WORK CYCLE

User Guide for Web Application

Version: 7.2

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Lexmark™

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Introduction

Welcome

Welcome to the *ReadSoft WORK CYCLE 7.2 – User Guide*.

WORK CYCLE is an easy-to-use workflow application that allows you to approve documents sent to you. SAP users can perform these tasks inside the SAP environment. For non-SAP users, a Web Application is available.

This document explains how to approve and reject documents, as well as some other features like uploading attachments and sending queries.

About this guide

This guide describes how to edit and approve documents in WORK CYCLE, the workflow component for PROCESS DIRECTOR Accounts Payable.

Depending on whether you are an SAP user or not, you can access WORK CYCLE in the SAP GUI or via a Web Application.

Note: The appearance and available settings of your system may differ from those shown in this guide.

The guide contains the following sections:

SAP GUI

- Getting started in the SAP GUI
- Editing documents
- Approving documents
- Substitutions

Web Application

- Getting started in the Web Application
- Editing documents
- Approving documents
- Substitutions

Typographical conventions

The following typographical conventions are used:

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

SAP GUI

Getting started

Overview

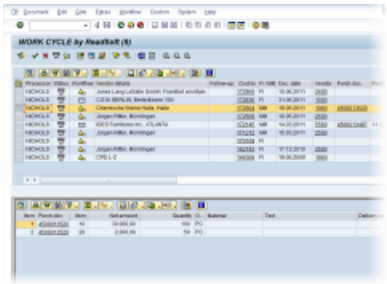
This section explains how to start and logon to WORK CYCLE and navigate its main screens.

- Starting WORK CYCLE
- Worklist
- Document detail
- Document statuses
- Workflow statuses
- Viewing invoice information
- User settings

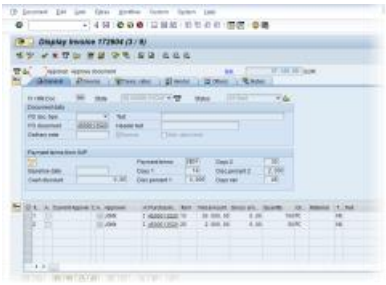
Starting WORK CYCLE

As an SAP user, you can access WORK CYCLE via the SAP GUI or a web browser.

To start WORK CYCLE in the SAP GUI and view all documents you have to approve, go to `/COCKPIT/WC`.

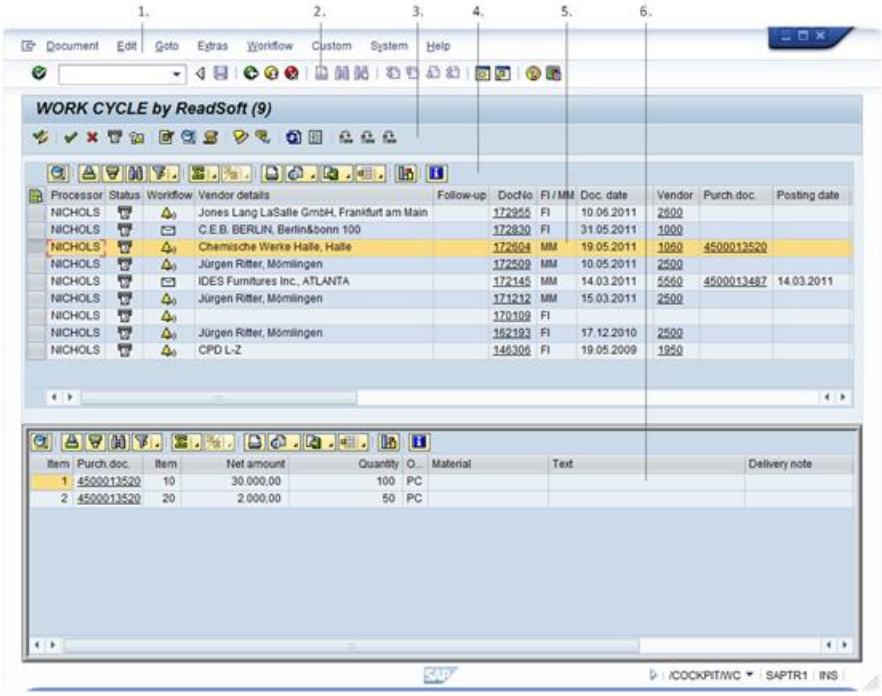


Document list



Document detail

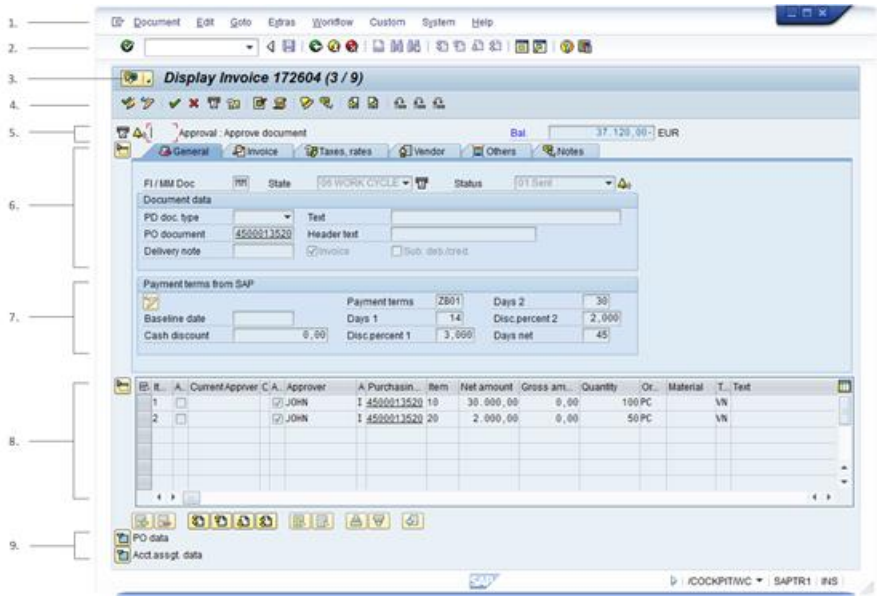
Worklist (SAP GUI)



1. WORK CYCLE menu toolbar.
2. SAP system toolbar.

3. WORK CYCLE toolbar.
4. SAP list toolbar.
5. Document list, showing selected header data.
6. Item data for the selected document.

