

ReadSoft PROCESS DIRECTOR User Guide

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Table of Contents

- About this guide 9**
- Getting started 11**
 - Start ReadSoft PROCESS DIRECTOR 11
 - Worklist 11
 - Worklist selection screen 12
 - Add a filter* 12
 - Remove a filter* 13
 - Save a filter as a variant* 13
 - Use a saved variant* 13
 - Delete a variant* 14
 - Start-up selection screen 14
 - Document overview list 16
 - Document detail view 17
 - Document status icons 18
 - Workflow status icons 19
 - System messages 20
 - Document relations 21
 - Use search help 21
- Create and edit documents 23**
 - Create a document 23
 - Create a document from an external file 23
 - Edit a document 24
 - Upload line items from an external file 25
 - Copy line item values 25
 - Entry templates 26
 - About entry templates* 26
 - Use an existing entry template* 26
 - Create and edit entry templates* 26
 - Copy a document 27
 - Delete a document 27
 - Assign a document to another user 27
 - View document versions 28
 - Split documents 29

Messages, notes, texts and attachments	31
Send messages.....	31
Add and view notes	32
Add and view texts	33
Add and view attachments	34
<i>Add attachments</i>	34
<i>View attachments</i>	36
<i>Delete attachments</i>	36
Check and post documents	39
Check a document.....	39
Reject a document.....	39
Post a document.....	40
Posting via an SAP transaction	40
Link a document to an existing SAP document.....	41
Reverse a document	41
Display external data	42
Cross-company code posting	42
<i>About cross-company posting</i>	42
<i>Post a cross-company code document</i>	42
Use workflows	45
Start a workflow	45
<i>Start a one-step workflow</i>	45
<i>Start a multi-step workflow</i>	46
Add and remove processors	46
<i>Add a processor</i>	46
<i>Remove a processor</i>	47
Recall a workflow.....	48
Recall Accounts Payable documents	49
View workflow status	49
Approve documents.....	50
Approve line items	50
Reject documents.....	51
Forward documents.....	51
Send and answer queries.....	52
<i>Send a query</i>	52

<i>Answer a query</i>	53
Process workflows in the SAP Business Workplace	54
Change personal settings	55
Customize the display	55
<i>Messages display</i>	55
<i>Document processing</i>	56
<i>Display image</i>	57
<i>Worklist selection screen display</i>	58
<i>Notes display</i>	59
Assign substitutes	59
<i>Active substitutes</i>	59
<i>Passive substitutes</i>	59
<i>Add substitutes</i>	59
<i>Change and delete substitutes</i>	60
Reference	61
Application toolbar icons	61
Keyboard shortcuts	63
Accounts Payable	65
Process Accounts Payable documents	65
Transfer documents between the Umbrella system and a remote system	66
Accounts Receivable	67
Create an Accounts Receivable document	67
<i>Propose line items</i>	68
Process Accounts Receivable documents	69
Clear a Payment Advice	70
Archiving	71
Process archive documents	71
Asset management	73
Create an asset acquisition request	73
Create an asset retirement request	73
Create an asset transfer request	74
Customer Orders	77
Process customer orders	77
Handle duplicate orders	79
Release credit locks	80

Use shortcuts in a collective search help	81
KPI reports.....	82
<i>Overview</i>	82
<i>Customer Orders overview</i>	83
<i>Customer orders - Item overview</i>	85
<i>Customer orders - Processing issues</i>	87
<i>Customer orders - Processing statistics</i>	88
<i>Customer orders - Currently running workflows</i>	90
<i>Customer orders - Approver time</i>	92
<i>PD Documents - (cross-process) overview</i>	94
Electronic Bank Statements.....	99
Process electronic bank statements.....	99
Clear an item	100
Financial Postings	103
Create a financial posting	103
Change the posting type.....	105
General Ledger Account Postings.....	105
<i>Regular posting</i>	105
<i>Adjustment posting</i>	105
<i>Provision posting</i>	106
<i>Accrual with reversal posting</i>	107
<i>Recurring entry / recurring accrual with reversal posting</i>	107
<i>Accrual from PROCESS DIRECTOR Accounts Payable posting</i>	108
Customer Postings	109
<i>Invoice/Credit note posting</i>	109
<i>Recurring invoice posting</i>	109
<i>Deferral (invoice) posting</i>	110
<i>Write-off posting</i>	111
Goods Receipts	113
Create a goods receipt	113
<i>Create a goods receipt based on a purchase order</i>	113
Process goods receipts	114
Cancel goods receipt.....	116
Invoice Block and Cancelation	117
Create a block/unblock request.....	117

Cancel an invoice	117
Master Data Maintenance	119
Create an asset master maintenance request	119
Create a cost center maintenance request	121
Create a customer master maintenance request	123
General ledger accounts	124
<i>Create a G/L account maintenance request.....</i>	<i>124</i>
<i>Compare to SAP data.....</i>	<i>125</i>
<i>Requests for blocking/deletion.....</i>	<i>126</i>
Create a profit center maintenance request	127
Vendors	128
<i>Create a vendor master maintenance request</i>	<i>128</i>
<i>Compare to SAP data.....</i>	<i>130</i>
<i>Requests for blocking/deletion.....</i>	<i>131</i>
Order Confirmations	133
Create an order confirmation.....	133
Process order confirmations.....	134
Compare order confirmation line item texts.....	135
Cancel a line item	136
Payment Approvals.....	137
Process payment approvals	137
Create a report	139
Requisitions.....	140
Create a requisition document	140
Enter the header data.....	140
Enter line items	141
<i>Order items from an online catalog.....</i>	<i>141</i>
<i>Enter items manually</i>	<i>142</i>
<i>About outline agreements.....</i>	<i>143</i>
<i>Use existing purchasing documents</i>	<i>143</i>
Enter account assignments	145
Save a document.....	146
Down Payments	147
Create a down payment	147
Enter the header data.....	147

Save the document..... 147

About this guide

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

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

About ReadSoft PROCESS DIRECTOR

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

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

ReadSoft PROCESS DIRECTOR offers the following standard process types:

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

In addition, customers can configure their own process types.

Getting started

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

Start ReadSoft PROCESS DIRECTOR

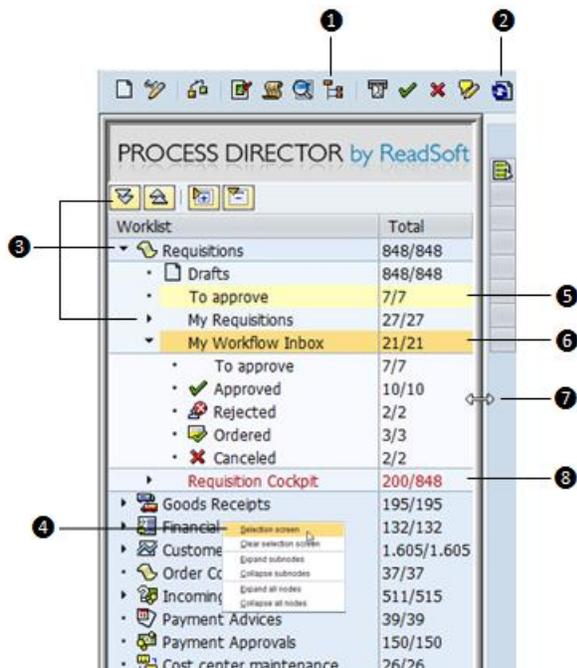
To start ReadSoft PROCESS DIRECTOR, complete the following steps.

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

The [Worklist](#) and an initial [document overview list](#) are displayed. Depending on your configuration, a selection may be displayed instead and you must first enter selection criteria.

Worklist

The Worklist is a navigation area that allows you to quickly view different categories of documents. The illustration here shows a sample ReadSoft PROCESS DIRECTOR installation; the categories in your installation may have different names and there may be more or fewer categories, depending on your configuration and user rights.



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

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

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

4. Right-click to open the [selection screen](#) to filter the Worklist.
5. Previously selected Worklist category (light highlight).
6. Currently selected Worklist category (dark highlight).

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

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

7. Resize the Worklist.

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

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

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

The red highlight indicates that this category has been filtered.

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

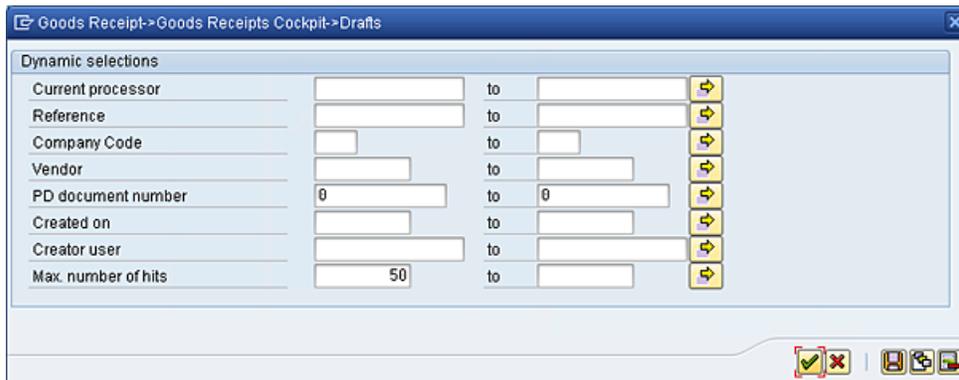
Worklist selection screen

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

Add a filter

To add a filter, complete the following steps.

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



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

3. Click  to apply the filter.

The Worklist category is highlighted in red to indicate that it has been filtered. The document overview list displays only the documents that meet your search criteria.

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

Remove a filter

To remove a filter, complete the following step.

- Right-click the Worklist category and in the context menu, select **Clear selection screen**.

Save a filter as a variant

You can save your filter criteria as a variant so that you do not have to re-enter the criteria when you want to filter the document overview list again using the same criteria.

To save a filter as a variant, complete the following steps.

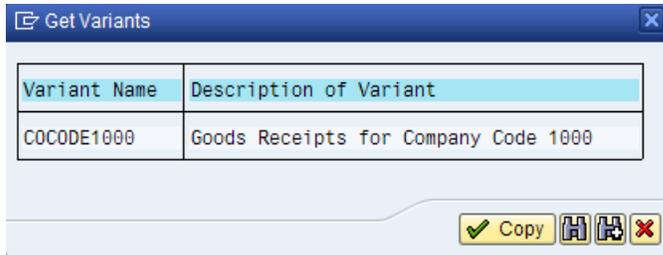
1. In the selection screen, enter the values that you want to use as filter criteria.
2. Click the **Save as variant**  button.
3. Enter a name and description for the variant and click the **Continue**  button.



Use a saved variant

To use a saved variant, complete the following steps.

1. In the selection screen, click the **Get variants**  button.
2. Double-click the name of the variant that you want to use.



The variant values are entered in the selection screen.

3. Click  to filter the Worklist using these values.

Delete a variant

To delete a variant, complete the following steps.

1. In the selection screen, click the **Delete variant**  button.
2. Double-click the name of the variant that you want to delete.

Start-up selection screen

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

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

PROCESS DIRECTOR by ReadSoft



General

Process type

Created on to 

Creator user 

Curr. processor 

PD doc number to 

Max. number

Goods Receipt

Vendor to 

Reference to 

Company Code to 

G/L Account Postings

Document Number to 

Company Code to 

Document Date to 

Posting Date to 

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

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

General

Process type

Created on to 

Creator user 

Curr. processor 

PD doc number to 

Max. number

Goods Receipt

Vendor to 

Reference to 

Company Code to 

All Workflows

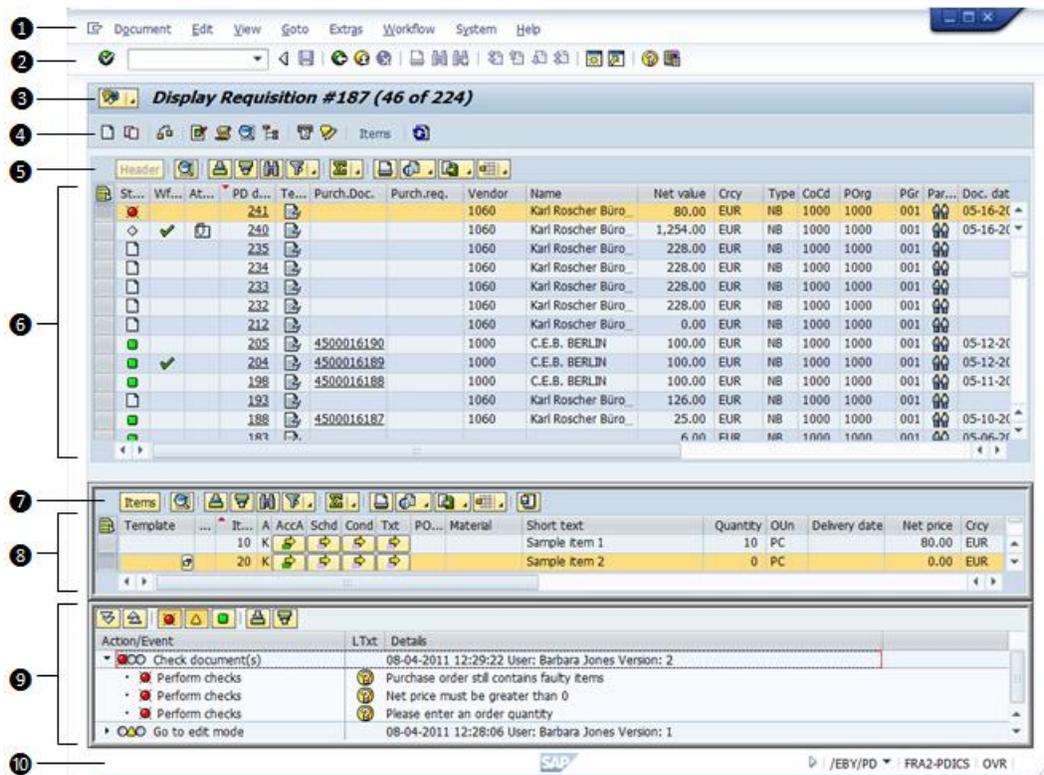
Due date to 

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

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

Document overview list

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



1. PROCESS DIRECTOR menu bar.
2. SAP system toolbar.
3. SAP Services for Object menu.
4. PROCESS DIRECTOR Application toolbar.

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

5. SAP list toolbar (header data).
6. Header data of PROCESS DIRECTOR documents.

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

7. SAP list toolbar (line item data).
8. Line items of the currently selected document.

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

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

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

Tip: By clicking the **Dock/Undock grid**  button on the toolbar, you can display the line items and other details in a separate window, instead of below the header data.

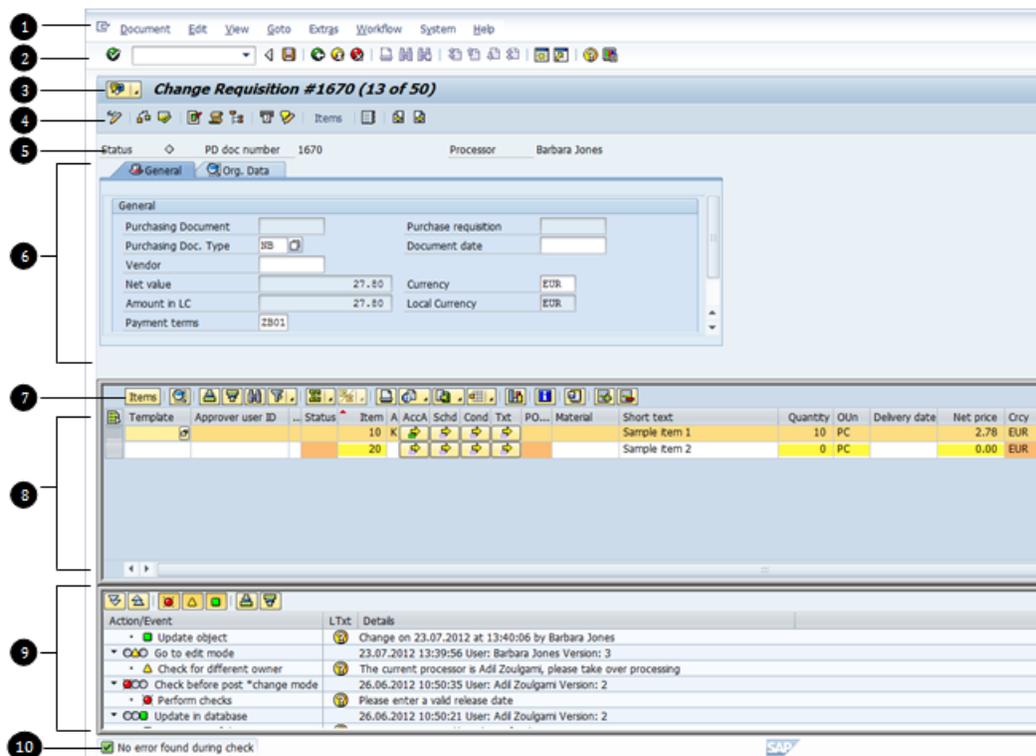
9. [System messages](#).

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

10. Status bar.

Document detail view

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



1. PROCESS DIRECTOR menu bar.
2. SAP system toolbar.
3. SAP Services for Object menu.
4. PROCESS DIRECTOR Application toolbar.
5. [Document status](#) and [workflow status](#).

6. Tabs containing header data fields.
7. SAP list toolbar (line item data).
8. Line items.

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

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

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

9. [System messages](#).

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

10. Status bar.

Document status icons

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

Icon	Status	Description
	New	The document has been created.
	Error	The document contains errors that prevent it from being posted.
	Warning	The document contains errors that do not prevent it from being posted.
	Ready for posting	The document does not contain any errors and can be posted to SAP.
	In workflow	The document is currently in a workflow .
	Posted	The document has been posted. Note: Posted documents cannot be changed.
	Canceled	The document has been canceled. Canceled documents can no longer be edited.
	Rejected	The document has been rejected.

	Reversed	The document has been reversed. Reversed documents cannot be edited.
---	----------	--

Note: Using the SE38 transaction, administrators can modify the document status of any process type. For more information, see the /EBY/PDB0_DOC_STATUS_UPDATE program in the *PROCESS DIRECTOR Reference Guide*.

Workflow status icons

Icon	Status	Description
	Sent	The document has been sent to a workflow, but the recipient has not yet opened the document. This status is applied to all workflow steps. For example, when the first step has been approved, the Sent status is displayed when the recipient of the second step has not yet opened the document.
	In work	The document is currently in a workflow and the recipient has opened the document. This status is applied to all workflow steps. For example, when the first step has been approved, the In work status is displayed when the recipient of the second step has also opened the document.
	In workflow, the current processor is a substitute	The document is currently in a workflow. The current processor is processing the document in his capacity as substitute for the original processor.
	Overdue	The workflow or workflow step is overdue. The due date for processing is set in the workflow or workflow step settings.
	Approved	The document has been approved and is no longer in a workflow.
	Rejected	The document has been rejected and is no longer in a workflow.
	Partially approved	Some document items have been approved, others have been rejected. The document is no longer in a workflow.
	Recalled	The document has been recalled from a workflow. The workflow has been cancelled.

	Forwarded	The document has been forwarded to another user for processing.
	Query sent	A query about the document has been sent to another user.
	Query	A query about the document has been received from the workflow processor.
	Query answered (status for query sender)	A query has been answered. This status icon is displayed to the user who sent the query.
	Query answered (status for query recipient)	A query has been answered. This status is displayed to the person who received the query.

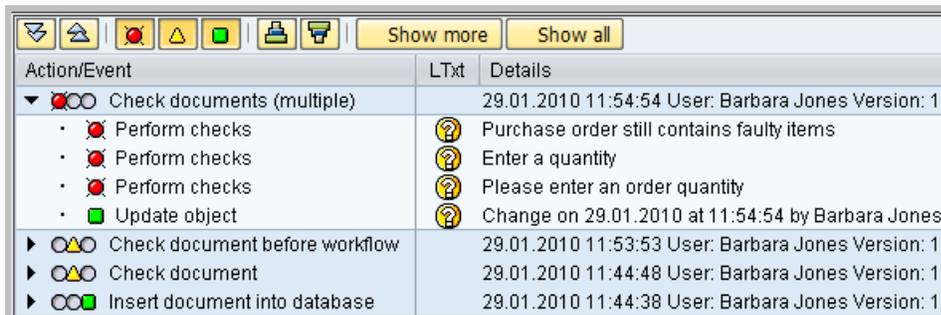
Note: Using the SE38 transaction, administrators can modify the workflow status of any process type. For more information, see the /EBY/PDB0_DOC_STATUS_UPDATE program in the *PROCESS DIRECTOR Reference Guide*.

System messages

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

To view a document's system messages, complete the following step.

- Click the **Show/hide messages**  button on the **Application toolbar**. Click the button again to hide the messages.



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

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

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

The icons indicate whether the action was successful or not:

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

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

 The action was successful.

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

 Display all messages for all actions.

 Hide all messages; only message summary lines are displayed.

