



Kofax Process Director Accounts Payable User Guide

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KOFAX

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Preface About Kofax Process Director Accounts Payable

Kofax Process Director Accounts Payable™ runs inside SAP. It allows automated posting of invoices and helps you to identify, edit and correct documents that have errors or are incomplete, and post them to SAP.

Get started

This chapter describes the user interface and explains how to start Process Director Accounts Payable, search for documents, and edit your user settings.

Start Process Director Accounts Payable

To start Process Director Accounts Payable, complete the following step.

- Go to the `/COCKPIT/1` transaction.

The search screen opens.

You can also start Process Director Accounts Payable with the following transactions.

`/COCKPIT/WL1`

Lists documents with errors and documents with today's date.

`/COCKPIT/WL2`

Lists documents with errors and all documents assigned to you.


`/COCKPIT/WL3`


Lists all documents assigned to you.

Search for documents

To search for documents, complete the following steps.

1. Start Process Director Accounts Payable using transaction `/COCKPIT/1`.
The search screen opens.
2. Complete one of the following steps.
 - Type search criteria in any of the following sections.
 - Operational limiters
 - Technical limiters
 - Type
 - Document status / Workflow status

- Technical limiters workflow
- List layout
- Other selection fields. To display other selection fields, at the top of the search screen, click **Other selection fields** .

 We recommend that you use either Document status or Workflow status, not both together.

- At the top of the search screen, click **Get variant**  to retrieve saved search criteria.

3. Click **Execute** .

About search results

When you type search criteria in the search screen, Process Director Accounts Payable displays documents that match the criteria.

In most cases, Process Director Accounts Payable performs a direct selection on the database based on the criteria, then limits the selection to the maximum number of hits. The most recent documents display, sorted by the transferal date.

In other cases, Process Director Accounts Payable first performs a selection on the database based on the criteria, then limits the selection to the maximum number of hits, and finally filters the results of the selection according to other criteria, such as the vendor number or the company code.

IDoc number

The system first selects all IDoc numbers that fall within the specified range. It then limits this result list to the maximum number of hits, based on the IDoc number, with the highest number at the top of the list. Finally, it filters the result list in accordance with other specified criteria, such as vendor number or company code.

Example:

The database contains 22 documents whose IDoc number falls within the range 581750-582750. Nine of these documents are for vendor 2222. You select the following criteria:

Maximum number of hits: 20

Vendor: 2222

IDoc number: 581750 to 582750

Nine documents appear.


If you set the maximum number of hits to 15, only 6 documents appear, because only 6 documents for vendor 2222 fall within the first 15 IDoc documents within the range 581750 to 582750.

Follow-up flag


The system first selects all documents with the specified follow-up flag. It then limits this result list to the maximum number of hits, based on the transferal date, with the latest document at the top of the list. Finally, it filters the result list in accordance with other specified criteria, such as vendor number or company code.

Document status in combination with Workflow status

The system first selects all documents with the specified document status. It then limits this result list to the maximum number of hits based on the transferal date, with the latest document at the top of the list. Finally, it filters the result list in accordance with the specified workflow status.

 This does not apply to the document statuses Unposted / In workflow and Posted / In workflow.

Example:

The database contains 15 documents with the document status Rejected. One of these documents has the workflow status Released . You select the following criteria:

Maximum number of hits: 15

Document status: Rejected

Workflow status: Released

One document – the one with the Released status – appears in the results list.

However, if you set the maximum number of hits to 10, no documents appear, because the Released document is not one of the first 10 with the document status Rejected.

Overdue workflow only

You cannot use this criterion in combination with other document status or workflow status criteria.

Technical limiters workflow

If you select one of these workflow criteria, the system first selects all documents to which the criteria apply. It then limits the selection to the maximum number of hits, based on the transferal date, with the latest document at the top of the list. Finally, it uses other criteria to filter the list.

Example:

The database contains 22 documents in the workflow ABCD. Five of these are MM invoices, and 17 are FI invoices.

You select the following criteria:

Maximum number of hits: 20

Type: MM invoices

Workflow ID: ABCD


All 5 MM invoices appear, because they are among the first 20 documents in the workflow ABCD.

If you set the Type flag to FI invoices instead of MM, only 15 of the 17 FI invoices appear in the results list, because only 15 FI invoices are among the first 20 documents that are in the workflow ABCD.

Document overview list

The document overview list displays all documents that correspond to the search criteria that you type in the search screen.


The top part of the screen displays header data, and the bottom part of the screen displays line items for MM documents, or accounting lines for FI documents.

 In the user settings, you can specify whether you want to display line items or accounting lines in the document overview list.

Document detail view

In the document detail view, you view, edit and post documents.

Header data appears in tabs. Press the F5 key to switch between the tabs.







 The data in the Vendor tab comes from SAP and you cannot change it in Process Director Accounts Payable.






The tables below the header tabs display the following data.

- Invoice line items.
- Purchase order line items for MM documents.
- Material data for MM documents.
- Account assignment data.

Document status






The following document status may appear in the document overview list and the document detail view.





Icon	Status	Description
	Unposted/error-free	The document does not contain errors that prevent it from posting.
	Errors	The document contains errors that prevent it from posting.
	Posted	The document is posted. You cannot change posted documents.
	Parked	The document is parked. You cannot edit parked documents in Process Director Accounts Payable, but you can edit the corresponding document in SAP.
	Rejected	The document is rejected. You cannot edit rejected documents.
	Unposted/In workflow	The document is not posted and is currently in a workflow.

Icon	Status	Description
	Posted/In workflow	The document is posted and is currently in a workflow.
	Completed collective invoice	A collective invoice is an invoice that contains one or more individual invoices. Its status changes to Completed after all invoices that it contains are posted.
	Incompleted collective invoice	The document is a collective invoice with one or more individual invoices that are not posted.
	Fast entry	A Fast Entry document is an invoice image that Process Director Accounts Payable imports with a minimal amount of header information.
	Transferred to PD	This status is only available in systems in which you use Process Director Accounts Payable together with other process types. It indicates that the document was moved to a different type of Process Director Accounts Payable document, such as a Financial Posting. You cannot edit, reverse or post documents with this status.

Workflow status

The following workflow status may appear in the document overview list and the document detail view.

Icon	Status	Description
	Sent	The document is in a workflow but the recipient has not yet opened the document. This status applies to all workflow steps. For example, when the recipient approves the first step, the Sent status appears when the recipient of the second step has not yet opened the document.
	In workflow	The document is in a workflow and the recipient has opened the document. This status applies to all workflow steps. For example, when the recipient approves the first step, the In workflow status appears when the recipient of the second step has opened the document.
	Released	The recipient has approved the document and it is no longer in a workflow.
	Rejected	The recipient has rejected the document and it is no longer in a workflow.
	Partially approved	The recipient has approved some invoice items, and rejected other items.

Icon	Status	Description
	Retracted	A user has recalled the document from the workflow.
	Note requested	The document is in a workflow and the recipient must add a note to the document.
	Notated	The document is in a workflow and the recipient has added a note to the document.
	Overdue workflow	The workflow or workflow step is overdue.

User settings

In the user settings you can adjust the display and behavior of the system to your individual needs. After you change the user settings, you must restart Process Director Accounts Payable.

Change user settings

To change the user settings, complete the following step.

- On the **Extras** menu, click **User settings**.

Available user settings

The following user settings are available in Process Director Accounts Payable.

The **Log display** group has the following options:

Show all messages immediately in log

Displays individual messages when viewing document log messages.

The **Document processing** group has the following options:

Jump to next doc. automatically when processing complete

After you post a document in the document detail view, the next document to edit is displayed. This allows you to bypass the document overview list.

