

PROCESS DIRECTOR

User Guide for Web Application

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Introduction

About PROCESS DIRECTOR

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

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

PROCESS DIRECTOR offers the following standard process types:

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

In addition, customers can configure their own process types.

About this guide

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

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

General information

The guide contains the following chapters which provide information relating to all process types:

- [Getting started](#)

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

- [Creating and editing documents](#)

This chapter briefly explains how to create, copy, edit and delete documents. Detailed information on creating and editing documents for specific process types can be found in the chapter for the relevant [process type](#).

- [Notes, texts and attachments](#)

This chapter explains how to work with notes, texts and attachments, which provide additional information about documents.

- [Checking and posting documents](#)

This chapter explains how to post documents to SAP and how to check documents to ensure that all information that is required for posting has been entered correctly in the document.

- [Using workflows](#)

This chapter explains how to use workflows. With workflows, you can send documents electronically to other people in order to obtain or provide additional information, clarification and approval.

- [Changing personal settings](#)

This chapter explains how to change your personal settings, such as your password, and how to assign substitutes to take over your work while you are absent.

Process type specific information

The following chapters provide information relating to specific process types:

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

Typographical conventions

The following typographical conventions are used:

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

Getting started

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

Starting PROCESS DIRECTOR

1. Enter the PROCESS DIRECTOR address (URL) in your web browser. This URL is supplied by your system administrator and will look similar to the following address:
`http://your.intranet:8080/pdweb-app/init.do`.
2. In the logon screen, enter your user name and password. These are supplied by your system administrator. If you already have an SAP user name and password, you can log on with these.

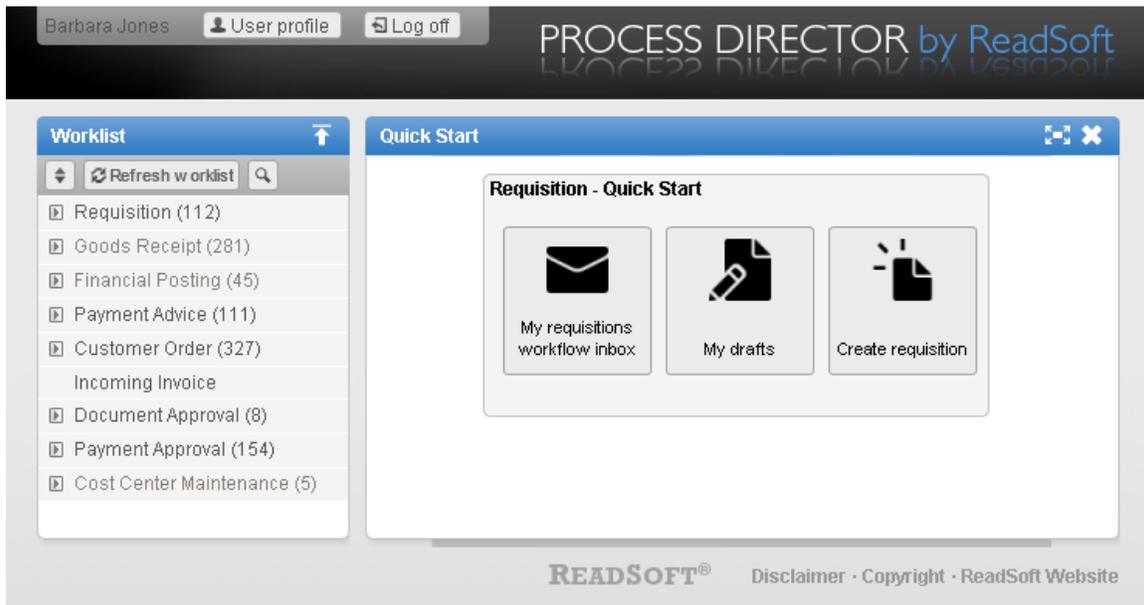
Note: Depending on the configuration of your system, you may be logged on automatically with your Windows user name and password.

3. If your system has been configured to use more than one language, you can select the language of the user interface in the **Language** selection list. **Default** means that the standard PROCESS DIRECTOR language will be used, and **Browser** means that the language setting of your web browser will be used.



4. Click the **Log on** button.

The PROCESS DIRECTOR start page is displayed.

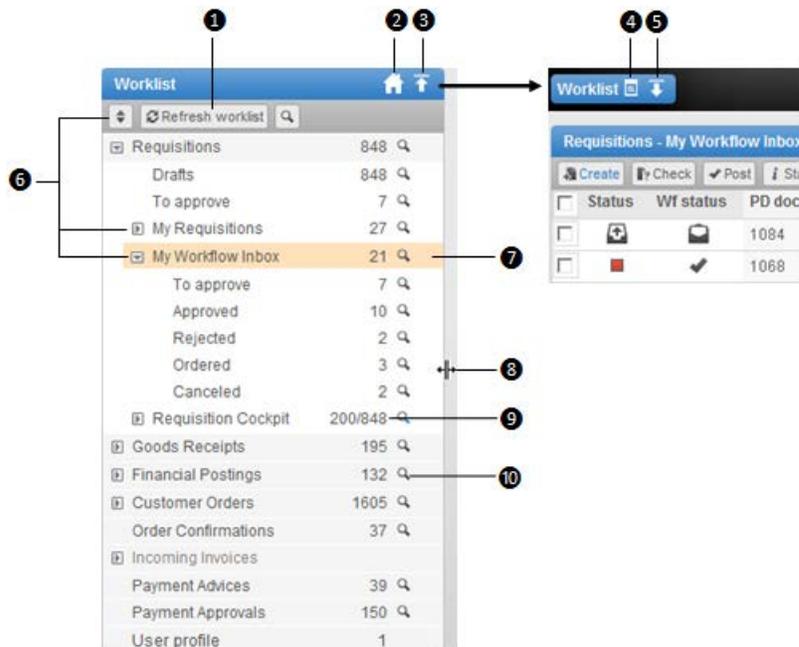


The start page displays the [Worklist](#) and a Quick Start menu, or a [selection screen](#), if these have been configured. The Quick Start menu provides rapid access to frequently used [document lists](#) and actions, and if configured, also to your [user profile](#). Which options are available in this menu depends on your system configuration. If no Quick Start menu is provided, you must click a [Worklist category](#) to display and work with documents. If a selection screen is displayed, you must enter selection criteria.

Worklist

The Worklist is a navigation area that allows you to quickly view different categories of documents. The illustration here shows a sample PROCESS DIRECTOR installation; the categories in your installation may have different names and there may be more or less categories than shown here. Which categories you can see also depends on your configuration and user rights.

The **User profile** category (if configured) enables you to change your [personal settings](#).



1. Refresh the Worklist.

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

2. Display the [start page](#).
3. Hide the Worklist.
4. Display the Worklist in a floating window.
5. Display the Worklist.
6. Expand and collapse Worklist categories to show or hide subcategories.
7. Currently selected Worklist category.

8. Resize the Worklist.

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

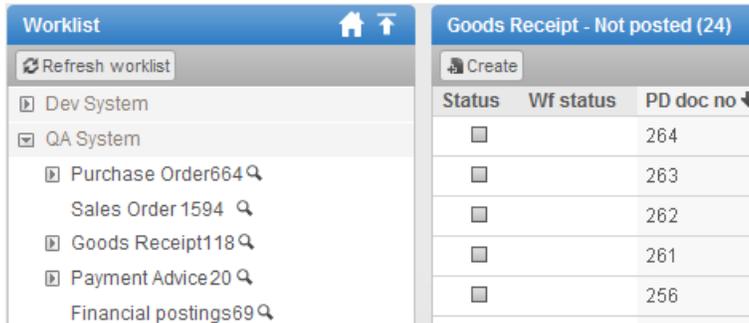
9. Number of documents currently displayed in the Worklist category / Total number of documents available in this category.

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

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

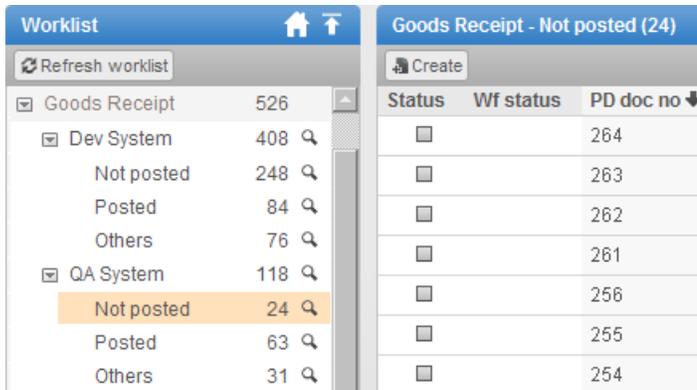
10. Click  to open the [selection screen](#) to filter the Worklist.

If your system has been configured to access more than one SAP system, the Worklist will be sorted either by SAP system then process type, or by process type then SAP system:



Worklist		Goods Receipt - Not posted (24)		
Refresh worklist		Create		
Dev System		Status	Wf status	PD doc no ↓
QA System		<input type="checkbox"/>		264
Purchase Order664		<input type="checkbox"/>		263
Sales Order 1594		<input type="checkbox"/>		262
Goods Receipt118		<input type="checkbox"/>		261
Payment Advice20		<input type="checkbox"/>		256
Financial postings69				

Worklist sorted by SAP system



Worklist		Goods Receipt - Not posted (24)		
Refresh worklist		Create		
Goods Receipt	526	Status	Wf status	PD doc no ↓
Dev System	408	<input type="checkbox"/>		264
Not posted	248	<input type="checkbox"/>		263
Posted	84	<input type="checkbox"/>		262
Others	76	<input type="checkbox"/>		261
QA System	118	<input type="checkbox"/>		256
Not posted	24	<input type="checkbox"/>		255
Posted	63	<input type="checkbox"/>		254
Others	31	<input type="checkbox"/>		

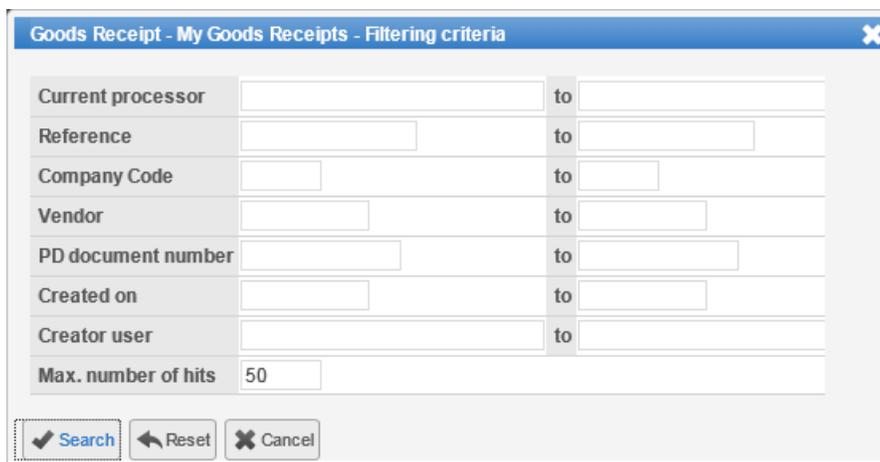
Worklist sorted by process type

Worklist selection screen

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

Adding a filter

1. Click the **Define selection criteria** icon  next to the Worklist category that you want to filter.
2. Enter your filter criteria.



Goods Receipt - My Goods Receipts - Filtering criteria		
Current processor	<input type="text"/>	to <input type="text"/>
Reference	<input type="text"/>	to <input type="text"/>
Company Code	<input type="text"/>	to <input type="text"/>
Vendor	<input type="text"/>	to <input type="text"/>
PD document number	<input type="text"/>	to <input type="text"/>
Created on	<input type="text"/>	to <input type="text"/>
Creator user	<input type="text"/>	to <input type="text"/>
Max. number of hits	<input type="text" value="50"/>	
<input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/>		

The **Max. number of hits** field enables you specify the maximum number of documents that should be displayed in the document list.

3. Click **Search** to apply the filter.

Two numbers are displayed in the Worklist for the node: the first is the number of documents that match your selection criteria, and the second is the specified maximum number of hits. The document list displays only the documents that meet your search criteria.

Removing a filter

To remove the filter, click the **Define selection criteria** icon and click first the **Reset** button then the **Search** button.

Start-up selection screen

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

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

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

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

Enter your search criteria and click **Search**.

If you selected a process type, only that process type is displayed in the Worklist.

Document list

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

Status	Wf status	P	doc no	Purch.Doc.	Purch.req.	Vendor	Doc.date	Amount	CrCY	CoCode
			1091		10009445	1000		100.00	EUR	1000
			1090		10009443	1000		100.00	EUR	1000
			1099		10009444	1000		100.00	EUR	1000
			1088			1000		12.00	EUR	1000
			1087					0.00		
			1086			1000		32.00	EUR	1000
			1085			1000		10.00	GBP	1000
			1077			1060		78,966.00	EUR	1000
			1076			1060		78,966.00	EUR	1000
			1075			1060		78,966.00	EUR	1000
			1081			1000		10.00	GBP	1000
			1080					0.00	GBP	1000
			1079			1060		39,483.00	EUR	1000
			1078			1060		39,483.00	EUR	1000
			1071			1060		39,483.00	EUR	1000
			1070			1060		39,483.00	EUR	1000

1. Click the PROCESS DIRECTOR document number to open the [document details](#).

The number of the last document viewed or edited is displayed in bold text.

2. Icon indicating that the list is sorted on this column.

To sort the document list, click on a column heading once to sort in ascending order and click again on the heading to sort in descending order. The icon indicates whether the list is sorted in ascending  or descending  order.

You can enter a single value or a range of values. For columns that display an icon, a drop-down list is displayed for you to select the appropriate value. Click the **Reset** button to remove a filter. You can filter by empty values by leaving the filter input field empty and clicking the **Filter** button. When using the [selection screen](#), only documents returned by the selection are included in the filter.

3. Hide the document list.
4. Display the Worklist.
5. Title bar.
6. Actions bar.
7. Checkboxes for multiple document selection.

Select one or more documents, then click the appropriate action on the Actions bar. Select the checkbox in the column heading to select all documents.

Note: Some actions may not be possible for multiple documents.

8. PROCESS DIRECTOR documents.

The currently selected document is highlighted.

9. Paging controls:

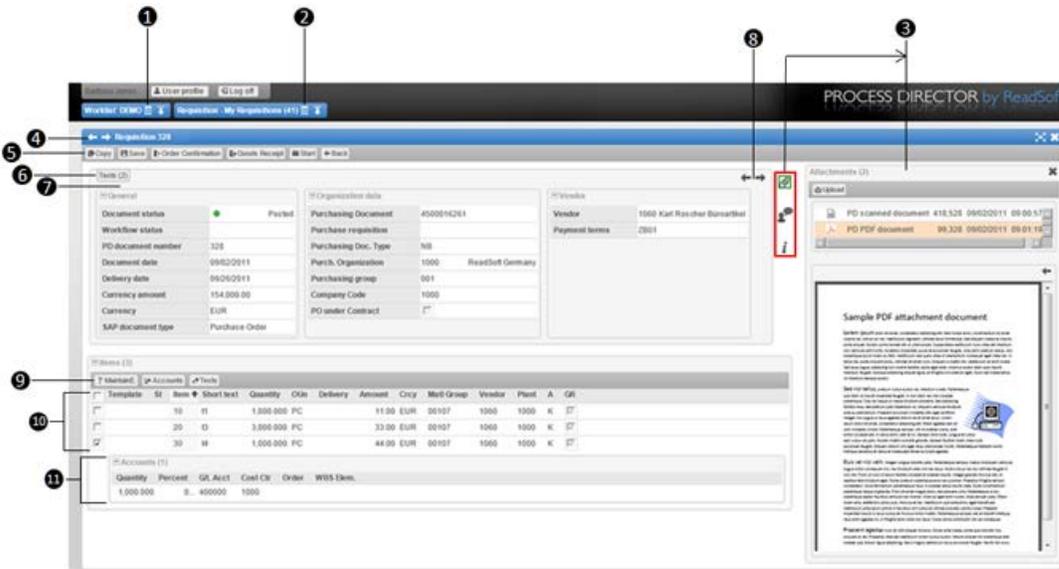
-  Forward one page
-  Forward to the last page
-  Back one page
-  Back to first page

 Select the number of documents to display on the page.