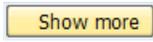
 Show only error messages.

 Show only warning messages.

 Show only success messages.

 Sort messages in ascending order (newest first).

 Sort messages in descending order (oldest first).

 Show messages for more [versions](#) of the document. You can specify for how many versions messages should be displayed by default in your [personal settings](#).

 Show messages for all document versions.

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

Document relations

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

To display the relations grid, complete the following step.

- Click the **Show / hide relations**  button.

Use search help

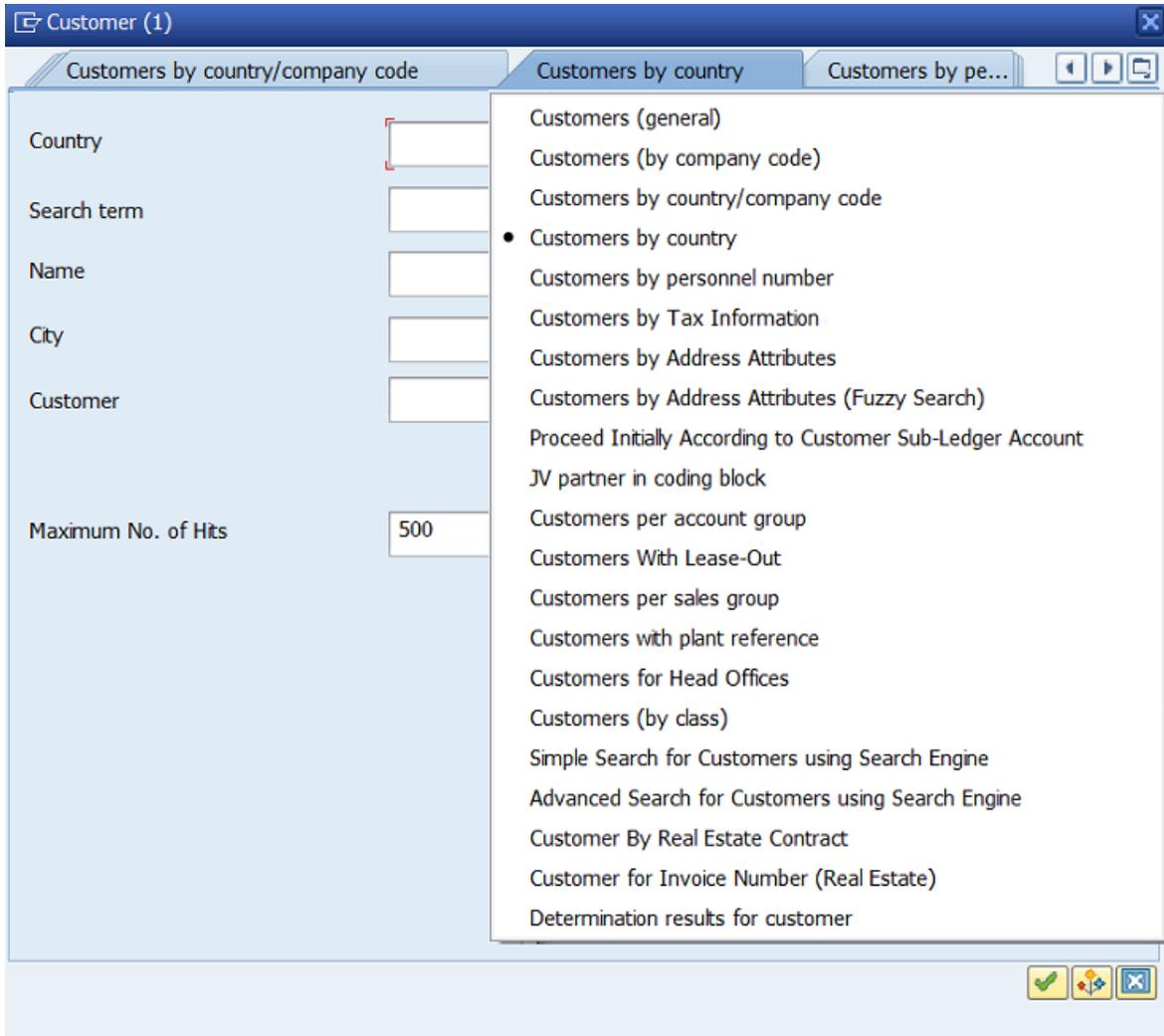
Some fields have search help available to assist you in finding the right value. When you click in a field for which search help is available, the search help  button is displayed.

Click the search help  button to open a window, where you can enter the search criteria.

Collective search help

A collective search help can contain multiple individual search helps. Click the  button to view a list of all the available search helps.

For example, the collective search help for the **Customer** field can contain the following individual search helps.



Create and edit documents

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

Create a document

To create a document, complete the following step.

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

Note: For [document-driven process types](#) it may not be possible to create a new document (depending on your configuration).

Create a document from an external file

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

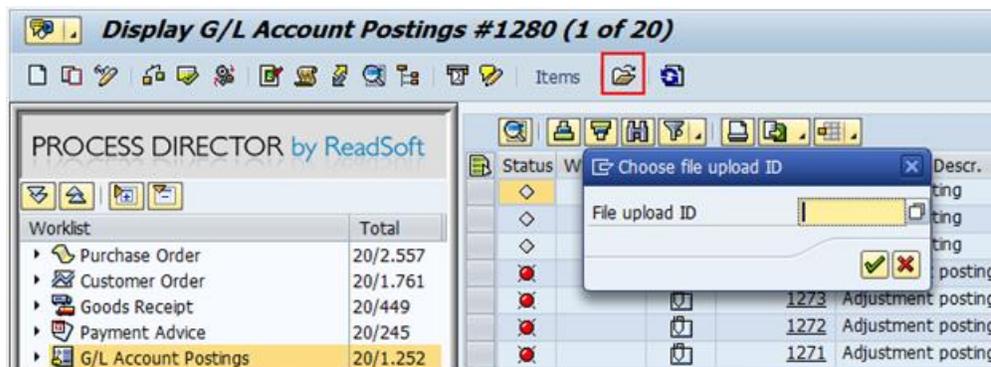
The following external file formats are supported:

- ASC
- CVS
- TAB
- TXT
- XLS

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

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

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



3. Click the  button.

Edit a document

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

To edit a document, complete the following steps.

1. In the [document overview list](#), click the PROCESS DIRECTOR document number (**PD doc. no.**) to open the document detail view. For process types that do not have a document detail view, highlight the document in the document overview list and make changes directly in the columns of the document overview list.
2. If the document is currently assigned to a different user, the system displays a dialog box that shows which user is currently responsible for processing the document. To take over processing of the document from this user, click the **Continue**  button. This dialog box is not displayed if the document has been sent to you in a workflow; you can edit a document in a workflow without taking over processing.



3. Make any necessary changes.
4. On the SAP toolbar, click the **Save**  button.

Use drag and drop

If configured, you can use the drag and drop function to fill line item fields. For example, in an order confirmation document, you can copy data from the PO Items into the Order Confirmation items.

To use drag and drop, complete the following steps.

1. In the [document overview list](#), click the PROCESS DIRECTOR document number (**PD doc no**) to open the document detail view.
2. On the [Application toolbar](#), click the **Display <-> Change**  button.
3. Drag the required data from the source to the destination, for example, from **PO Items** to **Items**.

St...	Purch.Doc.	It...	Material	MPN	Quantity	OUn	Deliv. date	Net price	Net value	Crcy
◇	3000000007		MSA-2000		1.000			0.00	0.00	EUR
◇	3000000007		R-1002					0.00	0.00	EUR

Purch.Doc.	I...	Material	Short text	Vendor mat. no.	Quantity	OUn	Delivery da...	Hist.	Net p...	Net value
3000000007	1	MSA-2000	High Speed P...	MSA-2000-3730	1	PC	02.11.2000		2,22...	2,228.00
3000000007	2	R-1002	Maxitec R 32...	R-1002-3730	1	PC	02.11.2000		1,69...	1,698.00
3000000007	3	MSA-2006	PAQ Monitor,...	MSA-2006-3730	1	PC	02.11.2000		532.00	532.00

Entry templates

About entry templates

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

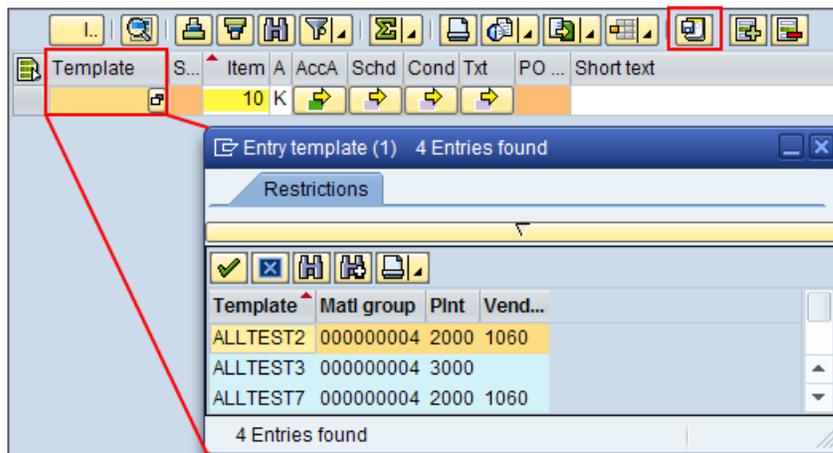
System templates are created and maintained centrally and are available to all users. If entry template maintenance has been configured, you can also create your own templates for your personal use. You cannot specify which fields are defined in the template, but you can add your own values to the template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

Use an existing entry template

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

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

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



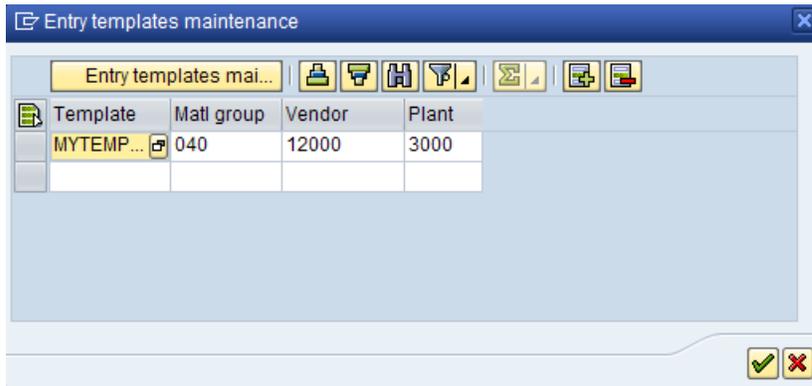
2. Click to add the values defined in the template to the relevant fields of your document.

Create and edit entry templates

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

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

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



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

Copy a document

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

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

To copy a document, complete the following steps.

- Either select the document from the [document overview list](#) (by highlighting the row) or click the PD document number to go to the [document detail view](#).
- On the Application toolbar, click the **Copy document**  button.

A new document containing the same information as the copied document opens.

- Make any necessary changes and save the document.

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

Delete a document

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

To delete a document, complete the following steps.

- Either select the document from the [document overview list](#) (by highlighting the row) or click the PD document number to go to the [document detail view](#).
- On the **Document** menu, click **Delete**.
- Click  to confirm the deletion.

Assign a document to another user

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

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

To assign a document, complete the following steps.

1. Either select the document from the [document overview list](#) (by highlighting the row) or click the PD document number to go to the [document detail view](#).
2. On the **Extras** menu, click **Assign processor**.

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

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

View document versions

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

To view document versions, complete the following steps.

1. In the document overview list, select the document.
2. On the **Go to** menu, click **Display versions**.

An overview of all versions of the document is displayed.

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

3. Select the versions to view or display:
 - To view a document version, select the document in the document overview list and click the **Choose** button.
 - To compare document versions, select the documents and click the **Compare** button.
 - With the **Toggle the visibility of subobject grids** button, you can toggle the display of line items in the overview for a single selected document. The line item area displays only line items of a single version. To view changes to line items from one version to another, use the **Compare** button.

4. The version details are displayed.

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

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

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

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

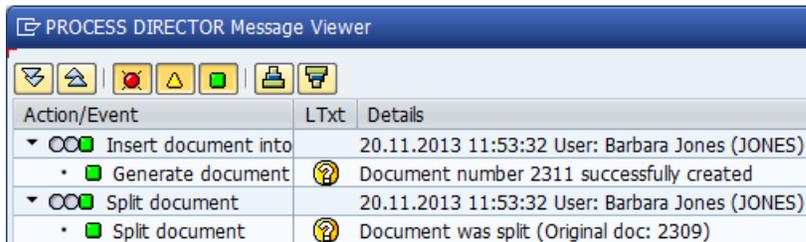
Split documents

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

To split a document, complete the following steps.

1. In the [Worklist](#), double-click the appropriate category.
2. Either select the document from the [document overview list](#) (by highlighting the row) or click the PD document number to go to the [document detail view](#).
3. Click the **Document split**  button.
4. In the **Split document** popup, click **OK**.

The **PROCESS DIRECTOR Message Viewer** displays the numbers of the original document that was split and the new document(s) created according to the specified configuration parameters.



Action/Event	LTxt	Details
▼  Insert document into		20.11.2013 11:53:32 User: Barbara Jones (JONES)
•  Generate document		Document number 2311 successfully created
▼  Split document		20.11.2013 11:53:32 User: Barbara Jones (JONES)
•  Split document		Document was split (Original doc: 2309)

5. You can now work on either document.

Messages, notes, texts and attachments

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

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

Send messages

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

To send messages, complete the following steps.

1. Either select the document from the [document overview list](#) (by highlighting the row), or click the PD document number to go to the [document detail view](#).
2. On the **Goto** menu, click **Send message**.
3. Select **External message** or **Internal message**.

The **Send message** dialog is displayed.

Send?	Description	Document Class	Length (K...
<input checked="" type="checkbox"/>	PROCESS DIRECTOR notes & workflow	PDF	10
<input checked="" type="checkbox"/>	PROCESS DIRECTOR PDF document	PDF	25

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

Add and view notes

You can add notes to documents to communicate with other ReadSoft PROCESS DIRECTOR users, for example, to communicate problems, ask questions or provide information. Notes are used only for communication within ReadSoft PROCESS DIRECTOR and are not transferred to the SAP document, but are archived separately in a PDF file when the SAP document is posted.

Depending on the setting, notes can be displayed in chronological or descending order (newest first) or in ascending order (oldest notes first). For more information, see [Customize the display](#).

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

To view or add notes, complete the following steps.

1. Either select the document from the [document overview list](#) (by highlighting the row) or click the PD document number to go to the [document detail view](#).

If notes have already been added to the document, the icon in the **Notes** column in the document overview list indicates who entered the note. Click the icon to view the notes.

-  The note was entered by the user who is currently logged in.
-  The note was entered by a different user.

2. To add notes, on the Application toolbar, click the **Add notes**  button.

The notes editor dialog box opens.

Note: The layout of the editor depends on the system configuration. The editor can be an HTML-based editor, an SAP text container, or an ALV container. The colors used in the ALV container can be changed by customization. For more information, see the *PROCESS DIRECTOR Configuration Guide*.

3. Enter the text for the note and click  underneath the note.

To delete a note, click the **Delete**  button underneath the note. You cannot delete or edit notes after you have saved them.

Note: Deleting notes is possible only in HTML-based editors.

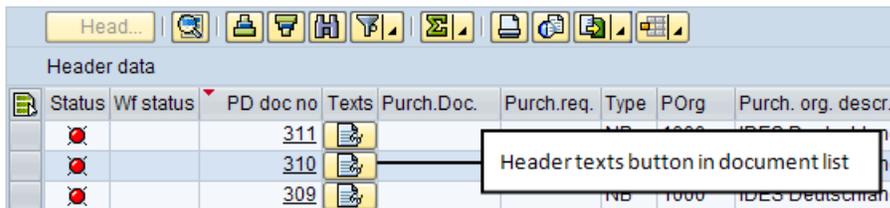
4. To save the note, click the **Continue**  button at the bottom of the dialog box.

Add and view texts

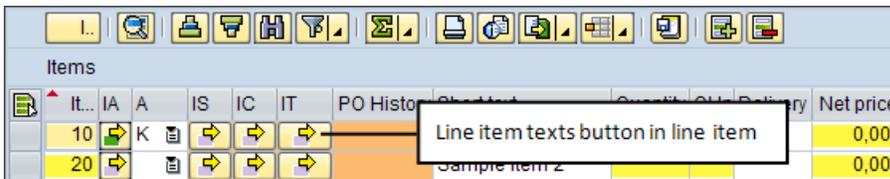
For some process types, you can add additional informational texts to the header data or to individual line items of your document. Texts are transferred to the corresponding SAP document when the document is posted in SAP.

To add and view texts, complete the following steps.

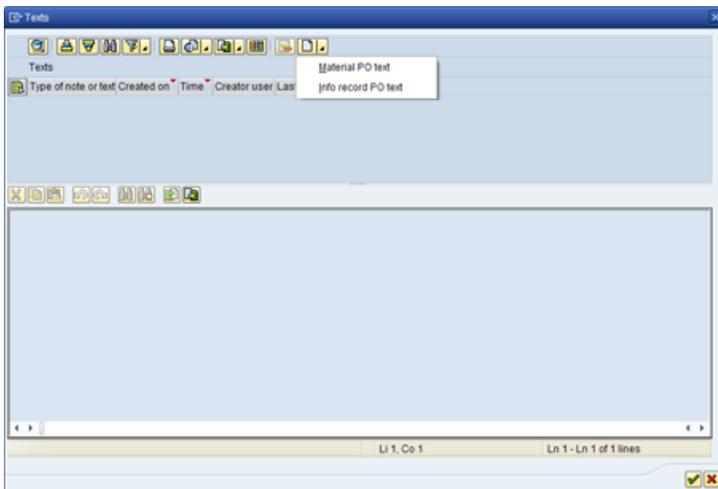
1. If necessary, click the **Display > Change**  button to switch to edit mode.
2. To add texts, click one of the following buttons:
 - The **Texts** button in the [document overview list](#) to add header data texts:



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



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

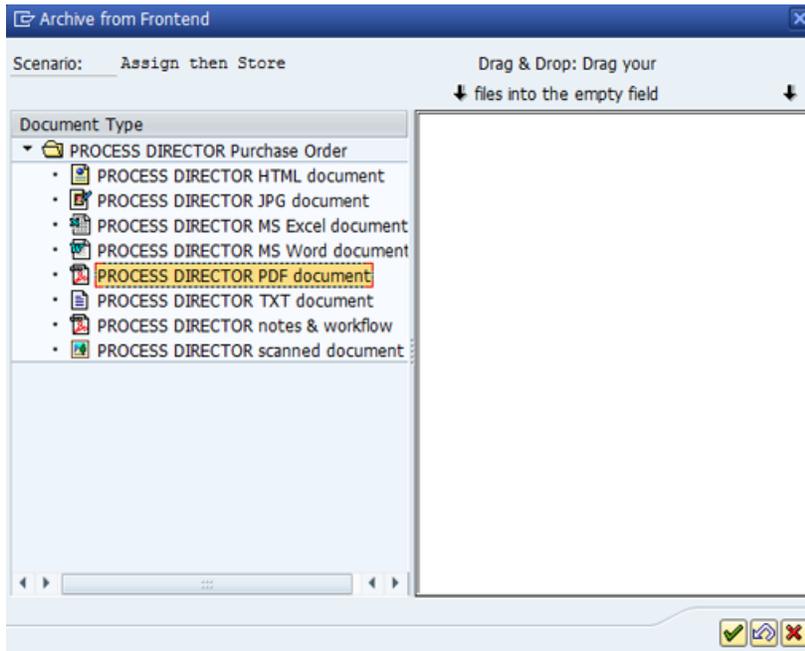


4. Enter the text and click the **Continue**  button.

Note: By default, the language key of the text is set to English. To select another language, in the Language Key cell, enter the corresponding key or use the search help to select a key.

