Kofax Process Director

User Guide

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KOFAX

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About this guide

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

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

About Kofax Process Director

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

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

Process Director offers the following standard process types:

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

In addition, customers can configure their own process types.

Getting Started

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

Start Process Director

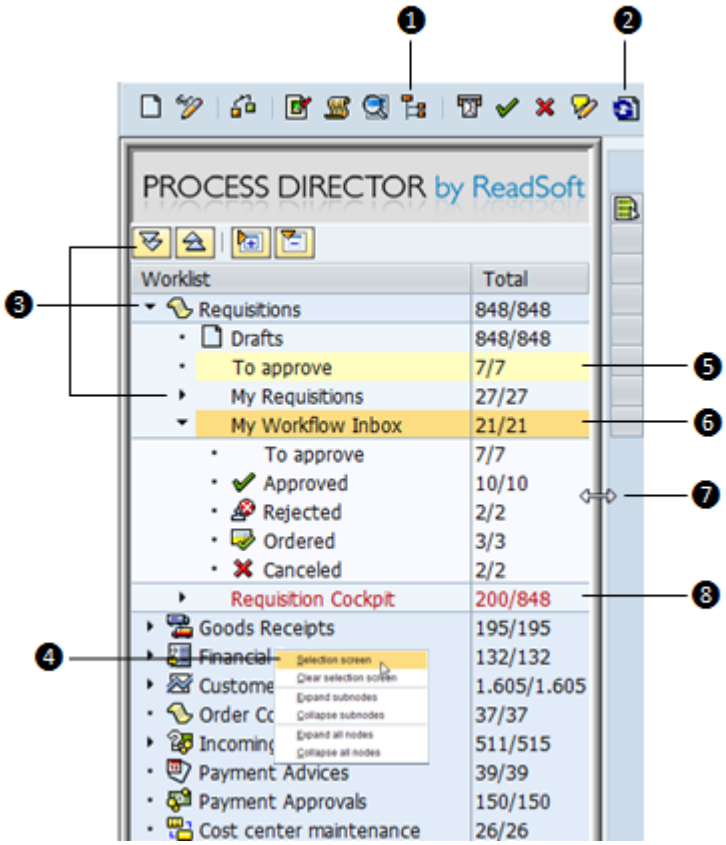
To start Process Director, complete the following steps.

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

The Worklist and an initial document overview list appear. Depending on your configuration, a selection screen may appear instead and you must first enter selection criteria.

Worklist

The Worklist is a navigation area that allows you to quickly view different categories of documents. The illustration here shows a sample Process Director installation; the categories in your installation may have different names and there may be more or 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 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. Type your filter criteria.

   The **Max. number of hits** field enables you specify the maximum number of documents that should appear in the document overview list. You can specify a default value for this field in your personal settings.
3. Click **Continue** 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 appears automatically, either when you start Process Director or when you double-click 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, type the values that you want to use as filter criteria.
2. Click **Save as variant** .
3. Type a name and description for the variant and click **Continue** .

Use a saved variant

To use a saved variant, complete the following steps.

1. In the selection screen, click **Get variants** .
2. Double-click the name of the variant that you want to use.
   The variant values appear in the selection screen.
3. Click **Continue** to filter the Worklist using these values.

Delete a variant

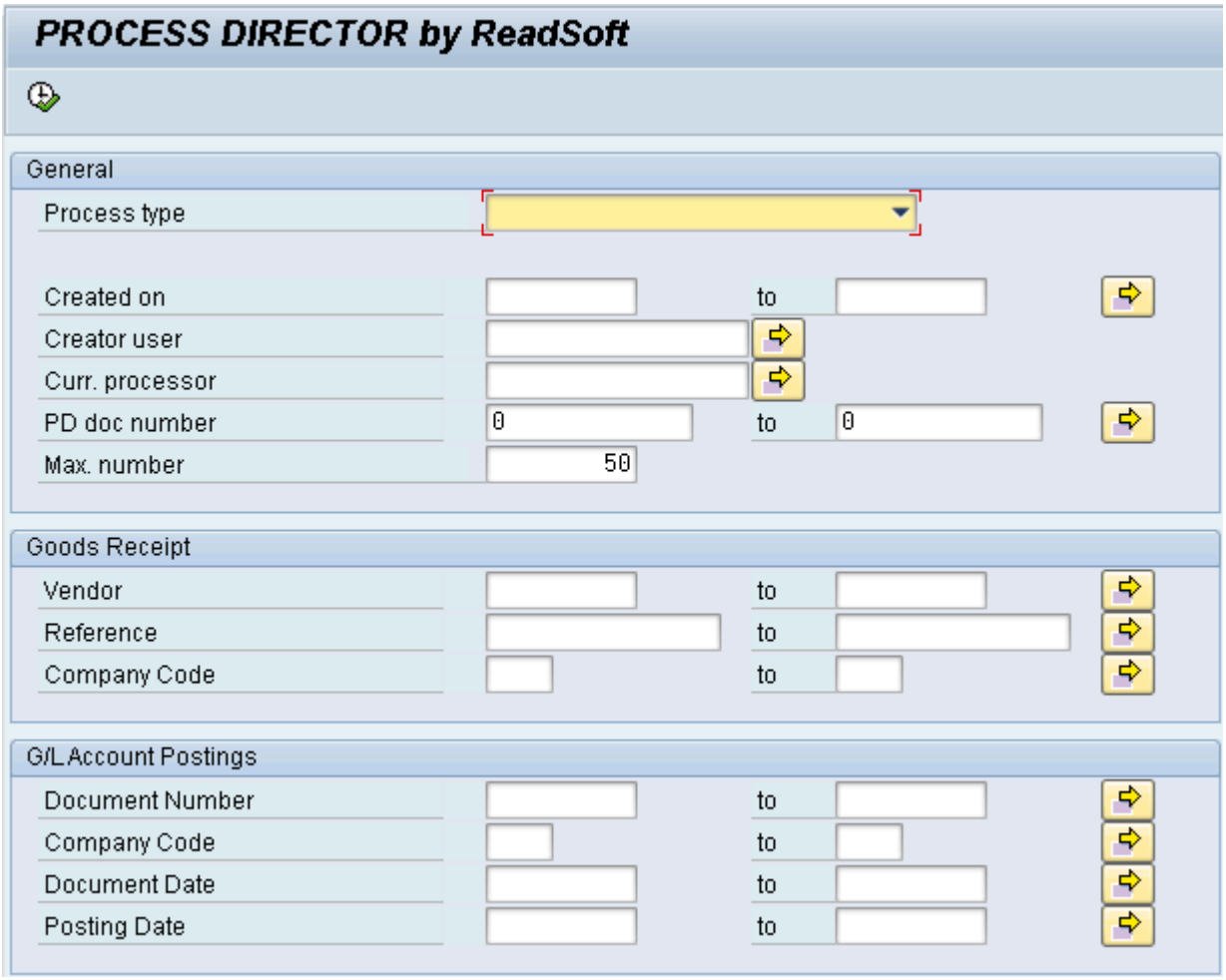
To delete a variant, complete the following steps.

1. In the selection screen, click **Delete variant** .
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 appears instead of the Worklist when you start Process Director. You must first enter search criteria and execute the search. The Worklist then displays only documents that correspond to the entered search criteria.

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



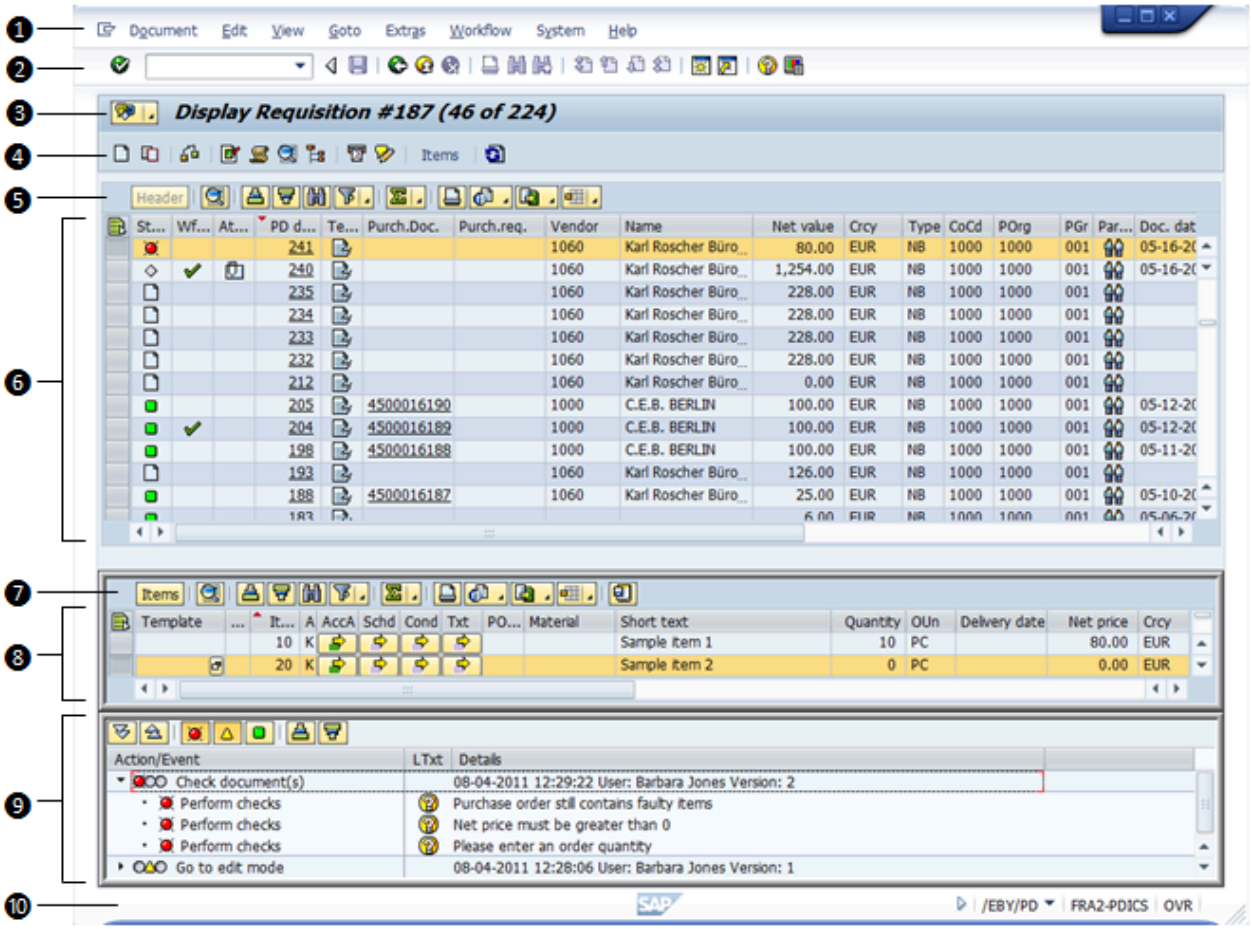
If you select a specific document type in the Process type selection list, only fields that apply to that document type are displayed. Note that this may or may not include all fields in the General section, depending on the configuration. To display all fields again, select the blank entry in the Process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

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

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, 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 documents 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 **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.

   You can also display the relations between Process Director documents and SAP documents in an additional grid in the document overview and document detail view.

   Tip To display the line items and other details in a separate window instead of below the header data, click **Dock/Undock grid** on the line items toolbar.

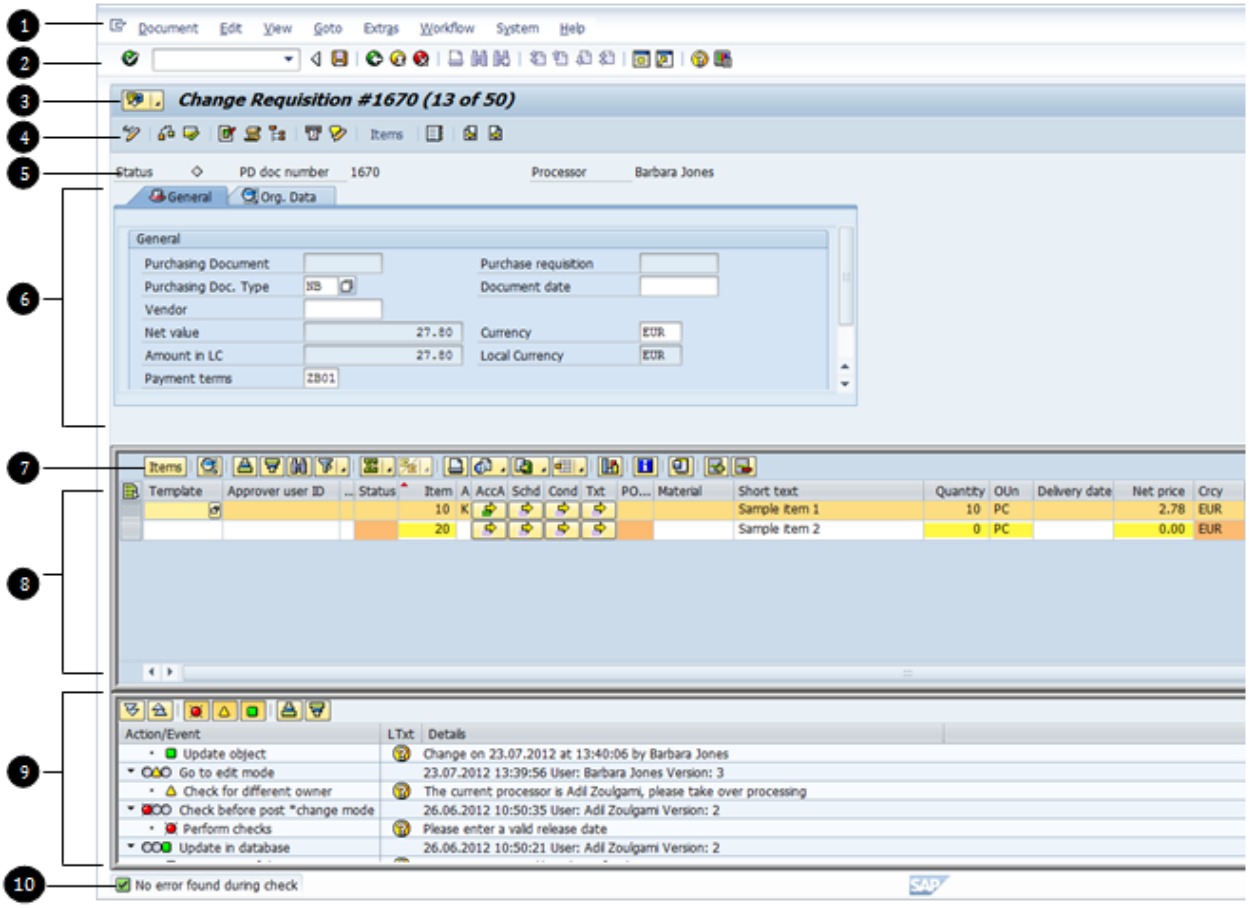
9. System messages.

   To hide or display messages, click **Messages** 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 **Create** 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.

   You can also 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 **Messages** 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.

Icon	Status	Description
	Reversed	The document has been reversed. Reversed documents cannot be edited.

Note Using the `/EBY/PDBO_DOC_STATUS_UPDATE` program, administrators can modify the document status of any process type. For more information, see 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.

Icon	Status	Description
	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 `/EBY/PDBO_DOC_STATUS_UPDATE` program, administrators can modify the workflow status of any process type. For more information, see the Process Director Reference Guide.

Follow-up flags (PD AP only)

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

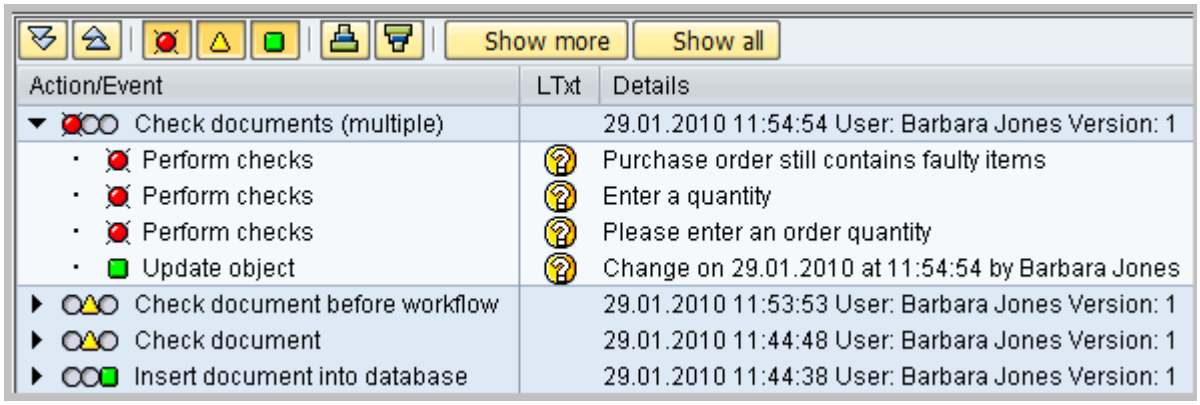
See the *Process Director Accounts Payable User Guide* for examples of follow-up flags.

System messages

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

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

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



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 more 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 all Show messages for all document versions.

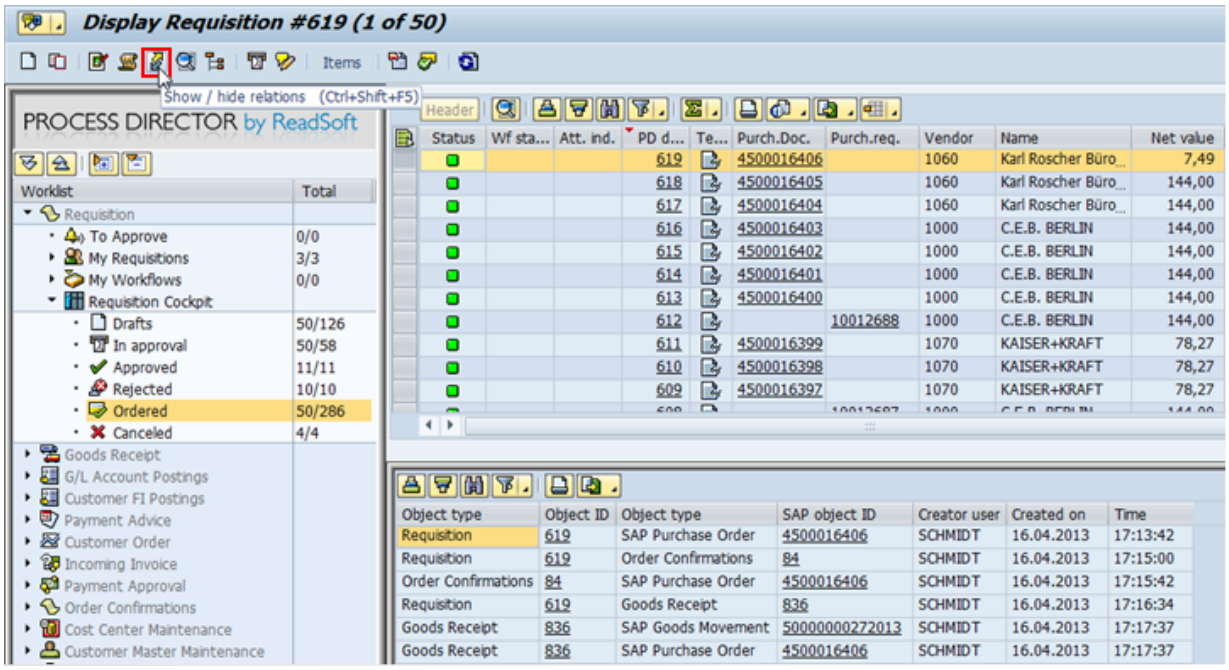
Tip You can change the display settings for system messages. See Customize the display for more information.

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 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 **Show / hide relations** .



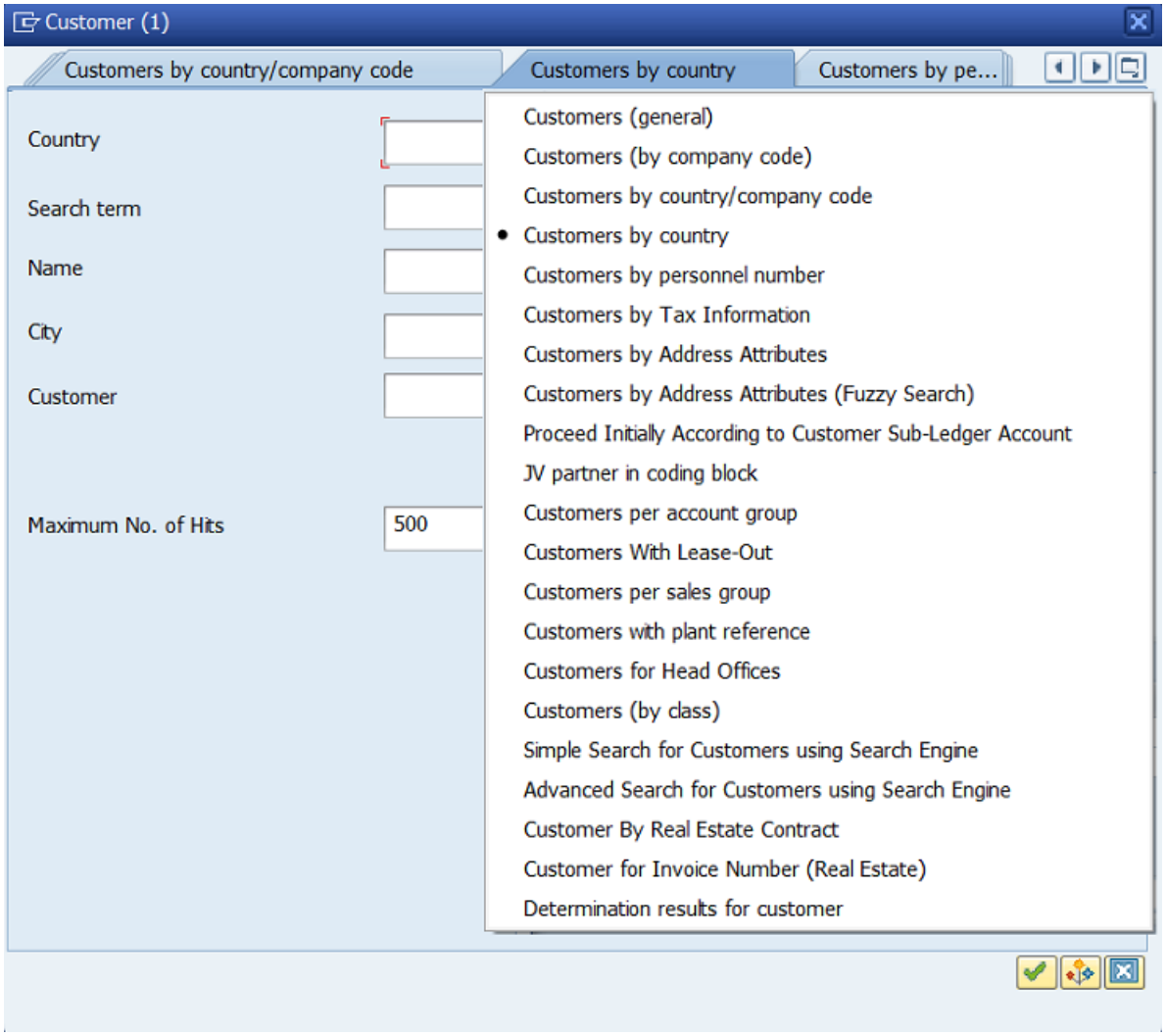
Use search help

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.

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.


Customer (1)
Customers by country/company code
Customers by country
Customers by pe...
Country
Search term
Name
City
Customer
Maximum No. of Hits
500
Customers (general)
Customers (by company code)
Customers by country/company code
Customers by country
Customers by personnel number
Customers by Tax Information
Customers by Address Attributes
Customers by Address Attributes (Fuzzy Search)
Proceed Initially According to Customer Sub-Ledger Account
JV partner in coding block
Customers per account group
Customers With Lease-Out
Customers per sales group
Customers with plant reference
Customers for Head Offices
Customers (by class)
Simple Search for Customers using Search Engine
Advanced Search for Customers using Search Engine
Customer By Real Estate Contract
Customer for Invoice Number (Real Estate)
Determination results for customer

Create and edit documents

This chapter briefly explains how to create, copy, edit and delete documents, how to change the document status, and how to assign documents to other users for processing. Detailed information on creating and editing documents for specific process types is available 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 **Create new document** .

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

Depending on your system configuration, other buttons may be available on the toolbar that you can click to create new documents of a different type based on the current document, for example, to create a Master Data Maintenance Request from a Customer Order. The configuration determines which field values, notes and attachments are copied from the existing document to the new document.

Create a document from an external file

If configured, you can create new Process Director documents by uploading data from an external file. You can upload both header and line item data.

The following external file formats are supported:

- ASC
- CVS
- TAB
- TXT
- XLS and XLSX

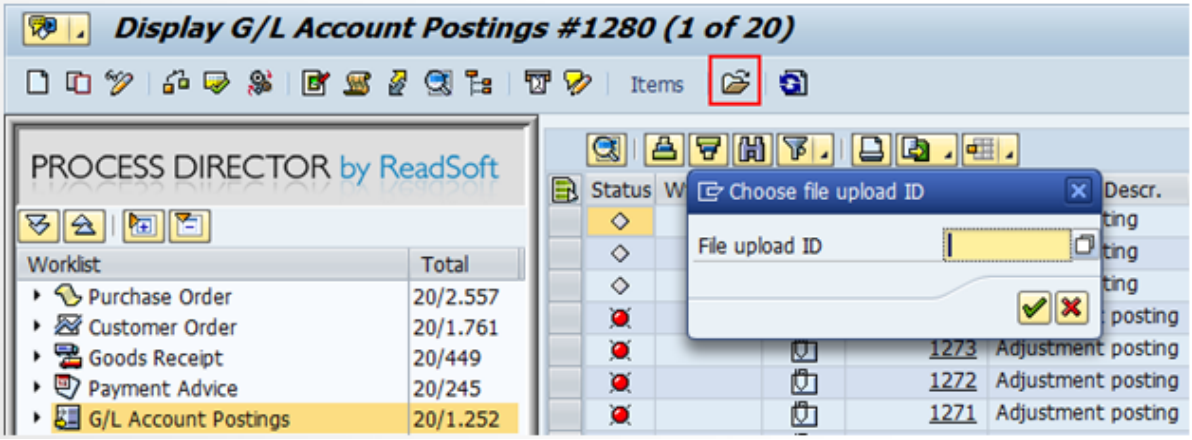
Note The system may be configured to upload only line items that fulfil certain conditions.

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

1. Click **File upload from list** .

2. In the **Choose file upload ID** dialog box, select an upload ID.

   Tip In your user profile in SU3, you can use the parameter `/EBY/FILEUPLOAD` to set a default file upload ID.



3. Click **Continue** ✔.
4. Select the file to upload and click **Open**.

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, make changes directly in the columns of the document overview list.

   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 **Continue** ✔. 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.

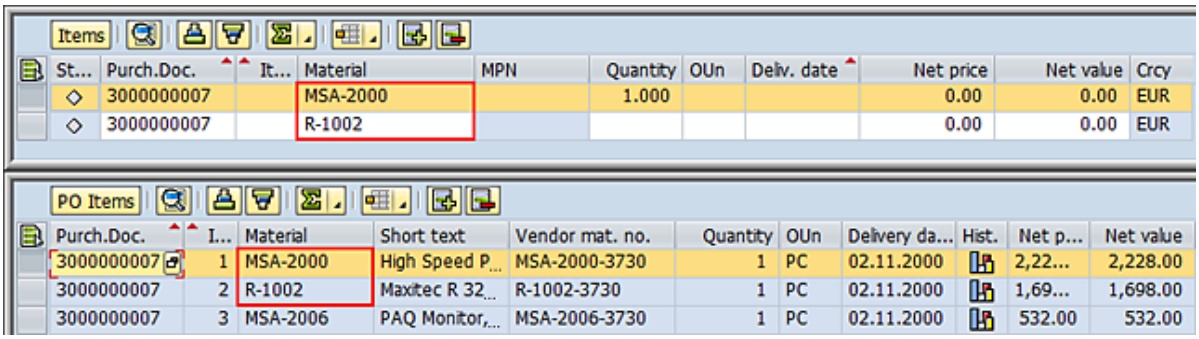
2. Make any necessary changes.
3. On the SAP toolbar, click the **Save** button.

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 **Display <-> Change**.
3. Drag the required data from the source to the destination, for example, from **PO Items** to **Items**.



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

Upload line items from an external file

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

The following are the supported formats for the external files:

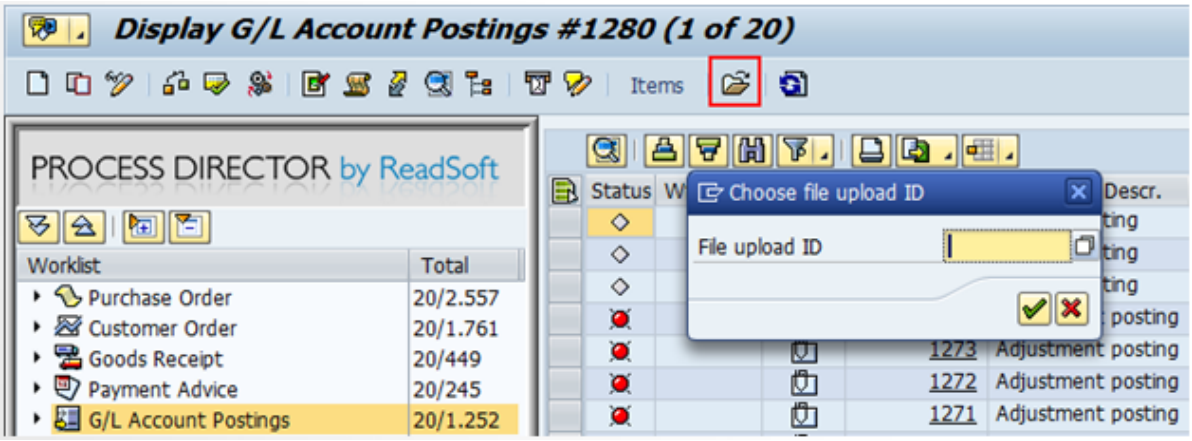
- ASC
- CVS
- TAB
- TXT
- XLS and XLSX

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

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

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

   Tip In your user profile in SU3, you can use the parameter `/EBY/FILEUPLOAD` to set a default file upload ID.



3. Click **Continue**.
4. Select the file to upload and click **Open**.

Copy line item values

To copy a line item field value to other line items, complete the following steps.

1. In change mode, in the line items area, select the row to copy from.
2. Select the rows to copy to.
3. Hold down the CTRL key and click the heading of the column to copy from.
4. On the line items toolbar, click the **Copy value** button.

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.

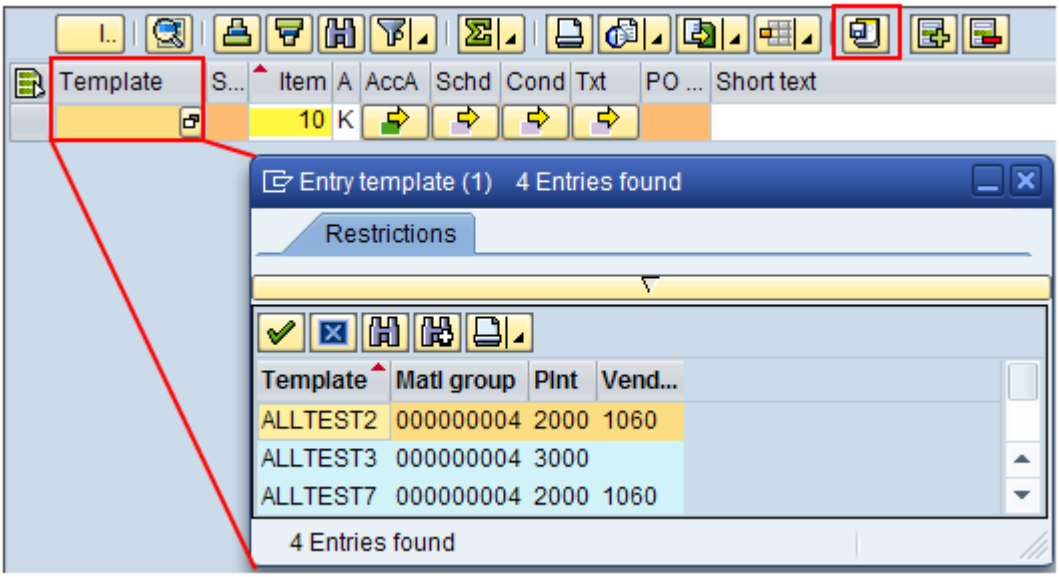
System templates are created and maintained centrally and are available to all users. If entry template maintenance has been configured, you can also create your own templates for your personal use. You cannot specify which fields are defined in the template, but you can add your own values to the template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



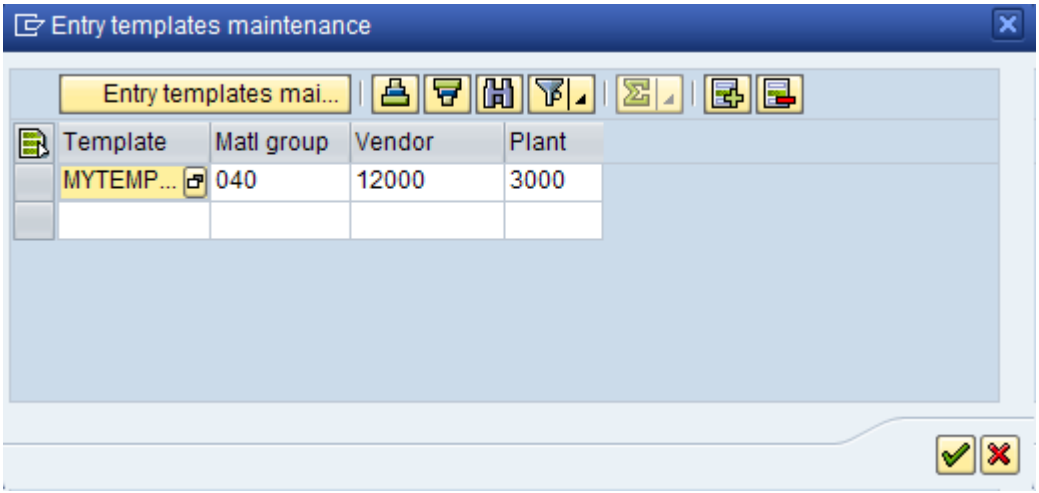
2. Click ✔ to add the values defined in the template to the relevant fields of your document.

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 **Delete Delete line**. Click the checkbox at the top of the list to select all templates.

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

Copy a document

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

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

To copy a document, complete the following steps.

1. 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 **Copy document**

   A new document containing the same information as the copied document opens.
3. Make any necessary changes and save the document.

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

Delete a document

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

To delete a document, complete the following steps.

1. 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 **Delete**.
3. Click ✔ to confirm the deletion.

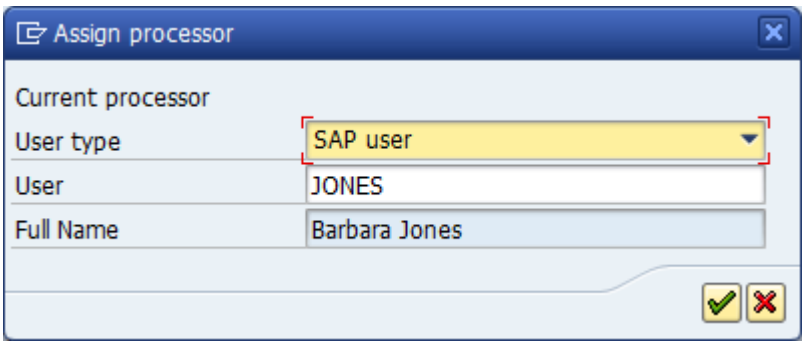
Assign a document to another user

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.

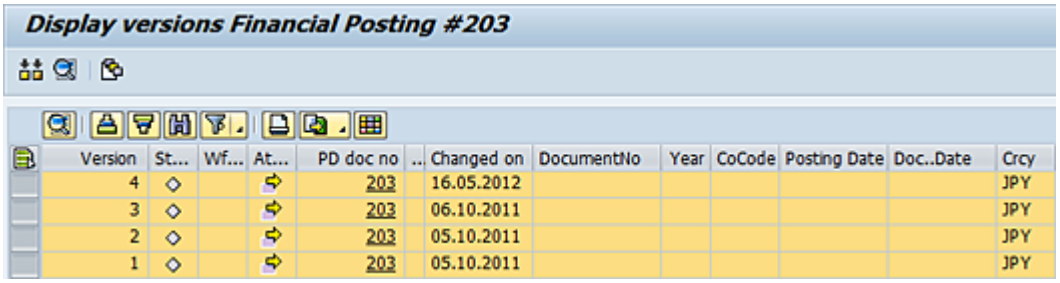
View document versions

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**.

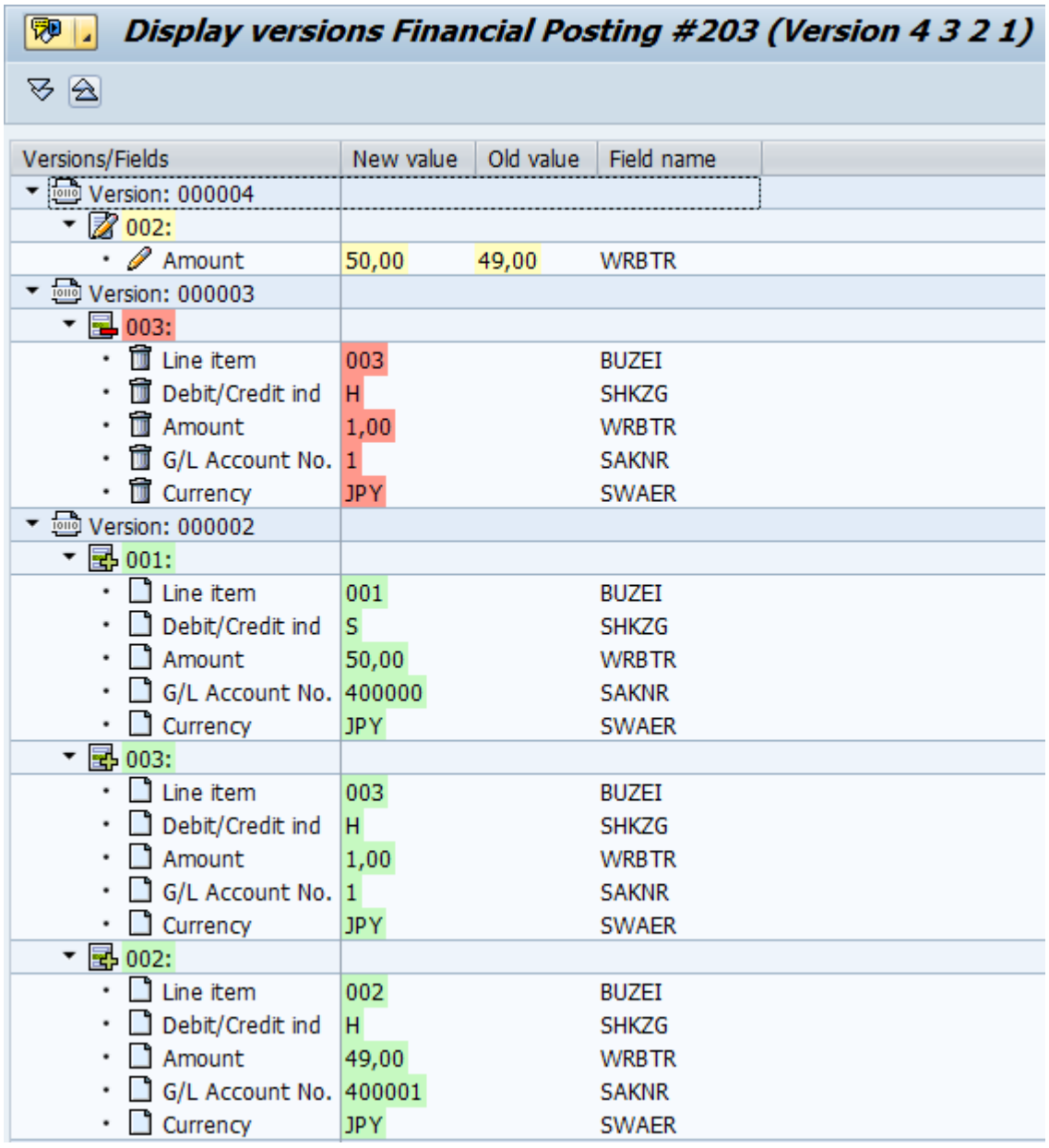
   An overview of all versions of the document is displayed.