You can also use the PAGE UP and PAGE DOWN keys to move to the previous and next page.

Document detail

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



1. Display the Worklist.

2. Display the document list.
3. The **Additional information** area. What is displayed here depends on which button you click:

[Attachments](#) 

[Notes](#) 

[Messages](#) 

[Audit trail](#) 

If attachments or notes are present in the document, the icon has a green border .

4. Title bar with arrows for browsing to the previous/next documents.
5. Actions bar.
6. Hidden data panel. To hide a panel of data, click on the small arrow to the left of the data panel name. To display the panel again, click this button.
7. Header data, divided into panels.

Depending on the configuration, the header data may be displayed in tabs instead of data panels.
8. Line items Actions bar.
9. Line items.
10. Additional tables, such as **Accounts** or **Purchase order items**.

Using search help

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

Vendor	
Vendor	<input type="text" value=""/> 
Payment terms	ZB01

Vendor field with search help button

Click the search help icon  to open a dialog box in which you can enter search criteria. Use the selection list **Search help** to display different search fields. For example, if you select the option **Vendors by Country** in this selection list, fields in which you can search by country are displayed.

When you click **Search**, the search results are displayed. You can now enter more search criteria to narrow down your search or make a selection in the results list. To clear all search fields, click **Reset**.

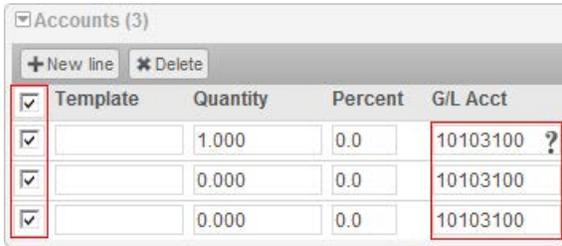
	Search term	Postal Code	City	Name	Vendor
<input type="radio"/>	CHEMIE	60594	FRANKFURT AM MAIN	READSOFT EBYDOS AG	1060
<input type="radio"/>	LASALLE	60329	FRANKFURT AM MAIN	JONES LANG LASALLE GMBH	2600
<input type="radio"/>	RE	60343	FRANKFURT AM MAIN	MEYERS REAL ESTATE AG	3458
<input type="radio"/>	RE	60343	FRANKFURT AM MAIN	MEYERS REAL ESTATE AG	4256
<input type="radio"/>	RE	60345	FRANKFURT AM MAIN	POLIS IMMOBILIEN FUEHRER	4257
<input type="radio"/>	RE	61655	FRANKFURT AM MAIN	HOFFMANN IMMOBILIEN AG	4258

When you select an item in the results list, the search help dialog closes and the selected value is entered in the field.

Adding the search result to multiple lines

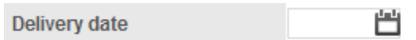
If several lines need the same value entered in a particular field, select those lines and click the search help icon on that field in any of those lines. The other lines will also automatically get filled

with the selected value. To select all the lines, you can select the check box on the header, instead of individually selecting each line.

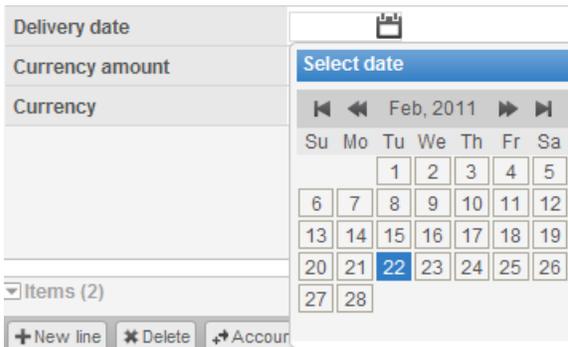


Using the calendar

Fields in which dates can be entered display the calendar button.



Click the calendar button and select the date in the calendar. The selected date is entered in the field.



Document statuses

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

Icon	Status	Description
	New	The document has been created.
	Error	The document contains errors that prevent it from being posted.
	Warning	The document contains errors that do not prevent it from being posted.

Icon	Status	Description
	Ready for posting	The document does not contain any errors and can be posted to SAP.
	In workflow	The document is currently in a workflow .
	Posted	The document has been posted. Note: Posted documents cannot be changed.
	Canceled	The document has been canceled. Canceled documents can no longer be edited.
	Rejected	The document has been rejected.
	Reversed	The document has been reversed. Reversed documents cannot be edited.

Workflow status icons

Icon	Status	Description
	Sent	The document has been sent to a workflow, but the recipient has not yet opened the document. This status is applied to all workflow steps. For example, when the first step has been approved, the Sent status is displayed when the recipient of the second step has not yet opened the document.
	In work	The document is currently in a workflow and the recipient has opened the document. This status is applied to all workflow steps. For example, when the first step has been approved, the In work status is displayed when the recipient of the second step has also opened the document.

Icon	Status	Description
	In workflow, the current processor is a substitute	The document is currently in a workflow. The current processor is processing the document in his capacity as substitute for the original processor.
	Overdue	The workflow or workflow step is overdue. The due date for processing is set in the workflow or workflow step settings.
	Approved	The document has been approved and is no longer in a workflow.
	Rejected	The document has been rejected and is no longer in a workflow.
	Partially approved	Some document items have been approved, others have been rejected. The document is no longer in a workflow.
	Recalled	The document has been recalled from a workflow. The workflow has been cancelled.
	Forwarded	The document has been forwarded to another user for processing.
	Query sent	A query about the document has been sent to another user.
	Query	A query about the document has been received from the workflow processor.
	Query answered (status for query sender)	A query has been answered. This status icon is displayed to the user who sent the query.

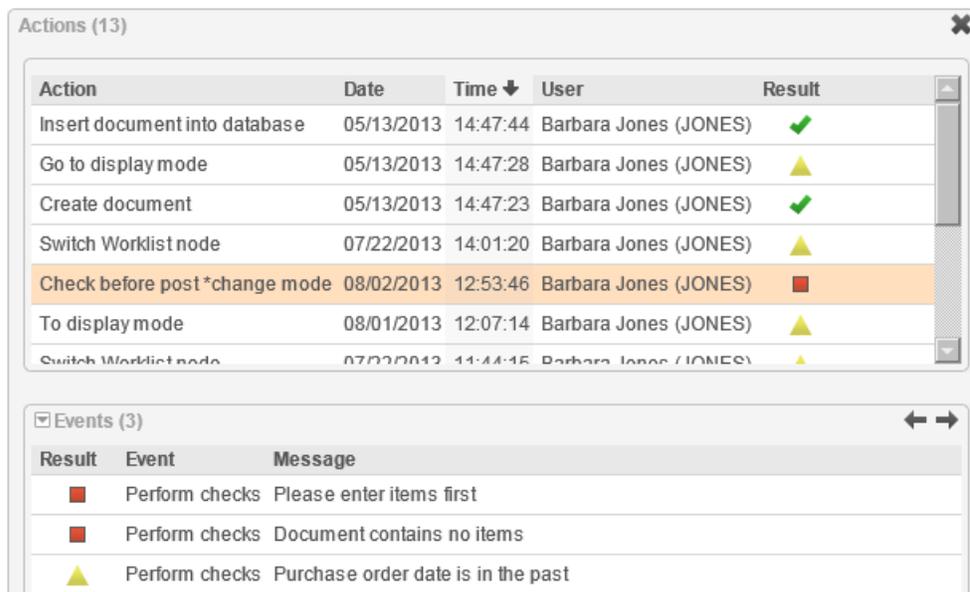
Icon	Status	Description
	Query answered (status for query recipient)	A query has been answered. This status is displayed to the person who received the query.

System messages

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

When system messages have been generated for a document, these messages are displayed next to the header data in the [document detail](#) view. Messages are displayed in chronological order, with the latest messages at the top of the list.

Each message line is a summary of the action or event. To view the individual messages for each action in the **Events** panel, select the **Action**.



Action	Date	Time ↓	User	Result
Insert document into database	05/13/2013	14:47:44	Barbara Jones (JONES)	✓
Go to display mode	05/13/2013	14:47:28	Barbara Jones (JONES)	▲
Create document	05/13/2013	14:47:23	Barbara Jones (JONES)	✓
Switch Worklist node	07/22/2013	14:01:20	Barbara Jones (JONES)	▲
Check before post *change mode	08/02/2013	12:53:46	Barbara Jones (JONES)	■
To display mode	08/01/2013	12:07:14	Barbara Jones (JONES)	▲
Switch Worklist node	07/22/2013	11:44:15	Barbara Jones (JONES)	▲

Result	Event	Message
■	Perform checks	Please enter items first
■	Perform checks	Document contains no items
▲	Perform checks	Purchase order date is in the past

The colored icons indicate whether the action that resulted in the message was successful or not:

- The action resulted in errors. Documents with errors cannot be posted to SAP.
- ▲ The action resulted in warnings. Documents with warnings can be posted.
- ✓ The action was successful.

To view current messages, click the **Messages**  button on the **Additional information** area.

Creating and editing documents

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

Creating a document

In the [document list](#) view, click the **Create** button on the **Actions** bar.

Creating a document from an external file

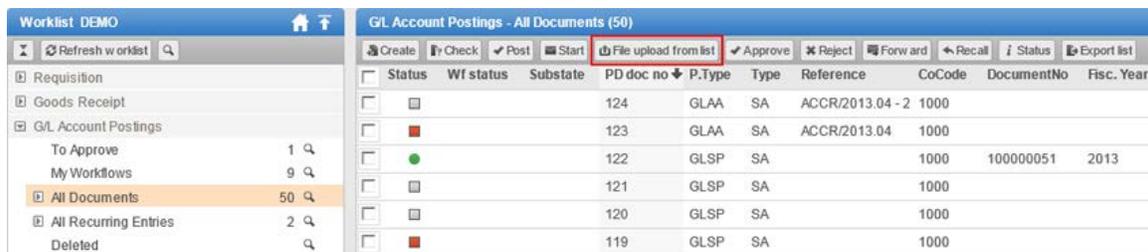
If configured, you can create new PROCESS DIRECTOR documents by uploading data from an external file. Both header and line item data can be uploaded.

The following external file formats are supported:

- ASC
- CVS
- TAB
- TXT
- XLS

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

Click **File upload from list** to open the **Choose file upload ID** popup and upload an external file.



The screenshot shows the 'Worklist DEMO' interface. On the left is a sidebar with a search bar and a list of categories: Requisition, Goods Receipt, GL Account Postings (with sub-items: To Approve (1), My Workflows (9), All Documents (50), All Recurring Entries (2), Deleted). The main area is titled 'GL Account Postings - All Documents (50)' and features an 'Actions' bar with buttons: Create, Check, Post, Start, File upload from list (highlighted with a red box), Approve, Reject, Forward, Recall, Status, and Export list. Below the actions bar is a table with columns: Status, WF status, Substate, PD doc no., P.Type, Type, Reference, CoCode, DocumentNo, and Fisc. Year. The table contains five rows of data.

Status	WF status	Substate	PD doc no.	P.Type	Type	Reference	CoCode	DocumentNo	Fisc. Year
			124	GLAA	SA	ACCR/2013.04 - 2	1000		
			123	GLAA	SA	ACCR/2013.04	1000		
			122	GLSP	SA		1000	100000051	2013
			121	GLSP	SA		1000		
			120	GLSP	SA		1000		
			119	GLSP	SA		1000		

Editing a document

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

1. Click the PROCESS DIRECTOR document number (**PD doc. no.**) in the [document list view](#) to open the document details.

Uploading line items from an external file

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

The following are the supported formats for the external files:

- ASC
- CVS
- TAB
- TXT
- XLS

It is also possible to define conditions for each logical level: a data line in the file will be considered valid only if the conditions are fulfilled.

Click **File upload from list** to open the **Choose file upload ID** popup and upload an external file.

The screenshot shows the 'Worklist DEMO' interface. On the left is a navigation pane with a tree view containing items like 'Requisition', 'Goods Receipt', 'GL Account Postings', 'To Approve', 'My Workflows', 'All Documents', 'All Recurring Entries', and 'Deleted'. The 'All Documents' item is selected and highlighted in orange. The main area displays a table titled 'GL Account Postings - All Documents (50)'. The table has columns: Status, Wf status, Substate, PD doc no, P.Type, Type, Reference, CoCode, DocumentNo, and Fisc. Year. The 'File upload from list' button in the top toolbar is highlighted with a red box.

Status	Wf status	Substate	PD doc no	P.Type	Type	Reference	CoCode	DocumentNo	Fisc. Year
			124	GLAA	SA	ACCR/2013.04 - 2	1000		
			123	GLAA	SA	ACCR/2013.04	1000		
			122	GLSP	SA		1000	100000051	2013
			121	GLSP	SA		1000		
			120	GLSP	SA		1000		
			119	GLSP	SA		1000		

Using entry templates

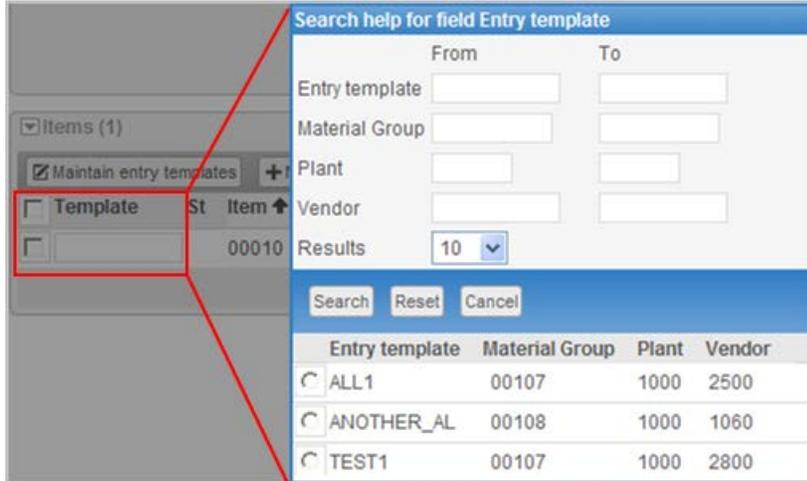
If entry templates have been configured in your system, you can use these templates to speed up data entry. Entry templates contain pre-defined fields, such as the vendor, material group, plant, etc. When you select an entry template, these predefined fields are automatically filled with the values defined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

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

Using an existing entry template

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

1. Enter the name of the template or use [search help](#) to select a template.

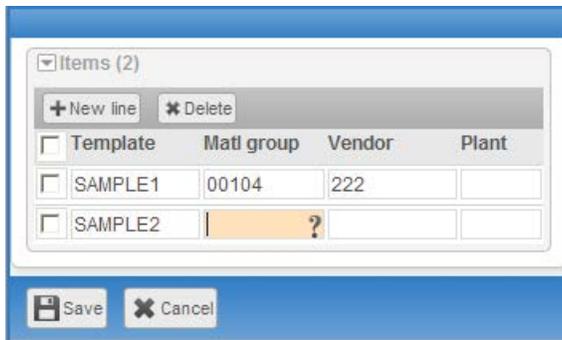


2. Click next to a template to add the values defined in the template to the relevant fields of your document.

Creating and editing entry templates

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

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



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

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

Copying a document

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

1. Click the document number in the [document list](#) to open the document details.
2. Click the **Copy** button on the **Actions** bar.