Add and view attachments

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



Add attachments

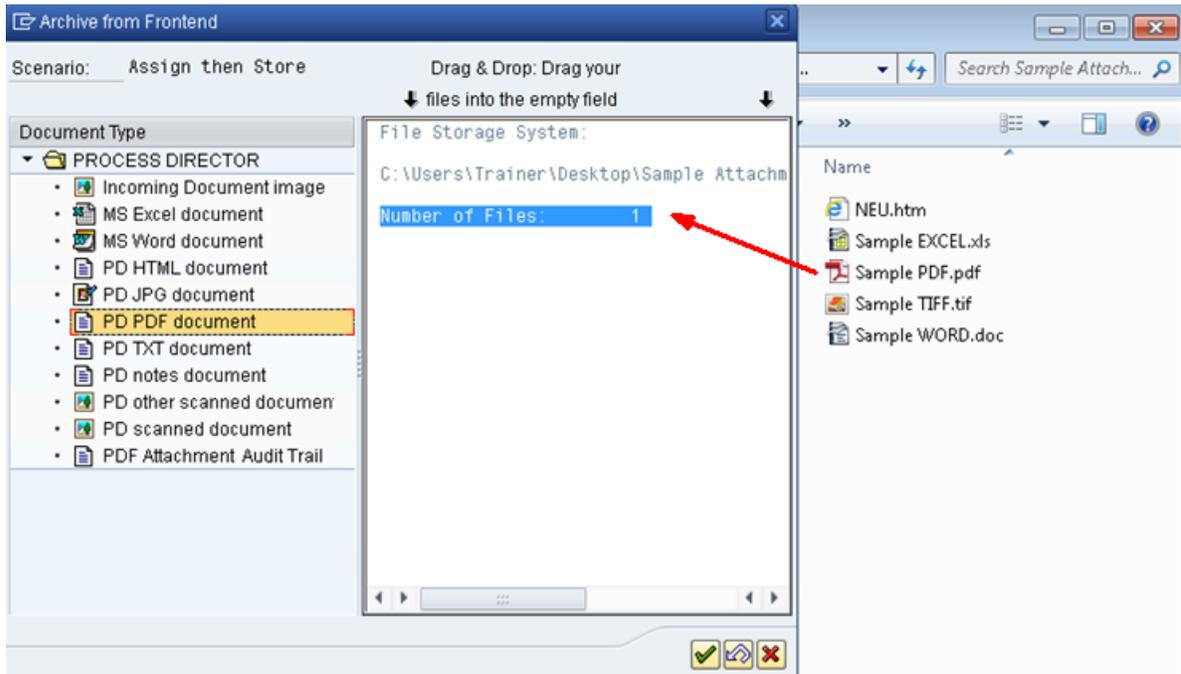
To add attachments, complete the following steps.

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

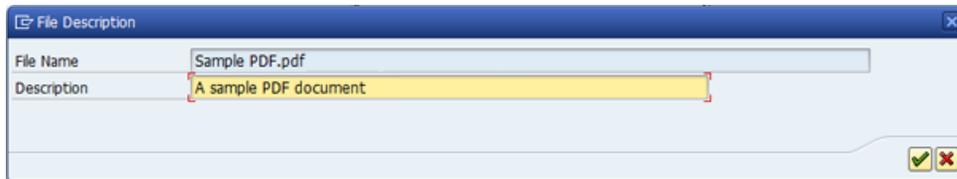


The **Archive from Frontend** dialog box is displayed.

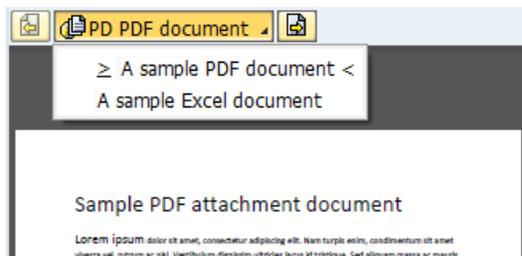
3. Select the file type that you want to attach. Which types of files you can attach depends on your system configuration.
4. Go to your file storage system (such as Windows Explorer), then select and drag one or more files into the empty field on the right of the dialog.



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



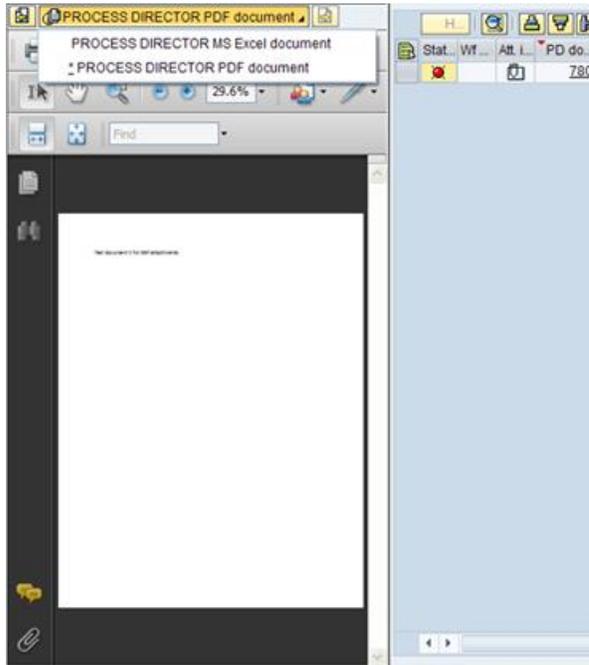
The description entered is displayed in both the **Service: Attachment list** and the PROCESS DIRECTOR document viewer.



View attachments

To view attachments, complete the following steps.

1. On the **Application toolbar**, click the **Show/Hide Attachments**  button. The document viewer is displayed.



2. Select the document that you want to view.

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

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

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

Delete attachments

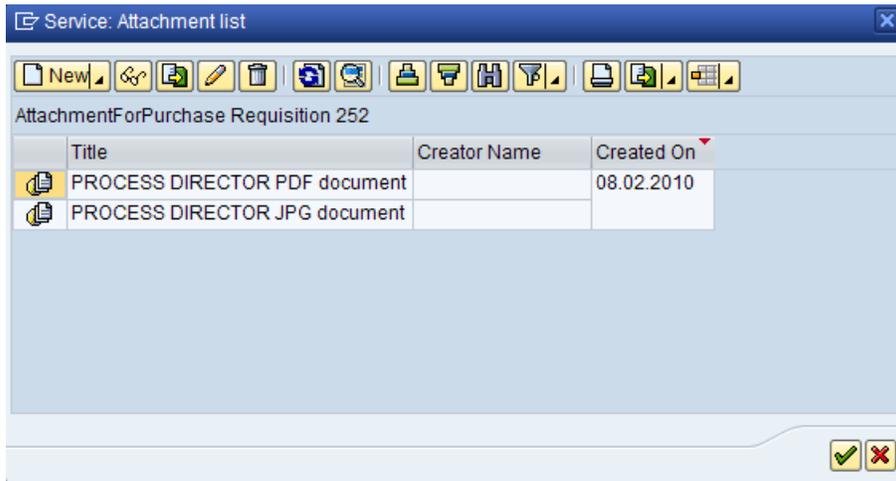
Which type of attachments you can delete depends on your user rights.

To delete attachments, complete the following steps.

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



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



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

Check and post documents

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

Check a document

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

To check a document, complete the following steps.

1. Either select the document from the [document overview list](#) (by highlighting the row), or click the PD document number to go to the [document detail view](#).
2. On the [Application toolbar](#), click the **Check**  button.

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

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

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

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

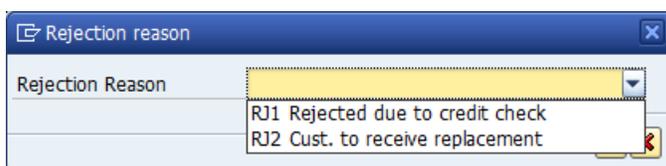
Reject a document

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

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

To reject a document, complete the following steps.

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



4. Confirm the deletion.

The document status changes to  **Rejected**.

Post a document

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

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

-  Contains warnings, can be posted
-  No errors, can be posted

To post a document, complete the following steps.

1. Either select the document from the [document overview list](#) (by highlighting the row), or click the PD document number to go to the [document detail view](#).
2. On the [Application toolbar](#), click the **Post**  button.

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

		1203		NB	1000	IDES Deutschland	001	1060
		1190		NB	1000	IDES Deutschland	001	1060
		1188	4500014891	NB	1000	IDES Deutschland	001	1060
		1187		NB	3000	IDES USA	003	3021

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

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

Posting via an SAP transaction

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

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

To post a document via an SAP transaction, complete the following steps.

1. Either select the document from the [document overview list](#) (by highlighting the row) or click the PD document number to go to the [document detail view](#).

2. On the [Application toolbar](#), click the **Execute**  button (this corresponds to the menu item **Document > Post via transaction**).

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

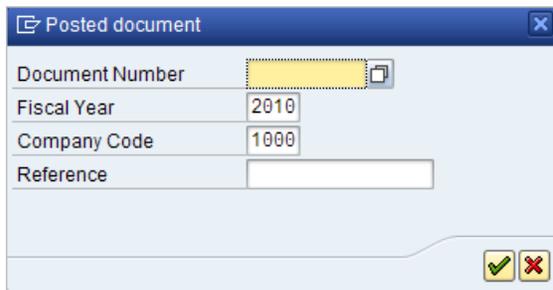
Link a document to an existing SAP document

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

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

1. Either select the document from the [document overview list](#) (by highlighting the row) or click the PD document number to go to the [document detail view](#).
2. On the **Document** menu, click **Link to SAP document**.

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



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

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

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

Reverse a document

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

1. Either select the document from the [document overview list](#) (by highlighting the row) or click the PD document number to go to the [document detail view](#).
2. Click the **Reverse**  button.
3. Specify the reversal reason and date.

The document status changes to **Reversed** .

Note: The way in which a [cross-company code posting](#) is reversed depends on the way in which the document to be reversed was posted in PROCESS DIRECTOR.

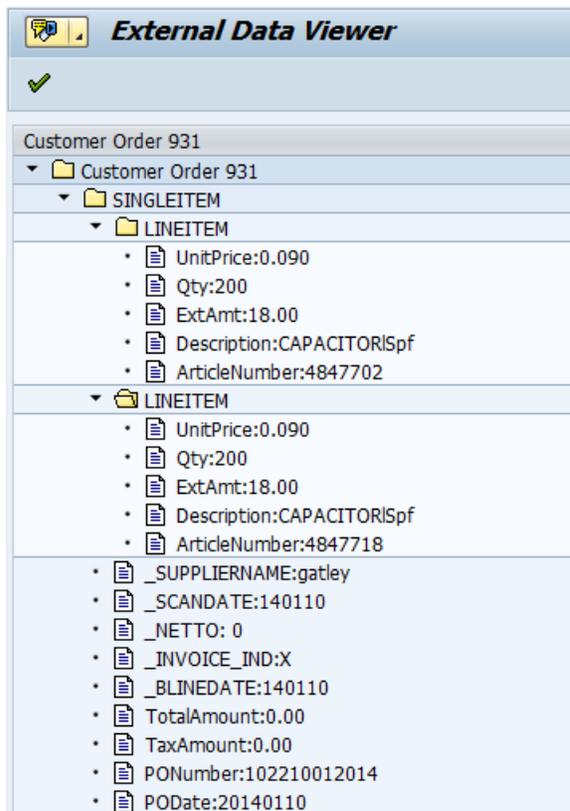
- If the document was posted using BAPI, it is also reversed using BAPI.
- If it was posted using the posting interface, the following logic applies:
- If it is not a cross-company code scenario, the document is reversed by the POSTING_INTERFACE_REVERSE_DOC function module.

- If it is a cross-company code scenario, the document is reversed by the batch input for the FBU8 transaction.

Display external data

To display the external data for posted documents, complete the following steps.

1. Either select the document from the [document overview list](#) (by highlighting the row), or click the PD document number to go to the [document detail view](#).
2. On the **Goto** menu, click **External data**.



Cross-company code posting

About cross-company posting

For cross-company or intercompany postings, two or more company codes are used in the same business transaction. This setup can be used for companies with several subsidiaries, where the parent company pays the invoices of its subsidiaries.

A cross-company posting generates a number of SAP documents.

Post a cross-company code document

To post a cross-company code document, complete the following steps.

1. Click the PD document number to go to the document detail view.

2. Fill in the header data.
3. Fill in the posting position fields. Some of this information may be entered automatically. In the **Company Code** field, enter the code of the company from which the amount has to be debited.

Note: On using the posting interface, the **Company Code** field for the first line item needs to be left empty.

4. Use the **Insert line**  button to add further posting positions, or the **Delete line**  button to delete existing positions.

Note: If required, you can change the layout to display additional posting information in the **Trading Partner** field.

5. On the Application toolbar, click the **Post**  button.

The status changes to **Posted** . In the header, a cross-company code number is created and the line items of the cross-company code documents are displayed.

6. Optional. Double-click the number to open the cross-company document, which displays the data of the different company codes that belong to that posted cross-company document.

Note: The line item fields, including the company code, are overwritten with the values from the SAP cross-company document.

Use workflows

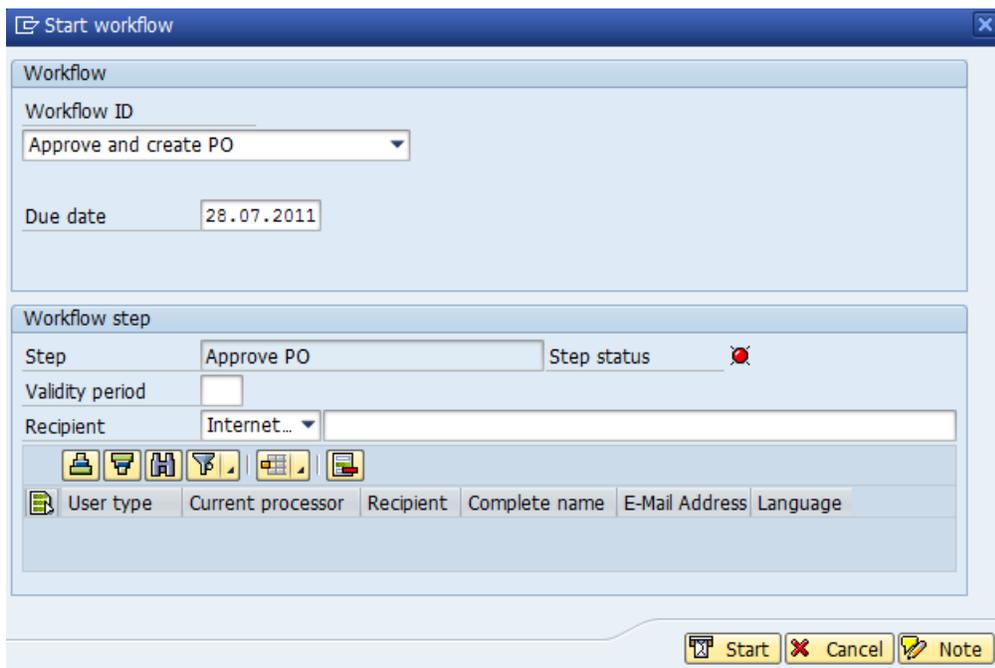
Workflows send documents electronically to other people in order to obtain or provide additional information, clarification and approval. Every action in the workflow is logged, making it possible to identify who is working on the document at all times. [Status icons](#) make it easy to identify the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

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

Start a workflow

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

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



Start a one-step workflow

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

1. Either select the document from the [document overview list](#) (by highlighting the row), or click the PD document number to go to the [document detail view](#).
2. On the Application toolbar, click the **Start workflow**  button.

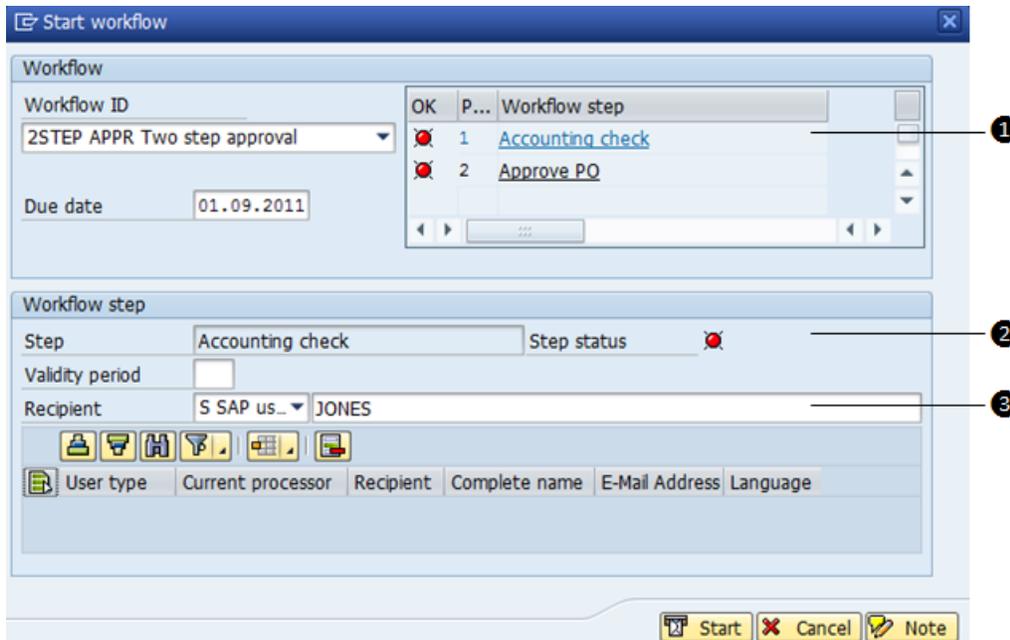
The **Start workflow** dialog box is displayed. Which options are available in this dialog box depends on how the workflow is configured.

3. Select the workflow that you want to start and in the **Due date** field, enter the date by which the workflow should be completed.

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

Start a multi-step workflow

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



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

Add recipients for a step

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

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

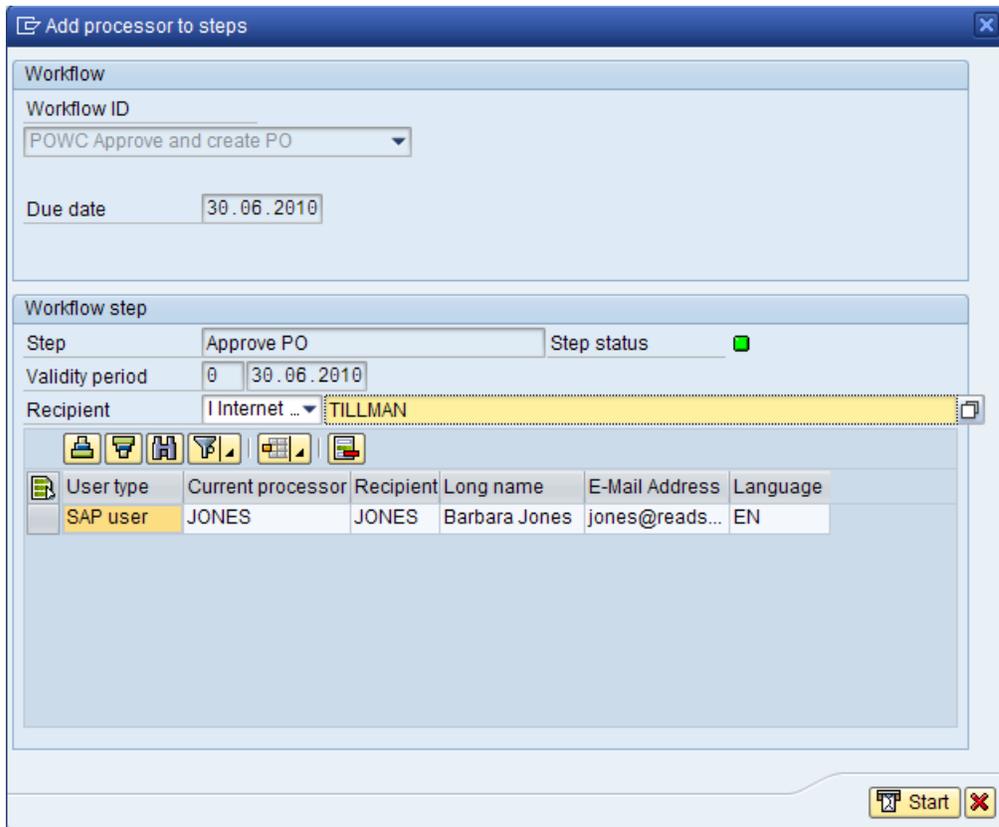
Add and remove processors

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

Add a processor

To add a processor, complete the following steps.

1. Either select the document from the [document overview list](#) (by highlighting the row) or click the PD document number to go to the [document detail view](#).
2. On the **Workflow** menu, click **Continue**.

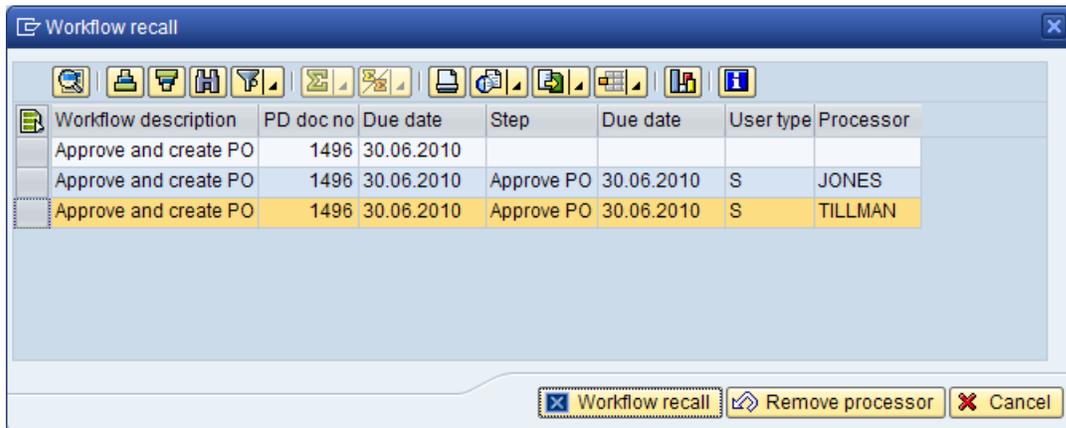


3. To enter a recipient, select a recipient type (necessary only if several recipient types have been defined in the workflow step), and then enter or search for the recipient's user name.
4. Click **Start**.

