

# PROCESS DIRECTOR Accounts Payable Configuration Guide

Version: 7.4

Date: 2017-11-16



© 2017 Kofax. All rights reserved.

Kofax is a trademark of Kofax, Inc., registered in the U.S. and/or other countries. All other trademarks are the property of their respective owners. No part of this publication may be reproduced, stored, or transmitted in any form without the prior written permission of Kofax.

# Table of Contents

<b>About this guide .....</b>	<b>12</b>
<b>Getting your system up and running .....</b>	<b>13</b>
Licensing.....	13
<i>Types of licenses .....</i>	<i>14</i>
<i>Obtaining a license .....</i>	<i>14</i>
<i>Installing a license.....</i>	<i>17</i>
<i>License expiration .....</i>	<i>18</i>
<i>Threshold warnings.....</i>	<i>19</i>
<i>Document counters.....</i>	<i>20</i>
Creating the archive .....	22
<i>/COCKPIT/ .....</i>	<i>22</i>
<i>Creating and connecting archive document types.....</i>	<i>22</i>
<i>Creating an archive repository.....</i>	<i>23</i>
<i>Defining the global archive document types.....</i>	<i>23</i>
<i>Defining the archive links.....</i>	<i>24</i>
Mapping data.....	25
<i>Mapping non-tax data .....</i>	<i>25</i>
<i>Mapping tax data .....</i>	<i>25</i>
<i>Determining the tax code.....</i>	<i>25</i>
Posting documents after receipt.....	26
Posting and performing methods .....	26
<i>Defining the transaction to perform documents.....</i>	<i>26</i>
<i>Defining which posting interface to use .....</i>	<i>27</i>
Calculating taxes .....	27
<b><i>Method for calculating taxes .....</i></b>	<b><i>28</i></b>
Line item proposal and determination .....	28
<i>PO item determination .....</i>	<i>29</i>
<i>PO item proposal .....</i>	<i>29</i>
<i>Line item determination.....</i>	<i>29</i>
<i>Line item proposals.....</i>	<i>30</i>
User authorizations.....	31
<i>Authorization object .....</i>	<i>31</i>
<i>Enabling actions that users can perform .....</i>	<i>31</i>

<b>Configuration 101</b> .....	<b>32</b>
Configuration method .....	32
Document types.....	33
<i>Creating a document type</i> .....	33
<i>Assigning document types</i> .....	33
<b>Main configuration tasks</b> .....	<b>34</b>
Automatic postings .....	34
<i>Posting documents after receipt</i> .....	34
Document reversals.....	35
<i>Procedure</i> .....	35
Determining the vendor .....	36
<i>Procedure</i> .....	36
One-time vendors .....	38
<i>Transferring vendor data for one-time vendors</i> .....	38
Using additional checks.....	40
<i>Specifying additional checks</i> .....	41
Highlighting fields with errors.....	41
Field statuses .....	42
<i>Creating field statuses</i> .....	42
Authorizations.....	45
<i>Creating and activating an authorization object</i> .....	45
Creating message templates.....	48
<i>Creating templates</i> .....	48
<i>Languages for templates</i> .....	48
<i>Activating and archiving messages</i> .....	48
Excluding actions for a document status.....	49
Follow-up flags .....	49
<i>Creating follow-up flags</i> .....	49
<i>Activating follow-up flags</i> .....	50
<i>Built-in follow-up flags</i> .....	50
<i>Using the payment follow-up flags</i> .....	52
Invoice reduction .....	53
<i>Activating invoice reduction</i> .....	53
<i>Activating checks and follow-up flags</i> .....	54
<i>Defining document settings</i> .....	54

