](#)

Linking attachments to SAP business objects

Attachments to PROCESS DIRECTOR documents can be connected to the corresponding business objects in SAP so that they can be viewed from within the SAP documents via the **Services for object > Attachment list** menu.

PROCESS DIRECTOR provides a standard system configuration that determines which business objects are connected to a specific PROCESS DIRECTOR document type. For example, a Goods Receipt document connects to the SAP business objects `BUS2017`, `MKPF` and `BUS2012`.

The archiving key structure maps the key fields of the SAP business object to the corresponding PROCESS DIRECTOR fields.

Display View "Related business objects for archiving": Overview

Object type:

Related business objects for archiving					
Logical level	Action	Archiving Key Struct	ObjectType	Description	Activity
HEADER	▼	/EBY/PDDN_SARC_GR_KEY	BUS2017	Goods Movement	C PD object can connect ▼
HEADER	▼	/EBY/PDDN_SARC_GR_KEY	MKPF	Goods receipt	C PD object can connect ▼
HEADER	▼	/EBY/PDDN_SARC_PO_KEY	BUS2012	Purchase Order	C PD object can connect ▼

You can override these standard settings. You may need to create your own archiving key structure.

Creating an archiving key structure

1. In `SW01`, display the SAP business object to determine the key fields.
2. Create a new structure.
3. In the **Component type** field, enter the SAP key field(s).
4. In the **Component** field, enter the corresponding field(s) from the appropriate PROCESS DIRECTOR interface structure. The names of the interface structures are listed in the reference section for the process type under *Document model customization* (see the *PROCESS DIRECTOR Reference Guide*).
5. Save your changes.

Connecting the business objects

1. Go to [/EBY/PDBO_VARC](#) ([expert IMG](#) > **Change system settings** > **Model** > **Related business objects for archiving**).
2. In change mode , click [New Entries](#).
3. Select the logical level at which the SAP business object's key field(s) is located in PROCESS DIRECTOR.
4. Select the appropriate archiving key structure and SAP business object type.
5. Select the activity **PD object can connect**.
6. Activate **Repl./Rem.** to override an existing system entry.
7. Save your changes.

Configuring image attachments for IDocs

For documents received via EDI, you can configure PROCESS DIRECTOR to automatically create an attachment that visualizes the document. To users, this looks very similar to the images of scanned documents that they may be used to with other process types, and it can assist them in correcting errors and processing the document.

PROCESS DIRECTOR uses a Smart Form to create the attachments on transfer of the IDocs into PROCESS DIRECTOR. The partner data is taken directly from the IDoc, while the rest of the data, such as the line items, are taken from the [mapping](#).

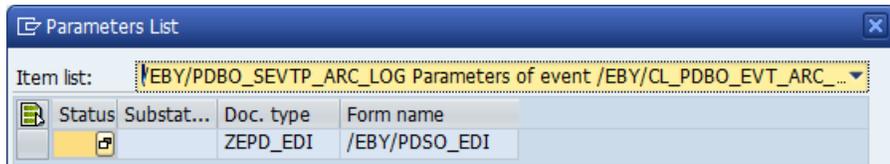
Currently, a pre-defined Smart Form for Customer Orders, [/EBY/PDSO_EDI](#), is available in the standard. For other process types, create your own Smart Form.

Setting up the archiving document type

1. In OAC2, create an archiving document type for EDI Smart Forms (for example, ZEPD_EDI).
2. In OAC3, link the archiving document type to the appropriate PROCESS DIRECTOR process type (for example, [/EBY/PDSO](#)).

Configuring IDoc image attachments

1. Go to [/EBY/PDBO_EPC_ARCHIV](#) (**Initial settings** > **Process parameters** > **Archiving**).
2. In change mode, click the **Parameters** button  for the action **Create EDI SF Attachment** and the process **Archive settings for EDI data** process.
3. Set the **Doc. type** and **Form name** parameters.



4. Save your changes.

Configuring cover sheets

You can configure PROCESS DIRECTOR to automatically create a cover sheet for [request-driven](#) documents when these are saved in the Web Application. This enables users to attach paper documents to the PROCESS DIRECTOR document. The cover sheet, which uniquely identifies the PROCESS DIRECTOR document, is printed and scanned together with the paper document using the [Rescan](#) process. The scanned document is then available as an attachment to the PROCESS DIRECTOR document.

PROCESS DIRECTOR provides Smart Forms templates (the names begin with /EBY/PDBO_COVERSHEET) for creating the cover sheet, which you can use as is or adapt to your requirements.

Setting up the archiving document type

1. In OAC2, create an archiving document type for cover sheets with the document class PDF (for example, ZEPD_CS).
2. In OAC3, link the archiving document type to the appropriate PROCESS DIRECTOR process type (for example, /EBY/PDPO).

Configuring the cover sheet

1. Go to [/EBY/PDBO_EPC_ARCHIV](#) (**Initial settings > Process parameters > Archiving**).
2. In change mode, click the **Parameters** button for the action **Create cover sheet attachment**.

Environment	O...	Action	Event	Process description	Parameters
		Approve workflow	Turns redirection on/off	Workflow log creation after approval	<input type="checkbox"/>
Web application		Archive attachment	Prepare archiving	Archiving object type assignment t...	<input type="checkbox"/>
		Completely recall workflow	Turns redirection on/off	Workflow log creation after recall	<input type="checkbox"/>
Web application		Create cover sheet attachment	Get archive content	Cover sheet properties	<input type="checkbox"/>

3. Set the **Doc. type** and **Form name** parameters.



4. Save your changes.

Configuring Rescan (late archiving)

The Rescan (also known as late archiving) function in PROCESS DIRECTOR enables you to attach scanned paper documents to an existing PROCESS DIRECTOR document.

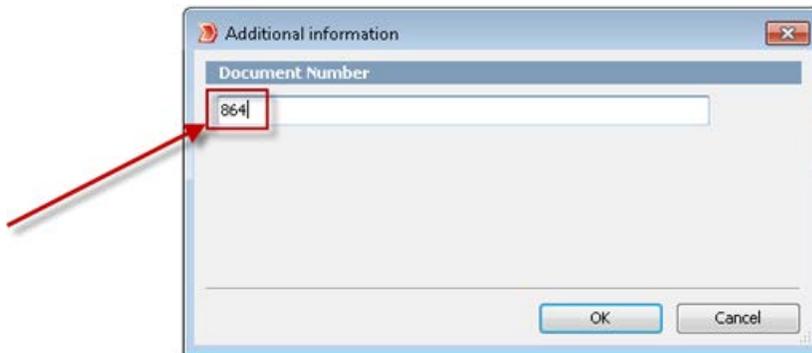
You need a dedicated Rescan profile in the capture software (for example, in the INVOICES Scan module), and Rescan must be [configured in PROCESS DIRECTOR](#).

The user either notes down the number of the PROCESS DIRECTOR document to which the scanned document should be attached, or [prints a cover sheet](#), then delivers the paper document along with the cover sheet or PD document number to the Scan operator.

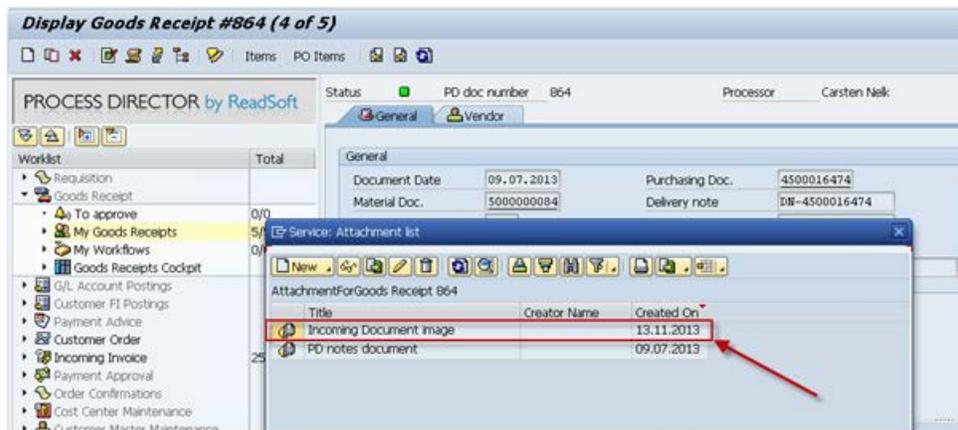
The Scan operator scans the document and the cover sheet, if provided. If a cover sheet is provided, the PD document number is read directly from the cover sheet.



Otherwise, the Scan operator is prompted to enter the PD document number.



The scanned document is transferred to PROCESS DIRECTOR and is automatically attached to the PD document. If the document was already posted, the attachment is also available in the related SAP document(s).



Procedure

To configure [Rescan](#) in PROCESS DIRECTOR, you must create a mapping definition and then activate the Rescan process.

Creating a mapping definition

1. Go to [/EBY/PDBO_VMAPC](#) (**Initial Settings > Mapping > Map external data to PD documents**).
2. In change mode, click the toolbar button .
3. Select the appropriate origin (INVOICES or DOCUMENTS) and in the **Mapping ID** field, enter the name of the Rescan profile, as defined in INVOICES or DOCUMENTS.
4. Add the PROCESS DIRECTOR document number field `NUMBR` and the corresponding INVOICES or DOCUMENTS field name:

Map external data to PD documents									
Origin	Mapping ID	Node ID	Parent	Logical le...	Field Name	Sub...	G...	External field name	
03 ReadSoft INVOICES...	PD_RESCAN	SINGLEITEM		HEADER	NUMBR				PD_Doc_Number

You can also use the `GUID` field (this must be typed in; it is not available in the search help).

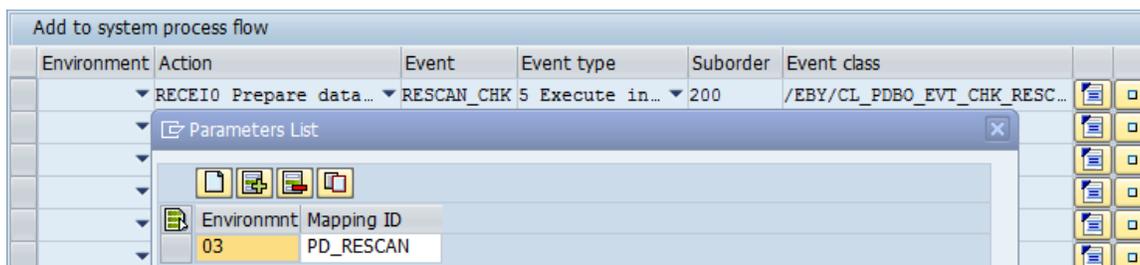
5. Save your changes.

Activating the Rescan process

1. Go to [/EBY/PDBO_VPROC_ACT](#) (**Change system settings > Processes > Customize processes - all, in list**).
2. In change mode , click .
3. Enter the following:

Environment	Action	Event	Event type	Suborder	Event class
	RECEI0	RESCAN_CHK	5 Execute instead of	200	/EBY/CL_PDBO_EVT_CHK_RESCAN

- Click the **Parameters** button  and enter the appropriate environment (03 INVOICES or 01 DOCUMENTS) and your mapping ID.



- Save your changes.

Configuring Web Application attachment deletion

You can configure which type of attachments can be deleted in the Web Application. For example, you may want to allow users to delete normal PDF attachments, but not the PROCESS DIRECTOR workflow log or the document image.

Note: These settings do not override authorizations set by the SAP authorization object S_WFAR_OBJ. If this authorization object does not permit a user to delete a specific document type, they also cannot delete that document type in the Web Application, irrespective of the deletion settings in PROCESS DIRECTOR.

- Go to [/EBY/PDWA_CDATT](#) ([Expert IMG](#) > **Change system settings > Web application > White list - control of attachments deletion**).
- In change mode , click [New Entries](#).
- Enter the process type and the archiving document type that users should be able to delete. Leave the object type blank to allow deletion for all process types.
- Select the appropriate deletion flag:
 - 2 Background (without popup), deletion of link and archive obj** - deletes both the link to the archive and the archive object itself.
 - 3 Background (without popup), deletion of link** - deletes only the link to the archive.

Do not use options 0 and 1, they are not applicable.

White list - control of attachments deletion		
Object	Doc. type	Del. flag
PO	ZEPD_PDF	2 Background (without popup), del...
PO	ZEPD_JPG	2 Background (without popup), del...
DN	ZEPD_PDF	2 Background (without popup), delet
		1 Online(with popup), deletion of link
		2 Background (without popup), deletion of link and archive obj
		3 Background (without popup), deletion of link
		0 Online (with popup), deletion of link and archive object

- Repeat steps 2 and 3 for all process/document types for which deletion should be allowed.

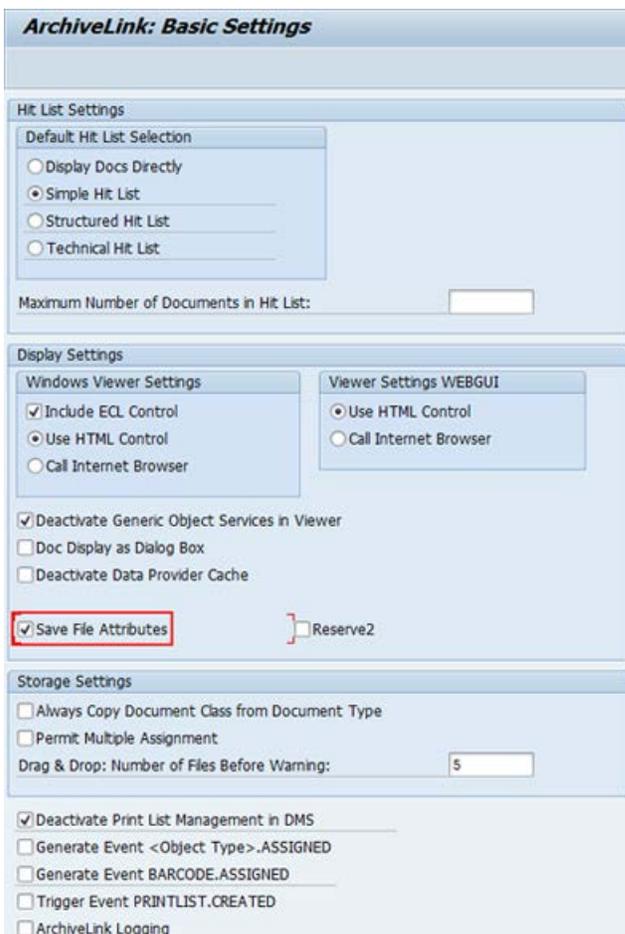
Note: If you do not add any entries here, all attachment types can be deleted (provided that the user has the SAP authorization for the document type).

Configuring attachment descriptions

In SAP versions ECC600 and higher, attributes such as the file name and a description, can be added to attachments.

The prerequisites for this are:

- Implementation of the 1451769 and 1560955 OSS Notes
- Setting of the **Save File Attributes** flag in the OAG1 transaction



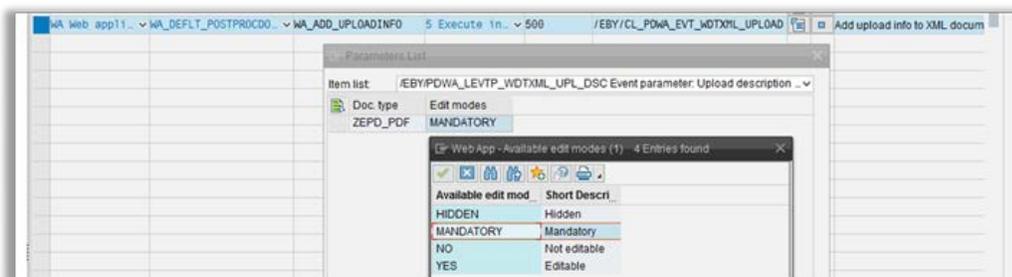
PROCESS DIRECTOR also supports attachment attributes in the Web Application. You can configure the attachment description in the Web Application to be hidden, mandatory, displayed but not editable, or displayed and editable for specific archiving document types.

1. Go to /EBY/PDBO_VPROC_NO_A (**Change system settings > Processes > Customize object type independent processes - all, in list**).
2. Enter the following:

Field	Description
Environment	WA Web Application
Action	WA_DEFLT_POSTPROCDOC
Event	WA_ADD_UPLOADINFO

Event type	5 Execute instead of
Suborder	500
Event class	/EBY/CL_PDWA_EVT_WDTXML_UPLOAD

3. Click the **Parameters** button  and select the desired document type and edit mode.



Enabling upload from external files

[Enabling line item upload from a file](#)

[Enabling document creation from a file](#)

Enabling line item upload from a file

You can allow users to upload line item data from an external file to a PROCESS DIRECTOR document.

The following are the supported formats for external files:

- ASC
- CVS
- TAB
- TXT
- XLS

Note: We recommend that you use UTF-8 encoding in the uploaded file. This is particularly important for non-Latin languages.

Note: You must have set up archiving for the file formats that you want to use.

Note: If you want to apply [presets](#) when users upload a file, configure them for the INSERT preset ID, not the CREATE preset ID.

Mapping the fields

1. Go to [/EBY/PDBO_VMAPC](#) (**Initial settings > Mapping > Map external data to PD documents**).
2. In change mode , click [New Entries](#).
3. Enter the following details:

Field	Description
Origin	SG SAP GUI or WA Web application, depending on where line item upload should be enabled. To enable line item upload in both the SAP GUI and the Web Application, for each field in the external file you must add one mapping entry with the origin SAP GUI and one mapping entry with the origin Web Application.
Mapping ID	Enter the mapping ID that you specified in the upload parameters.
Node ID	LISTDATA
Logical level	Logical level of the line items in PROCESS DIRECTOR, for example, ITEMS.
Field name	The internal field name in the PROCESS DIRECTOR document object model.
External field name	For the first field in the external file, enter FIELD01. For the second field, enter FIELD02, for the third field FIELD03, and so on.

4. Repeat steps 2 and 3 for all fields in the external file.
5. Save your changes.

Note: If you are importing currency fields, make sure you [add the preset class /EBY/CL_PDBO_PRESET_CURR_OF_CC](#) to the presets configuration for the field and the preset ID `INSERT`. This preset class converts the currency amount to SAP internal format.

Defining file upload parameters

Go to [/EBY/PDBO_EPC_OTHER](#) (**Initial settings > Process parameters > Other**).

1. In change mode, for the process **Parameters regarding uploaded files**, click the **Parameters**  button.
2. In the fields of the **Customer parameters** dialog box, type the PROCESS DIRECTOR **Object type**, **Logical level**, **File format**, **File type**, **File separator**, **Mapping ID** and **Document type**.
3. Save your changes.

Enabling document creation from a 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 are the supported formats for external files:

- ASC
- CVS
- TAB
- TXT
- XLS

Note: We recommend that you use UTF-8 encoding in the uploaded file. This is particularly important for non-Latin languages.

Note: You must have set up archiving for the file formats that you want to use.

Note: If you want to apply [presets](#) when users upload a file, configure them for the `INSERT` preset ID, not the `CREATE` preset ID.

It is also possible to define conditions for each logical level (header/line items). A data line in the file will be considered valid only if the conditions are fulfilled.

Process overview

The following steps are required to enable document creation from a file:

1. Map the fields in the external file to PROCESS DIRECTOR fields.
2. Configure the file upload attributes and levels.
3. Optionally, configure conditions for the file upload.
4. Upload the external file.

Mapping the fields

1. Go to [/EBY/PDBO_VMAPC](#) (**Initial settings > Mapping > Map external data to PD documents**).
2. In change mode , click [New Entries](#).
3. Enter the [mapping details](#).
4. Repeat steps 2 and 3 for all fields in the external file.
5. Save your changes.

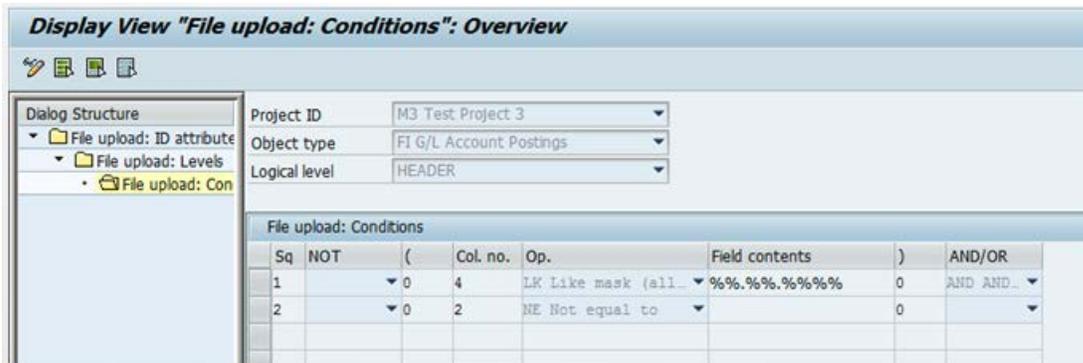
Note: If you are importing currency fields, make sure you [add the preset class /EBY/CL_PDBO_PRESET_CURR_AMNT](#) to the presets configuration for the field and the preset ID **INSERT**. This preset class converts the currency amount to SAP internal format.