Remove a processor

To remove a processor, complete the following steps.

1. Either select the document from the [document overview list](#) (by highlighting the row), or click the PD document number to go to the [document detail view](#).
2. On the **Workflow** menu, click **Recall**.
The **Workflow recall** dialog box is displayed.



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

Recall a workflow

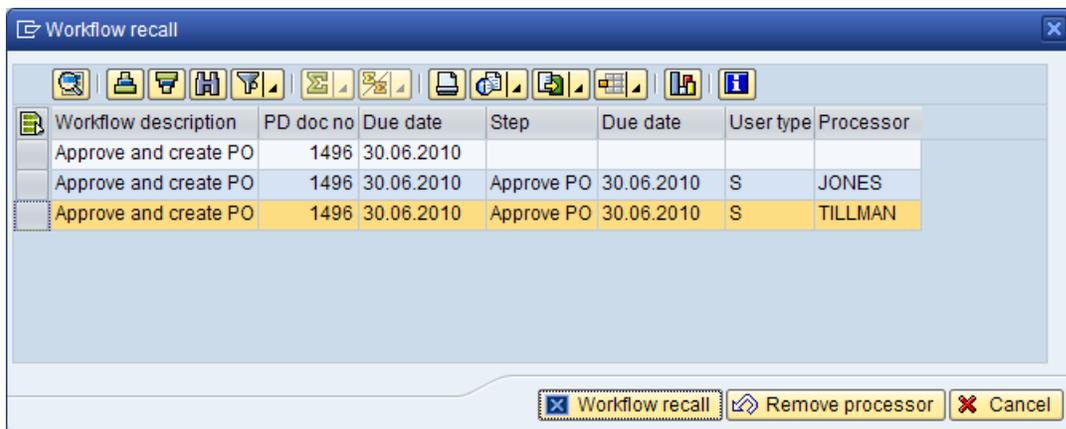
Sometimes, it may be necessary to stop the processing of a document that has been sent to a workflow. For example, a requisition is still in the approval workflow, but the requested goods or services are no longer required. In this case, you can recall the document from the workflow.

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

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

1. Either select the document from the [document overview list](#) (by highlighting the row), or click the PD document number to go to the [document detail view](#).
2. On the **Workflow** menu, click **Recall**.

The **Workflow recall** dialog box is displayed.



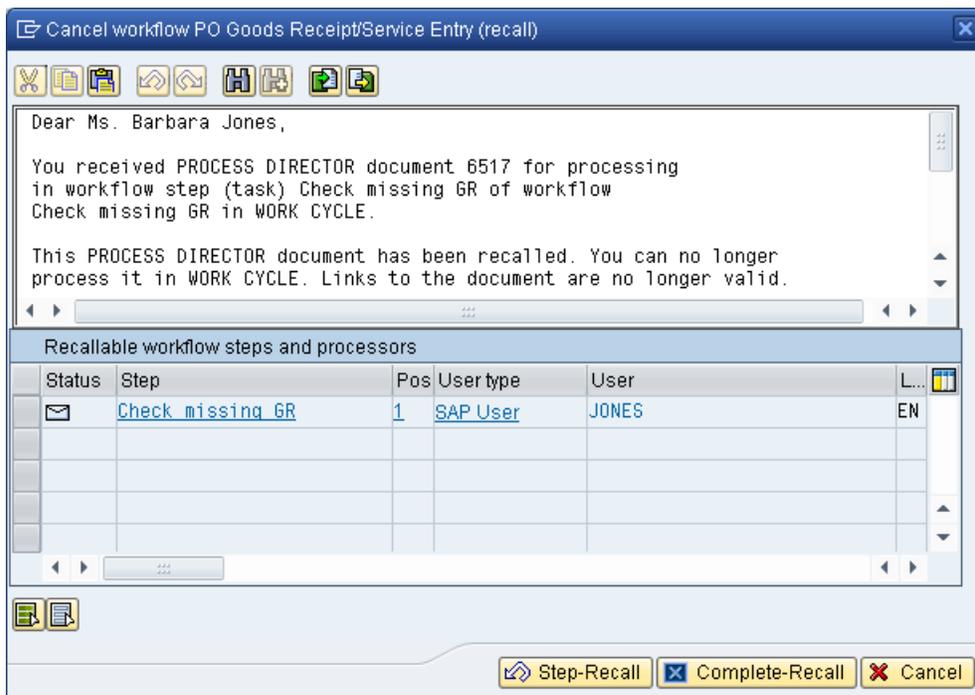
3. Click **Workflow recall**.

Recall Accounts Payable documents

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

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

1. In the [document overview list](#), click the PD document number to go to the [document detail view](#).
2. On the **Workflow** menu, click **Recall document**.



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

View workflow status

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

1. Either select the document from the [document overview list](#) (by highlighting the row), or click the PD document number to go to the [document detail view](#).
2. On the **Workflow** menu, click **Display status**.

The status window displays information about the current and previous workflows in general, as well as the steps that comprise each workflow. Notes added to the document can be viewed in the **Notes** tab.

Workflow status

- Purchase Order approval
- Approve and create PO

PROCESS DIRECTOR by ReadSoft

Workflow status: Purchase Order approval

Description	Purchase Order approval	Workflow number	3093
ID	DEMO	Started on	22.05.2012
Status	Approved	at	14:16:20
Overdue from	31.12.9999	by	THOMAS2

Steps Documents Notes

Workflow activities	Date	Time	Processor	Due date
Previous (5)				
✓ Demo step 1	22.05.2012	14:20:54	Blake Evans (SAP user: EVANS)	31.12.9999
✉ Demo step 1	22.05.2012	14:20:11	THOMAS2 (SAP user: THOMAS2)	31.12.9999
✉ Demo step 1	22.05.2012	14:19:14	THOMAS2 (SAP user: THOMAS2)	31.12.9999
✉ Demo step 1	22.05.2012	14:18:52	Blake Evans (SAP user: EVANS)	31.12.9999
✉ Demo step 1	22.05.2012	14:16:30	Blake Evans (SAP user: EVANS)	31.12.9999

Workflow status: Approve and create PO

Description	Approve and create PO	Workflow number	3092
ID	POWC	Started on	22.05.2012
Status	Recalled	at	14:13:00
Overdue from	30.05.2012	by	THOMAS2

Steps Documents Notes

Workflow activities	Date	Time	Processor	Due date
---------------------	------	------	-----------	----------

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

Approve documents

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

To approve a document, complete the following steps.

1. Either select the document from the [document overview list](#) (by highlighting the row), or click the PD document number to go to the [document detail view](#).

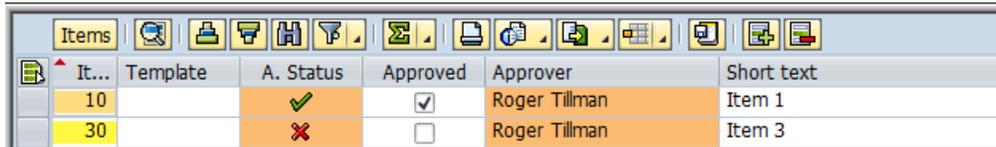
2. On the Application toolbar, click the **Approve**  button.

If this is the last or only step in the workflow, the document is displayed in the Worklist, with the status Approved . If the workflow consists of further steps, the document moves to the next step.

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

Approve line items

Some workflows require you to approve not just the entire document, but individual items on it. You see only the line items that are assigned to you for approval. The following document actually has three items; item 20 is not displayed because it is assigned to someone else.



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

To approve line items, complete the following steps.

1. Select the **Approved** check box for the line item.

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

2. On the Application toolbar, click the **Approve**  button.

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

Reject documents

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

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

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

To reject a document, complete the following steps.

1. Either select the document from the [document overview list](#) (by highlighting the row), or click the PD document number to go to the [document detail view](#).
2. On the Application toolbar, click the **Reject**  button.

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

Forward documents

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

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

To forward a document, complete the following steps.

1. Either select the document from the [document overview list](#) (by highlighting the row), or click the PD document number to go to the [document detail view](#).
2. On the **Workflow** menu, click **Forward**.

Workflow

Workflow ID: 2STEP APPR Two step approval

Due date: 14.08.2010

Workflow step

Step: Accounting check Step status: ■

Validity period: 14.08.2010

Recipient: S SAP u... JONES

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

Start Cancel

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

3. Select a user type (necessary only if several user types have been defined in the workflow step), and then enter or search for the name of the user to whom the step should be forwarded.
4. Click **Start**.

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

Send and answer queries

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

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

Send a query

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

1. Either select the document from the [document overview list](#) (by highlighting the row) or click the PD document number to go to the [document detail view](#).

2. [Create a note](#) and write your question in the note.
3. On the **Workflow** menu, select **Query**.
4. The **Send query about workflow task** dialog box is displayed.

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

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

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

Answer a query

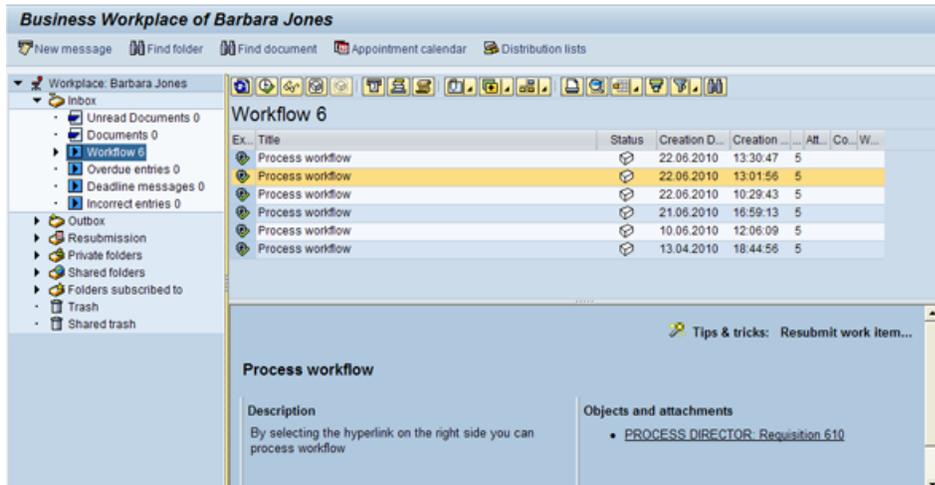
When you have received a [query](#) about a document, the document is marked with the workflow status icon, **Query**,  in the [document overview list](#). To answer a query, complete the following steps.

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

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

Process workflows in the SAP Business Workplace

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



To process a document, complete the following steps.

1. Click the document.
2. Click the link in the **Objects and attachments** section at the bottom right of the window.
ReadSoft PROCESS DIRECTOR opens and displays the document for [editing](#).

Change personal settings

You can change your personal [display](#) settings, and you can [assign substitutes](#) to take over your work while you are absent.

Customize the display

To customize the way certain information is displayed in ReadSoft PROCESS DIRECTOR, complete the following steps.

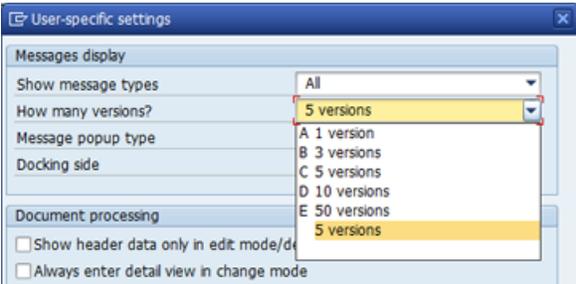
1. On the **Extras** menu, click **Personal settings**.
2. In the **User-specific settings** dialog, make the required changes.

You can make changes in the following areas.

- [Messages display](#)
- [Document processing](#)
- [Display image](#)
- [Worklist selection screen display](#)
- [Notes display](#)

You may need to restart ReadSoft PROCESS DIRECTOR so that the settings take effect.

Messages display

Field	Description
Show message types	With this option, you can specify which types of messages should be displayed by the system: All , Warnings and errors or Only errors . Documents with warnings can be posted to SAP, documents with errors cannot be posted.
How many versions?	<p>With this option, you can specify the number of document versions for which system messages should be displayed.</p>  <p>Document versions</p>
Message popup	This option changes how pop-up message windows are displayed. With an advanced

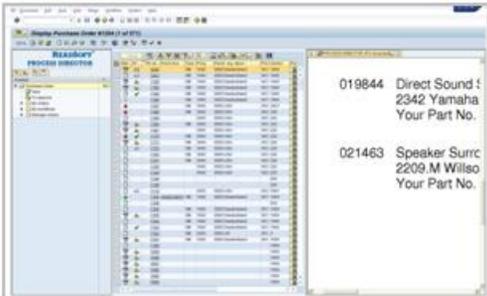
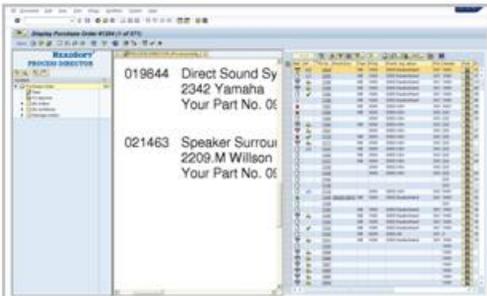
<p>type</p>	<p>message pop-up, you can expand and collapse message sections and sort and filter the messages. See System messages for more information.</p>  <p>Advanced message</p> <p>A simple message pop-up just shows the messages and no additional controls are available.</p>  <p>Simple message</p>
<p>Docking side</p>	<p>This option lets you choose the display location of messages when you click Show/Hide messages . See also the Image docking setting.</p>

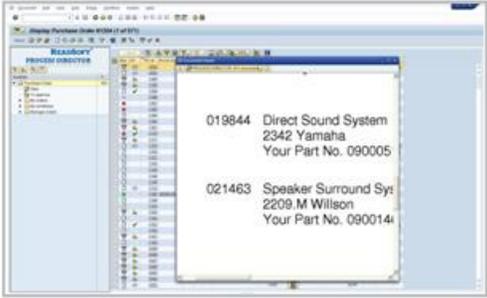
Document processing

Field	Description
<p>Show header data only in edit mode/detail view</p>	<p>By default, ReadSoft PROCESS DIRECTOR automatically displays line items and other details (for example, partners, PO items) when you double-click a document in the document overview list or enter the document detail view.</p> <p>Activate this check box to suppress the automatic display of line items. You can display the line items manually by clicking Items on the Application toolbar.</p>
<p>Always enter detail view in change mode</p>	<p>Activate this check box to always enter the document detail view in change mode.</p>
<p>Jump to next doc. auto. when processing complete</p>	<p>Activate this check box to automatically jump to the next document when you have finished processing the current one.</p>

<p>Skip locked docs. on jump to previous/next doc.</p>	<p>Usually, users process documents one after the other (on the detail screen, there are toolbar buttons to go to the next/previous document). If another user is processing a document and you try to go to that document, you will get an error message because it is locked by the other user. Activating this setting avoids the error message.</p>
<p>Keep scroll position after refresh</p>	<p>Check this option to ensure that ReadSoft PROCESS DIRECTOR returns to the same position in the document list after you click the Refresh  button. If you do not check this option, the top of the list will be displayed after the refresh and you will have to scroll down to your previous position in the list. This setting applies to both header data lists and item lists.</p>

Display image

Field	Description
<p>Image docking</p>	<p>This option lets you choose the display location of attachments when you click the Show/Hide attachments  button.</p> <div style="display: flex; flex-direction: column; align-items: center;">  <p>Dock right</p>  <p>Dock left</p> </div>

	 <p>No docking (floating)</p>
<p>Image viewer type</p>	<p>This option lets you choose which viewer to use when displaying an attachment. The available types are:</p> <p>H HTML</p> <p>E ECL</p> <ul style="list-style-type: none"> • Note: SAP S/4HANA systems do not support the use of an ECL viewer. <p>L Local</p> <p>If you select the blank option, it defaults to the HTML viewer.</p> <p>Note: When using the Local viewer, it is recommended that the Doc Display as Dialog Box option is activated in transaction OAG1.</p>
<p>Always show image in detail view</p>	<p>Activate this check box if you want to always view the attachment when you are in document detail view.</p>
<p>Always show image on jump to SAP transaction</p>	<p>Activate this check box if you want to always view the attachment when you jump to the corresponding SAP transaction.</p>

Worklist selection screen display

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

	limited. Any value you enter in your personal settings overrides the value set by the administrator.
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Notes display

Field	Description
Sort descending	Select this check box to display the notes chronological order, with the newest note displayed first.

Assign substitutes

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

Active substitutes

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

Passive substitutes

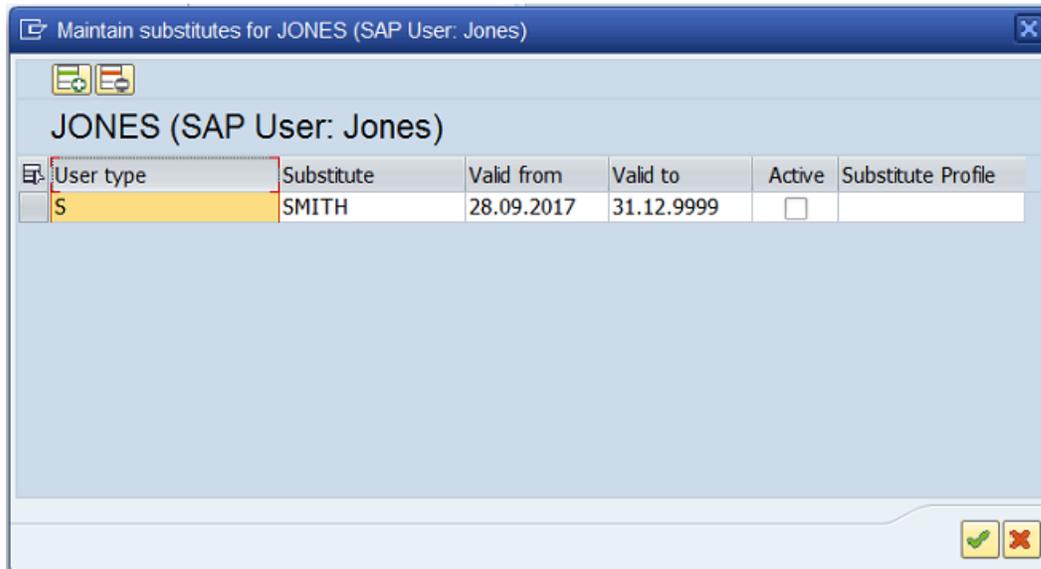
Passive substitutes do not receive email notifications and your documents are not displayed in the approval Worklist for the substitute. In order to take over processing of your documents, the substitute must access a Worklist category in which your documents are displayed (for example, **Requisition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

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

Add substitutes

To add substitutes, complete the following steps.

1. On the **Workflow** menu, click **Maintain substitutes**.
2. In the displayed dialog box, select the **User type** (SAP or Internet user) and name of the user that you want to assign.



3. Enter a validity period for the substitution.
4. To create an **active substitute**, select the **Active** check box. Leave the box unchecked to create a **passive substitute**.
5. If substitute profiles have been configured in your system, you can assign a profile to the user. For example, you may have different substitutes for approval of requisitions and approval of financial postings. If you assign a "Requisitions" profile to a substitute, that substitute will only be able to process requisitions and not other document types.

Change and delete substitutes

To change or delete a substitute, complete the following steps.

1. Select the menu item **Workflow > Maintain substitutes**.
2. In the displayed dialog box, complete the steps that are required for the modification you want to make.
 - To delete a substitution, click the  button.
 - To change the validity period, enter the new Valid from and Valid to dates.

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

3. On the SAP toolbar, click the **Save**  button.

Reference

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

Application toolbar icons

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

Icon	Description
	Create a new document
	Copy a document
	Display and edit a document
	Reverse a document
	Release a credit lock (Customer Orders)
	Check a document
	Complete a document
	Post a document
	Post via an SAP transaction
	Display payment proposal in SAP
	View document attachments
	Show / hide messages

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

	Change the posting type (Financial Postings)
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Keyboard shortcuts

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

CTL+SHIFT+F5	Show / hide document relations
CTL+SHIFT+F8	View and edit texts
CTL+SHIFT+F9	View and edit notes
CTL+SHIFT+F10	Show / hide messages
CTL+SHIFT+F11	Show / hide attachments
CTL+SHIFT+F12	Show / hide the Worklist

Accounts Payable

ReadSoft PROCESS DIRECTOR Accounts Payable allows users to process accounts payable documents such as invoices and credit notes and post them to SAP. Accounts Payable documents are created in ReadSoft PROCESS DIRECTOR in many ways, including by the use of EDI, ReadSoft INVOICES or other capture platforms, or with Fast Entry. ReadSoft INVOICES automatically extracts information from Accounts Payable documents, whether they are delivered by fax, on paper or in electronic format, and sends this information to ReadSoft PROCESS DIRECTOR.