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

3. Make any necessary changes and save the document.

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

Deleting a document

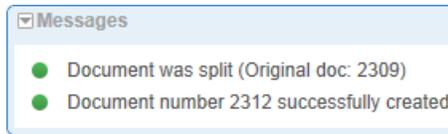
The system configuration determines under which circumstances you can delete documents, or if you are allowed to delete documents at all. For example, it may not be possible to delete posted documents, or documents that are currently being processed by another user.

1. Click the document number in the [document list](#) to open the document details.
2. Click the **Delete** button on the **Actions** bar.
3. Click **Yes** to confirm the deletion.

Splitting documents

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

1. Click the appropriate category in the [Worklist](#).
2. Click the document number in the [document list](#) to open the document details.
3. Click **Split document**.
4. In the **Split document** popup, click **Yes**.
5. The **Messages** panel displays the numbers of the original document that was split and the new document(s) created according to the specified configuration parameters.



You can now work on either document.

Notes, texts and attachments

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

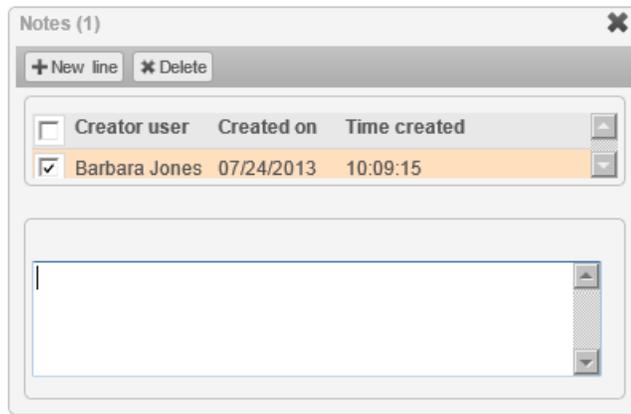
- [Notes](#) are used only for communication within PROCESS DIRECTOR and are not transferred to the SAP document.
- [Texts](#) are transferred to the corresponding SAP document when the document is posted in SAP.
- [Attachments](#) enable you to make information contained within external files directly available in PROCESS DIRECTOR.

Adding and viewing notes

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

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

1. Click the document number in the [document list](#) to open the document details.
2. Click the **Notes**  button in the **Additional information** area. If notes have been added to the document, the **Notes** button has a green border.
3. To add a new note, click **New line** and add the desired text in the text box.



To delete a note, select it and click **Delete**. You can only delete or edit notes if you have not yet saved the document. Click the check box at the top of the list to select all the notes.

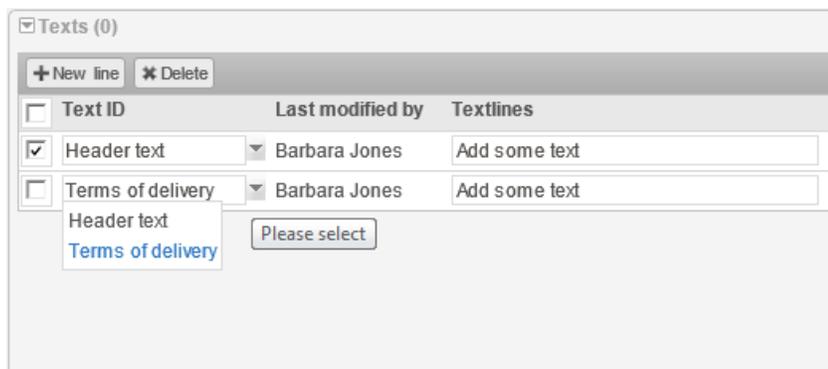
4. Save the document.

Adding and viewing texts

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

Adding text to header data

1. Click the document number in the [document list](#) to open the document details.
2. Select the **Texts** header data panel.



3. Click **New line**.
4. Select a **Text ID** to indicate what the text refers to. All the text IDs that are available in your SAP system can be selected here.
5. Enter text in the **Textlines** text box and click **OK**.

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

Adding text to line items

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

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

Template	St	Item	Short text	Quantity	OUn
<input checked="" type="checkbox"/>		00010	Sample item 1	12.000	PC

Text object	Text ID	Modified by	Texts	
<input checked="" type="checkbox"/>	EBAN	B04	Barbara Jones	Add some text
	Purchase requisition texts (EBAN)			
	Purchasing doc. item texts (EKPO)			

Template	St	Item	Short text	Quantity	OUn
<input type="checkbox"/>		00020	Sample item 2	2.000	PC

2. Click **New line**.
3. Select a **Text object** to specify in which SAP document type the text will be displayed, and a **Text ID** to indicate what the text refers to. All the text IDs that are available in your SAP system can be selected here.
4. Enter the text in the **Textlines** text box and click **OK**.

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

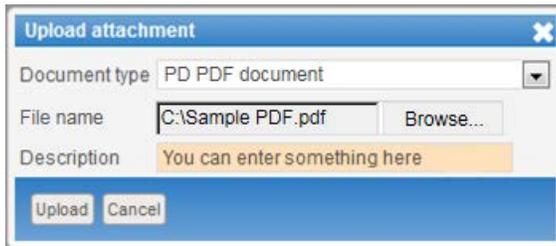
Adding and viewing attachments

You can attach files to documents to provide additional information. Which types of files you can attach depends on your system configuration.

Adding attachments

1. Click the document number in the [document list](#) to open the document details.
2. Click the **Attachments** button in the **Additional information** area.
3. Click **Upload**. Depending on the system configuration, the popup displays the allowed document types or a selection list. If necessary, select a document type. Enter the path and file name or click **Browse** to find the file that you want to attach.

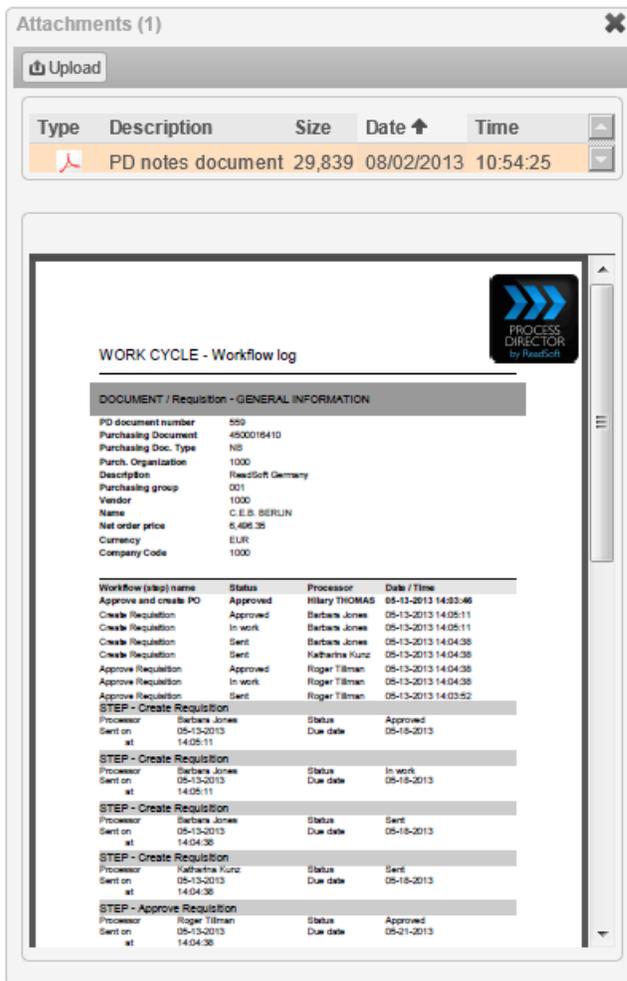
- In SAP versions ECC600 and higher, you can also enter a description for the attachment.



- Click **Upload**.

Viewing attachments

Attachments are displayed in the **Attachments** panel. To open the **Attachments** panel, click the **Attachments**  button. If attachments have been added to the document, the **Attachments** button has a green border .



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

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

Adding scanned paper attachments

If your system has been configured accordingly, you may be able to attach scanned paper documents to a PROCESS DIRECTOR document to make them available in electronic form. Note that this function is not available for all document types and requires a central scanning facility with scanning software installed.

1. Create the document and fill in all fields.
2. Save the document.
3. Click the **Back** button to return to the document list.
4. Open the document and click the **Attachments** tab.
5. [Open](#) the *cover sheet attachment* and print it.



COVER SHEET

DOCUMENT / Requisition - GENERAL INFORMATION

Created on	04.09.2012 10:56:08
Creator user	Blake Evans (EVANS)
PD document number	1854
Purchasing Doc. Type	NB
Purch. Organization	1000
Description	IDES Deutschland
Purchasing group	001
Vendor	1060
Name	ReadSoft Ebydos AG
Net order price	5,00
Currency	EUR
Company Code	1000


PO


0000000001854


7F155B835E86C74F97156BA4D084F899

6. Take the printed cover sheet together with the paper document to your scanning department.

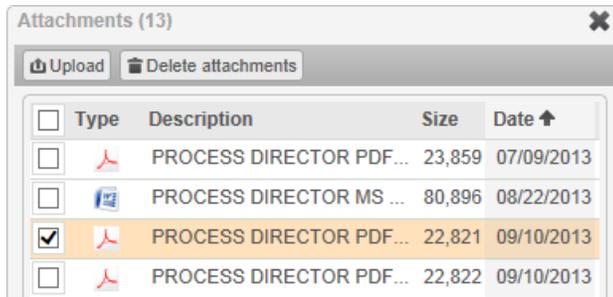
After scanning, the scanned paper document will be available in the **Attachments** tab.

Deleting attachments

The configuration and your user rights determine which type of attachments you can delete.

1. Click the document number in the [document list](#) to open the document details.

2. Click the **Attachments** button  in the **Additional information** area.
3. Select the attachment(s) you want to delete and click **Delete attachments**.



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

Checking and posting documents

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

Checking a document

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

To check a document:

1. Either select the document from the document list (by activating the check box) or go to the document's detail view (by clicking the PD document number).
2. Click the **Check** button on the **Actions** bar.

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

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

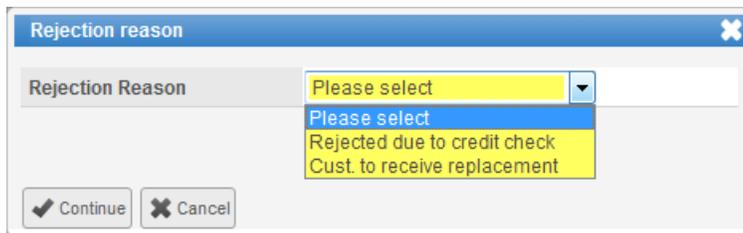
If the checks determine that a document is free from error, **No error found during check** is displayed. The document status changes to which indicates that there are no errors and the document can be posted.

Rejecting a document

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

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

1. Either select the document from the document list (by activating the check box) or go to the document's detail view (by clicking the PD document number).
2. Click **Reject** on the **Actions** bar.
3. Depending on the system configuration, you may need to add a [note](#) or specify a rejection reason.



4. Confirm the deletion.

The document status changes to  **Rejected**.

To display rejected documents in the workflow history (PD AP only):

The **Workflow History** category displays those documents that have already been processed. For incoming invoices, you can configure that the workflow history also includes the documents that have been rejected.

1. In the [Worklist](#), select the **Incoming Invoices > Workflow History** category.
2. In the **Incoming Invoice - Workflow History - Filtering criteria** window, clear the **Display approvals only** check box.
3. Click **Search**.

The document list is updated with the rejected documents.

Posting a document

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

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

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

To post a document:

1. Either select the document from the document list (by activating the check box) or go to the document's detail view (by clicking the PD document number).
2. Click the **Post** button on the **Actions** bar.

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

Messages				
<ul style="list-style-type: none"> ● No error found during check ● Standard PO created under the number 4500016413 				
<input type="checkbox"/>	Status	Wf status	PD doc no ↓	Purch.Doc. Purch.req.
<input type="checkbox"/>	●		689	4500016413

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

Linking a document to an existing SAP document

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

To link to an existing SAP document:

1. Click the document number in the [document list](#) to open the document details.
2. Click the button **Connect to existing PO** (for requisitions) or **Connect to SAP doc.** (for financial postings).

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

Basic data	
Document status	<input type="checkbox"/> Postable
Workflow status	<input checked="" type="checkbox"/>
PD document number	240
Document date	05/16/2011
Delivery date	05/25/2011
Amount	1,254.00
Currency	EUR

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

Reversing a document

PROCESS DIRECTOR allows you to reverse a document after it has been posted.

1. Click the document number in the [document list](#) to open the document details.
2. Click the button **Reverse**.
3. Specify the reversal reason and date.

The document status changes to displays , which indicates that the document has been reversed.

Using workflows

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

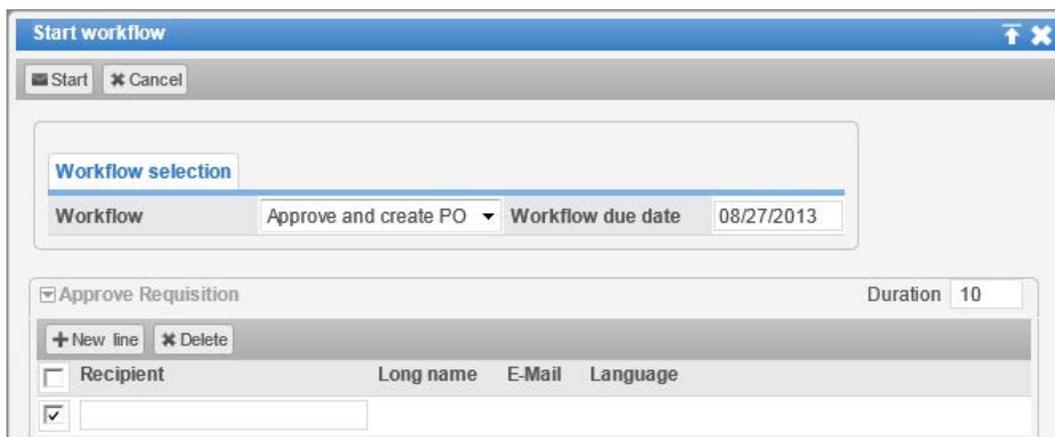
Note: Workflows can only be used if you have a workflow license.

Starting a workflow

Starting a one-step workflow

1. Either select the document from the document list (by activating the check box) or go to the document's detail view (by clicking the PD document number).
2. Click the **Start** button on the **Actions** bar.

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



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

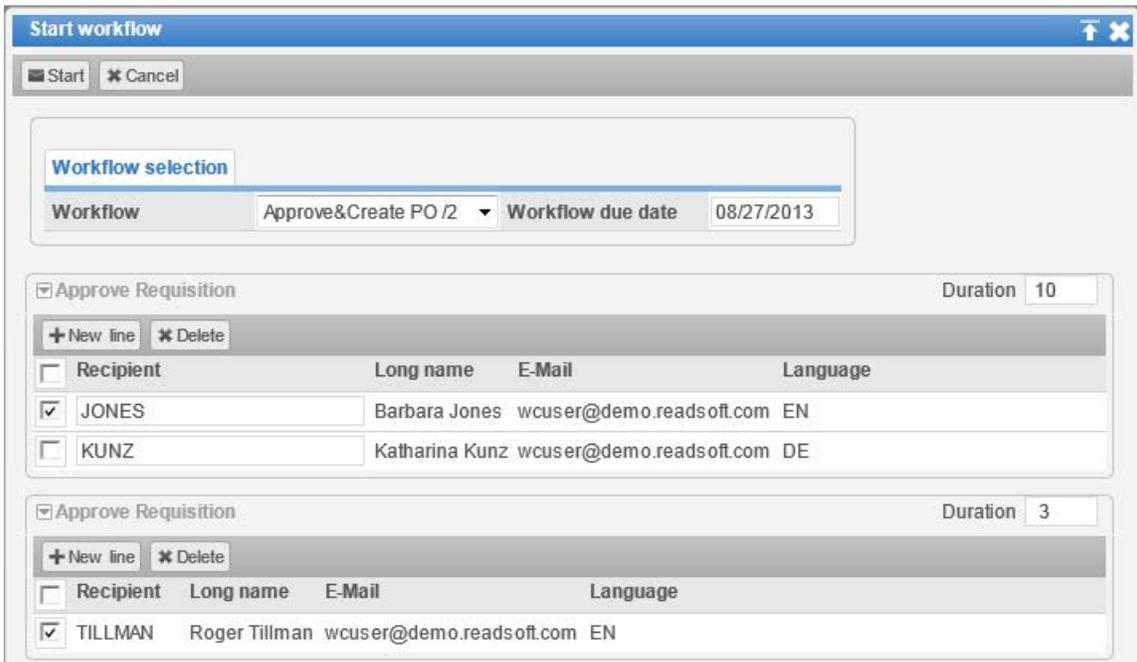
4. To enter a recipient, select a user type (only necessary if several user types have been defined in the workflow step) and then enter or search for the recipient's user name.
5. Optionally, click the **Note** button to add a [note](#) for the workflow processor.
6. Click the **Start** button at the bottom of the dialog.