Document detail (SAP GUI)



1. WORK CYCLE menu toolbar.
2. SAP system toolbar.
3. SAP Services for object menu.
4. WORK CYCLE toolbar.
5. Document status | Workflow status | Workflow step title | Document balance.
6. Header data, with multiple tabs.
7. Payments terms.
8. Line items.
9. Purchase order lines and account assignment data (for FI items) (click to expand the nodes).

Document statuses

Icon	Status	Description
	Unposted/error-free	The document does not contain any errors that prevent it from being posted.
	Errors	The document contains errors that prevent it from being posted.
	Posted	The document has been posted.
	Parked	The document has been parked.
	Rejected	The document has been rejected.
	Unposted/In workflow	The document has not been posted and is currently in a workflow.
	Posted/In workflow	The document has been posted and is currently in a workflow.
	Completed collective invoice	A collective invoice that has been completed. A collective invoice is an invoice that lists one or more individual invoices. Its status changes to **Completed** once all containing invoices have been posted.
	Incompleted collective invoice	A collective invoice that contains one or more invoices which have not been posted.
	Fast entry	A Fast entry document—an invoice image imported along with a minimal amount of header information.

Workflow statuses

Icon	Status	Description
	Sent	The document has been sent to a workflow but the recipient(s) 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 workflow	The document is currently in a workflow and the recipient(s) has opened the document. This status is applied to all workflow steps. For example, when the first step has been approved, the **In workflow** status is displayed when the recipient of the second step has also opened the document.
	Released	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 invoice items have been approved, others have been rejected.
	Retracted	The document has been recalled from a workflow. The workflow has been cancelled.
	Note requested	The document is in a workflow and a note must be attached to the document (but has not yet).
	Notated	The document is in a workflow and a note has been attached to the document.

Icon	Status	Description
	Overdue workflow	The workflow or workflow step is overdue.
	Query sent	A query has been sent to another user.
	Query answered	A query has been answered.

User settings (SAP GUI)

Extras > **User settings**

Setting	Description
Show all messages immediately in log	Displays individual messages when viewing log messages for a document. This allows you to access the required detailed information more quickly.
Jump to next doc. automatically when processing complete	After a document is posted in the detail view the next document to be edited is displayed immediately. This speeds up the processing of multiple documents as it allows you to bypass the overview list.
Exit detail screen when processing complete	After you have successfully processed a document in the detail view, the detail view closes and you return to the worklist. If any messages are shown after you have processed the document, you return to the worklist after you have closed the message log.
overview list without items	Displays the worklist without line items.
Process WC entries	Determines whether approved and rejected documents are removed from your worklist, or whether they are highlighted in the selected color. However, all approved and rejected items are removed when you refresh the list or restart WORK CYCLE.

Setting	Description
Immediately display image if in the detail screen	Displays the document image when viewing documents.
Dock control	The position of the image when displayed. 0 – No docking 1 – Dock left 2 – Dock right **Note**: Image docking is not supported on ITS/WEBGUI.
Don't display balance and status information	Hides documents balance amounts and statuses.
Create several lines at once in detail screen	When you click the **Insert line** button to add new items to a document, several lines are added at once rather than just one line. You should activate this setting only if you require several lines very frequently and it would take too long to insert the lines individually.
Present Idoc as XML	Displays IDocs in XML format.

Viewing invoice information

Overview

In addition to the header and line-item fields in a document, WORK CYCLE also displays other information, including data from SAP (such as the vendor data). This allows you to view this information quickly without having to open a new window and enter transaction codes.

You can view:

- Invoice images
- Purchase orders
- Purchase order history
- Vendor details
- SAP document (posted documents only)
- Workflow status

Invoice image

Extras > **Display image**

SHIFT + F1

Click the button.

The invoice image is the one that was scanned and imported to WORK CYCLE.

You can change where the invoice is displayed in the User settings.

Purchase orders

Go to > **Display purchase order**

SHIFT + F8

1. In the document detail view, click the **General** tab.
2. Click the PO data icon to view the line item information from the purchase order.
   The data is gotten from SAP and cannot be changed in WORK CYCLE.
3. Navigate to **Go to** > **Display purchase order**.
   You jump to `/ME23N`, where you can view the full purchase order record.

Purchase order history

You can view the purchase order history from within PROCESS DIRECTOR , without needing to jump to `/ME23N`.

1. In the document detail view, click the **General** tab.
2. Click the PO data icon to view the line item information from the purchase order.
   The data is gotten from SAP and cannot be changed in WORK CYCLE.
3. Click the button for the item.
   The purchase order history for that item is displayed in a popup window.

Vendor details

Go to > **Display vendor**

SHIFT + F7

1. In the document detail view, click the **Vendor** tab.
   Some basic vendor information is displayed. The data is gotten from SAP and cannot be changed in WORK CYCLE.
2. Click the button.
   You jump to `/FK03`, where you can view the full vendor master record.

SAP documents (posted documents only)

Go to > **Show SAP document**

CTRL + F2

In the document detail view, click the **Invoice** tab and double-click the number in **Document number**. You jump to the corresponding transaction in SAP for viewing that document.

When a document is posted, an SAP document is created and the number added to the PROCESS DIRECTOR **Document number** field.

Viewing the workflow status

Basic information about workflows are contained in the workflow status. This includes things like when the workflow was started, the due date, who has approved the document, and who the next processors are.

To view the workflow status:

1. Highlight a document in the document worklist or open a document.
2. Click/double-click the Workflow status icon or go to **Workflows** > **Display status**.

Editing documents

Overview

This section explains the most common editing tasks and how to approve and reject documents:

- The basics of taking over processing of a document, opening a document for editing, and saving documents.
- Viewing the message logs and previous versions of a document.
- Changing account assignments
- Calculating taxes
- Changing the payment terms
- Proposing line items from the purchase order
- Classifying documents using PROCESS DIRECTOR document types
- Attaching files
- Creating notes
- Viewing approved documents

The basics

Taking over processing

Document > **Take over processing**

F6

Click the button.