<i>Defining reduction reasons</i> .....	54
<i>Activating workflow steps</i> .....	55
Configuring rejection reasons .....	56
<i>Create and assign rejection reasons</i> .....	56
<i>Activate rejection reasons</i> .....	56
Fast entry .....	57
<i>Configuring Fast Entry</i> .....	57
<i>Importing documents</i> .....	59
Nota fiscal .....	61
<i>System requirements</i> .....	61
<i>Enabling Nota Fiscal</i> .....	62
<i>Using field statuses</i> .....	62
Enabling creation of PROCESS DIRECTOR documents .....	63
<i>Activating the Create PROCESS DIRECTOR document function</i> .....	63
<i>Mapping fields</i> .....	63
<i>Activating the mapping</i> .....	64
<b>Programs and functions</b> .....	<b>65</b>
Important programs and functions .....	65
Other programs and functions .....	65
Descriptions .....	66
<i>2REPORTER54</i> .....	66
<i>ACCASS_POSNO_REPAIR</i> .....	66
<i>ARCHIV_CONNECT</i> .....	66
<i>ARCHIV_NOTE_LATE</i> .....	66
<i>ARCHIV_NOTE_REPAIR</i> .....	66
<i>ARCHIV_REPAIR</i> .....	67
<i>ARCHIV_WCLOG_REPAIR</i> .....	67
<i>ARCHIVELINK_CHECK</i> .....	67
<i>CUSTOMIZING_REPORT</i> .....	69
<i>DOC_IMPORT</i> .....	70
<i>DUE_DATE_CHECK</i> .....	70
<i>DUMP_CREATE</i> .....	71
<i>IMPORT</i> .....	72
<i>MD_EXPORT</i> .....	74
<i>NUMMERIC_USER_REPAIR</i> .....	77

<i>PAYMENT_CONTROL</i> .....	77
<i>REPETITOR</i> .....	79
<i>RESCAN</i> .....	81
<i>REVERSAL_CLEARING</i> .....	83
<i>RFC_DATA_SUBMIT</i> .....	84
<b>Import interfaces</b> .....	<b>85</b>
Importing data .....	85
RFC interface .....	85
Creating documents from existing SAP ones .....	86
Data import .....	86
<i>Creating new invoices</i> .....	86
<i>Adding line items to existing FI invoices</i> .....	86
<i>Preparing to import</i> .....	87
<i>Importing files</i> .....	91
RFC .....	94
<i>RFC_DATA_SUBMIT</i> .....	94
<i>RFC_PICTURE_SUBMIT</i> .....	113
<i>RFC_MAPPING_GET</i> .....	115
Rescan .....	117
<i>Rescan parameters</i> .....	118
<b>Archiving</b> .....	<b>120</b>
Preparing to archive .....	120
Performing an archive .....	120
Preparing to archive .....	120
<i>Creating the archiving object</i> .....	120
<i>Archiving object settings: General</i> .....	121
<i>Archiving object settings: Structure definition</i> .....	121
<i>Archiving object settings: Customizing settings</i> .....	123
<i>Archiving object settings: Read program</i> .....	123
<i>Archiving object settings: Tables from Which You Only Delete Entries</i> .....	123
<i>Preparing SARA</i> .....	124
<i>SARA setting</i> .....	124
Performing an archive .....	125
<i>Archiving documents</i> .....	125
<i>Deleting documents</i> .....	126

<i>Analyzing documents</i> .....	126
<i>Administration</i> .....	127
Reloading documents.....	128
<i>Requirements</i> .....	128
<i>Procedure</i> .....	128
<b>Appendix A – IMG</b> .....	<b>131</b>
Accessing the IMG.....	131
Mandatory settings.....	132
<i>Managing license key and activating product</i> .....	132
<i>Processors who can see license threshold warnings</i> .....	133
<i>Data transfer</i> .....	133
<i>Post</i> .....	134
<i>Functions</i> .....	142
<i>Other</i> .....	143
Optional settings.....	145
<i>Vendor selection</i> .....	145
<i>Creating document types</i> .....	150
<i>Setting PO item determination</i> .....	150
<i>Set the handling of units of measure from the PO</i> .....	152
<i>Activate additional checks</i> .....	152
<i>Define tolerance limits</i> .....	161
<i>Controlling error display in detail screen and selection criteria</i> .....	161
<i>Define other fields and field characteristics</i> .....	161
<i>Activating special authorizations</i> .....	164
<i>Setting message display and log procedure</i> .....	164
<i>Set display of the archived document screens</i> .....	165
<i>Setting selection of archive document type</i> .....	166
<i>Set reversal document</i> .....	167
<i>PD integration</i> .....	167
<i>Settings for one-time vendors</i> .....	168
<i>Set external message dispatch</i> .....	169
<i>Follow-up flags</i> .....	170
<i>Invoice reduction</i> .....	172
<i>Rejection reasons</i> .....	173
Amendments.....	174