Defining the file upload attributes and levels

1. Go to [/EBY/PDBO_VC_FILEUP](#) (**expert IMG > Additional settings > Other > File upload**).
2. Define the file upload [attributes](#) and [levels](#).
3. Save your changes.

(Optional) Configure [conditions](#) for the file upload

For each logical level, it is possible to define conditions. If conditions are entered, a data line in the file will be considered valid only if the conditions are satisfied. If the data is invalid for a logical level, the data of the subordinate levels will also be considered invalid.



In this example, a valid header line must have the `%%.%%.%%.%%.%%` pattern in column 4, where `%` represents any alpha numeric character, and it also must have a value other than space in column 2. Column 4 is expected to be a date field, and this is set in the mapping by using the `/EBY/PDBO_MAF_DATECONVERT` mapping conversion function. At this level, only the pattern can be checked.

File upload for Invoice Block and Cancelation

SAP invoice documents can contain more than one line with posting key 31 and different vendor numbers. When uploading such invoices from an external file, different PROCESS DIRECTOR documents are created for each vendor. The item number field (`ITEM_NUM`) must be included in the mapping configuration at header level, and also in the uploaded file.

Defining configuration criteria

The following functions in PROCESS DIRECTOR can be controlled by configuration criteria, which determine whether the functions are executed or not based on specific field values.

- [Presets](#)
- [Checks](#)
- [Determinations](#)
- [Excluded actions](#)
- [Field statuses mapped to document status](#)
- [Messages](#)
- [Rejection reasons](#)
- [Workflows](#)

You can define up to three criteria for each of these functions.

1. Go to [/EBY/PDBO_VCRFC](#) ([expert IMG](#) > **Change system settings > Configuration criteria > Configuration criteria**).
2. In change mode , click [New Entries](#).
3. In the **Dispatcher** field, select the function for which the criteria should be available.
4. In the **Order** field, enter a number to specify the order in which the fields will appear in the configuration screen (for example, 1 for the first field, 2 for the second field, and 3 for the third field). This is also the order in which the criteria will be evaluated.
5. Enter the field name to be used as a criterion. The actual field values are entered in the relevant configuration screen.
6. Save your changes.

Configuring rejection reasons

You can configure PROCESS DIRECTOR to ensure that users enter a predefined rejection reason, a note, or both when they reject a document.

Note: This applies to rejecting a document via the **Document > Reject** menu, not to rejecting a document in a workflow.

Note: Depending on the process type, you may need to activate the **Reject** command on the **Document** menu in the SAP GUI. For the Web Application, you need to add the **Reject document** button to the Actions bar. Document rejection is only possible in the detail view in the Web Application, not in the document list. See the *PROCESS DIRECTOR SAP Advanced Configuration Guide* for more information.

Tip: You can also use the **Rejection reason** BAdI to add your own customer logic before and after a rejection reason is entered. See the *PROCESS DIRECTOR SAP Reference Guide* for more information.

Create rejection reasons

1. Go to [/EBY/PDBO_VREJC](#) ([expert IMG](#) > **Change system settings > Model > Rejection reasons > Rejection reason declarations**).
2. In change mode , click .
3. Specify an ID and description for the rejection reason.
4. Save your changes.

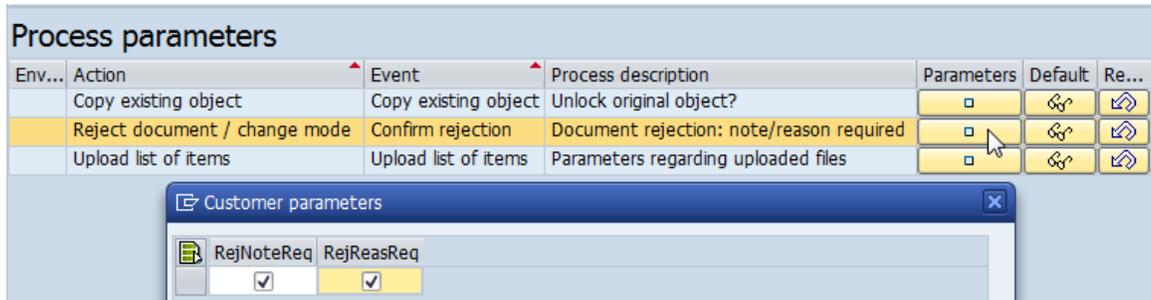
Assign rejection reasons to document statuses

1. Go to [/EBY/PDBO_VROAC](#) ([expert IMG](#) > **Change system settings > Model > Rejection reasons > Rejection reason assignments**).
2. In change mode , click .
3. Select a rejection reason. If you select a document status and/or substatus, this rejection reason will only be available when the document has this status/substatus.
4. Optionally, click **Configure criteria** to [specify additional criteria](#) for the rejection reasons.
5. Save your changes.

Activate rejection reasons/mandatory notes

1. Go to [/EBY/PDBO_EPC_OTHER](#) ([expert IMG](#) > **Initial settings > Process parameters > Other**).
2. In change mode, click next to the **Document rejection: note/reason required** process.

3. Select the required parameters: **RejNoteReq** (mandatory note) and/or **RejReasReq** (mandatory rejection reason).



4. Save your changes.

Configuring system messages

This chapter describes how to configure system messages.

- [Filtering messages](#)
- [Replacing messages](#)
- [Configuring posting messages](#)

Filtering messages

You can set up message filters for specific messages or certain groups/types of messages. A message filter can change the message type or even remove the message(s) entirely.

As a rule of thumb, try to define filters as specifically as possible—that is, restrict the filter to a specific action, message class and message number. For example, you might wish to suppress a specific warning that occurs when checking or posting a document. Avoid catch-all or wildcard filters—this is especially important when filtering errors.

1. Go to [/EBY/PDBO_VMGEC](#) (**Change system settings > Message handling > Message filtering**).
2. In change mode , click .
3. Add a filter, then save your changes.

Warning: Only filter success messages for the Web Application. Do not filter error and warning messages, as these can cause processes to abort without returning an error.

Example

Single sign-on is active. PROCESS DIRECTOR still checks if the SAP user account is valid. But single sign-on usually authenticates against an external system, and you get an error message from the SAP user check (for example, account expired, password expired). You can use message filters to suppress these messages.

Display View "Message filtering": Details	
Message handler	X General message handler
Message group	SYS System
Object type	
Action	WCSTART2CHKRECEIVERS Check workflow recipients
Event	CHK_3PRECHECKS Preliminary checks
Message ID	/EBY/PDBO_USER_MNGT Message class of /eby/pdbo_user_managem
Message	011 Password expired for user: &1.
Message type	E Error
Message filtering	
Filter action	Remove message

Replacing messages

You can configure PROCESS DIRECTOR to replace specific messages with other messages for particular actions and events. This can be useful, for example, if standard SAP messages are not understandable to the user and you would like to replace them with more user-friendly versions.

Example

When a mandatory field is not filled in, the posting interface returns a message containing the technical name of that field, which is not usually understandable to the user. You can configure the system to replace the technical field names with descriptive labels.

For example, the SAP message 00(248) Formatting error in the field &1; see next message is displayed to the user as:

Formatting error in the field BSEG-SGTXT; see next message

You can replace this with the more user-friendly PROCESS DIRECTOR message /EBY/PDBO 124 Field &1 is required by SAP transaction, which displays:

Field Text is required by SAP transaction

Alternatively, you can display both the SAP message and the PROCESS DIRECTOR message:

Formatting error in the field BSEG-SGTXT; see next message

Field Text is required by SAP transaction

To replace messages:

1. Go to [/EBY/PDBO_VMFTC](#) (**Expert IMG > Change system settings > Message handling > Message replacement**).
2. In change mode , click [New Entries](#).
3. Select an action and event, or leave these fields blank if the message should always be replaced.

4. Enter the message class and number of the original message and the message class and number of the replacement message.
5. To display the original message as well as the new message, check the **Display Original Message** check box.
6. You can specify which of the original message variables (&1, &2, etc.) should be replaced by the new message variables, and which technical field names should be replaced.

Display View "Message replacement": Details

Object type: FI G/L Account Postings

Action:

Event:

Message ID: 00 General Basis texts

Message: 298 Formatting error in the field &; see next message

Message replacement

New Message ID: /EBY/PDBO PROCESS DIRECTOR general messages

New Msg Number: 124 Field &1 is required by SAP transaction

Display Original Message

Message variable mapping

Map message variable 1 to: 1 message variable 1

Map message variable 2 to: 0

Map message variable 3 to: 0

Map message variable 4 to: 0

Technical field name replacement

Replace technical field name in message variable 1

Replace technical field name in message variable 2

Replace technical field name in message variable 3

Replace technical field name in message variable 4

7. Save your changes.

Configuring posting

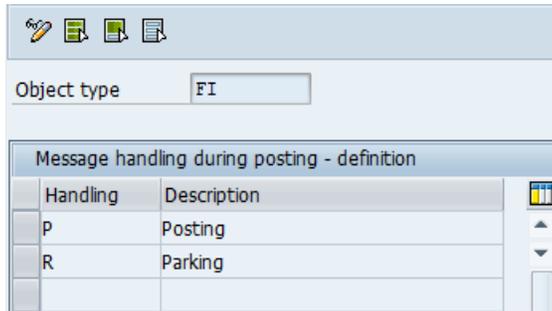
Configuring posting messages

In the IMG customizing, you can define which posting interface messages should be considered successful for posting, parking and other actions.

To configure posting messages:

1. First, go to [/EBY/PDBO_VMEHC](#) ([expert IMG](#) > **Change system settings** > **Posting** > **Message handling during posting** > **Message handling definition**).
2. In change mode , click [New Entries](#).

3. Enter the ID and description of the actions for which you want to configure posting messages.



4. Save your changes.
5. Go to [/EBY/PDBO_VMEPC](#) ([expert IMG](#) > **Change system settings** > **Posting** > **Message handling during posting** > **Message handling during posting**).
6. In change mode , click [New Entries](#).
7. Enter the [settings](#) to specify the configuration for the posting interface messages.



8. Save your changes.

Configuring automatic posting

You can configure PROCESS DIRECTOR to automatically post documents when specific workflows are approved. You can also enable automatic posting based on specific field values.

Automatic posting on workflow approval

1. Go to [/EBY/PDBO_EPC_POST](#) ([expert IMG](#) > **Initial settings** > **Process parameters** > **Posting**).
2. In change mode, click the **Parameters** button  for the action **Post after approve** and the process **Automatic post after workflow approval**.
3. Add the appropriate workflows activate **Turn on**.

Action	Event	Process description	Parameters
Post after approve	Turns redirection on/off	Automatic post after workflow approval	<input type="checkbox"/>
Post document			<input type="checkbox"/>
Posting successful			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
Prepare posting			<input type="checkbox"/>

Customer parameters	
Workflow ID	Turn on
POWC	<input checked="" type="checkbox"/>
ZC_APPROVE	<input checked="" type="checkbox"/>

4. Save your changes.

Automatic posting based on field values

For document-driven process types, it is possible to control whether error-free documents are automatically posted or not depending on specific field values. These values are defined in the **Allow autoposting** and **Disallow autoposting** tables.

- If a document matches a rule from the **Allow autoposting** table, it can be automatically posted. The **Disallow autoposting** table is then not processed for that document.
- If a document does not match a rule from the **Allow autoposting** table, but matches a rule from the **Disallow autoposting** table, it cannot be automatically posted.
- If a document does not match a rule from the **Allow autoposting** or **Disallow autoposting** table, it can be automatically posted.

To define rules for automatic posting:

1. Go to [/EBY/PDBO_VAP](#) ([expert IMG](#) > **Initial settings** > **Rules** > **Autoposting**).
2. In change mode , click .
3. Enter the required parameters in the **Allow autoposting** or **Disallow autoposting** table.
4. Save your changes.

Note: You can also define the rules for automatic posting in the configuration of the `/EBY/CL_PDBO_EVT_APE_CHK` check.

Configuring document splitting

You can configure PROCESS DIRECTOR to split a single document into several documents depending on the values of specific fields. The split can be performed on any second level grid (usually the **Items** grid), but not on additional grids below this level. For example, for Requisitions, the split can be performed for line items but not for accounts, schedules or conditions, because these are subgrids of the **Items** grid and therefore not at the second level. Documents are split automatically when they are transferred to PROCESS DIRECTOR, or can be split manually by the user.

You specify the conditions for splitting by adding the fields and their values to the document splitting configuration.

- If you specify only one condition, items that meet the condition remain in the original document and items that do not meet the condition are copied into a new document and removed from the original document. The header data and data from other grids is copied into the new document.
- If you specify several conditions, items that meet the first condition remain in the original document; items that meet further conditions, and items that meet no condition, are moved into new documents.

Example 1

In this simple example, two conditions have been defined: one for items with the value 1000 in the PLANT field and one for items with the value 2000 in the PLANT field.

Document splitting condition						
Group ID	Logical level	Field Name	Type	Option	Field value (Internal)	Field value (External)
1	ITEMS	PLANT	0 Fixed Value	EQ Equal to	1000	1000
2	ITEMS	PLANT	0 Fixed Value	EQ Equal to	2000	2000

This document contains line items for plants 1000, 2000 and 3000.

S...	Item	Material	Mat...	Plant	Description	Order qty	SU	Net price
◇	1	ISA-2000		2000	Table	1,000		230,00
◇	2	100-500		2000	Bearing case	1,000		12,00
◇	3	100-999		1000	Napkins	10,000		4,00
◇	4	T-AS208		3000	Deluxe Tail...	1,000		68,00
◇	5	T-AS518		3000	Motorcycle...	2,000		145,00

As a result of the split:

- Item 3 will remain in the original document, because it meets the first condition (PLANT is equal to 1000)
- Items 1 and 2 will be moved to a new document because they fulfill the second condition (PLANT is equal to 2000)
- Items 4 and 5 will be moved to a new document because they do not fulfill either of the conditions

Example 2

In this example, two conditions have been defined. Each condition (specified by the group ID) has two criteria.

Document splitting condition						
Group ID	Logical level	Field Name	Type	Option	Field value (Internal)	Field value (External)
1	HEADER	DOC_TYPE	0 Fixed Value	EQ Equal to	TA	OR
1	ITEMS	MATERIAL	0 Fixed Value	CP Contains pattern	ISA-*	ISA-*
2	HEADER	DOC_TYPE	0 Fixed Value	EQ Equal to	QT	QT
2	ITEMS	MATERIAL	0 Fixed Value	CP Contains pattern	T-AS*	T-AS*

The first condition specifies that if the document type is `OR Standard order` and the `MATERIAL` field contains a value beginning with `ISA-`, the document will be split. Items that have a value beginning with `ISA-` in the `MATERIAL` field remain in the original document; other items are moved to a new document. Documents of a document type other than `OR Standard order` containing items that have a value beginning with `ISA-` in the `MATERIAL` field will not be split.

The second condition specifies that if the document type is `QT Quotation` and the `MATERIAL` field contains a value beginning with `T-AS-`, the document will be split. Items that have a value beginning with `T-AS` in the `MATERIAL` field remain in the original document; other items are moved to a new document. Documents of a document type other than `QT Quotation` containing items that have a value beginning with `T-AS` in the `MATERIAL` field will not be split.

To configure document splitting:

1. Go to `/EBY/PDBO_VDSCC` ([expert IMG](#) > **Change system settings > Model > Document splitting condition**).
2. Enter the process type and the logical level on which the split will take place, for example, `SO` and `ITEMS` to move Customer Order line items into a new document.
3. In change mode , click `New Entries`.
4. Enter the [settings](#) to specify the conditions under which documents will be split:

Display View "Document splitting condition": Overview

Object type: `SO Customer Order`
 Logical level: `ITEMS`

Document splitting condition									
Group ID	Logical level	Field Name	Type	Option	Field value (Internal)	Field value (External)	Doc splitting class	CD	Deact.
1	HEADER	DOC_TYPE	0 Fixed Value	EQ Equal to	TA	OR			<input type="checkbox"/>
1	ITEMS	MATERIAL	0 Fixed Value	EQ Equal to	ISA-2000	ISA-2000			<input type="checkbox"/>
2	HEADER	DOC_TYPE	0 Fixed Value	EQ Equal to	TA	OR			<input type="checkbox"/>
2	ITEMS	MATERIAL	0 Fixed Value	EQ Equal to	ISA-0024	ISA-0024			<input type="checkbox"/>

Document split configuration with two conditions

- Enter a number in the **Group ID** column to specify more than one criterion for a condition. The document split only takes place if all criteria in the same group are met.
- You can specify fields from different logical levels as criteria.
- You can specify fixed values, SAP values or dynamic values. Dynamic values enable you to apply your own coding to specify conditions. If you want to use your own coding, you should copy and adapt the document splitting class template `/EBY/CL_PDBO_DOC_SPLIT_TEMPLT`.

Note: Do not use dynamic values together with fixed and SAP values. If you use dynamic values, do not add any fixed values or SAP values to the configuration.

- For some fields, the internal value and external value are different. For example, the internal value for the sales order document type `Standard Order` is `TA`, but the external value that is displayed in the user interface is `OR`. You must specify the internal value; the corresponding external value is automatically entered.

5. Save your changes.

Customizing actions

Excluding actions for document statuses

You can exclude certain actions based on the document status or substatus of a business document. For example, it might be a customer requirement to exclude the `CHECK` action for documents that have status `NW New`.

1. Go to [/EBY/PDBO_VSTEC](#) (**Change system settings > Model > Excluded actions per document status**).
2. In change mode , click [New Entries](#).
3. Select a status and substatus (if applicable) and select the action to exclude.
4. Save your changes.

Tip: You can [define configuration criteria](#) to determine whether an action is excluded or not, based on specific values.

Creating help texts for actions

To assist users in processing documents, you can create help texts that explain what the user has to do. These texts are displayed in the **Current messages** box in the document detail view of the Web Application.

Use SAP transaction SE61 to edit or create documentation objects for the help texts and then assign these documentation objects to the action.

1. Go to [/EBY/PDBO_VACTHC](#) ([expert IMG](#) > **Change system settings > Processes > Action help texts**).
2. In change mode , click [New Entries](#).
3. In the **Object** field, select the process type for which this help text should be used.
4. Select the action and the documentation object to assign to it.
5. Save your changes.

Note: You can assign several help texts to an action. Add an entry for each text you want to use.

Process type specific configuration tasks

This chapter describes configuration tasks that are specific to individual process types.

Customer Orders

- [Configuring credit lock release](#)

Electronic Bank Statements

- [Filtering payment transactions](#)

Financial Postings

- [Configuring posting types](#)
- [Setting fields to clear when the posting type is changed](#)

Generic Archiving

- [Configuring Generic Archiving](#)

Payment Approvals

- [Retrieving proposal data from SAP](#)
- [Configuring payment approval data retrieval](#)
- [Enabling output to a report](#)

Requisitions

- [Defining OCI catalog settings](#)
- [Activating outline agreements](#)

Customer Orders

Configuring credit lock release

If credit management is configured in SAP, PROCESS DIRECTOR can check credit limits for the customer and flag the PROCESS DIRECTOR Customer Order document accordingly. SAP GUI users can then release credit locks on Customer Orders in PROCESS DIRECTOR.

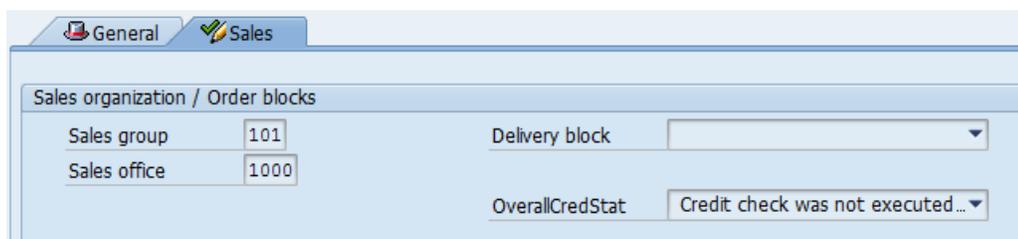
This functionality is not available by default and must be configured. You need to:

- Add the field `TOTSTATCCH` to the SAP header data field catalog.
- Make the **Release credit lock** button available in the SAP GUI.