Exit detail screen when processing complete

After you process a document, the document detail view closes and you return to the document overview list. If messages appear, you must close the message log to return to the document overview list.

i You cannot use the **Exit detail screen when processing complete** option together with the **Jump to next doc. automatically when processing complete** option.

If possible, always enter detailed view in change mode

Displays documents in change mode when you open them.

If someone else is currently the processor of the document, a prompt appears asking you if you want to take over processing. To edit the document, you must take over processing.

Overview list without items

Displays the document overview list without line items or accounting lines.

Message attachments

This option specifies which attachments are selected by default when you send a message.

i These are only general settings. Which attachments are actually selected by default also depends on the configuration of the messages and attachments, and on the archiving doc type.

Show payment terms change information popup

Displays a warning message to remind you that Process Director Accounts Payable will automatically insert the payment terms values from the vendor master data or purchase order when you clear all the payment terms fields.

The **Display image in detail screen** group has the following options:

Auto. screen display when jumping to transactions

Displays the document image in a new window when you jump to SAP transactions from Process Director Accounts Payable.

Immediately display image if in the detail screen

Displays the document image in the document detail view.

Dock control

Specifies the position of the image on the screen. **No docking** displays the document in a separate window.

i ITS/WEBGUI does not support image docking.

The **Detail screen settings** group has the following options:


Do not display balance and status information

Hides document balance amounts and statuses.


Status line

Determines which information appears in the status line at the top of the document.

Create several lines at once in detail screen

Adds several lines instead of a single line when you click **Insert line**  to add new items to a document. Activate this setting only if you require several lines very frequently and it would take too long to insert the lines individually.

How many new lines

The number of new lines to add when you click **Insert line** . The maximum number is 255.

Position new lines

Specifies the new lines' position in the table.

The **EDI Cockpit** group has the following options:

Display IDoc as XML

Displays IDocs in XML format if EDI Cockpit is installed.

Perform basic actions

This chapter explains how to perform basic actions on Process Director Accounts Payable documents.

Select documents

In the document overview list, you can perform actions on documents, such as posting or sending to a workflow. You can perform some actions on a single document, and other actions on multiple documents. You must select the documents before you perform the action.

Open a document

Documents always open in display mode. However, in the Process Director Accounts Payable user settings, you can specify that documents always open in change mode.

To open a document, complete the following step.


- In the document overview list, in the **DocNo** column, click the document number.

Go to change mode

To edit a document, you must first go to change mode. You then become the document processor. If someone else is already the processor, Process Director Accounts Payable asks if you want to take over processing. To edit the document, you must take over processing.

To go to change mode, complete the following step.

- Click **Display/Change** .

 In the user settings, you can specify that the document detail view always opens in change mode.

Save a document

Unlike in SAP standard, clicking **Save** does not post the document. It merely saves the current state of the document. For this reason, your administrator may disable the ability to park documents in your system. You usually park a document when you are not ready to post it, but wish to save the document's current state.

To save a document, complete the following step.

- Click **Save** .

View invoice information


This chapter explains how to view different types of information in a Process Director Accounts Payable document.

View the invoice image

Process Director Accounts Payable imports the scanned invoice image and attaches it to the Process Director Accounts Payable document.

To view the invoice image, complete the following step.


- Click **Display image** .

 In the user settings, you specify where on the screen the invoice is displayed.

View the purchase order

MM invoices are usually associated with a purchase order.

To view the purchase order, complete one of the following steps.


- In the document overview list, in the **Purchasing Document** column, click the purchase order number.
- In the document detail view, if the purchase order line item information is not already displayed, click **PO data** , then in the **Purchasing Doc.** column, double-click the purchase order number.


Transaction `ME23N` opens, where you can view the full purchase order record.

View the purchase order history

The purchase order history displays all transactions that follow on from a purchase order on an item-specific basis, such as information about recorded goods and invoice receipts.

To view the purchase order history, complete the following steps.

1. In the document detail view, if the purchase order line item information is not already displayed, click **PO data** .

2. In the line item, click **PO history** .

View the material data

For MM documents, you can view the material data associated with each line item in the document detail view.

To view the material data, complete the following step.

- In the document detail view, if the material data is not already displayed, **Material** .

View the vendor details

You can view basic information about the vendor in the Process Director Accounts Payable document detail view. More information is available in transaction `FK03`.

 In SAP S/4HANA systems, the vendor data is available in the `BP` transaction.


To view vendor details, complete one of the following steps.

- In the document overview list, in the **Vendor** column, click the vendor number.

The vendor details open in `FK03`.

- In the document detail view, click the **Vendor** tab.

To view the full vendor master record in `FK03`, click **Show vendor** .

 If a payee has been defined for the vendor, the bank data of the payee is displayed, instead of that of the vendor.

View the SAP document

When a document is posted, Process Director Accounts Payable creates an SAP document and inserts the SAP document number in the Process Director Accounts Payable **Invoice Document Number** field.

To view the SAP document, complete one of the following steps.

- In the document overview list, in the **Inv.Doc.No.** column, click the document number.
- In the document detail view, on the **Invoice** tab, in the **Inv.Doc.No.** field, double-click the document number.

The corresponding SAP transaction opens, where you can view the SAP invoice document.

Locate errors



This chapter explains how to locate errors in Process Director Accounts Payable documents.

View the message logs

The messages logs record every action performed on a document, and provide information about the errors detected by checks. The message logs may not always indicate which errors currently exist in a document. To view current errors, check the document.

Message logs indicate changes to a document, but do not specify which values changed. To find out which values changed, view the document versions.

To view the message logs, complete the following steps.

1. Click **Display messages** .
The **Display logs** dialog box appears.
2. To view the detailed log for a message, double-click the message.
3. To view long texts, which provide detailed information about an error, click **Long Text exists** .

Check a document

You can check a document to determine whether it contains errors and whether you can post it. Some errors prevent a document from posting, others do not.

Process Director Accounts Payable runs standard SAP checks and the additional Process Director Accounts Payable checks configured in your system.

To check a document, complete the following step.

- Click **Check** .
Messages appear in the **Display logs** dialog box.


Edit documents

This chapter explains how to edit Process Director Accounts Payable documents.

Assign a user to a document


You can assign yourself and other users to a document as the designated processor. When you edit and save a document without an assigned processor, you automatically become the processor. If you attempt to edit a document assigned to someone else, a prompt appears asking you if you want to take over processing. To edit the document, you must be the assigned processor.

To assign a user to a document, complete the following steps.

1. On the **Change** menu, click **Assign user**.
2. In the **Assign new user** dialog box, select a user and click **Save** .

Change the document type

Document types allow you to process documents in different ways. For example, the document type may determine which workflows you can use with the document. The system may assign Process Director Accounts Payable document types automatically, but you can also assign them manually.

 Process Director Accounts Payable document types are not related to SAP document types.

To assign or change the document type, complete the following step.

- In the document detail view, on the **General** tab, in the **PD doc. type** field, select the document type.

Line item proposal and determination

PO line item proposal and PO line item determination are different methods to add line item data to invoices in Process Director Accounts Payable. Both actions can be performed automatically during the transfer of an invoice to Process Director Accounts Payable, or you can perform them manually.

- If line item data is transferred to the invoice, PO item determination occurs.

PO item determination compares the line item data from the captured invoice with the purchase order. If the data matches, the system adds the information to the Process Director Accounts

Payable document. This is possible even if the order of the line items on the invoice differs from that on the purchase order.