<i>Customer-specific customizing</i> .....	174
<i>Activate and set REPETITOR</i> .....	174
<i>Activating User Exits</i> .....	175
<i>Setting other functions</i> .....	176
Schedule background processing .....	176
<i>Schedule payment status synchronization</i> .....	176
<i>Schedule reminder function for overdue workflows</i> .....	176
<i>Schedule REPETITOR</i> .....	177
<i>Schedule asynchronous archiving</i> .....	177
Obsolete settings .....	177
<i>Archiving sent external messages</i> .....	177
System settings .....	177
<i>Defining process types</i> .....	177
<i>Define functions for WF recipient determination</i> .....	178
<i>Defining additional checks</i> .....	178
<i>Defining message handling</i> .....	178
<i>Define follow-up flags</i> .....	178
<i>Define follow-up flag for additional check</i> .....	179
<i>Set version comparison</i> .....	179
<i>Create SAP object type ZEBY for accounting</i> .....	179
<i>Creating SAP authorization group for this customizing</i> .....	180
<i>Set Functions for Vendor Search</i> .....	180
<i>Define Callable Transactions</i> .....	180
Data import .....	181
<i>Data providers</i> .....	181
<i>Defaults</i> .....	182
<i>Data import</i> .....	183
Fast entry.....	185
<i>Basic settings</i> .....	185
<i>Maximum number of fields</i> .....	186
<i>Visible fields</i> .....	186
<i>Authorization object</i> .....	186
<b>Appendix B – User Exits</b> .....	<b>187</b>
Interface structure.....	187
Developing User Exits .....	188

Creating a custom function group .....	189
Deactivating User Exits .....	190
List of User Exits.....	190
<i>User Exit 001 – Determination of the tax code .....</i>	<i>193</i>
<i>User Exit 002 – Determination of accounting and sub-accounting.....</i>	<i>194</i>
<i>User Exit 003 – Assignment of invoice items to purchase order items .....</i>	<i>194</i>
<i>User Exit 004 – Own checks and completion before posting .....</i>	<i>195</i>
<i>User Exit 005 – Intervening after posting a document.....</i>	<i>196</i>
<i>User Exit 006 – Adjustment of the Batch Input data before carrying out a TA .....</i>	<i>197</i>
<i>User Exit 007 – Adjustment of the original data when transferring .....</i>	<i>197</i>
<i>User Exit 008 – Determination of the document type .....</i>	<i>198</i>
<i>User Exit 009 – Own additional checks .....</i>	<i>199</i>
<i>User Exit 010 – Own authorization checks.....</i>	<i>199</i>
<i>User Exit 011 – Adjustment of the checked data during the transfer .....</i>	<i>200</i>
<i>User Exit 012 – Customer-specific functions.....</i>	<i>201</i>
<i>User Exit 013 – Adjustment of the image data when transferring .....</i>	<i>201</i>
<i>User Exit 014 – Adjustment of the data before performing the MM-BAPI .....</i>	<i>202</i>
<i>User Exit 015 – Own operation of the display of the SAP document .....</i>	<i>203</i>
<i>User Exit 016 – Own checks and adjustment in the PAI of the detailed image.....</i>	<i>204</i>
<i>User Exit 017 – Adjustment of the data before performing the MM-BAPI.....</i>	<i>204</i>
<i>User Exit 018 – Adjustment of the data before performing the FI-BAPI.....</i>	<i>205</i>
<i>User Exit 019 – Adjustment of the data before performing the FI Posting-Interface.....</i>	<i>206</i>
<i>User Exit 020 – After the transfer and the posting attempt.....</i>	<i>207</i>
<i>User Exit 021 – Before the image display.....</i>	<i>207</i>
<i>User Exit 022 – Determining the field status in the detail screen .....</i>	<i>208</i>
<i>User Exit 023 – Setting of the Basic-Authentication with http_get .....</i>	<i>209</i>
<i>User Exit 024 – Determination of the vendor.....</i>	<i>209</i>
<i>User Exit 025 – Adjustment of the archiving data before the image display .....</i>	<i>210</i>
<i>User Exit 026 – Adjustment of the data before the completion .....</i>	<i>211</i>
<i>User Exit 027 – Own checks and adjustment in the PAI of the overview list .....</i>	<i>211</i>
<i>User Exit 028 – Determine the file name for the Control Display .....</i>	<i>212</i>
<i>User Exit 029 – Adjustment of the notes to be archived.....</i>	<i>213</i>
<i>User Exit 030 – Own calculation of the balance of a document .....</i>	<i>213</i>
<i>User Exit 031 – Adjustment of the headers of the overview list .....</i>	<i>214</i>
<i>User Exit 032 – Adjustment after FI &gt; MM transfer .....</i>	<i>215</i>