Adding the TOTSTATCCH field to the field catalog

1. If you have not already done so, [create a custom view model](#) for the SAP header data.
2. Select this view model and double-click the **Field catalog** dialog structure menu.
3. In change mode , click **New Entries**.
4. Select the **TOTSTATCCH** field and click **Copy default entry**.
5. Uncheck the **No output** check box.

The **OverallCredStat** field should now be displayed in the **Sales** tab:



The screenshot shows the 'Sales' tab in the Field Catalog dialog. Under the 'Sales organization / Order blocks' section, the 'OverallCredStat' field is displayed with a dropdown menu showing 'Credit check was not executed...'. Other fields include 'Sales group' (101), 'Sales office' (1000), and 'Delivery block'.

Making the button available

1. Go to /EBY/PDBO_VSTEC (**Change system settings > Model > Excluded actions per document status**).
2. In change mode , click **New Entries**.
3. Add the status, OK Sales Order created and the action, RELEASE_LOCK. Check the **Repl./Rem.** check box.

Excl. action per object type and customer doc state/substate							
Env. / All env.	Status	Substate	Action	Action	Is prefix	Repl./Rem.	
	OK Sales Order created		RELEASE_LOCK	Release lock	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

4. Save your changes.

The **Release credit lock** button  should now be available for posted Customer Order documents.

Electronic Bank Statements

Filtering payment transactions for Electronic Bank Statements

Electronic bank statements may contain many items that are not relevant for the PROCESS DIRECTOR process, or cannot be handled by PROCESS DIRECTOR. You can therefore configure for each bank account which bank statement items are displayed in PROCESS DIRECTOR.

1. Go to [/EBY/PDES_VPTR \(Expert IMG > Payment transaction filters\)](#).
2. In change mode , click [New Entries](#).
3. Select the appropriate application, sending bank and posting rule.
4. Only items that correspond to these entries will be displayed in the PROCESS DIRECTOR document. If you do not make any entries here, all items will be displayed.

Financial Postings

This chapter describes configuration tasks that are specific to the Financial Postings process type.

PROCESS DIRECTOR ships with the following posting types. You can [configure these posting types](#) to specify which transaction code, document type, transaction key, and debit and credit posting keys are used.

Process type	Posting type	Description
GL Account posting	GLAA	Aggregated accrual from PD AP
GL Account posting	GLAP	Adjustment posting
GL Account posting	GLAR	Accrual with reversal
GL Account posting	GLPR	Provision
GL Account posting	GLRA	Recurring accrual with reversal
GL Account posting	GLRE	Recurring entry
GL Account posting	GLSP	Regular posting

Process type	Posting type	Description
Customer posting	ARCR	Credit note
Customer posting	ARDI	Deferral (invoice)
Customer posting	ARIN	Invoice
Customer posting	ARRI	Recurring invoice
Customer posting	ARWO	Write-off

The posting types GLRE Recurring entry, GLRA Recurring accrual with reversal and ARRI Recurring invoice serve as templates for the creation of documents. You can schedule the /EBY/PDFI_GEN_RECURRING_DOCS program to create the documents.

For provisions, you can schedule the /EBY/PDFI_PROVISION_REMINDER program to send email notifications when the validity date in the posted provision document is exceeded.

See the *PROCESS DIRECTOR Reference Guide* for more information on these programs.

Configuring Financial Postings posting types

For each G/L Account Posting and Customer Posting type, you can change various settings, such as the transaction code or the posting keys used. You can also create new posting types.

Changing settings

1. Go to /EBY/PDFI_PTYPEC (G/L Account Postings) or /EBY/PDFIC_PTYPEC (Customer Postings) (**Financial Postings specific settings > Change system settings > Posting type configuration**).
2. In change mode , click [New Entries](#).
3. Enter the required [settings](#).
4. Save your changes.

Creating a new posting type

1. Go to /EBY/PDFI_PTYPEC (G/L Account Postings) or /EBY/PDFIC_PTYPEC (Customer Postings) (**Financial Postings specific settings > Change system settings > Posting type configuration**).
2. In change mode , click [New Entries](#).

3. Enter an ID and description for the new posting type.
 4. If you are creating a new posting type that requires an additional popup for the user to enter initial information before the document is created, or if the new posting type uses consumed amounts for deferrals, you must specify a reference posting type. This ensures, among other things, that the logic that creates and validates the additional popup, or calculates the consumed amounts, is also applied to the new posting type. If you do not need these features, leave this field blank.
 5. Enter any other required [settings](#). You must enter either a transaction or debit/credit posting keys. Make sure you check the **Active** check box to make the posting type available in PROCESS DIRECTOR.
 6. Save your changes.
 7. Make any other necessary changes:
 - [Configure excluded actions](#)
- If your posting type is a recurring entry, you must add entries for your posting type for the document statuses ER and NN in /EBY/PDBO_VSTEC (**Change system settings > Model > Excluded actions per document status**), as shown in this example. This ensures that the **Link to SAP document feature** is not available for this posting type. Make sure that you check **Is prefix** to exclude all actions that begin with FINALIZE.

Excl. action per object type and customer doc state/substate								
Env. / All env.	Status	Substate	Post. Type	Action	Action	Is prefix	Repl./Rem.	
	▼ ER Error ▼	▼	▼ GLCP ▼	FINALIZE	Connect PD doc. to SAP doc. 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	▼ NN New or ready f... ▼	▼	▼ GLCP ▼	FINALIZE	Connect PD doc. to SAP doc. 1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

- [Create and apply field statuses](#). Use [configuration criteria](#) to apply these field statuses only to your new posting type.

Setting fields to clear when the posting type is changed

When the posting type of a Financial Posting is changed in PROCESS DIRECTOR, it may be necessary to clear certain fields that do not apply for the new posting type. For example, when an **Accrual with Reversal** posting is changed to a **Regular** posting, the **Reversal reason** and **Reversal date** fields should be cleared. Certain fields are cleared by default (these are defined in /EBY/PDFI_PTPC), but you can change these settings.

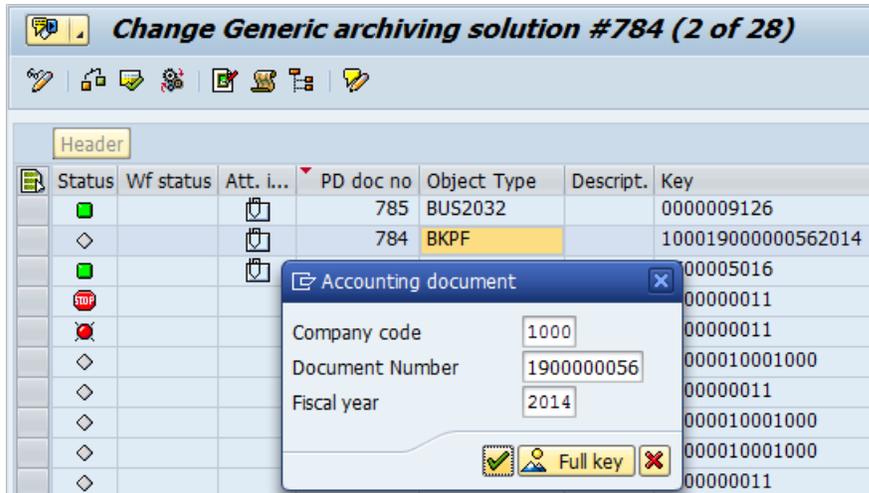
1. Go to [/EBY/PDFI_PTPCC](#) (G/L Account Postings) or [/EBY/PDFIC_PTPCC](#) (Customer Postings) (**Financial Postings specific settings > Change system settings > Fields to clear on posting type change**).
2. In change mode , click [New Entries](#).
3. Enter the posting type and the name of the field that should be cleared.

4. Save your changes.

Generic Archiving

Configuring Generic Archiving

The Generic Archiving process type (ARCH_BUS) provides a simple process for archiving captured documents. Users assign the relevant SAP business object type to the captured documents and fill in the key data. They then post the document, and the archive link is created.



Configuring Generic archiving requires the following steps:

1. [Create a Worklist.](#)
2. [Create a field mapping.](#)

You only need to add the header field OBJTYPE to the mapping. You can map this field to an external field or use a [mapping conversion](#).

3. Configure field data display in order to display the object description in the document list:
 - a. Go to /EBY/PDBO_DVMDC (**Change system settings > Presentation and interface > Customized field data display**).
 - b. Add the conversion function /EBY/CL_PDXY_FILL_ARCOBJ_TEXT at header level.
4. Save your changes.

Payment Approvals

Retrieving payment proposal data from SAP

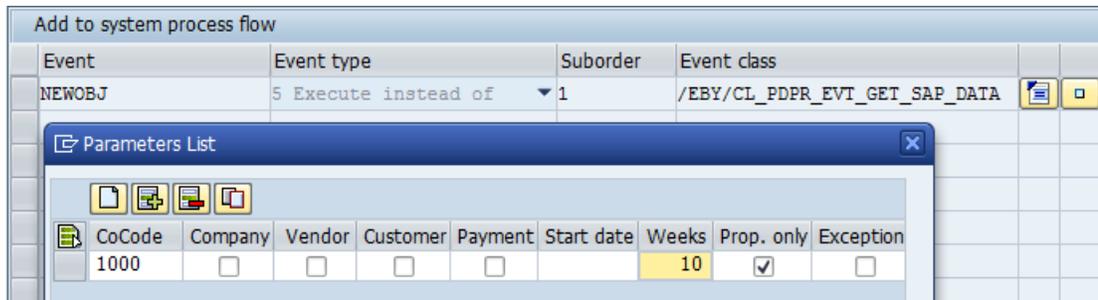
To make the payment proposal data from SAP available in PROCESS DIRECTOR, you need to run the /EBY/PDPR_IMPORT program.

If you have payment proposal documents that were created in a version of PROCESS DIRECTOR prior to 7.1 Service Pack 1, you should also schedule the /EBY/PDPR_INVOICE_UPDATER program. This report reads the payment proposal line items and checks whether a corresponding invoice is available. If there is, the connection between the line item and the invoice is saved in the database. This is necessary because prior to PROCESS DIRECTOR 7.1 SP1, these connections were read whenever a document was displayed, which had a negative effect on performance. From PROCESS DIRECTOR 7.1 SP1, these connections are automatically saved to the database.

Configuring payment approval data retrieval

In the PROCESS DIRECTOR Payment Approvals customizing, you can configure which payment proposal data is retrieved from SAP.

1. Go to /EBY/PDBO_EPC_OTHER (**Initial settings > Process parameters > Other**).
2. In change mode , click the parameters button  for the **Parameters controlling document creation...** process.
3. Enter the *parameters*:



Parameter	Description
Company code	Enter a company code to retrieve only proposals for this company code.
Company Vendor Customer Payment	Check these to create individual PROCESS DIRECTOR documents for each company, vendor, customer or payment.

Parameter	Description
	For example, payment proposals can contain payments from more than one vendor. To create a separate PROCESS DIRECTOR for each vendor's payments, check the Vendor option. To create separate documents for each payment, check the Payment option.
Start date	Enter a start date to restrict the retrieved proposals to those created on or after this date.
Weeks	Enter a number to restrict the retrieved proposals. For example, if you enter 10, only proposals with a run date during the last 10 weeks will be retrieved.
Prop. only	Check to retrieve only payment proposals. Leave unchecked to retrieve both payment proposals and payment runs.
Exceptions	Check to exclude payment proposals with exceptions:
Pay. req.	Check to include payment requests (transaction F111)

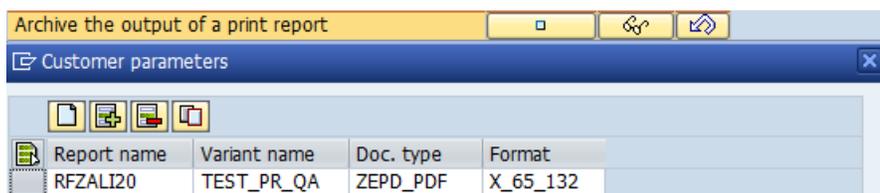
4. Save your changes.

Enabling output to a report for Payment Approvals

You can enable users to create a report containing the line item proposals and archive it with the PROCESS DIRECTOR document.

The button for creating a report  is displayed by default on the PROCESS DIRECTOR toolbar, but you must configure which report will be produced when users click this button.

1. Go to /EBY/PDBO_EPC_ARCHIV (**Initial settings > Process parameters > Archiving**).
2. In change mode , click the parameters button  for the **Archive the output of a print report** process.
3. Enter the name of the report that should be created, the report variant, the archiving document type (this must be of the class PDF), and optionally the format for the report:



4. Save your changes.

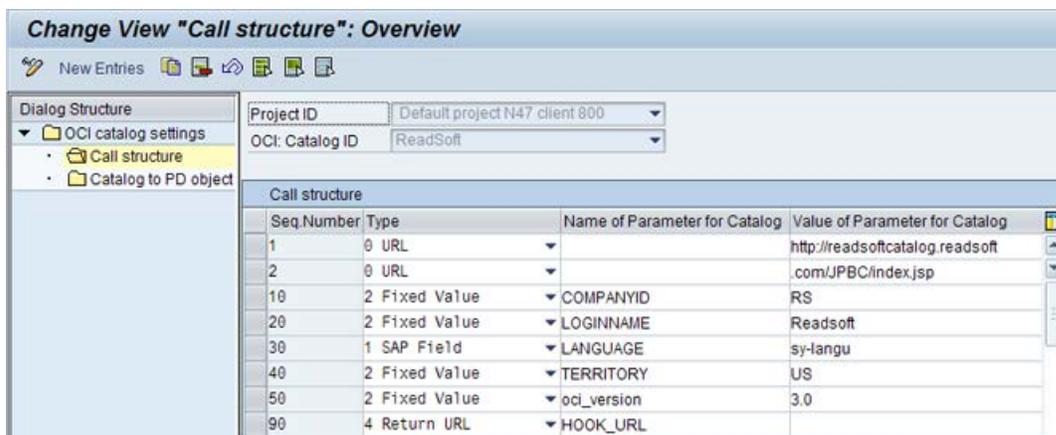
Requisitions

Defining OCI catalog settings

To use an OCI catalog with PROCESS DIRECTOR, you need to specify the URL and other call-up parameters for the catalog. Apart from the assignment of the catalog to a PROCESS DIRECTOR object type, these settings are the same as SAP's catalog settings (used in ECC600 for Procurement and for Project systems in 4.70 under standard IMG -> Project System -> Material -> Interface for Procurement Using Catalogs (OCI) -> Define Catalogs).

Note: These settings are client-specific.

Go to [/EBY/PDBO_VCAT](#) ([expert IMG](#) > **Additional settings** > **Other** > **OCI catalog settings**).



Seq. Number	Type	Name of Parameter for Catalog	Value of Parameter for Catalog
1	0 URL		http://readsoftcatalog.readsoft
2	0 URL		.com/JPBC/index.jsp
10	2 Fixed Value	COMPANYID	RS
20	2 Fixed Value	LOGINNAME	Readsoft
30	1 SAP Field	LANGUAGE	sy-langu
40	2 Fixed Value	TERRITORY	US
50	2 Fixed Value	oci_version	3.0
90	4 Return URL	HOOK_URL	

Add the OCI catalog

1. In change mode , click [New Entries](#).
2. Enter the catalog ID and the catalog name. The name will be displayed to users in the catalog selection dialog.
3. Save your changes.

Enter the call parameters

You must specify the catalog URL and any other parameters that the catalog requires on call-up. The required parameters and values must be supplied by the catalog provider.

1. Click the **OCI catalog settings** dialog structure menu and select the catalog.
2. Double-click the **Call structure** dialog structure menu.
3. Enter the required [parameters](#), then save your changes.

Assign the catalog to a PROCESS DIRECTOR object

Assigning the catalog to a PROCESS DIRECTOR object makes the catalog available for that process type. This means that once you have specified the settings, you can use the same catalog for several process types.

1. Click the **OCI catalog settings** dialog structure menu and select the catalog.
2. Double-click the **Catalog to PD object assignment** dialog structure menu.
3. In change mode , click .
4. Select a process type and save your changes.

Activating outline agreements

You can activate the use of outline agreements for creating requisitions. When users create a new requisition, a popup appears in which they can select an outline agreement or an existing purchasing document on which to base the requisition. The data in the selected outline agreement or purchasing document is automatically entered in the new requisition.

1. Go to [/EBY/PDBO EPC_OTHER \(expert IMG > Initial settings > Process parameters > Other\)](#).
2. In change mode, click next to the **Deactivation of popup to select contract** process.
3. Clear the **Deactivation** checkbox.
4. Save your changes.

Appendix A - IMG reference

Payment transaction filters

/EBY/PDES_VPTR

[Expert IMG](#) > Payment transaction filters

Setting	Description
Appl	The application for which items will be filtered.
Sending bank	Use search help to select the sending bank.
Posting rule	Select the appropriate posting rule.
Text	Description of the posting rule (inserted automatically).

Initial settings

Licenses

Manage license keys and activate process types

/EBY/PD_LICENSES

Initial Settings > Licenses

Setting	Description
Object type	The process type that is to be activated. Note: For the <code>Accounts Payable</code> process type and its associated products, licenses are activated in /COCKPIT/C46 .
SAP Inst Number	The SAP installation number of your system (that you provided when you ordered the license).

Setting	Description
SAP Sys ID	The SAP system ID of your system (that you provided when you ordered the license).
Client	If the license applies only to a specific client, enter the client ID here.
State	When the license has been created, an icon is displayed that indicates the license status:
	 <p data-bbox="613 751 1338 821">The license is valid. A license is valid when the license key is not corrupted.</p>
	 <p data-bbox="613 888 915 921">The license key is invalid.</p>
	 <p data-bbox="613 1010 1354 1121">The license key is valid, but is for a different system (the SAP system ID or installation number differs from that of the current system).</p>
License key	The license key provided. This encrypted number validates the license.
License type	The type of license : Demo , Test or Normal .
Licensed vol.	If your license has a volume limit, enter the licensed number of documents here. This field is not available for the process type WC (global workflow license). Use the field Workflow volume to enter the volume for a global workflow license.
Expiration date	If your license expires on a specific date, enter the expiration date here.
Workflow active	Activate this option if your license includes the use of workflows.
Workflow volume	Enter the number of licensed documents for workflows.

Note: [License counters](#) are reset every year on 1st January to the number of purchased documents (only for licenses with no expiry date).

Mapping

Map external data to PD documents

/EBY/PDBO_VMAPC

Initial settings > Mapping

Setting	Description
Origin	<p>For incoming external documents, select one of these settings as appropriate:</p> <p>01 ReadSoft DOCUMENTS</p> <p>03 ReadSoft INVOICES 5-5</p> <p>ED EDI ALE IDOC Data</p> <p>UP File upload</p> <p>Note: SG SAP GUI and WA Web Application are currently not in use.</p>
Mapping ID	<p>The name of the DOCUMENTS solution specification or the INVOICES profile. For IDocs, enter a mapping ID here and enter this ID in the EDI profile. For line item upload or document creation from a file, enter the mapping ID that you specified in the upload parameters.</p>
Node ID	<p>This represents the level of the external structure that contains the field to be mapped to PROCESS DIRECTOR. In INVOICES 5-5, for example:</p> <p>SINGLEITEM: the field is at header level in the external system.</p> <p>LINEITEM: the field is at line item level in the external system.</p> <p>In IDocs, the node ID would be the name of the IDoc segment.</p> <p>For line item upload, the node ID is LISTDATA.</p>
Parent	<p>If the Node ID has a parent node in the external structure, enter the parent node here. In INVOICES 5-5, for example, a field at line item level will have the node ID LINEITEM and the parent SINGLEITEM.</p>

Setting	Description
Logical level	The logical level in the PROCESS DIRECTOR internal structure.
Field Name	The internal field name in the PROCESS DIRECTOR document object model.
Subnode ID	If the field is at a sublevel in the PROCESS DIRECTOR internal structure, enter the sublevel here.
Group	Grouping enables you to create more than one field in PROCESS DIRECTOR from a single field in the external system. For example, the external system may only have one type of PARTNER field, but PROCESS DIRECTOR may have three types. In this case, add three lines for the same external field and enter 1, 2 and 3 in the grouping column to differentiate the fields in PROCESS DIRECTOR.
External field name	The field name in the external system.
Check field	Only relevant for IDocs. Enter the name of the qualifier field in the IDoc segment that will be used to determine whether the external field will be mapped to PROCESS DIRECTOR. See the examples below for more information.
Check value	Only relevant for IDocs. Enter the value of the qualifier field in the IDoc segment that will be used to determine whether the external field will be mapped to PROCESS DIRECTOR.
Mapping	Here you can specify a mapping conversion function to be executed on the field. For example, you can use a mapping conversion function to automatically insert a fixed value or a system variable into the field. Click the  button to view, edit and add mapping conversion functions.