When you take over processing of a document, the document is assigned to you. It's an indication that you have opened the document. If other people have been sent the same document for approval, taking over processing may allow you to be the sole processor of the document and removing the document from their worklist(s).

Change mode

Document > **Display/Change**

CTRL + F1

Click the button.

To edit a document, you must first go into Change mode, like in SAP standard. If you have not already taken over processing of the document, you are assigned as the processor.

Note: You may not be able to edit all fields in the document.

Saving documents

CTRL + S

Click the button.

Saving a document saves the current state of a document. This allows you to work on the document over a period, saving the changes as you go, before finally approving the document.

Saving a document also creates a new document version, which is like a log of the changes performed on the document.

Locating errors

Message logs

Extras > **Display messages**

SHIFT + F6

Click the button.

Every action and change performed on a document is recorded. These are saved in message logs. The logs also include errors that the document contained.

Note: Message logs may not tell you what current errors exist in a document.

Note: If a value in a document is changed, the message logs tell you that something was changed, but not what. So see this information, view the document versions.

Document versions

Extras > **Display versions**

Extras > **Compare 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 what field values have beed modified.

Common actions

Changing account assignments

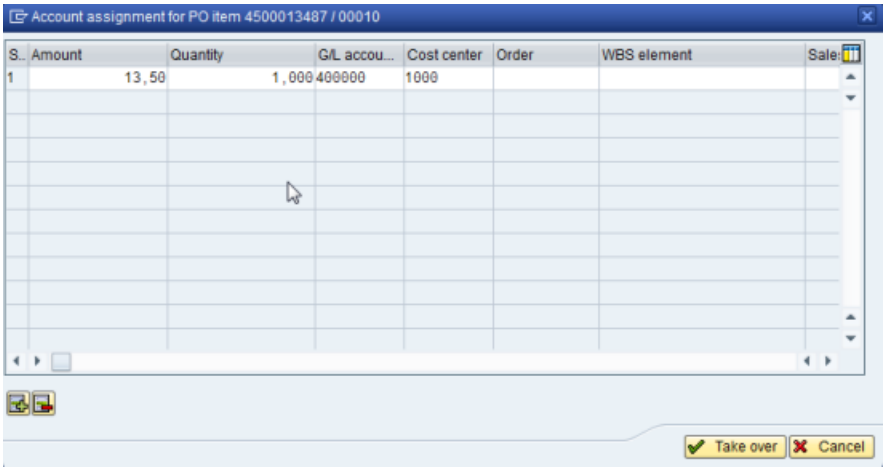
MM documents

MM documents may have PO items (shown in the **Item data** section) and non-PO items (shown in the **Account assignment data** section).

PO items

- To change account assignments for PO items, click the (Account assignment) button.
- To view the planned account assignments from the purchase order, click the (Planned account assignment) button.

Note: Changing the account assignments may not always be possible, depending on the restrictions set in the purchase order.



Editing accounts assignments for MM items. Costs for a single item can be split among different cost centers.

Non-PO items

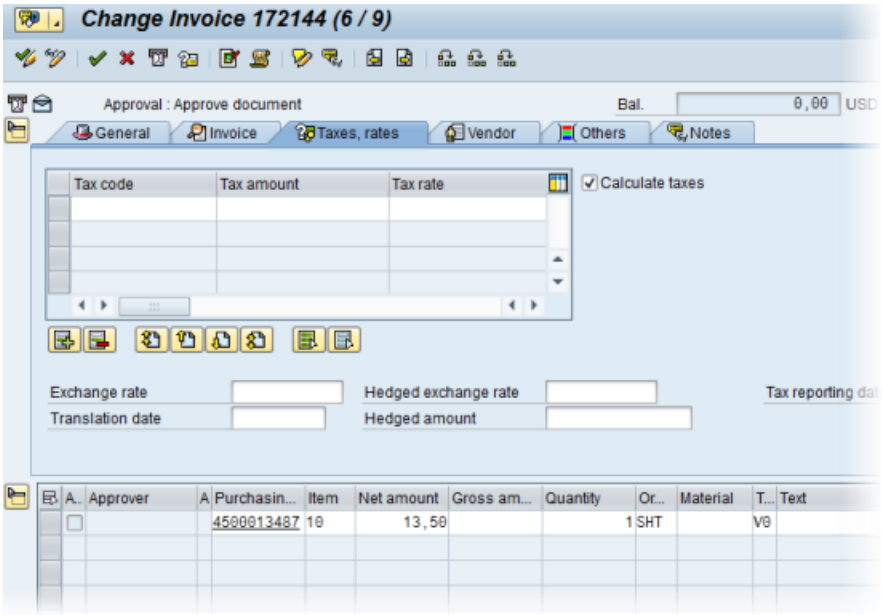
Non-PO items in MM documents can be changed in the **Account assignment data** section.

FI documents

Items in FI documents can be changed in the **Account assignment data** section.

Calculating taxes

WORK CYCLE has a **Calculate taxes** setting, which functions exactly the same way as in SAP standard, like in `/MIRO`. It is located on the **Taxes, rates** tab.



The example document above has no balance, even though there is no tax information entered in the header. However, the line item contains the **Net amount** (13,50) and the **Tax code** (V0). As the **Calculate taxes** setting is active, WORK CYCLE calculates the total taxes from the line item(s) automatically.

Changing the payment terms

The payment terms on an invoice are usually retrieved from the vendor master data in SAP. They are displayed on the **General** tab in the WORK CYCLE document detail view.

To change the payment terms:

1. Open a document and go to Change mode.
2. Click the Display/Change button in the **Payment terms from SAP** section (**General** tab).
3. Enter the payment terms.
   Click the button to display the payment terms from the vendor's master data.

Proposing line items from the PO

Overview

WORK CYCLE can add, or “propose,” line-item data from purchase order and/or delivery notes to documents. This feature reduces the amount of manual data entry needed for completing invoices before they can be posted.

WORK CYCLE uses the purchase order number and/or the delivery note number to retrieve line-item data from these documents and add them to the invoice. If the invoice contains both, the delivery note number takes precedence.

What line-item data is added to the invoice is also determined by the proposal method configured in your system.