- If line item data is not transferred to the invoice, PO line item proposal occurs.
Process Director Accounts Payable retrieves line item data from the purchase order or the delivery note or service entry sheet and adds it to the invoice. If the invoice contains both a purchase order number and a delivery note number, either the purchase order or the delivery note takes precedence, depending on your system configuration. If the invoice contains both a purchase order number and a service entry sheet number, the purchase order takes precedence. The proposal method configured in your system determines which line item data Process Director Accounts Payable adds to the invoice.

Propose line items


If line item data is not transferred from the invoice, Process Director Accounts Payable can add line item data from the purchase order, delivery notes or service entry sheets to the Process Director Accounts Payable document.

The system automatically proposes line item data on transfer of the invoice into Process Director Accounts Payable, but you can also propose line items manually.

If GR-based IV is active for the item in the purchase order and Process Director Accounts Payable is configured to propose only billable items, and you use only purchase order numbers for item proposal, the system only proposes received items that have a reference to a delivery note.

For cross-company postings, delivery note items with the same reference are proposed even if they are for different company codes.



To propose line items, complete the following steps.

1. In the document detail view, in change mode, click **Propose PO item**  below the invoice line items.
2. If configured in your system, the **Order numbers and delivery notes** dialog box opens, where you can type multiple purchase order and delivery note or service entry sheet numbers. You must type at least one number. The system only proposes items from the documents you specify.








If you enter both a purchase order number and a delivery note number, the system proposes either only line items from the purchase order, or only line items from the delivery note,

depending on your system configuration. To specify from which document to propose line items, in **Preference** list, select **Delivery Note** or **Purchase Order**.

If you enter both a purchase order number and an entry sheet number, items from the purchase order are proposed.

 You can click the **Paste from Clipboard**  button to copy data from the clipboard into the fields.

You can use the following buttons in the **Order numbers and delivery notes** dialog box.

-  Proposes line items using the specified purchase order and delivery note/service entry sheet numbers.
 -  Cancels the operation and closes the dialog box.
 -  Saves the purchase order and delivery note/service entry sheet numbers. You can later recall these numbers.
 -  Recalls the purchase order and delivery note/service entry sheet numbers transferred into Process Director Accounts Payable. Only document numbers contained in the line items are inserted. Any numbers in the header data are excluded.
 -  Recalls the last saved purchase order and delivery note/service entry sheet numbers, or the document numbers from the last item proposal.
3. Depending on your system settings, you can enter condition types to filter planned delivery cost items. To enter condition types, complete the following substeps.
 - a. In the **Cond. Type** table, type condition types.
 - b. Optional. To save the conditions, click **Add to favorites** . You can then select them from the selection list instead of manually entering them.
 4. Click **Take over** .

Determine line items

Process Director Accounts Payable determines line items for MM documents by comparing line item data from the captured invoice with the line items of the corresponding purchase order. If the line items match, the system enters the information in the Process Director Accounts Payable document. You can also match items between the invoice and purchase order manually, for example, when you add a line item to the invoice. Process Director Accounts Payable then attempts to fill in the remaining fields of the line item using the details from the purchase order.




To match line items between the invoice and the purchase order, complete the following step.

- In the document detail view, in change mode, on the **Change** menu, click **PO items determination**.

Add line items from the purchase order

For MM documents, you can create new invoice line items or transfer data from purchase order line items to existing invoice line items using drag and drop.

To add line items or values from the purchase order, complete the following steps.

1. In the document detail view, in change mode, click **Assign line items**  below the invoice line items.
The **Change Invoice** dialog box opens. The invoice items are displayed at the top of the dialog box and the purchase order items are displayed at the bottom.
If Process Director Accounts Payable assigns all the purchase order items to the invoice items, the **Display logs** dialog box displays first. Click **Continue**  to display the **Change Invoice** dialog box and edit the item assignment.
2. Optional. To change the invoice item amount and quantity as well as other values, select the **Overwrite amounts & quantities** check box.
3. Perform one of the following actions.
 - To replace the invoice item values with the purchase order item values, drag the purchase order item over the invoice item.
 - To add a new invoice item, drag a purchase order item below the existing invoice items.
4. Click **Transfer**  to close the **Change Invoice** dialog box and transfer the changed data to the line items in the MM document.

Calculate tax

Process Director Accounts Payable has a Calculate tax setting on the Taxes, rates tab. If you select the Calculate tax check box, Process Director Accounts Payable automatically calculates the total taxes from the line items.

How Process Director Accounts Payable calculates taxes depends on the posting transactions defined in the configuration.

- For all transactions beginning with FB, such as FB01 or FB60, the system calculates tax for each item.
- For all non-FBxx transactions, such as MIRO, the system calculates tax for the invoice net amount.

Example

This example demonstrates how a small balance may occur when the system calculates taxes at item level. Here, a balance of 0.01 exists due to rounding differences if you select the Calculate tax option and the posting method is set to an FBxx transaction.

Invoice header

Net amount	Tax rate	Tax amount
7583	19.6%	1486.27 (rounded from 1486.268)

Invoice items

Item	Net amount	Tax rate	Tax amount
10	2020	19.6%	395.92
20	1098	19.6%	215.208
30	809	19.6%	158.564

Item	Net amount	Tax rate	Tax amount
40	2109	19.6%	413.36
50	1547	19.6%	303.21
Total	7583		1486.26 (rounded from 1486.262)

Calculate withholding tax


Depending on the configuration in *SPRO*, Process Director Accounts Payable can calculate the withholding tax base amount from the following:

- Net amount
- Gross amount
- Tax amount
- Modified net amount
- Modified tax amount

Re-determine tax

You can re-determine tax codes. This function checks the configuration for the document and re-determines the tax code and/or the tax jurisdiction code and changes them in the document.

To re-determine a tax code, complete the following steps.

1. In the document detail view, in change mode, on the **Change** menu, click **Re-determine tax**.
2. In the **Tax Code/Tax Jurisdiction Code determination** popup, click **Yes** to change the tax values in all items and on the **Taxes, rates** tab.
If you click **No**, no values will change.
3. In the **Display logs** dialog box, click **Continue** .
- 4.

All the tax codes are re-determined.

Populate taxes and rates

After tax determination is complete and the required item or accounting lines have been populated, the corresponding logic for populating the tax table fields is applied. This is based on the application version and the priority defined for the tax determination.

- **Legacy Process Director Accounts Payable logic**

This is a legacy procedure to populate the tax table fields and is used in the following cases.

- The tax determination framework is configured to be compatible with version 7.4 or lower.
- The tax determination framework is configured to be compatible with version 7.5 or higher, and the legacy tax code determination type has the highest priority for a particular document.

- **Binary- or purchase order-based logic**

This logic is used when the tax determination framework is configured to be compatible with version 7.5 or higher, and the legacy tax code determination type has a lower priority than the binary or purchase order determination type.

This procedure scans the required item or accounting lines to obtain the tax code and tax jurisdiction code values; or in some cases, only one of the two. All the scanned lines must have the same values, which are then entered in the corresponding fields of the tax table.

i The tax table is populated with the tax code and tax jurisdiction code values only when those corresponding values are empty in the tax table. These values are populated independently of each other.

See the *Process Director Accounts Payable Configuration Guide* for more information about tax code determination types.

Manage account assignments

You can assign G/L accounts and cost elements in FI and MM documents. FI documents only have line items that are not related to a purchase order. MM documents may have some items related to a purchase order, and other items not related to a purchase order. You can add multiple account assignments to split the cost of a single item among different cost elements.

Change account assignments

You can change account assignments in the document detail view. How you change account assignments depends on the invoice document type.

FI documents

To change account assignments for an FI document, complete the following step.


- In change mode, in the **Account assignment data** area, type the G/L account, cost element, and other values.



i Instead of manually entering the account information, you can obtain it from an [account assignment template](#).