Starting a multi-step workflow

Some workflows may have multiple steps or multiple recipients per step. The illustration below shows a two-step workflow.

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

Each step has its own processors list and in the first step, a second recipient was added by clicking the **New line** button.

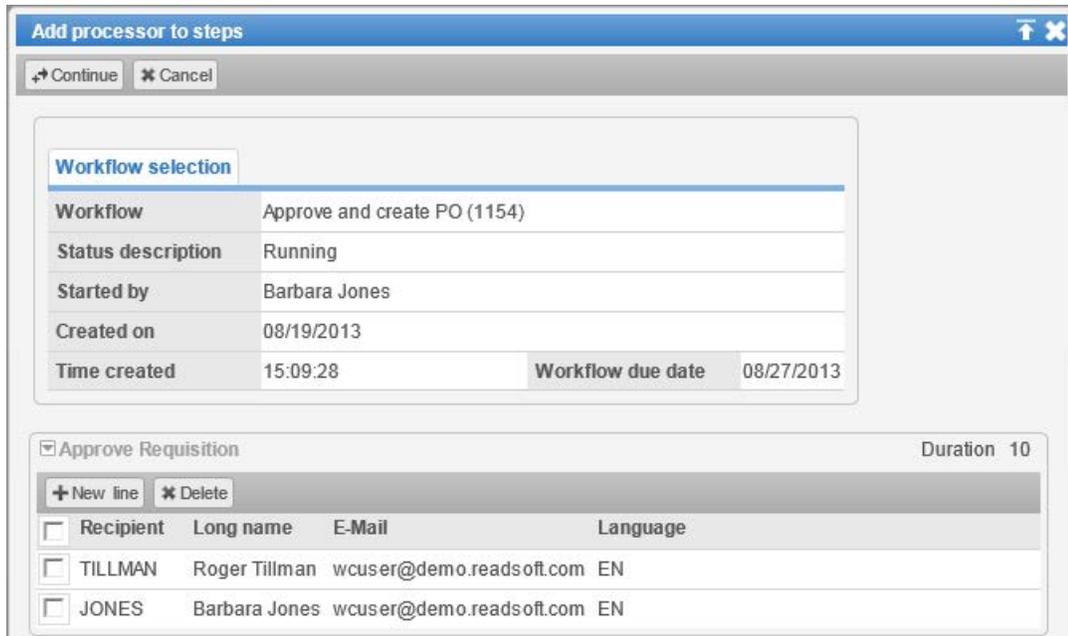


Adding and removing processors

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

Adding a processor

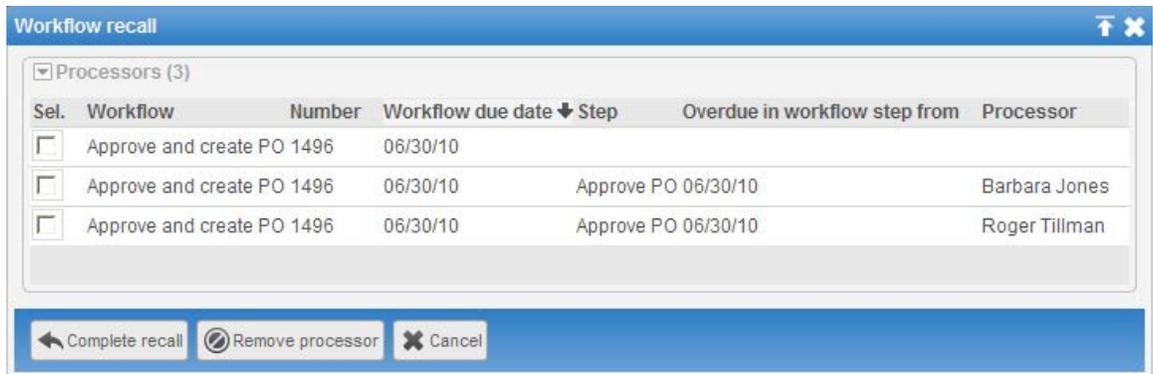
1. Click the document number in the [document list](#) to open the document details.
2. Click the **Continue** button on the **Actions** bar.



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

Removing a processor

1. Click the document number in the [document list](#) to open the document details.
2. Click the **Recall** button on the **Actions** bar.



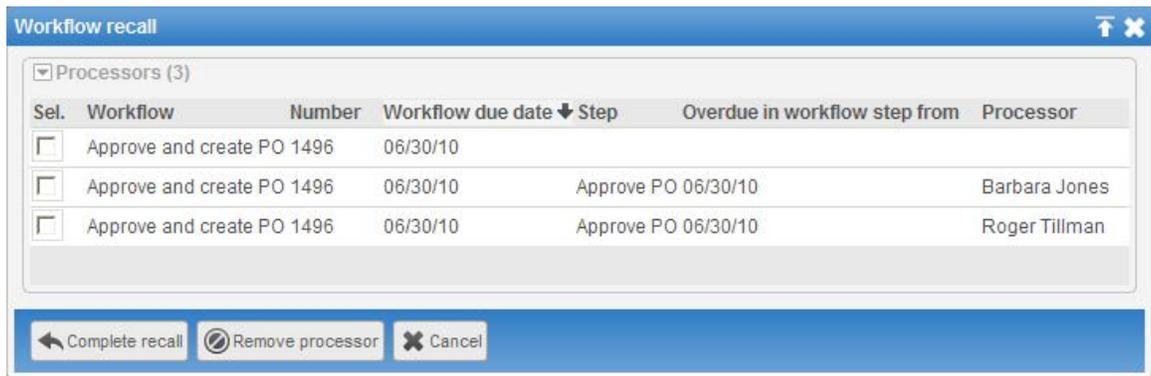
3. Select the processor and click the **Remove processor** button.

Recalling a workflow

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

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

1. Either select the document from the document list (by activating the check box) or go to the document's detail view (by clicking the PD document number).
2. Click the **Recall** button on the **Actions** bar.



3. Click the **Complete recall** button.

Recalling Accounts Payable documents

If your system has been configured accordingly, you can recall accounts payable documents that you have already approved in a workflow. Depending on the configuration, you may only be able to recall the document if it has not yet been approved by a subsequent workflow processor. You also cannot recall a document if the entire workflow has been completed.

1. In the [Worklist](#) click the **Recall** category. This category displays only documents for which recall is possible.
2. Select the document(s) that you want to recall.
3. Click the **Recall** button on the **Actions** bar.

Viewing workflow status

1. Either select the document from the document list (by activating the check box) or go to the document's detail view (by clicking the PD document number).
2. Click **Status** on the **Actions** bar.

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

Workflow status ↑ ×

Continue

Workflow selection

Workflow	Approve and create PO (1154) ▾	
Status description	Running	
Started by	Barbara Jones	
Created on	08/19/2013	
Time created	15:09:28	Workflow due date 08/27/2013

Next

Status	Step	Date	Time	Processor	Overdue
	Create Requisition		00:00:00	Katharina Kunz (SAP user: KUNZ)	
	Create Requisition		00:00:00	Barbara Jones (SAP user: JONES)	

Current

Status	Step	Date	Time	Processor	Overdue
	Approve Requisition	08/19/2013	15:09:40	Roger Tillman (SAP user: TILLMAN)	08/27/2013

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

Approving documents

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

To approve a document:

1. Either select the document from the document list (by activating the check box) or go to the document's detail view (by clicking the PD document number).
2. Click the **Approve** button on the **Actions** bar.

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

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

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

Approving line items

Some workflows require you to approve not just the entire document, but individual items on it. You only see the line items that are assigned to you for approval.

This document actually has three items, but Item 2 does not appear because it is assigned to someone else.

*To **approve** line items:* Select the check box to the left of the item.

*To **not approve** line items:* Do not select the check box to the left of the item.

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

To complete the approval process, you must click **Approve** on the **Actions** bar.

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

Rejecting documents

You can choose to reject a document that you receive in a workflow.

When you reject a document, the following behaviors are possible:

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

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

To reject a document:

1. Either select the document from the document list (by activating the check box) or go to the document's detail view (by clicking the PD document number).
2. Click **Reject** on the **Actions** bar.

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

Forwarding documents

You can forward a document that is in a workflow to another user. Forwarding the document passes responsibility for completing the workflow step that you originally received to that person. It is important to note that forwarding a workflow step does not skip over the step, it only passes the responsibility to another user.

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

To forward a document:

1. Either select the document from the document list (by activating the check box) or go to the document's detail view (by clicking the PD document number).
2. Click the **Forward** button on the **Actions** bar.

Workflow selection	
Workflow	Approve and create PO (1154)
Status description	Running
Started by	Barbara Jones
Created on	08/19/2013
Time created	15:09:28
Workflow due date	08/27/2013

Approve Requisition		Duration
		10
+ New line * Delete		
Recipient	Long name	E-Mail
<input checked="" type="checkbox"/>		

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

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

Sending and answering queries

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

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

Sending a query

1. Click the document number in the [document list](#) to open the document details.
2. [Create a note](#) and write your question in the note.
3. Click **Query** on the **Actions** bar.

The **Send query about workflow task** dialog is displayed.

Workflow selection	
Workflow	Approve and create PO (1154)
Status description	Running
Started by	Barbara Jones
Created on	08/19/2013
Time created	15:09:28
Workflow due date	08/27/2013

Approve Requisition		Duration	
		10	
+ New line * Delete			
Recipient	Long name	E-Mail	Language
<input checked="" type="checkbox"/>	EVANS	Blake Evans	wcuser@demo.readsoft.com EN

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

- To enter a recipient, select a user type (only necessary if several user types have been defined in the workflow step) and then enter or search for the recipient's user name. Click the **New line** button to add more recipients.
- Click the **Query** button at the bottom of the dialog box.

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

Answering a query

When you have received a [query](#) about a document, the document is marked with the workflow status icon **Query ?** in the [document list](#).

To answer a query:

- Click the document number in the [document list](#) to open the document details.
- Click the **Notes** tab.
- Read the notes that have been added to the document and then [add a new note](#) in reply to the query.
- Click the **Reply** button on the **Actions** bar.

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

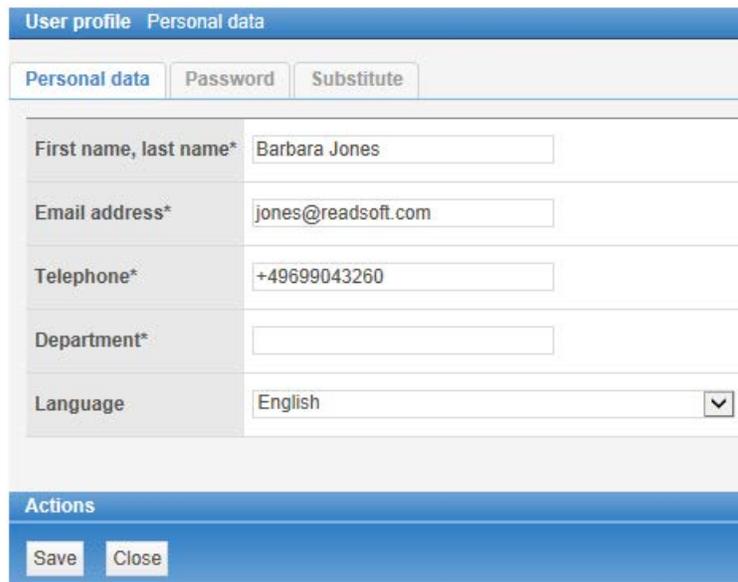
Changing personal settings

This chapter explains how to change your personal settings, such as your [password](#), and how to [assign substitutes](#) to take over your work while you are absent.

Note: Some or all of these functions may not be available in your system, depending on the configuration.

Changing user data and password

To change your user data, click the **User profile** button, make the changes in the **Personal data** tab and click the **Save** button.



The screenshot shows the 'User profile' interface with the 'Personal data' tab selected. The form contains the following fields:

- First name, last name*: Barbara Jones
- Email address*: jones@readsoft.com
- Telephone*: +49699043260
- Department*: (empty)
- Language: English (dropdown menu)

At the bottom, there is an 'Actions' bar with 'Save' and 'Close' buttons.

To change your password, click the **Password** tab. Enter your old password, enter and retype your new password, then click the **Save** button.

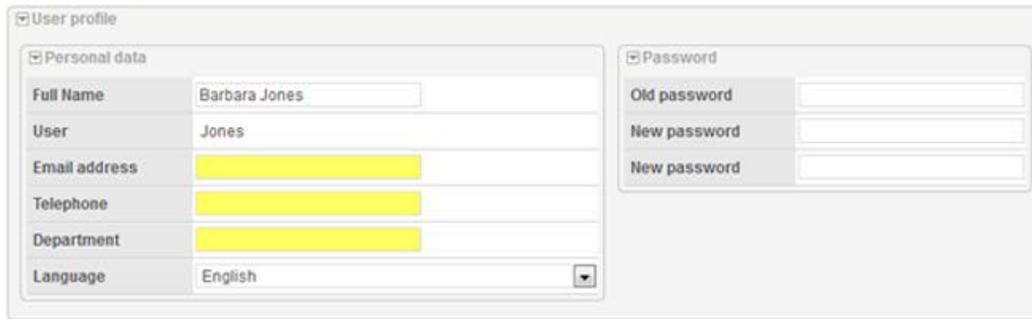


The screenshot shows the 'User profile' interface with the 'Password' tab selected. The form contains the following fields:

- Old password*: (empty)
- New password*: (empty)
- New password*: (empty)

At the bottom, there is an 'Actions' bar with 'Save' and 'Close' buttons.

Note: Depending on your configuration, your user profile may look like this. In this case, you can access your user profile by clicking **User profile** in the [Quick start menu](#) or the [Worklist](#).



The screenshot shows a web application interface for editing a user profile. It is divided into two main sections: 'Personal data' and 'Password'. The 'Personal data' section includes fields for 'Full Name' (Barbara Jones), 'User' (Jones), 'Email address', 'Telephone', 'Department', and 'Language' (English). The 'Password' section includes fields for 'Old password' and two 'New password' fields. The email address, telephone, and department fields are highlighted in yellow.