Procedure

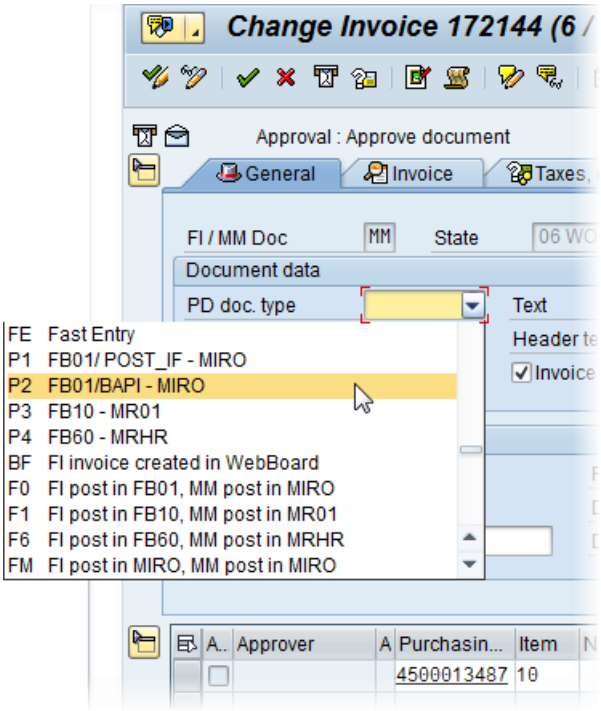
Click the (**Propose doc. item from PO**) button in the document detail view.

Warning! Any existing line-item data is deleted.

Document classification: PROCESS DIRECTOR document types

Your system may be configured to classify documents according to different PROCESS DIRECTOR (PD) document types. These are unrelated to SAP document types and allow different documents to be processed in different ways.

PD document types may be assigned automatically. You can also assign and change the **PD document type** on the **General** tab in document detail view.



Attaching files to documents (SAP GUI)

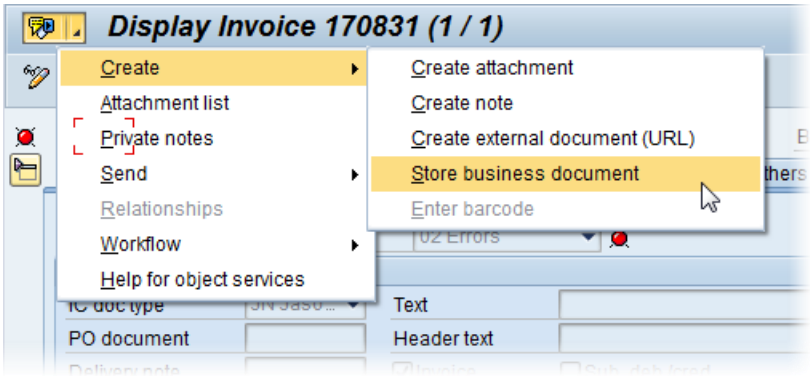
You can attach files to documents, which can be seen by other processors of the document in the workflow and also by the finance department.

Note: Your system must be configured to support file uploads.

Attaching files

1. Open a document.

2. Go to **Services for object** > **Create** > **Store business document**.
   Do not select **Create attachment**, as these attachments cannot viewed outside of WORK CYCLE and PROCESS DIRECTOR.



3. Select the type of file you want to upload.

4. Select the file.

Viewing files

1. Open a document.

2. Go to Services for object > Attachment list.

3. Select the file you want to open.

Creating and displaying notes (SAP GUI)

Workflow > **Notes** > **Create note**

CTRL + F6

Click the button.

Note: If you create a note for a document that is a part of a workflow bulk action, the note is added to all the documents within that bulk action; including those documents for which adding a note is not mandatory.

Workflow > **Notes** > **Display note**

CTRL + F7

Click the button.

Notes are a way to communicate between you and other processors of documents.

Notes are attached to documents and can be viewed by other recipients of the document and by staff in the Accounts Payable department.

Viewing approved documents (SAP GUI)

Workflow > **Display releases (History)**

You can view a list all documents that you have previously approved.

- Double-click a document to view it (the current version of the document is shown).
- Select **All edited documents** to show rejected documents as well.
- Specify your search criteria. Click the **Other selection fields** button to display more search fields.

Invoice reduction

Your system may be configured to allow invoice reduction for invoices with a price or quantity deviation between the purchase order and the invoice. In this case, follow-up flags are displayed at line item and header level and the **Create invoice reduction** button is available.

To reduce an invoice:

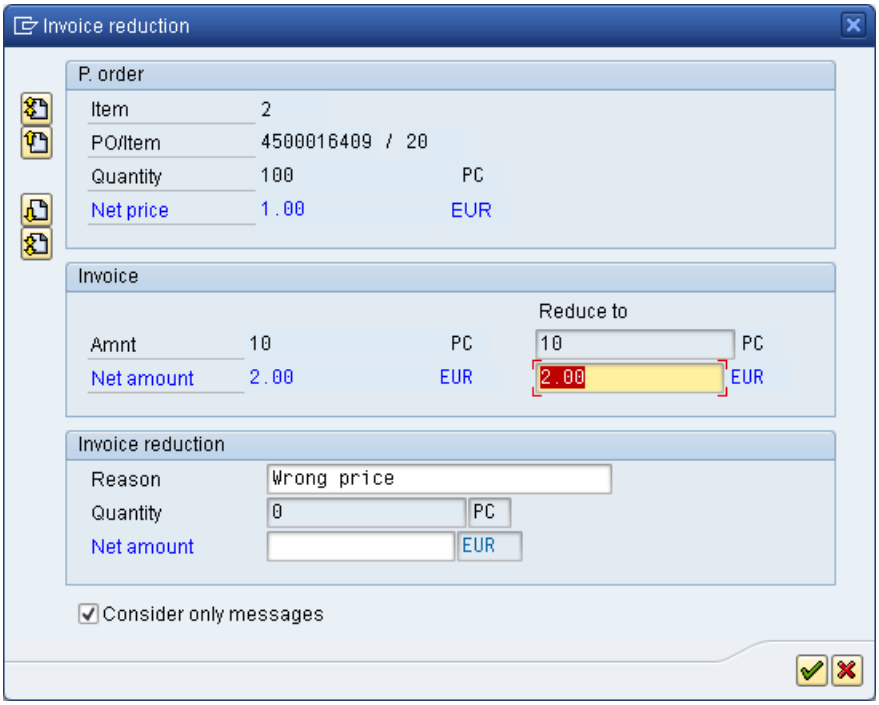
1. Click the (**Create invoice reduction**) button in the document detail view.