MM documents PO-related items

Changing the account assignments for PO-related items may not be possible, depending on the restrictions set in the purchase order.

To change account assignments for PO-related items in an MM document, complete the following steps.

1. Optional. To view the planned account assignments from the purchase order, click **Display Planned Account Assignment** .

2. In the line item area, in change mode, click **Edit Account Assignment**  button.
 - In case you have multiple account assignment rows for deletion, select them and click **Delete Row**.
 - You can click **Add Row** to add a new account assignment line if the following conditions are met:
 - a. **Account Assignment Changeable at IR** is configured for the account assignment category in the transaction OME9.
 - b. The **Goods Receipt** check box is not selected, or the **Goods Receipt** check box is selected while the check box **GR non-valuated** is selected as well for the PO item.
3. Type the account values and click **Take over** .

MM documents Non-PO-related items


To change account assignments for non-PO related items in an MM document, complete the following step.

- In the **Account assignment data** area, type the G/L account, cost element and other values.

Account assignment templates

Account assignment templates are a combination of account information and G/L accounts.


You can create these templates for recurring account assignments for FI documents. You can also delete existing account assignment templates that are no longer needed.

 You can only use account assignment templates if the corresponding function has been activated in the configuration.

Create an account assignment template

To create an account assignment template, complete the following steps.

1. In the document overview list, in the **DocNo** field, click the number of an editable FI document.
2. In change mode, in the **Account assignment data** area, type the G/L account, cost element, and the other values that you want to save as a template.
3. On the **Change** menu, click **Account Assignment Templates > Save Account Assignment Template**.
4. In the **Save Assignment Template** dialog box, type a name for the new template.
5. Click **Continue**.

 Only FI document fields from the BSEG table are saved in the template. Fields that are specific to Process Director Accounts Payable are not saved.

Select an account assignment template

To use the account assignments of an existing template, complete the following steps.

1. In the document detail view, in change mode, on the **Change** menu, click **Account Assignment Templates > Select Account Assignment Template**.

2. In the **Select Assignment Template** dialog box, search for and select the template that you want to use.

3. Click **Continue**.

If the document already contains account assignments, you have the following options.

- To replace the existing assignments with the account information from the template, click **Delete**.
- To add the account information from the template to the existing assignments, click **Do not delete**.

Delete an account assignment template

To delete an account assignment template, complete the following steps.

1. In the document detail view, in change mode, on the **Change** menu, click **Account Assignment Templates > Delete Account Assignment Template**.

2. In the **Delete Assignment Template** dialog box, search for and select the template that you want to delete.

3. Click **Continue**.

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


Add the material data

For an MM document, you can enter material data for each line item. Adding complete material information allows you to post the invoice against final products and transfer it to the SAP system.

To add the required material data, complete the following steps.

1. Select an existing MM document or create one by using a purchase order.

2. In the document detail view, go to change mode.


3. If the material data is not already displayed, click **Material** .

The following fields are mandatory for the document to be successfully posted in SAP.

- Material
- Plant
- Amount
- Quantity
- Tax code

4. Enter the required information.

The **Material** data section inherits the properties of the MM document, which means that you can view, edit, archive, park, or post the document after specifying the required data.




 After posting the document, you cannot edit the material data.

5. Click **Save** .

Change the payment terms

The payment terms on an invoice are usually retrieved from the vendor master data in SAP, but you can change them. If you clear all the payment terms fields, Process Director Accounts Payable automatically inserts the payment terms values from the vendor master data or purchase order. Unlike **MIRO**, you cannot post a Process Director Accounts Payable document if the payment terms fields are empty.

To change the payment terms, complete the following steps.

1. In the document detail view, go to change mode.
2. On the **General** tab, in the **Terms of payment terms from SAP** group, click **Display/Change** .
3. Optional. To view the payment terms from the vendor master data, click **Payment terms from SAP** .
4. Type the payment terms values.
5. Click **Save** .


Vendor invoice for capital goods

On the **General** tab for MM invoices, for the company codes of countries that require it, selecting the Investment ID check box indicates that you are dealing with a vendor invoice for capital goods.

Change the payment method

If a vendor has only one payment method assigned, this payment method is retrieved from the vendor master data in SAP and assigned to the invoice. It is displayed on the **Invoice** tab in the document detail view.

To change the payment method, complete the following steps.

1. In the document detail view, go to change mode.
2. On the **Invoice** tab, select the payment method you want to assign.
3. Click **Save** .


Split the payment amount


For every line item in FI and MM documents, you can split the final payment amount and define different payment methods, terms, and method supplements. This feature is only available if amount splitting is activated for the company code in SAP.

To split the payment amount, complete the following steps:

1. In the document detail view, go to change mode.

2. On the **Amount split** tab, press Enter to switch between the lines and fill in each amount with the required value.



 The remainder is automatically populated.

3. Fill in the payment method, terms, and method supplements information for each line.
4. Click **Save** .

Transfer a document to FI or MM

You can transfer documents from FI to MM or from MM to FI. MM documents must always have a corresponding purchase order, so you must specify a purchase order or delivery note number when you transfer an FI document to MM.

To transfer an invoice document to FI or MM, complete the following steps.




1. Click **Transfer FI <-> MM** .
2. Complete one of the following steps.
 - If the document is an MM document, click **Yes** to confirm the transfer to an FI document.
 - If the document is an FI document, type the purchase order or the delivery note number, then click **Finish** .

Copy one-time vendor data

You can search for one-time vendors that users have previously entered in Process Director Accounts Payable and copy the vendor data into the current document.

To copy one-time vendor data, complete the following step.

Prerequisite: A CPD vendor number is present in the Vendor field.

1. In the document detail view, go to change mode.
2. On the **Invoice** tab, click **Copy one-time vendor data**  and select a vendor.
3. Optional. To view and edit the address and bank data of the selected vendor, complete the following substeps.
 - a. Click **Address** .
 - b. In the **Address and Bank Data** dialog box, type the values and click **Continue** .

Create Process Director documents



Move or copy to a Process Director document

If configured in your system, you can create other Process Director document types, such as Financial Postings or Down Payments, using the data of a Process Director Accounts Payable

document. You can move or copy the data to the new document. If you move the data, you can no longer edit or post the Process Director Accounts Payable document, or send it to a workflow.

The system transfers MM document line item data and FI document accounting line data to the Process Director document. Exactly which data the system transfers depends on your system configuration.





To create a Process Director document, complete the following steps.


1. On the **Extras** menu, click **Create PD document**.
2. In the **Transfer to PD** dialog box, in the drop-down list, select the type of document to create.
3. Select the **Finalize after PD document create** check box to prevent users editing the document after transfer to Kofax Process Director.
4. Click **Continue** .
5. Optional. A new document of the selected type appears in Kofax Process Director with the **Transferred to PD**  status icon. Double-click this icon to display the new document.

Create down payments


You can create down payment requests using the data of a Process Director Accounts Payable document.


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

1. Select the Process Director Accounts Payable document that you want to use to create the down payment request.
2. On the **Extras** menu, click **Create PD document**.
3. In the **Transfer to PD** dialog box, from the drop-down list, select **Down payment**.
4. Select the **Finalize after PD document create** check box to prevent users editing the document after transfer to Kofax Process Director.
5. Click **Continue** .
6. In the **Transfer to PD - Down payment** dialog box, use the search help to enter the **Target Special G/L Indicator** value.
7. Click **Continue** .
8. The **Display logs** window is displayed, stating the creation and transfer of the Kofax Process Director Down Payment document.
9. Click **Continue** .
10. Optional. The document is displayed with the **Transferred to PD**  status icon. Double-click this icon to display the details of the new document.