Assigning substitutes

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

Active substitutes

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

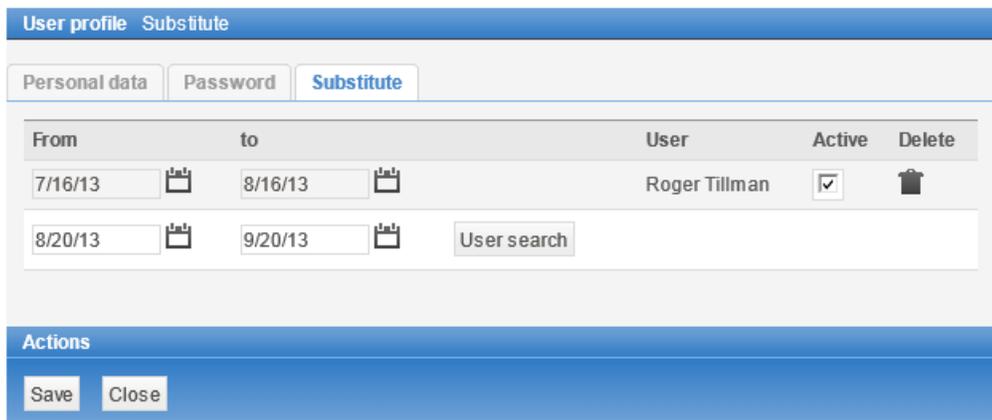
Passive substitutes

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

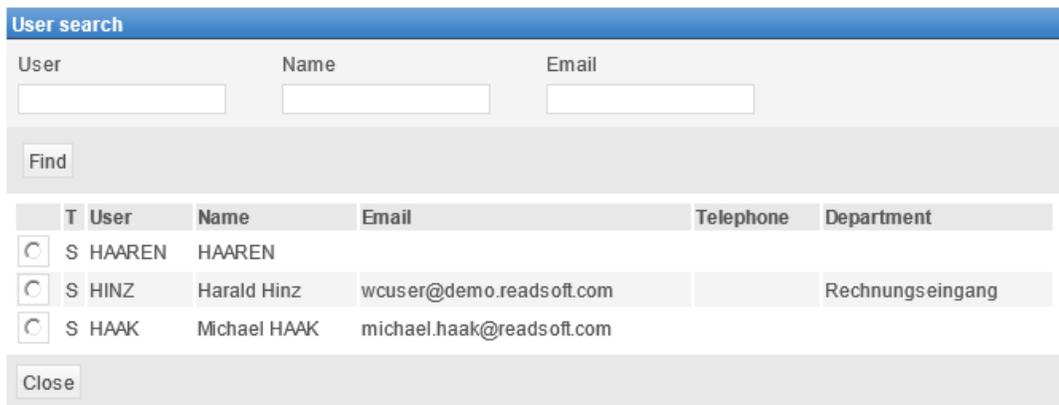
If your substitute processes a document (for example, approves it), the document is no longer displayed in your approval Worklist and you receive an email notification to inform you that the document has been processed. The substitution is recorded in the document's [messages](#).

Adding substitutes

1. Click **User profile**.
2. Select the **Substitute** tab.



3. Enter the date range during which the substitute should take over your work.
4. Click **User search**.



5. Search for the user by user logon name, full user name or email address.
6. Select the desired user from the search results. If only one user is found, this user is already selected. Click **Accept** to add this user as a substitute.

The user is inserted in the **Substitute** tab.

7. Check the **Active** check box to activate the substitution for this user.

Depending on your configuration, your user profile may look like this instead:

Personal data

Full Name:

User:

Email address:

Telephone:

Department:

Language:

Password

Old password:

New password:

New password:

Substitute (1)

[+ New line](#) [✖ Delete](#)

<input type="checkbox"/> From	to	<input type="checkbox"/> Unlimited	User	<input type="checkbox"/> Active
<input checked="" type="checkbox"/> 02/02/2015	03/02/2015	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

Changing and deleting substitutes

1. Click **User profile**.
2. Select the **Substitute** tab.

User profile
Substitute

Personal data
Password
Substitute

From	to	User	Active	Delete
<input type="text" value="7/16/13"/>	<input type="text" value="8/16/13"/>	Roger Tillman	<input checked="" type="checkbox"/>	
<input type="text" value="8/20/13"/>	<input type="text" value="9/20/13"/>	<input type="text" value="User search"/>		

Actions

Changing substitutes

You can only change the validity date or the activation status of a substitute. If you want to change the name of the user, you must delete the substitute and add a new substitution with the name of the new user.

Select new dates in the **From** and **to** fields and check or uncheck the **Active** check box.

Deleting substitutes

Click the **Delete** button next to the substitute that you want to delete.

Depending on your configuration, your user profile may look like this instead:

User profile

Personal data

Full Name	Barbara Jones
User	WA_THOMAS
Email address	
Telephone	
Department	
Language	English

Password

Old password	
New password	
New password	

Substitute (1)

+ New line ✕ Delete

<input type="checkbox"/>	From	to	Unlimited	User	Active
<input checked="" type="checkbox"/>	02/02/2015	03/02/2015	<input type="checkbox"/>		<input type="checkbox"/>

Accounts Payable

PROCESS DIRECTOR FOR Accounts Payable allows users to view and process the Accounts Payable documents that are sent to them in a workflow.

Worklist

The Worklist for Accounts Payable documents has two categories: **My Workflow Inbox**, which displays documents that need processing, and **Workflow History**, which displays documents that have already been processed. If configured, there is also a **Recall** category, which allows you to recall documents that you have already approved.

Worklist		Incoming Invoice - My Workflow inbox (66)				
Refresh worklist		Status	Descript.	Doc. no. ↑	FI / MM	Doc..Date
<input type="checkbox"/> Requisitions	897 🔍	✉	Check price mismatch	5035	MM	04/14/2010
<input type="checkbox"/> Goods Receipts	205 🔍	✉	Check missing GR	5041	MM	07/15/2010
<input type="checkbox"/> Financial Postings	185 🔍	✉	Check price mismatch	5057	MM	04/14/2010
<input type="checkbox"/> Customer Orders	1619 🔍	✉	Check missing GR	5062	MM	07/16/2010
Order Confirmations	38 🔍	✉	Check missing GR	5087	MM	09/27/2010
<input checked="" type="checkbox"/> Incoming Invoices		✉	Check price mismatch	5218	MM	04/14/2010
My Workflow inbox	66	✉	Check missing GR	5248	MM	07/16/2010
Workflow History	🔍					
Recall	🔍					

Depending on the configuration of your system, other categories could be displayed. However, you can only display the document, not take any action on it.

Processing documents

1. In the [Worklist](#) click the **Incoming Invoices > My Workflow Inbox** category.
2. Click the document number in the [document list](#) to open the document details.
3. You can now view the document data:
 - [View purchase order data](#)
 - [View vendor data](#)
 - [View and add notes](#)
 - [View and add attachments](#), such as the invoice image

Note: If the system has been accordingly configured, the invoice image can be viewed in the overview list.

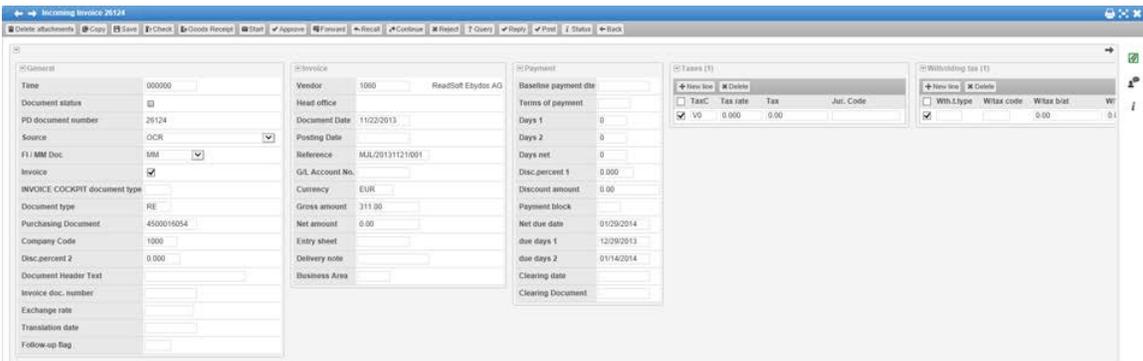
- [View the workflow status](#)

and take action:

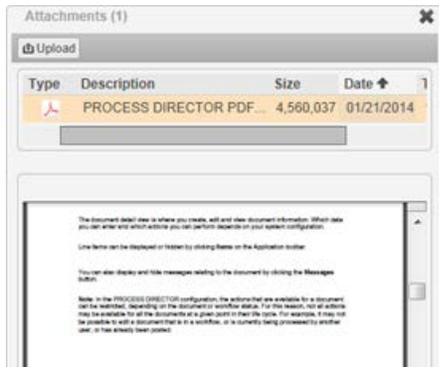
- [Approve the document](#)
- [Reject the document](#)
- [Forward the document to another user](#)
- [Send a query to another user](#)

Viewing purchase order data

In the [document detail view](#), the purchase order details are displayed in the different panels.



If the purchase order has documents attached to it, you can also view those attachments.



Viewing vendor data

In the [document detail view](#), the **Invoice** panel displays the vendor details.

Invoice	
Vendor	1060 ReadSoft Ebydos AG
Head office	
Document Date	07/17/2013
Posting Date	
Reference	
G/L Account No.	
Currency	EUR
Gross amount	10.00
Net amount	0.00
Entry sheet	
Delivery note	
Business Area	

Entering one-time vendor data

On occasions, you may receive invoices from vendors that your organization does not regularly do business with. Your organization will have no record of these vendors in its database. For these vendors, PROCESS DIRECTOR uses the standard SAP CPD (Conto pro Diverse) vendor numbers 1950 and 1960. For vendors with these numbers, an additional tab is displayed in the accounts payable document header, where users can enter the vendor address and bank details.

One-time vendor	
Name 1	
Country Key	
Bank Key	
Bank country key	
Bank Account Number	
Bank Control Key	
City	

Adding accounting data

In the accounting lines, you can enter percentages and they will automatically be converted to absolute values, to correspond with the amount in the header data.

Net amount	<input type="text" value="10,000.00"/>		
Entry sheet	<input type="text"/>		
Delivery note	<input type="text"/>		

Items (1)

Accounts (4)

<input type="checkbox"/>	G/L Acct	Net amount	Gross	Text
<input type="checkbox"/>	471000	2,500.00	0.00	
<input type="checkbox"/>		2,500.00	0.00	
<input type="checkbox"/>		2,500.00	0.00	
<input type="checkbox"/>		2,500.00	0.00	

Creating invoices

If configured in your system, you can create new FI invoices. You cannot create MM invoices.

1. In the [Worklist](#), double-click the **My workflow inbox** category.
2. Click **Create invoice** on the **Actions** bar.
3. In the **Create document** dialog box, select the type of invoice to be created from the selection list, and then click **Create invoice**.

Create document

Invoice type selection

4. Enter the invoice details.
5. Click **Save** on the Actions bar.

Note: The document is automatically sent to a workflow when saved. Click the **Workflow status** button to view the details of the workflow. Depending on the workflow step settings, the document may be deleted from the system if it is rejected by the first workflow processor and has not been processed by other users.

Saving an invoice as a template

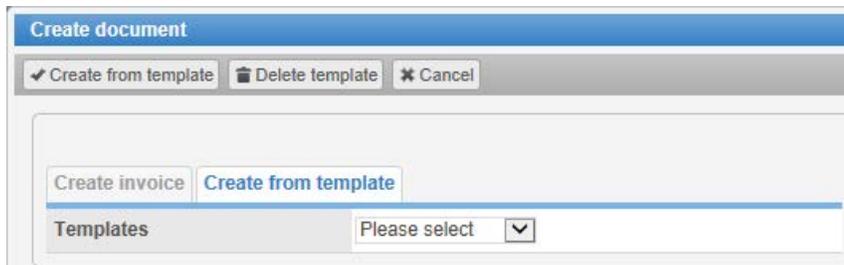
If configured in your system, you can save an invoice as a template and then use the template to create new invoices.

1. After creating an invoice, you click **Save template** on the **Actions** bar.
2. In the **Template** dialog box, enter a name for the template and click **Save template**.



Using a saved template to create a new invoice

1. In the [Worklist](#), double-click the **My workflow inbox** category.
2. Click **Create invoice** on the **Actions** bar.
3. In the **Create document** dialog box, select the **Create from template** tab.
4. From the **Templates** drop-down list, select the saved template and click **Create from template**.



5. Enter the invoice details.
6. Click **Save** on the **Actions** bar.

Accounts Receivable

PROCESS DIRECTOR for Payment Advices allows users to process payment advices and post them to SAP. Remittance advice information from suppliers is transferred to PROCESS DIRECTOR using various methods (EDI, OCR, file import, manual entry, etc.) and collected in PROCESS DIRECTOR payment advices.

PROCESS DIRECTOR matches the information in the payment advice against data in SAP and automatically determines the customer and the open items that match the payment amount, if this is possible.

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

Creating a payment advice

1. Click the appropriate **Payment Advices** category in the [Worklist](#), then click **Create** on the Actions bar.

A new document is created.

2. In the **Document type** field, select the type of document you want to create and click the **Save** button on the.
3. Fill in the header data.
4. Use the **New line** and **Delete line** buttons on the line items Actions bar to add and delete line items.

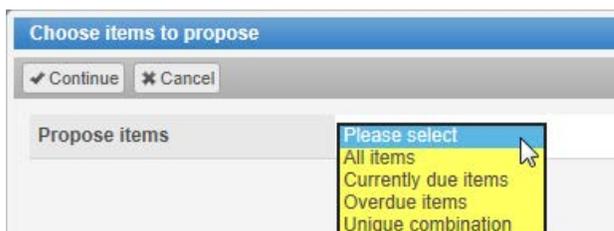
Alternatively, click the **Item Proposal** button to have PROCESS DIRECTOR automatically add suitable line items (see [Proposing line items](#)).

5. Click **Save** on the Actions bar.

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

Proposing line items

PROCESS DIRECTOR can automatically add suitable customer open items to the payment advice. Click the **Item Proposal** button and select the appropriate option.



Option	Description
All items	Adds all open customer items.
Currently due items	<p>Adds only items that fulfill these criteria:</p> <p>The invoice due date is later than the payment date.</p> <p>The posting date lies before the payment date by a specified minimum number of days. You enter the number of days in the Minimum time field, which appears when you click Continue.</p>
Overdue items	Adds only items for which payment is overdue.
Unique combination	<p>Only adds items if there is a single, unique combination of open items that matches the payment amount.</p> <p>For example, assume the following customer open items are available:</p> <p>Item 1 with the amount 100</p> <p>Item 2 with the amount 200</p> <p>Item 3 with the amount 150</p> <p>Item 4 with the amount 250</p> <p>If the payment amount is 250, two different combinations of items match the payment amount:</p> <p>Item 1 + Item 3 = 250</p> <p>Item 4 = 250</p> <p>If the payment amount is 600, there is a unique combination, because only one combination of items matches the payment amount:</p> <p>Item 2 + Item 3 + Item 4 = 600 (no other combination amounts to 600)</p>

Processing payment advices

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

1. Click the **Payment Advices** category in the [Worklist](#).

The document list displays all payment advices. Documents that contain errors have the status  **In error**.

2. Click the document number in the **PD Doc no.** column.
3. If necessary, click  to display the document image (if available).
4. Click the **Check** button on the Actions bar. The [system messages](#) resulting from the check will help you to identify the errors.
5. Correct the errors.
6. Click **Save** on the Actions bar.

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

Example

In the following example, no customer number has been captured. In addition, the net and gross amounts on the captured payment advice and the payment amount have been incorrectly interpreted.

To correct the error, enter the customer number. Then change the entries in the **Pymnt Amnt** column to match the entries in the **Gross Amount** column.

Archiving

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

Processing archive documents

1. Double-click the **Archiving** category in the [Worklist](#),

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

2. To archive a document, click the document number in the **PD Doc no.** column and in the **Object Type** field select the SAP object type with which the document should be archived.