Check field and check value: examples

IDocs may contain fields that have identical names, but different contents, depending on the value of the qualifier field in the IDoc segment. The qualifier is always the first field in a qualified segment.

In this example, the field BELNR is contained in segments E1EDK02 001 and E1EDK02 002. The value of the field BELNR is the purchase order number if the QUALF field value is 001, and the reference document number if the QUALF field value is 002.

Content of selected segment	
Fld name	Fld cont.
QUALF	001
BELNR	DG-20020821-1
DATUM	20020821

Segment E1EDK02 001, qualifier = 001

Content of selected segment	
Fld name	Fld cont.
QUALF	002
BELNR	0000007920
DATUM	20020821

Segment E1EDK02 002, qualifier = 002

If you are mapping the PROCESS DIRECTOR purchase order field to the corresponding IDoc field, you need to enter QUALF in the **Check field** and 001 in the **Check value** field. The BELNR field will then only be mapped to the PROCESS DIRECTOR field if the qualifier is equal to 001. If the qualifier is equal to 002, this line in the mapping table is ignored and the external field is not mapped.

Another example:

In segment E1EDKA1 (document header partner information), the qualifier field PARVW has the value SH if the partner specified in the segment is the ship-to party and has the value SP if the partner is the sold-to party. If you need to map to the ship-to party in PROCESS DIRECTOR, enter PARVW in the **Check field** and SH in the **Check value** field.

See the SAP IDoc Interface / EDI documentation for more details.

Mapping conversion functions

/N/EBY/PDBO_VMAF

Initial settings > Mapping > Map external data to PD documents > Mapping conversion functions

Note: For request-driven process types, this configuration activity is not available in the standard IMG.

Setting	Description
Mapping	Enter a name for the mapping conversion.
Order	If a mapping requires more than one step, add each step individually and enter a number in this column to specify the order in which the steps are executed.
Mapping function	Use search help to select the function module that contains the conversion coding.
	Click this icon to view the code of the function module.
Short text	Enter a short description of the conversion function.
Parameters	Click the  icon to specify parameters for the function. If parameters have already been entered, the icon color is green instead of gray:  .

EDI profiles

/EBY/PDBO_VEDPC

Initial settings > Mapping

Note: The information in the **IDoc control record** section of the EDI profile must correspond to the information defined in the communication partner profile in SAP transaction WE20.

Setting	Description
Profile Name	Descriptive name for the profile.
Mapping ID	An identifier for the mapping. This ID must be entered in the mapping configuration . Click the  button to go to the field mapping configuration.
Partner no.	Partner number of the sender of the IDoc. Along with the partner type, this number uniquely identifies the communication partner.

Setting	Description
Partn. Type	Partner type of the sender, for example, LI for vendor or LS for logical system. The partner type determines which partner master data the IDoc interface reads.
Partn.funct.	Optional parameter that specifies the functional role of the partner, such as SH for 'ship-to party' or SP for 'sold-to party'. You only need to enter this if it is specified in the partner profile in WE20.
Message type	<p>In EDI, message types are normally assigned to SAP document types uniquely. Their names correspond as much as possible to those of the UN/EDIFACT standard. ALE scenarios, on the other hand, often have no EDIFACT correspondence, for example when master data is transmitted.</p> <p>Examples:</p> <p>ORDERS for purchase order data</p> <p>INVOIC for invoice data</p>
Message code, Msg. function	Optional parameters. If several IDoc types have the same message type, unique assignment can be maintained via the message code and the message function. You only need to enter these if they are specified in the partner profile in WE20.
Test	<p>If a message is to be sent via IDoc for test purposes, the test flag in the partner profiles should be set. Test messages cannot be posted 'live' in IDoc inbound processing. The external system must therefore enter 'X' in the field.</p> <p>The field is a key field in the partner profile for both inbound and outbound processing. The remaining key fields are the three partner values (number, type and function) and the three "logical" message values (type, code and function). These seven fields therefore determine the dependent parameters, such as the port in outbound processing or the process code in inbound processing.</p>
Post as IDoc	Activate this option if the IDoc should be posted to SAP as an IDoc. If not activated, the document will be imported into PROCESS DIRECTOR but not posted to SAP.

Setting	Description
Process code	The process code determines which process is used to post an IDoc to SAP. Which code is entered here depends on customer requirements.
Posting copy of Data	During EDI processing an IDoc can be changed. Activate this option to post a copy of the original IDoc data instead of the changed IDoc data.
Generate SAP Data	If an IDoc is successfully posted, a new document is created in SAP. Activate this option to retrieve the data from the SAP document instead of using the data included in the IDoc.
Transfer posted IDoc	Activate this option to import all documents into PROCESS DIRECTOR. If not activated, only IDocs with errors are imported.
Stat. non posted IDoc	Once an IDoc has been processed by PROCESS DIRECTOR, it is assigned the status 53 (posted), regardless of whether it was actually posted in SAP or not. Here you can specify which status should be assigned to documents that could not be posted.

Worklist

Worklist configuration

/EBY/PDBO_WLC

Initial settings > Worklist

Worklist node basic data

This popup is displayed when you create a new node. To display the popup for an existing node, select the node, then click the toolbar button .

Setting	Description
Object type	Set this to the desired object type. This object type will be inherited by all subnodes of this node (if any).
Node description	This value will appear in the user's Worklist as the node name.

Setting	Description
Auth. object	<p>To restrict access to this node, use search help to pick an appropriate authorization object (or create one first).</p> <p>Note: Since document authorizations and customer implementations of the user exit / BAdI Modify Worklist take precedence over Worklist authorizations, having the proper Worklist authorization does not always mean that a user will actually be able to see or process a given document. See the <i>PROCESS DIRECTOR SAP Reference Guide</i> for more information on this BAdI.</p> <p>Warning: Unlike the Ranges configuration, the authorization object will <i>not</i> be inherited by subnodes. If access to subnodes is to be controlled, they must each be configured with their own authorization objects.</p>
Show unauthorized	<p>This setting is only available if you set an Auth. object for the node.</p> <p>By default, users with no display authorization for the node will not see it.</p> <p>If this checkbox is checked, the node will be shown grayed out and will not be double-clickable (that is, it will not display a document list). However, the user will still be able to expand it and access its subnodes (if any).</p>
View name	<p>Only required for semi-dynamic nodes, or if selection screen fields are configured.</p> <p>The fields in this view will be available in the Fields and Operators pane for defining the node's Ranges configuration. Click the  button to display the fields.</p> <p>PROCESS DIRECTOR provides standard Worklist views for each process type:</p> <p>PDnn_VWRKL: Standard view for use with Worklist nodes (for example, nodes that display documents with a specific status).</p> <p>PDnn_VWCWKL: Standard view for use with Worklist nodes that display documents relevant to workflows (for example, documents for approval).</p>

Setting	Description
	<p><i>nn</i> indicates the process type (for example, PO for Requisitions, DN for Goods Receipts)</p> <p>Note: If you create your own view, make sure that it contains all fields used in the node's ranges configuration, as well as the fields GUID, LFT, RGT and CREATE_TSTAMP. If the view should be client-dependent, you must also include the field CLIENT and the CLIENT field <i>must</i> be the first field in the view.</p>
Node type	Select the type of node to create.
Node class	This field appears when you select the node type <input type="radio"/> Other. Enter a node class handler in this field. Currently this is only used when defining selection screen fields for line items .
Max. number of hits	<p>Specifies the maximum number of documents that will be displayed in the document list for this node, and is also the default value for the Max. number of hits field in the selection screen.</p> <p>By default, the most recently created documents are displayed when this setting is applied. If you set the field attribute Sort type for a header field (or fields) in the field catalog, the list is first sorted by that field and then limited to the maximum number of hits.</p> <p>Note: If you enter a lower value in the Upper limit of hits field, this value overrides the value in the Max. number of hits field. An entry in the Max. number of hits field in the user's personal settings in PROCESS DIRECTOR also overrides this value.</p>
Upper limit of hits	<p>Specifies the maximum number of documents that will be displayed in the document list for this node.</p> <p>Enter a value in this field if you want to restrict the number of documents displayed, but do not want to set a default value for the Max. number of hits field in the selection screen.</p>

Setting	Description
	<p>Note: An entry in the Max. number of hits field in the user's personal settings in PROCESS DIRECTOR overrides this value.</p>
Sel. screen mandatory	<p>If this option is selected, the selection screen is always displayed when the user clicks the node.</p>
Always select GUIDs from DB and Always keep counters current	<p>To improve Worklist performance, a buffer has been introduced for Worklist GUIDs. The system works with the buffer until the you click the Refresh button, use the selection screen, or create a document in the Worklist node. The Always select GUIDs from DB and Always keep counters current Worklist node parameters make it possible to override the use of the buffer and access the data directly.</p>
No counter display	<p>By default, the node's document counter will be displayed.</p> <p>However, you may wish to disable this—for example, to avoid confusing users with a possible mismatch between the counter value and the total of the subnode counter values.</p> <p>Best practice guideline: Deactivate counter display unless the node is a leaf node and the document count provides useful information to the user.</p>
Auto expanded	<p>Only available for top-level nodes. By default, subnodes of top-level nodes are not displayed when PROCESS DIRECTOR is started. Check this checkbox to have the node automatically expanded to display its subnodes when PROCESS DIRECTOR starts.</p> <p>Note: Irrespective of this setting, the last used top-level node is automatically expanded when PROCESS DIRECTOR starts.</p>
Disabled	<p>If this checkbox is checked, the node will be shown grayed out and will not be double-clickable (that is, it will not display a document list). However, the user will still be able to expand it and access its subnodes (if any).</p>

Setting	Description										
	This setting enables you to suppress the display of documents for the node without having to assign an authorization object to it.										
Field state ID	Use the search help to select a set of field statuses that will be applied to all the document fields in that Worklist node.										
Node icon	Not available for top-level nodes. By default, the node will not have an icon. If you want to specify a custom icon, you can pick one using the search help.										
Transaction Code	<p>If you specify an SAP transaction code here, the node will <i>not</i> display a document selection when double-clicked. Instead, the user will be taken directly to the specified online transaction.</p> <p>Since this behavior is only available in SAP GUI, make sure to suppress the display of the node in the Web Application using the Not visible in setting.</p>										
Control	Only required for nodes of the IV Accounts Payable process type. Enter the following settings. See Adding nodes for Accounts Payable for more information.										
	<table border="1"> <thead> <tr> <th>Node</th> <th>Setting</th> </tr> </thead> <tbody> <tr> <td>Accounts Payable (top-level node)</td> <td>ICS_DOCS</td> </tr> <tr> <td>Workflow inbox (subnode)</td> <td>WC_INBOX</td> </tr> <tr> <td>Workflow history (subnode)</td> <td>WC_HISTORY</td> </tr> <tr> <td>Workflow recall (subnode)</td> <td>WC_RECALL</td> </tr> </tbody> </table>	Node	Setting	Accounts Payable (top-level node)	ICS_DOCS	Workflow inbox (subnode)	WC_INBOX	Workflow history (subnode)	WC_HISTORY	Workflow recall (subnode)	WC_RECALL
	Node	Setting									
	Accounts Payable (top-level node)	ICS_DOCS									
	Workflow inbox (subnode)	WC_INBOX									
Workflow history (subnode)	WC_HISTORY										
Workflow recall (subnode)	WC_RECALL										

Setting	Description
Not visible in	<p>With this option, you can suppress the display of the node in a specific environment. By default, this option is checked for all environments except SAP GUI and Web Application.</p> <p>Note: For Worklist nodes set up prior to version 7.3, new environments (such as Mobile Application) are not automatically checked. You should therefore run the /EBY/PDBO_CONFIG_WRKL_ENV_CONV program to check the Not visible in option for these nodes retrospectively (unless all nodes should be shown in that environment).</p>

Selection screen fields

Setting	Description
Table name	<p>Usually you should set this to the Worklist node's view name.</p> <p>Important note: In case you are not using the same view for all nodes of a given document type, set this to a view containing <i>only</i> the fields that are common to <i>all</i> Worklist node views for the document type.</p>
Field name	Use search help to pick a new selection screen field from the select table.
Long field label	This is automatically filled when you select a field name.
Order	This determines the order in which the fields are displayed in the selection screen.
No output	Check this checkbox to suppress the display of the field in the selection screen dialog.
Input type	The type of field (check box, entry field, dropdown list). Only relevant for the Web application.

Start-up selection screen

/EBY/PDBO_VSSSC

Expert IMG >Initial settings > Worklist > Start-up selection screen

Setting	Description
Object	Select the process type.
Obj. specific struc.	Name of the structure containing the field that will be displayed in the process type-specific section of the start-up selection screen.
Obj. specific field	Name of the field that will be displayed in the process type-specific section.
Order	Enter a number to determine the order in which the fields are displayed on the selection screen.
Common structure	Name of the structure containing fields that will be displayed in the General section of the start-up selection screen.
Common field name	Name of the field that will be displayed in the General section.
Input typ.	The type of field (check box, entry field, dropdown list)

Quick start menu

/EBY/PDVI_VWLAC

Initial settings > Worklist

Setting	Description
Component type	Select <code>WA_LIST</code> <code>WA List Header</code> . Other component types are currently not supported.
Node ID	Use search help to pick a Worklist node ID to which you want to switch. Important: If you add, remove or delete nodes in the Worklist, check this setting to ensure that the correct node is specified.

Action	Logical name	When to use
	SWITCHWLNODE&CREATE	To switch to the Worklist node specified in Node ID and create a new business document of that node's document type.
	SWWLNO	To switch to the Worklist node specified in Node ID .
Sequence	You only need to specify this if you are attaching several actions to the same Worklist node ID.	
File name	<p>A file mapping or an image file in the Web Application to be used as the display icon for the action.</p> <p>Note: You can only point to files in the Tomcat <code>webapps\pdweb-app\themes\procdir\images\pd\icons\big</code> folder here—uploading and/or maintaining images in the Web Application from within this configuration activity is currently not possible.</p>	
Obj. name	A SAP WWW gateway object. You can leave this blank.	
Description for Browser Item	This is the label shown to the user by the Web Application.	
Description	A tool tip/quick info label.	

Rules

Autoposting

/EBY/PDBO_VAP

[Expert IMG](#) > Initial settings > Rules > Autoposting

Setting	Description
Logical level	The logical level at which autoposting should be allowed or disallowed.
Field Name	The name of the field, based on whose value autoposting is allowed or disallowed.
Option	<p>The selection operators that are used to specify whether the values entered in the field are to be used as single values, area or search strings to limit the data selected.</p> <p>The following operators are provided:</p> <p>EQ: Equal</p> <p>NE: Not Equal</p> <p>BT: Between</p> <p>NB: Not Between</p> <p>LT: Less Than</p> <p>LE: Less Equal</p> <p>GT: Greater Than</p> <p>GE: Greater Equal</p> <p>CP: Contains Pattern</p> <p>NP: Not contain Pattern</p>
Values from	The lower limit of the field value.
Values to	The upper limit of the field value.

Presets

/EBY/PDBO_VPSVC

Initial settings > Rules

Setting	Description	
Preset ID	<p>The preset ID determines when the preset is applied. For example, to apply the preset when a document is created, select <code>CREATE</code> ; to apply the preset when the document is saved, select <code>UPDATE</code>.</p> <p>Note: In SAP GUI, a <code>CREATE</code> preset with non-header level presets (for example, for the logical level <code>ITEM</code>) will only be applied to the first non-header level item, not to items added after the document has already been created.</p>	
Logical level	<p>The logical level to which the preset should be applied.</p> <p>Note: Presets for fields of a logical level that can have multiple objects will cause that level to be populated with a new object if none exists yet. For example, a preset for <code>QUANTITY</code> in <code>ITEM</code> will cause a new line item to be created in order to be able to populate its <code>QUANTITY</code> field. However, if objects of that logical level already exist, no new line items will be created—the preset will only be applied to the existing items.</p>	
Field Name	<p>The name of the field to which the preset will be applied. Leave this field blank for the preset type Dynamic value.</p>	
Order	<p>This only needs to be specified if you have defined several presets for a field that need to be applied in a certain order. For example, you may want to apply a dynamic preset first and default to a fixed value if the dynamic preset did not provide a value. The preset with the highest order number is the last one performed.</p>	
Type	<p>Type of value to insert: a fixed value, an SAP SY system variable, or a dynamic value calculated by a preset class.</p>	
Field Value	<p>The value to enter here depends on the preset type.</p>	
	Preset type	Value to enter

Setting	Description	
	Fixed Value	The value to preset in the document field set in Field Name .
	SAP Value	The name of an SAP SY system variable, such as: SY-UNAME for the SAP user name (works in SAP GUI only - using this is not recommended) SY-DATUM for the current date SY-UZEIT for the time
	Dynamic Value	Leave this field blank.
Preset class	To insert a dynamic value, use search help to select a preset class. Leave this field blank for fixed and SAP values.	
Overwrite value	By default, the preset will not overwrite any pre-existing field values. Check this box if you wish to allow this behavior.	
Create initial object (line)	Check this box to create a new line when the preset is applied. For example, if you create a preset for a field at line item level and check this box, a new line item will be added that contains the preset value(s). Note: If you have presets for several fields at this level, you need to check this box for at least one preset, otherwise a new object will not be created.	
Deact.	By default, the preset will be active. However, if you wish to deactivate it (for example, for debugging purposes), check this box.	

Note: Keep in mind that since the BAdl **Initialize values** implementations will be called *after* presets are applied, any preset values configured here can be overridden with defaults supplied by a customer implementation of the `INITIALIZE_VALUES` interface method. See the *PROCESS DIRECTOR SAP Reference Guide* for more information on this BAdl.

Checks

/EBY/PDBO_CHC

Initial settings > Rules

Check settings

Setting	Description
Environment	<p>If this is left blank, the check will be run in every environment. This is the default.</p> <p>If you specify an environment, the check will only be run in that environment.</p>
Action	<p>You can use search help to pick an action into which the check event should be inserted.</p> <p>For example, if you want the check event to be triggered when a user clicks the toolbar button , pick the action <code>CHECK Check document</code> or <code>CHECKM Check documents (multiple)</code>, as appropriate.</p>
Suborder	<p>If several checks are configured for the same action, the suborder defines their order of execution. You can use the arrow buttons to change the suborder.</p>
Check ID	<p>Use search help to pick the check event you want to activate for that action. You can pick from a list of check events available for that process type.</p>

Result message parameters

Maximum message type	When to use
Use default	Recommended setting

Maximum message type	When to use
Warning	<p>If you want to reduce messages that would normally be of type <code>Error</code> to type <code>Warning</code> for example, because you don't want a check to prevent document posting by generating errors.</p> <p>Warning or success messages will not be affected by this.</p>
Success	<p>If you want to temporarily deactivate the check for test or debugging purposes</p>

Determinations

/EBY/PDBO_DEC

Initial settings > Rules

Determination selection

Setting	Description
Environment	<p>If you leave this setting blank, the determination will be run in every environment. This is the default.</p> <p>If you specify an environment, the determination will only be run in that environment.</p>
Action	<p>Use search help to pick an action into which the determination should be inserted.</p>
Suborder	<p>If several determinations are configured for the same action, the suborder defines their order of execution. You can use the arrow buttons to change the suborder.</p>
Determ. ID	<p>Use search help to pick a determination. You can pick from a list of determination events available for that process type.</p>

Result message parameters

Number of results	Default message type
1 result	S Success
0 results	E Error
Many results	W Warning

Configure searches

Setting	Description	
Search ID	Use search help to pick a search ID.	
Weight of search	The value determines the number of points each result in this search's result set will receive, if (and when) the total relevance of each result is computed.	
When to finish	Setting	Search execution flow of determination
	1 Terminate if there is one result	<p>If the determination result set contains exactly one result, the determination is finished—that is, no remaining searches for the determination (if any) will be executed.</p> <p>Otherwise, the next remaining search will be executed. The When to finish setting for that search will determine if (and how) the determination's search execution flow will continue after that.</p> <p>Each search result set will be kept for possible use in the determination result set computations of subsequent searches. The determination result set is always recomputed after every search.</p>
	2 Terminate if there is one result with a highest relevance	The total relevance of each result in the determination result set will be calculated (see example).