 For down payments, warnings do not block them from being automatically posted in Kofax Process Director.

Reject a document

Sometimes, you may want to reject a document. Rejected documents have the Rejected  status.

 You cannot reject posted documents.

To reject a document, complete the following steps.








1. On the **Document** menu, click **Reject**.
2. In the **Reject document** dialog box, click **Yes**.
3. Depending on your system configuration, a dialog box opens in which you must specify the reason for rejecting the document. You may have to select a rejection reason, type a note, or do both.
4. Click **Save** .












Follow-up flags

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.

Automatic follow-up flags

Process Director Accounts Payable automatically sets the following follow-up flags in specific situations.


ID	Icon	Situation
AT		A user adds an attachment in Process Director Accounts Payable.
BA		A user adds an attachment in Web Board.
BN		A user adds a note in Web Board.
CA		A user adds an attachment in Work Cycle. This applies only to Web Application attachments, not <code>/COCKPIT/WC</code> attachments.
CN		A user adds a note in Work Cycle, irrespective of whether the user adds the note in the Web Application or <code>/COCKPIT/WC</code> .
D1		There are less than x days to the invoice's first due date, Due Days 1. Your system administrator sets the value of x .
D2		There are less than x days to the invoice's second due date, Due Days 2. Your system administrator sets the value of x .


ID	Icon	Situation
DD		There are less than x days to the invoice's net due date. Your system administrator sets the value of x .
DO		Payment is overdue.
IA		A price or quantity check has failed.
IG		A goods receipt is missing.
IP		There is a price difference.
IQ		There is a quantity difference.
MS		A user sends a message for the document.
PT		The vendor changes the payment terms for the invoice in Web Board.
SA		A user adds an attachment in Kofax Supplier Portal.
SN		A user adds a note in Kofax Supplier Portal.
TR		At least one tax code or tax jurisdiction code could not be determined.

Set a follow-up flag

Your system configuration may allow you to manually set your own follow-up flags. You can assign more than one flag to a document. When you move the mouse pointer over the follow-up flag icon, a + symbol in the tooltip indicates that there is more than one flag.


To set a follow-up flag for a document, complete the following steps:

1. On the **Extras** menu, click **Set follow-up flag**.
2. In the **Follow-up flag** dialog box, click **Set new flag**.
3. Select a follow-up flag and click **Continue**  twice.

 Even after the document is posted, the follow-up flags at line item level remain so that the workflow recipients can also view the information.

Delete a follow-up flag

To delete a follow-up flag, complete the following steps.

1. On the **Extras** menu, click **Delete follow-up flag**.
2. In the **Delete follow-up flag** dialog box, select the follow-up flag and click **Continue** .



Communication

You can use messages, notes and attachments to communicate with other Process Director Accounts Payable users.

Send a message

You can send emails to vendors from within Process Director Accounts Payable, without opening your email program. Pre-defined message templates may be available that you can use to compose your message. The reply email address is usually the one that is saved in your SAP user profile. You can send the same message for multiple documents that have the same vendor or no vendor. A follow-up flag indicates that you have sent a message for the selected documents. The message ID of the most recently sent message is displayed in the document overview list (you may have to add the Message column to the grid layout).



To send a message, complete the following steps.

1. On the **Document** menu, click **Send message**.
2. In the **Message** list, select a message template.
3. Optional. The vendor's email address appears automatically in the **E-mail address** field. To send the email to other recipients, click **More recipients**  and type the email addresses in the **More recipients** dialog box.
4. Optional. Change the subject line and the email text.
5. Optional. Select a language and make any necessary changes to the text.
6. Optional. To send document attachments with the message, click **Attachments**  and select the attachments.
This button is only displayed if the document has attachments. See [Attach a file to a document](#) for information on adding document attachments.
7. Optional. To reject the document in Process Director Accounts Payable, select the **Reject document** check box.
8. Click **Send**.

Create a note


You can communicate with other users by adding notes to Process Director Accounts Payable documents.

To create a note, complete the following steps.

1. Click **Create note** .
2. In the **Note type** list, select the type of note to create.
 - To communicate with another user of Process Director Accounts Payable, select **Kofax Process Director note (internal)**.
 - To communicate with a Kofax Supplier Portal vendor, select **Kofax Supplier Portal note for/from vendor**. To receive notes, vendors must be registered in Kofax Supplier Portal. When you create a Kofax Supplier Portal note, a follow-up flag is set on the document.
 - To communicate with a Kofax Work Cycle user, select **Work Cycle workflow note**. Users cannot view Process Director Accounts Payable notes in Kofax Work Cycle, so you must create a Kofax Work Cycle note, instead of a Process Director Accounts Payable note. When you create a Kofax Work Cycle note, a follow-up flag is set on the document.
3. Optional. Type a description for the note.
4. Type the note text.
5. Click **Save** .

View notes

To view notes, complete the following steps.

1. Click **Display note** .
2. Double-click the note you want to view.


Attach a file to a document


You can attach files to Process Director Accounts Payable documents. These files are also available as attachments to posted SAP documents.

Prerequisite: Your system configuration supports file uploads.

To attach a file to a document, complete the following steps.

1. In the document detail view, on the **Services for Object**  button menu, click **Create > Store business document**.


 Do not click **Create Attachment**, otherwise the attachment will only be visible in the Kofax Process Director SAP GUI, not in the Web Application or in the corresponding SAP document.

2. In the **Archive from Frontend** dialog box, perform one of the following actions.
 - Select the type of file you want to upload, then drag the file from your file system into the **Archive from Frontend** dialog box.
 - Double-click the type of file you want to upload, then select the file and click **Open**.
3. Click **Continue** .

View document attachments

You can view files that are attached to Process Director Accounts Payable documents.

To view a document attachment, complete the following steps.

1. In the document detail view, on the **Services for Object**  button menu, click **Attachment list**.
2. In the **Service: Attachment list** dialog box, double-click the attachment.

Document versions

When you change and save a document, Process Director Accounts Payable saves a new version.

You can view any previous version of a document, and also compare versions to see which field values have changed.

View a document version

To view a document version, complete the following steps.

1. On the **Extras** menu, click **Display versions**.
2. In the **Display document version** dialog box, double-click the version.
3. To return to the document, on the **Goto** menu, click **Back**.

Compare document versions


To compare document versions, complete the following steps.

1. On the **Extras** menu, click **Compare versions**.
2. In the **Display of changes between versions** dialog box, in the selection lists, select the versions to compare.
3. By default, header data changes appear in the dialog box. To view changes to other data, click one of the following buttons.
 - **Items**
 - **Account assignments**
 - **Display tax data**
 - **Item accounting**
4. To view header data again, click **Hdr. data**.

Post documents


This chapter explains how to perform posting functions in Process Director Accounts Payable.

Post a document

Posting a Process Director Accounts Payable document creates a corresponding document in SAP. The SAP document number appears in the Invoice tab in the Process Director Accounts Payable document, and the status changes to Posted . After you post a document, you cannot edit it.

When posting documents, Kofax Process Director performs the following actions.

- Performs the standard checks that run when you check a document.
- If only one payment method has been set for the vendor, Kofax Process Director assigns that payment method to the new document. If several payment methods have been set, or if a vendor does not have a payment method assigned, Kofax Process Director does not assign a payment method.

 For documents with material data, the BAPI does not support the check box field **Line Item Not Liable to Cash Discount**. If you use this field, perform the document instead of posting.


To post a document, complete the following step.

- Click **Post** .

Messages appear if the document contains errors that prevent posting. Correct the errors and then try to post again.