<i>User Exit 033 – Adjustment after MM &gt; FI Transfer</i> .....	215
<i>User Exit 034 – Directly after the transfer of the data</i> .....	216
<i>User Exit 035 – Own logic in the PBO of the detail screen as of 4.6</i> .....	217
<i>User Exit 036 – Own logic after performing an invoice</i> .....	218
<i>User Exit 037 – Own message handling when posting a document</i> .....	218
<i>User Exit 038 – Adjustment before the Rescan</i> .....	219
<i>User Exit 039 – Adjustment of the messages before the display</i> .....	220
<i>User Exit 040 – Adjustment of the messages before the storage</i> .....	221
<i>User Exit 041 – Suppress buttons</i> .....	221
<i>User Exit 042 – Adjustment of the field catalogs of the overview lists</i> .....	224
<i>User Exit 043 – After assignment of invoice items to PO items</i> .....	224
<i>User Exit 044 – Check and adjustment of the agent assignment</i> .....	225
<i>User Exit 045 – Adjustments of the e-mails with HTML contents</i> .....	225
<i>User Exit 046 – Adjustment of the purchase order item proposal</i> .....	226
<i>User Exit 047 – Check of posting data and posting period</i> .....	227
<i>User Exit 048 – Filtering of MM invoice items in the user interface</i> .....	227
<i>User Exit 049 – Filtering of FI accounting lines in the user interface</i> .....	227
<i>User Exit 050 – F4 search help for replacement of reference documents</i> .....	228
<i>User Exit 051 – Adjustment of selected documents</i> .....	228
<i>User Exit 052 – Determination of archive object type</i> .....	230
<i>User Exit 053 – Adjustment of data during MM document import</i> .....	231
<i>User Exit 054 – Adjustment of data during FI document import</i> .....	232
<i>User Exit 055 – Adjustment of data in Rescan before a linking</i> .....	233
<i>User Exit 056 – Adjustment of the data in Rescan after linking</i> .....	235
<i>User Exit 057 – Initialize Button for vendor selection</i> .....	240
<i>User Exit 058 – Change text of SAP Business Workflow Workitem</i> .....	241
<i>User Exit 059 – Adopt display of planned multi-account assignments</i> .....	242
<i>User Exit 060 – Adjust data before a MM posting</i> .....	243
<i>User Exit 061 – Call of customer function popup on level</i> .....	244
<i>User Exit 063 – REPORTER Export, changes in result tables after export</i> .....	245
<i>User Exit 066 – Determination of the document type on editing</i> .....	245
<i>User Exit 070 – Adjust messages before output in Web</i> .....	247
<i>User Exit 071 – Skip PROCESS DIRECTOR Accounts Payable documents</i> .....	248
<i>User Exit 072 – After rejection of a PROCESS DIRECTOR Accounts Payable document</i> .....	249
<i>User Exit 074 – After reversal of a PROCESS DIRECTOR document</i> .....	250