Setting	Description	
		<p>Note: Though always available, this setting is only applicable for determinations with multiple searches.</p>
	<p>3 Continue whether or not there are results</p>	<p>The next remaining search will be executed. The When to finish setting for that search will determine if (and how) the determination's search execution flow will continue after that.</p> <p>Note: Though always available, this setting is only applicable for determinations with multiple searches.</p> <p>Important note: Do not specify this setting for the final search, otherwise the determination will <i>not</i> return results in case the final search is executed.</p>

Result set operations

Operation	Effect on result set
 Intersection	<p>a result is only counted towards the determination's result set if it is generated by every search in the intersection</p>
 Union	<p>a result is counted towards the determination's result set if it is generated by any search in the union</p>

Example of relevance computation

Suppose a determination has three searches, executing in the order #1, #2 and #3 and returning results A, B and C as shown in this table:

Search	Weight of search	Results
#1	20	A B C
#2	40	A B

Search	Weight of search	Results
#3	60	C

Note: this example assumes that searches #1 and #2 are configured to Continue whether or not there are results, otherwise searches #2 and #3 would never be executed.

The total relevance of each result is the sum of the weights of the searches which produced it, i.e. result A gets 20 points for being in the result set of search #1 and 40 points for being in the result set of search #2, for a total of 60 points.

Result	Total relevance
A	$20 + 40 = 60$
B	$20 + 40 = 60$
C	$20 + 60 = 80$

In this example, result C has the highest relevance.

However, suppose that search #3 returns nothing. In this case, results A and B would be tied for first position, i.e., there would be no single result with the highest relevance.

Duplicates

/EBY/PDBO_VDFCC

[Expert IMG](#) > Initial settings > Rules

Dialog structure menus

Setting	Description
Check IDs	Define check IDs to specify fields that should be checked by the duplicate value check .
Remove IDs	Define remove IDs to remove characters from fields before the duplicate value check.
Replace IDs	Define replace IDs to replace characters in fields with other characters before the duplicate value check.

Duplicate field check

Setting	Description
Logical level	The logical level containing the field for the duplicate check.
Field name	The name of the field in PROCESS DIRECTOR.
Table to check	The name of the table containing the SAP field that should be checked.
Check table field	The name of the SAP field that should be checked.
Remove ID	Enter a remove ID to have the characters specified in this ID removed from the field before the duplicate check.
Replace ID	Enter a replace ID to have the characters specified in this ID replaced in the field before the duplicate check.
Rem. first	Select if removals should be done before replacements. If this is not checked, replacements are done before removals.

Removals

Create a new entry for each character that should be removed.

Replacements

Create a new entry for each character that should be replaced and specify the character and replacement character.

Process parameters

/EBY/PDBO_EPC

Initial settings > Process parameters

Note: You cannot change these settings, you can only change the parameters.

Setting	Description
Env. Environment	The environment in which the settings will be applied: blank applies the settings in both SAP and Web Application, WA Web Application applies the settings in the Web Application only.
Action	The ID and description of the action for which the settings will be applied.
Event	The ID and description of the event for which the settings will be applied.
Process description	The description of the process.
Parameters	Click this button to set and view the current parameters for the process.
Default	Click this button to view the default system parameters for the process.
Reset	Click this button to revert to the default system parameters.

Click the **Key descriptions** button on the toolbar to show and hide the action and event descriptions.

Click the **Technical names** button on the toolbar to show and hide the environment, action and event IDs.

Archiving

/EBY/PDBO_EPC_ARCHIV

Initial settings > Process parameters

Process	Description
Add only the current workflow to the Smart Form	In the parameters, activate Process current workflow only to include only the details of the current workflow in the workflow log. If this option is not activated, details of all workflows to which the document was previously sent, as well as the current workflow, are listed in the workflow log.

Process	Description
Archiving object parameters	<p>Automatically creates a log of all activities that took place on a document during a workflow and adds this as an attachment to the PROCESS DIRECTOR document and the corresponding SAP document. In the parameters, enter the archiving document type and the name of the Smart Form that should be used to create the workflow log.</p> <p>Select a status and/or substatus to create the workflow log only when the document has this status/substatus. See also Workflow log creation.</p>
Archiving object type assignment to MIME type	
Archive settings for EDI data	<p>Automatically creates an attachment that visualizes documents received via EDI (similar to the images of scanned documents that may be used with other process types). In the parameters, enter the archiving document type and the name of the Smart Form that should be used to create the attachment. See also Configuring IDoc image attachments.</p>
Configure attachment deletion in WebApp	<p>Specifies whether the archive document itself, or only the link, should be removed when users delete attachments in the Web Application.</p> <p>Note: Do not use options 0 and 1, they are not applicable.</p>
Cover sheet properties	<p>Automatically creates a cover sheet for request-driven documents when these are saved in the Web Application. In the parameters, enter the archiving document type and the name of the Smart Form that should be used to create the cover sheet. See also Configuring cover sheets.</p>

Process	Description
Exclude document types for upload	In the parameters, add document types to prevent Web Application users from adding these document types as attachments to PROCESS DIRECTOR documents.
Smart Form and document type for archiving after posting	<p>Automatically adds the workflow log as an attachment to the PROCESS DIRECTOR document and the corresponding SAP document when the document is posted. In the parameters, enter the archiving document type and the name of the Smart Form that should be used to create the workflow log.</p> <p>Select a status and/or substatus to create the workflow log only when the document has this status/substatus.</p>
Wait x seconds for audit log archiving to finish	Enables you to delay archiving for a specified number of seconds to ensure that the PROCESS DIRECTOR workflow log and notes are archived correctly and available in the corresponding SAP documents. Enter a value here if you are experiencing problems with missing attachments in the SAP documents.
Workflow log creation after approval	Activate the Turn on parameter to create the workflow log when a document is approved.
Workflow log creation after recall	Activate the Turn on parameter to create the workflow log when a document is recalled.
Workflow log creation after reject	Activate the Turn on parameter to create the workflow log when a document is rejected.

Checks

/EBY/PDBO_EPC_CHECKS

Initial settings > Process parameters

Process	Description
Automatic workflow start after all checks succeed	Automatically starts the specified workflow on a document when the checks return no errors. In the parameters, enter the workflow ID(s) and activate Turn on .
Automatic workflow start after check failed	Automatically starts the specified workflow on a document when the checks return an error. In the parameters, enter the workflow ID(s) and activate Turn on .

Posting

/EBY/PDBO_EPC_POST

Initial settings > Process parameters

Process	Description
Add only the current workflow to the Smart Form	In the parameters, activate Process current workflow only to include only the details of the current workflow in the workflow log. If this option is not activated, details of all workflows to which the document was previously sent, as well as the current workflow, are listed in the workflow log.
Automatic post after workflow approval	Automatically posts the document when the specified workflow(s) is approved. In the parameters, enter the workflow ID(s) and activate Turn on .
Automatic workflow start after post failed	Automatically starts the specified workflow(s) on a document when posting of the document fails. In the parameters, enter a workflow ID and activate Turn on .

Process	Description
Automatic workflow start after post succeeded	Automatically starts the specified workflow(s) on a document when posting of the document is successful. In the parameters, enter a workflow ID and activate Turn on .
Smartform and document type for archiving after posting	Automatically adds the workflow log as an attachment to the PROCESS DIRECTOR document and the corresponding SAP document when the document is posted. In the parameters, enter the archiving document type and the name of the Smart Form that should be used to create the workflow log. Select a status and/or substatus to create the workflow log only when the document has this status/substatus.
Text ID of the email	
Wait x seconds for audit log archiving to finish	Enables you to delay archiving for a specified number of seconds to ensure that the PROCESS DIRECTOR workflow log and notes are archived correctly and available in the corresponding SAP documents. Enter a value here if you are experiencing problems with missing attachments in the SAP documents.

Workflow

/EBY/PDBO_EPC_WORKFL

Initial settings > Process parameters

Process	Description
Add only the current workflow to the Smart Form	In the parameters, activate Process current workflow only to include only the details of the current workflow in the workflow log. If this option is not activated, details of all workflows to which the document was previously sent, as well as the current workflow, are listed in the workflow log.
Archiving object parameters	Automatically creates a log of all activities that took place on a document during a workflow and adds this as an attachment to the PROCESS DIRECTOR document and the corresponding SAP document. In the parameters, enter the archiving document type and the name of the Smart Form that should be used to create the workflow log. Select a status and/or substatus to create the workflow log only when the document has this status/substatus. See also Workflow log creation .
Automatic post after workflow approval	Automatically posts the document when the specified workflow(s) is approved. In the parameters, enter the workflow ID(s) and activate Turn on .
Automatic workflow start after all checks succeed	Automatically starts the specified workflow on a document when the checks return no errors. In the parameters, enter the workflow ID(s) and activate Turn on .
Automatic workflow start after check failed	Automatically starts the specified workflow on a document when the checks return an error. In the parameters, enter the workflow ID(s) and activate Turn on .
Automatic workflow start after post failed	Automatically starts the specified workflow(s) on a document when posting of the document fails. In the parameters, enter a workflow ID and activate Turn on .

Process	Description
Automatic workflow start after post succeeded	Automatically starts the specified workflow(s) on a document when posting of the document is successful. In the parameters, enter a workflow ID and activate Turn on .
Automatic workflow start after transfer failed	Automatically starts the specified workflow(s) on a document when transfer of the document from the capture software to PROCESS DIRECTOR fails. In the parameters, enter a workflow ID and activate Turn on .
Automatic workflow start after transfer succeeded	Automatically starts the specified workflow(s) on a document when transfer of the document from the capture software to PROCESS DIRECTOR is successful. In the parameters, enter a workflow ID and activate Turn on .
Smart Form and document type for archiving after posting	<p>Automatically adds the workflow log as an attachment to the PROCESS DIRECTOR document and the corresponding SAP document when the document is posted. In the parameters, enter the archiving document type and the name of the Smart Form that should be used to create the workflow log.</p> <p>Select a status and/or substatus to create the workflow log only when the document has this status/substatus.</p>
Where to go after workflow approve? (advanced)	
Where to go after workflow recall? (advanced)	
Where to go after workflow reject? (advanced)	

Process	Description
Workflow log creation after approval	Activate the Turn on parameter to create the workflow log when a document is approved.
Workflow log creation after recall	Activate the Turn on parameter to create the workflow log when a document is recalled.
Workflow log creation after reject	Activate the Turn on parameter to create the workflow log when a document is rejected.

Other

/EBY/PDBO_EPC_OTHER

Initial settings > Process parameters

Process	Description
Document rejection: note/reason required	In the parameters, activate Rejection note required or/and Rejection reason required to ensures that users enter a predefined rejection reason, a note, or both when they reject a document. See also Configuring rejection reasons .
Parameters regarding uploaded files	These parameters are required to enable line item upload or document creation from a file.
Unlock original object?	

Workflow

Define steps

Define steps

/EBY/PDWC_VSTPC

Initial settings > Workflow > Define steps

Define workflow steps

Setting	Description
Workflow step	The ID of the step
Description	<p>Description for the workflow. This will be displayed to workflow processors and should describe what the processor has to do.</p> <p>Tip: You can add help texts to workflow steps to provide the processors with more information.</p>
Step field states	Use the search help to select a set of field statuses that will be applied to document fields during this step.
Approval level	Only relevant for line item approval . Select the object type and level for which approval of individual line items should be possible. You must also activate the setting All recipients must process .
Duration	<p>Here, you can specify a maximum step duration in days. If the maximum duration is exceeded, the step will become overdue, causing a reminder to be sent to the assigned processor(s).</p> <p>Note that workflow steps cannot finish later than the workflow itself. Therefore, if the workflow becomes due before the step does, the step is not allowed to run to its maximum duration (at runtime, the step due date is set to the workflow due date).</p>
Forward	<p>This setting specifies whether it is possible for processors to forward the step to other users.</p> <p>Disabled: the step cannot be forwarded.</p>

Setting	Description	
	<p>Enabled: the step can only be forwarded to pre-assigned processors. To enforce the use of pre-assigned processors, you must also activate the option Recipients restriction check.</p> <p>Enabled, arbitrary recipients: the step can be forwarded to any user of the allowed user types.</p>	
Query	<p>This setting specifies whether it is possible for processors to send queries to other users.</p> <p>Disabled: queries cannot be sent.</p> <p>Enabled: queries can only be sent to pre-assigned processors. To enforce the use of pre-assigned processors, you must also activate the option Recipients restriction check.</p> <p>Enabled, arbitrary recipients: queries can be sent to any user of the allowed user types.</p>	
Processor assignment	Assignment	What happens when a workflow assignment matches the business document
	By workflow initiator	The person who starts the workflow can assign processors to the step.
	1 By workflow processor	The person who processes the workflow can assign processors to the step.
	2 By workflow initiator or processor	Either the person who starts the workflow or the person who processes the workflow can assign processors to the step.
	3 In background (automatic, without manual interaction)	<p>The system automatically assigns predefined processors to the step without intervention on the part of the user.</p> <p>Note: When you select this option, make sure that you assign preset users to the step.</p>

Setting	Description								
<p>Reject</p>	<p>Specifies what happens when the workflow is rejected. The workflow can be canceled completely, or the document can be returned to the first or previous workflow step recipient or processor.</p> <p>A recipient is the person to whom the workflow step is sent. A processor is the person who actually approves or rejects the workflow step. In most cases, this will be the same person. However, if the recipient forwards the document to another person, or the recipient's substitute processes the document, the processor is not the same person as the recipient.</p> <p>Thus, it is possible to specify whether the document should be returned to the person who received the workflow step or to the person who actually processed it.</p> <p><i>This diagram illustrates the process.</i></p>								
	<p>Important: If it is possible for this step to be a start step of a workflow, you <i>must</i> set this to: 1 Cancel the workflow.</p>								
	<table border="1"> <thead> <tr> <th data-bbox="498 1388 810 1451">Setting</th> <th data-bbox="810 1388 1380 1451">Result</th> </tr> </thead> <tbody> <tr> <td data-bbox="498 1451 810 1591"> <p>Back to first workflow processor</p> </td> <td data-bbox="810 1451 1380 1591"> <p>Document is sent to the processor of the first step in the workflow (default behavior).</p> </td> </tr> <tr> <td data-bbox="498 1591 810 1732"> <p>X Back to previous workflow processor</p> </td> <td data-bbox="810 1591 1380 1732"> <p>Document is sent to the processor of the previous step in the workflow.</p> </td> </tr> <tr> <td data-bbox="498 1732 810 1837"> <p>1. Cancel workflow</p> </td> <td data-bbox="810 1732 1380 1837"> <p>Entire workflow is canceled.</p> </td> </tr> </tbody> </table>	Setting	Result	<p>Back to first workflow processor</p>	<p>Document is sent to the processor of the first step in the workflow (default behavior).</p>	<p>X Back to previous workflow processor</p>	<p>Document is sent to the processor of the previous step in the workflow.</p>	<p>1. Cancel workflow</p>	<p>Entire workflow is canceled.</p>
Setting	Result								
<p>Back to first workflow processor</p>	<p>Document is sent to the processor of the first step in the workflow (default behavior).</p>								
<p>X Back to previous workflow processor</p>	<p>Document is sent to the processor of the previous step in the workflow.</p>								
<p>1. Cancel workflow</p>	<p>Entire workflow is canceled.</p>								

Setting	Description	
	2. Back to previous workflow recipient	Document is sent to the recipient of the previous step in the workflow.
	3. Back to first workflow recipient	Document is sent to the recipient of the first step in the workflow.
Send emails	<p>This setting specifies whether an email notification is sent to processors when a workflow event, such as the assignment of the processor, occurs.</p> <p>No email: no email is sent.</p> <p>Individual email: a single email is sent immediately to the processor.</p> <p>Collective email: an email is sent when the program /EBY/PDWC_DUE_DATE_CHECK is run. The email contains all workflow step notifications for that processor since the last program run.</p>	
Approval Notification	If this is checked, emails are sent to the workflow initiator when the step has been approved.	
Rejection Notification	If this is checked, emails are sent to the workflow initiator when the step has been rejected.	
All recipients must process	<p>If this is checked, all recipients of the workflow step must process and approve the document before it can move to the next step.</p> <p>However, for the document to be rejected, it is enough if only one recipient rejects the document.</p>	
Recipients restriction check	If this is checked, PROCESS DIRECTOR checks whether processors have been pre-assigned to the step. If processors have been pre-assigned, only these processors are available for selection in the Start workflow dialog. See Pre-assigning processors for more information.	
Not initiator	If this is checked, the person who started the workflow cannot be assigned to the workflow step.	

Setting	Description
Principle of dual control	<p>This setting specifies whether the principle of dual control is applied, which dictates that steps in the workflow cannot be approved by the same person.</p> <p>New recipient (not processor of immediately previous step): It is not possible to assign the same processor that was assigned to the step immediately before this step.</p> <p>Principle of dual control (recipient not previous processor): It is not possible to assign the same processor that was assigned to any of the steps before this step.</p> <p>None: The principle of dual control is not applied.</p>
Recipient num. limit	<p>This setting specifies the maximum number of recipients allowed for a workflow step. If a user assigns recipients than specified in this setting, the system displays an error message. If recipients are assigned in the background by the Workflow steps handling BAdI, this setting is ignored. See the <i>PROCESS DIRECTOR SAP Reference Guide</i> for more information on this BAdI.</p>
Mandatory note before approving workflow step	<p>If this is checked, the step processor must add a note to the document when approving it.</p>
Mandatory note before forwarding workflow step	<p>If this is checked, the step processor must add a note to the document when sending it to another processor.</p>
Mandatory note before rejecting workflow step	<p>If this is checked, the step processor must add a note to the document when rejecting it.</p>
State/substate after approval	<p>Here you can specify which document status and/or substatus should be applied to the document when the workflow step is approved.</p>

Setting	Description
State/substate after rejection	Here you can specify which document status and/or substatus should be applied to the document when the workflow step is approved.

Mail texts and subjects

Setting	Description
Purpose	Defines the reason for sending the email. See General workflow email texts for information on each email purpose.
Documentation Object	The documentation object to use for the email body. You can select one of the standard PROCESS DIRECTOR documentation objects or create your own in transaction SE61. Documentation objects may contain placeholders. See the <i>PROCESS DIRECTOR Reference Guide</i> for more information.
Subject	The text to use for the email subject. May contain placeholders.

Action restriction

Setting	Description				
Processor active	The <i>processors</i> for whom the action will be excluded.				
	<table border="1"> <tr> <td>Minor workflow processor</td> <td>The action is only excluded for minor workflow processors. A minor workflow processor is one who is not directly assigned to the workflow, but has received a workflow query.</td> </tr> <tr> <td>Any processor</td> <td>The action is excluded for all processors, whether these are users who are processing documents in PROCESS DIRECTOR or processing documents in a workflow.</td> </tr> </table>	Minor workflow processor	The action is only excluded for minor workflow processors. A minor workflow processor is one who is not directly assigned to the workflow, but has received a workflow query.	Any processor	The action is excluded for all processors, whether these are users who are processing documents in PROCESS DIRECTOR or processing documents in a workflow.
	Minor workflow processor	The action is only excluded for minor workflow processors. A minor workflow processor is one who is not directly assigned to the workflow, but has received a workflow query.			
Any processor	The action is excluded for all processors, whether these are users who are processing documents in PROCESS DIRECTOR or processing documents in a workflow.				