ReadSoft PROCESS DIRECTOR matches the information against data in SAP, and also automatically determines organizational and other data so that much of the accounts payable document data can be automatically filled in.

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

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

Process Accounts Payable documents

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

To process Accounts Payable documents, complete the following steps.

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

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

2. If necessary, display further information. On the Application toolbar, click:
 - Items to display line items
 - Accounts to display account assignments
 - PO Items to display purchase order items
 -  to display messages
 -  to display the document image (if available)
3. On the Application toolbar, click the **Check**  button. The [system messages](#) resulting from the check will help you identify the errors.
4. To correct the errors, click the document number in the **PD doc no** column or click **Detail view** , and then click **Display/Change** .
5. On the SAP toolbar, click the **Save**  button.

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

Transfer documents between the Umbrella system and a remote system

You can transfer Accounts Payable documents from the Umbrella system to a remote system and vice versa, as well as from one remote system to another remote system.

To transfer documents, complete the following steps.

1. Click the PROCESS DIRECTOR document number (**PD doc. no.**) in the [document overview list](#) to open the document detail view.
2. On the Application toolbar, click the **Umbrella Transfer** button.
3. Determine the direction in which the document should be transferred.
 - To transfer the document from the Umbrella system to a remote system, or from one remote system to another one, enter the ID of the corresponding remote system.
 - To transfer the document from a remote system to the Umbrella system, leave the **System ID** field blank.
4. Click the **Continue**  button.

Accounts Receivable

ReadSoft PROCESS DIRECTOR for Accounts Receivable allows users to process Accounts Receivable documents and post them to SAP. Users can:

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

Create an Accounts Receivable document

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

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

1. In the [Worklist](#), double-click the appropriate **[PA_Name]** category. Then, on the [Application toolbar](#), click the **Create new document**  button.
2. In the **Document type** field, select the type of document you want to create, then, on the SAP toolbar, click the **Save**  button.
3. Fill in the header data.
4. Use the **New line**  and **Delete line**  buttons on the line items toolbar to add and delete line items.

Alternatively, click the **Item Proposal**  button to have PROCESS DIRECTOR automatically add suitable line items (see [Propose line items](#)).

You can also display all customer open items by clicking the **Open Items** button on the Application toolbar, and use [drag and drop](#) to add open items to the [PA_doc].

5. If required, you can set a value in the **Alt.acct type** field, press **Enter**, and then use the search help available in the **Alternative account** field.

The types of alternative accounts available are:

- Customer
- Vendor
- G/L account

6. On the SAP toolbar, click the **Save**  button.

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

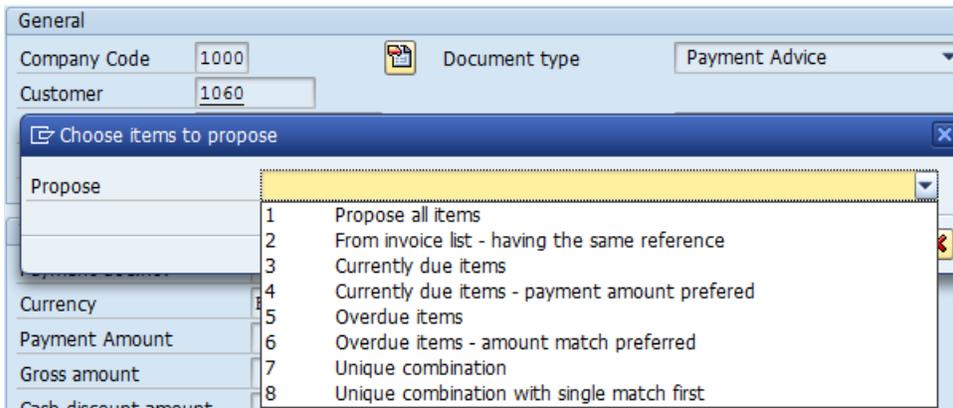
When the [PA_doc] has been posted, the PROCESS DIRECTOR document status changes to  **Posted**. You can still edit payment advices as long as they have not been cleared. Changes are passed to the SAP payment advice. Similarly, if changes are made to the SAP payment advice, these changes are reflected in the posted PROCESS DIRECTOR document.

Propose line items

ReadSoft PROCESS DIRECTOR can automatically add suitable customer open items to the [PA_doc].

To propose open line items, complete the following step.

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



Option	Description
Propose all All items	Adds all open customer items.
From invoice list - having the same reference	Proposes only items from the SAP Invoice List that have the same reference (that is, the reference number from the Payment document number field).
Currently due items	Adds only items that fulfill these criteria: The invoice due date is later than the payment date. The posting date lies before the payment date by a specified minimum number of days. You enter the number of days in the Minimum time field, which appears when you click the Continue  button.
Currently due items - payment amount preferred	Same as Currently due items , but in addition to dates, the payment amount is also taken into account. If there are currently due items that match the payment amount, only these items are proposed. If there are no currently due items that match the payment amount, all currently due items are proposed.
Overdue items	Adds only items for which payment is overdue.
Overdue items - amount match	Same as Overdue items , but in addition to dates, the payment amount is also taken into account. If there are overdue items that match the payment amount, only these items are proposed. If there are no overdue items that match the payment amount, all overdue

preferred	items are proposed.
Unique combination	<p>Only adds items if there is a single, unique combination of open items that matches the payment amount.</p> <p>For example, assume the following customer open items are available:</p> <p>Item 1 with the amount 100</p> <p>Item 2 with the amount 200</p> <p>Item 3 with the amount 150</p> <p>Item 4 with the amount 250</p> <p>If the payment amount is 250, two different combinations of items match the payment amount:</p> <p>Item 1 + Item 3 = 250</p> <p>Item 4 = 250</p> <p>If the payment amount is 600, there is a unique combination, because only one combination of items matches the payment amount:</p> <p>Item 2 + Item 3 + Item 4 = 600 (no other combination amounts to 600)</p>
Unique combination with single match first	Same as Unique combination , except that as soon as a combination is found that matches the payment amount, other open items are not taken into account and the first found match is proposed.

Process Accounts Receivable documents

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

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

1. In the [Worklist](#), double-click the **[PA_Name]** category.
2. The document overview list displays all [PA_docs]. Documents that contain errors have the status  **In error**.
3. In the document overview list, double-click a document or click the document number in the **PD Doc no.** column.
4. Optional. To display the document image (if available), click .
5. On the Application toolbar, click the **Check**  button. The [system messages](#) resulting from the check will help you identify the errors.
6. Click **Display <-> Change**  and correct the errors.
7. On the SAP toolbar, click the **Save**  button.

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

PROCESS DIRECTOR document status changes to  **Posted**. If all the required data is available, clearing postings are automatically created and the document status changes to  **Cleared**.

Clear a Payment Advice

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

1. Select the Payment Advice that has the uncleared items.
2. Select an uncleared item and click the **Change data**  button.
3. In the **Assign data** popup, fill in the required information and click the **Continue** button.
4. Click **Post data** to clear the item.
5. Got to the FB05 transaction and complete the following steps.
 1. Post the clearing.
 2. To clear the item, click **Perform**.

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

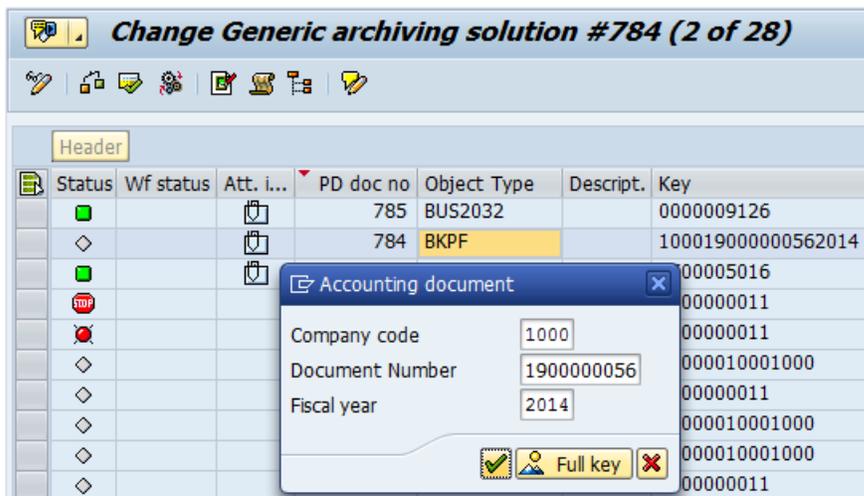
Archiving

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

Process archive documents

To process archive documents, complete the following steps.

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



4. On the SAP toolbar, click the **Save**  button.

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

Asset management

ReadSoft PROCESS DIRECTOR currently provides the following asset posting types to allow users to create asset documents and post these to SAP.

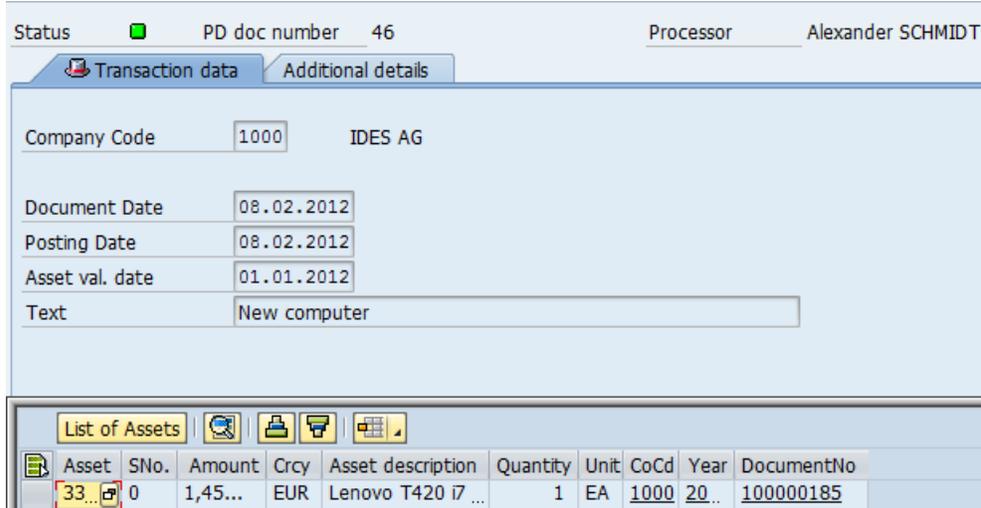
- [Asset Acquisition](#)
- [Asset Retirement](#)
- [Asset Transfer](#)

Create an asset acquisition request

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

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

1. In the [Worklist](#), double-click the appropriate **Asset Acquisition** category. Then, on the [Application toolbar](#), click the **Create new document**  button.
2. Fill in the relevant fields on the header data tabs.
3. Enter the line items. Use the **New line**  and **Delete**  buttons on the line items toolbar to add and delete line items.
4. On the SAP toolbar, click the **Save**  button.



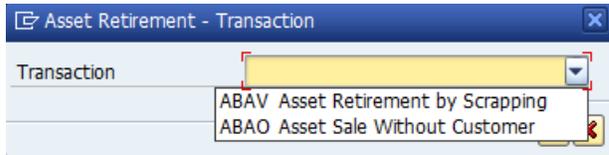
Asset	SNo.	Amount	Crcy	Asset description	Quantity	Unit	CoCd	Year	DocumentNo
33...	0	1,45...	EUR	Lenovo T420 i7 ...	1	EA	1000	20...	100000185

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

Create an asset retirement request

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

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



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

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

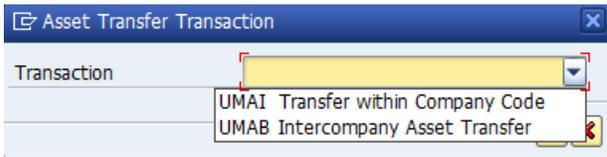
When you have saved the document, a PD document number is assigned. If all information has been entered correctly, the document has the status  **Ready for processing**. You can now [send the document to a workflow](#), or if you have sufficient user rights, [post the document](#) to SAP. When the changes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

Create an asset transfer request

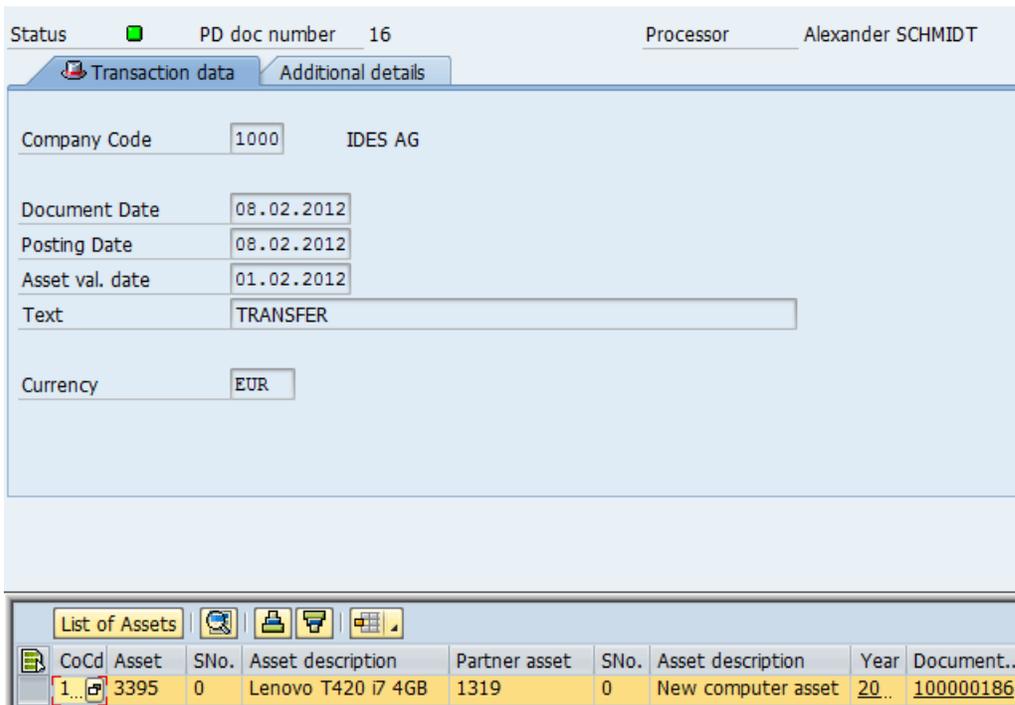
Assets can be transferred within one company code or between two different company codes. Before a transfer posting can be triggered, the required asset number should already exist in the receiving company.

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

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



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



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

Customer Orders

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

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

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

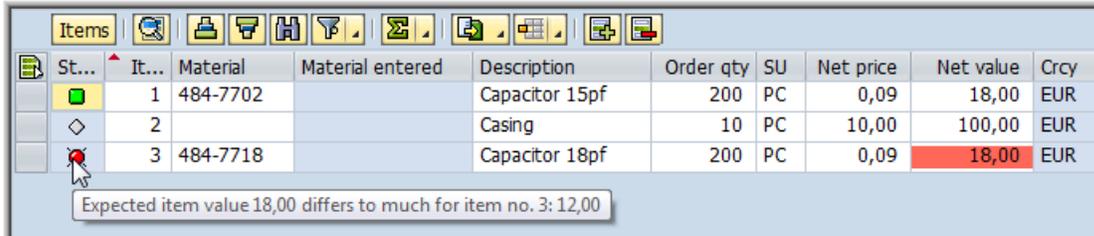
Process customer orders

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

To process customer orders, complete the following steps.

1. In the [Worklist](#), double-click the appropriate **Customer Orders** category.
The document overview list displays all customer order documents. Documents that contain errors have the status  **In error**.
2. In the document overview list, double-click a document or click the document number in the **PD Doc no.** column.
3. If necessary, display further information. On the Application toolbar, click:
 - **Items** to display customer order line items
Note: Customer order line items automatically inherit the sales document type assigned on the header level.
 - **Partners** to display partner information
 -  to display messages
 -  to display the document image (if available)
4. On the **Attachments** tab, click the **PROCESS DIRECTOR scanned document** attachment to display the document image (if available).
5. On the Application toolbar, click the **Check**  button. The [system messages](#) resulting from the check will help you identify the errors.

Status icons at the line item level indicate whether or not the line item contains errors.



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

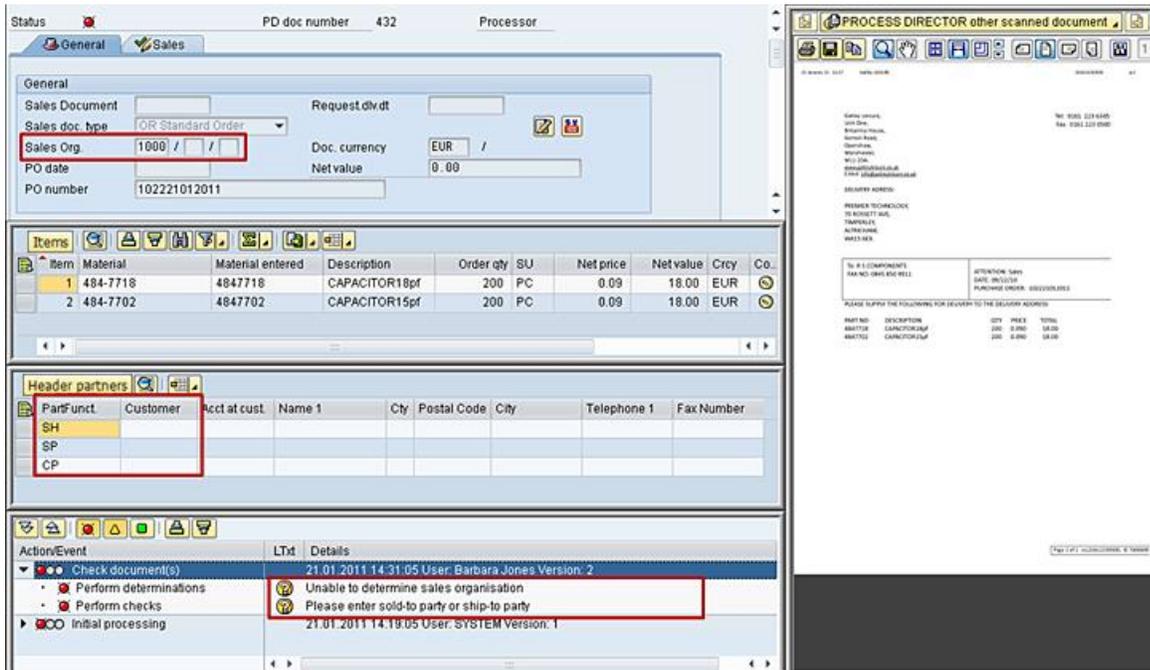
- Click the **Display <-> Change** button and correct the errors.
- On the SAP toolbar, click the **Save** button.

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

Example

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

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



Handle duplicate orders

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

To handle duplicate orders, complete the following steps.

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

The screenshot displays the 'Duplicate/Update handling' dialog box. At the top, a table lists document numbers and their statuses. Below this, the 'Current order' (2056) and 'Selected original' (2055) are compared. Both orders are from Fas-Co Engineers Supply Limited and contain a single item: 1 quantity of '22D8072861 9 PIECE ERIO GENERAL PURPOSE TOOL KIT 3545' at a unit price of 94.50 and a total of 94.50. The dialog includes buttons for 'Reject current', 'Post current', 'Reject original', 'Manual update in SAP', and 'Delete in SAP'.

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

Current order: 2056
Selected original: 2055

Fas-Co Engineers Supply Limited
Purchase Order

Supplier: Account Number 2509753
Rs Components LTD
PO BOX 888
COBRY
NORTSIANTS
NN17 3UB

Deliver to: Dalgety Bay
Fas-Co Engineers Supply Ltd
Merlin Way
Hillend Industrial Park
KY11 9JZ
Tel: 01383 823930 Fax: 01383 825023

Purchase Order : C07808
Supplier No : 268487
Order Date : 3.7.2013
Expected delivery : 3.7.2013
Order Ref:

ITEM	PRODUCT CODE	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
1	22D8072861	9 PIECE ERIO GENERAL PURPOSE TOOL KIT 3545	1	EACH	94.50	94.50

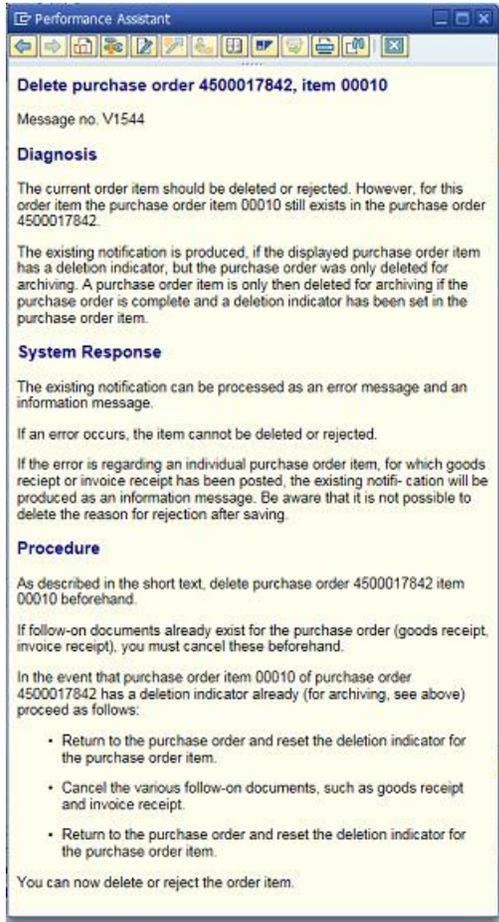
Contact Person: Charlie Quinn
TOTAL AMOUNT: 94.50

Buttons: Reject current, Post current, Reject original, Manual update in SAP, Delete in SAP

2. You can then opt to reject the current document or the original document, or post the current document as a new customer order in SAP.