   The **Invoice reduction** popup opens, displaying the first invoice line item.

2. Use the paging buttons on the left to scroll through the invoice items. Select the **Consider only messages** check box to display only line items with deviations.

   Note: Currently invoice reduction does not support limit and service items. If the **Consider only messages** check box is not checked, such items will be displayed, but cannot be edited.

   The purchase order details are displayed at the top of the popup, and the invoice deviation (**Amnt**, **Net amount**, or both) is highlighted.

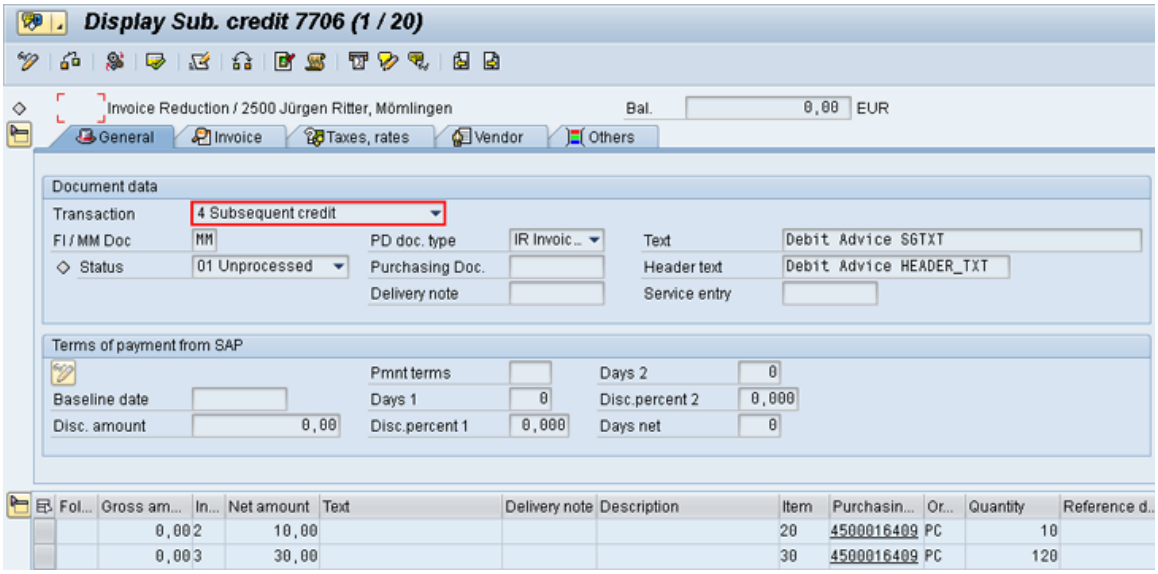


3. To reduce the invoice, enter the reduction amount for the item in the highlighted field, select a reason and press ENTER.

   The system calculates the total quantity or net amount reduction and enters it in the corresponding field (**Quantity** or **Net amount**).

4. Click ✔ and approve the document.

On workflow approval, PROCESS DIRECTOR debit advice documents are created for the reduced amounts/quantities. Debit advice documents for quantity deviations have the transaction type **Credit memo**. Debit advice documents for price deviations have the transaction type **Subsequent credit**.



Once the original invoice has been posted, the debit advice documents can be posted. On posting, PROCESS DIRECTOR creates a PDF document containing the debit advice details and attaches this to the debit advice document. This PDF can be archived and printed or sent to the supplier by email (depending on the configuration).

Approving documents

Overview

This section explains how to perform the following actions:

- Approving documents
- Approving line items
- Rejecting documents
- Forwarding documents
- Sending queries
- Replying to queries

Approving documents (SAP GUI)

Workflow > **Approval**

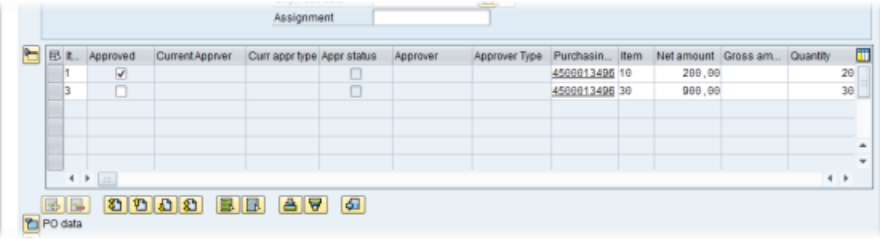
CTRL + F12

Click the ✔ button.

You approve a document after you have viewed and worked on it and are satisfied with the document's contents. The Approve action may not necessarily mean the document is approved—it really means the document is *released*. Depending on the workflow, it could mean only that other processors may have to approve the document as well.

Approving line items (SAP GUI)

Some workflows require you to approve not just the entire document, but individual items on it.



This invoice actually has three items, but item 2/20 does not appear because it has been assigned to or already approved or rejected by someone else.

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

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

Then click the document ✔ Approve button. This will confirm and save the items you have approved and those you have not.

Warning: Do not press the ✖ Reject button. This rejects the entire document, and items that you have approved or not approved are not saved.

Rejecting documents (SAP GUI)

Workflow > **Reject**

CTRL + F11

Click the ✖ button.

You reject a document if you are not satisfied with the document's contents, for whatever reason. Rejecting a document will usually cancel the workflow and send the document back to your Accounts Payable department.

Forwarding documents (SAP GUI)

Workflow > **Forward**

CTRL + F3

Click the button.

You can forward documents to another user in those cases when you cannot or should not approve a document. After you forward a document, you are no longer responsible for processing the document and it no longer appears in your document worklist.

If you should still process the document but just have a question, you can also send a query.

Sending queries (SAP GUI)

Workflow > **Queries**

CTRL + SHIFT + F7

Click the button.

You can send queries to other users in those cases when you have questions about the document or how to process it. It is an internal method of communication built into WORK CYCLE.