Setting	Description										
	<table border="1"> <tr> <td data-bbox="467 310 808 449">Document not in workflow</td> <td data-bbox="824 310 1349 449">The action is only excluded for documents that are not in a workflow.</td> </tr> <tr> <td data-bbox="467 449 808 701">Major workflow processor</td> <td data-bbox="824 449 1349 701">The action is only excluded for major workflow processors. A major workflow processor is one who has been directly assigned to a workflow or to whom a workflow step has been forwarded.</td> </tr> <tr> <td data-bbox="467 701 808 995">Any workflow processor</td> <td data-bbox="824 701 1349 995">The action is only excluded for processors who are processing documents in a workflow (both major and minor processors). The action is not excluded for processors who are processing documents in PROCESS DIRECTOR.</td> </tr> <tr> <td data-bbox="467 995 808 1247">No workflow processor</td> <td data-bbox="824 995 1349 1247">The action is only excluded for processors who are processing documents in PROCESS DIRECTOR. The action is not excluded for processors who are processing documents in a workflow.</td> </tr> <tr> <td data-bbox="467 1247 808 1352">(Left blank)</td> <td data-bbox="824 1247 1349 1352">The action is excluded for all processors.</td> </tr> </table>	Document not in workflow	The action is only excluded for documents that are not in a workflow.	Major workflow processor	The action is only excluded for major workflow processors. A major workflow processor is one who has been directly assigned to a workflow or to whom a workflow step has been forwarded.	Any workflow processor	The action is only excluded for processors who are processing documents in a workflow (both major and minor processors). The action is not excluded for processors who are processing documents in PROCESS DIRECTOR.	No workflow processor	The action is only excluded for processors who are processing documents in PROCESS DIRECTOR. The action is not excluded for processors who are processing documents in a workflow.	(Left blank)	The action is excluded for all processors.
	Document not in workflow	The action is only excluded for documents that are not in a workflow.									
	Major workflow processor	The action is only excluded for major workflow processors. A major workflow processor is one who has been directly assigned to a workflow or to whom a workflow step has been forwarded.									
	Any workflow processor	The action is only excluded for processors who are processing documents in a workflow (both major and minor processors). The action is not excluded for processors who are processing documents in PROCESS DIRECTOR.									
	No workflow processor	The action is only excluded for processors who are processing documents in PROCESS DIRECTOR. The action is not excluded for processors who are processing documents in a workflow.									
(Left blank)	The action is excluded for all processors.										
Action	The action to exclude. Users will not be able to perform this action during the workflow step.										
Ign. gen.	Select to override the general action exclusion that has been defined for this action (if any).										

Define workflow steps help texts

/EBY/PDWC_VSTPHC

Initial settings > Workflow > Define steps

Setting	Description
Object	Process type for which the help text should be used. Select the blank entry if the text should be available for all process types.
WF step	ID of the workflow step.
Workflow step	Workflow step description (automatically entered).
Text ID	ID assigned to the help text.

Define processes

/EBY/PDWC_VC_FLW

Initial settings > Workflow

Settings for workflow

Setting	Description
Workflow ID	The workflow internal ID.
Description	A description of the workflow.
Duration	The maximum workflow duration, in days. If this is left blank, the maximum duration will be infinite. That is, the workflow will never become overdue (although individual workflow steps may become overdue if their duration is exceeded).
Priority	Determines the position of the workflow in the workflow selection list in the Start workflow dialog. Enter a number to represent the priority. Workflows are displayed in the selection list in ascending order of priority, so that a workflow with priority 0 will appear at the top of the list, followed by priority 1, 2, 3, etc. If you do not assign priorities, workflows are displayed in alphabetical order.

Setting	Description
	<p>Note: If the option Sort Items by Key is activated in the local layout options for the SAP GUI ( > Options > Expert tab), the workflow selection list is sorted alphabetically regardless of the workflow priorities. Deactivate this option to sort by workflow priority.</p>

Step condition settings

Setting	Description
Wf step	The ID of the workflow step for which the condition applies.
Object	The process type for which the condition applies.
Sq	When several conditions are defined for the same step, the sequence number specifies in which order the system checks whether the conditions apply.
Negation	Select NOT to negate the condition. The condition will then apply for all values <i>except</i> the specified value.
Quantifier	<p>Use this field to specify whether:</p> <p>at least one item of the specified logical level must meet the condition (exists)</p> <p>all items of the specified logical must meet the condition (all).</p> <p>Note: If there are no items, the condition always fails to be met.</p>
Logical level	The logical level containing the field for which the condition applies.
(Use this field together with the) field to override AND/OR precedence.
Field name	The name of the field for which the condition applies.

Setting	Description
Operator	Select a logical operator.
Field contents	The value for which the condition applies.
	Click this button to specify an amount for currency conversion .
)	Use this field together with the (field to override AND/OR precedence.
AND/OR	To connect two conditions, select AND (both conditions must be met) or OR (either one or the other condition must be met).

Assign processors

/EBY/PDWC_UM

Initial settings > Workflow

Setting	Description
User type	The selectable types are those specified in the workflow step definition.
User type	This field is automatically filled.
Recipient	Use search help to pick a recipient of the specified user type.
Preset user in assignment dialog	Activate this checkbox if the user should be automatically inserted as a recipient of the workflow step.
Complete name	Full name of the recipient. This field is automatically filled.
Curr. processor	This is a technical field that is automatically filled.

Activate workflows

/EBY/PDWC_CFLAC

Initial settings > Workflow

Setting	Description
Workflow	<p>Select the workflow that should be available for the business document type in the Workflow start dialog. The processor assignment of the workflow's start step determines how a business document can get sent to the workflow.</p>
Criteria fields (if configured)	<p>You can define criteria to determine whether or not a given document can be sent to this workflow, based on specific field values. First click the  button and define the criteria that you want to use.</p> <p>The criteria that you add appear as additional columns, in which you can enter the field values. The criteria are evaluated in the order in which they appear in the configuration screen (you specify this order when defining the criteria).</p> <p>When evaluating the criteria, PROCESS DIRECTOR searches first for workflows with defined criteria. If a match is found, only that workflow is displayed to users in the Workflow start dialog. If no match is found, all workflows without criteria are available for selection. See Defining workflow criteria for an example.</p> <p>Note: If (and only if) there is exactly one matching workflow and <i>all</i> of its start steps have the processor assignment <code>In background</code> (automatic, without manual interaction), the document is sent to the workflow automatically. Otherwise, an automatic workflow start does not occur.</p>

Mobile Approval

Basic settings

/EBY/PDWC_VMABS

Initial settings > Workflow > Mobile Approval

Setting	Description
SAP System ID	The SAP system for which the MOBILE APPROVAL email address is valid.
E-Mail Address	This email address is the reply <code>mailto:</code> link in the MOBILE APPROVAL emails sent to workflow recipients.

General messages

/EBY/PDWC_VMAMES

Initial settings > Workflow > Mobile Approval

Setting	Description
Success email	Enter the subject line text and the body text for the confirmation email sent to a MOBILE APPROVAL user to inform them their action (approve, reject, add note) was successful. For the body text, select a documentation object.
Error email	Enter the subject line text and the body text for the confirmation email sent to a MOBILE APPROVAL user to inform them their action (approve, reject, add note) could not be performed. For the body text, select a documentation object.
Button names	Add text that will be displayed in the link (or for HTML mails on the button) that the user clicks to approve or reject the document or add a note.

Note: Success and error emails are only sent if **Reply to MA** is activated in the [MOBILE APPROVAL workflow step settings](#).

Workflow steps

/EBY/PDWC_VMAST

Initial settings > Workflow > Mobile Approval

Setting	Description
Wf step	ID of the workflow step.
MOBILE APPROVAL act.	Activates the use of MOBILE APPROVAL for the workflow step.
Reply to MA	<p>Sends a confirmation email back to the MOBILE APPROVAL user to inform them that their action (approve, reject, add note) was successful.</p> <p>For actions that encounter errors and are not performed successfully, email notifications are always sent, and are not controlled by this setting.</p> <p>You can specify the text of these emails in the General messages settings.</p>
Log	Attaches the workflow log of the current workflow to the email.
Attach PDF doc.	Attaches the document data as a PDF. You must specify a Smart Form for the PDF.

Additional settings

Mail and communication

Message administration

/EBY/PDBO_VDPSC

Additional settings > Mail and communication

Setting	Description
Communication area	Select <code>EX External communication</code> if the message will be sent outside the organization, such as to a vendor or supplier.

Setting	Description
	Select <code>IN</code> Internal communication if the message is intended for processors, approvers or other people within the organization.
Communication type	You can set this to <code>E</code> Email, <code>FP</code> Fax / Print letter or <code>F</code> Fax.
Text ID	<p>Use search help to pick an appropriate documentation object of document class <code>TX</code> General text. This text will be included in the message.</p> <p>You can create and/or maintain documentation objects in SAP transaction <code>SE61</code>. <code>PROCESS DIRECTOR</code> ships with a number of useful standard documentation objects in <code>/EBY/PDBO_*</code>. See the <i>PROCESS DIRECTOR Reference Guide</i> for more information.</p>
Sender text ID	Only relevant for the communication types <code>FP</code> Fax/Print letter and <code>F</code> Fax. Use search help to pick an appropriate documentation object of document class <code>TX</code> General text. This text is inserted in the Sender area of the message.
Recipient text ID	Only relevant for the communication types <code>FP</code> Fax/Print letter and <code>F</code> Fax. Use search help to pick an appropriate documentation object of document class <code>TX</code> General text. This text is included in the Recipient area of the message.
Email expression	Only relevant for the communication type <code>Email</code> . Enter an email address if the message should always be sent to this address. Alternatively, leave the field blank for the user to enter an email address.
Subject	Only relevant for the communication type <code>Email</code> . Enter text for the email subject line. The user can edit this text when he creates the message.
Smartform	Use search help to pick an existing SAP Smart Form. If necessary, you can create one first.

Setting	Description
Archive object type	Set this to ZEPD_PDF (or whatever name you have assigned to the PROCESS DIRECTOR PDF document type in ArchiveLink document types setup).

Message dispatch Smart Form example

Directly enter SAP transaction SMARTFORMS.

Copy from the Smart Form template

The easiest way to create a new SAP Smart Form for PROCESS DIRECTOR is to copy from the provided template:

1. In the **SAP Smart Forms: Initial screen**, select **Form** and enter the name of the PROCESS DIRECTOR message dispatch template: /EBY/PDBO_DISPATCH.
2. Click the toolbar button .
3. In the **Target Object field**, enter the name of the new form to create, then click .

Settings

In the form interface import parameters (menu path **Form ... > Global Settings > Form Interface**), make sure that the IR_CONTEXT parameter is listed as follows, with no further import parameters aside from the standard ones:

Parameter Name	Type Assignment	Associated Type
IR_CONTEXT	TYPE	/EBY/PDBO_DCL_PDBO_CONTEXT

If you have copied your Smart Form from the PROCESS DIRECTOR message dispatch template, the import parameters should already be properly configured.

General settings

/EBY/PDWC_VGENC

Initial settings > Workflow

Enter the URL of the Web Application instance that the &URL& placeholder in workflow email notifications should resolve to.

Note: You can set different URLs for different systems.

You can use any of the following alternatives when specifying the URL:

`http://servername:port/pdweb-app/initdo`

`http://servername:port/pdweb-app/initdo?`

`http://servername:port/pdweb-app/initdo?sapsystem=system ID`

Example: `http://lexmark:8080/pdweb-app/initdo?sapsystem=RS1`

Warning: Make sure to specify the complete URL path (ending in `...init.do`), otherwise single document links will not work.

Other

Define substitute profile

/EBY/PDBO_VSPRFL

[Expert IMG](#) > **Additional settings >Other**

Setting	Description
Project ID	Name of the project for which the substitute profile is valid.
Object type	The object type for which the substitute profile is valid.
Substitute profile	Name of the substitute profile.

LDAP servers

/EBY/PDBO_VLDPC

[Expert IMG](#) > **Additional settings >Other**

Setting	Description
LDAP server: symbolic name	The logical name of the directory service server.
Wait time	Amount of time, in seconds, that PROCESS DIRECTOR will wait before attempting to resume communication with LDAP, for example, if the LDAP connector has stalled and cannot be reached. If PROCESS DIRECTOR cannot resume communication after this wait time, an error message is issued.
Host name of LDAP server	The host name of the directory service server.
User ID for System Logon	The logical name of the LDAP bind user that is used to enable read access to the directory service server.

Setting	Description
ReadAnonym	Activate this checkbox if anonymous access (guest account with no password) is to be used for read access.

File upload

/EBY/PDBO_VC_FILEUP

[Expert IMG](#) > **Additional settings** > **Other**

File upload: ID attributes

Setting	Description
Project ID	Name of the project for which the uploaded file is valid.
Object type	The process type for which the uploaded file is valid.
Fileupload	The file upload ID.
File upload descr.	The description of the uploaded file.
Format	The format of the external file.
FS	Field separator (for example, comma).
Mapping ID	The ID specified in the mapping configuration.
Doc. type	The document type of the external file.

File upload: Levels

Setting	Description
Logical level	The logical level in the PROCESS DIRECTOR internal structure.

Setting	Description
Col. from and Column to	The columns in the external file that will be uploaded.
Key col.	If there is an entry in the Key col. column, a value change in that column will trigger a new entry for that logical level. If there is no entry in this field, each valid line in the external data file will count as a new entry for that logical level.

File upload: Conditions

Setting	Description
Sq	When several conditions are defined for the same step, the sequence number specifies in which order the system checks whether the conditions apply.
NOT	Select NOT to negate the condition. The condition will then apply for all the values, except the specified value.
(Use this field together with the) field to override AND/OR precedence.
Column number	The column in the external file to which the condition applies.
Op.	Select a logical operator.
Field contents	The value for which the condition applies.
)	Use this field together with the (field to override AND/OR precedence.
AND/OR	To connect two conditions, select AND (both conditions must be met) or OR (either one or the other condition must be met).

Change system settings

Project

Define projects

/EBY/PDBO_VPRJC

[Expert IMG](#) > **Change system settings > Project**

Setting	Description
Project	Two digit ID for the project Note: The project ID is case-sensitive.
Project	Description for the project

Configuration criteria

Configuration criteria

/EBY/PDBO_VCRFC

[Expert IMG](#) > **Additional settings > Configuration options**

Setting	Description
Dispatcher	Function for which the criterion will be available: Presets Checks Determinations Field statuses Message send Rejection reason Workflow process assignment Select <input type="checkbox"/> <code>Default</code> if the criterion should be available for all dispatcher functions.

Setting	Description
Order	Order in which the criteria fields are displayed in the relevant configuration table (for example, 1 for the first field, 2 for the second field, and 3 for the third field). This is also the order in which the criteria will be evaluated.
Field name	Name of the field that will be available as a selection criterion. You can specify up to 3 fields.

Model

Related business objects for archiving

/EBY/PDBO_VARCC

[Expert IMG](#) > **Change system settings > Model**

Setting	Description
Logical level	The logical level at which the SAP key field is located in PROCESS DIRECTOR.
Action	Select an action to restrict the connection to only this action. If left blank, the connection applies to all PROCESS DIRECTOR actions.
Archiving Key Structure	The archiving key structure in which the SAP key field is mapped to the PROCESS DIRECTOR field.
Object type	The SAP business object.
Description	The business object description (entered automatically).
Activity	Select C PD object can connect . R PD object can read is currently not used.
Repl./Rem.	Check to override the default system settings.

Document statuses/substatuses

Customer document statuses

/EBY/PDBO_VSTAC

[Expert IMG](#) > Change system settings > Model > Document statuses/substatuses

Setting	Description
Status	Enter a two-character ID, or use search help to select an existing ID.
Repl./Rem.	Select to override a system status.
Status description	Enter a description for the status.

Customer document substatuses

/EBY/PDBO_VSSTC

[Expert IMG](#) > Change system settings > Model > Document statuses/substatuses

Setting	Description
Substate	Enter a two-character ID, or use search help to select an existing ID.
Repl./Rem.	Select to override a system substatus.
Substatus descr	Enter a description for the substatus.

Rejection reasons

Rejection reason declarations

/EBY/PDBO_VREJC

[Expert IMG](#) > Change system settings > Model > Rejection reasons

Setting	Description
Rej.Reason	Enter an alphanumeric key (up to three digits).

Setting	Description
Rejection Reason	Enter a description (up to 30-characters).
Repl./Rem.	Select to override a default system rejection reason.

Preset IDs

/EBY/PDBO_VPSIC

[Expert IMG](#) > **Change system settings > Model**

Setting	Description
Preset ID	Unique ID for the preset
Preset description	Description for the preset ID

Excluded actions per document status

/EBY/PDBO_VSTEC

Change system settings > Model

Setting	Description
Env. / All env.	Select the environment in which the action will be excluded. For example, you may want to exclude certain actions in the Web Application, but allow them in the SAP GUI. Select the blank entry to exclude the action in all environments.
Status	The document status for which the action will be excluded. See the process types reference section in the <i>PROCESS DIRECTOR Reference Guide</i> for information on the available statuses.
Substate	The document substatus for which the action will be excluded. See the process types reference section in the <i>PROCESS DIRECTOR Reference Guide</i> for information on the available substatuses.
Action	The action to exclude.

Setting	Description
Is prefix	If this setting is checked, the Action setting will be interpreted as an action name prefix. That is, the exclusion will be applied to all actions with a logical name that begins with this prefix.
Repl./Rem.	This disables the system action exclusion, that is, it makes that action available.

Supported text types for specific objects

/EBY/PDBO_VTIDC

[Expert IMG](#) > **Change system settings > Model**

Setting	Description
Logical level	The logical level that the text should be made available for.
Text object	Use search help to select a text object. See the process types reference section in the <i>PROCESS DIRECTOR Reference Guide</i> for information on the available text types for each process type. Use the text type /EBY/PD for PROCESS DIRECTOR notes.
ID	The text ID defines the type of text. For example, specific IDs identify texts as relating to terms of delivery, terms of payment, shipping instructions, etc.
Multiple	If this is checked, the processor will be allowed to attach several texts of this type (this setting is only supported for PROCESS DIRECTOR notes). Otherwise, the processor will only be allowed to attach a single text.
No copy	If this is checked, texts/PROCESS DIRECTOR notes will not be transferred to the new document when a document is copied.

Setting	Description
Repl./Rem.	If this is checked, the system text type is disabled.

Excluded objects (fields) being copied

/EBY/PDBO_VECOC

[Expert IMG](#) > Change system settings > Model > Excluded objects (fields) being copied

Setting	Description
Logical level	The logical level that the field should be excluded from.
Field Name	The field that needs to be excluded when a document is copied.

Document splitting condition

/EBY/PDBO_VDSCC

[Expert IMG](#) > Change system settings > Model > Document splitting condition

Setting	Description
Group ID	Use the Group ID column to specify more than one criterion for a condition. The different criteria of a condition should have the same group ID. The document split only takes place if all criteria in the group are met.
Logical level	The logical level containing the field whose value will determine whether the document is split or not.
Field Name	The field whose value will determine whether the document is split or not.
Type	Type of value to insert: Fixed Value: To insert a fixed value. SAP Value: To insert an SAP SY system variable; for example, SY-DATLO for the current date.

Setting	Description
	Dynamic Value: To assign a class that contains code to define the conditions. This type should be used exclusively, not in combination with a fixed or SAP Value.
Option	Select a logical operator.
Field value (Internal)	The internal ID of the field in SAP.
Field value (External)	The external field ID displayed in PROCESS DIRECTOR. This is automatically entered based on the entry in the Field value (Internal) field.
Doc splitting class	The class that contains the code used for defining the conditions. To use your own coding, copy and adapt the document splitting class template <code>/EBY/CL_PDBO_DOC_SPLIT_TEMPLT</code> .
CD	Click to view and edit the class coding.
Deact.	By default, the condition will be active. Check this box to deactivate it.

Processes

Action help texts

/EBY/PDBO_VACTHC

[Expert IMG](#) > **Change system settings > Processes**

Setting	Description
Object	Process type for which the help text should be used. Select the blank entry if the text should be available for all process types.
Action	Action for which the help text should be used.

Setting	Description
Text ID	ID assigned to the help text.
Repl./Rem.	Select to replace the standard system help text for the action.

Message handling

Message filtering

/EBY/PDBO_VMGE

Change system settings > Message handling

Setting	Description	
Message handler	Setting	Use to filter messages...
	HE Entry in document history	Before they are entered in the document history.
	MP Messages popup	Before they appear in the messages popup.
	WA Messages transported to webapp	<p>Before they appear in the PROCESS DIRECTOR Web Application.</p> <p>Warning: Only filter success messages for the Web Application. Do not filter error and warning messages, as these can cause processes to abort without returning an error.</p> <p>Note: This filter setting can be affected by the Web Application > Set messages user exit / BAdI. See the <i>PROCESS DIRECTOR SAP Reference Guide</i> for more information.</p>
X General message handler	At the source, that is, as soon as they occur.	