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

Note: Deleting a customer order signifies that all the purchase order items in the order should be canceled and the status of the customer order should be set to rejected. If a purchase order item still exists, the following error message is displayed.



Release credit locks

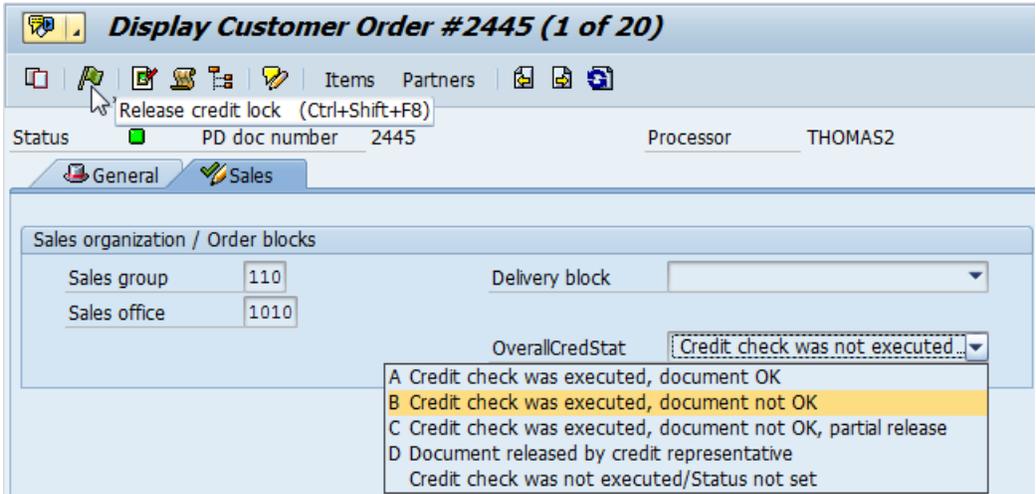
If configured in your system, ReadSoft PROCESS DIRECTOR checks credit limits for the customer and sets the **Overall credit status** in the PROCESS DIRECTOR Customer Order document when you post it.

If the credit limits are exceeded, a credit lock is placed on the document. If necessary, you can release the credit lock in ReadSoft PROCESS DIRECTOR. The overall credit status is displayed in the **Sales tab**.

To release the credit lock, complete the following step.

- On the Application toolbar, click **Release credit lock** .

The overall credit status changes to **Document released by credit representative**.



If no credit limits have been set for the customer, the overall credit status is **Credit check was not executed/Status not set**.

Use shortcuts in a collective search help

When searching for material numbers and partners, you can open the collective search help and manually select the individual search help that you want to use for the search.

To speed up the search, before opening the search help, you can enter a shortcut. This shortcut allows you to search for a specific value in the respective individual search help.

To use a shortcut, complete the following steps.

1. In the field in which you want to search, enter the shortcut in the following pattern.

=?.STRING

Parameter	Description
=	Indicates that a shortcut is being used.
?	<p>The individual search help that you want to use for the search.</p> <p>For the material number, you can use one of the following.</p> <ul style="list-style-type: none"> • m = Material Number/Material Description • n = Material by EAN (Internal Article Number) • g = Manufacturer Part Number <p>For partners, you can use one of the following.</p> <ul style="list-style-type: none"> • a = Customers (general) • l = Customers by country • t = Customers by Tax Information

.	Separates the search value from the shortcut.
STRING	The search value.

2. To start the search with the parameters from the shortcut, click the search help button.

The corresponding individual search help tab is then active and displays the results of the search.

Examples:

- To search for all the materials for which the EAN starts with 205, in the **Material** text box, enter **=n.205**.
- To search for all the customers located in Germany, in the **Customer** text box, enter **=I.DE**.

KPI reports

Overview

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

To call up the reports, enter the report name in the SAP command field and click **Execute** or press F8.

Report	Report name
Customer orders - Overview	/EBY/PDS0_KPI1
Customer orders - Item overview	/EBY/PDS0_KPI2
Customer orders - Processing issues	/EBY/PDS0_KPI3
Customer orders - Processing statistics	/EBY/PDS0_KPI4
Customer orders - Currently running workflows	/EBY/PDS0_KPI5
Customer orders - Approver time	/EBY/PDS0_KPI6
PD Documents - (cross-process) overview	/EBY/PDS0_KPI7

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

Customer orders - Overview

Created on to

Document status to

Sales document type to

Purchase order type to

Sales Organization to

Distribution Channel to

Division to

Sales group to

Sales office to

Sold-to party to

Requested deliv.date to

Grouping

Field 1

Field 2

Field 3

Customer Orders overview

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

Examples

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

Report grouped by sales organization, year and month

Customer Orders overview

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

Report grouped by sales organization, year and posting type

Selection criteria

Customer orders - Overview

Created on to

Document status to

Sales document type to

Purchase order type to

Sales Organization to

Distribution Channel to

Division to

Sales group to

Sales office to

Sold-to party to

Requested deliv.date to

Grouping

Field 1

Field 2

Field 3

Grouping criteria

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

Customer orders - Item overview

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

Example

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

Selection criteria

Customer orders - Item overview

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

Grouping

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

Grouping criteria

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

Customer orders - Processing issues

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

Example

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

Selection criteria

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

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

Grouping criteria

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

Customer orders - Processing statistics

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

Examples

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

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

Customer Orders processing statistics



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

Selection criteria

Customer orders - Processing statistics



Created on	01.01.2012	to	31.12.2012	
Document status	OK	to		
Sales document type		to		
Sales Organization	1000	to		
Distribution Channel		to		
Division		to		
Sales group		to		
Sales office		to		
Sold-to party		to		
Requested deliv.date		to		
Current processor		to		

Grouping

Field 1	PARIN_NUMB
Field 2	
Field 3	

Grouping criteria

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

Customer orders - Currently running workflows

This report provides information about the currently running workflows.

Examples

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

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

Currently running workflows

Workflow I	Workflow desc.	Workflow s	Step	Step posit	Current pr	Σ #Docs
WNWC	Approve document	WNSTEP1		1		3
WNWC					ESEN	3
WNWC					KRAUSE	2
WNWC		WNSTEP2		2		3
WNWC					ESEN	3
WNWC					KRAUSE	2
WNWC		WNSTEP3		3		3
WNWC					ESEN	3
WNWC					KRAUSE	2
JV_POST	JV_POST	JV_S1_POST		1		1
JV_POST		JV_S2_POST				1
PZWC_PRO...	PZ workflow 1	PZTEST1			ESEN	1
PZWC_PRO...		PZTEST2		2		1
BG_TEST	Test BG	BG_STP_1		1		2
BG_TEST					ESEN	6
BG_TEST					HAAK	5
BG_TEST					HINZ	1
BG_TEST					INOTAI	1
BG_TEST					KOLODZIEJ	1
BG_TEST					WCTEST1	1
BG_TEST		BG_STP_2		2		2
BG_TEST					ESEN	6
BG_TEST					HAAK	5
BG_TEST					HINZ	1
BG_TEST					INOTAI	1
BG_TEST					KOLODZIEJ	1
BG_TEST					WCTEST1	1
						62

Selection criteria

Customer orders - Currently running workflows

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

Grouping

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

Grouping criteria

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

Customer orders - Approver time

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

Example

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

Selection criteria

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

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

Grouping criteria

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

PD Documents - (cross-process) overview

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

Examples

PD Documents (cross-process) over

Object t...	Y...	Month	Σ	#Docs
SO	2007	10		1
				1
				1
				1
				1
		10	☰	5
		11		1
				1
				1
				1
				1
				1
				1
				1
		11	☰	9
	2...		☰	14
	2008	02		1
		02	☰	1
		03		1
				1
		03	☰	2
		09		1
		09	☰	1
		10		1
				1
				1
		10	☰	3
		12		1
				1

PD Documents (cross-process) ove



Object t...	Year	Month	Σ	#Docs
SO	2007	10		5
		11		9
	2007		..	14
2008	2008	02		1
		03		2
		09		1
		10		3
		12		2
	2008		..	9
2009	2009	03		4
		04		1
		12		8
	2009		..	13
2010	2010	03		23
		05		48
	2010		..	71
2011	2011	01		1
		06		14
		07		1
		09		3
		10		3
	2011		..	22
2012	2012	01		6
		03		4
		04		3
		06		6
	2012		..	19
SO			...	148
			148

Selection criteria

PD Documents - (cross-process) overview



Object type	SO	to		
Created on		to		
Document status		to		
Substate		to		
Workflow		to		

Grouping

Field 1	OBJ
Field 2	YEAR
Field 3	MONTH

Grouping criteria

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

Electronic Bank Statements

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

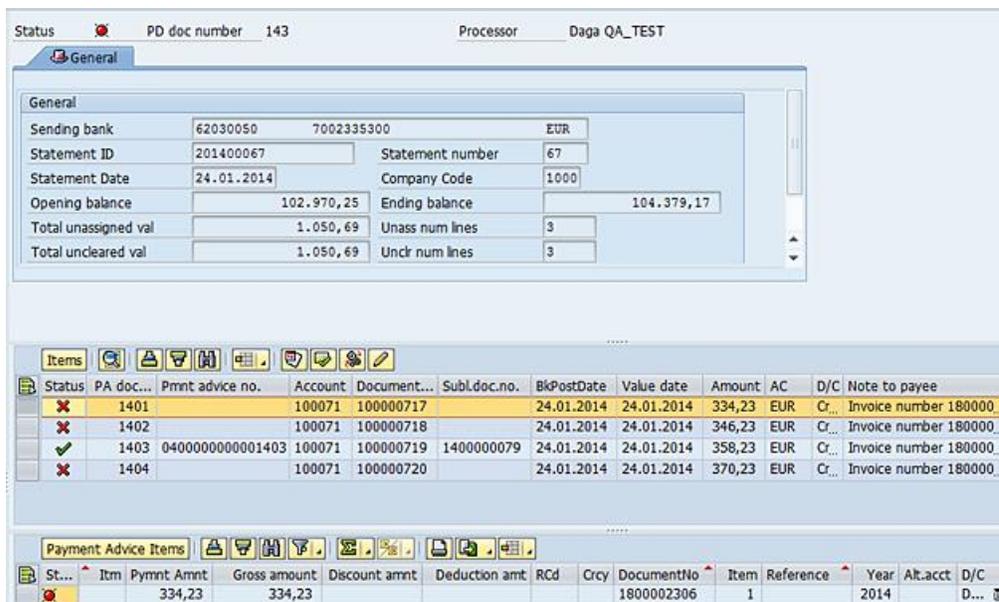
Process electronic bank statements

To process electronic bank statements, complete the following steps.

1. In the **Worklist**, double-click the **Electronic Bank Statements** category.
2. The document list displays all electronic bank statement documents. Documents that contain errors have the status  **In error**.
3. In the document overview list, double-click a document or click the document number in the **PD Doc no.** column.
4. Double-click a line item to view the corresponding payment advice items.

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

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



Status	PA doc...	Pmnt advice no.	Account	Document...	Subl.doc.no.	BkPostDate	Value date	Amount	AC	D/C	Note to payee
	1401		100071	100000717		24.01.2014	24.01.2014	334,23	EUR	Cr...	Invoice number 180000
	1402		100071	100000718		24.01.2014	24.01.2014	346,23	EUR	Cr...	Invoice number 180000
	1403	0400000000001403	100071	100000719	1400000079	24.01.2014	24.01.2014	358,23	EUR	Cr...	Invoice number 180000
	1404		100071	100000720		24.01.2014	24.01.2014	370,23	EUR	Cr...	Invoice number 180000

St...	Itm	Pymnt Amnt	Gross amount	Discount amnt	Deduction amnt	RCd	Cry	DocumentNo	Item	Reference	Year	Alt.acct	D/C
		334,23	334,23					1800002306	1		2014		D...

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

- On the SAP toolbar, click the **Save**  button.

Clear an item

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

To clear an item, you have the following options.

Manually select the payment advice number by using the search help

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

- Select the bank statement with the uncleared items.
- Select the uncleared item and click the **Change data**  button.
- In the **Assign data** popup, fill in the required information and click **Continue**.
- You can clear the item by clicking **Post**.
- [Post the clearing.](#)

Create a new PROCESS DIRECTOR payment advice and post it in SAP

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

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

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

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

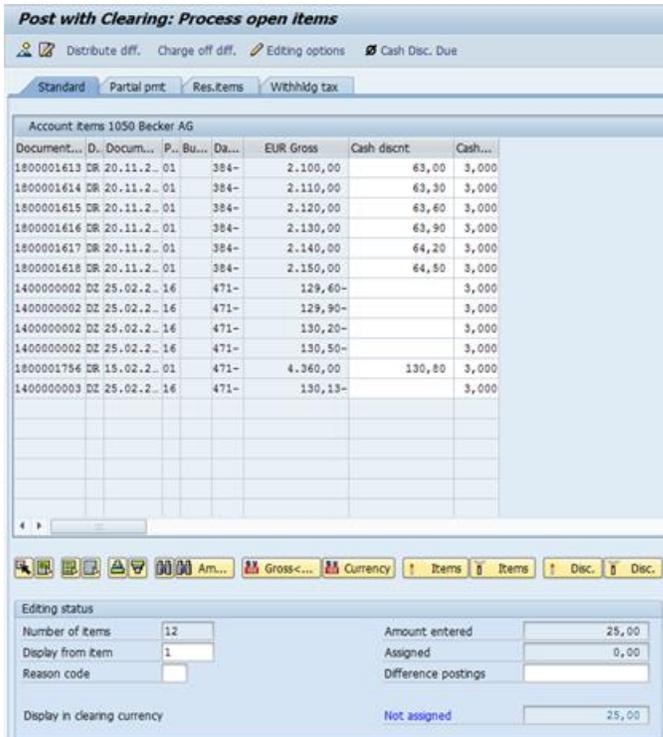
Items			
Status	PA doc no	Pmnt advice no.	Account
×	4130	0400000000004130	1000

5. [Post the clearing.](#)

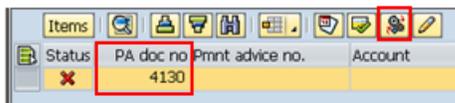
Post the clearing

To post the clearing, complete the following steps.

1. You can post the clearing in FB05.



2. You can clear the item in FB05 by clicking **Perform**.



Financial Postings

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

General ledger postings

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

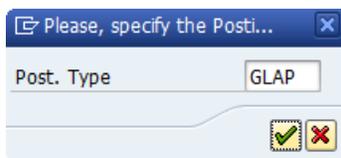
Customer postings

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

Create a financial posting

To create a financial posting, complete the following steps.

1. In the [Worklist](#), double-click the appropriate category: **G/L Account Postings** or **Customer Postings**.
2. On the [Application toolbar](#), click the **Create new document**  button.
3. Select a posting type and click the **Continue**  button.



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

Please specify additional data

Orig. SAP Doc.

Document Number 100000004

Company Code 1000

Fiscal Year 2013

CO obj./Item

Cost Center 1000

WBS element

Order

Line item

Target CO obj.

Cost Center 1200

WBS element

Order

A new document is created.

Status  PD doc number 125 Processor Barbara Jones

Posting Type

Post. Type GLAP Adjustment posting TCode FB01

General Data

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

Posting Date Period Currency EUR

Document Number Fiscal Year Exchange rate

Reference Translation dte

Doc.Header Text Cross-CC no.

Trading Part.BA Debit total 84.03

Calculate tax CO  Credit total 84.03

Posting positions 

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

5. Fill in the header data and posting position fields. Some of this information may be entered automatically.
6. Use the **Insert line**  button to add posting positions, and the **Delete line**  button to delete positions.
7. On the SAP toolbar, click the **Save**  button.

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

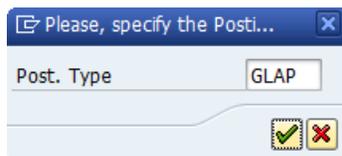
Note: If the document is posted with reference to a [deferral posting](#), the number of the deferral document is displayed in the **Details** tab.

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

Change the posting type

To change the posting type, complete the following steps.

1. Double-click the appropriate **G/L Account Postings** or **Customer Postings** category.
2. Click the PROCESS DIRECTOR document number (**PD doc no**) in the [document overview list](#) to open the document details of the document whose posting type you want to change.
3. On the [Application toolbar](#), click the **Display <-> Change** button.
4. Click the **Change Posting Type** button.
5. Select a posting type and click the **Continue** button.



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

General Ledger Account Postings

Regular posting

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

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

Adjustment posting

About adjustment postings

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

Create an adjustment posting

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

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

Please specify additional data	
Orig. SAP Doc.	
Document Number	1900000131
Company Code	1000
Fiscal Year	2012
CO obj./Item	
Cost Center	1000
WBS element	
Order	
Line item	
Target CO obj.	
Cost Center	1200
WBS element	
Order	

ReadSoft PROCESS DIRECTOR creates a new document, adds the required posting positions, and copies all other data from the original SAP document.

The document number and fiscal year of the original document are displayed in the **Details** tab.

Provision posting

About provision postings

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

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

Reverse a provision

To reverse a provision, complete the following step.

- Select or open the document and, on the Application toolbar, click the **Reverse**  button.

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

Accrual with reversal posting

About accrual with reversal postings

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

Create an accrual with reversal posting

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

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

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

Recurring entry / recurring accrual with reversal posting

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

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

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

Field	Description
First run on / Last run on	The time frame within which documents will be created.
Interval in months	The frequency with which documents will be created, for example, 1 = every month

Run date	The exact date on which documents will be created, for example, on the 15th of each month.
Last document date	The last date on which a document was created. This field is automatically filled every time a new document is created.

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

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

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

Accrual from PROCESS DIRECTOR Accounts Payable posting

An accrual from ReadSoft PROCESS DIRECTOR Accounts Payable posting is created from the /EBY/ICIV_ACCRUAL_REPORT report. This report lists all line items in PROCESS DIRECTOR Accounts Payable documents that have not yet been posted.

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

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

Status ◇ PD doc number 1228 Processor Barbara Jones

General

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

General Data

Document Date	05.03.2013	Document type	SA	Company Code	1000
Posting Date		Period	0	Currency	EUR
Document Number		Fiscal Year		Exchange rate	
Reference	MARCH 2013	Translation dte		Cross-CC no.	
Doc.Header Text	Accrual from PD AP	Debit total			577,97
Trading Part.BA		Credit total			577,97
Calculate tax	<input checked="" type="checkbox"/>	CCO	<input checked="" type="checkbox"/>		

Inverse Posting

Reversal reason 01
 Reversal date 01.04.2013

Posting positions

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

Note: You can also display the **PROCESS DIRECTOR AP document number** field, which stores the number of the corresponding PD AP document. Click the number to jump to the PD AP document.

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

Customer Postings

Invoice/Credit note posting

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

You enter the customer details in the **Customer Details** and **Customer Payment** tabs.

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

Recurring invoice posting

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

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

Field	Description
First run on / Last run on	The time frame within which documents will be created.
Interval in months	The frequency with which documents will be created, for example, 1 = every month
Run date	The exact date on which documents will be created, for example, on the 22nd of each month.
Last document date	The last date on which a document was created. This field is automatically filled every time a new document is created.

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

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

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

Deferral (invoice) posting

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

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

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

Status PD doc number 419 Processor Barbara Jones

General
Details
Customer Details
Customer Payment

Deferral

Validity date

Consumed Amount

Posting positions

I...	G/L Acct	Debit/Credit	Amount	Crcy	Tx	Text	Cost Center	Order	WBS element
1	800001	Credit	60.00	EUR		example text 2			2001.99.T-POP
2	801001	Credit	40.00	EUR		example text 3			2001.99.T-POP

Write-off posting

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

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

ReadSoft PROCESS DIRECTOR creates a new document and adds the required posting positions and key data from the original SAP document.

The document number and fiscal year of the original document are displayed in the **Details** tab.