<i>User Exit 078 - Adjust mandatory note/rejection reason before rejection</i> .....	250
<i>User Exit 079 - Transfer to PD, data prepare before RFC call</i> .....	252
<i>User Exit 080 – Change PO item proposal - called before displaying results</i> .....	253
<i>User Exit 300 – Adjust Smart Form options</i> .....	253
<i>User Exit 400 - REPORTER extract result change</i> .....	253
<i>User Exit 500 – Selection of REPETITOR documents</i> .....	255
<i>User Exit 501 – Processing of a document after REPETITOR selection</i> .....	256
<i>User Exit 701 – Adjust INFO MAIL subject keywords</i> .....	256
Data import .....	258
<i>List of User Exits</i> .....	258
Fast entry .....	270
<i>List of User Exits</i> .....	271
<b>Appendix C – Tables</b> .....	<b>274</b>
Data tables .....	274
<i>Descriptions</i> .....	274
<i>Properties</i> .....	276
Configuration tables .....	277
<b>Appendix D – Transactions</b> .....	<b>280</b>
<b>Appendix E – Other</b> .....	<b>281</b>
Viewing document images .....	281
<i>Changing the default image viewer</i> .....	281
Line item proposal examples .....	285
<i>Examples</i> .....	285
<i>Goods received examples</i> .....	295
Adding custom fields .....	296
User profile parameters .....	297

## About this guide

This guide describes how to configure PROCESS DIRECTOR Accounts Payable. It assumes you are already familiar with the general concepts and basic use of PROCESS DIRECTOR.

The guide contains the following chapters:

- [Getting your system up and running](#)  
Explains all the mandatory tasks you must perform to get PROCESS DIRECTOR Accounts Payable up and running.
- [Configuration 101](#)  
PROCESS DIRECTOR Accounts Payable configuration follows some basic rules. These are explained here.
- [Main configuration tasks](#)  
Explains all the common configuration tasks in PROCESS DIRECTOR Accounts Payable.
- [Programs and functions](#)  
PROCESS DIRECTOR Accounts Payable contains numerous programs and functions that you can use. The main ones are described here.
- [Import interface](#)  
Describes the interfaces for importing documents into PROCESS DIRECTOR Accounts Payable.
- [Archiving](#)  
PROCESS DIRECTOR Accounts Payable documents can be archived. This chapter explains how.
- [Appendix A – IMG](#)  
A complete reference for the PROCESS DIRECTOR Accounts Payable IMG.
- [Appendix B – User Exits](#)  
PROCESS DIRECTOR Accounts Payable comes with over 60 User Exits templates that you can use to customize your installation.
- [Appendix C – Tables](#)  
Lists and describes all the configuration and data tables in PROCESS DIRECTOR Accounts Payable.
- [Appendix D – Transactions](#)  
Lists the most common PROCESS DIRECTOR Accounts Payable transactions.
- [Appendix E – Other tasks](#)  
Explains how you can configure your SAP system to view TIFF document images.

## Getting your system up and running

After importing the PROCESS DIRECTOR transport\*, you must perform the following tasks to have a functioning system:

- [Install the licenses](#)
- [Map the fields from INVOICES](#)
- [Determine the tax code](#)
- [Define any document types](#)
- [Define posting attempts after receipt](#)
- [Define the posting settings](#)
- [Define line-item proposal or determination method](#)
- [Setup user authorizations](#)

\* The guide *Importing PROCESS DIRECTOR into SAP* explains the import procedure.

## Licensing

You must install a license in order to use any of the applications. A separate license exists for:

- PROCESS DIRECTOR Accounts Payable
- PROCESS DIRECTOR Accounts Payable Umbrella Solution (see the *PROCESS DIRECTOR SAP Configuration Guide* for information on the Umbrella Solution).
- WORK CYCLE
- EDI COCKPIT
- MOBILE APPROVAL
- INFO MAIL
- WEB BOARD
- PERFORMANCE ANALYTICS