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.
The version details are displayed.



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.

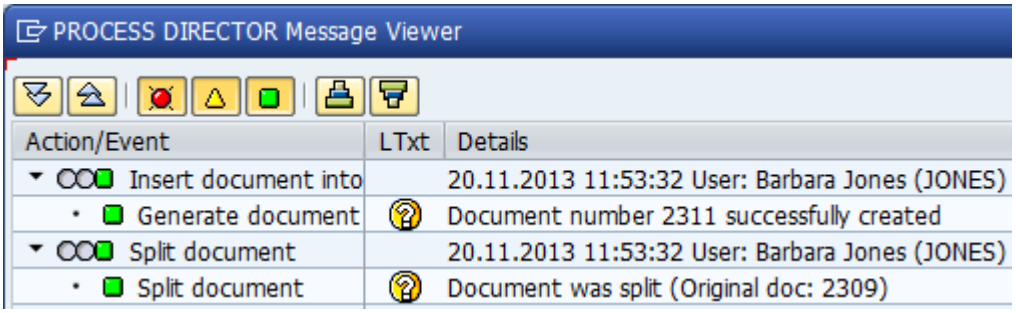
In this example, three new line items were added to Version 2 of the document. In Version 3, line item 003 was deleted. In Version 4, a value in line item 002 was changed.

Split a document

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**.
5. The **Process Director Message Viewer** displays the numbers of the original document that was split and the new documents created according to the specified configuration parameters.



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

Send messages

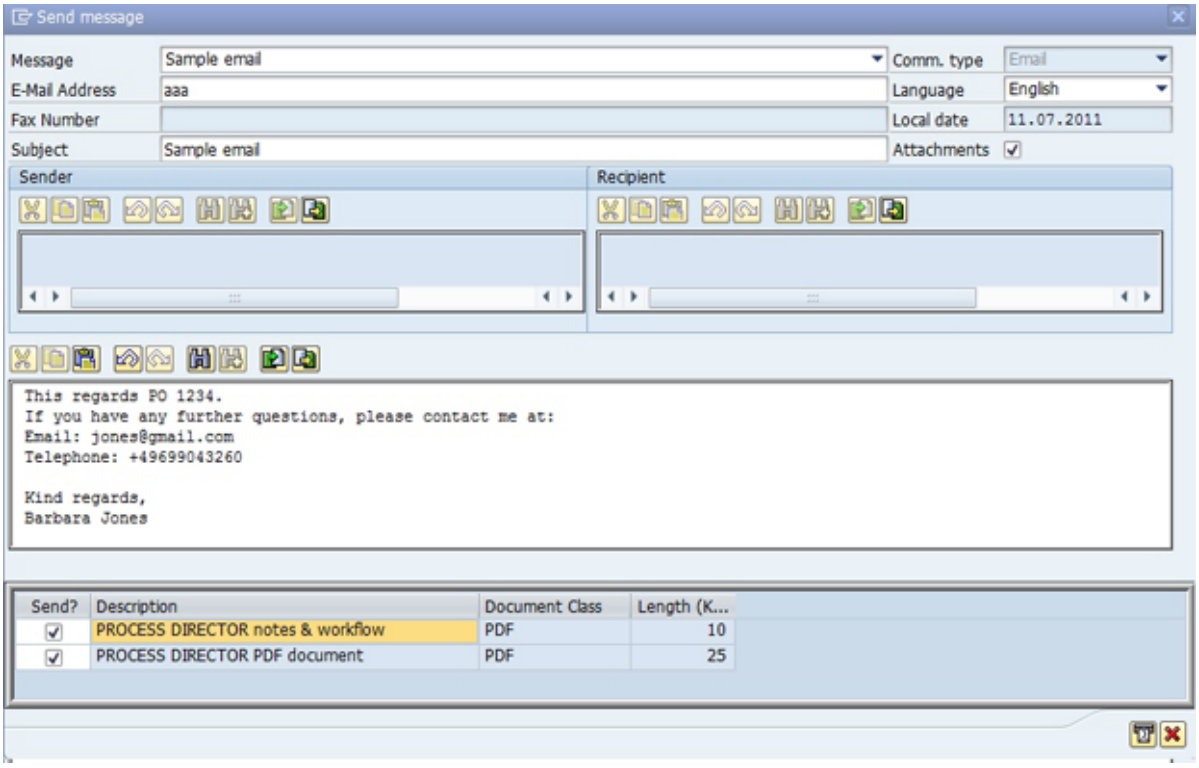
You can send internal messages to people within your organization or external messages to people outside your organization, such as vendors. When creating your messages, you can use predefined, standard texts, and then change them, if necessary.

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 box is displayed.



4. Enter the recipient's email address. Use the search help to display the **Restrict Value Range** dialog box to help you in finding the required email address.

   When sending an external message, you can use predefined email addresses for the following process types.

   - Customer Orders (SO)
   - Payment Advices (PA)
   - Goods Receipts (DN)
   - Goods Receipts (DN)
   - Order Confirmations (OR)

   To do so, select the **Default business partner e-mail addresses** tab and double-click the required email address to add to it.

5. In the **Message** list, select the predefined message type that you want to use.

   Messages types are defined in the Process Directorconfiguration.

   The subject and text are inserted in your message. The communication type - **Email**, **Fax** or **Fax/print letter** - is automatically set.

6. 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.

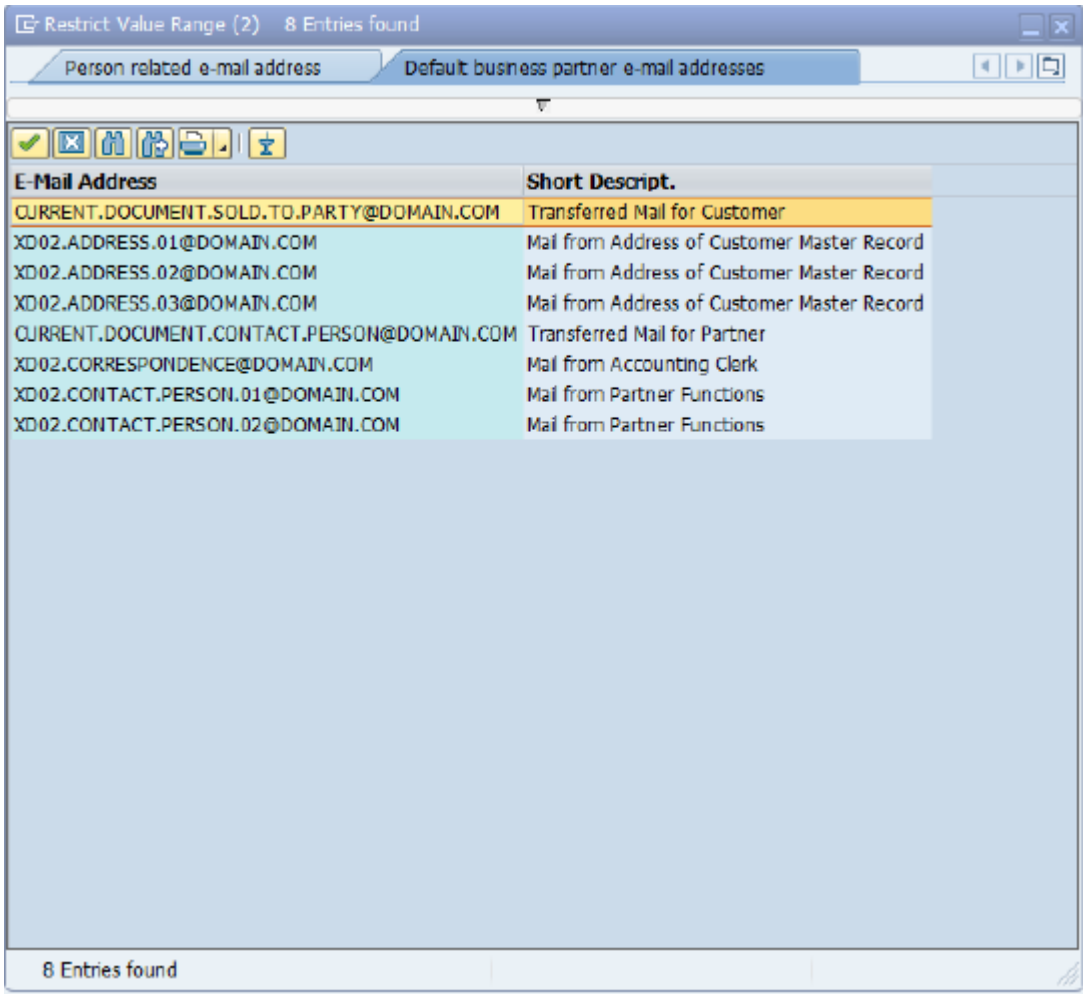
7. Select a language and make any necessary changes to the text.

8. To send attachments with the message, select the **Attachments** check box at the top-right section of the dialog box and then select the attachments, which are displayed at the bottom of the dialog box.

   See Add attachments for information on adding attachments to a document.
9. Click the button at the bottom of the dialog box: **Send email**, **Send fax** or **Print** (depending on the selected communication type).

Predefined email addresses

External messages to customers or vendors can be sent to a predefined list of email addresses. The priority order for the email address search is set by default and cannot be configured.



For customer orders, you can use the following email addresses.

Address	Description	Maintained in	Default priority
Transferred mail for customer	Email address transferred for the sold-to party of a customer order	Current document	1

Address	Description	Maintained in	Default priority
Mail from address of customer master record	Usable email address from the Address tab of the sold-to party master record	`XD02` transaction	2
Transferred mail for partner	Email address stored in the entries for the partner roles of the “AP Contact Persons” type	Current document	3
Mail from accounting clerk	Email address of the accounting clerk from the Correspondence tab in the customer's company code data	`XD02` transaction	4
Mail from partner functions	Standard email address of the partner function, with the partner type contact person displayed as a part of the general sales area data	`XD02` transaction	5

For payment advices, you can use the following email addresses.

Address	Description	Maintained in	Default priority
Mail from address of customer master record	Standard email address from the Address tab of the sold-to party master record	`XD02` transaction	1
Mail from accounting clerk	Email address of the accounting clerk from the Correspondence tab in the customer's company code data	`XD02` transaction	2

For goods receipts and order confirmations, you can use the following email addresses.

Address	Description	Maintained in	Default priority
Mail from related purchase order	Usable email address from the Address tab of the purchase order in the document header	Related purchase order	1
Mail from address of vendor master record	Usable email address from the Address tab of the vendor master record	`XK02` transaction	2
Mail from accounting clerk	Email address of the accounting clerk from the Correspondence tab in the vendor's company code data	`XK02` transaction	3

Address	Description	Maintained in	Default priority
Mail from partner functions	Standard email address of the partner function, with the partner type contact person displayed as a part of the purchasing organization data	`XK02` transaction	4

Note If for any email addresses, the **Do Not Use Communication Number** check box is selected, that address is then not taken into account.

Add and view notes

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

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.

5. In the document detail view, notes are displayed in the **Notes** tab.

   Note The Notes tab is displayed only when a document has at least one note added to it. By default, it is displayed as the last tab in the document detail view. This can be changed by configuring the system settings. Refer to the Process Director Configuration Guide for more information on configuring the layout of tabs.

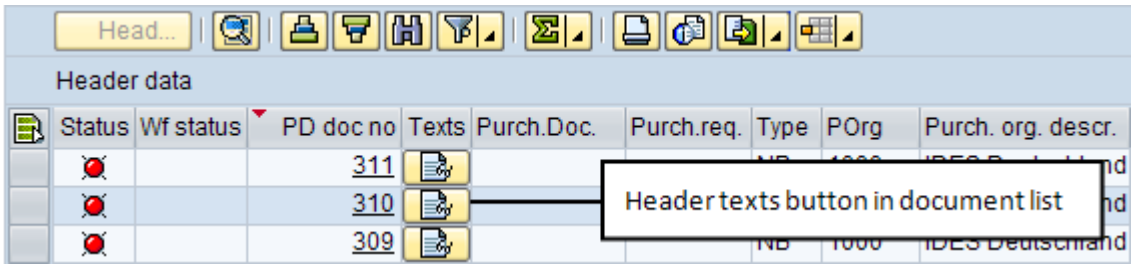
6. **Note** You can also add notes to read-only documents (when the you are not the current workflow processor).

Add and view texts

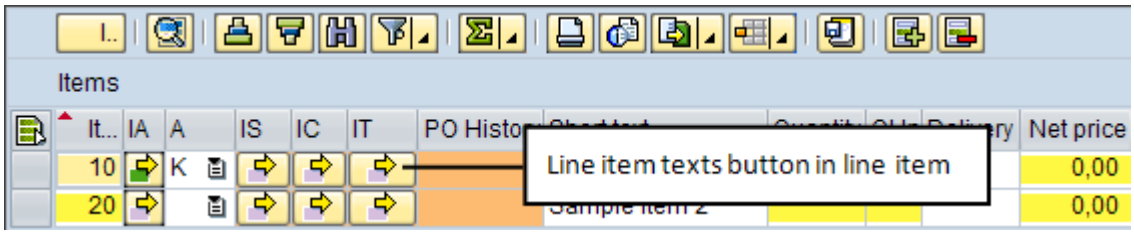
For some process types, you can add additional informational texts to the header data or to individual line items of your document. Texts are transferred to the corresponding SAP document when the document is posted in SAP.

To add and view texts, complete the following steps.

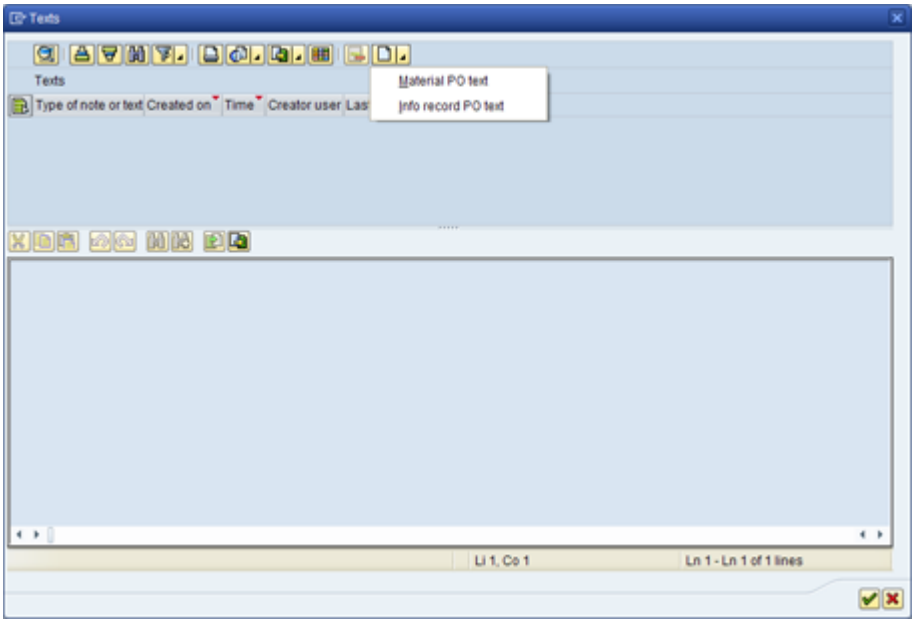
1. If necessary, click the **Display > Change** button to switch to edit mode.
2. To add texts, click one of the following buttons:
   - The **Texts** button in the document overview list to add header data texts:



   - 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 text to header data

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

1. Select the **Texts** header data pane.
2. Click **New line**.
3. Select a **Text ID** to indicate what the text refers to. You can select all the text IDs that are available in your SAP system here.
4. Type text in the **Textlines** text box and click **OK**.

   To delete a text, select the check box to the left of the text and click **Delete**. Select the check box at the top of the list to select all the texts.

Add text to line items

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

1. In the line items area, select the item and click **Texts**.

   An additional pane appears below the line item where you can enter texts. Click the arrow in the **Texts** pane to close this area when you have finished entering the texts.

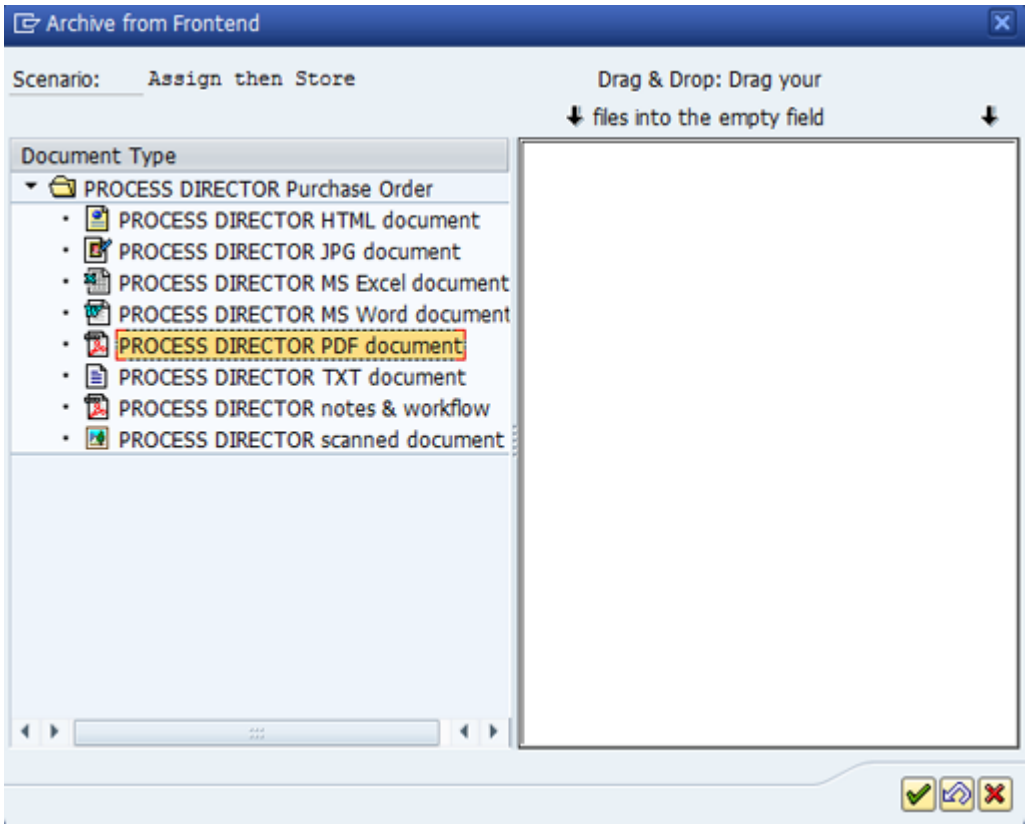
2. Click **New line**.

3. Select a **Text object** to specify in which SAP document type the text will be displayed, and a **Text ID** to indicate what the text refers to. You can select all the text IDs that are available in your SAP system here.
4. Type the text in the **Textlines** text box and click **OK**.

   To delete a text, select the check box to the left of the text and click **Delete**. Select the check box at the top of the list to select all the texts.

Add and view attachments

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

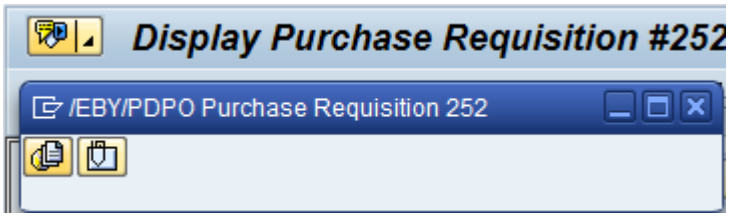


Add attachments

To add attachments, complete the following steps.

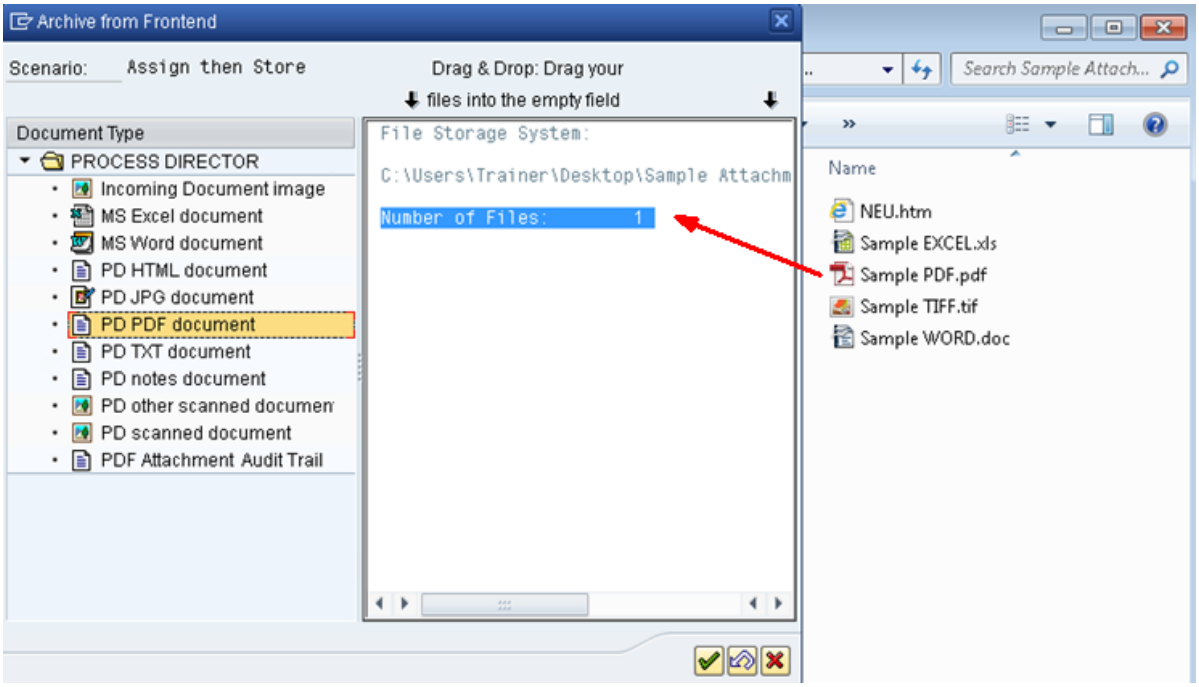
1. Either select the document from the document overview list (by highlighting the row), or click the PD document number to go to the document detail view.

2. Click the **Services for Object** button and then the **Store business document** button.



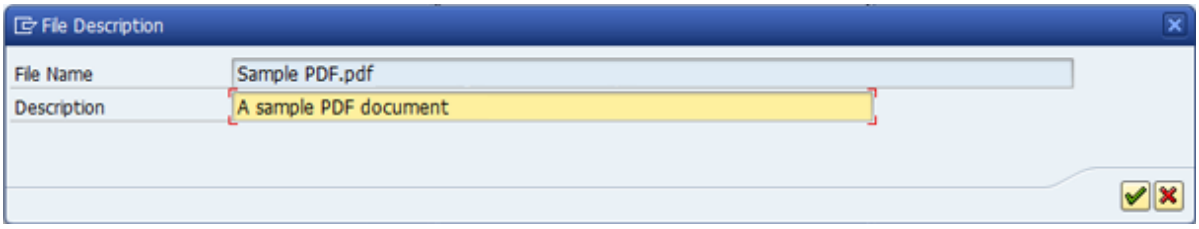
The **Archive from Frontend** dialog box is displayed.

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.

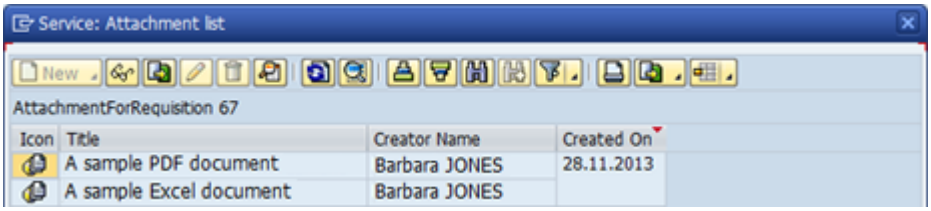


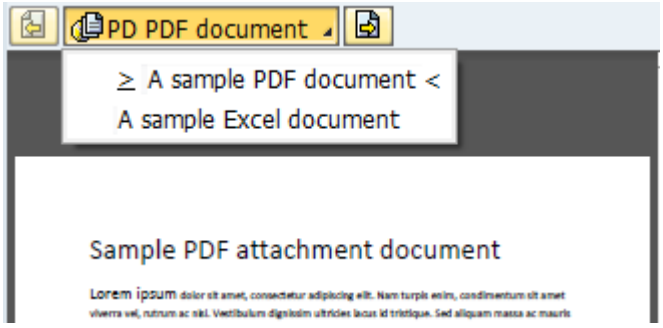
5. Click .

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.

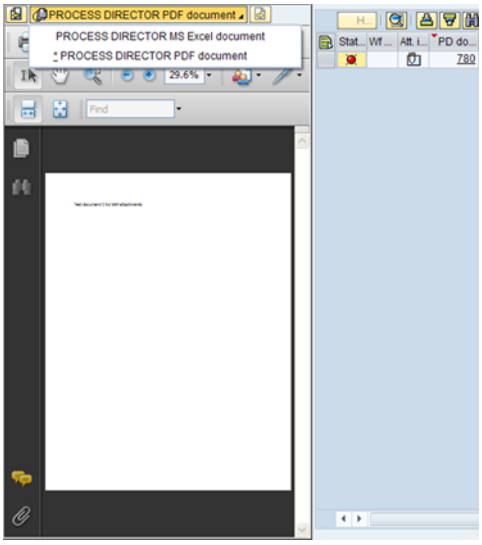




View attachments

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.

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

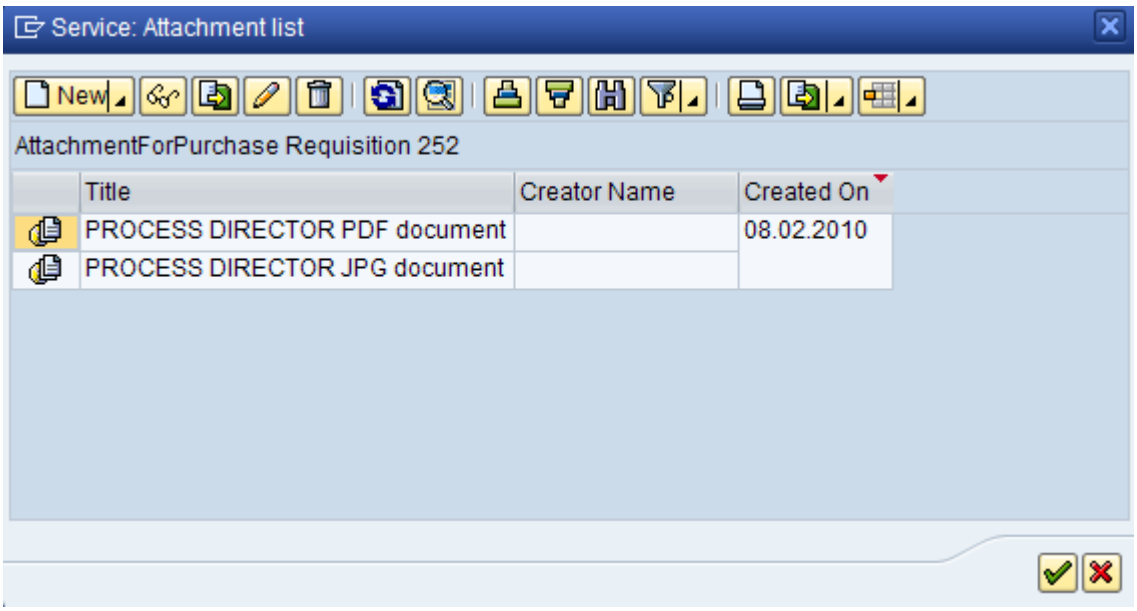
Delete attachments

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. Process Director performs all standard SAP checks before posting documents; your system may perform other additional checks as well.

Check a document

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

To check a document, complete the following steps.

1. Either select the document from the document overview list (by 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.

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

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

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

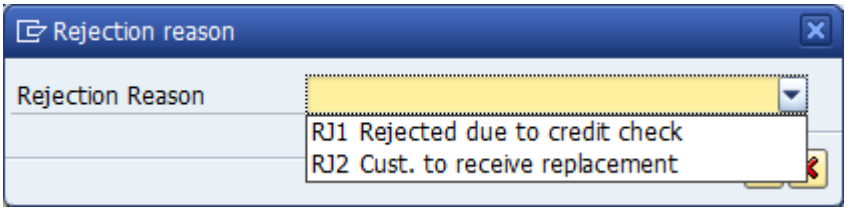
Reject a document

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, 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, 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 Kofax 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 Kofax Process Director is configured.

Link a document to an existing SAP document

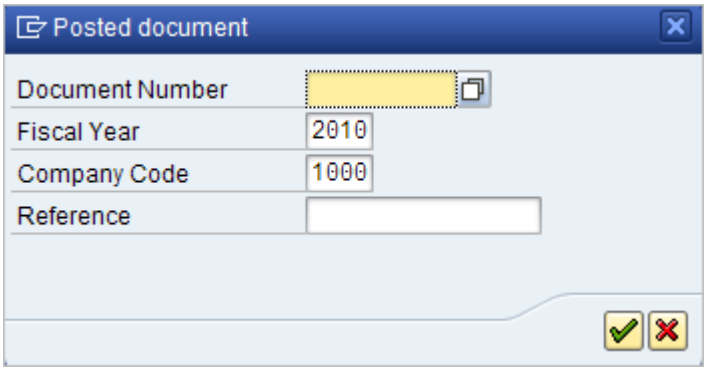
Instead of posting a Process Director document to SAP, you can link an unposted Process Director document to an existing SAP document.

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.



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 .

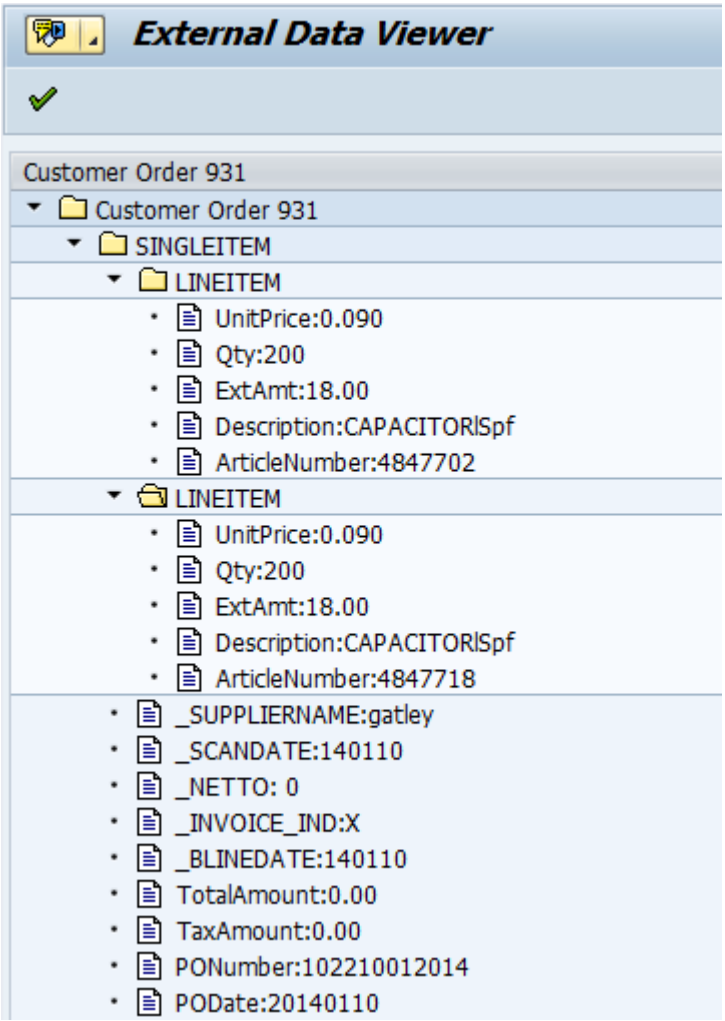
Note The way in which a cross-company code posting is reversed depends on the way in which the document to be reversed was posted in Process Director.

- 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

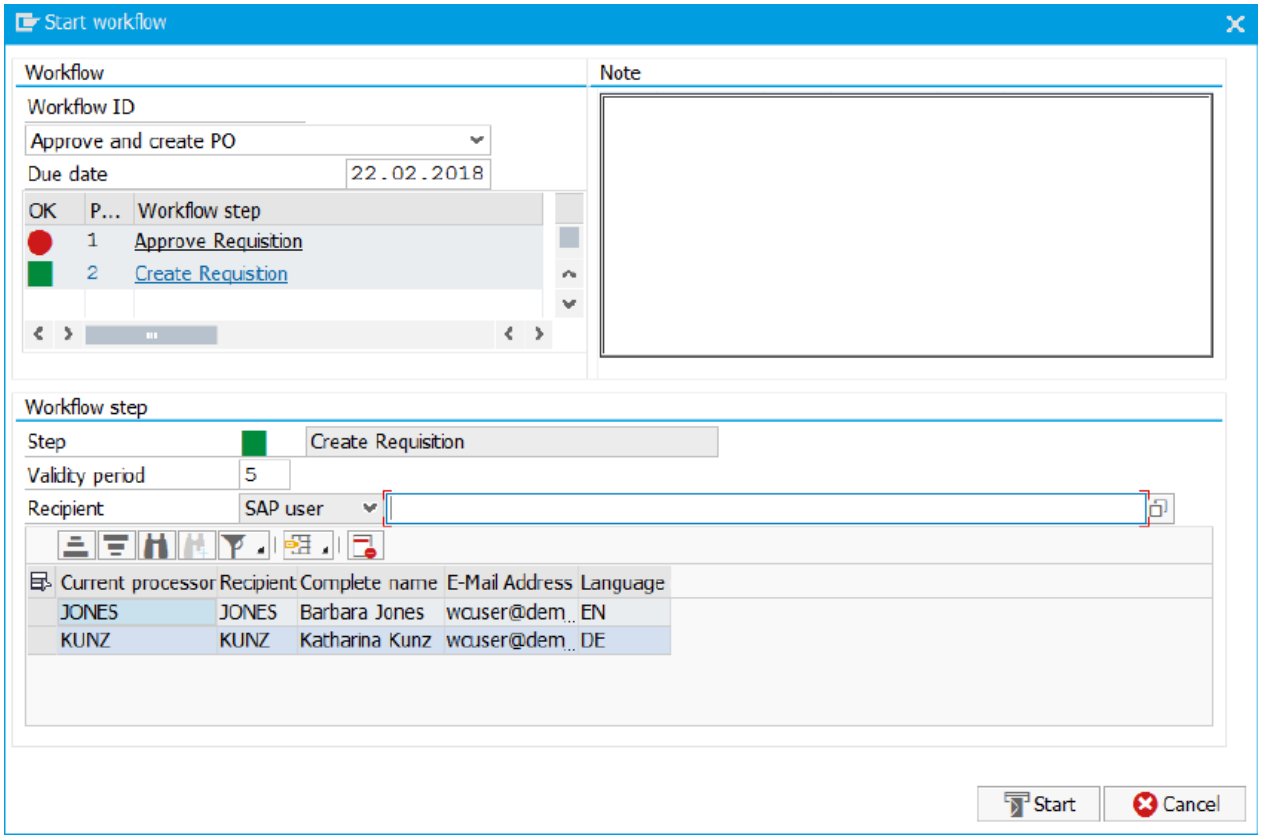
Workflows send documents electronically to other people in order to obtain or provide additional information, clarification and approval. Every action in the workflow is logged, making it possible to identify who is working on the document at all times. Status icons make it easy to identify the status 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 **Startworkflow** button.
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. Optional. In the **Note** section, enter a note for the workflow processor.

   Note Depending on the configuration, adding a note could be mandatory. See the *Process Director Configuration Guide* for more information.

6. Optional. In the **Note** tab, add a note for the workflow processor.
7. Click **Start**.

Start a multi-step workflow

Some workflows may have multiple steps or multiple recipients per step.

Double-clicking a step selects it and displays its details in the Workflow step section.

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

1. Double-click the step for which you want to add recipients. The currently selected step is highlighted.
2. In the **Workflow step** section, enter the recipients.

Add and remove processors

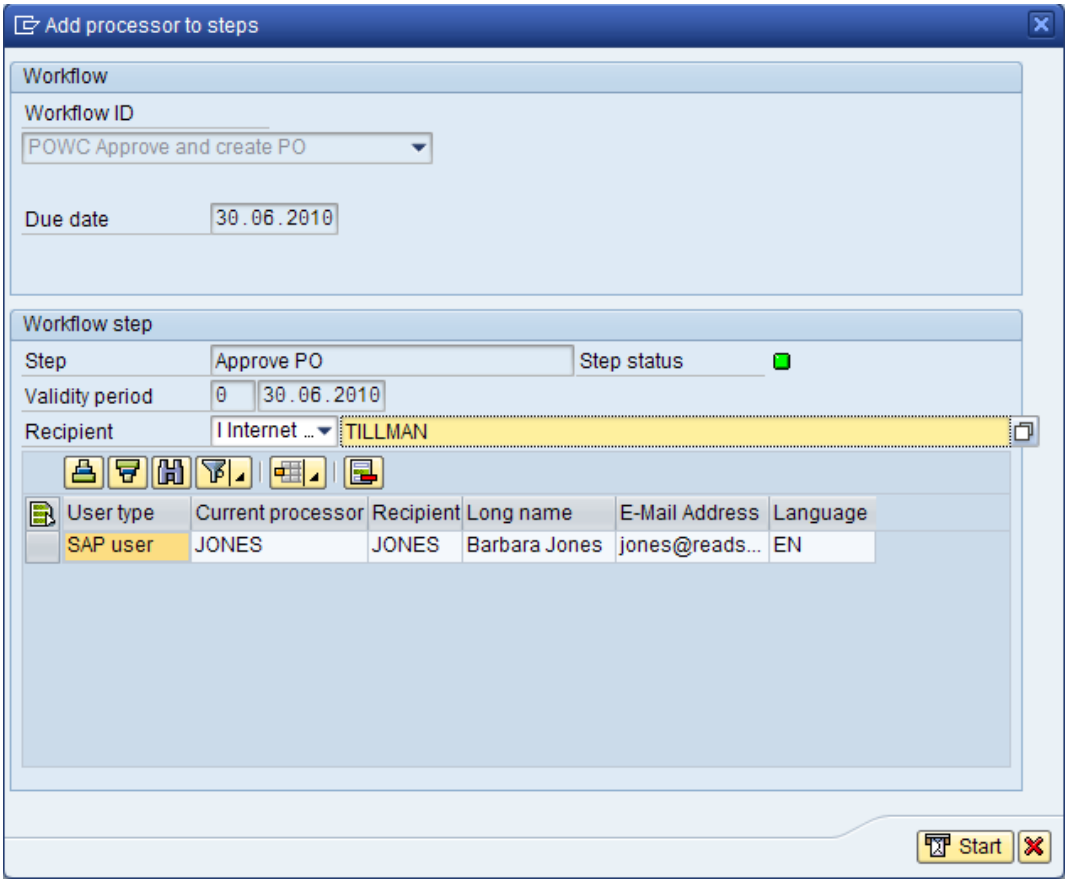
After a workflow has started, you may be able to add additional processors to workflow steps or removed assigned processors (depending on the configuration of the steps).