After you click the button, you can specify the recipient(s) and enter your message to him/her using the email text box.

The recipient of your query can view the document and respond to it using a note.

Replying to queries (SAP GUI)

Workflow > **Approval/Reply**

CTRL + F12

Click the button.

Before you click the button, create a note containing your reply to the query. The sender will be able to see your response by opening the note.

Substitutions

Overview

You can create and manage substitutes to process your documents while you are on vacation, or for any other reason you want another person to see and possibly approve your documents.

- Creating substitutes
- Adopting documents as a substitute

Creating substitutes (SAP GUI)

The procedure for creating and maintaining substitutes in WORK CYCLE is the same as SAP standard.

1. Go to Workflow > Maintain substitute.
2. Click the Create substitute button.
3. Select a user.
4. Enter the dates the substitution is valid for.
5. Optional: Specify a **Profile** (can be used to restrict which documents the substitute can view and edit).
6. Select **Substitution active** to make your documents appear in your substitutes worklist automatically. If it is inactive, your documents do not appear in their worklist. Instead, the substitute must take the extra steps of viewing your worklist and "adopting" selected documents.

Adopting documents as a substitute (SAP GUI)

If you are a substitute for another user, you will be one of two types:

- Active
  Your worklist contains the documents of the other user. You can view, edit, and approve them as normal.

- Passive
  The other person's documents do not appear in your worklist. To view their worklist and to "adopt" (take over) a document:
  1. Go to **Workflow** > **Adopt substitution**.
  2. Select the user whose worklist you wish to view.
  3. To view a document, click the **Document number**.
  4. To adopt a document and take over the processing, select a document and click the Take over button.

Appendix A: Quick reference

Application Toolbar icons

The following buttons are available on the Application Toolbar.

Icon	Description
	Take over processing
	Edit a document
	Approve a document
	Reject a document
	Forward a document
	Send a query
	View document attachments
	Show/hide messages
	Display the document details (editing is not possible)
	Create a note
	Display a note
	Go to the previous document
	Go to the next document

Icon	Description
	Refresh the Worklist to show the latest changes and updates
	Display the legend, which explains the meaning of the document and workflow status icons

Keyboard shortcuts

Shortcut	Description
F3	Return to the previous screen
F6	Take over processing
F7	Refresh the display to show the latest changes and updates
F8	View the document detail
F12	Cancel the display
CTRL+F2	Display the SAP document
CTRL+F3	Forward a document
CTRL+F4	Display the legend, which explains the meaning of the document and workflow status icons
CTRL+F6	Create a note
CTRL+F7	Display a note

Shortcut	Description
CTRL+F9	Go to the previous document
CTRL+F10	Go to the next document
CTRL+F11	Reject a document
CTRL+F12	Approve a document
SHIFT+F1	Display the image
SHIFT+F2	Display taxes
SHIFT+F3	Close WORK CYCLE
SHIFT+F6	Display messages
SHIFT+F7	Display the vendor
SHIFT+F8	Display the PO
CTL+SHIFT+F7	Send a query

Web Application

Getting started

Overview

This section explains how to log on and start WORK CYCLE and navigate its main screens.

- Logging on to WORK CYCLE
- Worklist
- Document detail
- User settings

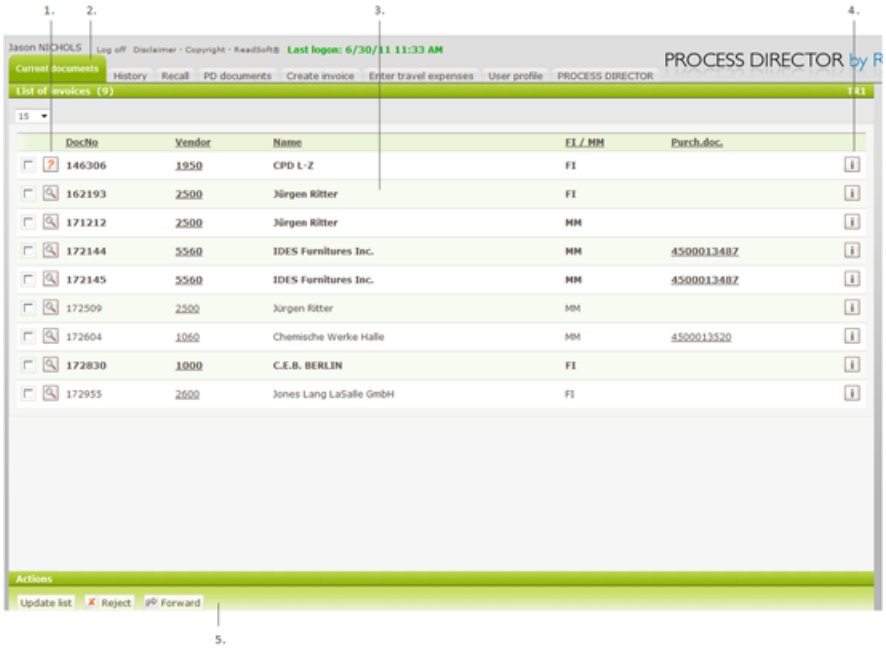
Logging on to the WORK CYCLE Web Application

To log on to WORK CYCLE:

1. Open a web browser and go to the specified URL for your organization.
2. Enter your user name and password and click **Logon**.