**Note:** The PERFORMANCE ANALYTICS license is not displayed in the license information window.

## Types of licenses

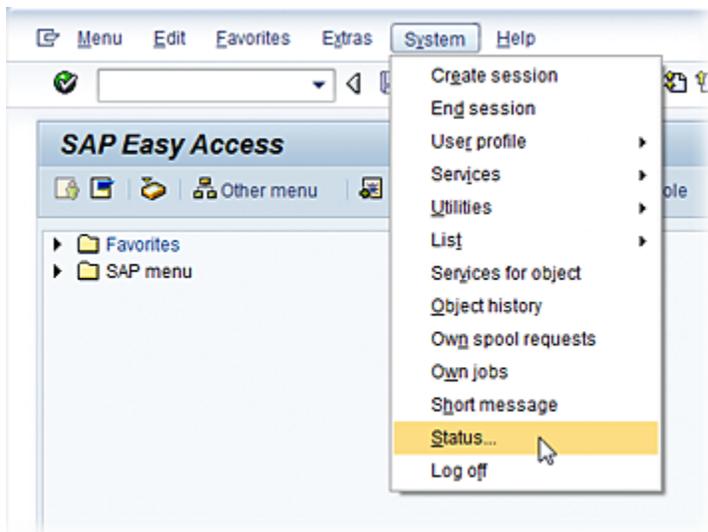
There are three types of licenses:

License type	System type	Expiry date	Volume limit*
1. Demo	Non-production only	None	None
2. Test	Non-production only	Yes	None
3. Normal/Full	Production	Yes (optional)	Yes

\* Volume limits are annual limits, which are reset every year on 1 January (only for licenses with no expiry date).

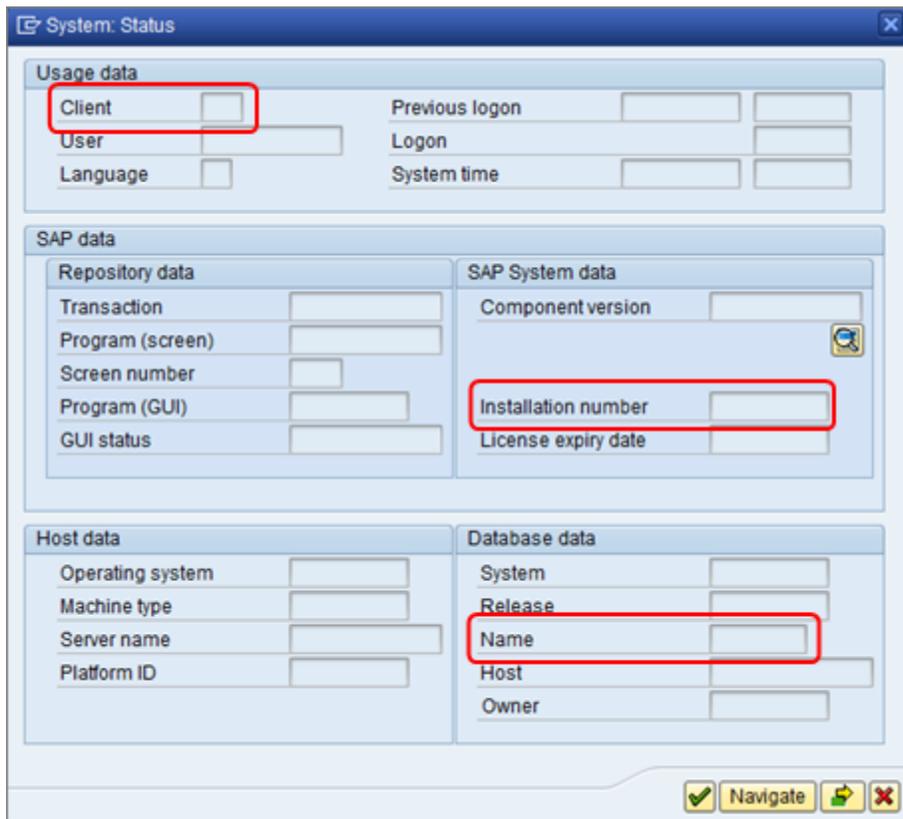
## Obtaining a license

To order your license(s), you need your SAP Installation number and your SAP System ID. This information is found by choosing **System** > **Status** from the menu bar.