Setting	Description
Message group	<p>Only specify this if you know the exact source of the message.</p> <p>For example, you can specify the message group <code>CHK Process Director checks</code> to filter all check messages.</p>
Object type	<p>The object type for which the filter will apply.</p>
Action	<p>Leaving this blank will apply the filter to all actions. However, it is usually best to restrict the message filter to a specific action.</p>
Event	<p>If an action is specified, selecting an event will restrict the filter to the specific instance of the event within the action. Otherwise the filter will reply to all instances of the event, that is, instances in any action.</p>
Message ID	<p>The message class containing the message you want to suppress. To make it easier to find the appropriate PROCESS DIRECTOR message class, you can enter <code>/EBY*</code> and then use search help to pick the class.</p>
Message	<p>Select a Message ID first, then use search help to pick the message number of the message you want to suppress.</p> <p>If you leave this blank, all messages belonging to the message class will be filtered.</p>
Message type	<p>Usually, you should only use message filtering to get rid of superfluous warning or success messages. However, you can also get rid of errors or change them to warnings.</p>
Filter action	<p>By default, the filter action is <code>Remove message</code>. But you can also change the message type to <code>Debug</code>, <code>Error</code>, <code>Warning</code>, or <code>Success</code>.</p> <p>If the message type of <code>Error</code> messages is changed to <code>Debug</code>, they become <code>Debug Error</code> messages, and so on for the other message types.</p> <p>By default, <code>Debug</code> messages are hidden unless you enable their display.</p>

Setting	Description
	<p>Best practice guideline: To suppress messages in the customer message filtering configuration, change the message type to <code>Debug</code>. This is because if you remove the messages entirely, you will no longer be able to enable their display for debugging without changing the configuration. This can require transports, depending on the customer environment.</p> <p>Warning: Be extremely careful when suppressing error messages, as this can potentially cause PROCESS DIRECTOR to behave incorrectly (for example, documents that are in error might be posted).</p>
Replace / Remove	Select this check box to disable a system message filter setting. Normally, you should not need to do this.

Message replacement

/EBY/PDBO_VMFTC

[Expert IMG](#) > **Change system settings > Message handling**

Setting	Description
Object type	The process type in which to replace the technical field name(s).
Action	Use search help to pick the action for which the message should be replaced. Leave blank to replace the message for all actions.
Event	The single logical unit of processing performed as part of the selected action. Leave blank to replace the message for all events.
Message ID	The message class of the original message. Its descriptive text is entered automatically.
Message	The number of the original message. Its descriptive text is entered automatically.
Replace / Remove	Select to overwrite the default system setting.

Setting	Description
New Message ID	The message class of the new message.
New Msg Number	The number of the new message.
Display Original Message	Select this check box to display both the original message and the new message.
Message variable mapping	Select the corresponding option to indicate which message variable in the original message (for example &1, &2) should be mapped to the variables of the new message.
Technical field name replacement	Select the corresponding option to indicate in which of the original message variables the technical field name should be replaced.

Workflow

General workflow email texts

/EBY/PDWC_VTXTC

[Expert IMG](#) > [Change system settings](#) > [Workflow](#)

Setting	Description	
Purpose	Name	When to use
	A Approval notification	To send an email to the workflow initiator when a workflow step is approved. An email is only sent if the Approval notification setting is activated in the step configuration .
	B Rejection notification	To send an email to the workflow initiator when a workflow step is rejected. An email is only sent if the Rejection notification setting is activated in the step configuration .

Setting	Description	
	F Workflow approved	To send an email to the workflow initiator when a workflow is approved. The email is sent after the /EBY/DUE_DATE_CHECK program has run, and only if the Approved workflows option is activated in this program.
	G Workflow approved, short form	To include a short notification in a collective email to the workflow initiator that the workflow has been approved.
	H Workflow recalled	To send an email to the workflow processors when a workflow is recalled.
	I Workflow recalled, short form	To include a short notification in a collective email to the workflow processors that the workflow has been recalled.
	J Workflow cancelled	To send an email to the workflow initiator when a workflow step is rejected, with the result that the entire workflow is canceled (Reject setting is set to Cancel the workflow in the step settings). The email is sent after the /EBY/DUE_DATE_CHECK program has run, and only if the Recalled workflows option is activated in this program.
	K Workflow cancelled, short form	To include a short notification in a collective email to the workflow initiator that the workflow has been canceled.
	L PDAP receipt	Use only for Accounts Payable to send a receipt email to the assigned processor—that is, a notification that the workflow has been assigned to him/her.

Setting	Description	
	M PDAP receipt, short form	Use only for Accounts Payable to include a short receipt notification about this workflow in a collective receipt (assuming you are sending receipts as collective receipt emails).
	O Collective email	To send a collective email to the assigned processor. A collective email is sent when the program /EBY/PDWC_DUE_DATE_CHECK is run. The collective email contains all workflow step notifications for that processor since the last program run. Note: This setting is only for use in configuring general workflow email texts; do not use it when configuring email texts for individual workflow steps.
	P Query	To send an email to the recipient of a query.
	Q Reminder, short form	To include a short reminder notification about this workflow in a collective reminder (assuming you are sending reminders as collective reminder emails). For Accounts Payable, use V PDAP reminder, short form instead.
	R Reminder	To send a reminder notification to the assigned processor that the workflow step is overdue. All reminder emails are triggered by the program /EBY/PDWC_DUE_DATE_CHECK, and are sent either as individual or as collective reminder emails, depending on the program's parameters. For Accounts Payable, use U PDAP reminder instead.
	S Receipt	To send a receipt email to the assigned processor—that is, a notification that the workflow has been assigned to him/her. For Accounts Payable, use L PDAP receipt instead.

Setting	Description	
	T Receipt, short form	To include a short receipt notification about this workflow in a collective receipt (assuming you are sending receipts as collective receipt emails). For Accounts Payable, use M PDAP receipt, short form instead.
	U PDAP reminder	Use only for Accounts payable to send a reminder notification to the assigned processor that the workflow step is overdue.
	V PDAP reminder, short form	Use only for Accounts Payable to include a short reminder notification about this workflow in a collective reminder (assuming you are sending reminders as collective reminder emails).
Deactivation	Check this box to deactivate sending of emails for this purpose.	
Documentation Object	The documentation object to use for the email body. You can select one of the standard PROCESS DIRECTOR documentation objects or create your own in transaction SE61. Documentation objects may contain placeholders. See the <i>PROCESS DIRECTOR Reference Guide</i> for more information.	
Subject	The text to use for the email subject. May contain placeholders.	

Excluded actions

/EBY/PDWC_VEACC

[Expert IMG](#) > Change system settings > Workflow

Setting	Description
Obj./All obj.	The process type for which the exclusion is valid. If this field is left blank, the exclusion applies to all process types.

Setting	Description	
Processor active	The <i>processors</i> for whom the action will be excluded.	
	Minor workflow processor	The action is only excluded for minor workflow processors. A minor workflow processor is one who is not directly assigned to the workflow, but has received a workflow query.
	Any processor	The action is excluded for all processors, whether these are users who are processing documents in PROCESS DIRECTOR or processing documents in a workflow.
	Document not in workflow	The action is only excluded for documents that are not in a workflow.
	Major workflow processor	The action is only excluded for major workflow processors. A major workflow processor is one who has been directly assigned to a workflow or to whom a workflow step has been forwarded.
Any workflow processor	The action is only excluded for processors who are processing documents in a workflow (both major and minor processors). The action is not excluded for processors who are processing documents in PROCESS DIRECTOR.	

Setting	Description				
	<table border="1"> <tr> <td>No workflow processor</td> <td>The action is only excluded for processors who are processing documents in PROCESS DIRECTOR. The action is not excluded for processors who are processing documents in a workflow.</td> </tr> <tr> <td>(Left blank)</td> <td>The action is excluded for all processors.</td> </tr> </table>	No workflow processor	The action is only excluded for processors who are processing documents in PROCESS DIRECTOR. The action is not excluded for processors who are processing documents in a workflow.	(Left blank)	The action is excluded for all processors.
No workflow processor	The action is only excluded for processors who are processing documents in PROCESS DIRECTOR. The action is not excluded for processors who are processing documents in a workflow.				
(Left blank)	The action is excluded for all processors.				
Action	The action to exclude.				
Action	Description of the action. This field is automatically filled.				
Repl./Rem.	This overrides the default system action exclusion, that is, it makes the action available.				

Web application

Available actions for Web Application

/EBY/PDWA_CACTC

Change system settings > Web Application > Available actions

Setting	Description
Object	Process type to which the setting applies. Left blank, the setting applies to all process types.
Component	Area of the GUI to which the setting applies.
Edit mode	Editing mode to which the setting applies.

Setting	Description
Action	Action to which the setting applies.
Description	Text displayed on the button.
Tooltip	Tooltip displayed when the mouse hovers over the button.
Icon	Icon displayed on the button.
Icon name	SAP icon name (automatically entered).
Repl./Rem.	Select to override the standard system setting for this action (that is, to remove the action button).
Order	Position in which the button will appear on the Actions bar.

White list - control of attachments deletion

/EBY/PDWA_CDATTC

[Expert IMG](#) > Change system settings > Web Application

Setting	Description
Object	Process type to which the setting applies. Left blank, the setting applies to all process types.
Doc. type	Document type that can be deleted.
Del. flag	<p>2 Background (without popup), deletion of link and archive obj Deletes both the link to the archive and the archive object itself.</p> <p>3 Background (without popup), deletion of link Deletes only the link to the archive.</p> <p>Note: Do not use options 0 and 1, they are not applicable.</p>

Presentation and interface

Configure view model

/EBY/PDVI_VVMOC

Change system settings > Presentation and interface

View model settings

Required settings			
Comp. type	The <i>component type</i> of the system view model you want to override.		
	(Blank)	(Blank)	Document overview list in the SAP GUI
	A1	Additional grid 01	Subgrids in the document overview list or document detail view, such as account assignments, conditions, partners, etc.
	A2	Additional grid 02	Currently not used.
	ARC_LOG	Header data for archive log	Data included in the archive log that is created when a document is posted to SAP.
	MS	Main screen	Currently not used.
	WA_DOC	WA Document Detail	Document detail view in the Web Application.
	WA_LIST	WA List Header	Document overview list in the Web Application

Required settings	
	WC_STAT Workflow status Header data in the workflow status dialog.
Grid No	The grid number of the system view model you want to override. Use the search help to select the appropriate grid number.
Env	You only need to make an entry here if you are configuring grids for the Mobile App. Select MB Mobile Application.
Logical level	The logical level of the system view model you want to override.
Conversion func.	This can usually be left empty. Conversion functions can be used to convert values from one data type to another.
Display struct	Enter a unique name. See the appropriate process type view model customization section in the <i>PROCESS DIRECTOR Reference Guide</i> for suggestions on how to name the display structure.
Table type name	Enter a unique name. See the appropriate process type view model customization section in the suggestions on how to name the table type.
Btn. label	If the user can hide the grid by clicking a button, this label will be displayed on the button.
Grid title	The title that is displayed to users at the top of the grid.
Displaying class	This can usually be left empty. Displaying classes can be used to determine how the grid is displayed (for example, whether button controls are available or not).

Layout of grid

Grid layout settings	
Basic layout settings	Basic settings for the grid, such as whether it will be displayed with colored stripes, whether the column width is optimized to display the full column header and column contents or not, etc.
Single action exclusion	Select which button controls will not be available in the grid.
Action group exclusion	Select which button context menus will not be available in the grid.
Web application-specific	<p>Specify whether or not subgrids will be displayed in the Web Application when the grid is opened, and whether the user can add or remove rows in the grid.</p> <p>Note: The No row add and No row removal options also apply to the SAP GUI.</p> <p>You can also specify the maximum number of lines that should be displayed per page in the grid.</p> <p>The No action called when ADD button pressed and No action called when DEL button pressed can help to improve performance in the Web Application. If these options are activated, the Web Application does not call the SAP backend when the Add or Delete button is pressed. For example, these options are activated by default for notes, as no interaction is required with SAP when adding and deleting notes. For texts, these options are not activated by default, as adding and deleting texts requires interaction with SAP (for example, to check whether or not it is permissible to add more than one text).</p>
SAP GUI Specific settings	<p>If the grid is displayed in a popup, you can specify the size of the popup.</p> <p>Activate the option Other GUI status to specify which buttons and functions are available in the popup. Use transaction EBY/PDVI_VMNO to define the buttons and functions. If this option is deactivated, only the buttons Save and Cancel are available.</p> <p>In the Function Code for Toolbars field, enter the function that will be called when the user presses the button that displays the grid.</p>

Grid layout settings	
Extended layout settings	Here you can specify a number of other settings for the grid, such as whether horizontal and vertical lines should be displayed between rows and columns, whether users can click on the column header to sort by that column, etc.

Tabs

Tab layout settings	
Tab identifier	Identifier for the tab.
Parent tab	The name of the parent tab, if the tab is a subtab.
Position	Sequence number indicating the position of the tab.
Tab description	Description of the tab.
Repl./Rem.	If this is checked, the standard system settings tabs will be disabled.

Drag and Drop

Drag and Drop settings	
D&D source grid	The grid number from which field values can be copied using drag and drop .
D&D target	The grid number to which field values can be copied using drag and drop.
Repl./Rem.	Check to override the default system setting.

Drag and Drop mapping

Drag and Drop mapping settings	
Source Field Name	The name of the field from which field values can be copied.
Target Field Name	The name of the field to which field values can be copied.

Field catalog

Attribute	If checked
Input	The user is allowed to enter a value in this field.
No output	The field will be hidden.
Checkbox	The field will be displayed as a check box field.
Mandatory	The user must enter a value in this field, in case the field is empty.

Search help

Setting	Description
Search help parameter	The search help parameter name. Parameters define the data to be used in the search help. There must be a parameter of the search help for each field that is displayed in the search help selection screen and for each field in the hit list.
Assignment table	Set this to the view model display structure name. If the field is in a Web Application (WA) view model, it is not necessary to set this.
Assignment field	The field name you wish to define the search help for. If the field is in a WA view model, it is not necessary to set this.

Setting	Description
Constant	Here you can enter a default value that will be displayed in the field when the search help is opened. Constants must be enclosed in apostrophes.

Status/substatus - define document icons

Document status icons

/EBY/PDVI_VSTAC

[Expert IMG](#) > Change system settings > Presentation and interface > Status/Substatus - define document icons

Setting	Description
Status	Select the document status.
Icon	In the first Icon column, select the icon for the document status or enter an icon code. The icon itself is displayed in the second column.
Icon name Icon description	These fields are filled by the system.

Document substatus icons

/EBY/PDVI_VSSTC

[Expert IMG](#) > Change system settings > Presentation and interface > Status/Substatus - define document icons

Setting	Description
State	Select the document substatus.

Setting	Description
Icon	In the first Icon column, select the icon for the document status or enter an icon code. The icon itself is displayed in the second column.
Icon name Icon description	These fields are filled by the system.

SAP GUI detail screen

[Expert IMG](#) > **Change system settings** > **Presentation and interface**

Tabs at detail screen

/EBY/PDVI_VDSTC

Setting	Description
Tab ordno.	Enter a number to specify the position of the tab in the detail screen. For example, 3 means that this is the third tab.
Tab label	Name that will be displayed on the tab.
Icon	Use search help to select an icon to display on the tab.
Program name	Enter /EBY/SAPLPDVI_SCREEN
Scrn. no.	Enter 0950
Class/Interface	Enter /EBY/CL_PDVI_SCREEN_CUSTOM
Description	Enter a description for the tab.
Repl/Rem.	Check this option to disable (hide) the standard system tab.

Background detail screen

/EBY/PDVI_VBGDC

Setting	Description
Program name	Enter /EBY/SAPLPDVI_SCREEN.
Screen with tabs	Use search help to select a screen layout with tabs.
Screen w/o tabs	Use search help to select a screen layout without tabs.

Fields at generated tab

/EBY/PDVI_VSCRC

Setting	Description
Customer detail screen tabs	This area simply reminds you to add the necessary tab configuration in /EBY/PDVI_VDSTC. Click the button  to jump to the tab configuration screen.
Fields for customer screen	Add all fields that should be displayed on your custom tab. Remember to also add the fields to the SAP GUI header field catalog , if necessary.

Field status

Define field status

/EBY/PDVI_VFSIC

Change system settings > Field status

Create new profiles

Setting	Description
Field st.	ID for the field status.

Setting	Description
Priority	<p>Setting priorities for field statuses enables you to override the default order of precedence. The field status with the highest priority takes precedence over all other field statuses.</p> <p>Example scenario:</p> <p>It should be possible to edit documents with errors, even if these have been approved in workflow. The field status for documents with errors therefore allows editing of all fields.</p> <p>A document with errors is sent to a workflow.</p> <p>During the workflow, the approver can only edit one field in the document because the field status applied to the workflow step only allows editing of this field (by default, the field status applied to a workflow step takes precedence over the field status applied to a document status). The errors in the document are not corrected.</p> <p>After approval, the document is displayed in the approver's My approved workflows Worklist node. Because the document still has errors, all fields are editable, even though the Worklist node field status does not allow editing of any fields (by default, the field status applied to a document status takes precedence over the field status applied to a Worklist node).</p> <p>Assume that you do not want the approver to be able to edit any fields after approval (the errors will be corrected by the person responsible for posting the document).</p> <p>To ensure that the document is not editable in the approver's My approved workflows Worklist node, but is editable during workflow, assign a priority of 1 to the workflow step field status, 2 to the Worklist node field status and 3 to the document status field status.</p>

Properties per field and level

Setting	Description
Logical level	The logical level of the document.
Field Name	Use search help to pick a field belonging to the given logical level.

Setting	Description	
	<p>Note: The settings per field (if any) will override the settings for the logical level. For example, if the logical level ITEMS has a Display value of D Read only, but the field QUANTITY has the default Display value, then all ITEMS fields except QUANTITY will be D Read only.</p>	
<p>All fields</p>	<p>Check this box if you want the properties to apply to all fields of the given logical level. If this box is checked, the Field Name field should be empty.</p> <p>Note: This setting will not apply to fields that are marked as hidden in the field catalog—a hidden field can only be made visible/editable by explicitly specifying the field name in the field status.</p>	
<p>Display</p>	<p>For one or all fields of the given logical level—that is, if <u>either</u> Field Name is specified <u>or</u> All fields is checked</p>	
	Value	When to use
	<p>A Prevent row addition</p>	<p>This setting is not applicable.</p>
	<p>D Read only</p>	<p>If you want to display the field(s), but not allow its contents to be edited.</p>
	<p>H Field hidden</p>	<p>If you want to prevent the field(s) from being displayed.</p>
	<p>M Field mandatory</p>	<p>If you want to make it mandatory for the user to enter a value in case the field is empty.</p>
	<p>R Prevent row removal</p>	<p>This setting is not applicable.</p>

Setting	Description	
	Field editable / allow row addition and removal	The default setting. The field(s) become editable and row addition/removal is possible. Note: The field catalog settings for this field will be overridden.
	For the entire logical level— that is, if <i>Field Name</i> is blank <u>and</u> <i>All fields</i> is unchecked	
	Value	When to use
	A Prevent row addition	This setting prevents you from adding a row with that logical level. For example, if the logical level is <code>ITEMS</code> , you may not add any line items to the document.
	D Read only	This setting prevents row addition and removal, but does not affect the editability of the logical level's individual fields.
	H Field hidden	This setting is not applicable.
	M Field mandatory	This setting is not applicable.
	R Prevent row removal	This setting prevents the user from deleting a row with that logical level. For example, if the logical level is <code>ITEMS</code> , the user may not delete any line items from the document.
	Field editable / allow row addition and removal	The default setting. The field(s) become editable and row addition/removal is possible.

Setting	Description	
		Note: The field catalog settings for this field will be overridden.

Map field status to document status

/EBY/PDVI_VFSMC

Change system settings > Field status

Setting	Description
Status	Select a document status (customer statuses will also be available if you have defined any).
Substatus	The substatus field allows you to store a piece of additional information about the document status—for example, a PROCESS DIRECTOR Requisition with the document status <code>OK Posted</code> can have a substatus value describing whether it was posted as an SAP Purchase Order or as an SAP Purchase Requisition. If this is left blank, the assignment will apply to any substatus.
Field status ID	Use the search help to select a set of field statuses that will be applied to document fields for documents with this status.

Posting

Message handling during posting

Message handling definition

/EBY/PDBO_VMEHC

[Expert IMG](#) > Change system settings > Posting

Setting	Description
Handling	ID of the action for which you want to configure posting messages.