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. On the **Actions** bar, click **Continue**.

   The **Add processor to steps** dialog box is displayed.

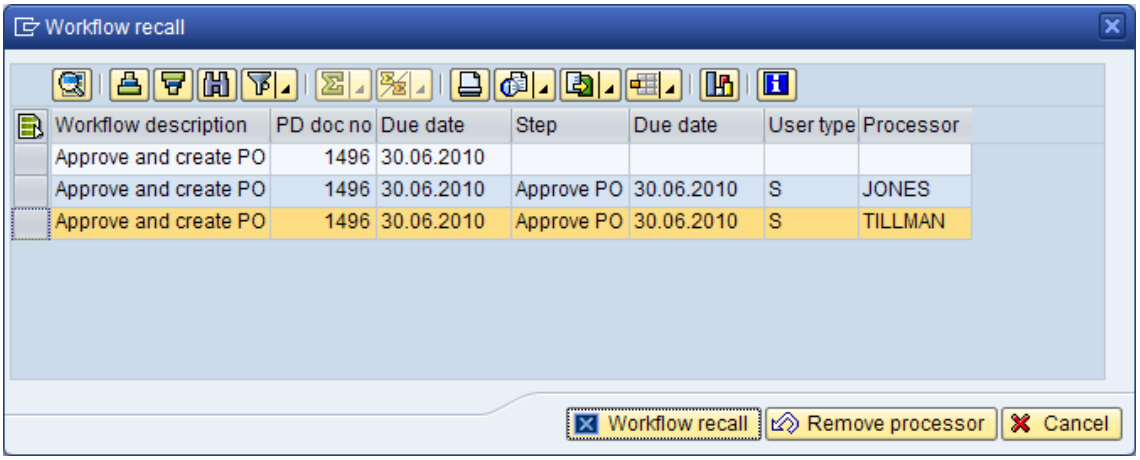
4. Optional. In the **Note** tab, add a note for the workflow processor.

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**.

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



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**.
3. Click **Workflow recall**.

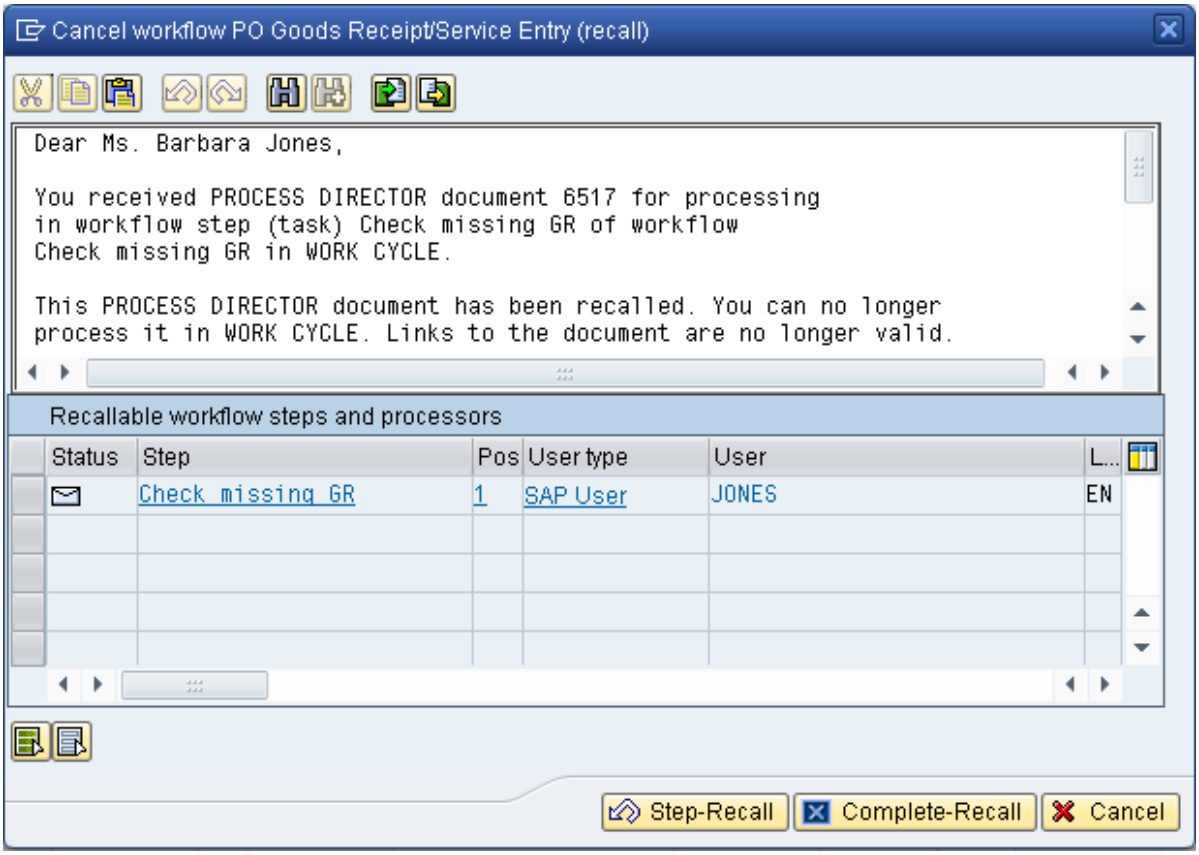
Recall Accounts Payable documents

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.

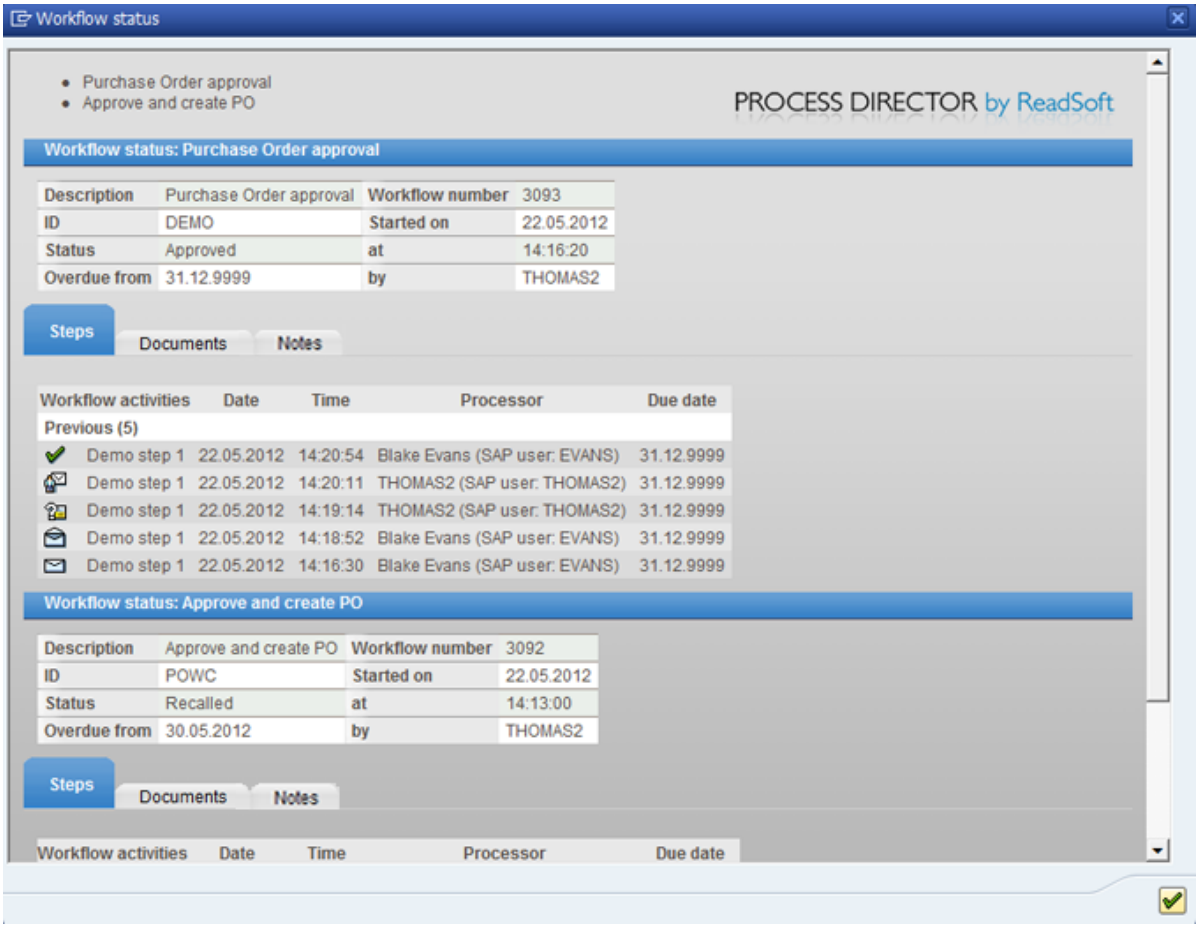
View workflow status

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

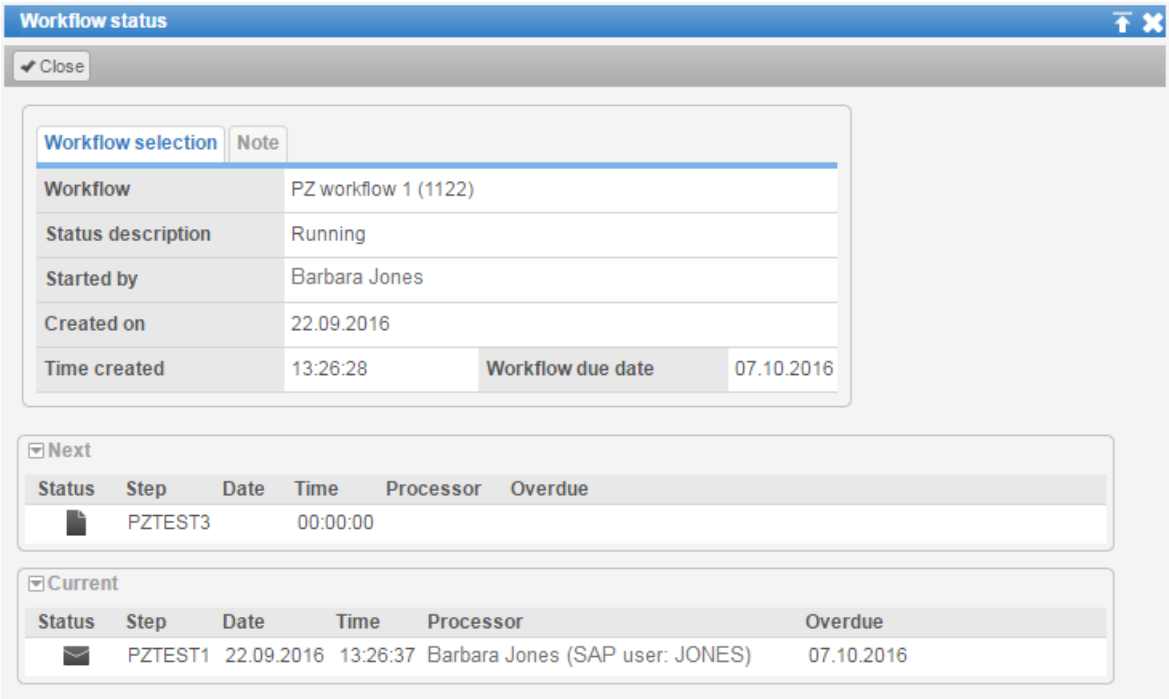
1. Either select the document from the document overview list (by highlighting the row), or click the PD document number to go to the document detail view.

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.



The Workflow status window displays information about the currently selected workflow and its steps. Use the Workflow drop-down list to select and view information about another workflow. Each area can be collapsed or expanded using Minimize and Maximize in the upper-left corner.



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.

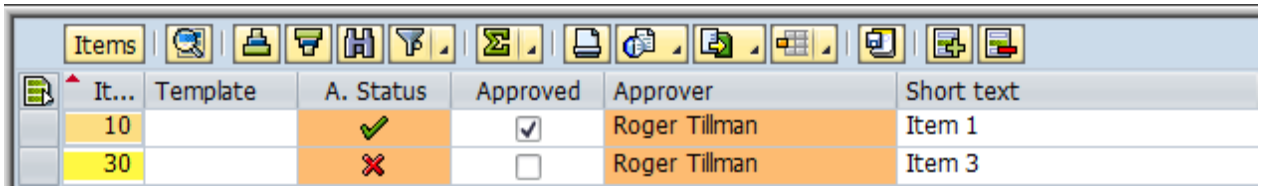
To approve a document, complete the following steps.

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.
3. If the workflow step has been configured to require a note upon approving, in the **Note** tab, write the reason for approving the document.

   If this is the last or only step in the workflow, the document is displayed in the Worklist, with the status **Approved**. If the workflow consists of further steps, the document moves to the next step.
4. Depending on the workflow configuration, you may have to assign processors for the next step.

Approve line items

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



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.

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

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

2. On the **Actions** bar, click **Approve**.

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

Reject documents

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

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

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

To reject a document, complete the following steps.

1. Either select the document from the document overview list (by 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.
3. 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.

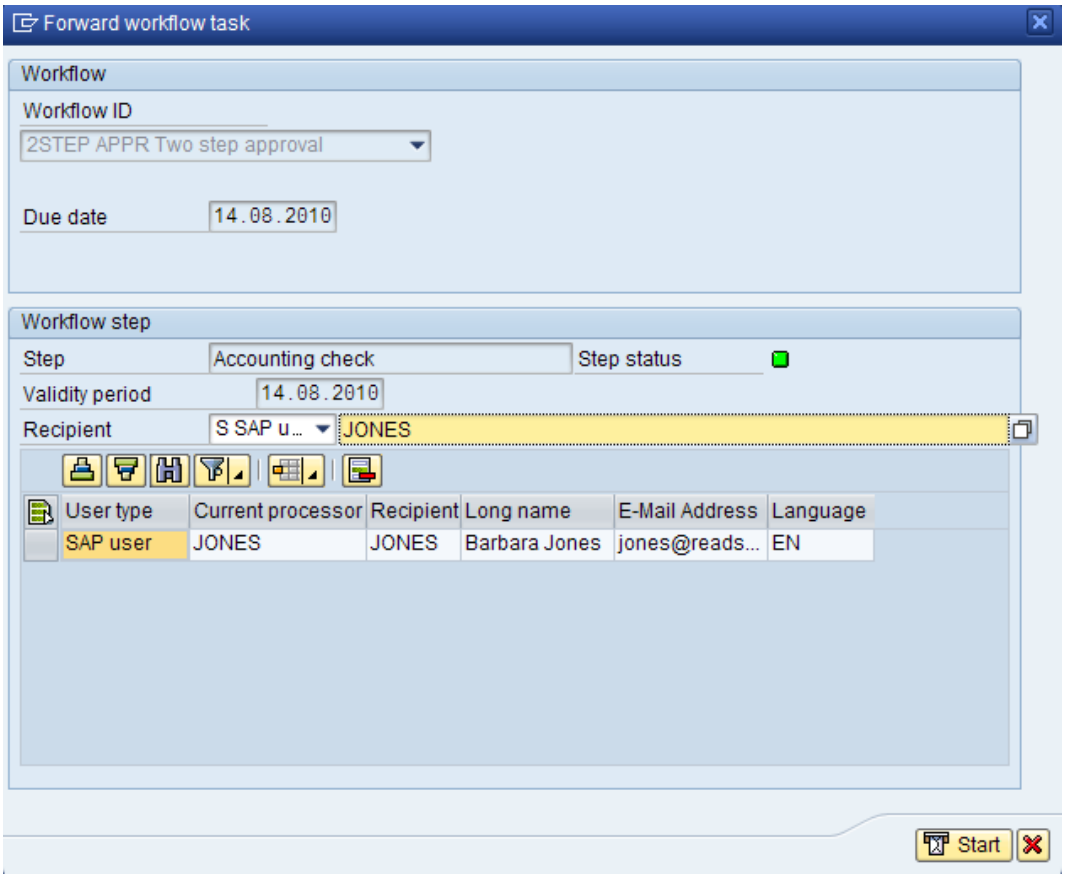
Forward documents

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**.



3. 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.
4. If the workflow step has been configured to require a note upon forwarding, in the **Note** section, write the reason for forwarding the document.

5. 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

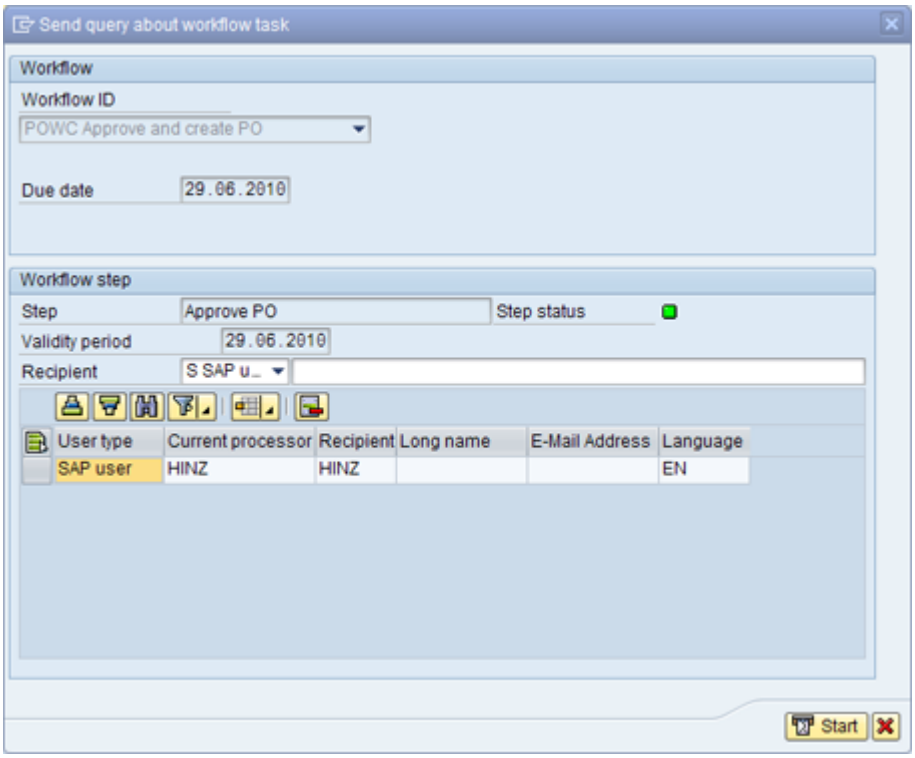
If you want to ask someone a question about a document that has been sent to you in a workflow, you can send a query to another user. The document is displayed in the workflow inbox of the query recipient, who can then reply to the query.

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



4. 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. In the **Note** section, write your question.

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

6. 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.
7. 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

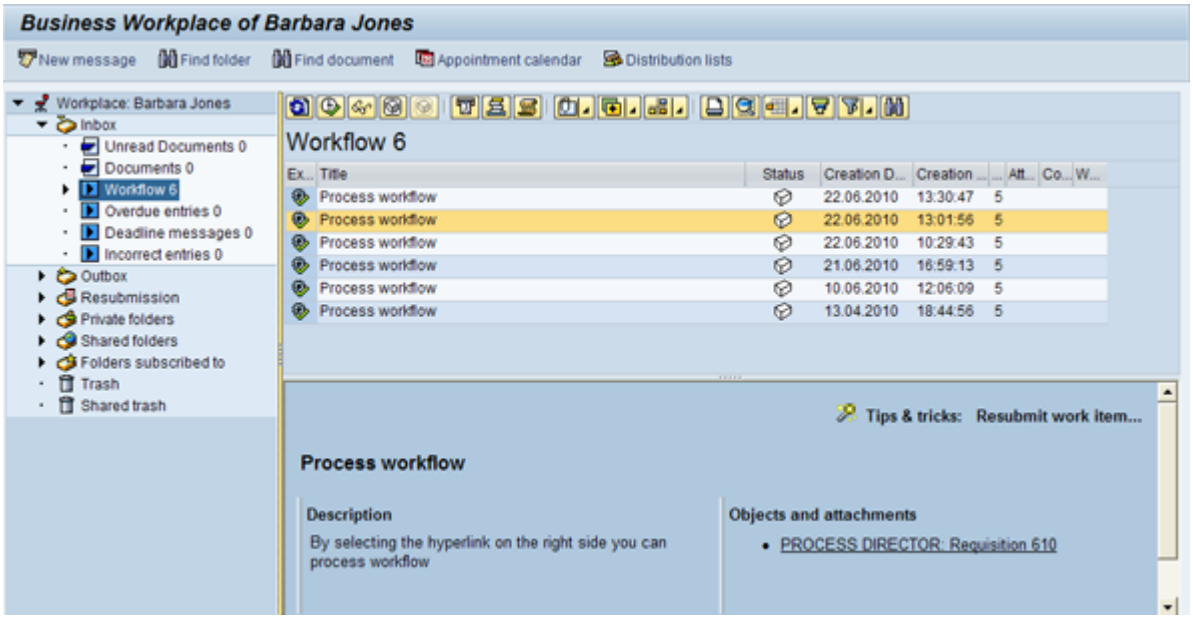
When you have received a query about a document, the document is marked with the workflow status icon Query in the document overview list. To answer a query, complete the following steps.

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.

Kofax Process Director opens and displays the document for editing.

Change personal settings

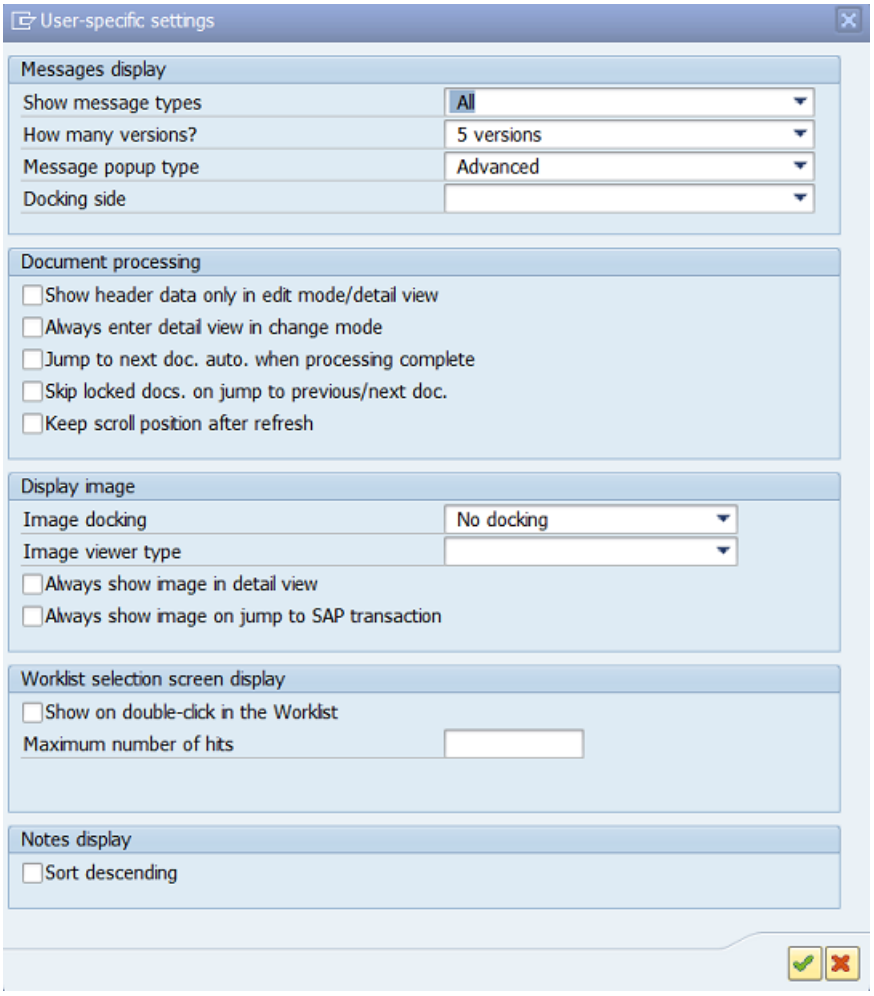
You can change your personal display settings, and you can assign substitutes to take over your work while you are absent.

Customize the display

To customize the way certain information is displayed in Kofax 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.

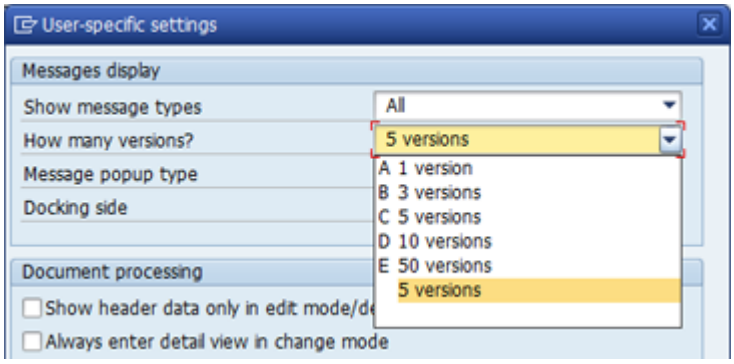


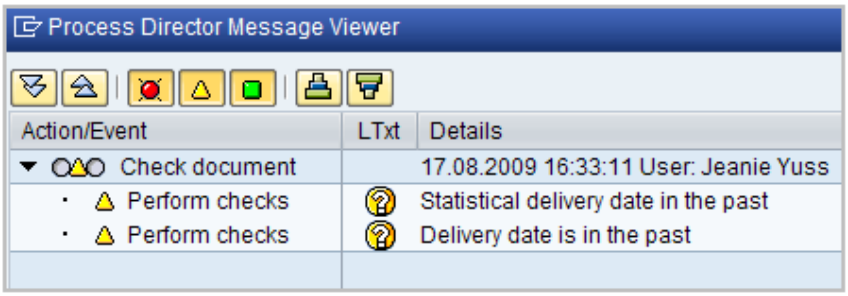
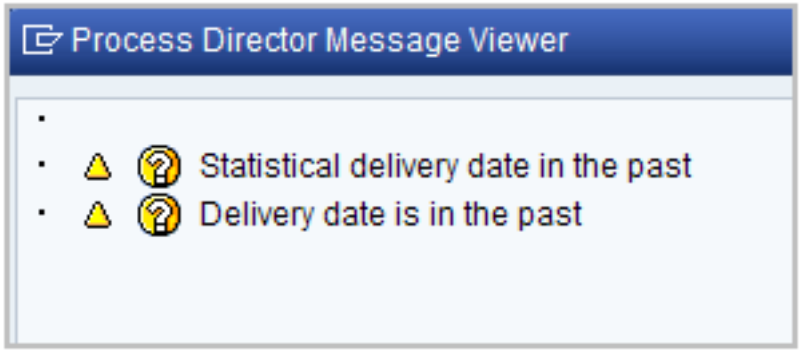
You can make changes in the following areas.

- Messages display
- Document processing
- Display image
- Worklist selection screen display
- Notes display

You may need to restart Kofax 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?	With this option, you can specify the number of document versions for which system messages should be displayed.  Document versions

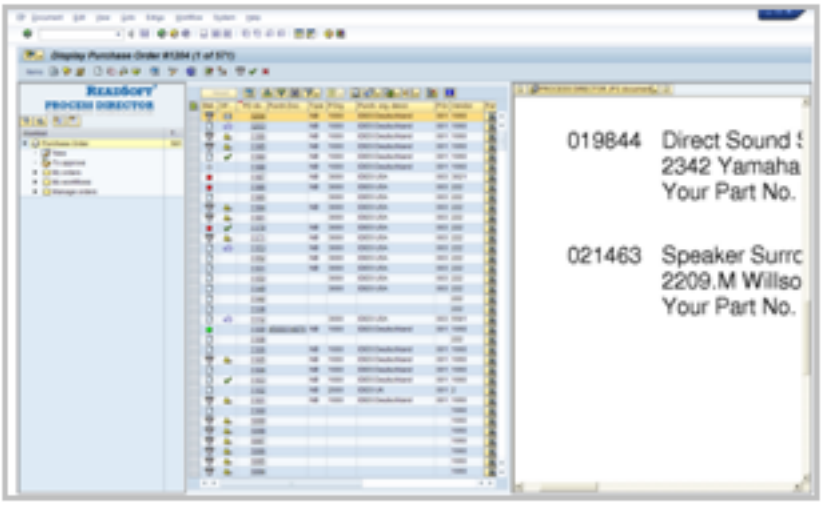
Field	Description
Message popup type	This option changes how pop-up message windows are displayed. With an advanced message pop-up, you can expand and collapse message sections and sort and filter the messages. See System messages for more information.  Advanced message A simple message pop-up just shows the messages and no additional controls are available.  Simple message
Docking side	This option lets you choose the display location of messages when you click **Show/Hide messages** . See also the Image docking setting.

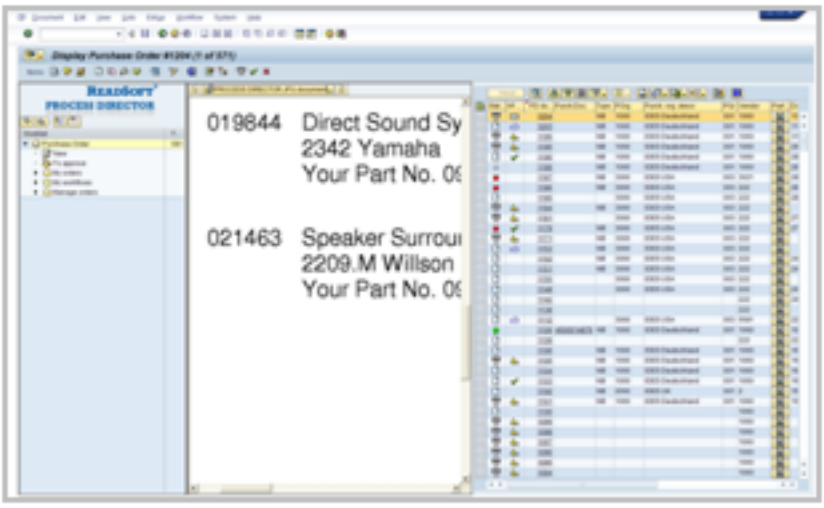
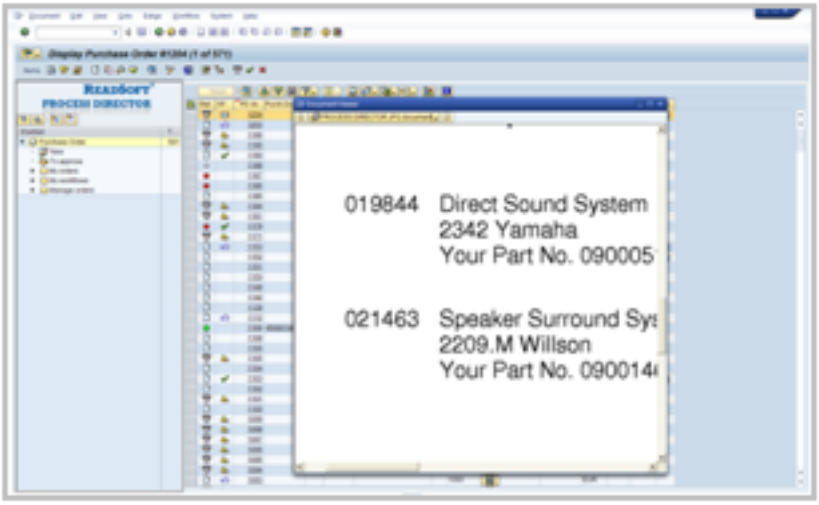
Document processing

Field	Description
Show header data only in edit mode/detail view	By default, Kofax 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. 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.
Always enter detail view in change mode	Activate this check box to always enter the document detail view in change mode.

Field	Description
Jump to next doc. auto. when processing complete	Activate this check box to automatically jump to the next document when you have finished processing the current one.
Skip locked docs. on jump to previous/next doc.	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.
Keep scroll position after refresh	Check this option to ensure that Kofax 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.

Display image

Field	Description
Image docking	This option lets you choose the display location of attachments when you click the **Show/Hide attachments** button.  Dock right

Field	Description
	 Dock left  No docking (floating)
Image viewer type	This option lets you choose which viewer to use when displaying an attachment. The available types are: • H HTML • E ECL • Note: SAP S/4HANA systems do not support the use of an ECL viewer. • L Local If you select the blank option, it defaults to the HTML viewer. **Note** When using the Local viewer, it is recommended that the Doc Display as Dialog Box option is activated in transaction `OAG1`.

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

Worklist selection screen display

Field	Description
Show on double-click in the Worklist	Activate this check box if the Worklist selection screen should be displayed whenever you double-click a Worklist category.
Maximum number of hits	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. **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 limited. Any value you enter in your personal settings overrides the value set by the administrator.

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).

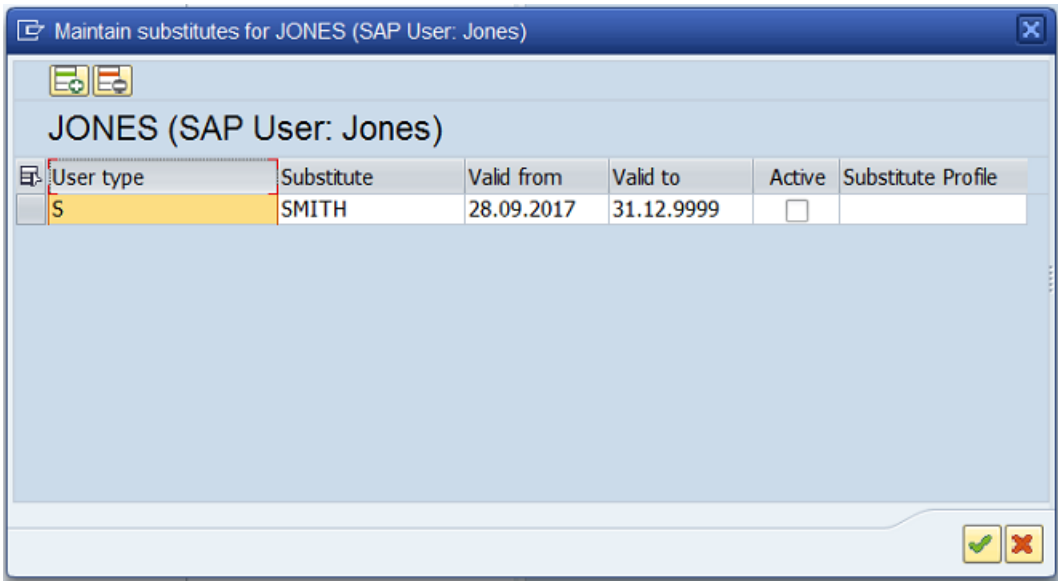
If your substitute processes a document (for example, approves it), the document is no longer displayed in your approval Worklist and you receive an email notification to inform you that the document has been processed. The substitution is recorded in the document's messages.

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

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.
6. Click the **Save** button.

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. 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

Icon	Description
	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

Icon	Description
	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)

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 Kofax Process Director
SHIFT+F4	Post a document
SHIFT+F12	Post via an SAP transaction

Shortcut	Description
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

Kofax 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 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 then sends this information to Process Director.

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

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

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

View withholding tax data

To view the withholding tax data for a document, use one of the following methods:

- In the Worklist, double-click the Incoming Invoice category to open the document overview list for incoming invoices. Select the required document and click the corresponding button in the Withholding Taxes column.
- In the document detail view, on the Taxes, rates tab, click Withholding Taxes.

Note The displayed withholding tax fields are read-only fields.

View nota fiscal data

To view the nota fiscal data for a document, use one of the following methods:

- In the Worklist, double-click the Incoming Invoice category to open the document overview list for incoming invoices. Select the required document and click the corresponding button in the Nota Fiscal column.
- In the document detail view, on the Taxes, rates tab, click Nota Fiscal.

Note The displayed nota fiscal fields are read-only fields.

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

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 **Accounts Receivable** 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 Accounts Receivable document.
5. Click the **Save** button.
6. If required, you can set a value in the **Alt.acct type** field, press **Enter**, and then use the search help available in the **Alternative account** field.

   The types of alternative accounts available are:

   - **Customer**
   - **Vendor**
   - **G/L account**

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

When the Accounts Receivable document has been posted, the Process Director document status changes to **Posted**. You can still edit payment advices as long as they have not been cleared.

Changes are passed to the SAP payment advice. Similarly, if changes are made to the SAP payment advice, these changes are reflected in the posted Process Director document.

Propose line items

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

To propose open line items, complete the following step.

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

Option	Description
Propose all All items	Adds all open customer items.
From invoice list - having the same reference	Proposes only items from the SAP Invoice List that have the same reference (that is, the reference number from the Payment document number field).
Currently due items	Adds only items that fulfill these criteria: • 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 Continue.
Currently due items - payment amount preferred	Same as Currently due items, but in addition to dates, the payment amount is also taken into account. If there are currently due items that match the payment amount, only these items are proposed. If there are no currently due items that match the payment amount, all currently due items are proposed.
Overdue items	Adds only items for which payment is overdue.
Overdue items - amount match preferred	Same as Overdue items, but in addition to dates, the payment amount is also taken into account. If there are overdue items that match the payment amount, only these items are proposed. If there are no overdue items that match the payment amount, all overdue items are proposed.

Option	Description
Unique combination	Only adds items if there is a single, unique combination of open items that matches the payment amount. For example, assume the following customer open items are available: • Item 1 with the amount 100 • Item 2 with the amount 200 • Item 3 with the amount 150 • Item 4 with the amount 250 If the payment amount is 250, two different combinations of items match the payment amount: • Item 1 + Item 3 = 250 • Item 4 = 250 If the payment amount is 600, there is a unique combination, because only one combination of items matches the payment amount: Item 2 + Item 3 + Item 4 = 600 (no other combination amounts to 600)
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 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 **Accounts Receivable** category.
2. The document overview list displays all Accounts Receivable 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. 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. Save the document.