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

Goods Receipts

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

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

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

Create a goods receipt

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

Create a goods receipt based on a purchase order

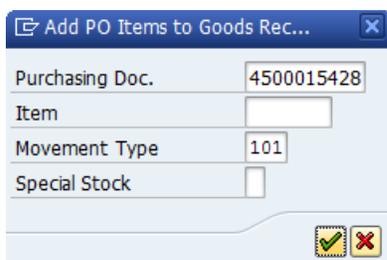
To create a goods receipt without a requisition or invoice, complete the following steps.

1. In the [Worklist](#), double-click the appropriate **Goods Receipt** category. Then, on the [Application toolbar](#), click the **Create new document**  button.

A new document is created.

2. Enter the **Purchasing Doc.** and press ENTER to populate the **PO Items**. Fill in the other required fields in the header.
3. Edit the line items, if necessary. Use the **New line**  and **Delete line**  buttons on the line items toolbar to add and delete line items.

To transfer line items from an existing purchase order to the goods receipt, click the **Add PO Items**  button on the Application toolbar. In the **Add PO Items to Goods Receipt** dialog box, enter the number of the purchase order or use search help to select it and click . You can also specify an item, a movement type and a special stock indicator.



Purchasing Doc.	4500015428
Item	
Movement Type	101
Special Stock	

4. Check the **Delivery completed (DCI)** check box if the delivery of this item is to be considered complete.

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

Create a goods receipt based on a requisition or invoice

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

1. Select the requisition or invoice in the [document overview list](#), then click the  button on the Application toolbar.

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

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

2. Make changes as necessary.

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

Process goods receipts

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

To process goods receipts, complete the following steps.

1. In the [Worklist](#), double-click the appropriate **Goods Receipt** category.
The document list displays all goods receipt documents. Documents that contain errors have the status  **In error**.
2. In the document overview list, double-click a document or click the document number in the **PD Doc no.** column.
3. If necessary, display further information. On the Application toolbar, click:

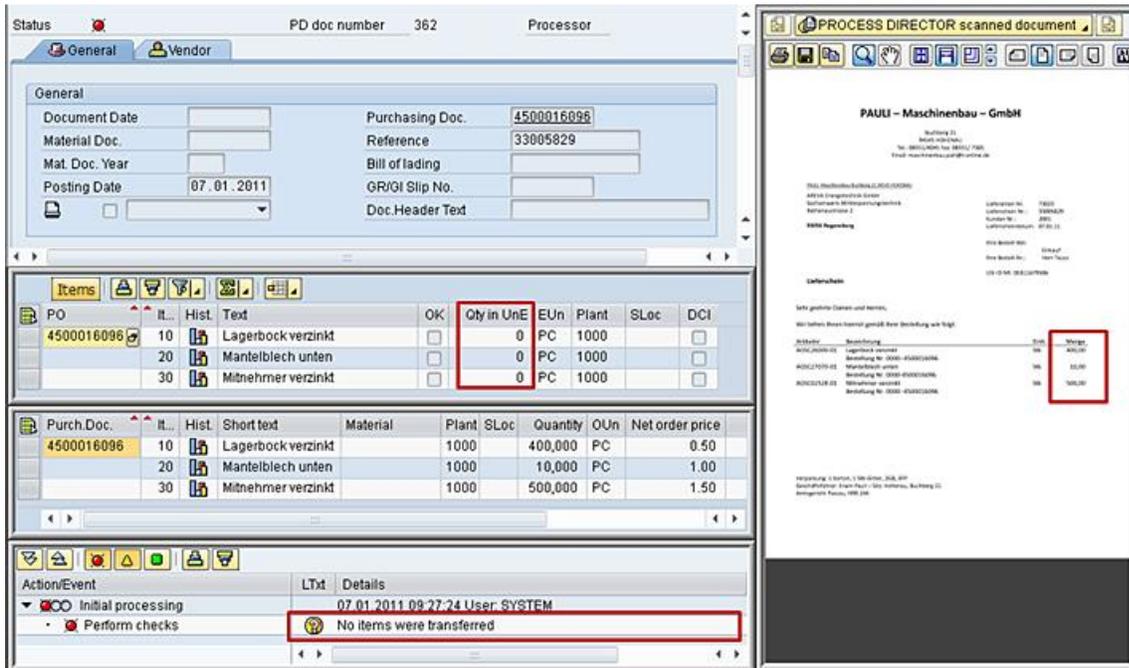
- **Items** to display goods receipt line items
 - **PO items** to display purchase order line items
 -  to display messages
 -  to display the document image (if available)
4. On the **Attachments** tab, click the **PROCESS DIRECTOR scanned document** attachment to display the document image (if available).
 5. To display additional details about the inbound deliveries for purchase orders, complete the following steps.
 1. On the PO items toolbar, click the Choose Layout  button and select Change Layout.
 2. In the Change Layout window, from the Column Set list, select Delivery, Delivery quantity, and Sales unit, and then click Show selected fields (F7) .
 3. Click the Adopt (Enter)  button.
 4. On the Application toolbar, click the **Check**  button. The [system messages](#) resulting from the check will help you identify the errors.
 5. Click the **Display <-> Change**  button and correct the errors.
 6. On the SAP toolbar, click the **Save**  button.

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

Example

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

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



Cancel goods receipt

You can only cancel goods receipts that have been posted to SAP. To cancel a goods receipt, complete the following steps.

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

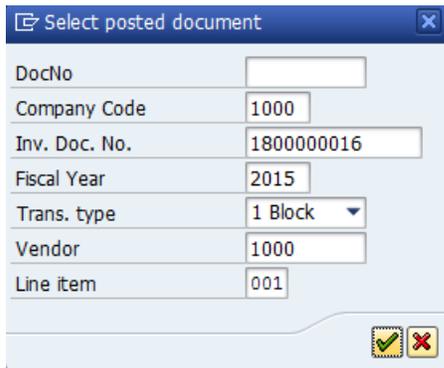
Invoice Block and Cancelation

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

Create a block/unblock request

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

1. In the [Worklist](#), double-click the **Invoice Blocking/Unblocking** category.
2. On the [Application toolbar](#), click the **Create new document**  button.
3. Select the transaction type **Block** or **Cancel**, fill in the required fields and click the **Continue**  button. The **Document no.** field refers to the PROCESS DIRECTOR Accounts Payable document number. If the invoice has more than one line with posting key 31 and different vendor numbers, you must also enter the vendor and line item.



The screenshot shows a dialog box titled "Select posted document" with the following fields and values:

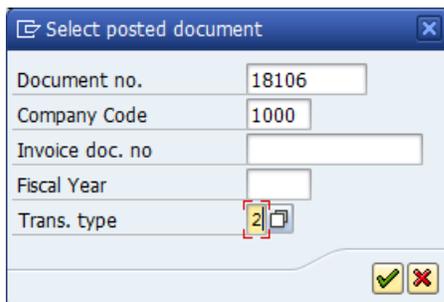
DocNo	
Company Code	1000
Inv. Doc. No.	1800000016
Fiscal Year	2015
Trans. type	1 Block
Vendor	1000
Line item	001

At the bottom right, there are two buttons: a green checkmark icon and a red X icon.

Cancel an invoice

To cancel an invoice, complete the following steps.

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



The screenshot shows a dialog box titled "Select posted document" with the following fields and values:

Document no.	18106
Company Code	1000
Invoice doc. no	
Fiscal Year	
Trans. type	2 

At the bottom right, there are two buttons: a green checkmark icon and a red X icon.

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

Status	PD doc number	0	Processor	Barbara Jones
General				
Document no.	18106			
Company Code	1000			
Invoice doc. number	1900000078			
Fiscal Year	2012			
Posting Date	13.04.2012			
Currency amount	EUR	10,000,000.00		
Vendor	1000	C.E.B. BERLIN		
Cancel				
Reversal reason	07 Incorrect document date			
Posting Date	25.10.2012			
	<input checked="" type="checkbox"/> Reverse PD AP document			

5. On the SAP toolbar, click the **Save**  button.

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

Master Data Maintenance

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

ReadSoft PROCESS DIRECTOR provides the following master data types out of the box.

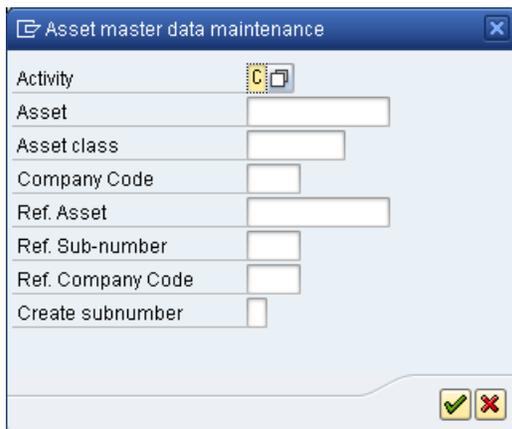
- [Asset master data maintenance](#)
- [Cost center maintenance](#)
- [Customer vendor master maintenance](#)
- [General ledger account maintenance](#)
- [Profit center maintenance](#)
- [Vendor master data maintenance](#)

Create an asset master maintenance request

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

1. In the [Worklist](#), double-click the appropriate **Asset Master Maintenance** category.
2. On the [Application toolbar](#), click the **Create new document**  button.
3. Select the type of change you want to make (**Create**, **Update** or **Delete**), fill in the fields and click the **Continue**  button.

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



A new document is created.

Status  PD doc number 0 Processor Barbara Jones

General Time-dependent Allocations Origin Net worth tax

General data

Activity 

Asset

Asset class Company Code

Description

Asset main no. text

Account determ.

Quantity

Manage historically

Posting information

Cap. date Deactivation on

First acquisition on Plnd. retirement on

Acquisition year

Depreciatio...    

	Deactiv.	Ar.	Dep. area	DepKy	Use	/	Ordinary depr.
<input type="checkbox"/>		01	Book deprec.	LINR	5		06-19-2012
<input type="checkbox"/>		15	Tax bal.sht.	LINR	5		06-19-2012
<input type="checkbox"/>		20	Cost-acc.	LINA	6		06-19-2012

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

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

Add multiple assets to the request

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

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

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

5. If necessary, change the required fields.

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

6. Post the document.

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

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

Create a cost center maintenance request

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

1. In the [Worklist](#), double-click the appropriate **Cost Center Maintenance** category.
2. On the [Application toolbar](#), click the **Create new document** button.
3. Select the type of change you want to make (**Create**, **Update** or **Delete**), fill in the fields and click the **Continue** button.

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

Costcenter master data maintenance

Activity:

CO Area:

Cost Center:

Valid From:

Act.Status:

Template cost center:

A new document is created.

Status PD doc number 0 Processor Barbara Jones

Basic Data Control Templates Address Communication

General

Activity Act. Status A Active

Cost Center

CO Area 2000

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

Names

Name Accounts Receivable

Descript. Accounts Receivable

Basic data

Person Resp. John Smith

Department FI & Admin

CCTR Category 4

Std. Hierarchy H3214

Company Code 3000

Business Area 9900

Currency USD

Profit Center 3402

4. Fill in any relevant fields on the header data tabs.
5. On the SAP toolbar, click the **Save** button.

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

Add multiple cost centers to the request

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

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

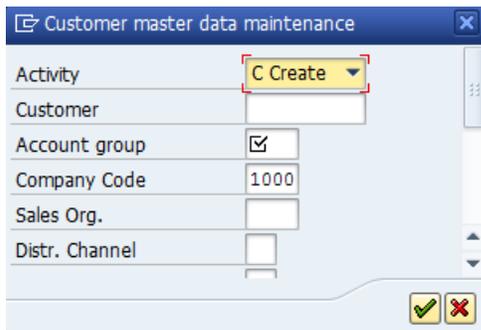
Collection of Cos...								
Cost ...	Name	Description	Person Responsible	Department	CoCd	Profit Center	CO Area	
1000	Corporate Services	Corporate Services	Roger Tillman	Corporate	1000	1402	1000	
1001	Customer Service	Corporate Services	Roger Tillman	Corporate	1000	1402	1000	
1002	Consultancy Services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

6. Post the document.

Create a customer master maintenance request

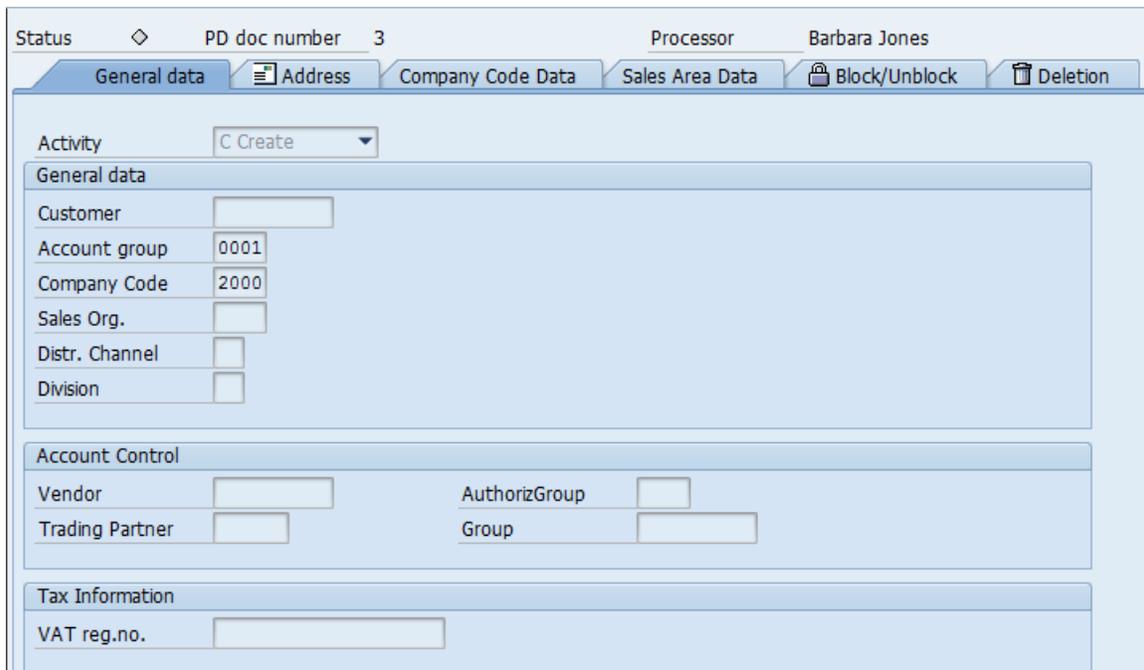
To create a customer master maintenance request, complete the following steps.

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



A new document is created.

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



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

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

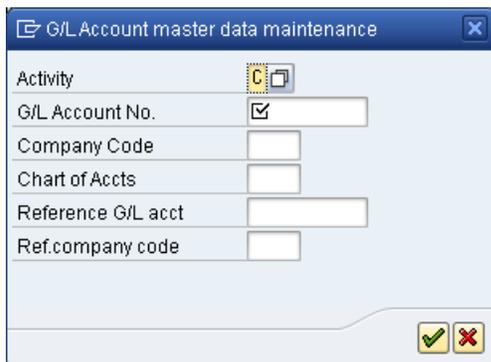
General ledger accounts

Create a G/L account maintenance request

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

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

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



A new document is created.

Status PD doc number 34 Processor Blake Evans

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

General

Activity U Update

G/L Account No. 154001 Input tax 1 (see account assignment text)

Company Code 2000

Chart of Accts ACIA

Control in chart of accounts

Account group GL General G/L accounts

Sample account

Balance sheet account

P&L statement acct

Detailed control for P&L statement accounts

P&L statmt acct type

Consolidation data in chart of accounts

Group account number 205700

Key...

Activity	Language	Keyword
Create	EN	

Tran...

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

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

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

Compare to SAP data

To compare the data in ReadSoft PROCESS DIRECTOR to the data in SAP, complete the following step:

- Click **Compare to SAP Data** .

The yellow highlight indicates the changes made, the green highlight indicates the additions and the red highlight indicates the deletions. See [Comparing document versions](#) for more information.

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

Requests for blocking/deletion

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

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

Status PD doc number 0 Processor Barbara Jones

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

Block in chart of accounts

Blocked for creation

Blocked for posting

Blocked for planning

Block in company code

Blocked for posting

Deletion flag chart of accounts

Mark for deletion

Deletion flag in company code

Mark for deletion

4. On the SAP toolbar, click the **Save**  button.

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

Create a profit center maintenance request

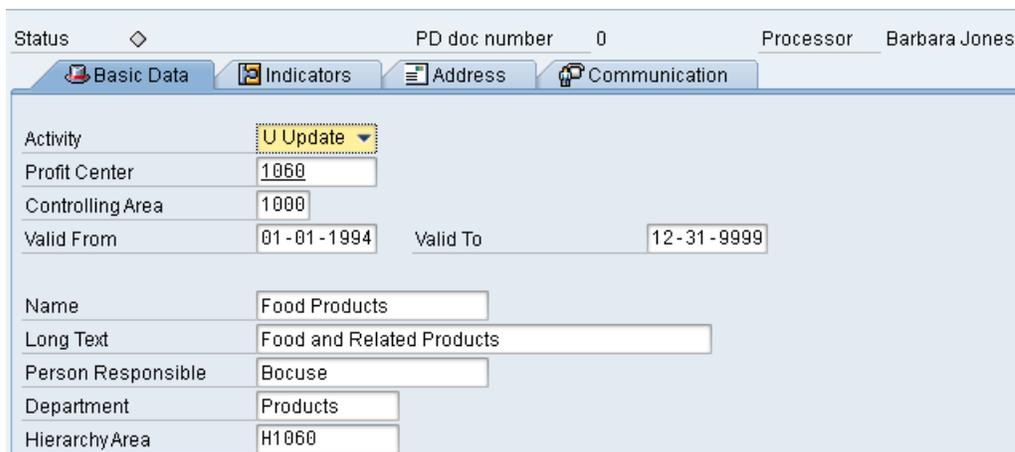
To create a profit center maintenance request, complete the following steps.

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



Activity	C
CO Area	<input checked="" type="checkbox"/>
Profit Center	<input checked="" type="checkbox"/>
Valid From	06-19-2012

A new document is created.



Status	◇	PD doc number	0	Processor	Barbara Jones
<div style="display: flex; justify-content: space-between;"> Basic Data Indicators Address Communication </div>					
Activity	U Update				
Profit Center	1060				
Controlling Area	1000				
Valid From	01-01-1994	Valid To	12-31-9999		
Name	Food Products				
Long Text	Food and Related Products				
Person Responsible	Bocuse				
Department	Products				
Hierarchy Area	H1060				

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

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

Vendors

Create a vendor master maintenance request

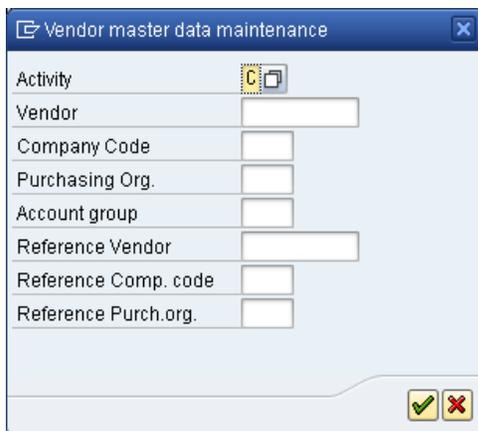
To create a vendor master maintenance request, complete the following steps.

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

You can enter the reference vendor number of an existing vendor and its data will be entered in the new request.

Note: ReadSoft PROCESS DIRECTOR supports both external and internal number ranges for the vendor account number. Which number range is used depends on the **Account group**.

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



Activity	<input type="text" value="C"/>
Vendor	<input type="text"/>
Company Code	<input type="text"/>
Purchasing Org.	<input type="text"/>
Account group	<input type="text"/>
Reference Vendor	<input type="text"/>
Reference Comp. code	<input type="text"/>
Reference Purch.org.	<input type="text"/>

A new document is created.

The screenshot displays the SAP vendor master data entry interface. At the top, there are five tabs: 'General data', 'Address data', 'Accounting data', 'Purchasing data', and 'Block/Deletion'. The 'Accounting data' tab is currently selected. Below the tabs, the 'Vendor' field contains the value '1000'. The 'Company Code' field is empty. The 'Accounting information' section includes 'Reconciliation acct' and 'Head office' (both empty), and 'Planning group' (empty). The 'Payment data' section shows 'Payment terms' as '0001'. The 'Automatic payment transactions' section has a yellow button labeled 'Permitted payee'. The 'Withholding tax' section shows 'WH Tax Country' (empty) and a yellow button labeled 'Withholding Tax'.