Setting	Description
Description	Description of the action for which you want to configure posting messages.

Message handling during posting

/EBY/PDBO_VMEPC

[Expert IMG](#) > [Change system settings](#) > [Posting](#)

Setting	Description
Message ID	The message class containing the message.
Short Description	A short description of the message (entered automatically).
MsgNo	The message number of the message.
Message text	The text of the message.
Msg type	The type of message displayed: E Error S Success W Warning Use default (uses the standard system setting for the message)
Message handling	The ID and description of the action for which you want to configure the message.
Repl./Rem.	Select this check box to override the standard system setting.

Umbrella Solution

Umbrella source systems

/EBY/PDUM_VSYSC

[Expert IMG](#) > Change system settings > Umbrella Solution

Setting	Description
System ID	System ID of the remote system whose documents should be available in the umbrella system.
RFC Destination - Background	An RFC destination for "background" processing to enable users to view documents of this system in the umbrella system. Access is via the umbrella RFC user.
RFC Destination - Dialog/Online	(Optional) An RFC destination for "online/dialog" processing with the Current User flag set. Transactional processing such as jumping to a document or posting a document should be performed by real users, not the RFC user. Setting this flag will force users to log on with their own credentials in order to process the document. They only need to log on to a remote system once per session to process documents of that system.
Deactivate	Check to disconnect the system from the umbrella solution.

Dialog Remote Function Modules

/EBY/PDUM_VFMDC

[Expert IMG](#) > Change system settings > Umbrella Solution

Setting	Description
System ID	System ID of the remote system.
Function Module	Name of the function module. Users will be force to log on the first time this function module is called.
Short text	Description of the function module.
Repl./Rem.	Check to override the default system setting.

Umbrella - Workflow description mapping

/EBY/PDUM_VWCMC

[Expert IMG](#) > Change system settings > Umbrella Solution

Setting	Description
System ID	System ID of the remote system.
Workflow	ID of the workflow in the remote system.
Remote workflow description	Description of the workflow in the remote system.
Workflow description	Description of the workflow in the umbrella system.

Other

Other settings for emails

/EBY/PDBO_VEMLC

[Expert IMG](#) > Change system settings > Other**Note:** You must [add the file](#) that you wish to use here to the SAP Web Repository.

Setting	Description
Background	Name of the file that will be used as the background image for HTML emails. Note: this feature is currently not supported, but is planned for a future release.
CSS styles	Name of the CSS file that will be used for HTML emails.

User types handling

/EBY/PDBO_VUSTC

Setting	Description
User type	Type of user (Internet, SAP or LDAP)

Setting	Description
User type factory	Assign the appropriate user type factory. This setting is required.
	I Internet user /EBY/CL_ICWC_USER_FACTORY_INT
	L LDAP user /EBY/CL_PDBO_USER_FACTORY_LDAP
	S SAP user /EBY/CL_PDBO_USER_FACTORY_SAP
Position	<p>Enter a number to define the priority (1 being the highest priority). The user with the highest priority will be entered as the default value for the user type in the Workflow start dialog.</p> <p>PROCESS DIRECTOR uses the defined order of priority to authenticate users when they log on to the Web Application. For example, it searches first for SAP users with the given logon credentials, then Web Application users, then LDAP users.</p>

Popup title, fields and dropdowns

Popup ID and title

/EBY/PDBO_VPUIC

[Expert IMG](#) > Change system settings > Other > Popup title, fields and dropdowns > Popup ID and title

Setting	Description
Popup ID	Unique identifier for the popup.
Popup title	Text that appears at the top of the popup.

Popup fields

/EBY/PDBO_VPUFC

[Expert IMG](#) > Change system settings > Other > Popup title, fields and dropdowns > Popup fields

Setting	Description
Popup ID	Unique identifier for the popup.
Table Name	Name of the interface structure that contains the field. Refer to the appropriate process type document model customization section in the <i>PROCESS DIRECTOR Reference Guide</i> for the correct name of the structure. For example, the interface structure for vendor master header data is /EBY/PDMDVM_SHDR_IF.
Field Name	Name of the field. The field must be available in the interface structure and the field catalog . If you want to use a custom field, you must add it to the appropriate customer include .
Order	Enter a number to determine the position of the field in the popup (higher numbers at the bottom).
Popup v.t.	Type of value to insert: a fixed value, an SAP system variable, or a parameter ID. Parameter ID enables you to insert a default value from SAP memory in the field. If you select Parameter ID , you must enter the appropriate parameter in the Set/Get parameter ID field.
Value	Value that is inserted in the field. Enter a fixed value or an SAP system variable, depending on what you entered in the Popup value type field.
Set/Get parameter ID	Enter a value in this field if you selected Parameter ID in the Popup value type field. For example, to enter the company code that is defined in the user profile, select BUK. The BUK parameter and its value must have been entered in the user profile in the Parameters tab. See the SAP documentation for more information on Set/Get parameters.
Fld attrib	Determines how the field is displayed and whether it can be edited.

Setting	Description	
	[Blank] Normal intensity, data entry possible	Normal field that can be edited.
	01 Highlighted, data entry possible	The field label is highlighted in a different color and can be edited.
	02 Normal intensity, data entry not possible	Normal field that can not be edited.
	03 Highlighted, data entry possible	The field label is highlighted in a different color and can not be edited.
	04 Do not display	The field is not displayed.
Required	Check to make the field mandatory (it must be filled in).	
Label only	Check to display only the field label, not the value.	
Value only	Check to display only the field value, not the label.	
Dropdown	Specifies whether values can be entered in the field or selected from a drop down list.	
	[Blank] No drop down box - regular input field	Normal input field.
	D Input field with drop down box	Field with drop down list to select values. You specify the values for the drop down list in the popup dropdowns screen .

Setting	Description
Repl./Rem.	Check to override the default system setting.

Popup dropdowns

/EBY/PDBO_VPUDC

[Expert IMG](#) > Change system settings > Other > Popup title, fields and dropdowns > Popup dropdowns

Setting	Description
Popup ID	Unique identifier for the popup.
Table Name	
Field Name	Name of the field.
Single value	Value that is displayed in the dropdown list.
Short text	Text description for the value that is displayed in the dropdown list.
Replace / Remove	Check to override the default system setting.

User exits / BAdIs

PROCESS DIRECTOR provides the following predefined user exits / BAdIs as extension points for customer coding. In addition to these standard platform user exits / BAdIs, process type specific user exits / BAdIs are available for individual process types. See the *PROCESS DIRECTOR Advanced Configuration Guide* for more information on developing BAdI implementations.

See the *PROCESS DIRECTOR Reference Guide* for detailed information on the available BAdIs.

BAdI	Description
Basic	
Screen PBO/PAI	Add custom logic for the screen display. For example, you can use this BAdI to display or verify values.

BAdI	Description
Modify Worklist	Add custom logic for the PROCESS DIRECTOR Worklist configuration .
Modify field profiles	Add custom logic when field statuses are applied.
Set Worklist node of a single document link	Add custom logic to open a specific Worklist node when a user clicks a single document link in a workflow notification email or SAP Business Workflow work item.
Determination results	Add custom logic after determinations have been performed.
Rejection reason	Add custom logic before and after a rejection reason is entered.
Web Application	
Set messages	Add custom logic to modify messages sent to the Web Application.
Set actions	Add custom logic to modify which actions are available to the Web Application.
User logon	Add custom logic to modify the behavior of the application during logon to the Web Application.
Workflow	
Workflow email handling	Add custom logic for handling workflow emails .
Workflow handling	Add custom logic for handling workflows .
Workflow steps handling	Add custom logic for handling workflow steps .

Catalog settings

OCI catalog settings

/EBY/PDBO_VCAT

[Expert IMG](#) > **Catalog settings** > **OCI catalog settings** (available only for PO Requisitions)

PROCESS DIRECTOR supports the parameters `HTTP_METHOD=POST` and `HTTP_METHOD=GET` to call an OCI catalog from the PROCESS DIRECTOR Web Application. Add the appropriate parameter to the OCI catalog settings.

Field	Description	
Seq. Number	The sequence number determines the order in which the parameters are transferred. Note: The URL should always be the first parameter in the sequence.	
Type	Parameter type	
	URL	The URL used to call up the catalog. For long URLs, you can add several lines and distribute the name over these lines, which must all have the type URL.
	SAP Field	If you select this type, you can enter the name of an SAP system variable, the content of which is then used at runtime. For example, if you enter sy-langu as the parameter value, the SAP system language is transferred as a parameter.
	Fixed value	The value specified in the field Value of Parameter for Catalog is transferred.
	Return URL	This is required so that the data from the catalog can be transferred to PROCESS DIRECTOR. HOOK_URL is usually used as the return URL parameter. Do not enter a parameter value for the return URL; this is determined at runtime.

Field	Description
	Note: All parameters that follow the return URL in the sequence apply to the return URL and not to the URL.
Name of Parameter for Catalog	The name of the parameter (supplied by the catalog provider). Note: You do not have to enter a name for parameters of the type URL .
Value of Parameter for Catalog	The value for the parameter (supplied by the catalog provider).

Financial Posting specific settings

Change system settings

Posting type configuration

/EBY/PDFI_PTYPEC

/EBY/PDFIC_PTYPEC

Setting	Description
Post. Type	Unique identifier for the posting type.
Post. Type Descr.	Posting type description.
Reference Post Type	<p>You only need to specify a reference posting type if you are creating a new posting type that requires an additional popup for the user to enter initial information before the document is created, or if the new posting type uses consumed amounts for deferrals.</p> <p>The new posting type inherits logic and settings from the reference posting type, such as:</p> <p>Display of an additional popup on document creation, as well as field validation and checks for this popup.</p> <p>Values for the credit and debit indicators at line item level.</p>

Setting	Description
	<p>Posting interface data preparation to determine which data is transferred to the SAP transaction during simulation or posting.</p> <p>Calculation of consumed amounts for deferrals</p> <p>Field statuses and excluded actions are not inherited and must be configured manually.</p>
Transaction Code	SAP transaction code to be used for posting. Only transaction codes supported by PROCESS DIRECTOR are available.
Document type	SAP document type.
Transaction	SAP transaction key. Based on this value, the system retrieves the default SAP posting keys that have been configured for the transaction key.
Debit posting key	SAP posting key for debit posting. If a transaction key is not specified, the system uses this posting key for the debit lines of the PROCESS DIRECTOR document.
Credit posting key	SAP posting key for credit posting. If a transaction key is not specified, the system uses this posting key for the credit lines of the PROCESS DIRECTOR document.
Cust. Post. Key	<p>SAP posting key for the customer position.</p> <p>Note: This parameter is only for Customer Postings.</p>
Resulting Post. Type	<p>Posting type set on each document that is generated from a recurring entry.</p> <p>Note: This parameter is only for Recurring entries.</p>
Recurr. ind.	<p>Select to flag this posting type as a recurring entry.</p> <p>Note: This parameter is only for Recurring entries.</p>

Setting	Description
Use FI post. interf. to post - no BAPI	Select to use the posting interface. When this check box is not selected, the BAPI is used for posting.
Active	Select to activate the posting type for use in PROCESS DIRECTOR.
Replace / Remove	Select to override the default system setting.

Fields to clear on posting type change

/EBY/PDFI_PTPCC

/EBY/PDFIC_PTPCC

[Expert IMG](#) > **Financial Posting specific settings** > **Change system settings**

Setting	Description
P. Type	PROCESS DIRECTOR FI/FIC posting type.
Field Name	The name of the field that will be cleared.
Repl./Rem.	Select to override the default system setting.

Glossary

A

- action:** A sequence of PROCESS DIRECTOR events. When the controller runs an action, it processes each event defined as part of that action in the proper order. An action always runs within the context of an action chain - either as part of an existing chain, or as the start action of a new action chain.
- action chain:** A series of one or more actions, with runtime access to a common action chain context. The action chain definition specifies follow-up actions for redirection logical names and forward classes for forward logical names.
- action exclusion:** An action on a document type that is not allowed to run for a certain document status. For example, if the PDPO document status "OK Posted" specifies an action exclusion for DELETE, this means that a posted PDPO document can no longer be processed with the delete action.

B

- BAdI:** Business Add_In. BAdIs are a new SAP enhancement technology based on ABAP Objects. BAdIs allow implementation consultants to use their own code to accommodate specific customer requirements without changing the standard PROCESS DIRECTOR source code. In contrast to user exits, BAdIs can be used any number of times. They can also be filter-dependent, which means that their implementation can be dependent on criteria, such as a specific country or company code.

C

- call stack:** A data structure that stores information about the active subroutines of a computer program.
- check:** A data validation business rule. Checks can be used to verify the correctness, consistency, meaningfulness and/or security of data in a business document.
- collective email:** A collective email is sent to a workflow processor when the report /EBY/PDBO_DUE_DATE_CHECK is run. This report can be run manually or scheduled to run at specific times. The collective email contains all workflow step notifications for that processor since the last report run.
- conversion function:** Conversion functions can be used to manipulate data values. For example, a conversion function can be used to insert fixed values, system values or variables; to delete, add or replace characters; to perform calculations; or to specify conditions for processing the value.
- customer-defined process type:** A process type defined for the customer to meet specific needs that are not fulfilled by the standard PROCESS DIRECTOR process types.
- customizing IMG:** See IMG.

D

- DDIC:** Short for Data DICTIONary. A repository containing information about the data in a database, such as its meaning, origin, usage, format, relationships to other data, etc.

determination: A data completion business rule. Determinations attempt to infer the correct value for a given document field from other fields in the document, or from other sources, such as mapping tables. A determination uses searches to look for possible correct field values and performs computations on the search result sets to select the most likely candidate.

document-driven process: A business process that is initiated by the need to process existing documents, usually from external sources. Examples of such documents are delivery notes, sales orders, remittance advices, etc.

dynamic node: A dynamic Worklist node can create subnodes at runtime based on certain criteria, such as the currency.

dynamic preset: A preset whose value is calculated by the coding in a preset class.

E

EDI: Electronic data interchange. The structured transmission of data between organizations by electronic means.

entry template: A predefined set of default values that a user can insert into a document to speed up manual data entry. User-specific entry templates are created by individual users and are only available to those users. System entry templates are maintained by the implementation consultant and are available to all users.

environment: This term usually refers to one of the two user interfaces provided by PROCESS DIRECTOR: the SAP GUI or the Web Application. However, it may also refer to external interfaces or systems, such as INVOICES or EDI (Electronic Data Interchange) systems.

event: A PROCESS DIRECTOR event is a single logical unit of processing performed as part of an action. The configuration of a given action specifies the concrete event class instantiated for the logical event name in that action. Depending on its type, a given event class can either receive multiple input objects through its interface for processing, receive one input object, or not receive any input objects (in which case the event can process objects from its context).

F

field profile: Field profiles can be used to control field display and access at a specific point in a document's life cycle. A field profile specifies the settings (for example, read-only, hidden, mandatory) for individual fields or all fields of a logical level.

forward: A type of request to the controller set by a PD event, calling view, which is then responsible for displaying it appropriately

G

GUID: Globally Unique Identifier

I

IMG: Implementation guide, The implementation guide is a list of all available configuration actions that helps to guide configuration and customization for a product in SAP. PROCESS DIRECTOR provides an IMG for each PROCESS DIRECTOR standard process type.

L

LDAP: Lightweight Directory Access Protocol. An application protocol for accessing and maintaining directory services over an Internet Protocol (IP) network. Directory services may provide any organized set of records, often with a hierarchical structure, such as a corporate email directory.

LDAP user: A user who accesses PROCESS DIRECTOR via an LDAP account. LDAP users do not need a PROCESS DIRECTOR logon account; they can log on to the Web Application using their LDAP user name and password. They cannot log on to the SAP GUI.

logical level: A level of data in a PROCESS DIRECTOR document. All documents have a header level containing data relating to the entire document. Most documents also have sublevels, such as line items. Some documents also have further levels of data, for example, a Requisition line item can have accounting, scheduling and conditions data.

M

mapping conversion: Mapping conversions enable you to perform functions on fields when they are imported into PROCESS DIRECTOR. For example, you can insert a fixed value or a system variable, insert spaces or characters, remove characters, convert to a different format, perform mathematical calculations and much more.

N

namespace: An organizational area for ABAP development objects not created by SAP

node: A level in the Worklist tree structure that can be used to categorise and provide access to business documents.

O

OCI: Open Catalog Interface (OCI) is a standard SAP format for connecting to external supplier catalogs.

P

PD: PROCESS DIRECTOR

PDBO: The PROCESS DIRECTOR Business Object. (PDBO) is an abstract object type providing a base of common functionality for PROCESS DIRECTOR business documents

placeholder: Placeholders can be used in message and email texts to insert variable data. When the message or email is created, the placeholder is replaced with the relevant value.

platform services: Core PROCESS DIRECTOR functionality that can be used by all process types. PROCESS DIRECTOR platform services include workflows, user management, process logging, archiving, data versioning and database persistence.

preset: A data initialization business rule. Presets populate document fields with default values at predefined points in the document's life cycle — for example, when the document is created, updated or successfully posted.

preset class: A preset class enables you to dynamically compute a value which can then be applied to a field as a preset. For example, a preset class can determine the company code entered in a document and populate the Currency field with the currency defined for that company code.

preset ID: A preset ID determines at what point in the life cycle of a document a preset is applied to a field, for example, when the document is created, updated, checked, approved in a workflow, etc.

process type: A specific type of business document as well as the specific business logic required for processing this type of document. Examples of standard PROCESS DIRECTOR process types are PO Requisitions, DN Goods Receipts, FI Financial Postings, PA Payment Advices and SO Customer Orders. See also "customer defined process type".

Q

query class: A class that can be used to dynamically construct part of the ranges configuration of a Worklist node at runtime. For example, the class /EBY/CL_PDBO_WL_QRY_PD_USER determines the name of the currently logged on user and displays all documents assigned to that user in the Worklist node.

quick start menu: A menu that is displayed when a user logs on to PROCESS DIRECTOR in the Web Application. This menu, which is configured by the implementation consultant, provides rapid access to frequently used actions or Worklist nodes. The quick start menu is not available in the SAP GUI.

R

ranges configuration: An SQL query defined for a Worklist node that determines which documents will be displayed when that node is selected in PROCESS DIRECTOR.

ranges editor: An area of the Worklist configuration screen that is used to define the ranges configuration, which determines which documents are displayed in a Worklist node.

redirection: A type of request to the controller set by a PD event, asking the controller to run a logically named follow-up action. To determine which action to run, the controller will resolve the logical name to a concrete follow-up action using the action chain definition

request-driven process: A business process that is 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.

RFC user: An RFC (Remote Function Call) user is an SAP user of the type "System" that is used to enable communication between SAP and external systems, or between different SAP systems. An RFC user cannot log on to SAP or PROCESS DIRECTOR. If you want to use the PROCESS DIRECTOR Web Application, you must create an RFC user to enable communication between SAP and the Web Application.

S

SAP Note: SAP Notes provide program corrections or information; they can be downloaded from <http://service.sap.com/notes> and implemented using the transaction SNOTE. Also known as OSS Notes.

selection screen: A dialog that enables users to specify criteria for filtering their Worklist.

semi-dynamic node: A Worklist node with a ranges configuration that allows for one or more placeholders to be replaced at runtime with values supplied by "value classes". For example, the ranges configuration might specify a placeholder for the current user to be filled in at runtime.

single document link: A link in an email that opens a specific PROCESS DIRECTOR document in the Web Application.

Smart Form: A type of form in SAP that can be used to create messages, order confirmations, invoices, and other kinds of forms. They are "smart" because they can contain both static and dynamic data. Smart Forms can be used by PROCESS DIRECTOR, for example, for messages. Smart Forms are maintained using the SMARTFORMS transaction.

static node: A Worklist node having a ranges configuration that is fully specified by the implementation consultant at design time.

step: See "Workflow step".

subnode: A Worklist node that is a child of another node, that is, is at a lower level in the Worklist node tree structure.

U

umbrella system: An SAP system with PROCESS DIRECTOR installed from which it is possible to access documents that reside in other PROCESS DIRECTOR SAP systems.

W

workflow: A procedure for approving a document for a specific purpose (for example, for payment). A workflow comprises at least one workflow step, and one or more users.

workflow step: A basic unit of work that can be used to compose workflow processes.

Worklist: A dynamic tree view of PROCESS DIRECTOR business documents that a given processor can work on, with document categories as expandable nodes and the documents themselves as leaves.

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