If all information has been entered correctly, the document has the status **Correct**. You can now send the document to a workflow or, if you have sufficient user rights, post the document to SAP, either directly from Process Director or via an SAP transaction. When the Accounts Receivable document has been

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

Clear a Payment Advice

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

1. Select the Payment Advice that has the uncleared items.
2. Select an uncleared item and click **Change data**.
3. In the **Assign data** popup, type the required information and click **Continue**.
4. Click **Post data** to clear the item.
5. Go to the `FB05` transaction and complete the following steps.
   a. Post the clearing.
   b. 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

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

Process archive documents

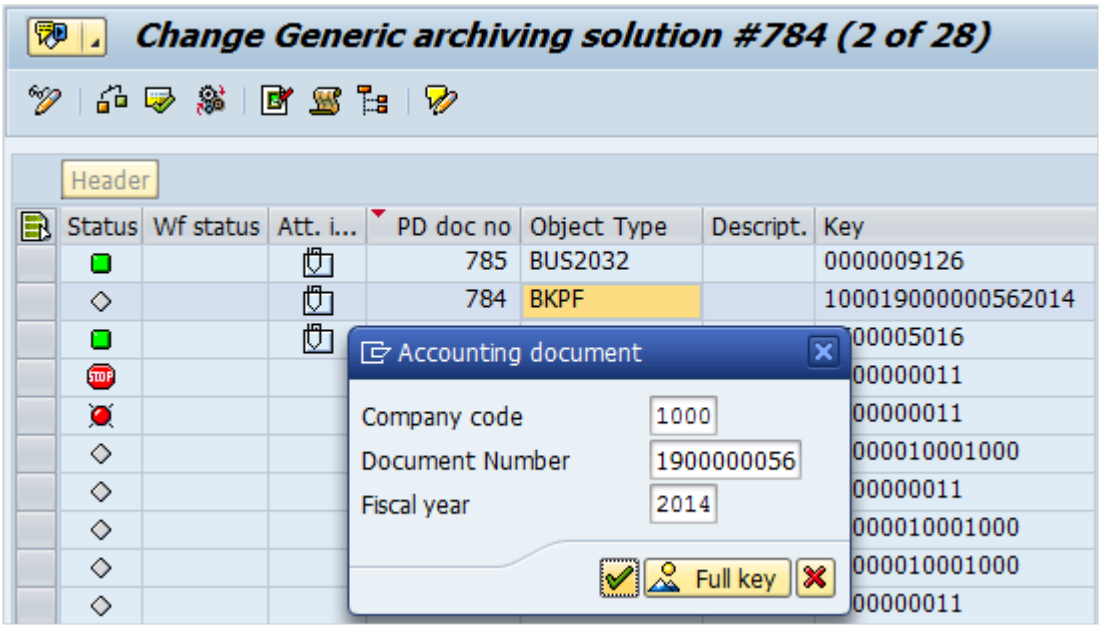
To process archive documents, complete the following steps.

1. In the Worklist, double-click the **Archiving** category.

   A list of documents to be archived is displayed. Documents for which no key data has been entered have the status **In error or incomplete**.

2. To archive a document, in the **Object Type** field select the SAP object type with which the document should be archived.

3. Enter the key data.



4. Save the document.

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

Asset management

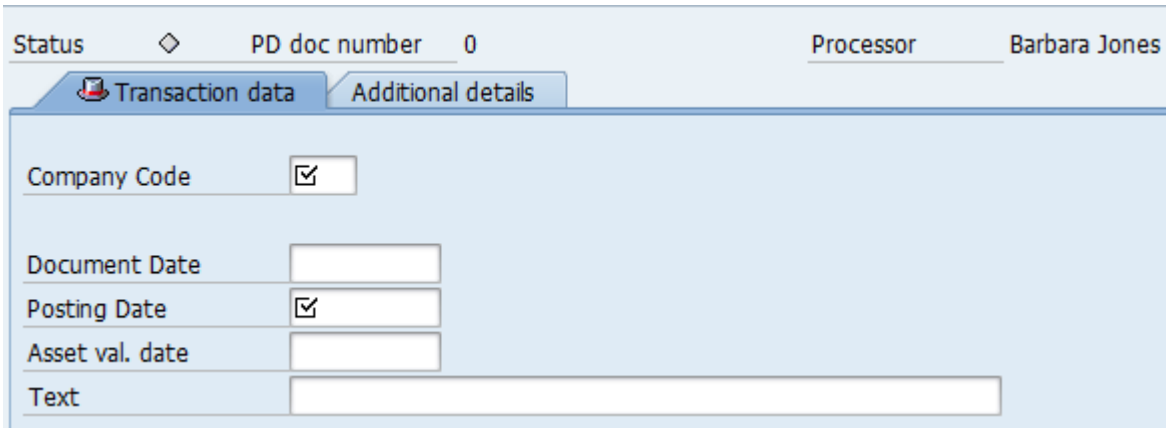
Process Director currently provides the following asset posting types to allow users to create asset documents and post these to SAP.

- Asset Acquisition
- Asset Retirement
- Asset Transfer

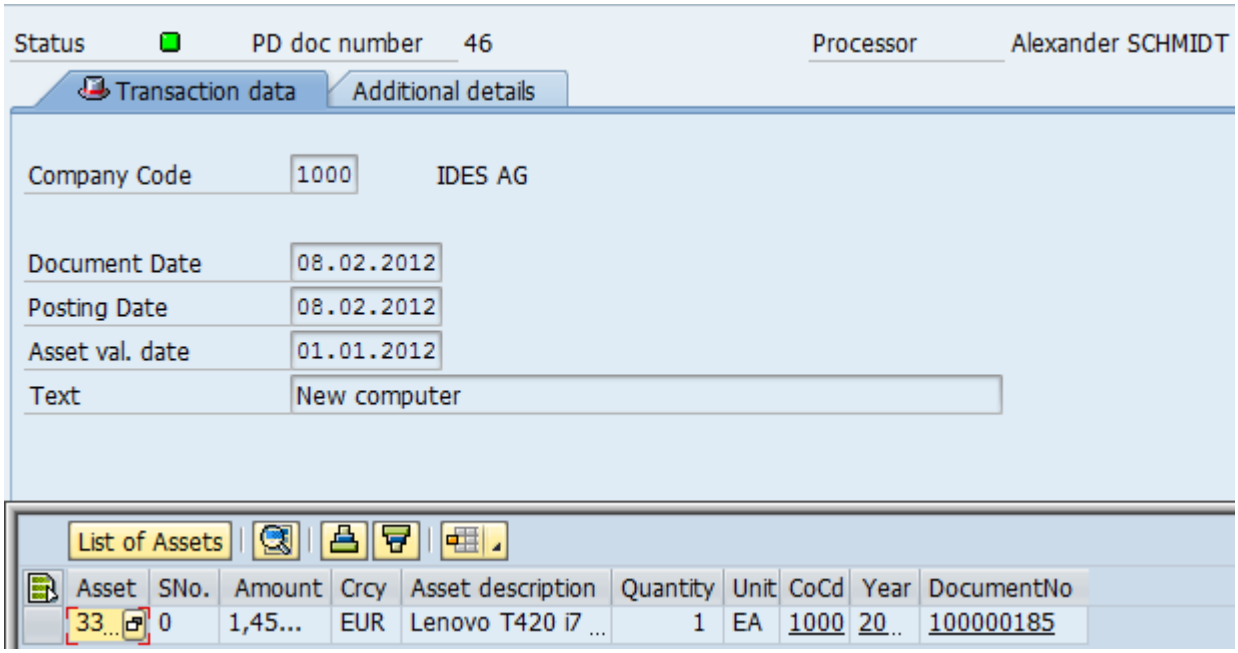
Create an asset acquisition request

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

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

1. In the Worklist, double-click the appropriate **Asset Acquisition** category. Then, on the Application toolbar, click the **Create new document** button.
2. 

3. Enter the line items. Use the **New line** and **Delete line** buttons on the line items toolbar to add and delete line items.
4. Save the document.

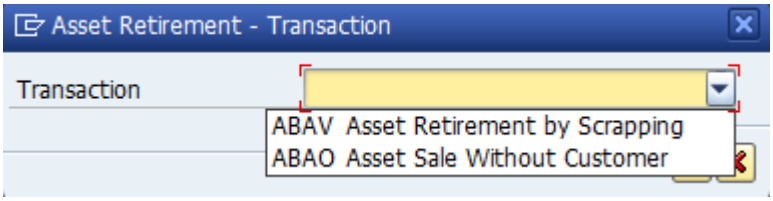


When you have saved the document, a PD document number is assigned. If all information has been entered correctly, the document has the status **Ready for processing**. You can now send the document to a workflow, or if you have sufficient user rights, post the document to SAP. When the changes have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

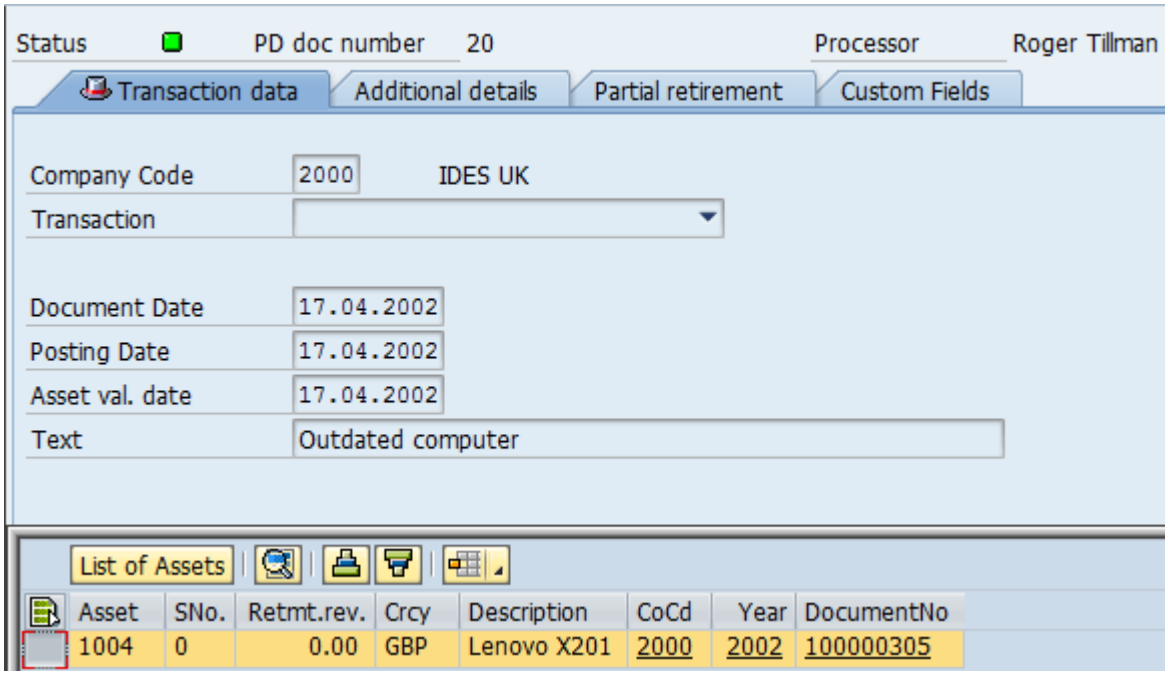
Create an asset retirement request

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

1. In the Worklist, 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. Save the document.



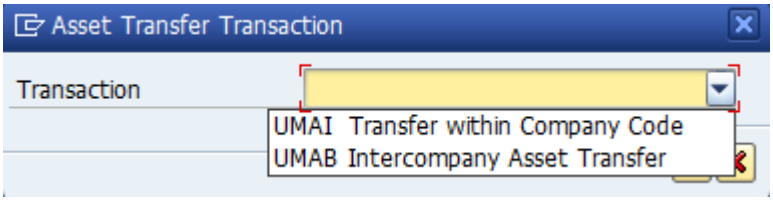
When you have saved the document, a PD document number is assigned. If all information has been entered correctly, the document has the status **Ready for processing**. You can now send the document to a workflow, or if you have sufficient user rights, post the document to SAP. When the changes have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

Create an asset transfer request

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

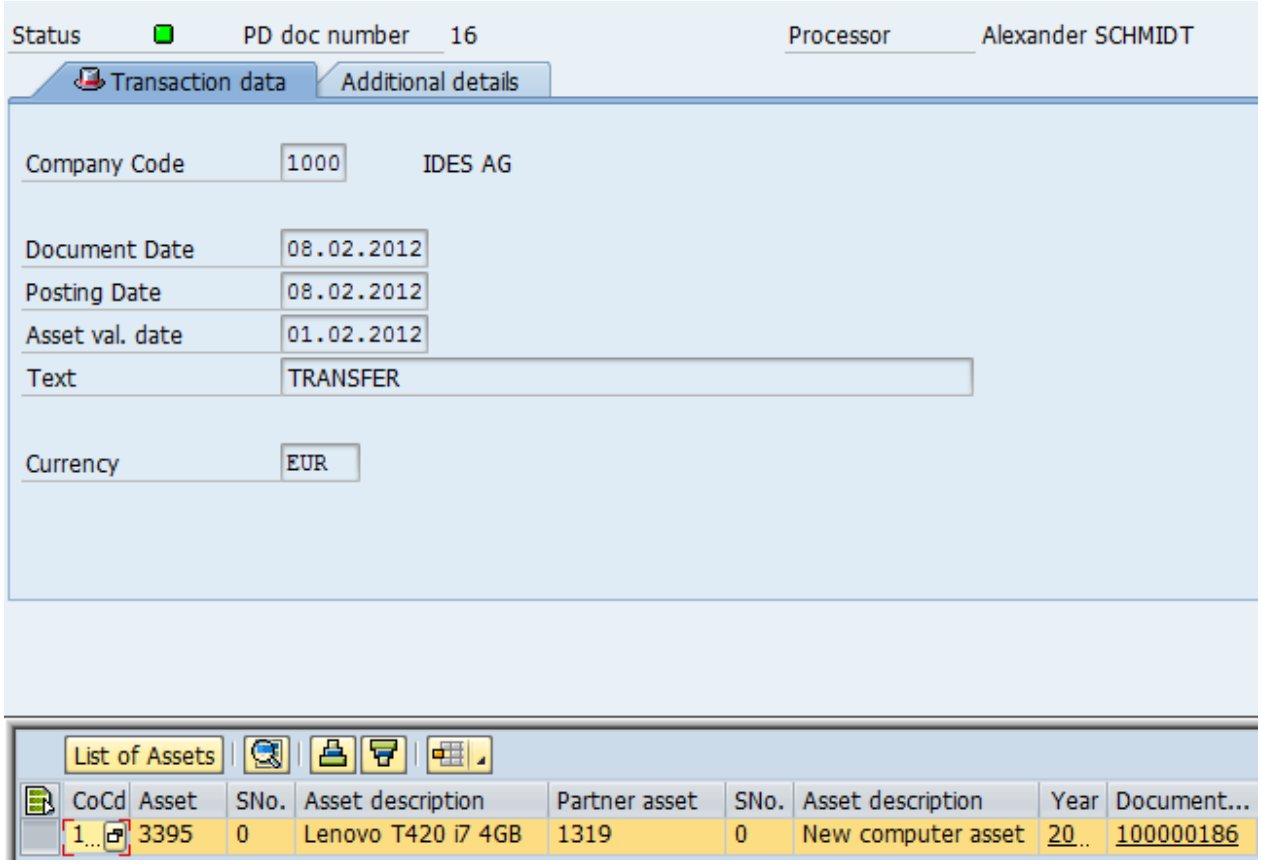
To create an asset transfer request, complete the following steps.

1. In the Worklist, 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 line** buttons on the line items toolbar to add and delete line items.
5. Save the document.



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

Customer Orders

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

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

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

Process customer orders

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

To process customer orders, complete the following steps.

1. In the 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

     Note If you select the **Merge** check box, the address data specified in the document is transferred to SAP. If it is not selected, the data is only used to determine the partner number. The address itself is not transferred to the customer order.

     Header partner

Partner Function	Customer	Name 1	Street	Ctr	Postal Code	City	Language	Merge
Sold-to party	11224	Merilin Way	Schlissburgstrasse	DE	3562	Frankfurt	DE	☐
Ship-to party	11224	Steven Freeman	Main Street	BE	1100	Brussels	EN	☑

   - 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.

Items

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

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

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

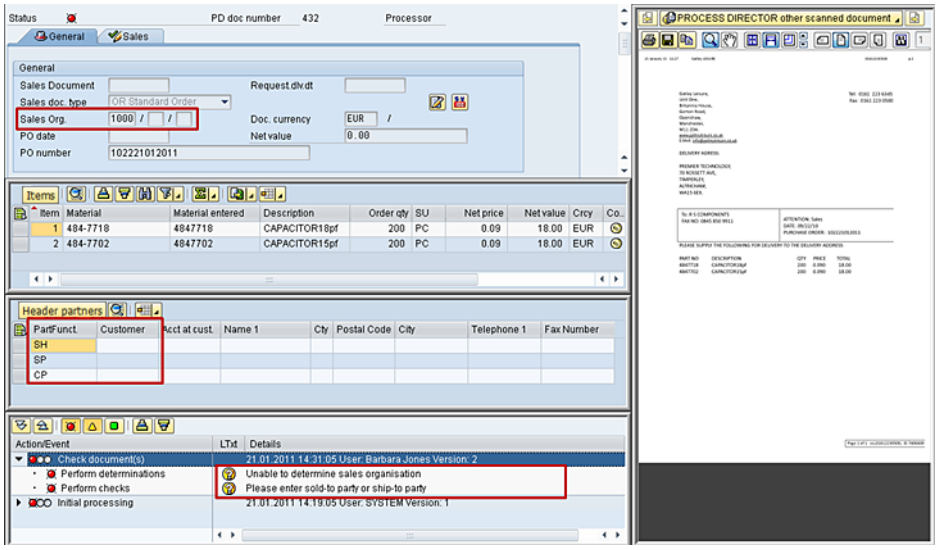
6. Click the **Display <-> Change** button and correct the errors.
7. If so configured, the **Reference document** field is displayed. The search help for this field lists all the available reference items.
8. Save the document.
9. Save the document.

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

Example

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

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



Maintain item partner data

Kofax Process Director also supports the handling of item partners. You can modify the item-level field catalog for the `ITM_PARTNER` field to enable the display of the maintenance screen for partner data. Refer to the *Process DirectorConfiguration Guide* for more information about defining fields and their access settings.

To maintain the item partner data, complete the following steps.

1. In the line item level, select the required entry and click the **Partner** icon.
2. In the **Item partners** pop-up, enter the corresponding partner information or use the search help to select the required values.

   Note If you enter partner data such as the partner number, which is different to the data in the customer order, the partner data that you enter here is maintained as the item partner.

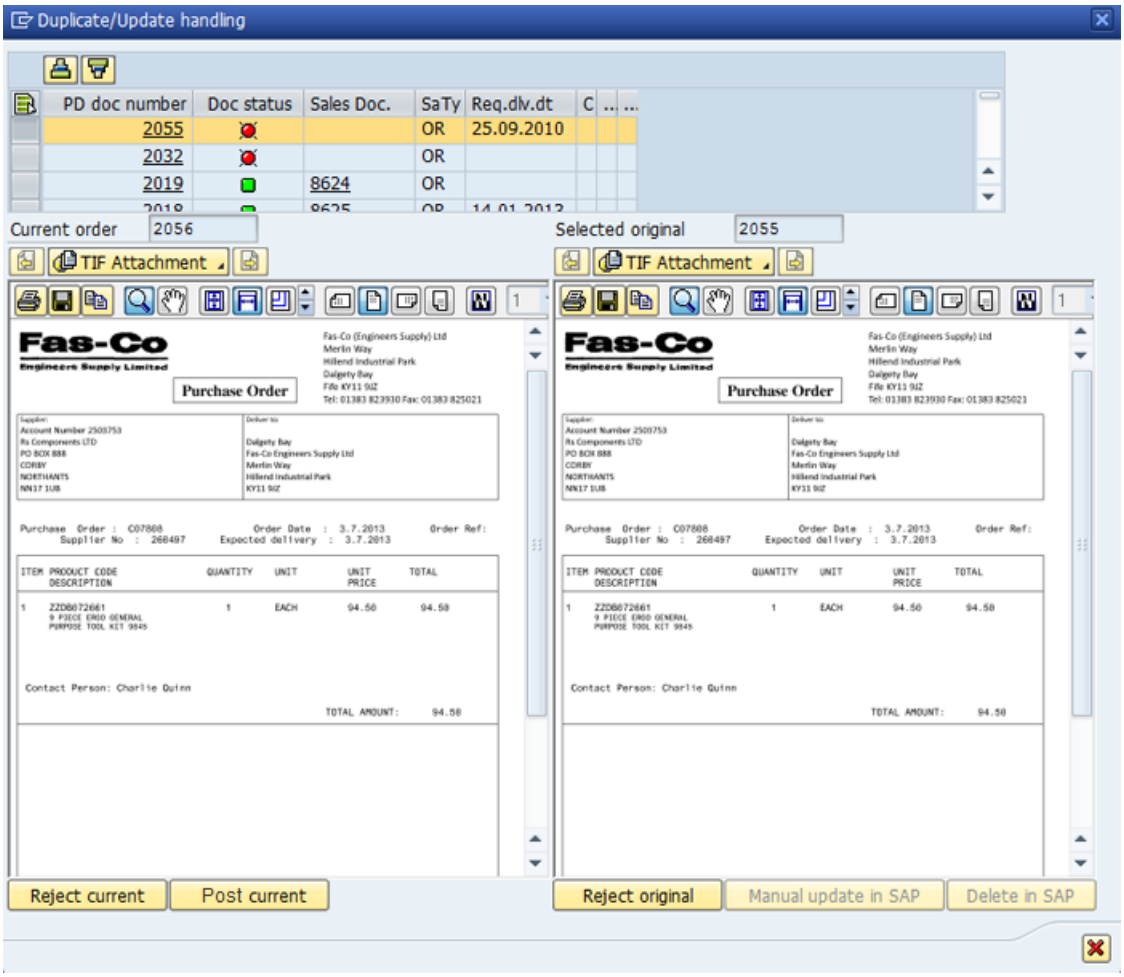
3. Click the **Continue** button.
4. On the SAP toolbar, click the **Save** button.

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.

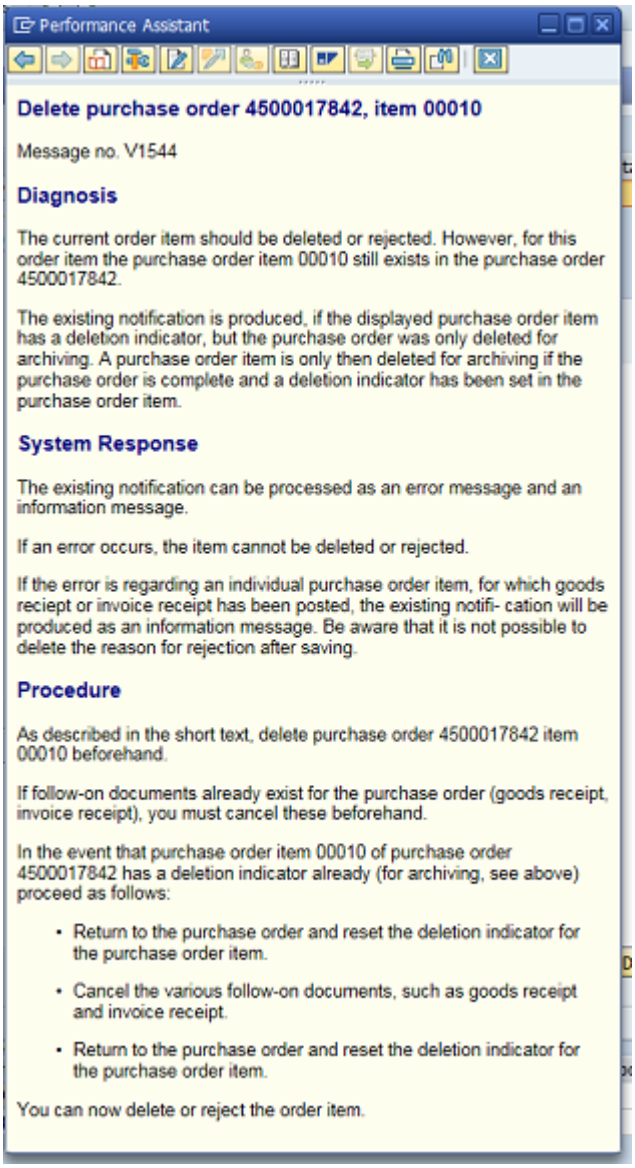
1. Select the document that you want to compare to the current order.



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 Kofax 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

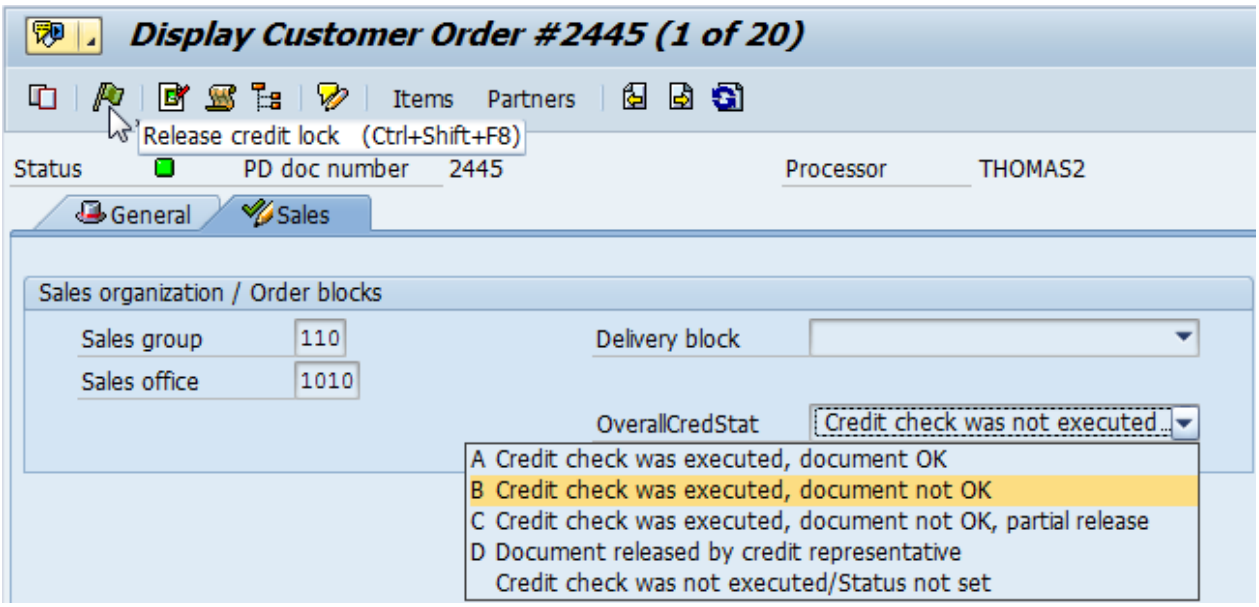
If configured in your system, Kofax Process Director checks credit limits for the customer and sets the Overall credit status in the Process Director Customer Order document when you post it.

If the credit limits are exceeded, a credit lock is placed on the document. If necessary, you can release the credit lock in Kofax 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.
?	The individual search help that you want to use for the search. For the material number, you can use one of the following. • m = Material Number/Material Description • n = Material by EAN (Internal Article Number) • g = Manufacturer Part Number For partners, you can use one of the following. • 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 **=l.DE**.

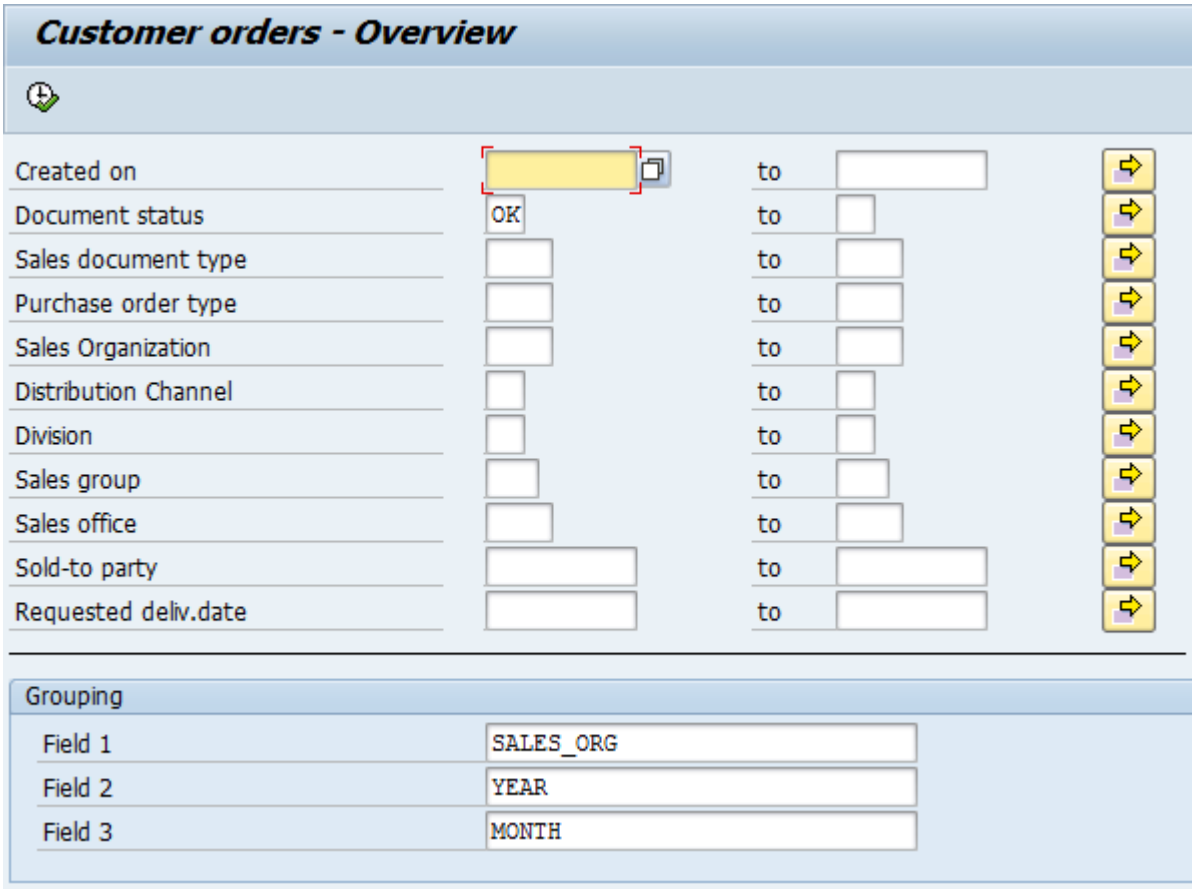
KPI reports

Kofax 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/PDSO_KPI1`
Customer orders - Item overview	`/EBY/PDSO_KPI2`
Customer orders - Processing issues	`/EBY/PDSO_KPI3`
Customer orders - Processing statistics	`/EBY/PDSO_KPI4`
Customer orders - Currently running workflows	`/EBY/PDSO_KPI5`
Customer orders - Approver time	`/EBY/PDSO_KPI6`
PD Documents - (cross-process) overview	`/EBY/PDSO_KPI7`

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



Customer Orders overview

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
					15.135.176,00		5.320

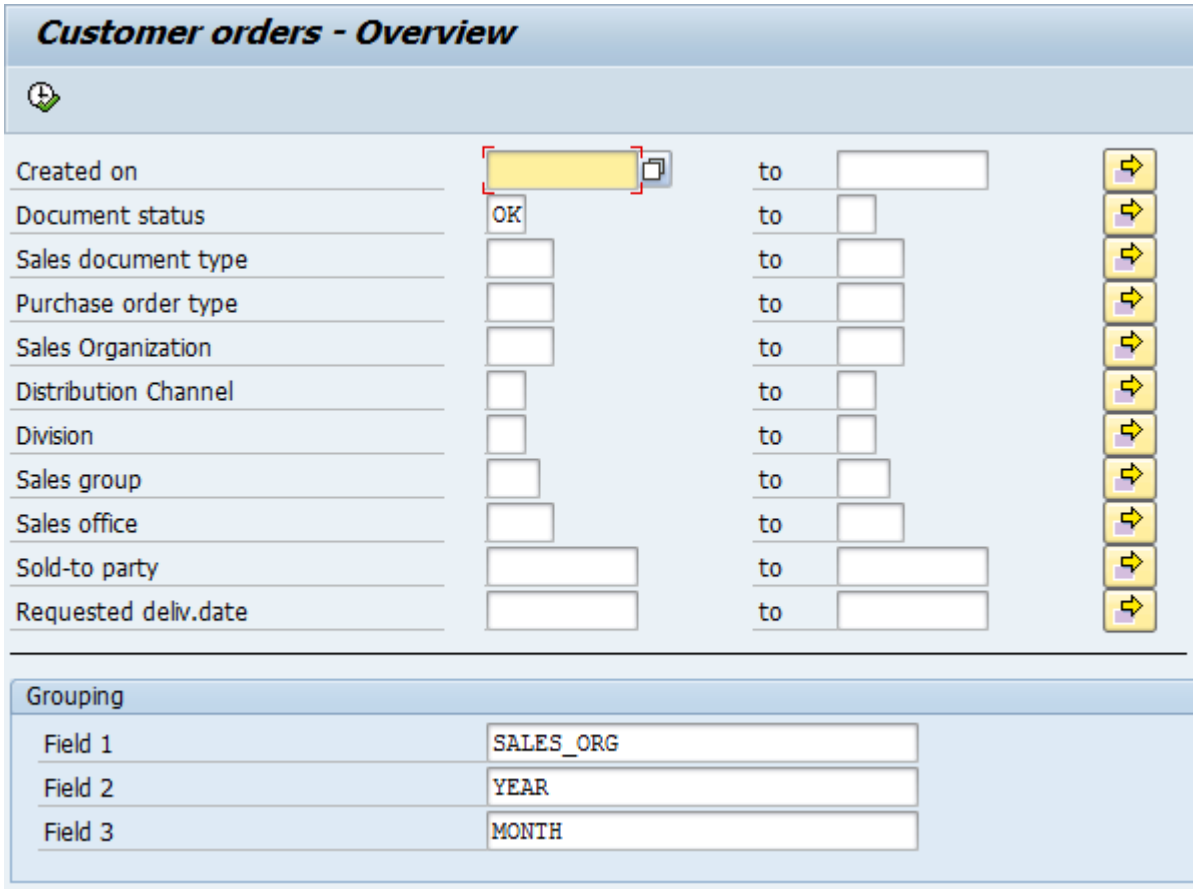
Report grouped by sales organization, year and month

Customer Orders overview

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

Report grouped by sales organization, year and posting type

Selection criteria



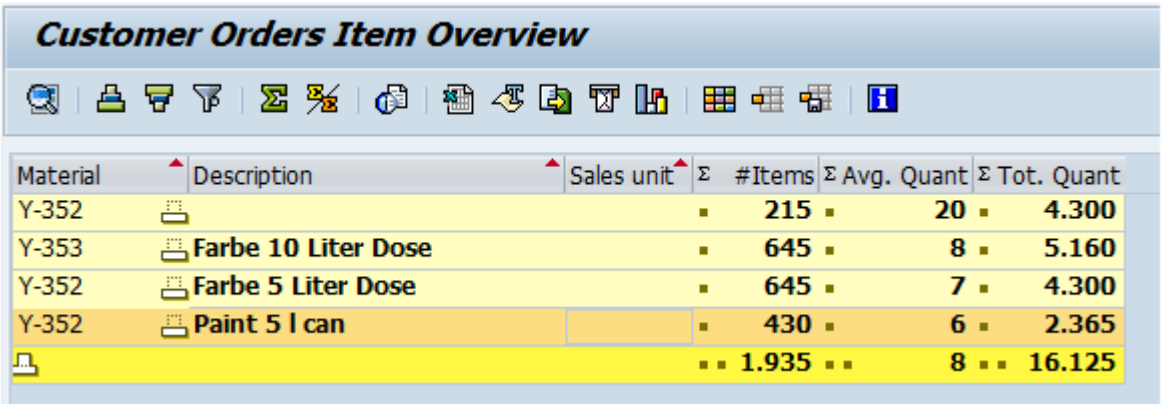
Grouping criteria

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).