Generic archiving solution 663	
<input type="button" value="Copy"/> <input type="button" value="Save"/> <input type="button" value="Check"/> <input type="button" value="Change key data"/> <input type="button" value="Post"/> <input type="button" value="Delete"/> <input type="button" value="Back"/>	
Header	
General	
Document status	<input type="checkbox"/>
Workflow status	
PD document number	663
Object Type	BKPF Accounting document
Key	0000004100

3. Click the **Change key data** button on the Actions bar and enter the key data. Which fields are available here depends on the selected object type.

Please, provide data	
<input type="button" value="Cancel"/>	
Company Code	<input type="text"/>
Document Number	<input type="text"/>
Fiscal Year	<input type="text"/>

4. Click **Save** on the Actions bar.

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

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

Asset management

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

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

Creating an asset acquisition request

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

To create an asset acquisition request:

1. Click the appropriate **Asset Acquisition** category in the [Worklist](#), then click **Create** on the **Actions** bar.

A new document is created.

Transaction data		Additional detail	
Document status	<input type="checkbox"/>	Posting Period	0
PD document number	0	Document type	<input type="text"/>
Workflow status	<input type="text"/>	Transactn Type	<input type="text"/>
Company Code	<input type="text"/>	Trading Partner	<input type="text"/>
Document Date	08/27/2013	Reference	<input type="text"/>
Posting Date	08/27/2013	Assignment	<input type="text"/>
Reference Date	<input type="text"/>		
Text	<input type="text"/>		

2. Fill in the relevant fields on the header data tabs.
3. Enter the line items. Use the **New line** and **Delete** buttons on the **Actions** bar to add and delete line items.
4. Click **Save** on the Actions bar.

Transaction data

Document status	●	
PD document number	42	
Workflow status		
Company Code	1000	ReadSoft Deutschland
Document Date	08/28/2013	
Posting Date	08/28/2013	
Reference Date		
Text	Used car	

Additional detail

Posting Period	0	
Document type	AA	Asset posting
Transactn Type		
Trading Partner	1000	
Reference		
Assignment		

List of Assets (1)

Asset	Subnumber	Amount	Currency	Descript.	Quantity	Unit	CoCode	Fisc. Year	DocumentNo
3395	0	15,000.00	EUR	Audi A6	1.000	EA	1000	2013	100000055

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

Creating an asset retirement request

1. Click the appropriate **Asset Retirement** category in the [Worklist](#), then click the **Create** button on the **Actions** bar.
2. Select the type of transaction you would like to create.

Asset Retirement - Transaction

Continue Cancel

Transaction Please select

- Asset Retirement by Scrapping
- Asset Sale Without Customer
- Please select

3. Fill in the relevant fields on the header data tabs.
4. Enter the line items. Use the **New line** and **Delete** buttons on the **Actions** bar to add and delete line items.
5. Click **Save** on the Actions bar.

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

Creating an asset transfer request

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

To create an asset transfer request:

1. Click the appropriate **Asset Transfer Posting** category in the [Worklist](#), then click **Create** on the **Actions** bar.
2. Select the type of transaction you would like to create.

3. Fill in the relevant fields on the header data tabs.
4. Enter the line items. Use the **New line** and **Delete** buttons on the **Actions** bar to add and delete line items.

- Click **Save** on the Actions bar.

The screenshot shows the 'Asset Transfer Posting 5' web application interface. The window title is 'Asset Transfer Posting 5'. The interface is divided into several sections:

- Transaction data:**
 - Document status: ●
 - Workflow status:
 - PD document number: 5
 - Company Code: 1000
 - ReadSoft Deutschland
 - Transaction: Intercompany Asset Transfer
 - Document Date: 04/04/2013
 - Posting Date: 04/04/2013
 - Asset value date: 04/30/2013
 - Text: employee notebook transfer
 - Currency: EUR
- Additional detail:**
 - Posting Period: 0
 - Document type:
 - Transfer variant: 2
 - Net method:
 - Assignment:
- List of Assets (1):**

CoCode	Asset	SNo.	DescriptL.	Amount	CrCY	PartCoCd	PrtnrAsset	P. sub-no.	Descript.	Fisc. Year	DocumentNo	
<input checked="" type="checkbox"/>	1000	3409	0	IBM Thinkpad T420	500.00	EUR	2000	1001	0	IBM Thinkpad T420	2013	100000048

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

Customer Orders

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

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

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

Processing customer orders

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

1. Click the appropriate **Customer Orders** category in the [Worklist](#).

The document list displays all customer order documents. Documents that contain errors have the status ■ **In error**.

2. Click the document number in the **PD Doc no.** column.
3. On the **Attachments** tab, click the **PROCESS DIRECTOR scanned document** attachment to display the document image (if available).
4. Click the **Check** button on the **Actions** bar. The [system messages](#) resulting from the check will help you to identify the errors.

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

Status	Item	Material	Descript.	MatEntered	Order qty	SU	Net price	Net value	Currency	Plant
■	1	484-7718	Capacitor 18pf	4847718	200.000	PC	0.09	18.00	EUR	1000
■				4847702	200.000	PC	0.09	18.00	EUR	1000

Expected item value 18,00 differs to much for item no. 1: 12,00

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

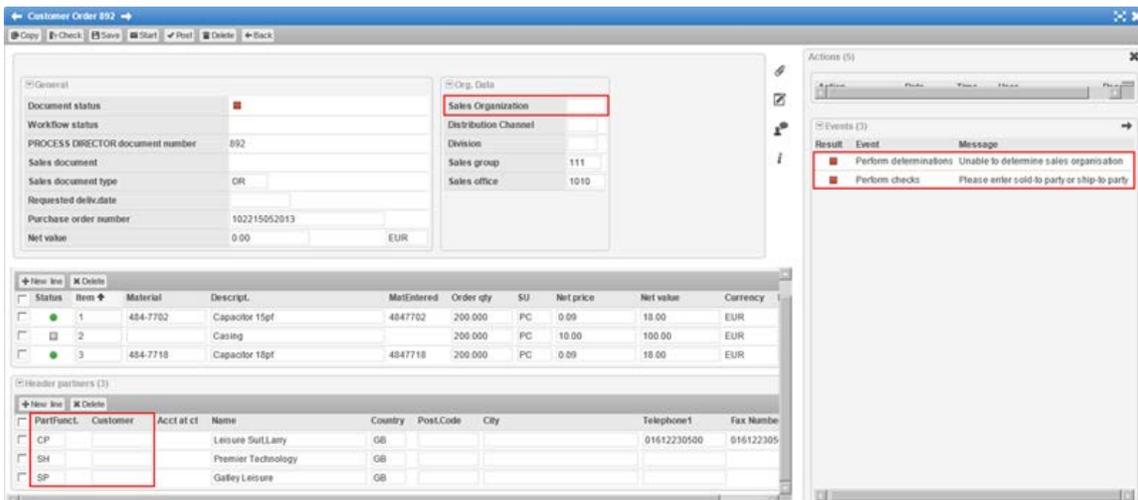
5. Correct the errors.
6. Click **Save** on the Actions bar.

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

Example

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

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



Electronic Bank Statements

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

Processing electronic bank statements

1. Click the **Electronic Bank Statements** category in the [Worklist](#).

The document list displays all electronic bank statement documents. Documents that contain errors have the status ■ **In error**.

2. Click the document number in the **PD Doc no.** column.
3. Select a line item and click the **Payment Advice Items** button to view the corresponding payment advice items.

Items that are not cleared are marked with the status ✘. Cleared items are marked with the status ✔.

The screenshot shows the 'Bank Statement/Lockbox 143' window. The 'Header' section is divided into 'General' and 'Details' tabs. The 'General' tab shows document status (In error), PD document number (143), sending bank (62030050 7002335300 EUR), statement ID (201400067), statement number (67), statement date (01/24/2014), and company code (1000). The 'Details' tab shows ending balance amount (104,379.17), opening balance amount (102,970.25), total unassigned value (1,050.69), and total uncleared value (1,050.69). Below the header is a table of 'DF Items (4)' with columns for Status, PD doc number, Pmt advice, Account, D/C, Amount, Acct crcy, Fisc. Year, DocumentNo, Sub.doc.no, and Payee note. The first item (1401) is selected and marked as 'In error'. Below this is a sub-table for 'Payment Advice Items (1)' with columns for Status, Line item, Pymnt Amnt, Gross, Discnt, Deduction, Reason cde, Currency, DocumentNo, Item, Reference, Fisc. Year, and AllAcct. The first item (0) is selected and marked as 'In error'.

Status	PD doc number	Pmt advice	Account	D/C	Amount	Acct crcy	Fisc. Year	DocumentNo	Sub.doc.no	Payee note
<input checked="" type="checkbox"/>	✘	1401	100071	Credit	334.23	EUR	2014	100000717		INVOICE NUMBER 18000

Status	Line item	Pymnt Amnt	Gross	Discnt	Deduction	Reason cde	Currency	DocumentNo	Item	Reference	Fisc. Year	AllAcct
<input checked="" type="checkbox"/>	✘	0	334.23	334.23	0.00	0.00		1800002306	1		2014	
<input type="checkbox"/>	✘											
<input type="checkbox"/>	✔	1403	0400000000001403									
<input type="checkbox"/>	✘	1404										

4. [Clear the uncleared items.](#)
5. Click **Save** on the Actions bar.

Clearing an item

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

You can clear an item in the following ways:

1. Manually select the payment advice number by using the search help:
 - a. Select the bank statement with the uncleared items.
 - b. Select the uncleared item and click **Change data**.
 - c. Fill in the required information in the **Assign data** popup and click **Save**.
 - d. You can clear the item by clicking **Post data**.
2. You can create a new PROCESS DIRECTOR payment advice and post it in SAP.
 - a. Click **Create Payment Advice**.
 - b. Fill in the required information and save and post the document.

Header

General

Document status	■
Workflow status	
PD document number	0
Company Code	1000
Customer	
Account at customer	
Adv.header text	

Payment Details

Pmnt advice no.	
Clearing Document	
Fiscal Year	
Payment document no.	
Payment date	03/18/2013
Currency	EUR
Payment Amount	210.00 0.00
Balance	
Gross amount	0.00
Cash discount amount	0.00

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

Items (3)

Create Payment Advice Post data Change data Payment Advice Items						
Status	PD doc number	Pmt advice	Account	D/C	Amount	
✓	4259	0400000000004259	100072	Credit	210.00	

Financial Postings

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

General ledger postings

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

Customer postings

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

Creating a financial posting

1. Click the appropriate category in the [Worklist](#): **G/L Account Postings** or **Customer Postings**.
2. In the [document list](#) view, click the **Create** button on the Actions bar.
3. Select a posting type and click the **Continue** button:



The screenshot shows a dialog box with a blue title bar that reads "Please, specify the Posting Type". Below the title bar is a grey bar containing two buttons: "Continue" (with a checkmark icon) and "Cancel" (with an "X" icon). Below this bar is a text input field labeled "Posting Type" which contains the text "GLAP".

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

Please specify additional data

Original SAP document

Document Number: 100000004

Company Code: 1000

Fiscal Year: 2013

Current CO object / SAP document item no

Cost Center: 1000

WBS element:

Order:

Line item: 0

Target CO object

Cost Center: 1200

WBS element:

Order:

A new document is created.

G/L Account Postings 125

Details

General

Document status: New or ready for posting

Workflow status:

Posting Type: GLAP Adjustment posting

Company Code: 1000

Document Date: 07/25/2013

Posting Date:

Reference:

Document Header Text:

Currency: EUR

Calculate tax:

Debit total: 84.03

Credit total: 84.03

Adjustment posting

Original document number: 1900000000

Original Fiscal Year: 2012

Posting positions (2)

<input type="checkbox"/>	Item	G/L Acct	D/C indic.	Amount	Currency	Tax Code	Text	Cost Ctr	Order	V
<input type="checkbox"/>	1	451000	Credit	84.03	EUR			1000		
<input type="checkbox"/>	2	451000	Debit	84.03	EUR			1200		

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

Use the **New line** button to add posting positions, and the **Delete** button to delete positions.

6. Click **Save** on the Actions bar.

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

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

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

Changing the posting type

1. Click the appropriate **G/L Account Postings** or **Customer Postings** category.
2. Click the document number in the [document list](#) to open the document details of the document whose posting type you want to change.
3. Click **Change Posting Type** on the **Actions** bar.
4. Select a posting type and click **Continue**:



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

G/L Account Postings

Regular posting

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

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

Adjustment posting

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

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

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

Please specify additional data	
* Cancel ✓ Continue	
Original SAP document	
Document Number	1900000131
Company Code	1000
Fiscal Year	2012
Current CO object / SAP document item no	
Cost Center	1000
WBS element	
Order	
Line item	0
Target CO object	
Cost Center	1200
WBS element	
Order	

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

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

Provision posting

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

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

To reverse a provision, open the document and click the **Reverse** button on the Actions bar. The document status changes to **Reversed**. The number of the reversal document is displayed in the **Details** data panel.

Accrual with reversal posting

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

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

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

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

Recurring entry / recurring accrual with reversal posting

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

You specify when and how often a new posting should be created in the **Recurring schedule** data panel.

Recurring schedule	
First run on	02/01/2013
Last run on	02/01/2014
Interval in months	Per month
Run date	15
Last Document Date	02/15/2013

Field	Description
First run on / Last run on	The time frame within which documents will be created.
Interval in months	The frequency with which documents will be created, for example, every month
Run date	The exact date on which documents will be created, for example, on the 15th of each month.
Last document date	The last date on which a document was created. This field is automatically filled every time a new document is created.

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

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

The **Relations** data panel displays a list of all documents that have been created from a recurring entry/accrual template.

Accrual from PROCESS DIRECTOR Accounts Payable posting

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

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

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

Item	GI.L Acct	DIC indic.	Amount	Currency	Tax code	Text	Cost Ctr	Order	WBS elem.	Pro
1	400000	Credit	100.00	EUR		22402.000001	1000			
2	400000	Debit	500.00	EUR	VN	22107.000005.001	1000			140
3	400000	Debit	52.00	EUR	VN	21912.000001.001	1000			140
4	400000	Debit	25.97	EUR	VN	21912.000002.001	1000			140
5	451000	Credit	477.97	EUR			1000			

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

Customer Postings

Invoice/Credit note posting

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

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

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

Recurring invoice posting

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

You specify when and how often a new posting should be created in the **Recurring schedule** data panel.

☑ Recurring schedule	
First run on	04/01/2013
Last run on	11/02/2013
Interval in months	Per month
Run date	22
Last Document Date	04/22/2013

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

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

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

The **Relations** data panel displays a list of all documents that have been created from a recurring invoice template.

Deferral (invoice) posting

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

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

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

New Customer Postings (F1)

Save List Upload Cancel

General		Details		Customer	
Document status	<input type="checkbox"/> New or ready for posting	Document type	DR	Customer	1000
Workflow status		Exchange rate	0.00000	Amount	100.00
Posting Type	ARDI Deferral (invoice)	Translation date		Currency	EUR
Company Code	1000	Trading Part.BA		Text	
Document Date	03/20/2013	Validity date	01/01/2014	Assignment	
Posting Date		Consumed Amount	0.00	Payment block	<input type="checkbox"/>
Reference		Document Number		Payment Method	<input type="checkbox"/>
Document Header Text		Fiscal Year			
Calculate tax	<input checked="" type="checkbox"/>	Period	0		
Debit total	0.00				
Credit total	0.00				

Posting positions (2)										
Item	G/L Acct	D/C indic.	Amount	Currency	Tax code	Text	Cost Ctr	Order	WBS elem.	Profit Ctr
<input type="checkbox"/>	1 800001	Credit	60.00	EUR		example text 2			2001.99.T-POP	
<input type="checkbox"/>	2 801001	Credit	40.00	EUR		example text 3			2001.99.T-POP	

Write-off posting

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

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

Please, specify additional data	
<input type="checkbox"/> Continue <input type="checkbox"/> Cancel	
Original SAP document	
Document Number	1800001612
Company Code	1000
Fiscal Year	2012
Write-off Details	
G/L Account No.	203000 x

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

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

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

Goods Receipts

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

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

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

Creating a goods receipt

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

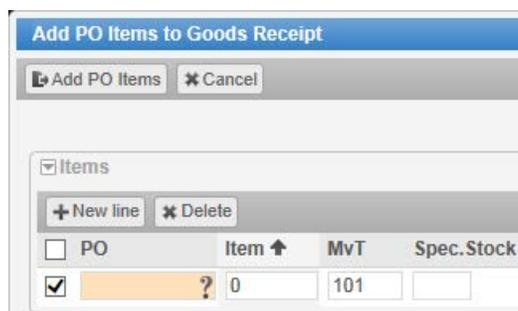
To create a goods receipt without a requisition:

1. Click the appropriate **Goods Receipt** category in the [Worklist](#), then click **Create** on the **Actions** bar.

A new document is created.