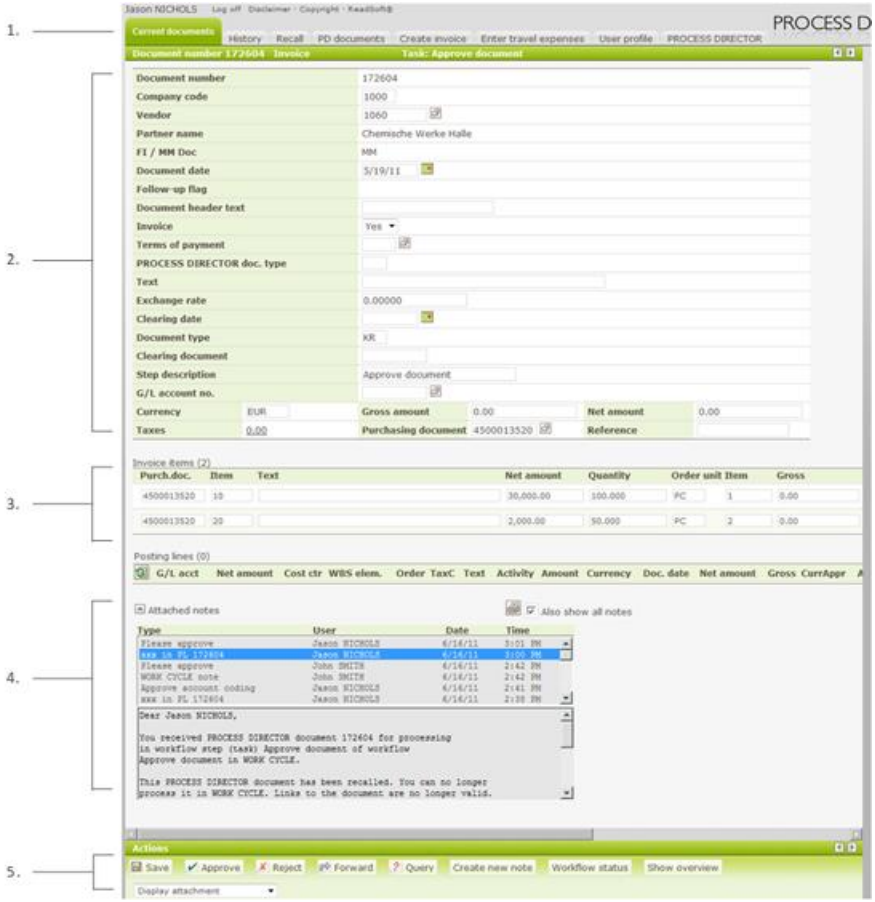
   If you have a logon for the SAP GUI, you can use the same user name and password.

Worklist (Web App)



1. Document status. Click to open document.
2. Tab navigation.
3. Document list, showing selected header data. Unread items are shown in **bold**.
4. Displays the workflow status.
5. Action buttons.

Document detail (Web App)



1. Tab navigation.
2. Header data.
3. Item data.
4. Notes attached to document.
5. Action buttons.

User settings (Web App)

You can change the following settings on the **User profile** tab:

- Personal details
- Password
- Substitutes
- Other settings

Viewing invoice information

Overview

In addition to the header and line-item fields in a document, WORK CYCLE also displays other information, including the vendor and purchase order details.

You can view:

- Invoice images
- Purchase orders
- Vendor details
- Workflow status

Invoice image

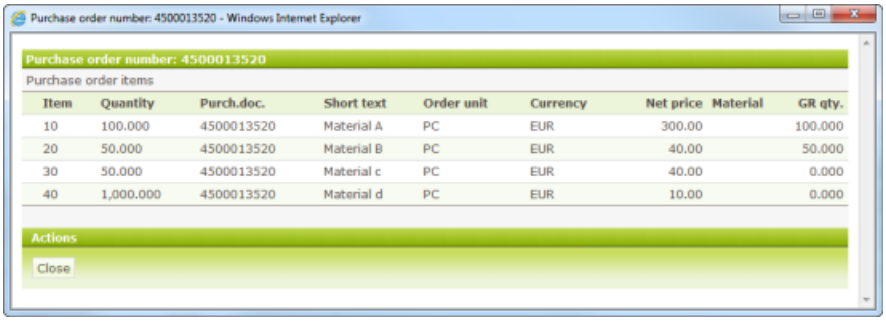
Click the **Show invoice as image** button.

The original invoice is displayed. It may be shown as a PDF, a PNG file, or a file in another format.

Purchase orders

In the worklist or in a document, click the purchase order number link.

The item details from the purchase order are displayed in a popup window.

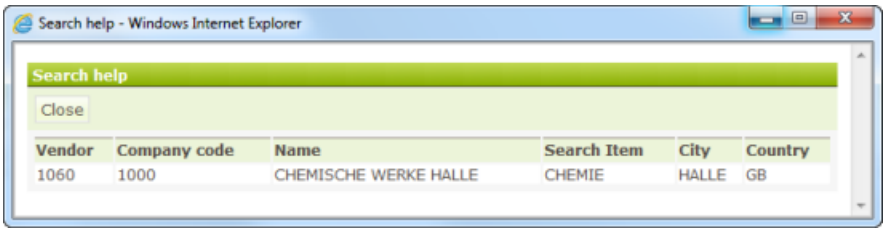


Item	Quantity	Purch.doc.	Short text	Order unit	Currency	Net price	Material	GR qty.
10	100.000	4500013520	Material A	PC	EUR	300.00		100.000
20	50.000	4500013520	Material B	PC	EUR	40.00		50.000
30	50.000	4500013520	Material c	PC	EUR	40.00		0.000
40	1,000.000	4500013520	Material d	PC	EUR	10.00		0.000

Vendor details

In the document worklist, click the vendor number.

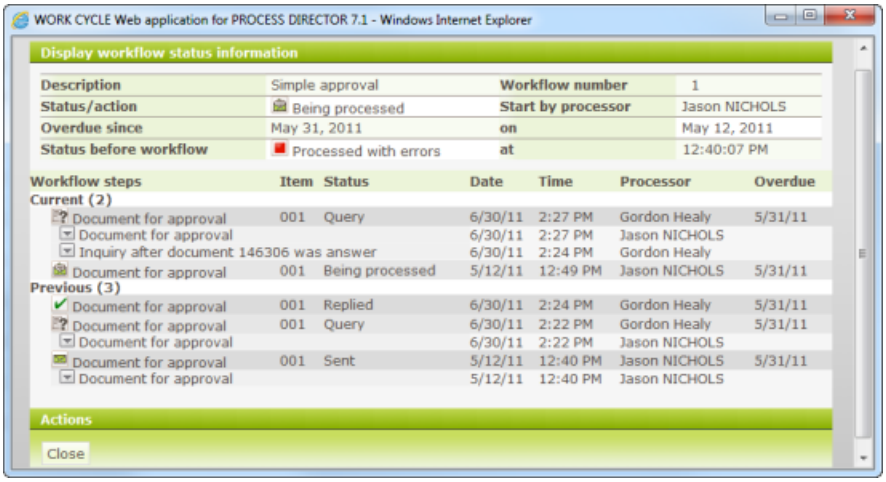
Some basic details about the vendor are displayed.