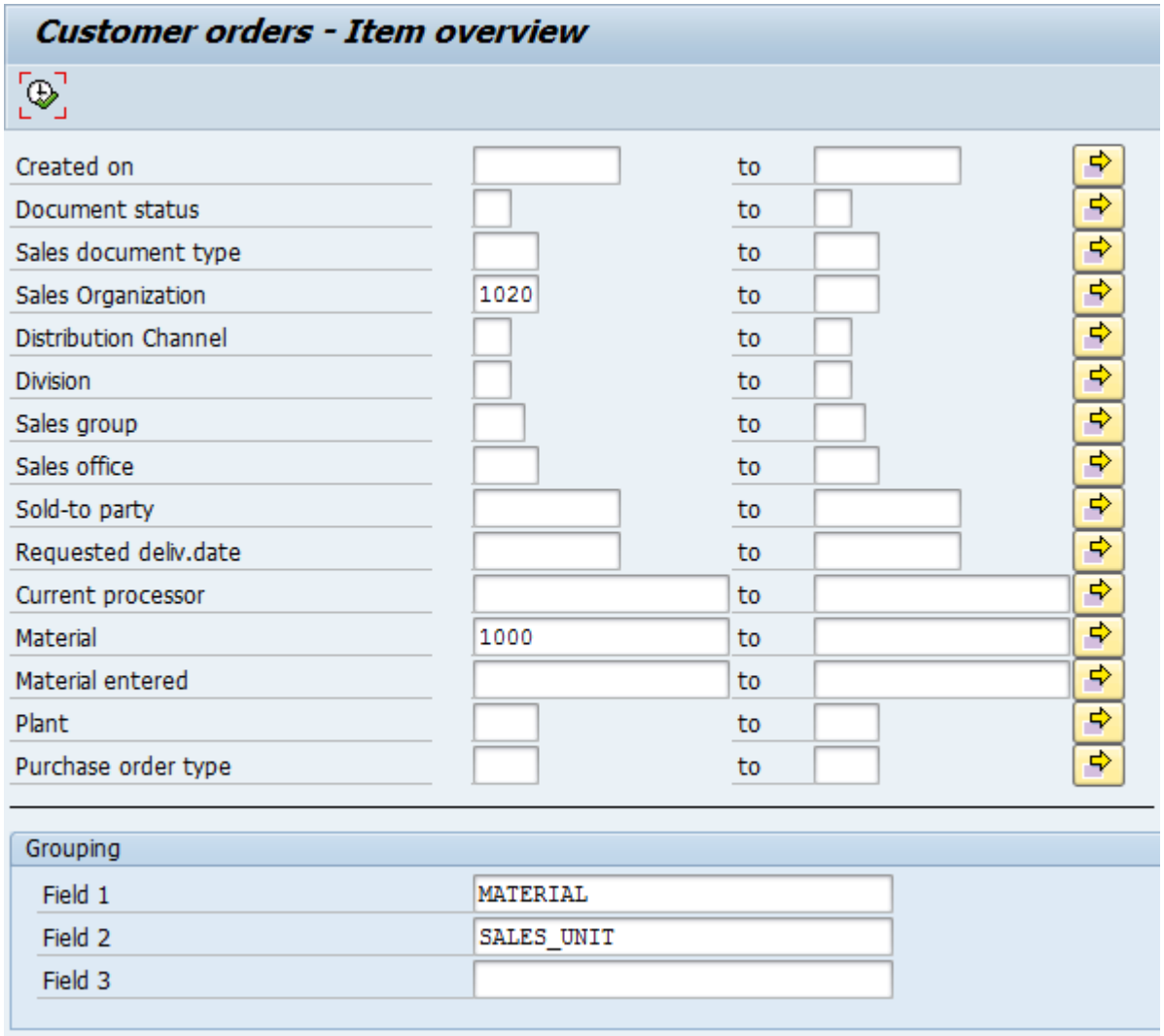
Example



Customer Orders Item Overview

Material	Description	Sales unit	Σ #Items	Σ Avg. Quant	Σ 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		to	
Document status		to	
Sales document type		to	
Sales Organization	1020	to	
Distribution Channel		to	
Division		to	
Sales group		to	
Sales office		to	
Sold-to party		to	
Requested deliv.date		to	
Current processor		to	
Material	1000	to	
Material entered		to	
Plant		to	
Purchase order type		to	

Grouping

Field 1	MATERIAL
Field 2	SALES_UNIT
Field 3	

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

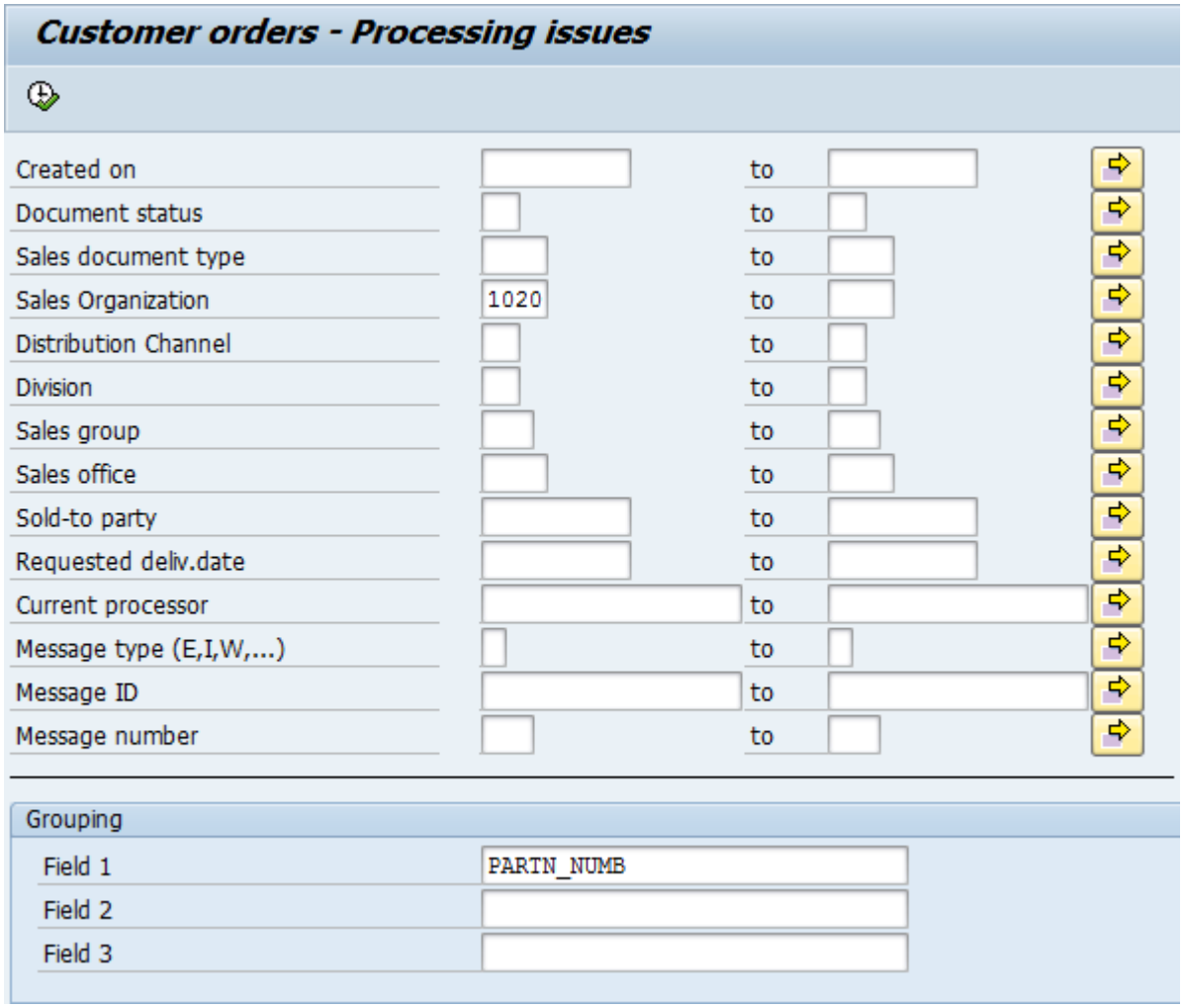
This report provides information about the errors that occur during the processing of customer orders.

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**	▪	**2**
		112	Please enter sold-to party or ship-to party	▪	**0,11**	▪	**2**
0000001000	**Becker Berlin**		Unable to determine material number of	▪	**0,51**	▪	**9**
		45	Unable to determine sales organisation	▪	**0,17**	▪	**3**
		15	Expected item value differs to much for item no. :	▪	**0,17**	▪	**3**
		12	Customer PO already used in PD document	▪	**0,51**	▪	**9**
		9	Order without net value	▪	**0,17**	▪	**3**
		15	The reference has already been completely copied or rejected	▪	**0,06**	▪	**1**
		197	Sold-to party not maintained for sales area	▪	**0,17**	▪	**3**
		112	Please enter sold-to party or ship-to party	▪	**1,08**	▪	**19**

Selection criteria



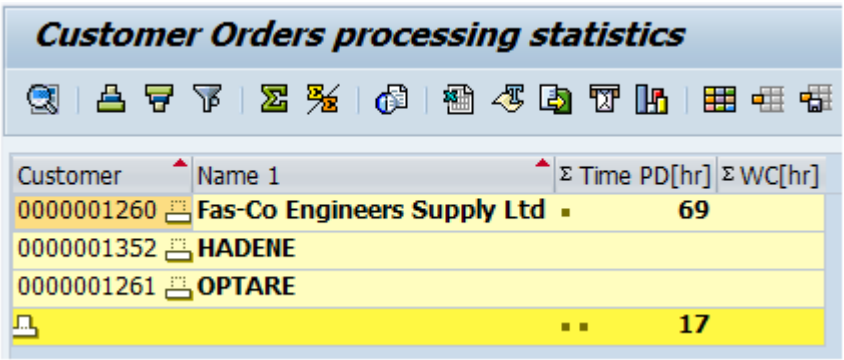
Grouping criteria

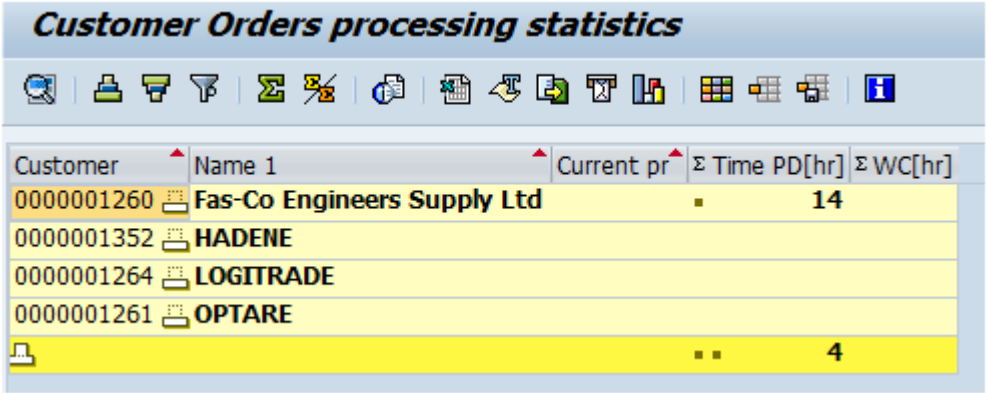
Component	Short Description
CREATE_DATE	Date on which the record was created
DAY	Day
DOC_TYPE	Sales Document Type
MONTH	Month
MSG_ID	Message ID
PARTN_NUMB	Customer Number 1
PD_USER	Current processor
REQ_DATE_H	Requested delivery date
SALES_ORG	Sales Organization
STATE	State of a PD object
WEEK	Week no.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

Customer orders - Processing statistics

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

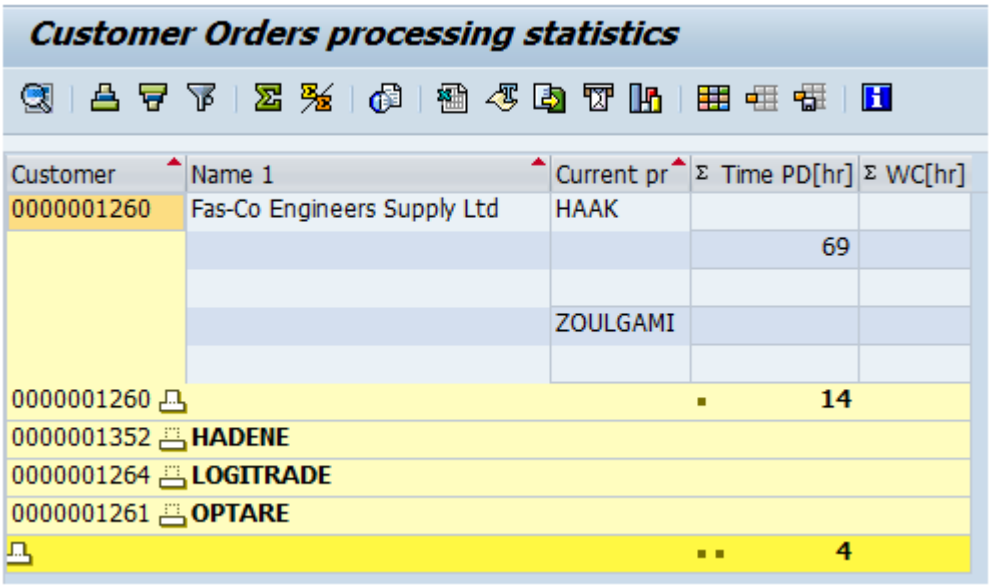
Examples





Customer Orders processing statistics

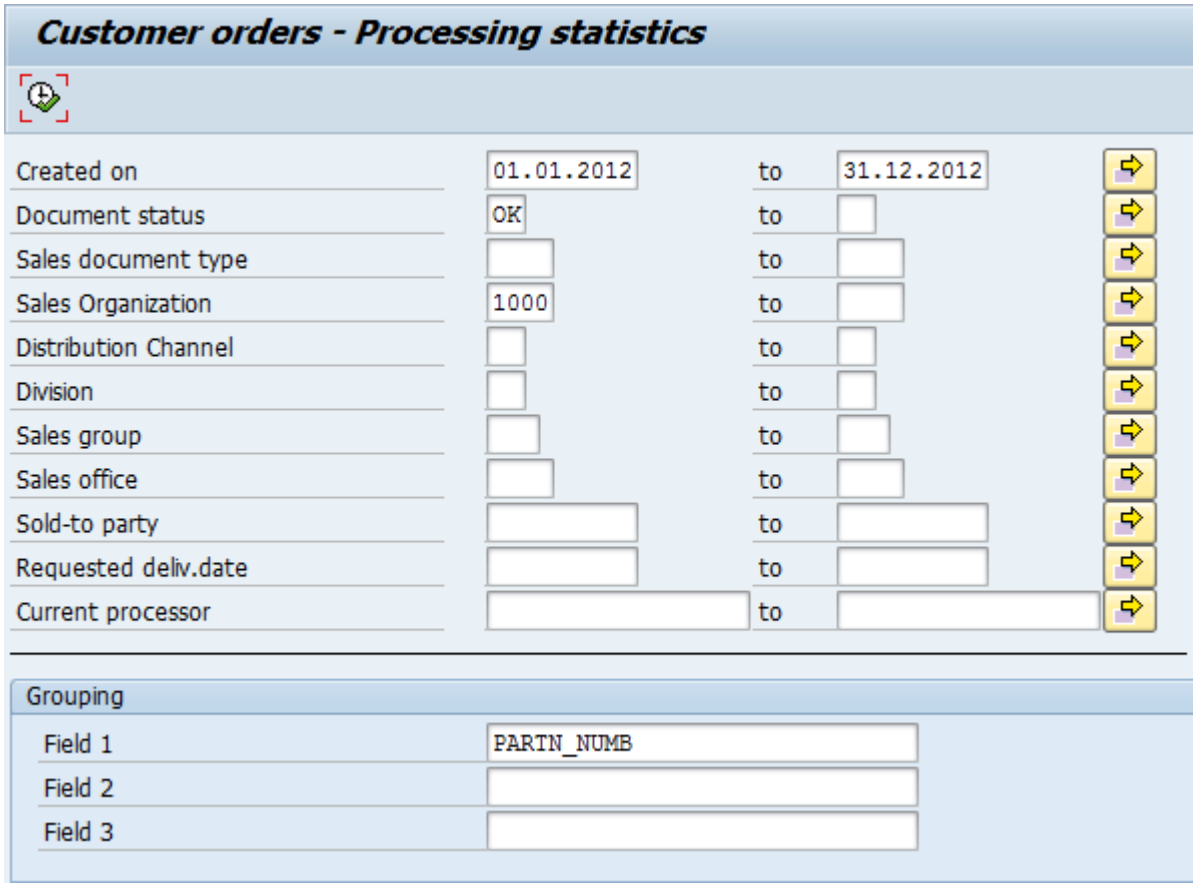
Customer	Name 1	Current pr	Σ Time PD[hr]	Σ WC[hr]
0000001260	Fas-Co Engineers Supply Ltd		14	
0000001352	HADENE			
0000001264	LOGITRADE			
0000001261	OPTARE			
			4	



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



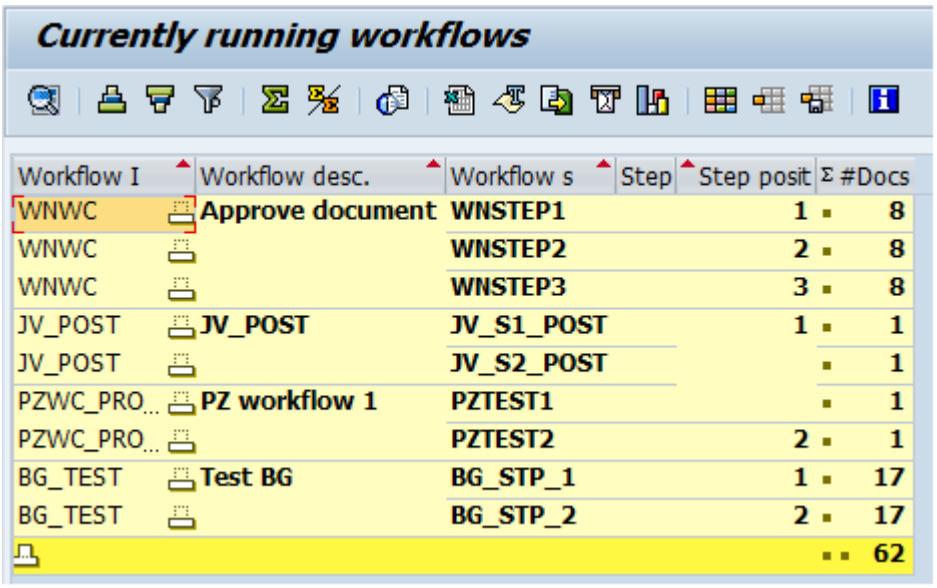
Grouping criteria

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

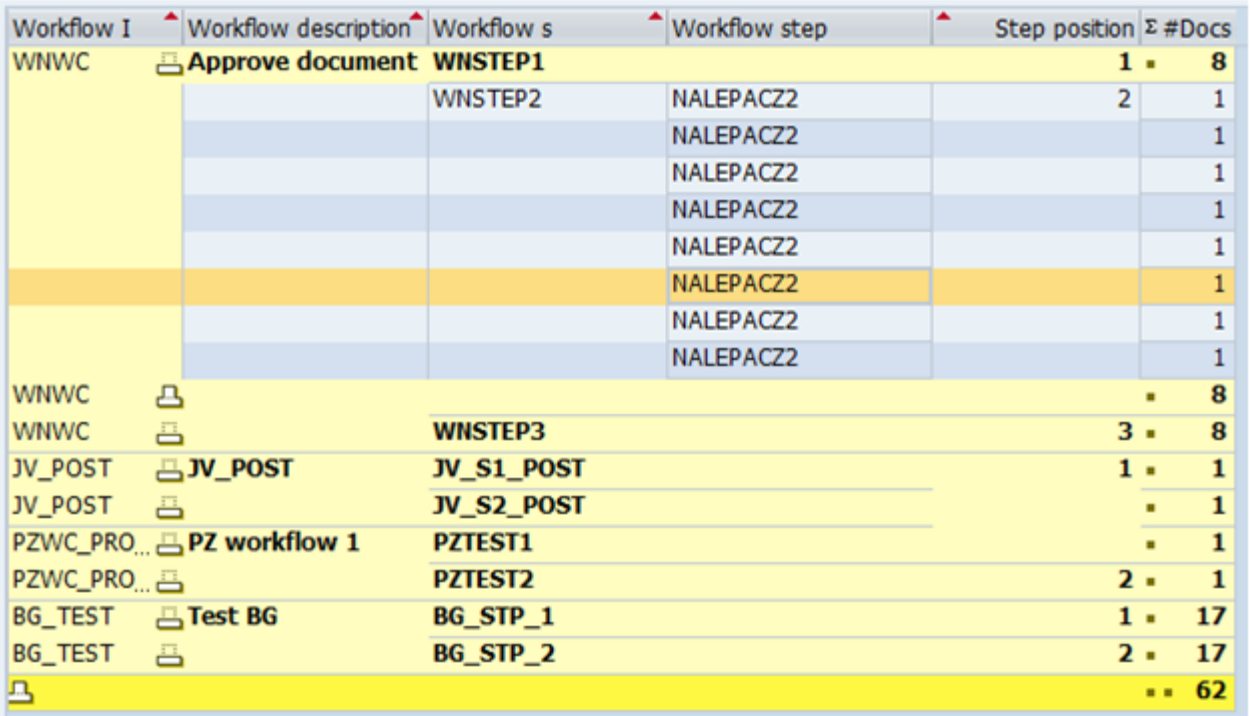
This report provides information about the currently running workflows.

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

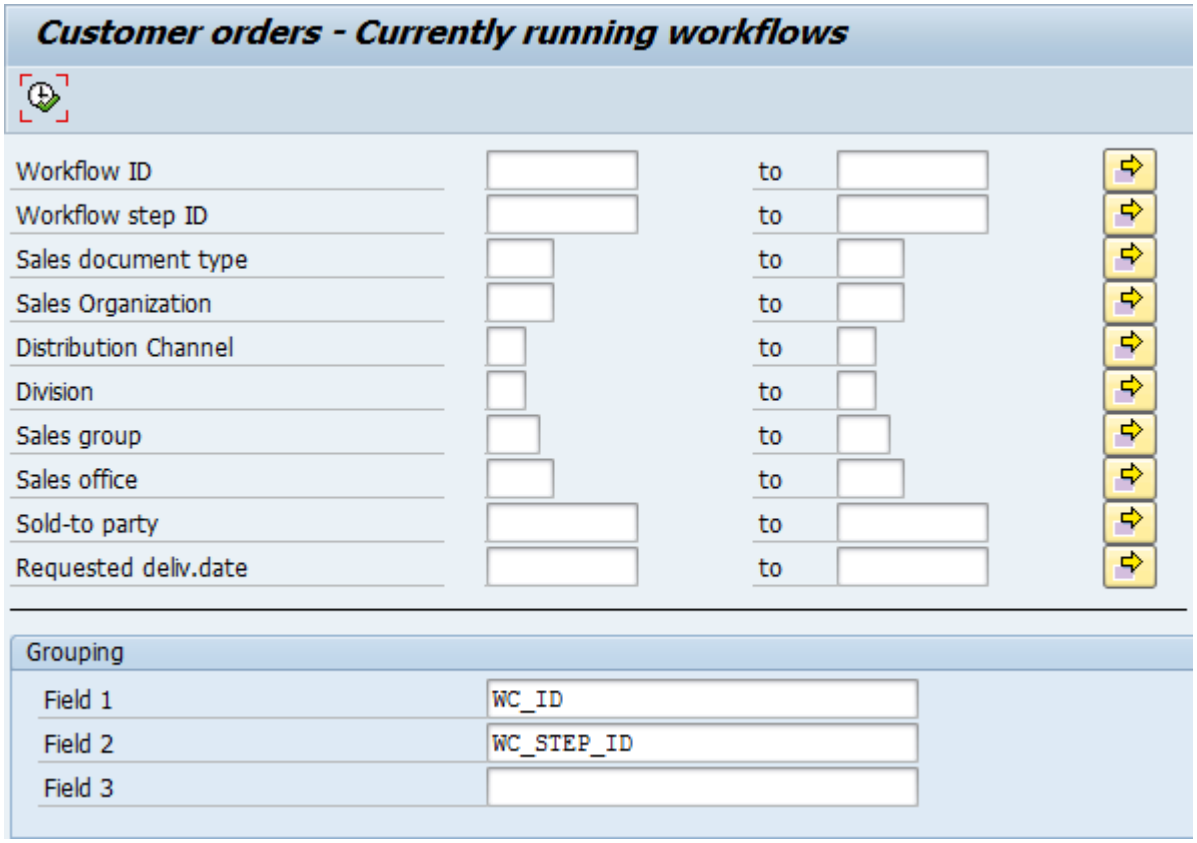


Workflow I	Workflow description	Workflow s	Workflow step	Step position	Σ #Docs
WNWC	Approve document	WNSTEP1		1	8
		WNSTEP2	NALEPACZ2	2	1
			NALEPACZ2		1
			NALEPACZ2		1
			NALEPACZ2		1
			NALEPACZ2		1
			NALEPACZ2		1
			NALEPACZ2		1
			NALEPACZ2		1
WNWC					8
WNWC		WNSTEP3		3	8
JV_POST	JV_POST	JV_S1_POST		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



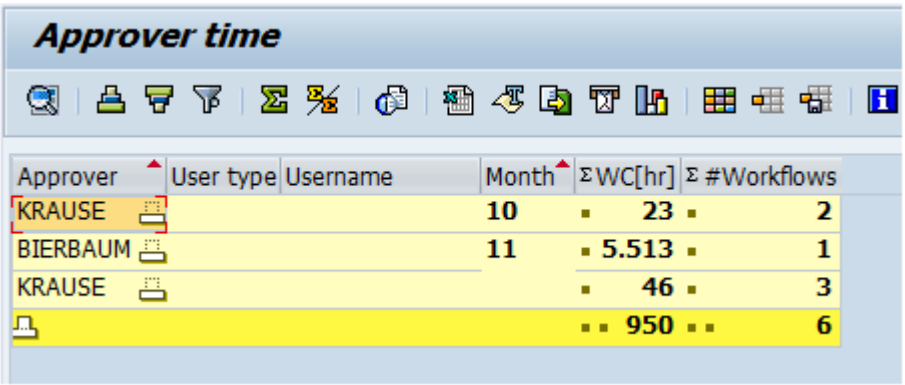
Grouping criteria

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.

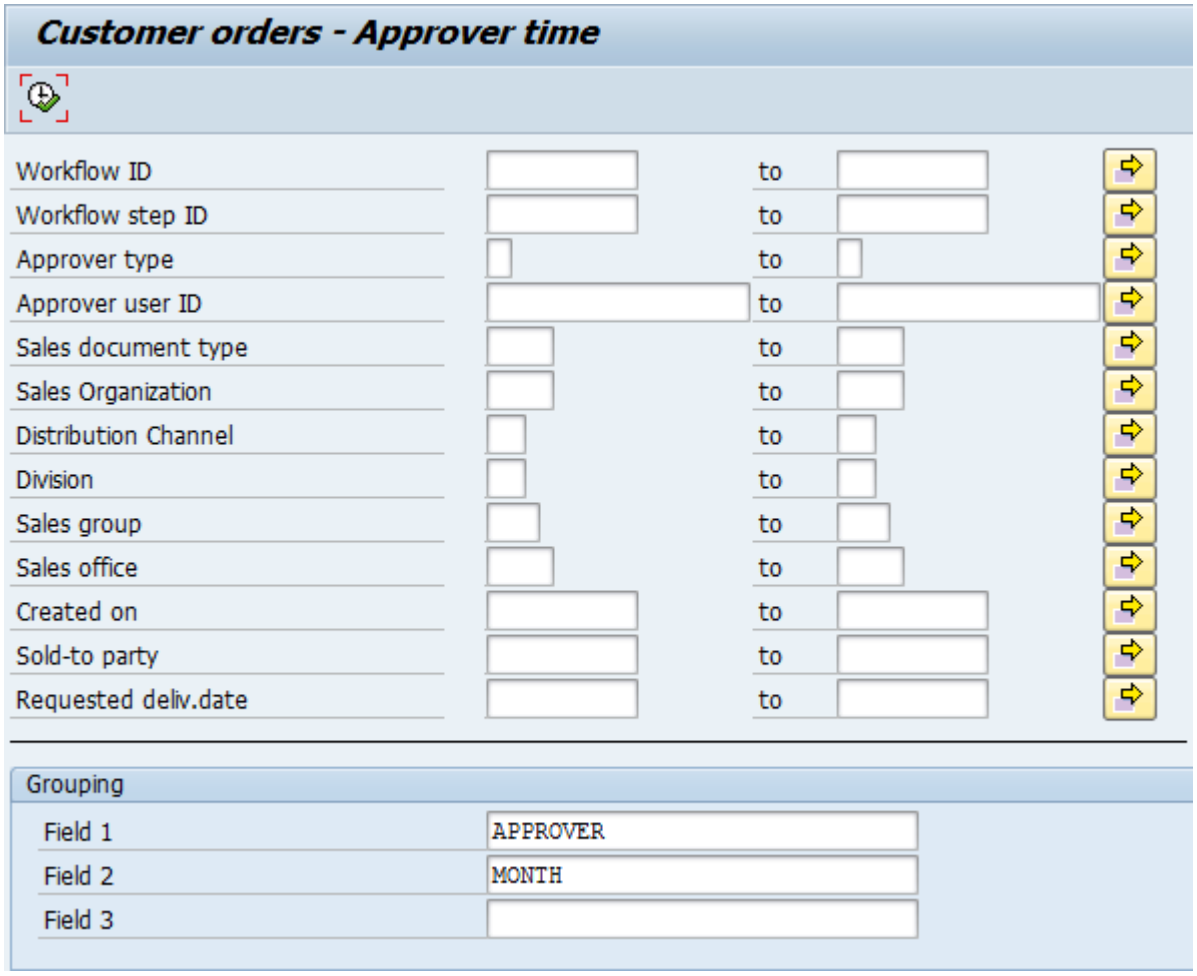
Example



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



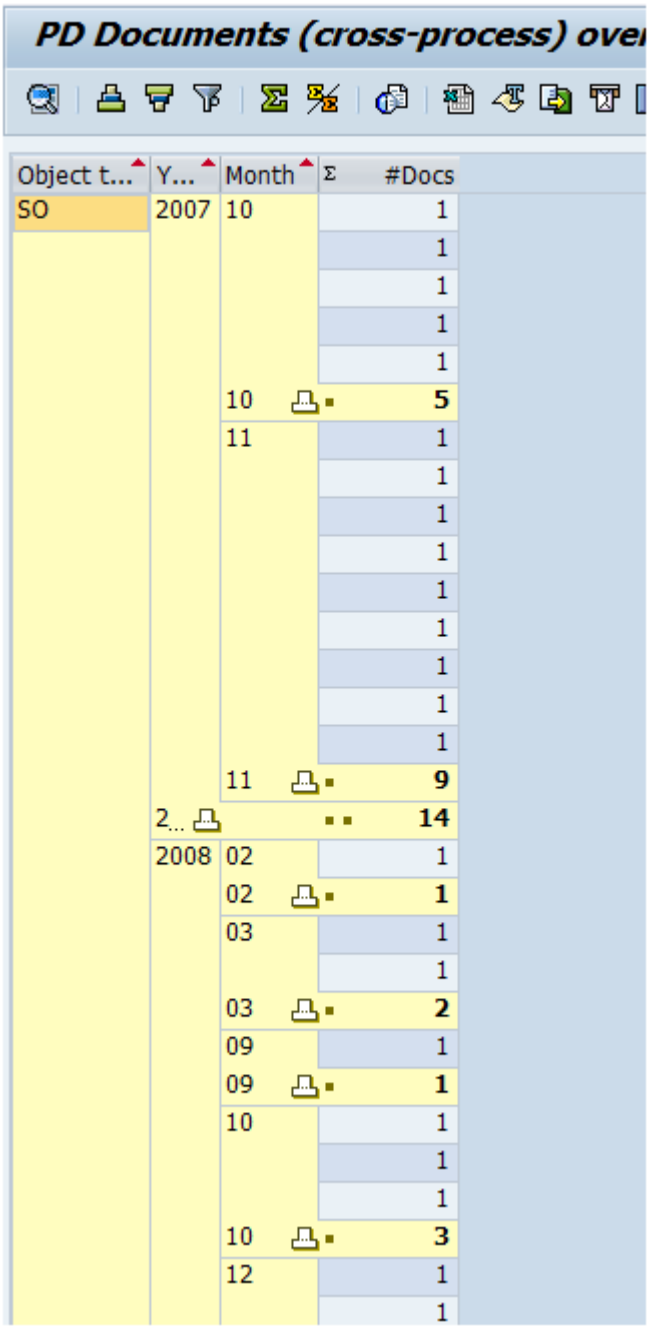
Grouping criteria

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

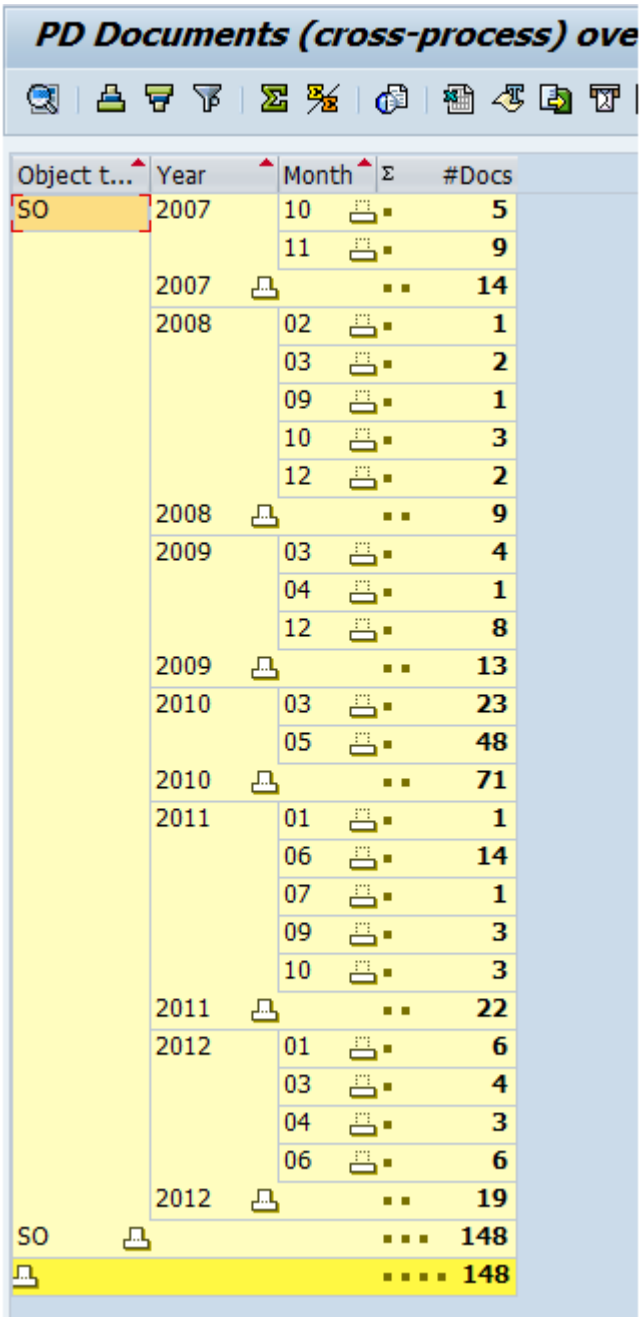
This report provides information about the total number of PD documents for all the processes. However, no document-specific information will be displayed.

Examples



PD Documents (cross-process) over

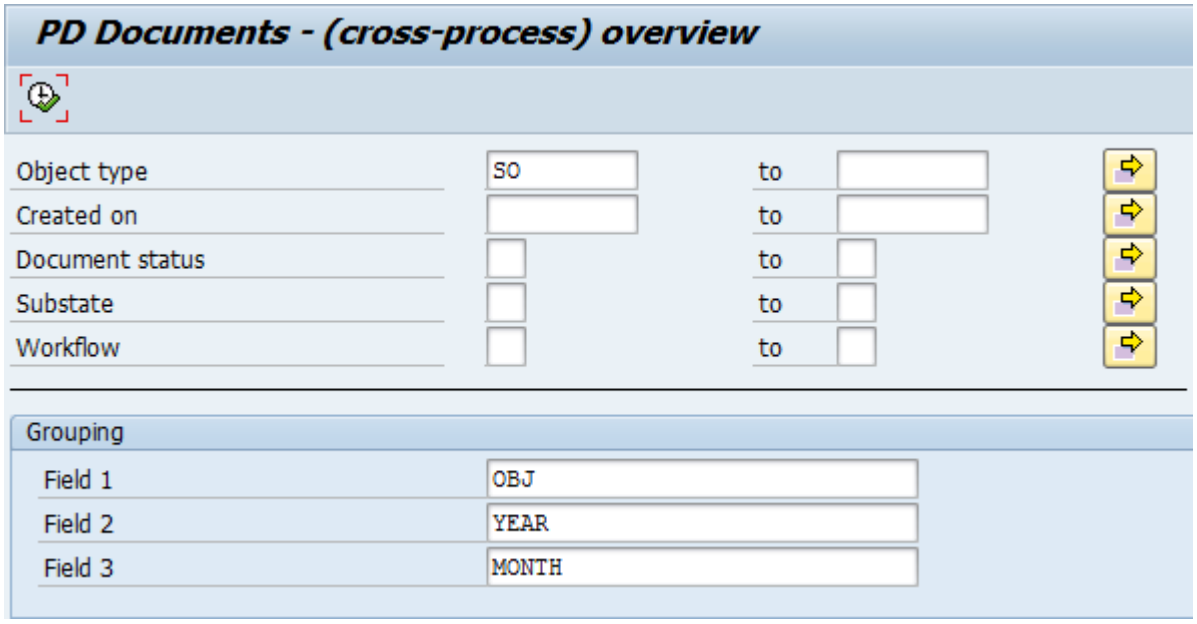
Object t...	Y...	Month	Σ #Docs
SO	2007	10	1
			1
			1
			1
			1
		10	**5**
		11	1
			1
			1
			1
			1
			1
			1
			1
		11	**9**
	2...		**14**
	2008	02	1
		02	**1**
		03	1
			1
		03	**2**
		09	1
		09	**1**
		10	1
			1
			1
		10	**3**
		12	1
			1



PD Documents (cross-process) ove

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

Selection criteria



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

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

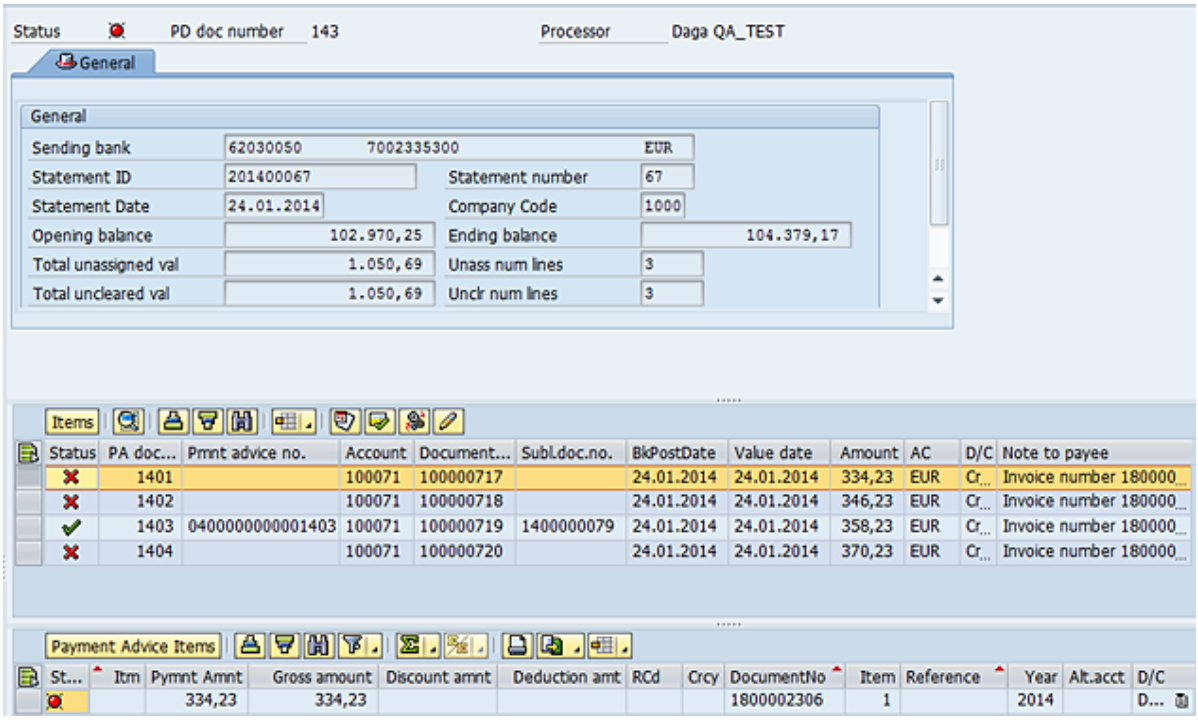
To process electronic bank statements, complete the following steps.

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 document have been cleared, even if there are still unprocessed items in `FEBAN`.



5. Clear the uncleared items. For more information, see Clear an item.
6. Save the document.

Clear an item

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

To clear an item, you have the following options.