2. Fill in the header fields.
3. Edit the line items. Use the **New line** and **Delete line** buttons on the line items Actions bar to add and delete line items.

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



PO	Item	MvT	Spec.Stock
<input checked="" type="checkbox"/>	?	0	101

4. Check the **OK** check box if the delivery of this item is to be considered complete.

5. Click **Save** on the Actions bar.

To create a goods receipt based on a requisition or invoice:

1. Click the PROCESS DIRECTOR requisition document number (**PD doc. no.**) in the [document list](#), then click the **Goods Receipt** button on the **Actions** bar.

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

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

2. Make changes as necessary.
3. Click **Save** on the Actions bar.

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

Processing goods receipts

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

1. Click the appropriate **Goods Receipt** category in the [Worklist](#).

The document list displays all goods receipt documents. Documents that contain errors have the status  **In error**.

2. Click the document number in the **PD Doc no.** column.
3. On the **Attachments** tab, click the **PROCESS DIRECTOR scanned document** attachment to display the document image (if available).
4. Click the **Check** button on the **Actions** bar. The [system messages](#) resulting from the check will help you to identify the errors.
5. Correct the errors.
6. Click **Save** on the Actions bar.

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

Example

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

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

Invoice Block and Cancelation

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

Creating a block/unblock request

1. Click the **Invoice Blocking/Unblocking** category in the [Worklist](#), and then in the [document list](#) view, click **Create** in the **Actions** bar.
2. Select the transaction type **Block** or **Cancel**, fill in the required fields and click **Continue**. The **Document number** field refers to the PROCESS DIRECTOR Accounts Payable document number. If the invoice has more than one line with posting key 31 and different vendor numbers, you must also enter the vendor and line item.

Select posted document			
<input checked="" type="button" value="Continue"/> <input type="button" value="Cancel"/>			
Transaction type	<input type="text" value="Please select"/>		
Document number	<input type="text" value="Block"/>		
Invoice doc. number	<input type="text" value="Please select"/>	Fiscal Year	<input type="text" value="2013"/>
Company Code	<input type="text" value=""/>		

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

Canceling an invoice

1. Click the **Invoice Blocking/Unblocking** category in the [Worklist](#), and then in the [document list](#) view, click the **Create** button in the **Actions** bar.
2. Fill in the required fields and click **Continue**. The **Document number** field refers to the PROCESS DIRECTOR Accounts Payable document number.

Select posted document			
<input checked="" type="button" value="Continue"/> <input type="button" value="Cancel"/>			
Transaction type	<input type="text" value="Cancel"/>		
Document number	<input type="text" value="7693"/>		
Invoice doc. number	<input type="text" value="4500016035"/>	Fiscal Year	<input type="text" value="2013"/>
Company Code	<input type="text" value="1000"/>		

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

New Invoice block/cancellation

General			
Transaction type	Cancel		
Document status	<input type="checkbox"/>	Workflow status	
PD document number	0		
Document number	7693		
MM document number	5105609196		
Invoice doc. number	5100000014	Fiscal Year	2013
Company Code	1000		
Posting Date	04/19/2013		
Reference	42150		
Vendor	3600	Funcke Büromarkt	
Amount	548.34	Currency	EUR

Cancel	
Reversal reason	05
Posting Date	08/29/2013
Reverse PD AP document	<input checked="" type="checkbox"/>

- Click **Save** on the Actions bar.

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

Master Data Maintenance

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

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

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

Creating an asset master maintenance request

1. Click the appropriate **Asset Master Maintenance** category in the [Worklist](#), then in the [document list](#) view, click the **Create** button in the **Actions** bar.
2. Select the type of change you want to make (**Create**, **Update** or **Delete**), fill in the fields and click the **Continue** button.

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

Asset master data maintenance	
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>	
Activity	Create ▾
Asset	<input type="text"/>
Asset class	<input type="text"/>
Company Code	<input type="text"/>
Ref. Asset	<input type="text"/>
Ref. Sub-number	<input type="text"/>
Ref. Company Code	<input type="text"/>
Create sub-number	<input type="checkbox"/>

A new document is created.

Deactiv.	Area	Dep. area	Key	Usef.life	Per	Ord. depr.
<input type="checkbox"/>	1	Book deprec.	LINR	5	0	
<input type="checkbox"/>	15	Tax bal.sht.	LINR	5	0	
<input type="checkbox"/>	20	Cost-acc.	LINA	6	0	
<input type="checkbox"/>	30	Group GBP	LINR	5	0	
<input type="checkbox"/>	31	Group DEM	LINR	5	0	
<input type="checkbox"/>	32	BkDep(g cur)	LINR	5	0	

3. Fill in or edit any relevant fields on the header data tabs.
4. If necessary, select the **Deactivation** check boxes for the depreciation areas that need to be inactive for this asset.
5. Click **Save** on the Actions bar.

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

Adding multiple assets to the request

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

List of Assets (3)

+New line *Delete

<input type="checkbox"/>	Asset	Subnumber	Descript.	Bus. Area	Cost Ctr	Ev.Group 1	EvGroup 2	Eval.Grp 3	Eval.Gr.4
<input checked="" type="checkbox"/>			Audi			0001	0002		
<input type="checkbox"/>			Audi			0001	0002		
<input type="checkbox"/>			Audi			0001	0002		

5. If necessary, change the required fields.

List of Assets (3)

+New line *Delete

<input type="checkbox"/>	Asset	Subnumber	Descript.	Bus. Area	Cost Ctr	Ev.Group 1	EvGroup 2	Eval.Grp 3	Eval.Gr.4
<input checked="" type="checkbox"/>			Audi			0001	0002	0001 ?	
<input type="checkbox"/>			Audi			0001	0002		Y
<input type="checkbox"/>			Audi			0001	0002		

6. Post the document.

List of Assets (3)

Asset	Subnumber	Descript.	Bus. Area	Cost Ctr	Ev.Group 1	EvGroup 2	Eval.Grp 3	Eval.Gr.4
3377	0	Audi			0001	0002	0001	
3378	0	Audi			0001	0002		Y
3379	0	Audi			0001	0002		

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

Creating a cost center maintenance request

1. Click the appropriate **Cost Center Maintenance** category in the [Worklist](#), then in the [document list](#) view, click **Create** on the **Actions** bar.
2. Select the type of change you want to make (**Create**, **Update** or **Delete**), fill in the fields and click the **Continue** button.

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

Costcenter master data maintenance

Continue Cancel

Activity: Create

Cost Center:

Controlling Area: ?

Valid From: 08/21/2013

Activation status: Active

Reference Cost center:

A new document is created.

3. Fill in any relevant fields on the header data tabs.
4. Click **Save** on the Actions bar.

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

Adding multiple cost centers to the request

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

Collection of Cost Centers (3)							
+ New line * Delete							
<input type="checkbox"/>	Cost Ctr	Name	Descript.	Pers.Resp.	Department	CoCode	Profit Ctr
<input checked="" type="checkbox"/>	1000	Corporate Services	Corporate Services	Roger Tillman	Corporate	1000	1402
<input type="checkbox"/>	1001	Customer Services	Corporate Services	Roger Tillman	Corporate	1000	1402
<input type="checkbox"/>	1002	Consultancy Services	Corporate Services	Roger Tillman	Corporate	1000	1402

6. Post the document.

Creating a customer master maintenance request

1. Click the appropriate **Customer Master maintenance** category in the [Worklist](#), then in the [document list](#) view, click **Create** in the **Actions** bar.
2. Select the type of change you want to make (**Create** or **Update**), fill in the fields and click the **Continue** button.

Customer master data maintenance

Continue Cancel

Activity: Create

General data

Customer:

Company Code:

Account group:

Sales Organization:

Distribution Channel:

Division:

Reference

Customer:

Company code:

Sales organization:

Distribution channel:

Reference division:

A new document is created.

New Customer Master maintenance

Save Cancel

General

Workflow status:

Activity: Create

General data

Customer: 9998

Account group: 0001 Sold-to party - 0001

Account control

Vendor: Authorization Group:

Trading Partner: Group key:

Tax information

Tax Number 1: VAT registration no.:

Tax Number 2:

Address data

Name

Title: Please select

Name 1:

Name 2:

Search terms

Search Term 1:

Street address

Street: House Number:

Postal Code: City:

Country: Region:

PO box address

PO Box:

Postal Code:

Communication

Language:

Telephone:

Fax Number:

E-Mail Address:

3. Fill in or edit any relevant fields on the header data tabs.

4. Click **Save** on the Actions bar.

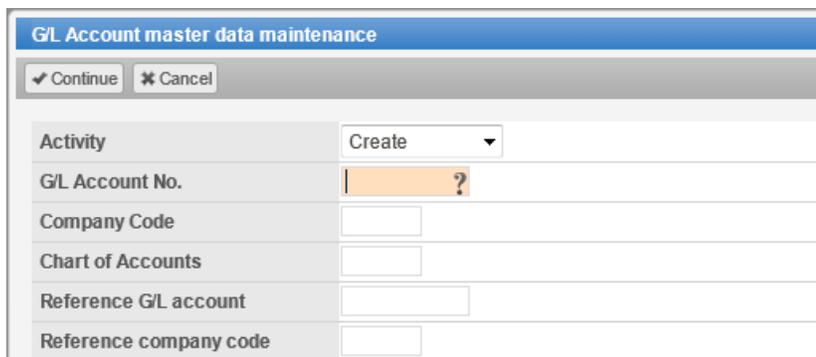
When you have saved the document, a PD document number is assigned. If all information has been entered correctly, the document has the status **Ready for processing**. Usually, you will need to [send the document to a workflow](#).

General ledger accounts

Creating a G/L account maintenance request

1. Click the appropriate **G/L Account Maintenance** category in the [Worklist](#), then in the [document list](#) view, click **Create** in the **Actions** bar.
2. Select the type of change you want to make (**Create** or **Update**), fill in the fields and click the **Continue** button.

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



G/L Account master data maintenance	
<input type="button" value="Continue"/> <input type="button" value="Cancel"/>	
Activity	Create
G/L Account No.	?
Company Code	
Chart of Accounts	
Reference G/L account	
Reference company code	

A new document is created.

3. Fill in any relevant fields on the header data tabs.
4. If necessary, enter keywords and translation information.
5. Click **Save** on the Actions bar.

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

Requests for blocking/deletion

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

4. Click **Save** on the Actions bar.

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

Creating a profit center maintenance request

1. Click the appropriate **Profit Center Maintenance** category in the [Worklist](#), then in the [document list](#) view, click **Create** on the **Actions** bar.
2. Select the type of change you want to make (**Create**, **Update** or **Delete**), fill in the fields and click the **Continue** button.

A new document is created.

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

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

Vendors

Creating a vendor master maintenance request

1. Click the appropriate **Vendor Master Maintenance** category in the [Worklist](#), then in the [document list](#) view, click **Create** on the **Actions** bar.
2. Select the type of change you want to make (**Create** or **Update**), fill in the fields and click the **Continue** button.

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

Note: PROCESS DIRECTOR supports both external and internal number ranges for the vendor account number. Which number range is used depends on the **Account group**. If an internal number range is used, leave the **Vendor** field blank, as it will be generated by the SAP system when the account is created. The system informs you if you need to fill in the **Vendor** field.

A new document is created.

3. Fill in or edit any relevant fields on the header data tabs.
4. Click **Save** on the Actions bar.

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

Processing in the workflow

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

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

Vendor master maintenance 293

Recall Continue Status Back

General data Address data Purchasing data

Accounting data

Accounting information

Reconciliation acct 164005

Head office

Planning group A1

Payment data

Payment terms 0001

Withholding tax

WH Tax Country

Block/Deletion

Posting block

Central posting block

Posting block for company code

Purchasing block

Central purchasing block

Purch. block for purchasing organization

Block for quality reasons

Block function

Deletion flags

Central deletion flag

Deletion flag for company code

Delete flag for purchasing organization

Deletion blocks

Central del.block

CoCd deletion block

Bank (1)

Bank ctry ↑	Bank Key	Bank Acct.	Ctrl key..	Bank name	IBAN	SWIFT code
DE	12345678	1234567812		FD bank NEW	DE59123456781234567812	

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

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

Requests for blocking/deletion

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

Block/Deletion	
Posting block	
Central posting block	<input type="checkbox"/>
Posting block for company code	<input type="checkbox"/>
Purchasing block	
Central purchasing block	<input type="checkbox"/>
Purch. block for purchasing organization	<input type="checkbox"/>
Block for quality reasons	
Block function	<input type="checkbox"/>
Deletion flags	
Central deletion flag	<input type="checkbox"/>
Deletion flag for company code	<input type="checkbox"/>
Delete flag for purchasing organization	<input type="checkbox"/>
Deletion blocks	
Central del.block	<input type="checkbox"/>
CoCd deletion block	<input type="checkbox"/>

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

Order Confirmations

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

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

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

Creating an order confirmation

1. Click the **Order Confirmations** category in the [Worklist](#), then click the **Create** button on the **Actions** bar.

A new document is created.

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

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

3. Use the **New line** and **Delete** buttons on the line items **Actions** bar to add and delete order confirmation line items.

Alternatively, to automatically enter the purchase order items, click **Items Proposal** on the **Actions** bar.

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

4. Make changes as necessary.
5. Click **Save** on the Actions bar.

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

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

Processing order confirmations

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

1. Click the **Order Confirmations** category in the [Worklist](#).

The document list displays all order confirmation documents. Documents that contain errors have the status  **In error or incomplete**.

2. Click the document number in the **PD Doc no.** column.
3. If necessary, display further information. On the Application Toolbar, click:
4. On the **Attachments** tab, click the **PROCESS DIRECTOR scanned document** attachment to display the document image (if available).
5. Click the **Check** button on the **Actions** bar. The [system messages](#) resulting from the check will help you to identify the errors.
6. Correct the errors.
7. Click **Save** on the Actions bar.

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

Example

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

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

The screenshot displays the SAP Order Response 64 interface. It is divided into three main sections:

- General Data:** A form containing fields for Document status, Workflow status, PROCESS DIRECTOR document number (64), Order acknowledgment (AB075764), Created on (05/02/2011), Purchasing Document (4500016171), Currency (EUR), Vendor (3200 - Blumenbecker Industriebedarf GmbH), Delivery date (04/26/2011), and Plant.
- Item List:** A table showing order items with columns for Item, Material, Short text, Vend. mat., Quantity, Order Unit, Deliv. date, Net price, Net, Currency, Accts. regd, Acknow/Loa, and Cost. Item 40 is highlighted with a red box, showing Material K4033MAT1, Quantity 30,000, Order Unit PC, Deliv. date 04/26/2011, Net price 1.40, and Net 42.00 EUR.
- Events (5):** A log of system events with columns for Result, Event, and Message. The message for item 40 is highlighted: "Perform checks: Material number K4033MAT1 differs from that of ordered material 40-200F".