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

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

Processing in the workflow

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

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

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

The screenshot displays the ReadSoft PROCESS DIRECTOR 7.6 interface. At the top, the status bar shows 'Status', 'Wf status', 'PD doc number 31', and 'Processor Blake Evans'. Below this are tabs for 'General data', 'Address data', 'Accounting data', and 'Block/Deletion'. The main area contains several data entry fields:

- Vendor: [Empty field]
- Company Code: 1000
- Accounting information section:
 - Reconciliation acct: 160000
 - Planning group: A1
 - Head office: [Empty field]
- Payment data section:
 - Payment terms: 0001

At the bottom, there is a table with bank account information:

Ctry	Bank Key	Bank Account	CK	Name of bank	IBAN	SWIFT code
DE	10050033	12367890		Dresdner Bank Berlin	DE37100500330012367890	

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

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

Compare to SAP data

To compare the data in ReadSoft PROCESS DIRECTOR to the data in SAP, complete the following step.

- Click **Compare to SAP Data** .

The yellow highlight indicates the changes made, the green highlight indicates the additions and the red highlight indicates the deletions. See [Comparing document versions](#) for more information.

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

Requests for blocking/deletion

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

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

Status ◇ PD doc number 0 Processor Blake Evans

General data | Address data | Block/Deletion

Vendor
Company Code
Purchasing Org.

Posting block
 Central posting block
 Posting block for company code

Purchasing block
 Central purchasing block
 Purch. block for purchasing organization

Block for quality reasons
Block function

Deletion flags
 Central deletion flag
 Deletion flag for company code
 Delete flag for purchasing organization

Deletion blocks
 Central del.block
 CoCd deletion block

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

Order Confirmations

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

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

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

Create an order confirmation

To create an order confirmation, complete the following steps.

1. In the [Worklist](#), double-click the **Order Confirmations** category. Then, on the [Application toolbar](#), click the **Create new document**  button.
2. A new document is created.
3. Fill in the header data and save the document.

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

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

Alternatively, to automatically enter the purchase order items, click the **Items Proposal**  button on the Application toolbar.

ReadSoft PROCESS DIRECTOR proposes only those items for which the confirmation control has been set in their respective purchase orders.

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

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

7. On the SAP toolbar, click the **Save**  button.

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

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

Process order confirmations

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

To create an order confirmation, complete the following steps.

1. In the [Worklist](#), double-click the **Order Confirmations** category.
2. The document list displays all order confirmation documents. Documents that contain errors have the status  **In error or incomplete**.
3. In the document overview list, double-click a document or click the document number in the **PD Doc no.** column.
4. If necessary, display further information. On the Application toolbar, click:
 - Items to display order confirmation line items
 - PO items to display purchase order line items
 -  to display messages
 -  to display the document image (if available)

Note: The order confirmation quantity is automatically checked against the quantity in the related purchase order. If configured, the quantity conversion rules are applied.

5. On the **Attachments** tab, click the **PROCESS DIRECTOR scanned document** attachment to display the document image (if available).
6. On the Application toolbar, click the **Check**  button. The [system messages](#) resulting from the check will help you identify the errors.

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

7. Click the **Display <-> Change**  button and correct the errors.
8. On the SAP toolbar, click the **Save**  button.

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

Example

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

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

Status PD doc number 64 Processor

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

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

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

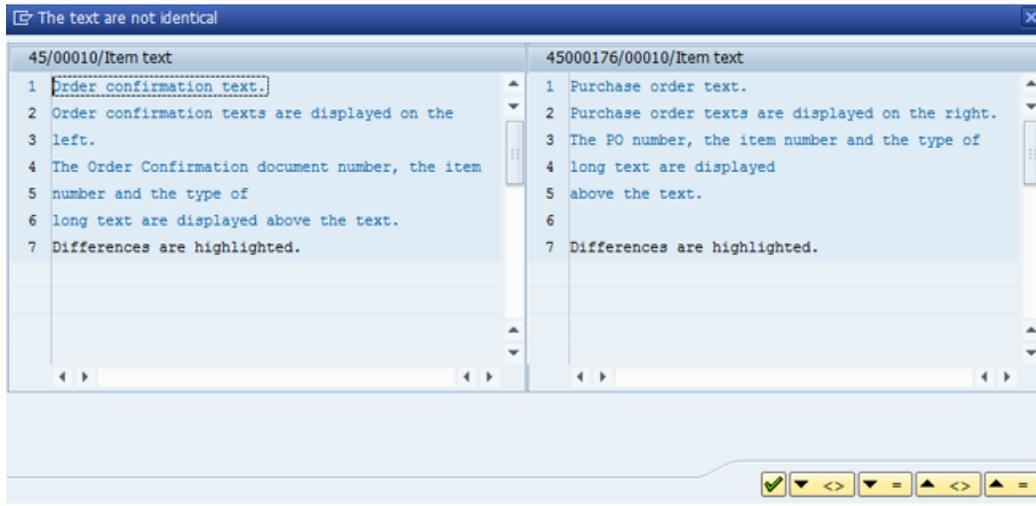
Action/Event	LTxt	Details
Initial processing		30.05.2011 17:28:13 User: SYSTEM Version: 1
Perform determinations		Successfully verified purchase order 4500016171
Perform checks		Order units differ
Perform checks		Order units differ
Perform checks		Order units differ
Perform checks		Material number K4033MATT differs from that of ordered material 40-200F
Perform checks		Order units differ
Data reception		30.05.2011 17:28:12 User: SYSTEM Version: 1

Compare order confirmation line item texts

You can enter line item texts in an Order Confirmation and compare these with the item texts of the corresponding purchase order line item.

- To add and view item texts, in the **Items** area, click **Texts**
- To compare texts, in the **Items** area, click **Compare texts**

The Order Confirmation texts and PO texts are displayed side by side in a popup.



Differences between the texts are highlighted in blue. You can use the buttons at the bottom of the popup to jump to the next or previous non-identical text line (<>), or the next and previous identical text line (=).

Cancel a line item

To cancel a line item in an Order Confirmation, complete the following steps.

1. On the line items toolbar, click the **Choose Layout**  button and select **Change Layout**.
2. In the **Change Layout** window, from the **Column Set** list, select **Action** and click the **Show selected fields (F7)**  button.
3. Click the **Adopt (Enter)**  button.
4. Now, in the line items, in the **Action** column for the item that you want to cancel, click  and select **Item cancelled**.
5. On the SAP toolbar, click the **Save**  button.
6. Click the **Check**  button. The resulting message from the check will specify that you should delete the corresponding purchase order item in SAP.

Payment Approvals

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

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

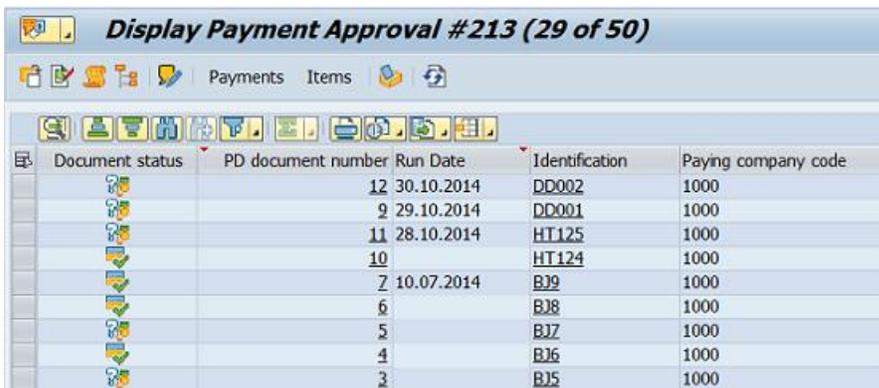
Note: When a payment run is executed, but there is no change in the item data, a message is displayed to state that no change was made.

Process payment approvals

To process payment approvals, complete the following steps.

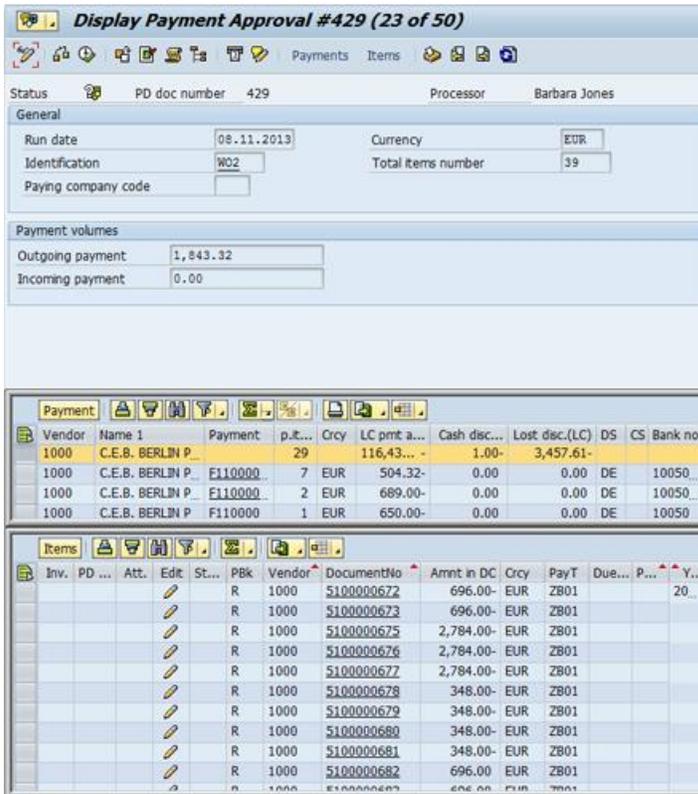
1. In the [Worklist](#), double-click the appropriate **Payment Approval** category.

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



Document status	PD document number	Run Date	Identification	Paying company code
	12	30.10.2014	DD002	1000
	9	29.10.2014	DD001	1000
	11	28.10.2014	HT125	1000
	10		HT124	1000
	7	10.07.2014	B39	1000
	6		B38	1000
	5		B37	1000
	4		B36	1000
	3		B35	1000

2. To process a payment proposal, click the **PD doc no** in the document list. The **Payment** section displays the different vendors and double-clicking a vendor displays the items related to that vendor. The payment items are displayed beneath the proposal header data.



3. You can view additional information about the proposal.
 - To view the proposal in transaction F110, click the link in the header data **ID** column.
 - To view the SAP FI document, click the link in the items **DocumentNo** column.
 - To view the PROCESS DIRECTOR invoice document, if available, click .
 - To view the invoice image, if available, click .
4. To set, remove or change the payment block indicator, in change mode , use the search help in the **PBk** column to select the appropriate payment block indicator. When you save the document, the  icon is displayed in the **Status** column of the items for which you changed the payment block indicator. You can also click the  icon in the **Edit** column to display the **Change Line Items** popup. You can then perform other editing functions such as entering cash discounts or reallocating items.

Change Line Items
✕

Block

Payment block

Payment terms

Baseline date: 18.03.2004

Days/percent: 14 / 3.000 / 30 / 2.000 / 45

Discount base: 11.60 EUR

Cash discount

Discount amount:

Cash discount %:

Note

Item is blocked for payment

Payment method

Payment method:

Pmt meth.supl.:

✓ ✗ Choose cash discount Reallocate...

Create a report

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

To create a report, complete the following step.

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

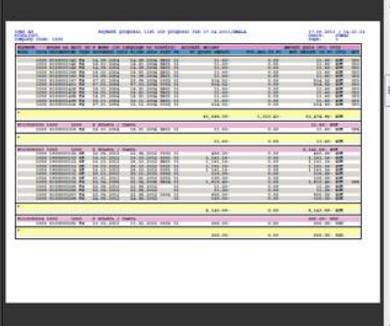
Display Payment Approval #371 (1 of 50)
Payments Items

PROCESS DIRECTOR PDF document

3 / 9

33.7%

Find



Status	Wf status	PD doc no	Run date	ID	CoCd
	✓	371	17.04.2013	ZHALA	1000
		370	15.04.2013	ALX02	1000
		367	10.04.2013	W02	1000
		366	26.03.2013	W03	1000
	✓	364		W02	1000
	✓	363		W01	1000
		362	20.03.2013	P1007	1000
		361		P1007	1000
		360		P1007	1000
		359		P1007	1000
		358		P1007	1000
		357		P1007	1000
		356		P1007	1000
		355		P1007	1000
		354		P1007	1000
		353		P1007	1000
		352		P1007	1000
		351		P1007	1000
		350		P1007	1000
		349		P1007	1000
		348		P1007	1000
		347		P1007	1000
		346		P1007	1000
		345		P1007	1000

Requisitions

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

To create a new requisition, complete the following steps.

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

Create a requisition document

To create a requisition document, complete the following steps.

1. In the [Worklist](#), double-click the appropriate **Requisitions** category.
2. On the [Application toolbar](#), click the **Create new document**  button.

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

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

Enter the header data

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

Depending on the configuration, fields that require an entry and cannot be left blank may be marked with a checkmark icon .

Fields with the  button have search help available to assist you in finding the right value. See [Use search help](#) for more information.

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

The screenshot shows the 'General' tab of a software interface. It contains the following fields:

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

General header data fields

The screenshot shows the 'Org. Data' tab of the software interface. It contains the following fields:

Purch. Organization	<input type="text"/>
Purchasing group	<input checked="" type="checkbox"/>
Company Code	<input checked="" type="checkbox"/>

Organization header fields

Enter line items

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

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

Order items from an online catalog

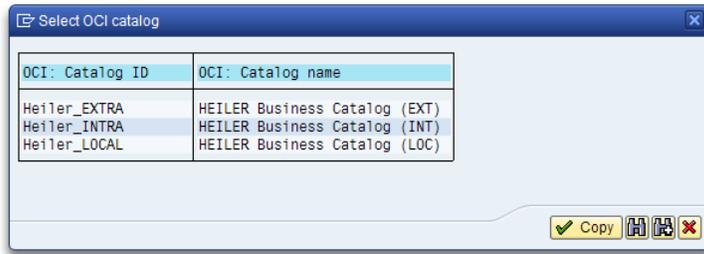
You can select items in online catalogs, which are then entered into your document as line items.

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

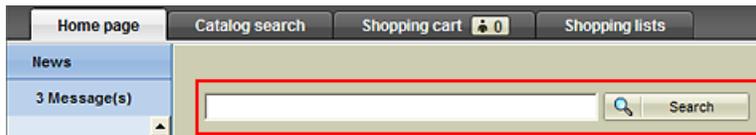
To use the catalog, you must either be [creating a new document](#) or [editing an existing document](#).

1. On the [Application toolbar](#), click the **Catalog**  button.

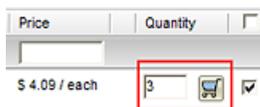
If more than one catalog is available, a dialog box is displayed. Double-click on a catalog to open it.



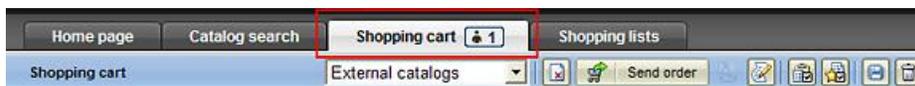
2. Use the search function in the catalog to find items.



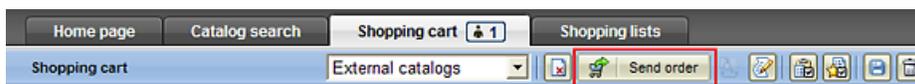
3. Add items to your shopping cart.



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



5. Send your order.



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

Enter items manually

To manually enter items, complete the following steps.

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

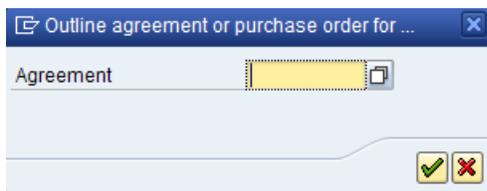


In the **Template** field you can select an [entry template](#) that contains predefined fields, such as the vendor or the material group. When you select the template, the predefined fields are entered in your line item and you only have to fill in the missing information.

5. Add additional lines as needed. To delete line items, select the check box next to the item and then click the **Delete line**  button.
6. On the SAP toolbar, click the **Save**  button.

About outline agreements

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



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

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

Select an outline agreement

To select an outline agreement, complete the following step.

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

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

Create a document without an outline agreement

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

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

Use existing purchasing documents

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

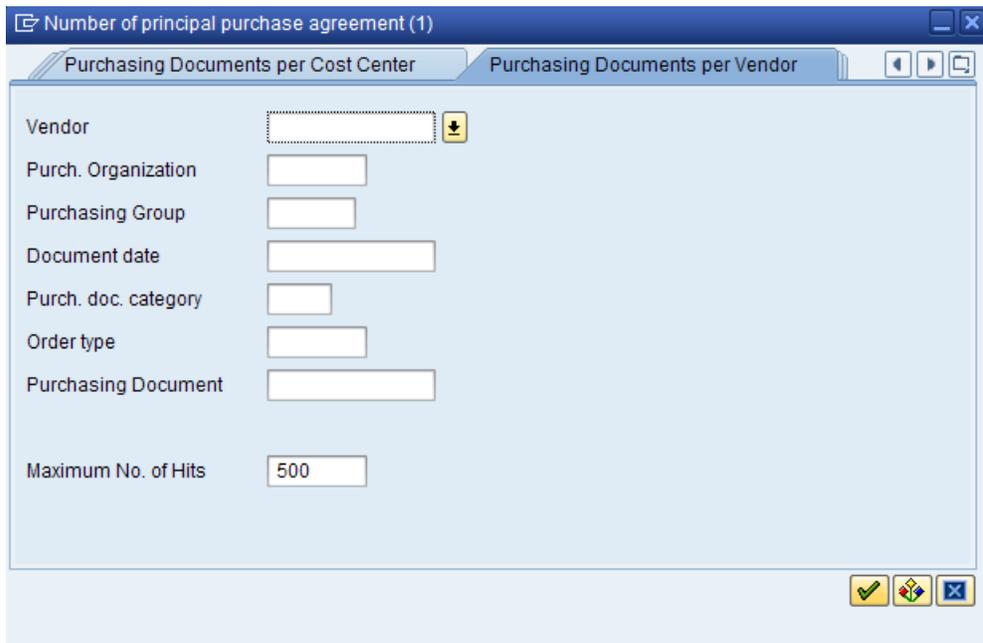


With this dialog box, you can use outline agreements or existing purchasing documents to add line items. If you select an existing purchasing document when you create a new document, the line items from the existing purchasing document are automatically inserted in your document. You can then make changes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

Select an existing purchase document

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

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



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

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

Create a document without a purchasing document

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

- Leave the **Agreement** field empty and click  or .

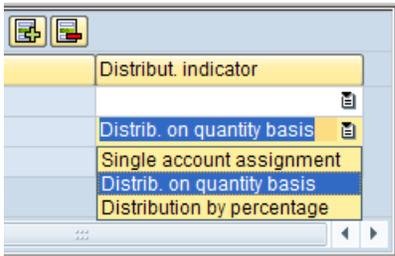
Enter account assignments

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

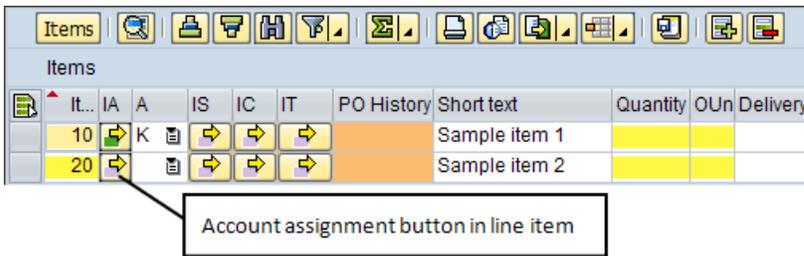
- enter a single account assignment
- distribute the item over several accounts based on a fixed quantity per account
- distribute the item over several accounts based on a percentage of the total per account

To enter account assignments, complete the following steps.

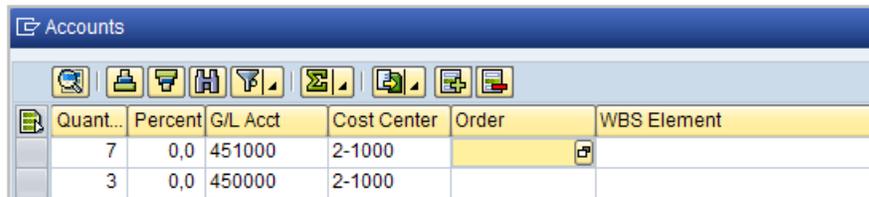
1. In the line item row, select the appropriate option from the selection list in the **Distribution indicator** column (you may have to scroll to the right to see this column).



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



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



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

5. To save the assignment, click the **Continue**  button.

Save a document

To save a document, complete the following step.

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

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

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

Down Payments

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

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

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

Create a down payment

To create a down payment, complete the following steps.

1. In the [Worklist](#), double-click the **Down Payments** category.
2. On the [Application toolbar](#), click the **Create new document**  button.

Note: You can also create down payment requests from ReadSoft PROCESS DIRECTOR Accounts Payable. Refer to the *PROCESS DIRECTOR Accounts Payable User Guide* for more information.

Enter the header data

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

Depending on the configuration, fields that require an entry and cannot be left blank may be marked with a checkmark icon .

Fields with the  button have search help available to assist you in finding the right value. See [Use search help](#) for more information.

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

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

Save the document

To save a document, complete the following step.

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

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

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

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