Manually select the payment advice number by using the search help

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

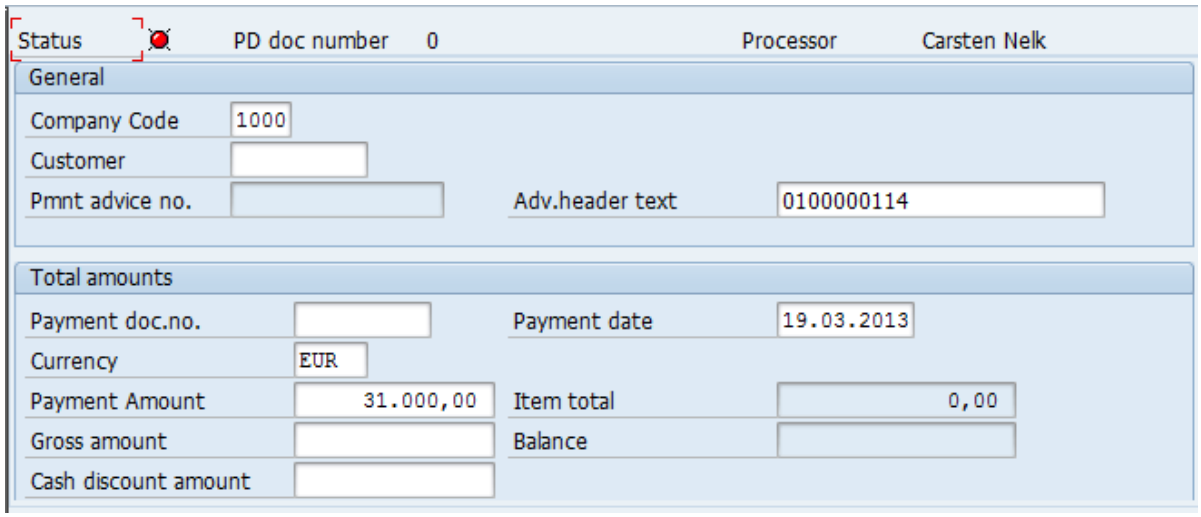
1. Select the bank statement with the uncleared items.

2. Select the uncleared item and click the **Change data** button.
3. In the **Assign data** popup, fill in the required information and click **Continue**.
4. You can clear the item by clicking **Post** .
5. Post the clearing.

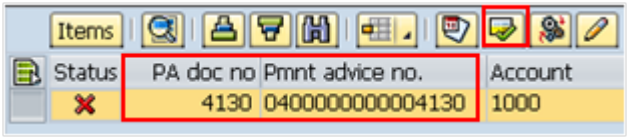
Create a new Process Director payment advice and post it in SAP

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

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



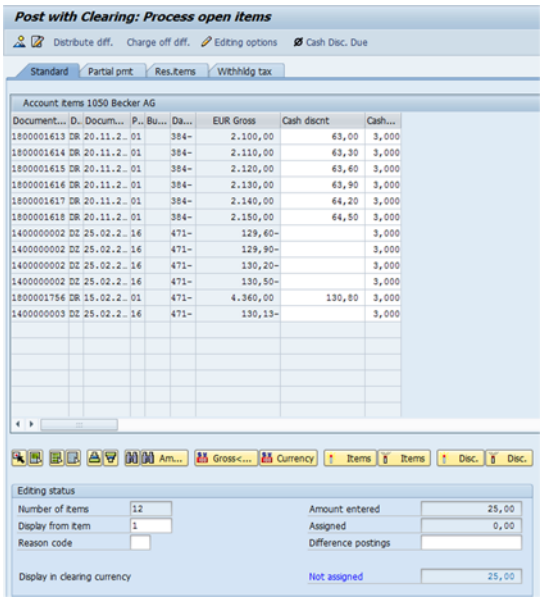
4. After saving and posting, the Process Director and SAP Payment Advice document numbers are entered in the line item. You can clear the item by clicking **Post** .



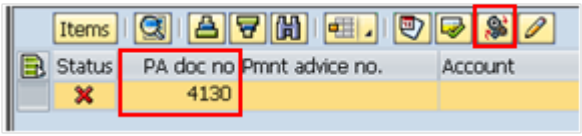
Post the clearing

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

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

General ledger postings:

- Regular posting
- Adjustment posting
- Provision posting
- Accrual with reversal
- Recurring entry
- Aggregated accrual from Process Director Accounts Payable

Customer postings:

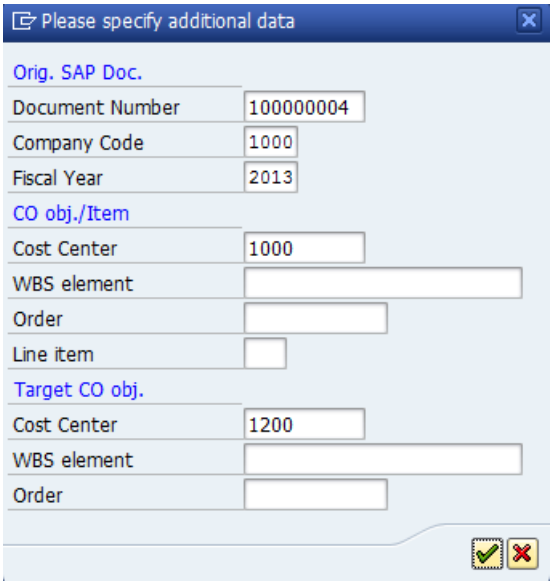
- Invoice
- Credit note
- Recurring invoice
- Deferral (invoice)
- Write-off

Create a financial posting

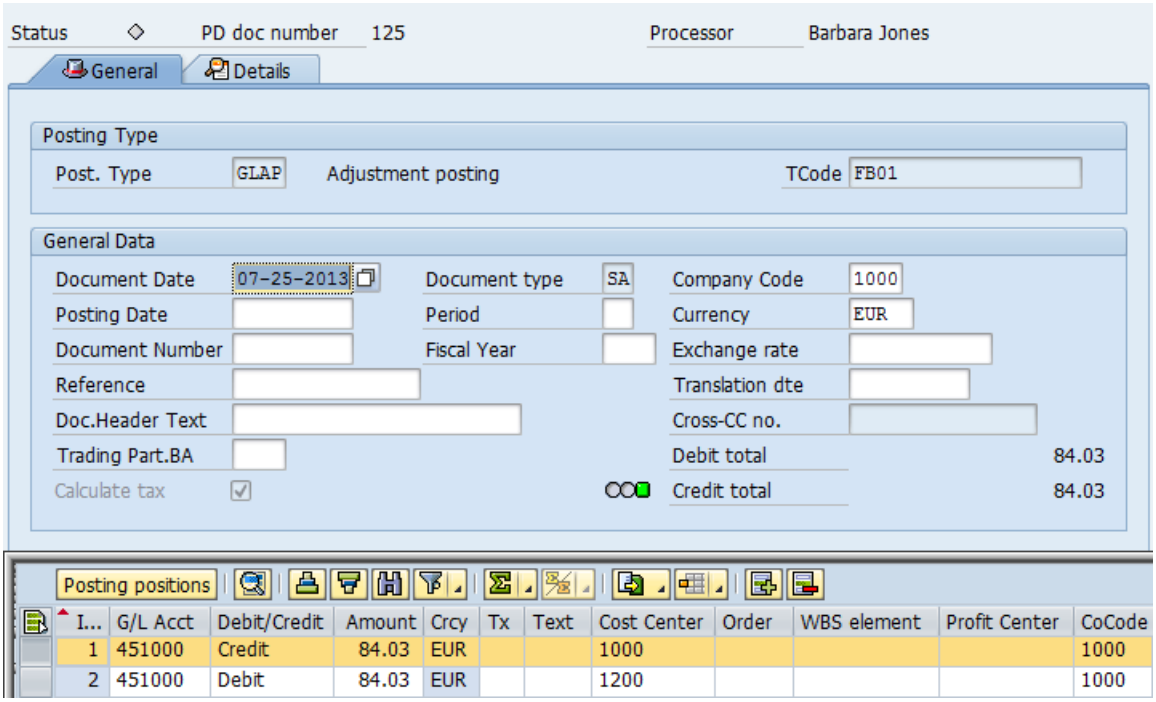
To create a financial posting, complete the following steps.

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

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



A new document appears.



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

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

6. (Optional) For customer postings, if tax is not calculated automatically, you can add tax data.
   Use **Insert line** to add tax lines, and **Delete line** to delete tax lines.
7. Save the document.

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

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. In the Worklist, 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.
3. On the Application toolbar, click **Display <-> Change**.
4. Click **Change Posting Type**.
5. Depending on the posting type, you may have to enter some additional information.
6. Click **Continue**.
7. Click **Save**.

General Ledger Account Postings

Regular posting

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

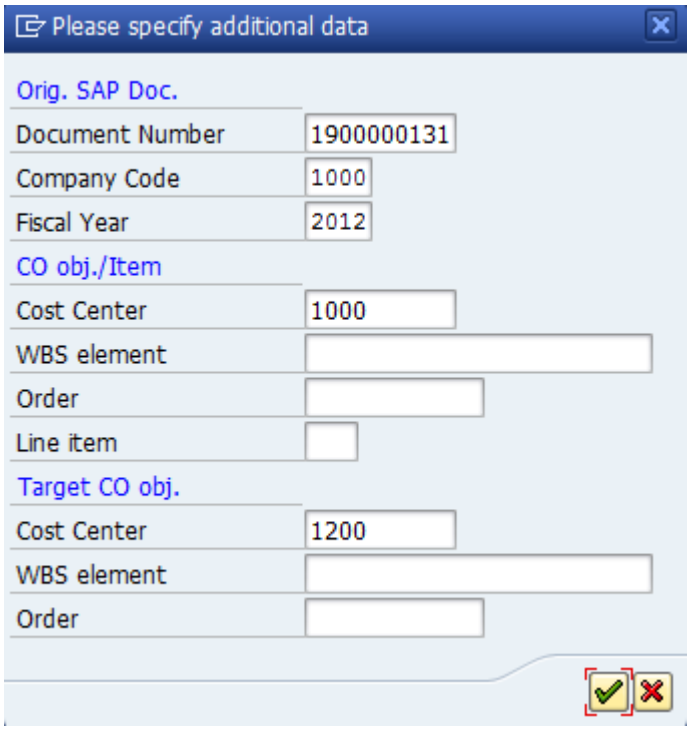
You can use a recurring entry posting to automatically create regular postings at regular intervals.

Adjustment posting

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

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

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



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 appear in the Details tab.

Provision posting

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

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

To reverse a provision, complete the following step.

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

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

Accrual with reversal posting

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

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

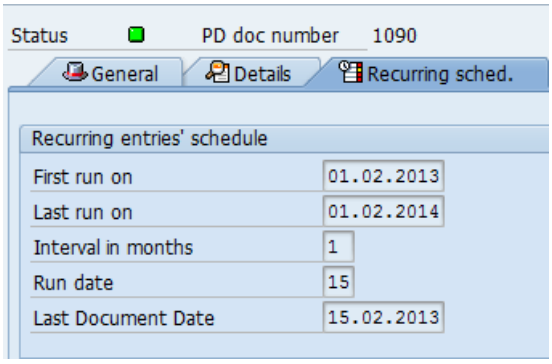
You can use a recurring accrual document to automatically create accrual with reversal postings at regular intervals.

Accrual with reversal postings can also be created from Process Director Accounts Payable documents.

Recurring entry / recurring accrual with reversal posting

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

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



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.

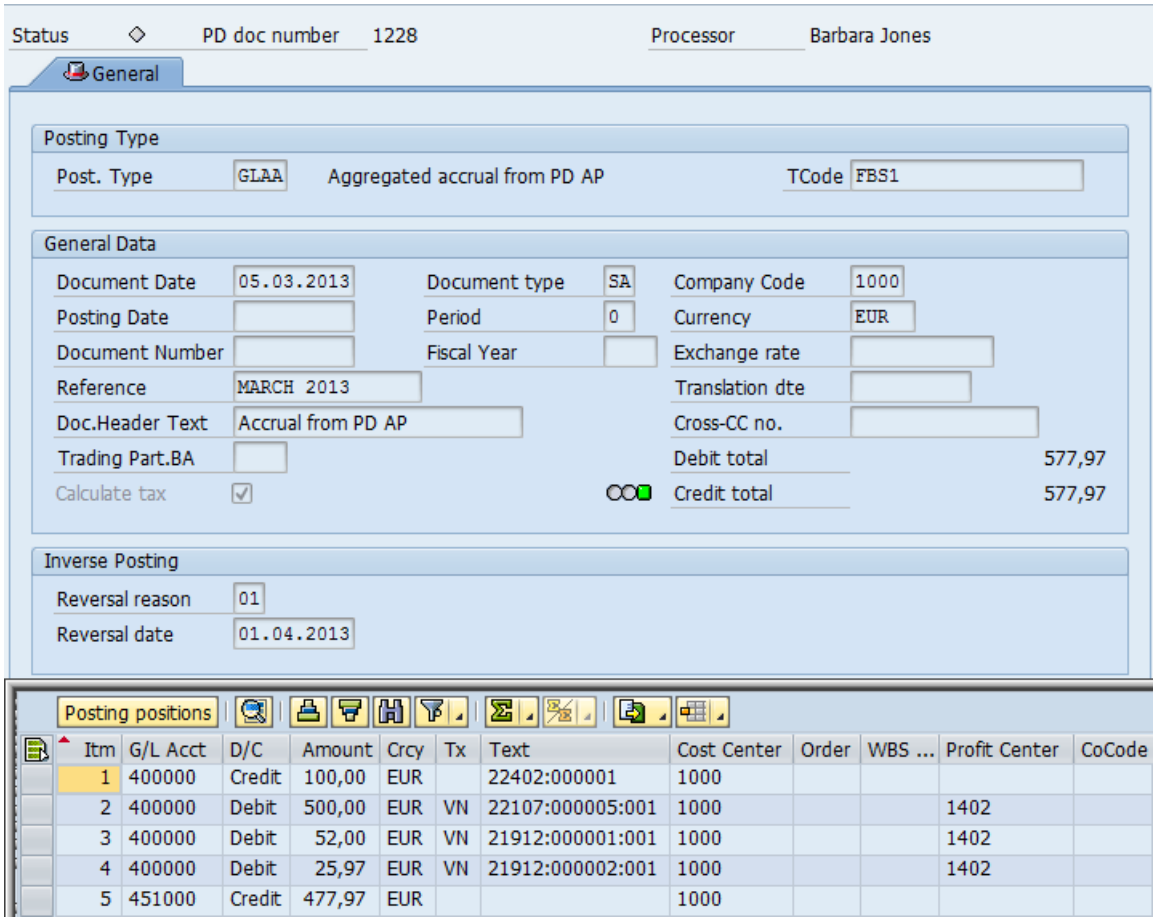
You can use the Document relations feature to view a list of all documents that have been created from a recurring entry/accrual template.

Accrual from Process Director Accounts Payable posting

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

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

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



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.

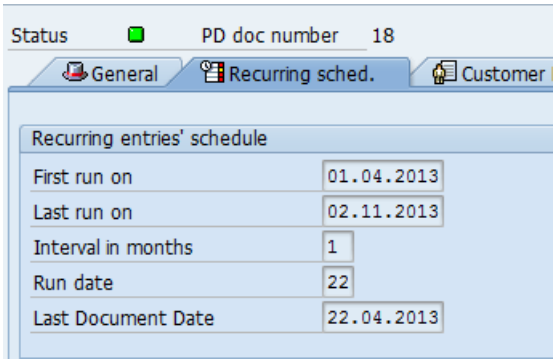
You enter the customer details in the Customer Details and Customer Payment tabs.

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.

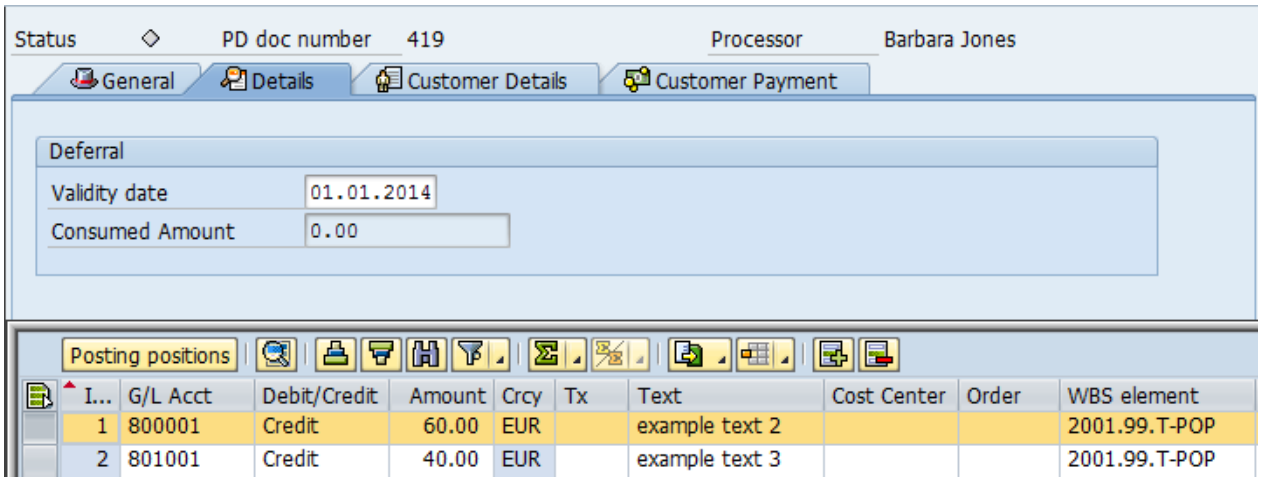
Deferral (invoice) posting

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 Process Director.

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

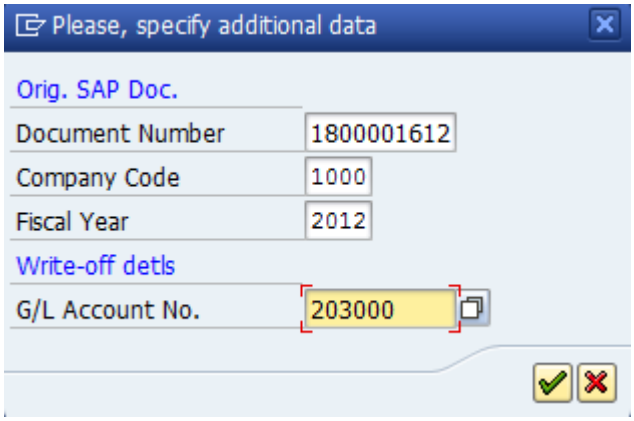
Whenever you make a posting against the deferred invoice document, the Consumed Amount is recalculated so that you can see how much has been posted to the actual revenue account. Process Director monitors the validity date of deferral (invoice) postings and sends an email notification to the person who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



Write-off posting

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

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



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

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

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

Goods Receipts

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

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

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

Create a goods receipt

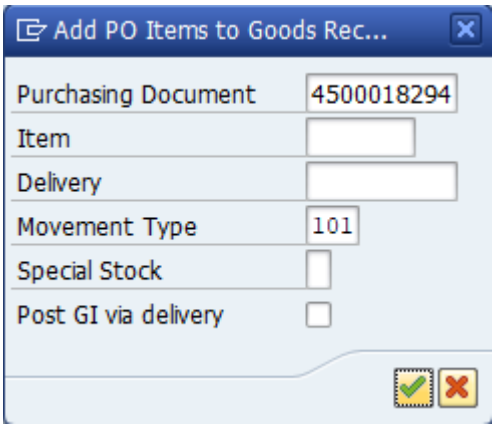
When you create a goods receipt, you must select the purchase order to which the goods receipt applies. If you already have a posted Process Director requisition or invoice for the goods that references a purchase order, you can create the goods receipt directly from this document, provided that the 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 click **Create new document** .

2. In the **Add PO Items to Goods Receipt** dialog box, type the purchase order number. You can also specify an item, a delivery, a movement type and a special stock indicator. Make sure the **Post GI via delivery** check box is cleared. See Create an inbound delivery for information on this check box.



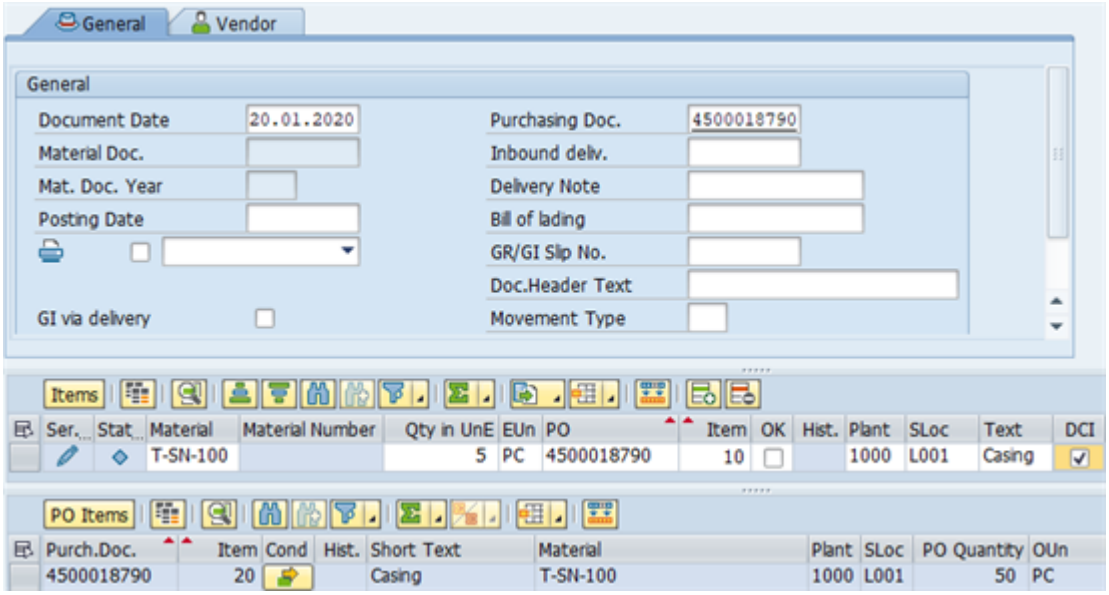
3. Click **Continue** ✔.

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

4. Fill in the header fields.
5. Edit the line items, if necessary. Use **New line** and **Delete line** on the line items toolbar to add and delete line items.

   To transfer line items from another purchase order to the goods receipt, click **Add PO Items**. In the **Add PO Items to Goods Receipt** dialog box, type the number of the purchase order or use search help to select it and click **Continue** ✔.

6. If the delivery of this item is to be considered complete, select the **Delivery completed (DCI)** check box.



7. Click **Save**.

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

Create a goods receipt based on a requisition or invoice

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

1. In the document overview list, select the requisition or invoice, then click **Create Goods Receipt**.

   If you select a requisition or invoice that has several vendors, you are prompted to choose one of those vendors.

   A new goods receipt document appears. 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, appears in the goods receipt.
2. Make changes as necessary.
3. Click **Save**.

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

Create an inbound delivery

If your supplier sends an advanced shipping notification, you can create an inbound delivery document for the shipping notification.

To create an inbound delivery, complete the following steps.

1. In the Worklist, double-click the appropriate **Goods Receipt** category, then click **Create new document**.
2. Type the purchase order number and select the **Post GI via delivery** check box.
3. Click **Continue**.

   A new document appears. The line items of the selected purchase order are transferred to the new document.
4. Fill in the header fields.
5. Edit the line items, if necessary. Use the **New line** and **Delete line** buttons on the line items toolbar to add and delete line items.
6. Click **Save**.

If you entered all the information correctly, the document has the status **Ready for processing**. You can now send the document to a workflow, or if you have sufficient user rights, post the document to SAP. When the changes have been posted, the Process Director document status changes to **Posted**. The number of the SAP inbound delivery document appears in the **Inbound delivery** field and a corresponding entry is added to the **Confirmations** tab in the purchase order.

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. Optional. To display additional details about the inbound deliveries for purchase orders, complete the following steps.
   a. On the **PO items** toolbar, click the arrow next to **Choose Layout** and select **Change Layout**.
   b. In the **Change Layout** window, in the **Column Set** list, select **Delivery**, **Delivery quantity**, and **Sales unit**, and then click **Show selected fields (F7)** .
   c. Click **Copy (Enter)** .
5. Click **Check** .

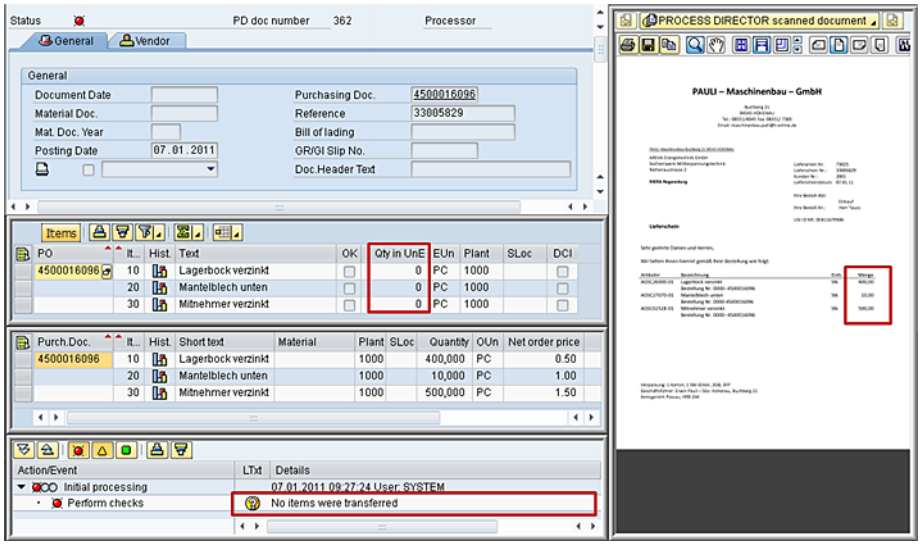
   The system messages resulting from the check will help you identify the errors.
6. Click **Display <-> Change** and correct the errors.
7. Click **Save** .

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

Example

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

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



Cancel a 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.

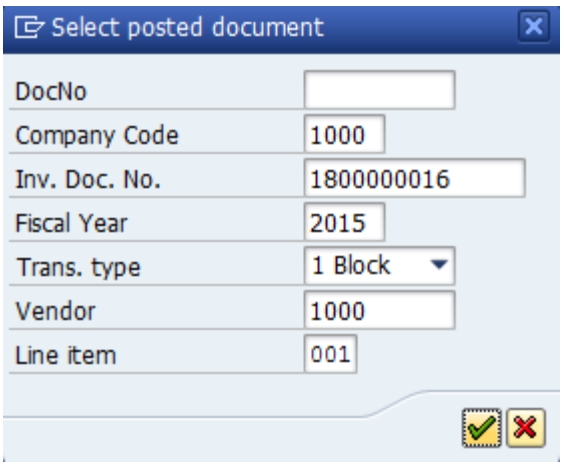
Invoice Block and Cancellation

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. In the document overview list, on the **Actions** bar, click **Create**.
4. 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 after clicking the **Continue** button.

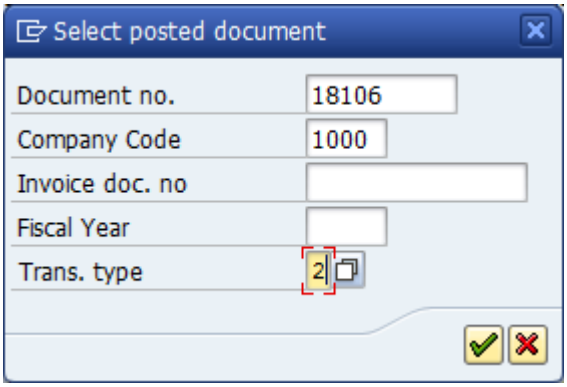


Cancel an invoice

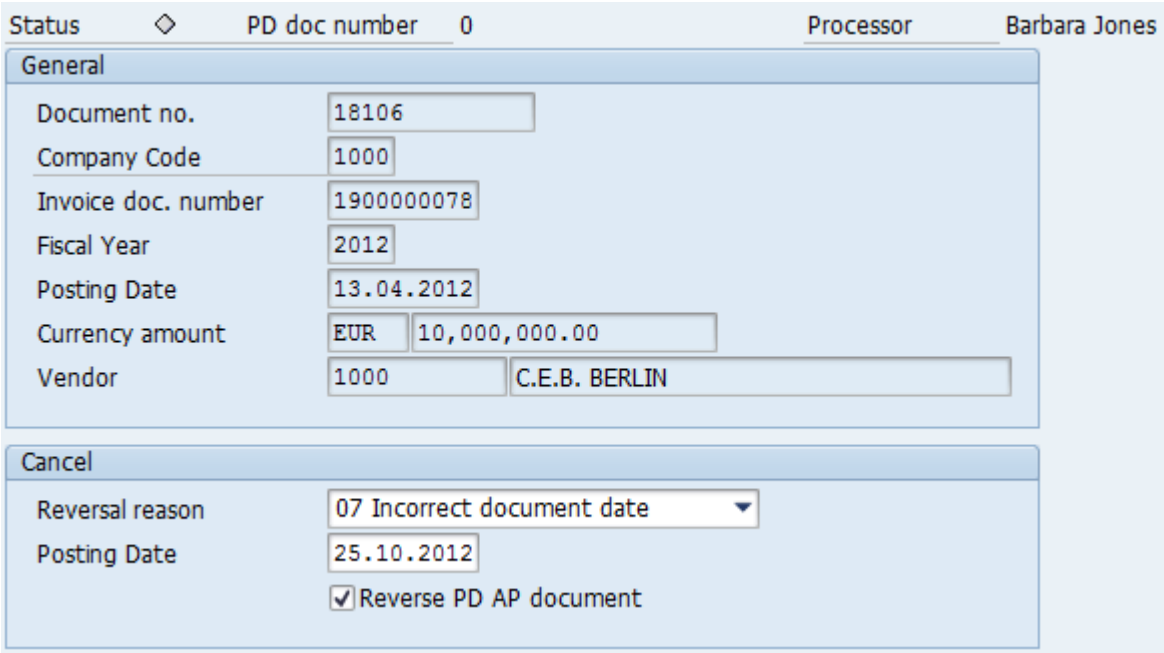
To cancel an invoice, complete the following steps.

1. In the Worklist, double-click the **Invoice Blocking/Unblocking** category.
2. On the Application toolbar, click the **Create new document** button.
3. In the document overview list, on the **Actions** bar, click **Create**.

4. Fill in the required fields and click the **Continue** button. The **Document no.** field refers to the Process Director Accounts Payable document number.



5. 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.



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**.

Master data maintenance

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

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

- Asset master data maintenance
- Cost center maintenance
- Customer master data maintenance
- General ledger account maintenance
- Profit center maintenance
- Vendor master data maintenance

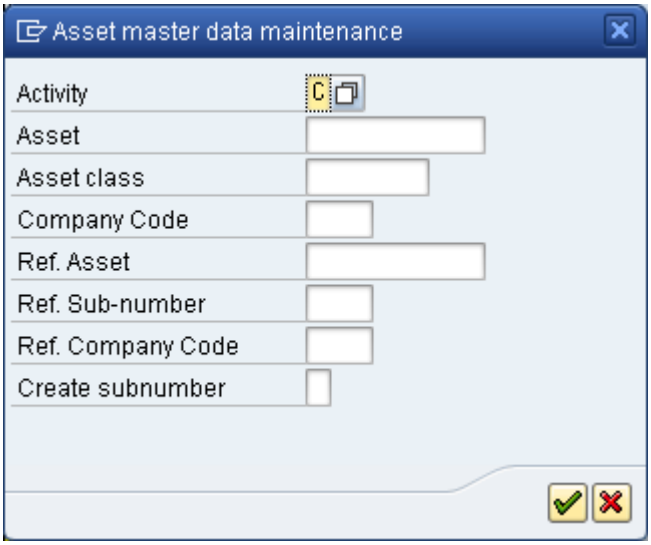
Create an asset master maintenance request

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

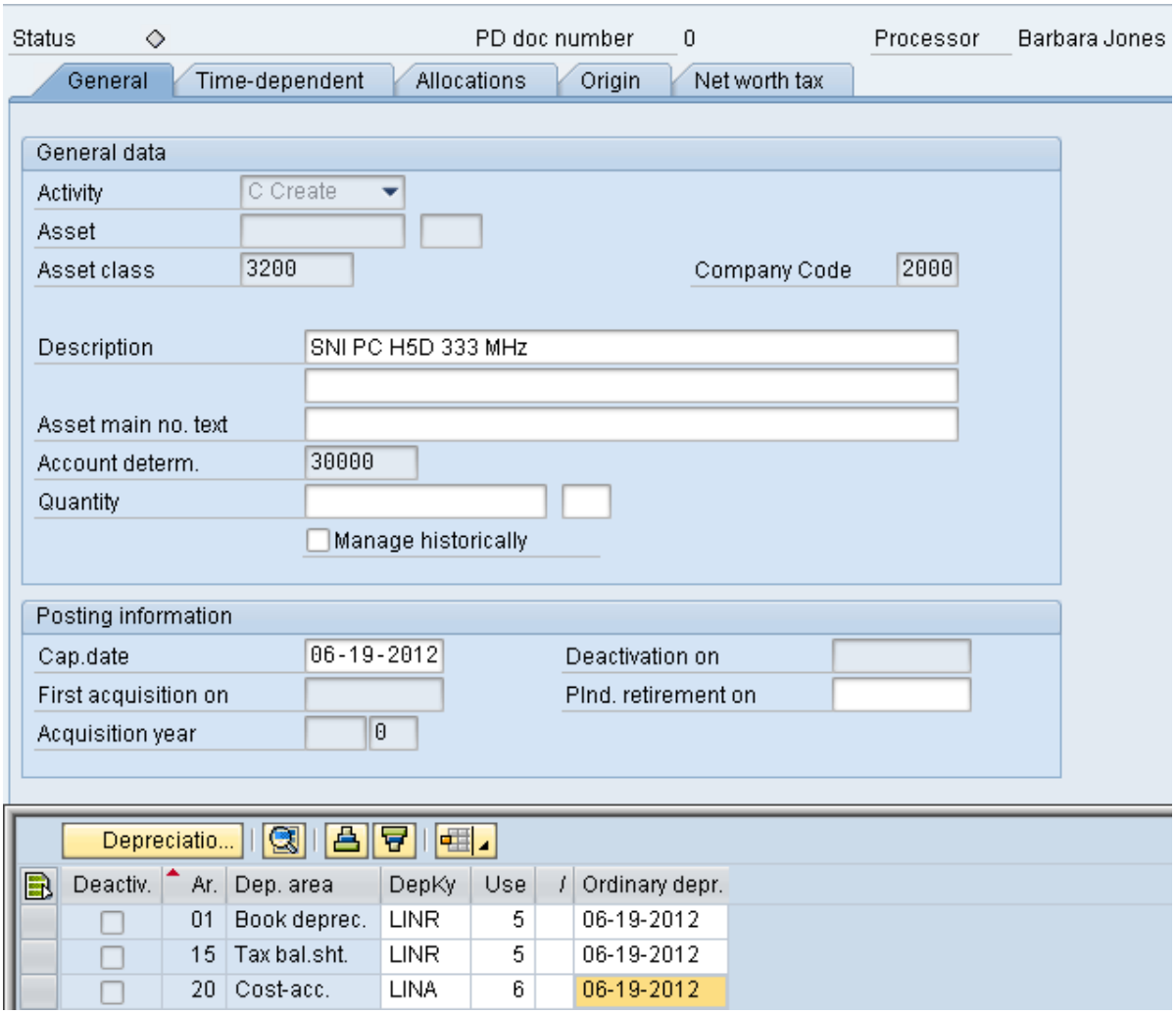
1. In the Worklist, double-click the appropriate **Asset Master Maintenance** category.
2. On the Application toolbar, click the **Create new document** button.
3. In the document overview list, on the **Actions** bar, click **Create**.

4. 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.



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

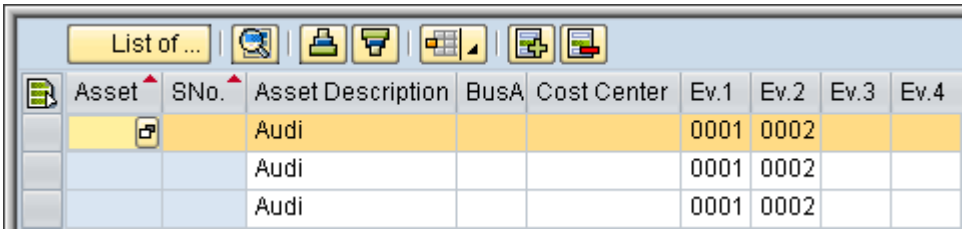
When you have saved the document, a PD document number is assigned. If all information has been entered correctly, the document has the status **Ready for processing**. You can now send the document to a workflow or, if you have sufficient user rights, post the document to SAP. When the changes have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

Add multiple assets to the request

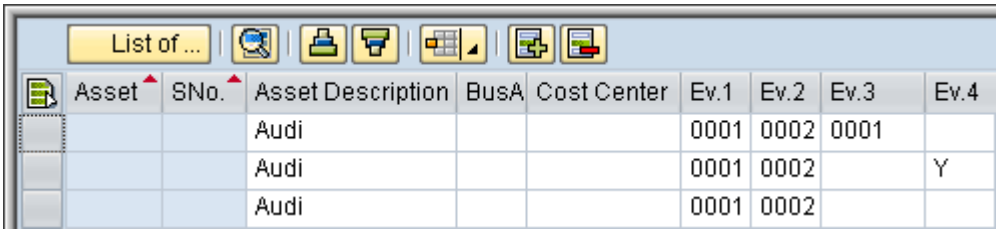
To add multiple assets to the request, complete the following steps.

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.

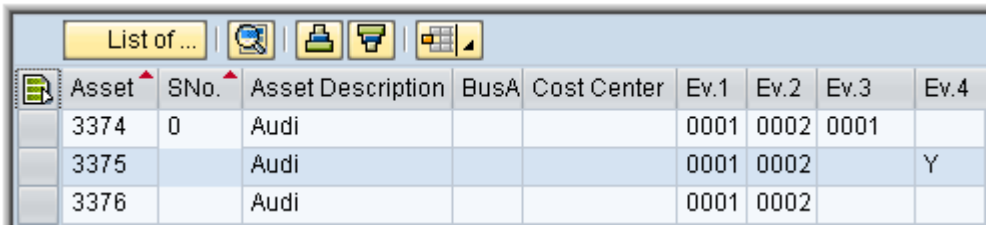
3. Enter all the data that is the same for all the asset master data records you want to create and save the document.
4. Add new lines to the **List of Assets**. The fields in the lines will be automatically filled in using the data from the header.