Perform a document

Performing a Process Director Accounts Payable document opens it in an SAP transaction, such as FB01, FB60 or MIRO. Which SAP transaction opens depends on your system configuration and which kind of document you perform. You can edit and post the document in the SAP transaction.

After you successfully post the document in the SAP transaction, you return to Process Director Accounts Payable. The SAP document number appears in the Invoice tab in the Process Director Accounts Payable document, and the status changes to Posted . After you post a document, you cannot edit it.

If you leave the SAP transaction without posting the document, you return to Process Director Accounts Payable and you can edit the document.

i The following limitations apply:


- SAP Standard BDC (Batch Data Communication) can only transfer eight PO numbers for purchase order related invoices.
- For documents with material data, only the base unit stored in the material master record is supported. A different base unit cannot be transferred to MIRO.

To perform a document, complete the following step.

- Click **Perform** .

The document is saved in Process Director Accounts Payable before being opened in the configured SAP transaction.

Park a document

Parking a Process Director Accounts Payable document creates a corresponding document in SAP. The SAP document number appears in the Invoice tab in the Process Director Accounts Payable document, and the status changes to Parked . After you park a document, you cannot edit it in Process Director Accounts Payable, but you can edit it in SAP.

The Park function may not be available in your system. Normally, in Process Director Accounts Payable, you save documents rather than parking them.

To park a document, complete the following step.

- Click **Park** .


Reverse a document

You can reverse a posted document. You cannot reverse paid documents.

i Reversing documents outside of Process Director Accounts Payable using the standard SAP transactions `MR8M` and `FB08` only updates the status in Process Director Accounts Payable if the appropriate Process Director Accounts Payable BTE implementation is activated in your system.

To reverse a document, complete the following steps.

1. On the **Document** menu, click **Reverse**.
Depending on your system configuration, the system reverses the document immediately, or the **Reversal confirmation** dialog box opens.
2. In the **Reversal confirmation** dialog box, in the **Reversal Reason** field, select the reversal reason.

3. Optional. Type a **Posting Date** and **Period**.
If you do not type values here, the system uses the posting date and period of the original document.
4. Optional. For MM documents and FI documents posted in MIRO, the **Automatic clearance** check box is available. Select this check box to clear the corresponding FI document on the vendor account. If you clear this check box, you must clear the FI document manually in transaction F-44.
5. Click **Reverse document** .


The SAP document number is removed from the Process Director Accounts Payable document and the document status reverts to Unposted/error-free. You can now edit, post or park the document.

Import a document

Importing an SAP document creates a new, posted Process Director Accounts Payable document with the data of the posted SAP document. If you already have a corresponding Process Director Accounts Payable document, use the Finish function instead.

For example, you may want to import a document if you manually posted an invoice in SAP and you want a corresponding document in Process Director Accounts Payable for auditing or statistical purposes.

To import a document, complete the following steps.

1. On the **Document** menu, click **Import SAP document**.
2. In the **Import from SAP document** dialog box, select the type of document to import and type the SAP document values in the fields.
3. Click **Execute** .

Finish a document

Finishing a document creates a posted Process Director Accounts Payable document with the data of the posted SAP document. Use the "Finish" function when you have an unposted Process Director Accounts Payable document, but you have already posted the corresponding invoice in SAP. If you do not have a corresponding Process Director Accounts Payable document, use the "Import SAP document" function instead.

Process Director Accounts Payable checks that the SAP document and the Process Director Accounts Payable document are the same, preventing you from connecting unrelated documents.

To finish a document, complete the following steps.





1. On the **Document** menu, click **Finish**.
2. In the **Complete document** dialog box, type the SAP document number and fiscal year and click **Finish**.

Fast Entry

With Fast Entry you can transfer document images to Process Director Accounts Payable with little or no document data. You manually add the document data from the scanned image in Process Director Accounts Payable. You must transfer a Fast Entry document to a regular Process Director Accounts Payable document before you can send it to a workflow or post it. You can also create a new Fast Entry document in Process Director Accounts Payable and upload the image as an attachment.




Create a Fast Entry document

To create a Fast Entry document, complete the following steps.

1. Go to the `/COCKPIT/3` transaction.
2. In the selection screen, select search criteria and click **Execute** .
3. Click **Create document** .
4. To upload an image, click **Upload attachment** .
5. In change mode, type the values in the fields.
6. To transfer the document to a Process Director Accounts Payable document, click **Transfer** . The data does not have to be complete or error-free.

Add data to a Fast Entry document

To add data to a Fast Entry document, complete the following steps.

1. Go to the `/COCKPIT/3` transaction.
2. In the selection screen, select search criteria and click **Execute** .
3. In the document overview list, in the **DocNo** field, click the document number.
4. Optional. To view the scanned image, click **Display image** .
5. In change mode, type the values in the fields.
6. To transfer the document to a Process Director Accounts Payable document, click **Transfer** . The data does not have to be complete or error-free.

User settings for Fast Entry

To change the user settings, complete the following step.

- On the **Extras** menu, click **User settings**.

The following user settings are available in Fast Entry.

The **Log display** group has the following options.

Show all messages immediately in log

Displays individual messages when viewing document log messages.

The **Document processing** group has the following options.

Create another document after transfer

After you transfer a document, a new, empty Fast Entry document automatically appears in the document detail view.

If possible, always enter detailed view in change mode

Displays documents in change mode when you open them.

If someone else is currently the processor of the document, a prompt appears asking you if you want to take over processing. To edit the document, you must take over processing.

Message attachments

This option specifies which attachments are selected by default when you send a message.

i These are only general settings. Which attachments are actually selected by default also depends on the configuration of the messages and attachments, and on the archiving doc type.

Show payment terms change information popup

Displays a warning message to remind you that Kofax Process Director Accounts Payable will automatically insert the payment terms values from the vendor master data or purchase order when you clear all the payment terms fields.

The **Display image in detail screen** group has the following options.

Immediately display image if in the detail screen

Displays the document image in the document detail view.

Dock control

Specifies the position of the image on the screen. **No docking** displays the document in a separate window.


i ITS/WEBGUI does not support image docking.

The **Detail screen settings** group has the following options.


Status line

Determines which information appears in the status line at the top of the document.

Create several lines at once in detail screen

Adds several lines instead of a single line when you click **Insert line**  to add new items to a document. Activate this setting only if you require several lines very frequently and it would take too long to insert the lines individually.

How many new lines

The number of new lines to add when you click **Insert line** . The maximum number is 255.

Position new lines

Specifies the new lines' position in the table.

Nota fiscal documents

A nota fiscal document accompanies all goods deliveries in Brazil. It is a combined delivery note and invoice. You can process notas fiscais like other invoices in Process Director Accounts Payable . Posting a nota fiscal document in Process Director Accounts Payable creates a nota fiscal document in SAP.

Nota fiscal is only available for documents with a Brazilian company code.

About nota fiscal tax data

You cannot change the tax data in the Process Director Accounts Payable document. If there are errors, you can perform one of the following actions.

- Correct the purchase order or master data in SAP
- Send a debit or credit invoice to the supplier
- Reject the document in Process Director Accounts Payable

Display nota fiscal tax data

To display tax data in a nota fiscal document, complete the following steps.

1. To display the total tax values, click the **Tax Brazil** tab.
2. To display tax data from the NF-e XML, in the line item, click **Item Tax** on the left.
3. To display tax data from the SAP purchase order, in the line item, click **Item Tax** on the right.

Check a nota fiscal document

When you check a nota fiscal document, Process Director Accounts Payable compares the tax data in the SAP purchase order with the NF-e XML tax data. If the tax types or values are different, an error message appears and you cannot post the document to SAP.