Viewing the workflow status

To view the workflow status, click the **Workflow status** button in the document Worklist.

Basic information about workflows are contained in the workflow status. This includes things like when the workflow was started, the due date, who has approved the document, and who the next processors are.



Editing documents

Overview

This section explains the most common editing tasks and how to approve and reject documents:

- The basics of opening a document for editing, and saving documents.
- Attaching files
- Creating notes
- Viewing approved documents

The basics

Opening and editing documents in the Web App

Click a document in the Worklist to open the document.

It is ready to be edited (for SAP users, there is no **Display/Change** button).

Depending on the workflow, you may not be able to change all the fields in the document.

Some fields may contain a search help button, which allows you to search and select valid values, for example, a G/L account number or purchase order.

Saving documents

Click the **Save** button.

Saving a document saves the current state of a document. This allows you to work on the document over a period, saving the changes as you go, before finally approving the document.

Other actions

Attaching files to documents (Web App)

You can attach files to documents, which can be seen by the other processors of the document in the workflow, and also by the finance department.

Note: Your system must be configured to support file uploads. Also, the types of files that you can upload may be restricted (for example, PDFs, DOC files).

Attaching files

Click the **Add attachment** button.

Viewing files

Click the **Display attachment** drop-down list. Select an attachment to view it.

Creating and displaying notes (Web App)

Notes are a way to communicate between you and the other processors of a document.

Notes are attached to documents and can be viewed by the other recipients of the document, as well as by the staff in the Accounts Payable department.

Creating notes

1. Click the **Create new note** button.
2. Enter the note in the text box.
3. Click **Save**.

Viewing notes

All the notes attached to a document are displayed in the **Attached notes** section, below the line items.

Viewing approved documents (Web App)

You can view a list of all the documents that you have previously approved.

1. Click the **History** tab.
2. Specify your search criteria.

   Leave the default values to view all approved documents.

   Un-check **Display approvals only** to show rejected documents as well.
3. Click Generate list.

   The document list is displayed.
4. Click the document status to open a document.

Approving documents

Overview

This section explains how to perform the following actions:

- Approve documents
- Approve line items
- Reject documents
- Forward documents
- Send queries
- Reply to queries

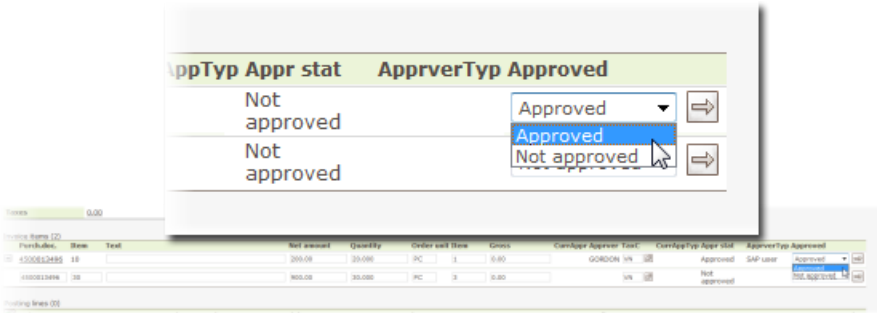
Approving documents (Web App)

Click the **Approve** button.

You approve a document after you have viewed and worked on it, and are satisfied with the document's contents. The approve action may not necessarily mean that the document is approved—it really means that the document is *released*. Depending on the workflow, it could mean that other processors have to approve the document as well.

Approving line items (Web App)

Some workflows require you to approve not just the entire document, but individual items on it.



This invoice actually has three items, but item 2/20 is not displayed because it has been approved or rejected by someone else.

*To **approve** line items:* Select **Approved** for the item.

*To **not approve** line items:* Select **Not approved** for the item.

Then click the document **Approve** button. This will confirm and save the items you have approved and those you have not.

Warning: Do not press the **Reject** button. This rejects the entire document, and items that you have approved or not approved are not saved.

Rejecting documents (Web App)

Click the **Reject** button.

You reject a document if you are not satisfied with the document's contents, for whatever reason. Rejecting a document will usually cancel the workflow and send the document back to your Accounts Payable department.

Forwarding documents (Web App)

Click the **Forward** button.

You can forward documents to another user in cases when you cannot or should not approve a document. After you forward a document, you are no longer responsible for processing the document and it no longer appears in your document Worklist.

If you should process the document, but just have a question, you can also send a query.

Sending queries (Web App)

Click the **Query** button.

You can send queries to other users in cases when you have questions about the document or how to process it. It is an internal method of communication built into PROCESS DIRECTOR.

After you click the **Query** button, you can specify the recipient(s) and enter your message to him/her in the note text box.

The recipient of your query can view the document and respond to it, also by way of a note.

Replying to queries (Web App)

Click the **Send response** button.

Before you click the **Send response** button, create a note containing your reply to the query. The sender will be able to see your response by opening the note.

Substitutions

Overview

You can create and manage substitutes to process your documents while you are on vacation, or for any other reason you want another person to see and possibly approve your documents.

- Creating substitutes
- Adopting documents as a substitute

Creating substitutes (Web App)

1. Go to User profile > Substitutes tab.
2. Click the **User search** button.
3. Select a user.
4. Modify the dates the substitution is valid for.
5. Select the **Active** check box to make your documents appear in your substitutes worklist automatically. If it is inactive, your documents do not appear in their worklist. Instead, the substitute must take the extra steps of viewing your worklist and "adopting" selected documents.
6. Click **Save**.

Adopting documents as a substitute (Web App)

If you are a substitute for another user, you will be one of two types:

- Active:

  Your Worklist contains the documents of the other user. You can view, edit, and approve them as normal.

- Passive:

  The other person's documents are not displayed in your Worklist. To view their Worklist and to "adopt" (take over) a document:

  a. On the document Worklist page, click the **Substitution** button.

  b. Select the user whose worklist you wish to view and click **Get documents**.

  c. To adopt a document and take over the processing, select a document and click the **Take over processing** button.

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