5. If necessary, change the required fields.



6. Post the document.



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

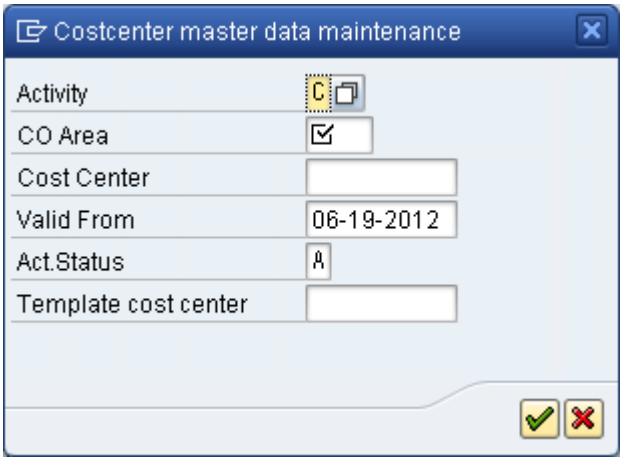
Create a cost center maintenance request

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

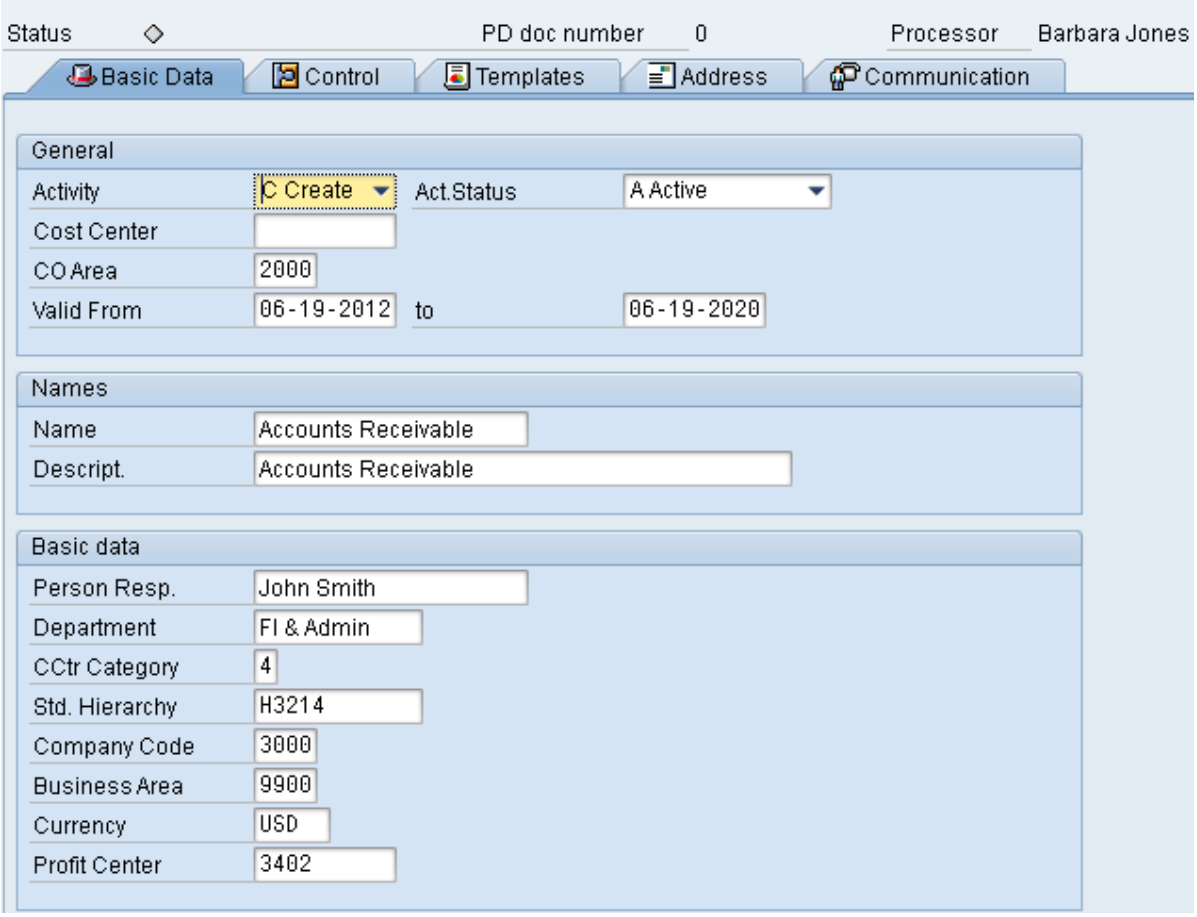
1. In the Worklist, double-click the appropriate **Cost Center Maintenance** category.
2. On the Application toolbar, click the **Create new document** button.
3. In the document overview list, on the **Actions** bar, click **Create**.

4. 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.



   A new document is created.



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

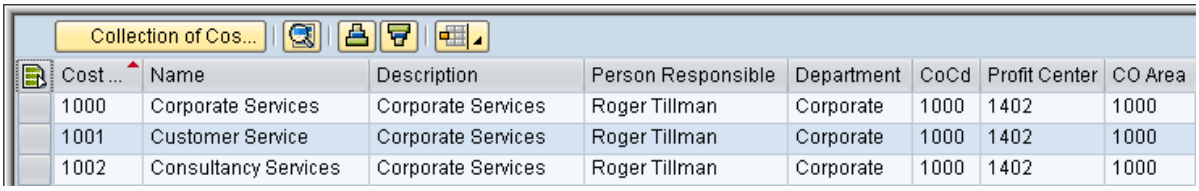
When you have saved the document, a PD document number is assigned. If all information has been entered correctly, the document has the status Ready for processing. You can now send the document to a workflow or, if you have sufficient user rights, post the document to SAP. When the changes have been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

Add multiple 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.

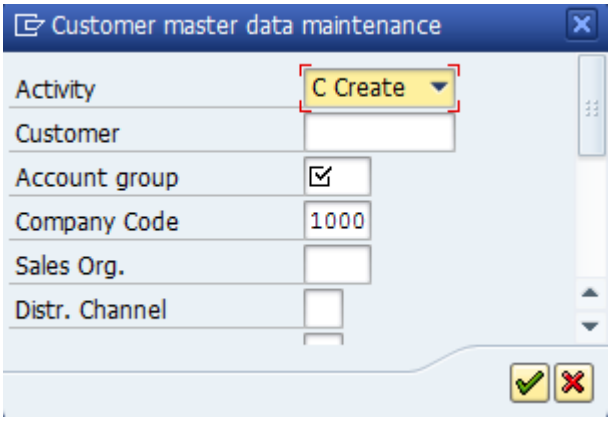
Customer master data maintenance

Create a customer master maintenance request

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

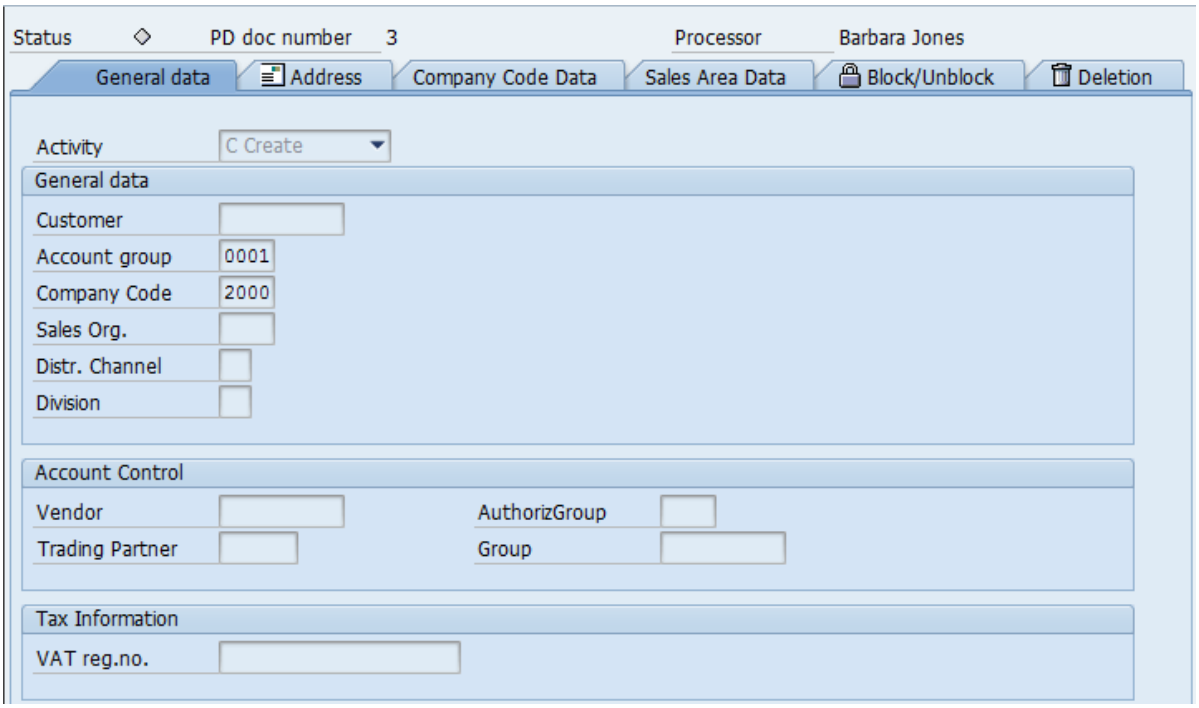
1. In the Worklist, double-click the appropriate **Customer Master maintenance** category. Then, on the Application toolbar, click the **Create new document** button.

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.

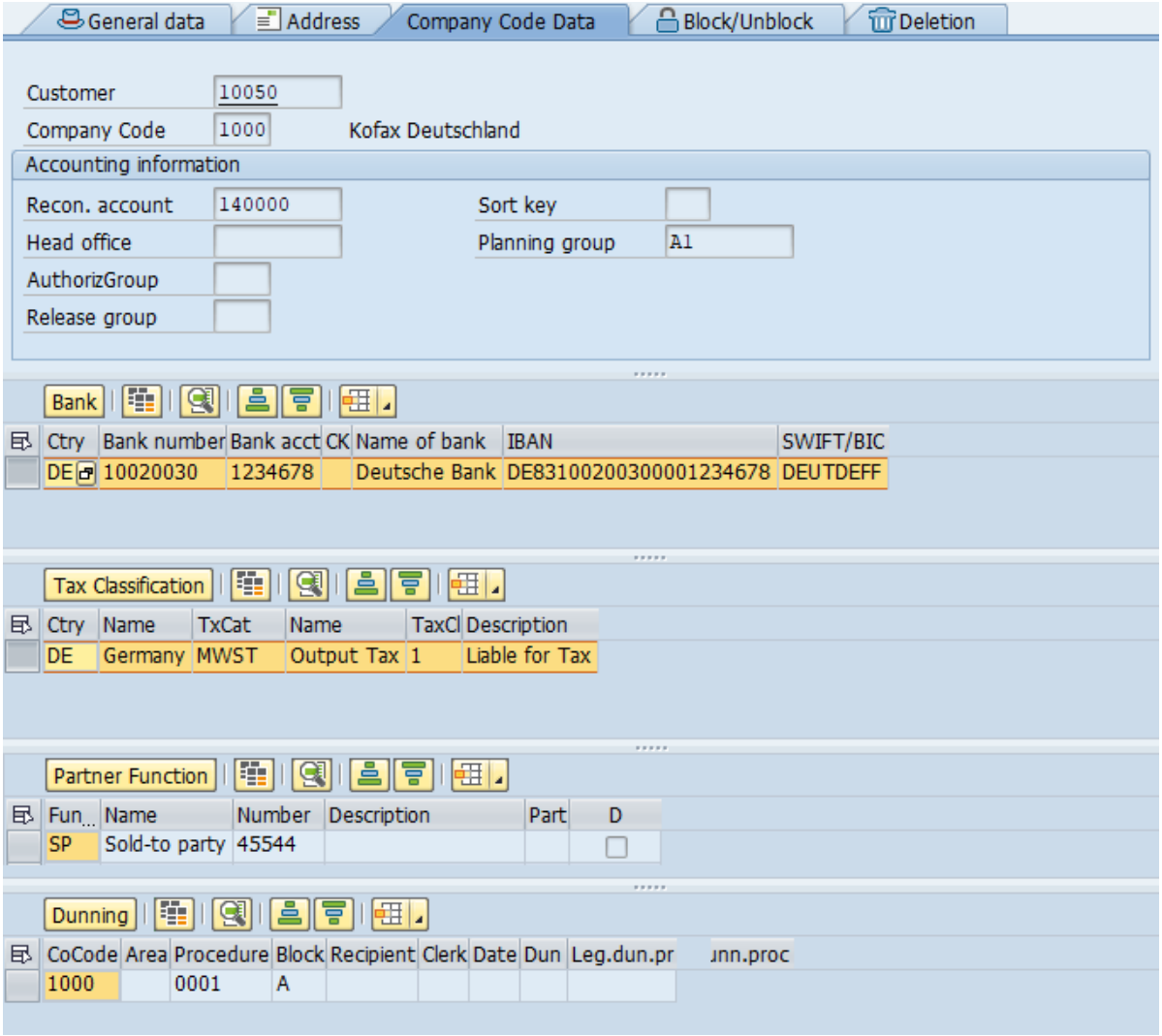
When you have saved the document, a PD document number is assigned. If all information has been entered correctly, the document has the status **Ready for processing**. Usually, you will need to send the document to a workflow.

Processing in the workflow

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

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

1. Open the document to approve it.
2. Enter all the required data.
3. If necessary and if you have the required rights, enter the required information and save the document.



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

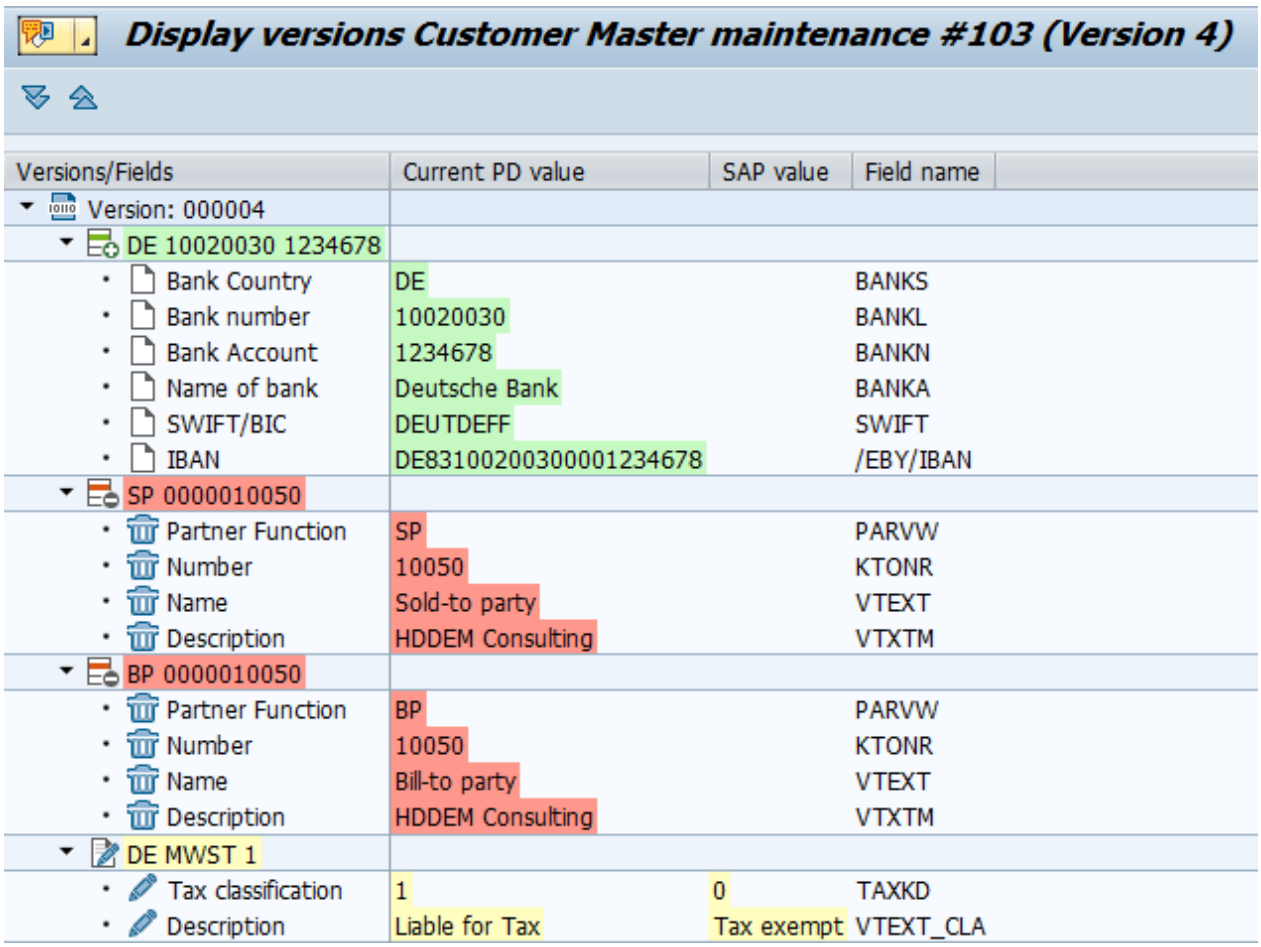
   When the changes have been posted, the Process Director document status changes to **Processed**.

Compare to SAP data

To compare the data in Kofax 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 Customer Master maintenance #103 (Version 4)

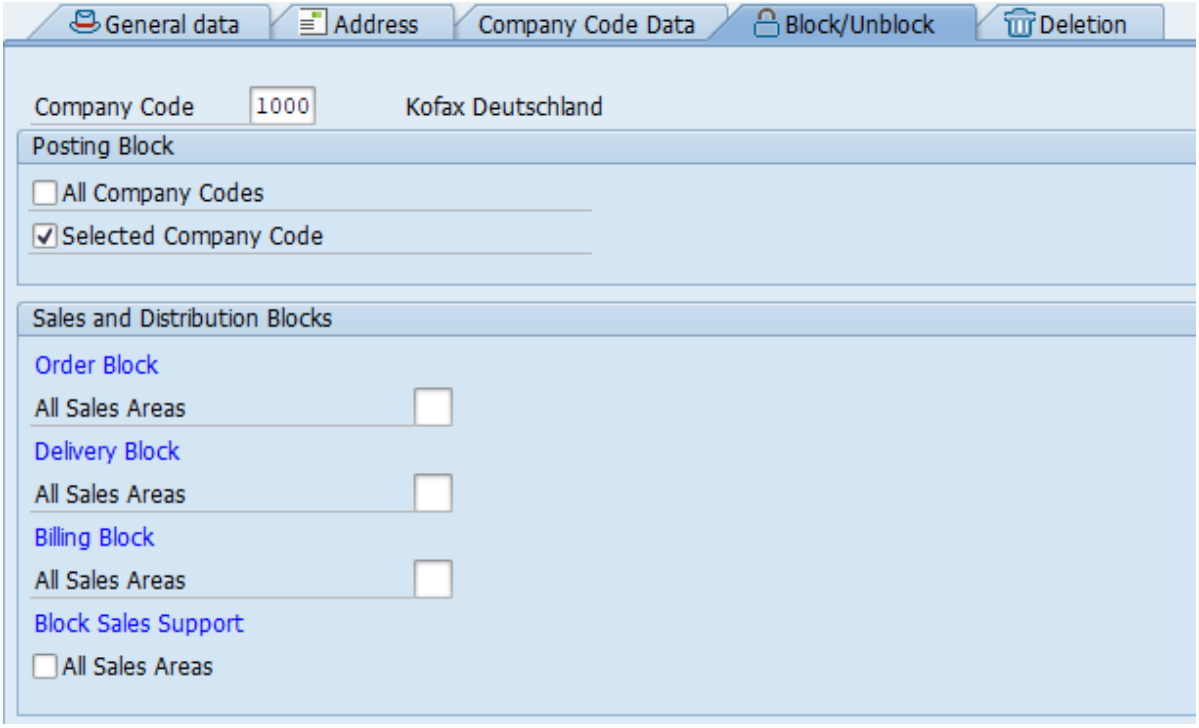
Versions/Fields	Current PD value	SAP value	Field name
Version: 000004			
DE 10020030 1234678			
Bank Country	DE		BANKS
Bank number	10020030		BANKL
Bank Account	1234678		BANKN
Name of bank	Deutsche Bank		BANKA
SWIFT/BIC	DEUTDEFF		SWIFT
IBAN	DE83100200300001234678		/EBY/IBAN
SP 0000010050			
Partner Function	SP		PARVW
Number	10050		KTONR
Name	Sold-to party		VTEXT
Description	HDDEM Consulting		VTXTM
BP 0000010050			
Partner Function	BP		PARVW
Number	10050		KTONR
Name	Bill-to party		VTEXT
Description	HDDEM Consulting		VTXTM
DE MWST 1			
Tax classification	1	0	TAXKD
Description	Liable for Tax	Tax exempt	VTEXT_CLA

Requests for blocking/deletion

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

1. Create a new request with the **Update** activity and enter the vendor number.

2. Click the **Block/Unblock** or **Deletion** tab.
3. Set the appropriate blocking or deletion options.



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**.

General ledger accounts

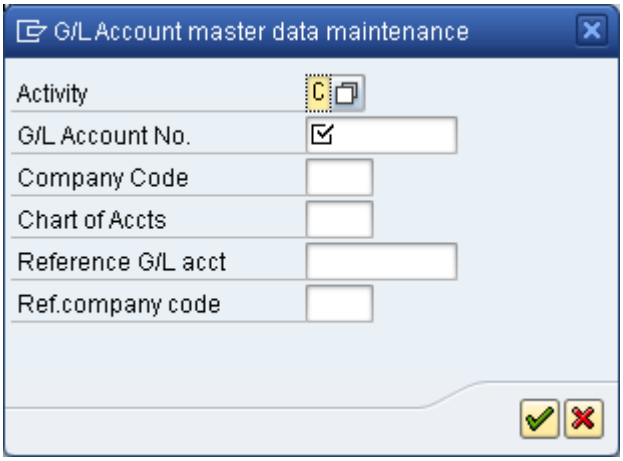
Create a G/L account maintenance request

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

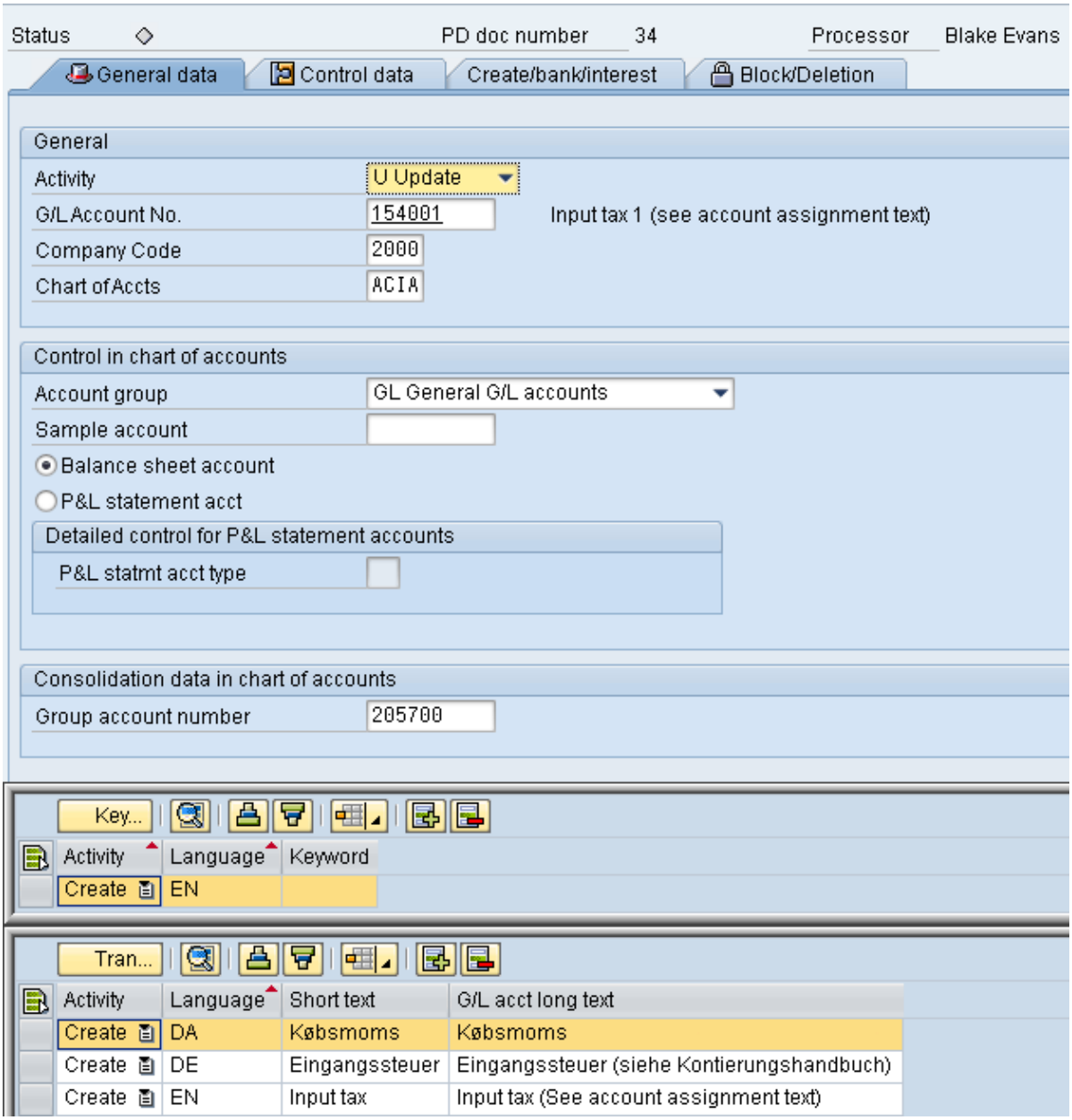
1. In the Worklist, double-click the appropriate **G/L Account Maintenance** category. Then, on the Application toolbar, click the **Create new document** button.
2. In the document overview list, on the **Actions** bar, click **Create**.

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



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

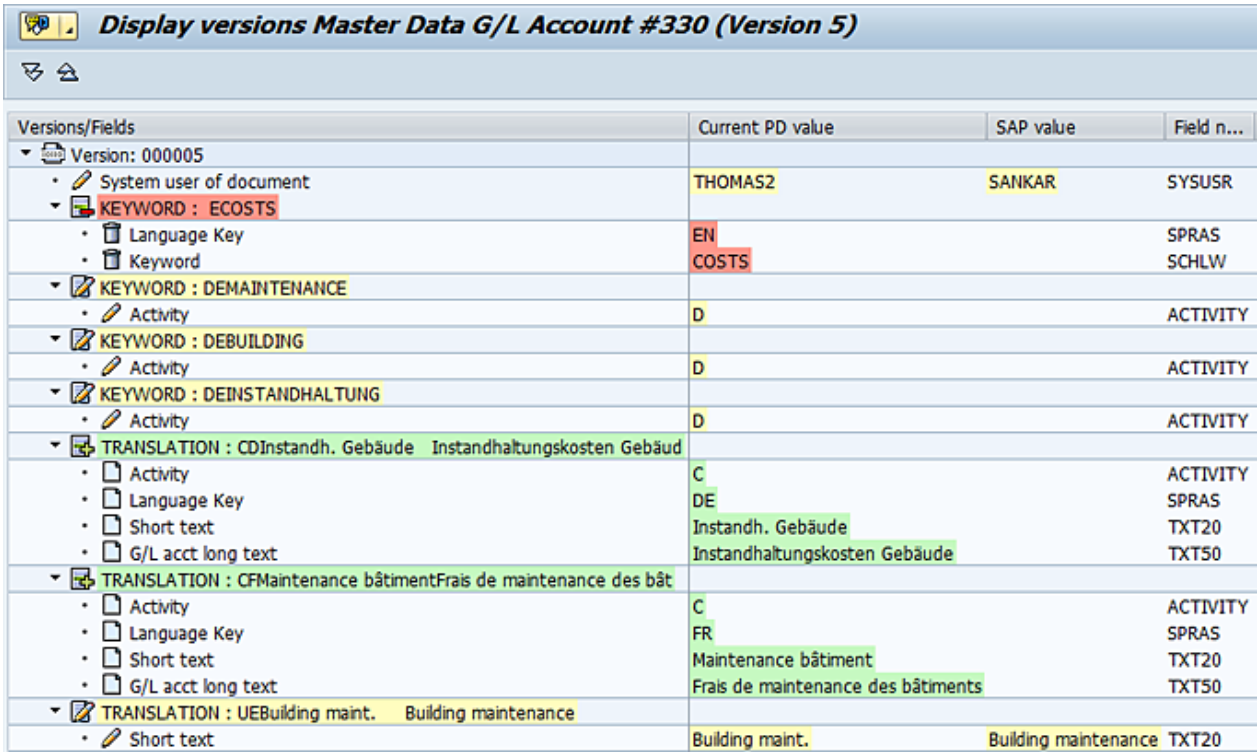
When you have saved the document, a PD document number is assigned. If all information has been entered correctly, the document has the status **Ready for processing**. You can now send the document to a workflow or, if you have sufficient user rights, post the document to SAP. When the changes have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

Compare to SAP data

To compare the data in Kofax 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)

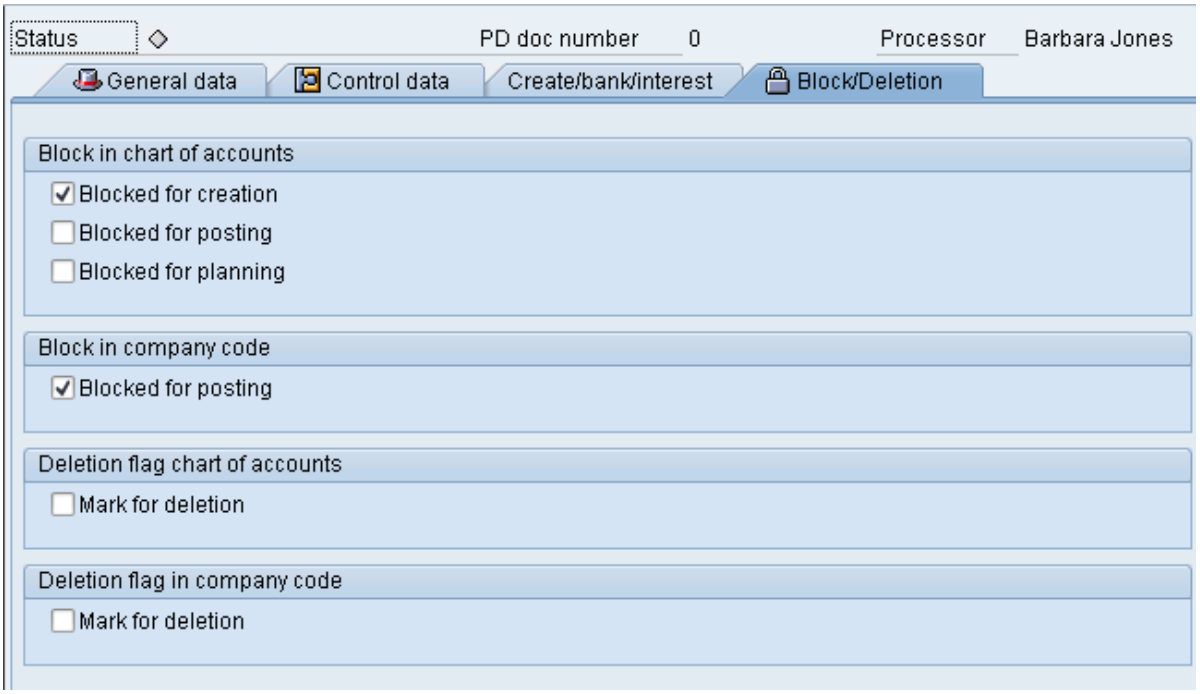
Versions/Fields	Current PD value	SAP value	Field n...
Version: 000005			
System user of document	THOMAS2	SANKAR	SYSUSR
KEYWORD : ECOSTS			
Language Key	EN		SPRAS
Keyword	COSTS		SCHLW
KEYWORD : DEMAINTENANCE			
Activity	D		ACTIVITY
KEYWORD : DEBUILDING			
Activity	D		ACTIVITY
KEYWORD : DEINSTANDHALTUNG			
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.



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

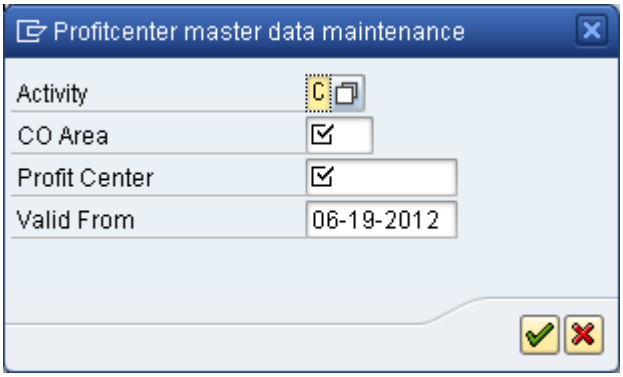
When you have saved the document, a PD document number is assigned. If all information has been entered correctly, the document has the status Ready for processing. You can now send the document to a workflow or, if you have sufficient user rights, post the document to SAP. When the changes have been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

Create a profit center maintenance request

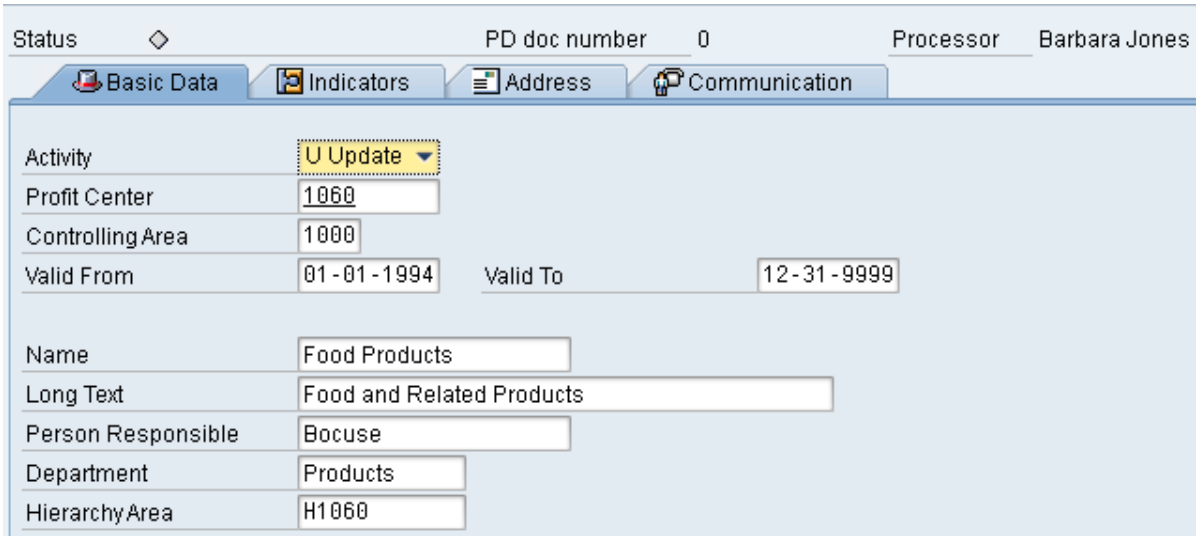
To create a profit center maintenance request, complete the following steps.

1. In the Worklist, double-click the appropriate **Profit Center Maintenance** category. Then, on the Application toolbar, click the **Create new document** button.
2. In the document overview list, on the **Actions** bar, click **Create**.

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



A new document is created.



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

Vendor master data maintenance

Create a vendor master maintenance request

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

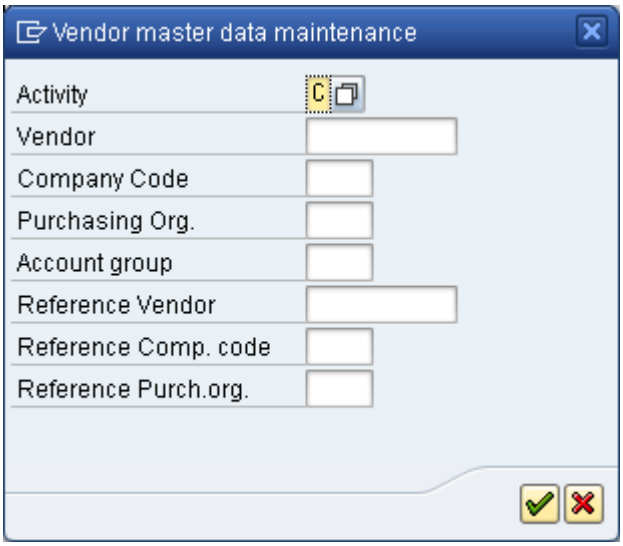
1. In the Worklist, double-click the appropriate **Vendor Master Maintenance** category. Then, on the Application toolbar, click the **Create new document** button.

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

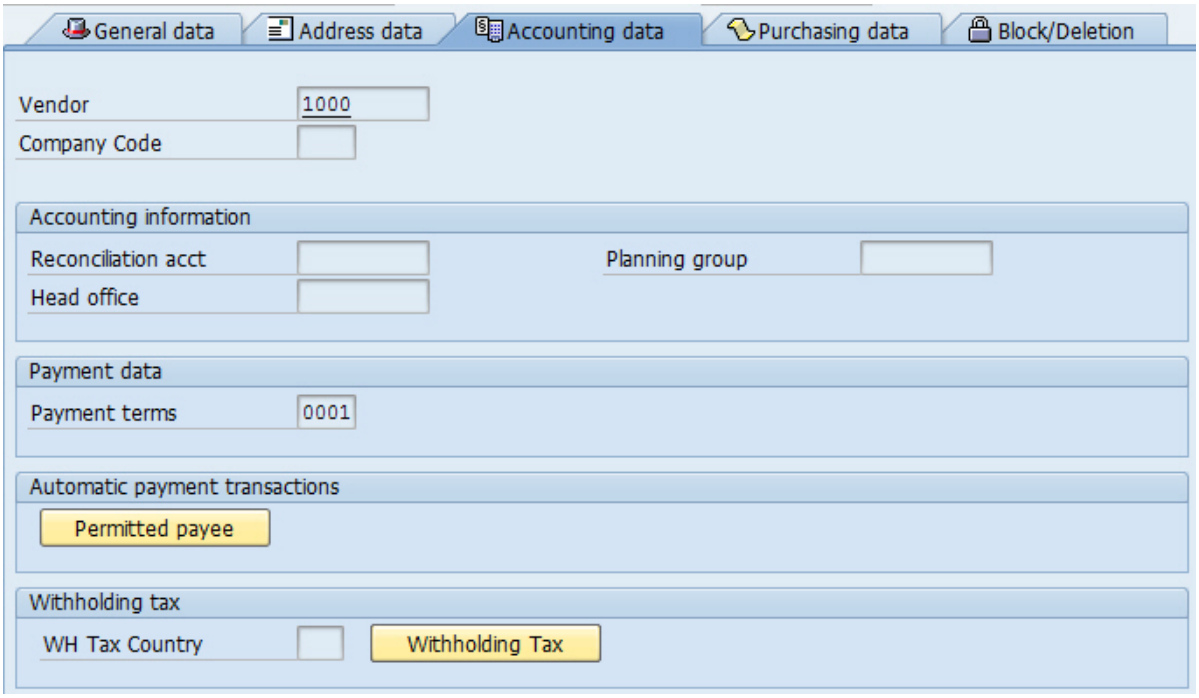
   You can enter the reference vendor number of an existing vendor and its data will be entered in the new request.

   Note 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.



   A new document is created.



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.