To check a nota fiscal document, complete the following step.


- Click **Check** .

About posting nota fiscal documents

When posting nota fiscal documents, you must be aware of the following facts.

- The Nota Fiscal (NF) Type field on the Invoice tab must be filled.
For example, for paper invoices the value is E1, for services invoices IS, and for XML invoices E5. There are also other nota fiscal types.
- The Business Place field on the Invoice tab must be filled.
- You cannot change tax data in the Process Director Accounts Payable document, only in the nota fiscal.
- The Calculate taxes check box on the Taxes tab must remain selected.
- When you check a document, tax amounts from the XML data are used in the balance calculation.
- Changing header data does not change the nota fiscal.
- For electronic invoices, you must use the Post function in Process Director Accounts Payable, not the Perform function. You may use the Perform function for other types of invoice.

Post a nota fiscal document

When you post a nota fiscal document, the system creates an invoice in **MIRO** and updates the nota fiscal tax data and electronic invoice information. The status of the Process Director Accounts Payable document changes to Posted .

To post a nota fiscal document, complete the following step.

- Click **Post** .

Goods and Services Tax (GST) India

GST is a Value Added Tax (VAT) that came into effect from 2017 on the supply of goods and services in India. It replaces the multiple cascading taxes that previously existed.


In Process Director Accounts Payable, you can view, add, edit, and transfer GST data.


GST data is available in the following cases.

- An MM or FI document contains an Indian company code.
- The `EX_GST_RELE` export parameter of the standard `J_1IG_DATE_CHECK` SAP module returns X.

Display GST data

To display GST data in MM and FI documents, complete the following steps.


1. In the document detail view, click the **Invoice** tab.
The header data contains the corresponding GST data fields.
 - **GST Partner**
 - **Place of Supply**
 - **Business Place**
2. If the item data is not already displayed, click **Item data**  to view the corresponding **HSN/SAC Code** and **Assessable Value** fields.

 The **Assessable Value** field is active only if the **Condition Type** field has been populated.

Add GST data

To add GST data, complete the following steps.

1. Open an existing MM or FI document, or create a new one.
2. Click the **Invoice** tab.
3. In the header data, type a value or use the search help for the following fields.
 - **GST Partner**
 - **Place of Supply**
 - **Business Place**

4. If the item data section is not already displayed, click **Item data** .

a. In the **HSN/SAC Code** field, type the required code.

b. In the **Assessable Value** field, type the required value.

After specifying the required data, you can view, edit, or archive the MM or FI document.

5. Click **Save** .

Check GST data

When you check a document that has GST fields activated, if so configured, the system returns an error message and you cannot post the document because SAP does not support the standard posting functionality for GST data.

To transfer the data to SAP, use the Perform function.




Workflows

You can use workflows to send documents electronically to obtain or provide information, clarification and approval. Workflows may start automatically or you can start them manually.

When a document is in a workflow, you cannot edit it in Process Director Accounts Payable. Only workflow processors can edit it in Work Cycle.


Start a workflow

To start a workflow on a document, complete the following steps.



1. Click **Start workflow** .
2. In the **Start workflow in Work Cycle** dialog box, in the **Workflow** list, select the workflow. Which workflows are available depends on which document you select.
3. If the workflow has multiple steps, the steps appear at the top right of the dialog box. Double-click a step to select it.
4. In the **Receiver** field, type a recipient. Depending on the workflow configuration, you may have to select a user type for each recipient.
The recipients may also be pre-defined. The green **Status**  icon indicates recipients are assigned to the workflow step. The red **Status**  icon indicates that no recipients are assigned.
5. Click **Start**.

Start a bulk workflow

To start a workflow on several document, complete the following steps.

1. In the document overview list, select two or more documents that you are starting a workflow for.
2. Click **Start workflow** .
3. In the **Start workflow in Work Cycle** dialog box, in the **Workflow** list, select the workflow. Which workflows are available depends on which documents you select.
4. If the workflow has multiple steps, the steps appear at the top right of the dialog box. Double-click a step to select it.

5. In the **Receiver** field, type a recipient. Depending on the workflow configuration, you may have to select a user type for each recipient.


The recipients may also be pre-defined. The green **Status**  icon indicates recipients are assigned to the workflow step. The red **Status**  icon indicates that no recipients are assigned.

- a. In case the workflow has pre-defined recipients and you want to keep them as previously assigned, continue to the next step.
 - b. In case the workflow has pre-defined recipients and you want to assign new ones that will be the same for all the documents of the workflow, select the **Overwrite receivers** check box located above the **Receiver** field and then type a new recipient or several recipients.
6. Click **Start**.

Assign line item approvers

If line item approval is active for a workflow step, you can assign different people to approve the individual line items or account assignments in the document. The assigned users can view and approve their respective line items, and also line items with no assigned approver.

To assign line item approvers, complete the following steps.

1. In change mode, in the **Item data** area or the **Account assignment data** area, in the **Next proc.** field, type the approver names for the different items.
You do not have to enter approvers for all items. Any of the approvers can view and approve items with no assigned approver.
2. Click **Start workflow** .
3. In the **Start workflow in Work Cycle** dialog box, in the **Workflow** list, select the line item approval workflow.
The assigned approvers appear in the **Receiver** field.
4. Click **Start**.

Recall a document

You can cancel a workflow by recalling the document from the workflow. You can also recall documents from a workflow step, which sends the document back to the processor of the previous step.

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

1. On the **Workflow** menu, click **Recall document**.
2. In the **Cancel workflow** dialog box, perform one of the following actions.
 - To recall a workflow step, select the step and click **Step-Recall**.
 - To recall the entire workflow, click **Complete-Recall**.

View the workflow status

Basic information about a workflow appears in the Display workflow status dialog box, such as information about when the workflow started, the due date, who approved the document, and who the next processors are.

To view the workflow status, complete the following step.

- On the **Workflow** menu, click **Display status**.

Send a workflow reminder

You can send an email to workflow processors to remind them to process the document.

To send a workflow reminder email, complete the following step.

- On the **Workflow** menu, click **Send reminder**.

Reports

This chapter explains how to use the reports that are available in Process Director Accounts Payable . To use these reports, you must have the appropriate authorizations.

Accrual report

An accrual report collects aggregated accrual information from all un-posted Process Director Accounts Payable documents. The report displays all line items that are not yet posted. The report does not include parked documents.

If Kofax Process Director for Financial Postings is installed, you can select line items in the report and create a Kofax Process Director Financial Posting document consisting of all selected line items and one aggregated offsetting or balancing position. If the Financial Postings process type is not installed, you can process items manually and mark them as processed.

In the selection screen, you can specify selection criteria to restrict the report to documents that correspond to the criteria. You can run the report for multiple company codes, but you can only edit fields or create Kofax Process Director documents for a single company code, and only if no other user is processing the report for the selected company code.

Create an accrual report

To create an accrual report, complete the following steps.

Prerequisite: You have a license for Kofax Process Director Financial Postings and authorization for the /EBY/ICIV_ACCR_REP transaction.

1. Go to the /N/EBY/ICIV_ACCR_REP transaction.

i If another user is currently editing the report for the same company code, a message is displayed that the corresponding documents are locked for editing.

2. In the accrual report selection screen, select criteria for the report and click **Execute** .


The accrual report selection screen

In the accrual report selection screen you specify selection criteria, report options, report layout and message settings.


In the **Main selection**, **Accounting** and **Document Status** groups, you can specify general selection criteria, accounting values and document status. You can only edit data and create a Kofax Process Director accrual document if you select a single company code.

The **Options** group has the following options.