Payment Advices

PROCESS DIRECTOR for Payment Advices allows users to process payment advices and post them to SAP. Remittance advice information from suppliers is transferred to PROCESS DIRECTOR using various methods (EDI, OCR, file import, manual entry, etc.) and collected in PROCESS DIRECTOR payment advices.

PROCESS DIRECTOR matches the information in the payment advice against data in SAP and automatically determines the customer and the open items that match the payment amount, if this is possible.

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

Creating a payment advice

1. Click the appropriate **Payment Advices** category in the [Worklist](#), then click **Create** on the Actions bar.

A new document is created.

2. In the **Document type** field, select the type of document you want to create and click the **Save** button on the.
3. Fill in the header data.
4. Use the **New line** and **Delete line** buttons on the line items Actions bar to add and delete line items.

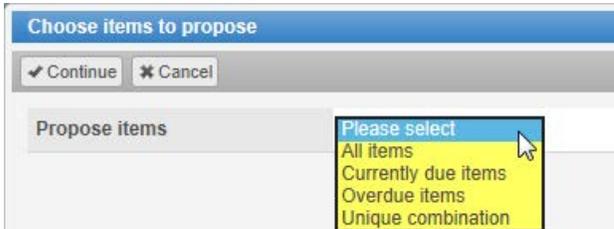
Alternatively, click the **Item Proposal** button to have PROCESS DIRECTOR automatically add suitable line items (see [Proposing line items](#)).

5. Click **Save** on the Actions bar.

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

Proposing line items

PROCESS DIRECTOR can automatically add suitable customer open items to the payment advice. Click the **Item Proposal** button and select the appropriate option.



Option	Description
All items	Adds all open customer items.
Currently due items	Adds only items that fulfill these criteria: The invoice due date is later than the payment date. The posting date lies before the payment date by a specified minimum number of days. You enter the number of days in the Minimum time field, which appears when you click Continue .
Overdue items	Adds only items for which payment is overdue.
Unique combination	Only adds items if there is a single, unique combination of open items that matches the payment amount. For example, assume the following customer open items are available: Item 1 with the amount 100 Item 2 with the amount 200 Item 3 with the amount 150 Item 4 with the amount 250 If the payment amount is 250, two different combinations of items match the payment amount: Item 1 + Item 3 = 250 Item 4 = 250 If the payment amount is 600, there is a unique combination, because only one combination of items matches the payment amount:

Option	Description
	Item 2 + Item 3 + Item 4 = 600 (no other combination amounts to 600)

Processing payment advices

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

1. Click the **Payment Advices** category in the [Worklist](#).

The document list displays all payment advices. Documents that contain errors have the status ■ **In error**.

2. Click the document number in the **PD Doc no.** column.
3. If necessary, click  to display the document image (if available).
4. Click the **Check** button on the Actions bar. The [system messages](#) resulting from the check will help you to identify the errors.
5. Correct the errors.
6. Click **Save** on the Actions bar.

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

Example

In the following example, no customer number has been captured. In addition, the net and gross amounts on the captured payment advice and the payment amount have been incorrectly interpreted.

To correct the error, enter the customer number. Then change the entries in the **Pymnt Amnt** column to match the entries in the **Gross Amount** column.

Payment Advice 236

Copy Check Save Start Post Delete Back

General

Document status ■

Workflow status

PD document number 236

Company Code 1000

Customer

Account at customer

Adv.header text

Payment Details

Pmnt advice no.

Payment document no. RA-6007432

Payment date 04/15/2013

Currency GBP

Payment Amount 46.40 40.00

Balance 6.40

Gross amount 46.40

Cash discount amount 0.00

Items (3)

Status	Amount	Amount ↑	Amount	Amount	Reason cde	Currency	Document#
<input type="checkbox"/>	10.00	11.60	0.00	0.00		GBP	180000000
<input type="checkbox"/>	10.00	11.60	0.00	0.00		GBP	180000001
<input type="checkbox"/>	20.00	23.20	0.00	0.00		GBP	180000001

Attachments (1)

Upload

Type	Description	Size	Date ↑	Time

Payment Approvals

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

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

Processing payment approvals

1. Click the appropriate **Payment Approval** category in the [Worklist](#).

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

Payment Approval Cockpit (50)									
	Check	Post	Start	Approve	Reject	Forward	Recall	Status	Export list
	Status	WF status	PD doc no	Date	ID	CoCd			
<input type="checkbox"/>			385	12/30/1999	ZR300	R300			
<input type="checkbox"/>			405	12/31/2000	ZR100	R100			
<input type="checkbox"/>			383	12/31/1999	ER100	R100			
<input type="checkbox"/>			393	02/18/2000	TEST1	5000			
<input type="checkbox"/>			388	03/01/2000	ZJP02	5000			
<input type="checkbox"/>			429	02/20/2012	EPS9	3000			
<input type="checkbox"/>			403	10/10/2003	AISB	3000			
<input type="checkbox"/>			401	10/07/2003	AISA	3000			
<input type="checkbox"/>			397	07/30/2003	DG073	3000			
<input type="checkbox"/>			396	08/27/2003	DGMAN	3000			
<input type="checkbox"/>			395	03/31/2003	R0403	3000			
<input type="checkbox"/>			408	05/10/2011	SR11	2000			
<input type="checkbox"/>			390	02/28/2000	Z2000	2000			
<input type="checkbox"/>			436	04/15/2013	ALX03	1000			
<input type="checkbox"/>			435	04/15/2013	ALX02	1000			

2. To process a payment proposal, click the document number in the PD Doc no. column.

The payment items are displayed beneath the proposal header data.

Payment Approval 14711

Check Save Start Apply changes Back

Payment Approval - Header data

General

Document status: \$ Payment proposal

Workflow status:

PD document number: 14711

Run date: 01/09/2014

Identification: MW9

Paying company code: 1000

Currency:

Details

Total number of line items: 2

Outgoing payment: 0.00

Incoming payment: 0.00

Payment (1)

Items

Vendor	Name	Payment	Number of items paid	Currency	LC pent amt	Cash discnt(LC)	Lost disc.(LC)	Entry key	Entry key
<input checked="" type="checkbox"/>	1025 SEC System SA		2		-105,106.93	0.00	-3,123.46		

Items (2)

PD AP DocNo	Alt.	State	PBK	Vendor	DocumentNo	Amnt in DC	Currency	Pmnt terms	Due date	Payment	Fisc. Year	CoCode
				1025	1900000021	-1,025.00	EUR	ZB01			2013	1000
		▲		1025	5100000692	-104,081.93	EUR	ZB01			2002	1000

- To set, remove or change the payment block indicator, use the search help in the **PBK** column to select the appropriate payment block indicator. When you save the document, the ▲ icon is displayed in the **State** column of the items for which you changed the payment block indicator.

Requisitions

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

Creating a new requisition comprises the following steps.

[Create the document](#)

[Enter header data](#)

[Enter line items](#)

[Enter account assignments](#)

[Save the document](#)

Creating a requisition document

Click the appropriate **Requisitions** category in the [Worklist](#), then in the [document list](#) view, click the **Create** button in the **Actions** bar.

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

Entering header data

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

Depending on the configuration, fields that require an entry and cannot be left blank may be highlighted.

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

By default, there are three tabs containing header data: **General**, **Organization data** and **Vendor**. The **Texts**, **Notes** and **Attachments** tabs can be used to add additional information to the document. The **Attachments** tab is only displayed if files have been attached to the document. See [Notes, texts and attachments](#) for more information on these tabs.

General	
Document status	<input type="checkbox"/> Postable
Workflow status	<input checked="" type="checkbox"/>
PD document number	559
Document date	<input type="text"/>
Delivery date	<input type="text"/>
Currency amount	6,496.35
Currency	EUR
SAP document type	Not selected ▼

General header data fields

Organization data	
Purchasing Document	
Purchase requisition	
Purchasing Doc. Type	NB
Purch. Organization	1000 ReadSoft Germany
Purchasing group	001
Company Code	1000
PO under Contract	<input type="checkbox"/>

Organization header fields

Vendor	
Vendor	1000 C.E.B. BERLIN
Payment terms	ZB01

Vendor header fields

Entering line items

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

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

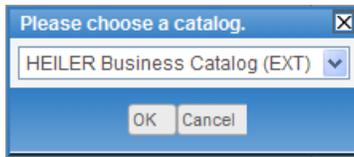
Ordering items from an online catalog

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

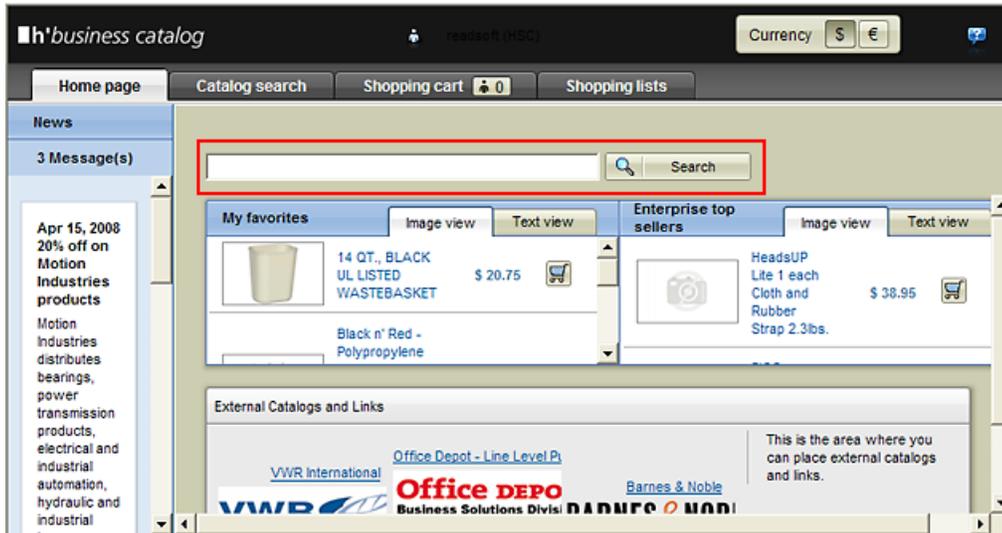
Note: Your system may use a different catalog than the one shown here and the elements in the interface such as buttons, tabs and icons may look different. However, the procedure is essentially the same for all catalogs: open the catalog, add products to your shopping cart, open your shopping cart and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

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

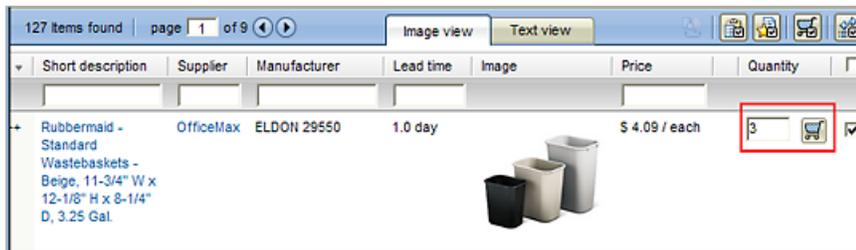
1. Click the **Catalog** button on the **Actions** bar. If you have more than one catalog available, you may see a dialog box that allows you to select the catalog you want to use. Your catalog names will be different than those shown in the illustration below.



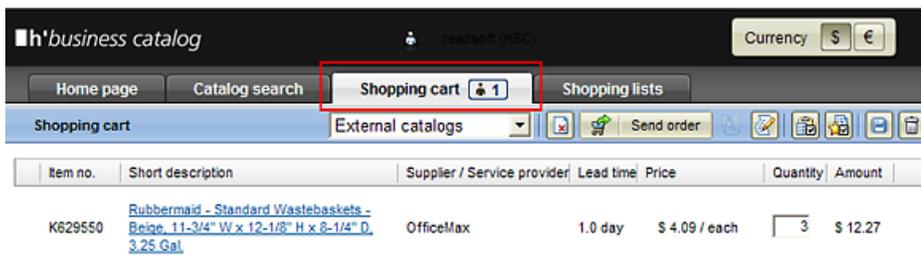
2. Use the search function in the catalog to find items.



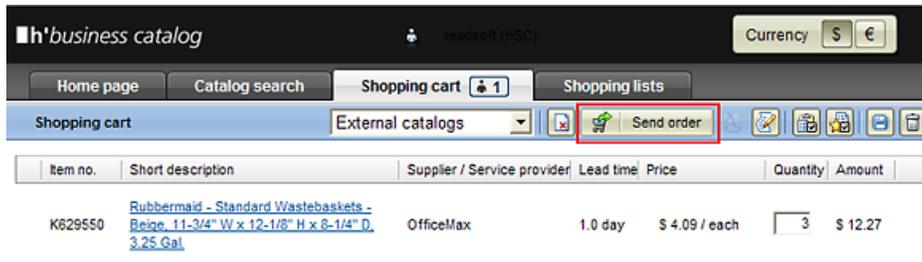
3. Add items to your shopping cart.



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



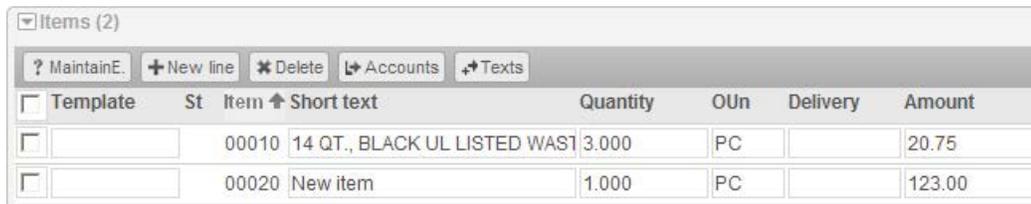
5. Send your order.



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

Entering items manually

1. In the items area, click the **New line** button to create a new line item row.
2. Enter the details for the item. Some fields may be automatically filled by the system.

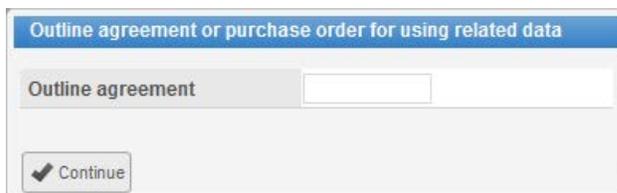


In the **Template** field you can select an [entry template](#) that contains predefined fields, such as the vendor or the material group. When you select the template, the predefined fields are entered in your line item and you only have to fill in the missing information.

3. Add additional lines as needed. To delete line items, select them and then click **Delete line** button.
4. Click **Save** on the Actions bar.

Using outline agreements

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



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

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

To select an outline agreement:

Use the [search help](#) to find and select the agreement that you want to use and then click the **Continue** button.

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

To create a document without an outline agreement:

If you do not want to use an outline agreement, leave the **Outline agreement** field empty and click the **Continue** button.

Using existing purchasing documents

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



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

To select an existing purchasing document:

1. Open the [search help](#) and select the type of purchasing document that you want to use.

Search help for field Outline agreement

	From	To
Agreement	<input type="text"/>	<input type="text"/>
Item	<input type="text"/>	<input type="text"/>
Material	<input type="text"/>	<input type="text"/>
Plant	<input type="text"/>	<input type="text"/>

Results: 10

Search help: List of contracts for a material

Search Re

- List of contracts for a material
- List of all valid contracts
- Purchasing Documents per Asset
- Purchasing Documents per Requirement Tracking Number
- Requests for Quotation per RFQ Date
- Purchase Orders per PO Date
- Schedule Lines per Purchase Requisition
- Purchasing Documents per Order
- Purchase Orders for Services
- Contracts for Services
- Purchasing Documents per Cost Center
- Purchasing Documents per Vendor**
- Purchasing Documents for Material
- Purchasing Documents per Network

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

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

To create a document without using an existing purchasing document:

If you do not want to use an existing purchasing document, leave the **Outline agreement** field empty and click the **Continue** button.

Entering account assignments

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

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

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