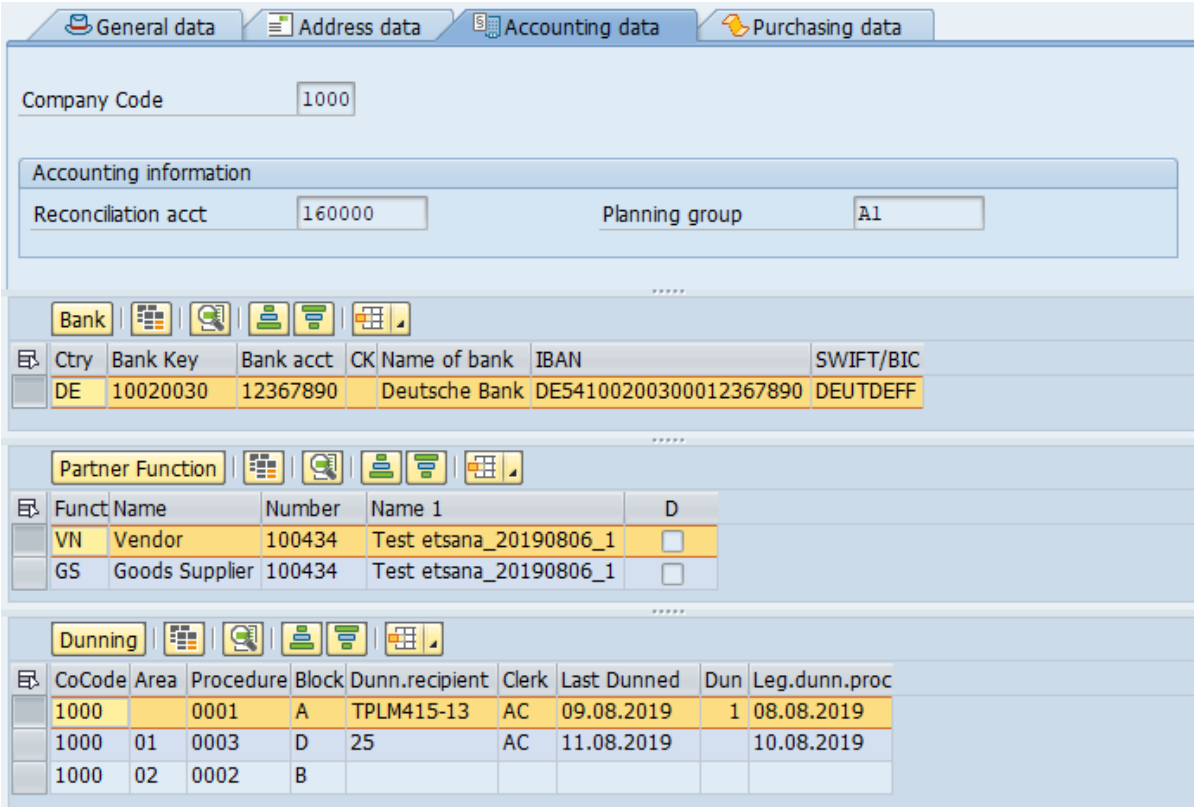
Processing in the workflow

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, enter the required information and save the document.



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

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

Compare to SAP data

To compare the data in Kofax 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)

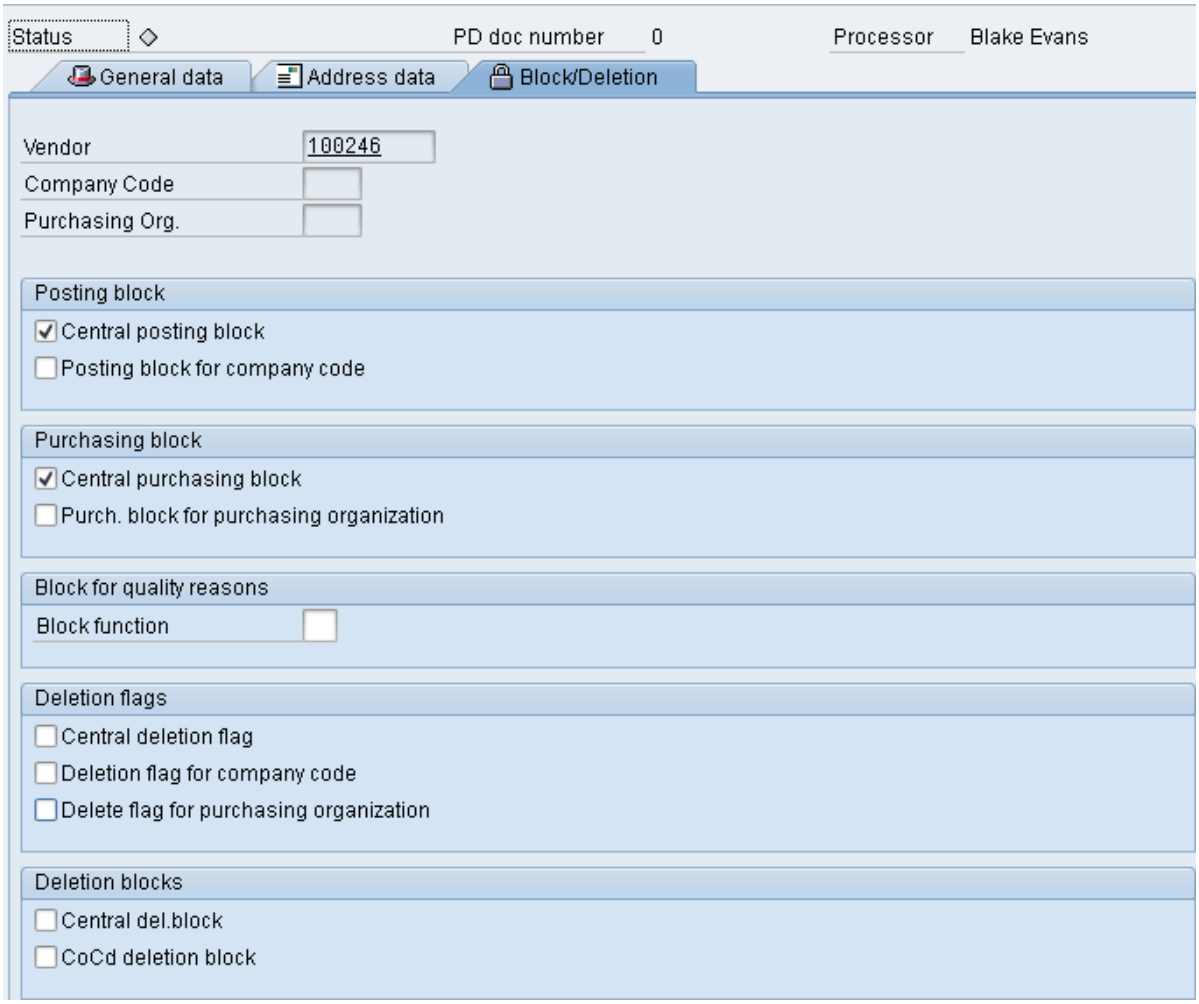
Versions/Fields	Current PD value	SAP value	Field name
Version: 000006			
Reconciliation acct	160000	160000	AKONT
Salesperson	Mr. Jones		VERKF
Street	Berliner Str.	Frankfurter Str.	STRAS
House Number	20	10	HOUSE_NO
Postal Code	360000	10000	PSTLZ
City	Frankfurt	Berlin	ORT01
Changed on	20.120.622.130.628,3850000	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.



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**.

Order confirmations

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

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

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

Create an order confirmation

To create an order confirmation, complete the following steps.

1. In the Worklist, double-click the **Order Confirmations** category. Then, on the Application toolbar, click the **Create new document** button.
2. In the document overview list, on the **Actions** bar, click **Create**.

A new document is created.

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

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

   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 **Ready for processing**. You can now send the document to a workflow or, if you have sufficient user rights, post the document to SAP. When the changes have been posted, the Process Director document status changes to **Processed**.

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

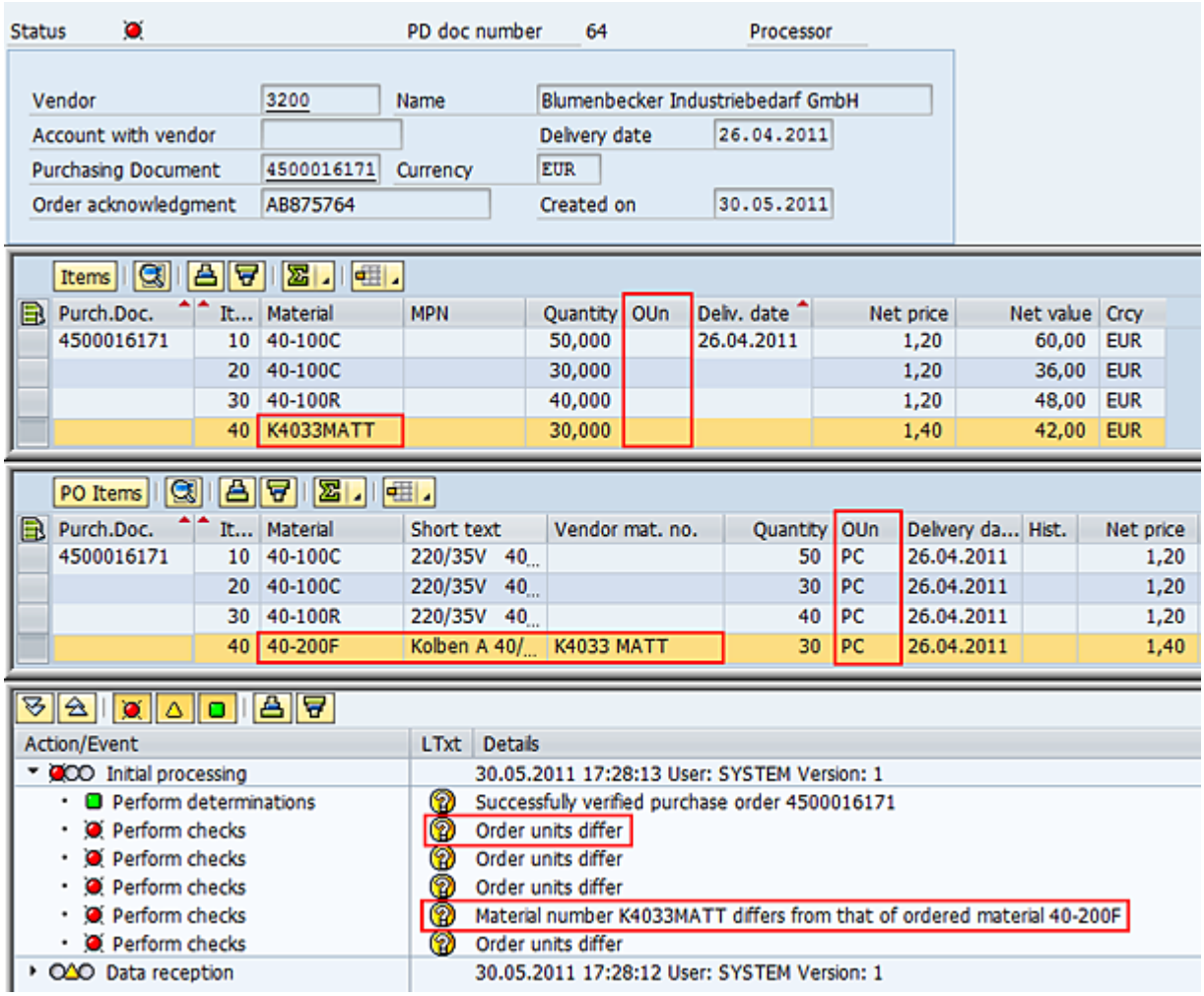
7. Click the **Display <-> Change** button and correct the errors.
8. On the SAP toolbar, click the **Save** button.

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

Example

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

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



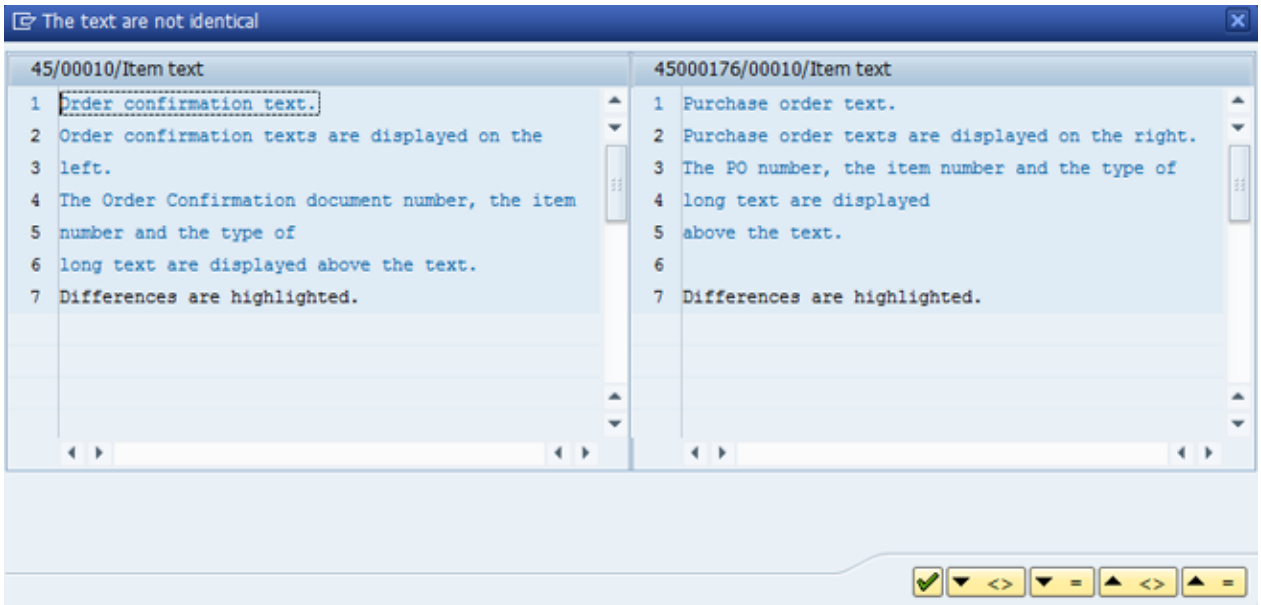
Compare order confirmation line item texts

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 **Choose Layout** and select **Change Layout**.
2. In the **Change Layout** window, from the **Column Set** list, select **Action** and click **Show selected fields (F7)** .
3. Click **Adopt (Enter)** .
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 **Check** . The resulting message from the check will specify that you should delete the corresponding purchase order item in SAP.

Payment approvals

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

After approval, users can post the Process Director payment approval document to start the payment run in SAP transaction F110.

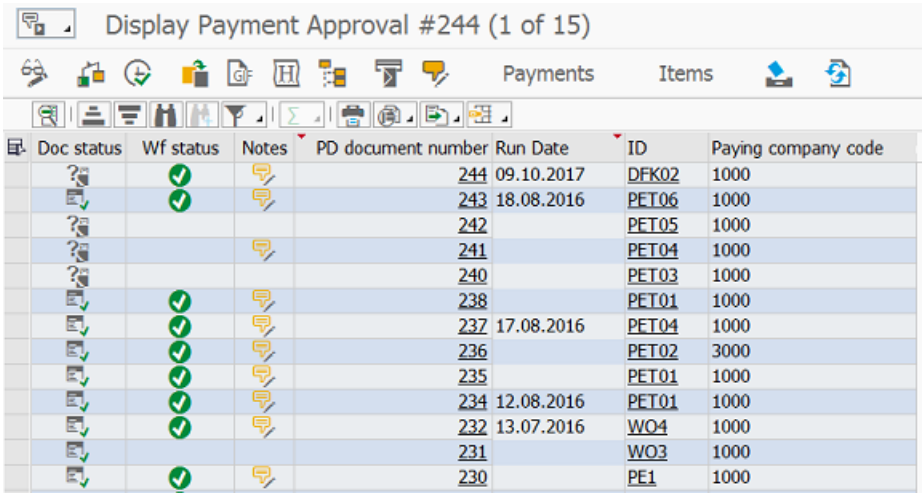
Note When a payment run is executed, but there is no change in the item data, a message is displayed to state that no change was made.

Process payment approvals

To process payment approvals, complete the following steps.

1. In the Worklist, double-click the appropriate **Payment Approval** category.

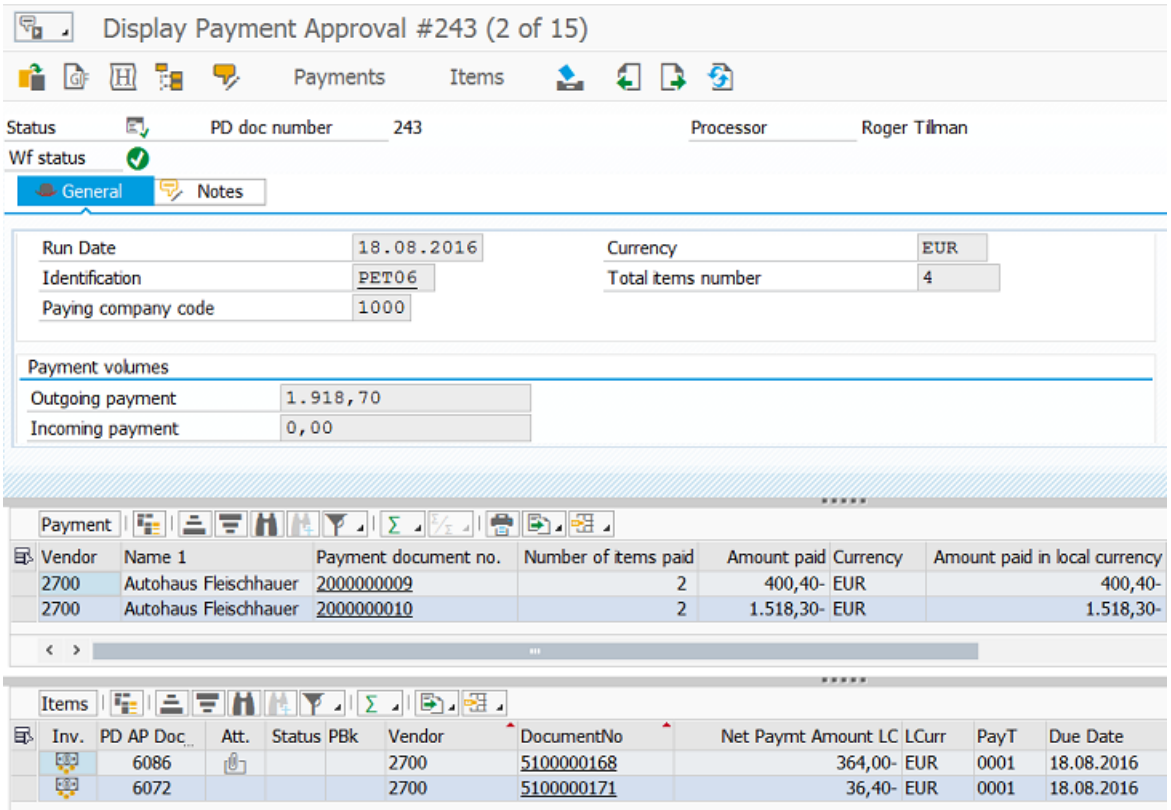
   The document overview list displays all the payment approval documents. Each line represents a payment proposal or a payment run .



Doc status	Wf status	Notes	PD document number	Run Date	ID	Paying company code
			244	09.10.2017	DFK02	1000
			243	18.08.2016	PET06	1000
			242		PET05	1000
			241		PET04	1000
			240		PET03	1000
			238		PET01	1000
			237	17.08.2016	PET04	1000
			236		PET02	3000
			235		PET01	1000
			234	12.08.2016	PET01	1000
			232	13.07.2016	WO4	1000
			231		WO3	1000
			230		PE1	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.



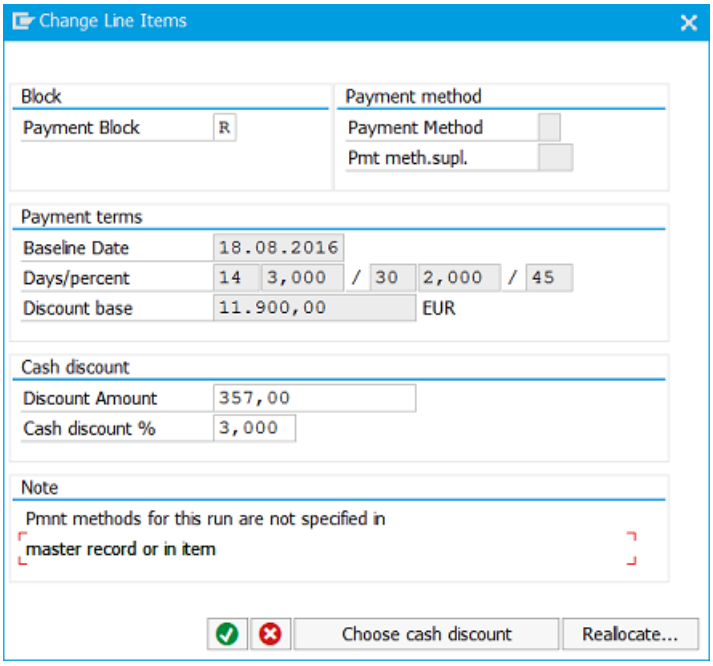
   The **Net Payment Amount in local currency** field displays the amount that needs to be paid for that line item. This amount can differ from the invoice amount. It is displayed with a + or – sign, and calculated according to the following logic:

   Document amount – Cash discount amount – Withholding tax amount + Penalty charge amount

3. You can view additional information about the proposal.
   - To view the proposal in transaction `F110`, in the header data, click the link in the **ID** column.
   - To view the SAP FI document, in the items, click the link in the **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.



Post a payment approval

Posting a payment approval starts the payment run in SAP transaction F110. Depending on the configuration, posting may only be possible after workflow approval.

To post a payment approval, complete the following step.

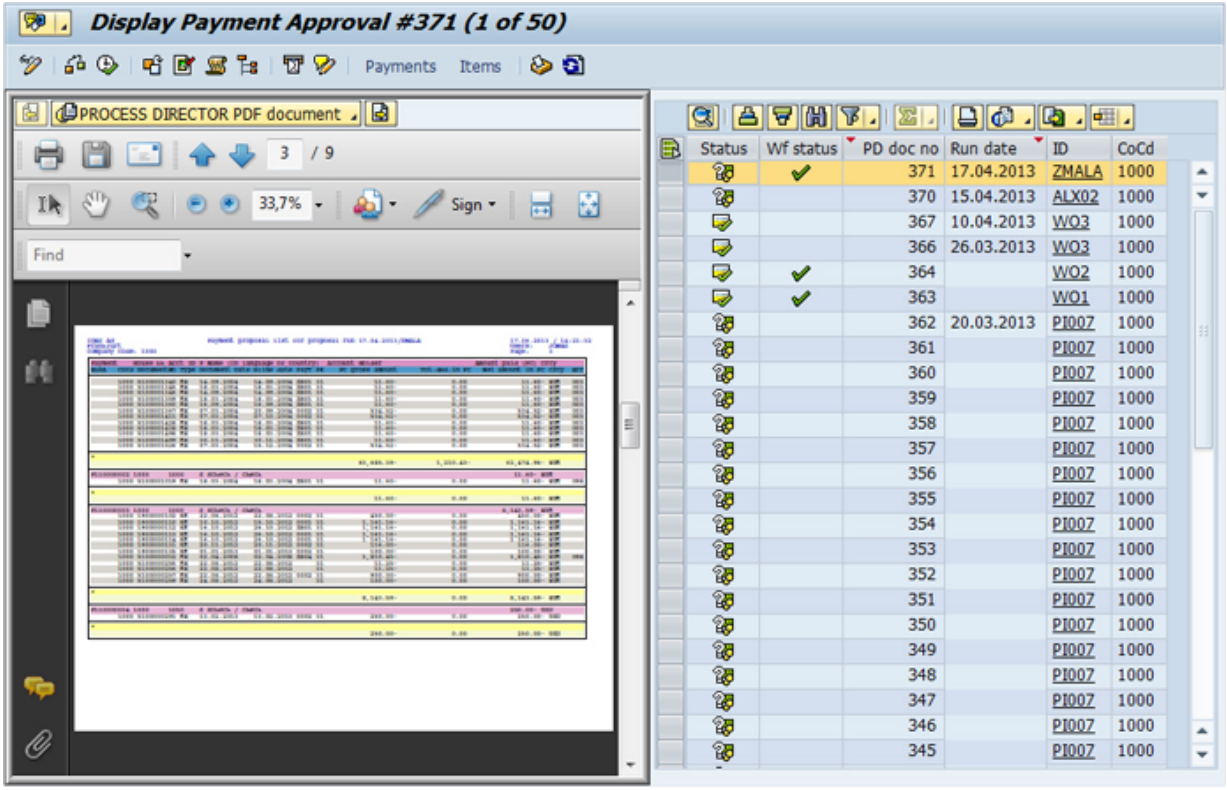
- Select or open the document, then click **Post payment run** .

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 **Converts report output to archive document** .



Requisitions

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

To create a new requisition, complete the following steps.

1. Create the document
2. Enter header data
3. Enter line items
4. Enter account assignments
5. Save the document

Create a requisition document

To create a requisition document, complete the following steps.

1. In the Worklist, double-click the appropriate **Requisitions** category.
2. On the Application toolbar, click the **Create new document** button.
3. In the document overview list, on the **Actions** bar, click **Create**.

If your system has been configured to use outline agreements, a popup appears in which you can enter an outline agreement on which to base your new document. If you do not want to use an agreement, leave the field empty and click . 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.

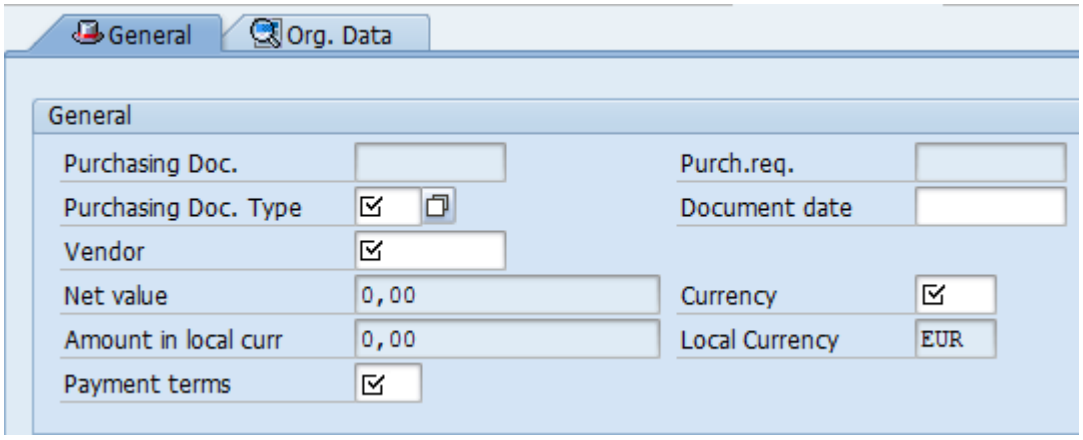
Enter header data

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

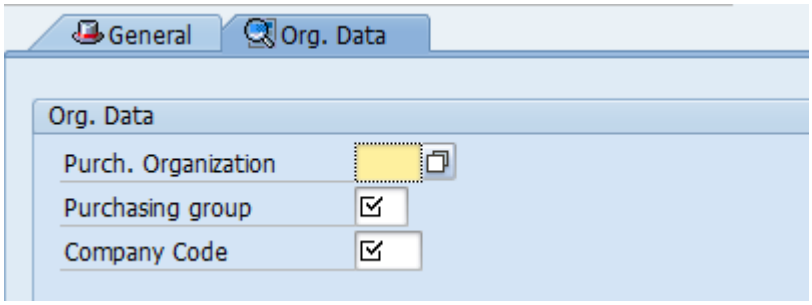
Depending on the configuration, fields that require an entry and cannot be left blank may be marked with a checkmark icon .

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

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



General header data fields



Organization header fields

Enter line items

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

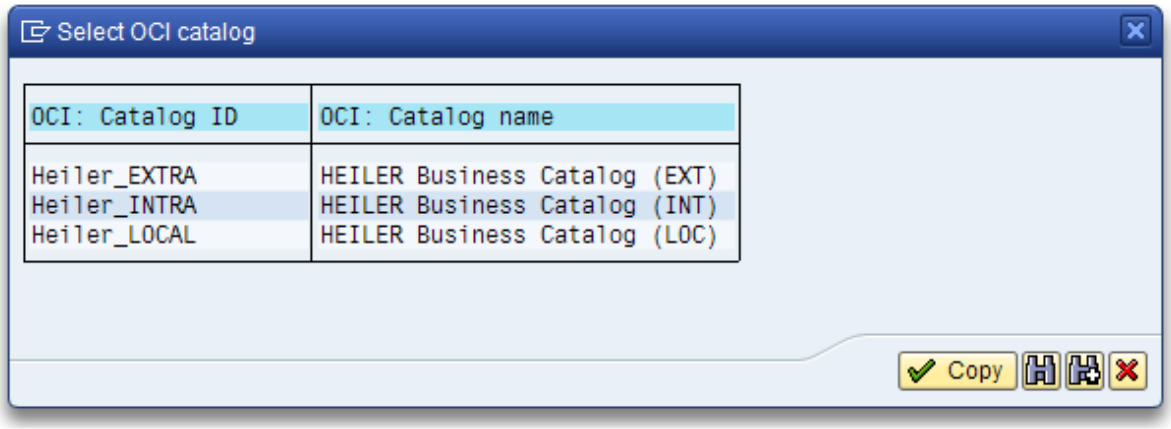
- Use an online catalog to select items
- Enter items manually
- Use an outline agreement to enter items
- Use an existing purchasing document to enter items

Order items from an online catalog

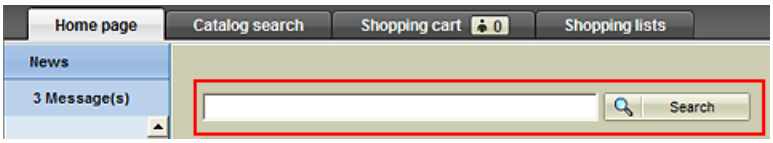
You can select items in online catalogs, which are then entered into your document as line items.

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.

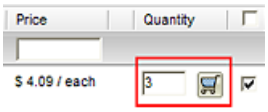
To use the catalog, you must either be creating a new document or editing an existing document.

1. On the Application toolbar, click the **Catalog** button.
2. 

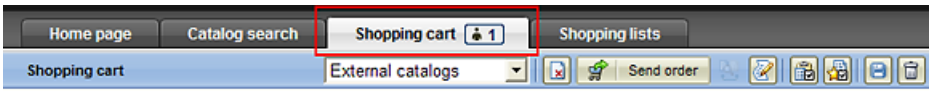
3. Use the search function in the catalog to find items.



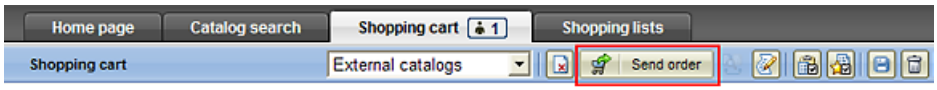
4. Add items to your shopping cart.



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



6. Send your order.

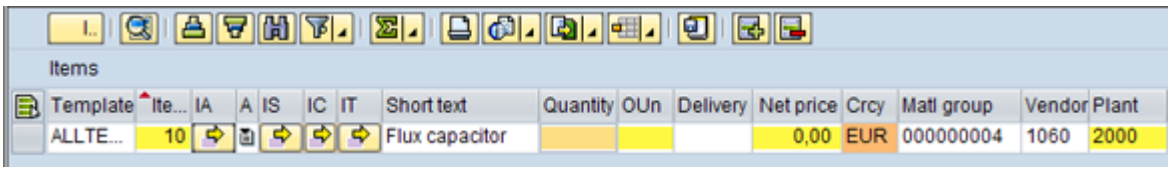


You return to Process Director and the items selected in the catalog are now entered as line items in your document. Depending on your catalog, some fields may have values automatically entered, such as the delivery date.

Enter items manually

To manually enter items, complete the following steps.

1. 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.

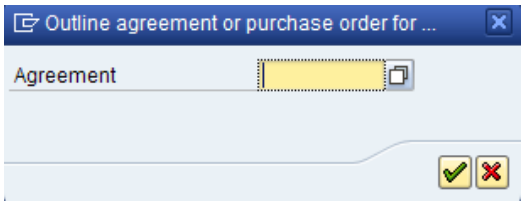


In the **Template** field you can select an entry template that contains predefined fields, such as the vendor or the material group. When you select the template, the predefined fields are entered in your line item and you only have to fill in the missing information.

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.

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.

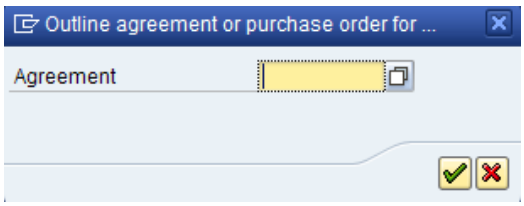
Create a document without an outline agreement

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.

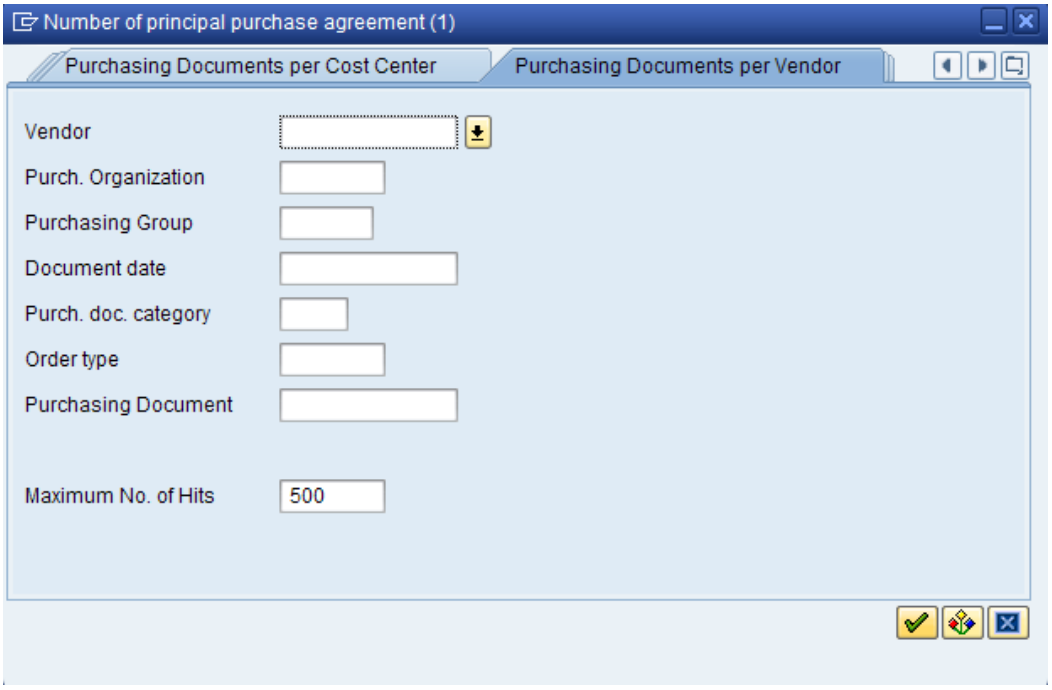


With this dialog box, you can use outline agreements or existing purchasing documents to add line items. If you select an existing purchasing document when you create a new document, the line items from the existing purchasing document are automatically inserted in your document. You can then make changes 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 **StartSearch** 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 .

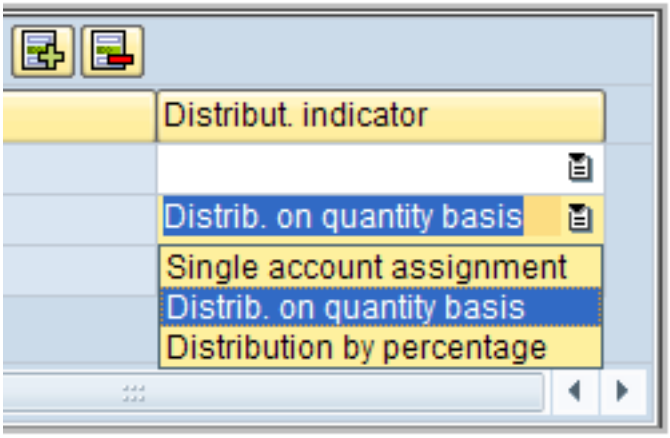
Enter account assignments

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

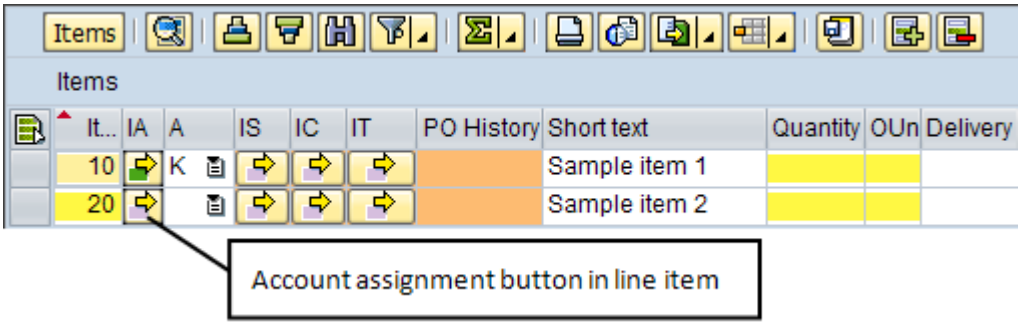
- Enter a single account assignment
- Distribute the item over several accounts based on a fixed quantity per account
- Distribute the item over several accounts based on a percentage of the total per account

To enter account assignments, complete the following steps.

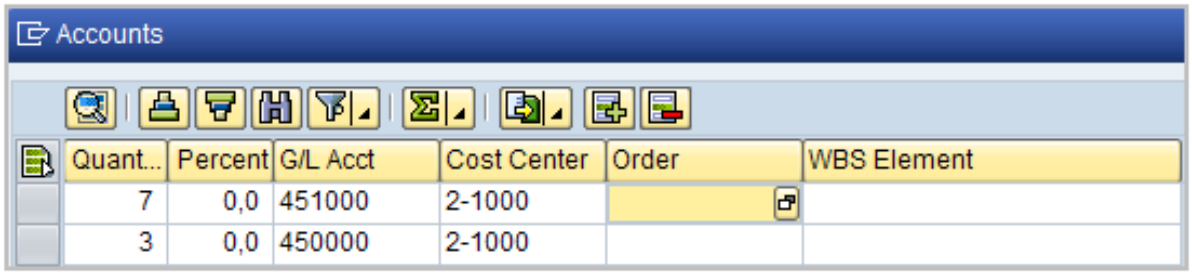
1. In the line item row, select the appropriate option from the selection list in the **Distribution indicator** column (you may have to scroll to the right to see this column).



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. 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 Process Director, the **Save** button simply saves the document in its current state. This is unlike some common transactions in SAP where the same button initiates a posting action.

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

Down Payments

Process Director for Down Payments allows users to create requests for advance payment. 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 is deducted from the invoice amount, and only the remaining amount then needs to be paid to the vendor.

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

To create a down payment, complete the following steps.

1. In the Worklist, double-click the appropriate **Down Payments** category. Then, on the Application toolbar, click **Create new document** .

   A new document appears.
2. Fill in the header data.

   Down Payments require a target special G/L indicator.
3. Use the **New line** and **Delete line** buttons on the line items toolbar to add and delete line items.
4. Click **Save** .

When you save 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. Down Payments are posted using the batch input method of the F-47 transaction. When the changes have been posted, the Process Director document status changes to **Processed**.