Include processed items

Select this check box to include line items in the report that you have added to an accrual document or processed manually. The Processed  status icon indicates a processed item.

Include statistical header lines

Select this check box to display header lines in the report. The Header line  icon indicates a header line. These lines are for information only. Do not select them when creating an accrual document.

Exclude Balance Sheet accounts

For FI documents, select this check box to include only line items with G/L accounts that are relevant to the P&L. If you clear this check box, the report also includes line items for balance sheet accounts.

Exclude blank Acct. Ass. Cat.

For MM documents, select this check box to exclude line items with no account assignment category.

Exclude posted valuated GR (MM)

For MM documents, select this check box to exclude line items that have a posted valuated goods receipt. For these line items, costs are valuated on the P&L when you enter goods receipts, so you can usually exclude these items.

In the **Currency conversion settings** group, you can specify settings for currency conversion.

If line items do not have the same currency as the company code, the system can convert the gross amount and net amount currency when you create the report. Converted values and the original values appear in the report.


Select one of the following options.

- **Convert to local currency**

To convert currency values to the currency of the selected company code, select the **Convert to local currency** check box and press Enter, then select an **Exchange Rate Type** and **Conversion Date Option**.

- **Currency to convert To**

To convert the values to a specific currency, in the **Currency to convert To** field, type the currency and press Enter, then select an **Exchange Rate Type** and **Conversion Date Option**.

 These values are only for information purposes and are not transferred to the accrual document. Currency values are always converted to local currency in the accrual document.


In the **Presets for Accrual creation** group, you can specify a default document date, posting date, reverse posting date and tax code for the created accrual documents.

In the **Fast Coding Entry (default values)** group, for FI documents that are not in a workflow, you can specify a default G/L account and cost element value. First select the cost element type, then type a value. These values appear in the corresponding fields in the report. Existing entries are not overwritten. You can edit these fields in the report if you select a single company code and no other user is currently editing the report for that company code.

In the **User settings** group, you can select a default layout for the report. You can also specify which types of messages appear and how they appear.

With an advanced message pop-up window, you can expand and collapse message sections and sort and filter the messages. A simple message pop-up window just shows the messages and no additional controls are available.

Create an accrual document

If Kofax Process Director for Financial Postings is installed on your system, you can create an accrual document from selected items in the accrual report. If the Financial Postings process type is not installed, you must process the items manually. Items for which you have created an accrual document, or which you have manually processed, have the Processed  status icon in the report.


Prerequisite: You have selected a single company code on the report selection screen, and no other user is currently editing the report for the given company code.



To create an accrual document, complete the following steps.

1. In the accrual report, select the line items to add to the accrual document.


You can select up to 950 line items. You must select all items of each document to include in the accrual document.

Perform one of the following actions.

- Select all line items of each document to include in the report.
- Select one line of each document to include in the report, then click **Select all document items** .

 The Header line  icon indicates a header line. These lines are for information only. Do not select them when creating an accrual document.

2. Click **Create Accrual** .

 This button is not displayed if another user is currently editing the report for the same company code.

3. In the **Create Accrual** dialog box, type the required values.

In the **Text creat opt.** field, you can select what to display in the **Item text** field of the accrual document line items.

- Text of the original Process Director Accounts Payable document
- Line item number of the original document
- Invoice information, consisting of *Invoice number:Vendor Number:Document date*. The invoice number comes from the **Reference** field of the invoice to which the item belongs.

4. Click **Create Accrual**.

Edit fields in an accrual report

For FI documents, you can edit the G/L Account and the cost element fields Cost Center, Profit Center, Order and WBS Element. You cannot edit documents that are in a workflow.

Prerequisite: You have selected a single company code on the report selection screen, and no other user is currently editing the report for the given company code.

To edit the G/L account and cost elements, complete the following steps.

1. Click **Display <-> Change** .

i This button is not displayed if another user is currently editing the report for the same company code.

2. Type the new values in the appropriate fields.

i The Network and Network activity fields are hidden by default, but can be made visible using the Change Layout window.


Run checks in an accrual report

Kofax Process Director automatically runs checks when you create an accrual document or edit fields, but you can also check your selections and entries manually.


To run checks, complete the following step.

- Click **Check** .

Process accrual report items manually


If Kofax Process Director for Financial Postings is not installed on your system, you must process accrual report items manually. After processing the items, you can mark them as processed. The Processed  icon indicates processed items.

To mark items as processed, complete the following steps.

1. Select the items.
2. Click **Process items manually** .

i This button is not displayed if another user is currently editing the report for the same company code.

Remove processed items from an accrual report

After you create an accrual document, or mark items as manually processed, these items are marked with the Processed  icon. You can remove such items from the report.

You can only remove processed items for the current session. If you start the report again with the "Include processed items" selection screen check box selected, the report displays the removed items again.

To remove processed items, complete the following step.

- Click **Removed processed items** .


Create a VAT report


You can create a report that collects tax information from all unposted Process Director Accounts Payable documents. The report is summarized by currency and tax code, and also by gross and net amount per currency.

Prerequisite: You have authorization for the /EBY/ICIV_VAT_REP transaction.

To create a VAT report, complete the following steps.

1. Go to the /N/EBY/ICIV_VAT_REP transaction.

 You can also use the /EBY/ICIV_VAT_REPORT_OPT transaction. The two transactions have slightly different layouts.









2. In the VAT report selection screen, select the criteria for the report and click **Execute** .













Appendix A: Quick reference

This chapter provides an overview of the application toolbar buttons and keyboard shortcuts in Process Director Accounts Payable.

Application toolbar buttons

The following buttons are available on the application toolbar. Some buttons are available only in the document overview list and others only in the document detail view.

Icon	Description
	Create a new document. Fast entry and Accrual Report only.
	Transfer a document to Process Director Accounts Payable. Fast Entry only.
	Display and edit a document.
	Check a document.
	Select all document items. Accrual Report only.
	Remove processed items. Accrual Report only.
	Post a document.
	Perform a document (post with an SAP transaction).

Icon	Description
	Park a document.
	Transfer an invoice to FI or MM.
	View document attachments.
	Display or hide messages.
	Display the document detail. Editing is not possible.
	Start a workflow.
	Create a note.
	Display a note.
	Go to the previous document.
	Go to the next document.
	Refresh the document list to show the latest changes.
	Display the legend, which describes the document and workflow status icons.

Keyboard shortcuts

You can use the following keyboard shortcuts.

Shortcut	Description
F3	Return to the previous screen.
F5	Switch between tabs in the header data.
F7	Refresh the display to show the latest changes.
F8	View document details.
F9	Start a workflow.
F12	Cancel the display.
Ctrl+F2	Display the SAP document.
Ctrl+F3	Delete a document.
Ctrl+F4	Display the legend, which describes the document and workflow status icons.
Ctrl+F5	Finish a document.
Ctrl+F6	Create a note.
Ctrl+F7	Display a note.
Ctrl+F9	Go to the previous document (document detail view only).
Ctrl+F10	Go to the next document (document detail view only).
Ctrl+F11	Assign a user.
Ctrl+F12	Display the user settings.
Shift+F1	Display images.
Shift+F2	Display taxes.
Shift+F3	Close Process Director Accounts Payable.
Shift+F4	Post a document.
Shift+F5	Transfer an invoice to FI or MM.
Shift+F6	Display messages.
Shift+F7	Display the vendor.
Shift+F8	Display the purchase order.
Shift+F9	Park a document.
Shift+F11	Check a document for errors.
Shift+F12	Perform a document (post with an SAP transaction).
Ctrl+Shift+0	Import an SAP document.
Ctrl+Shift+F11	Reverse a document.