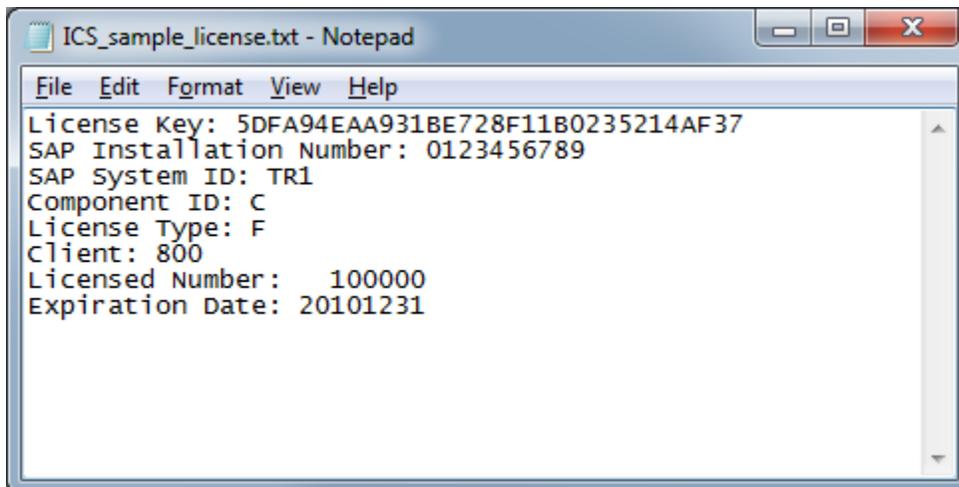


You need:

- **SAP System data > Installation number**
- **Database data > Name**
- **Usage data > Client** (only required if your license is intended to be restricted to this client)



After placing your order, you will receive a license (in a .TXT file). Your license file contains information similar to the following illustration.



Field	Description
License key	Encrypted number to validate the license.
SAP Installation Number	The SAP Installation number of your system (that you provided when you ordered the license).
Client	The client number of your system (that you provided when you ordered the license). <b>Optional – only if your license is restricted to a specific client. If the Client is not provided in your license, the license is valid for all clients.</b>
SAP System ID	The SAP System ID of your system (that you provided when you ordered the license).
Component ID	The product component the license is valid for: <ul style="list-style-type: none"> <li>• C – PROCESS DIRECTOR Accounts Payable</li> <li>• U – PROCESS DIRECTOR Accounts Payable Umbrella Solution (see the <i>PROCESS DIRECTOR SAP Configuration Guide</i> for information on the Umbrella Solution)</li> <li>• E – EDI COCKPIT(1)</li> <li>• D – PROCESS DIRECTOR Accounts Payable &amp; EDI COCKPIT(2)</li> <li>• A – ANALYZER</li> <li>• W – WORK CYCLE</li> <li>• I – INFO MAIL</li> <li>• B – WEB BOARD</li> <li>• M – MOBILE APPROVAL</li> <li>• T – TRAVEL EXPENSES</li> <li>• R – REPORTER</li> </ul>
License Type	F – Normal/Full T – Test D – Demo
Licensed Number	The production server volume limit for Normal licenses.
Expiration Date	Date of expiration.

(1) It is possible to run EDI COCKPIT together with PROCESS DIRECTOR Accounts Payable, with only a license for EDI COCKPIT. Requirements: 1. A valid EDI COCKPIT license. 2. The sum of the document counters for EDI COCKPIT and PROCESS DIRECTOR Accounts Payable must not exceed the license volume for EDI COCKPIT.

(2) The volume is equal to the total documents processed by PROCESS DIRECTOR Accounts Payable and EDI COCKPIT. Adding this license removes any existing PROCESS DIRECTOR Accounts Payable and/or EDI COCKPIT licenses.

## Installing a license

You can install licenses in the following ways:

- [Import license information into PROCESS DIRECTOR](#)
- [Enter license information in PROCESS DIRECTOR](#)
- [Transport an existing license from one system to another](#)

### Importing license information into PROCESS DIRECTOR

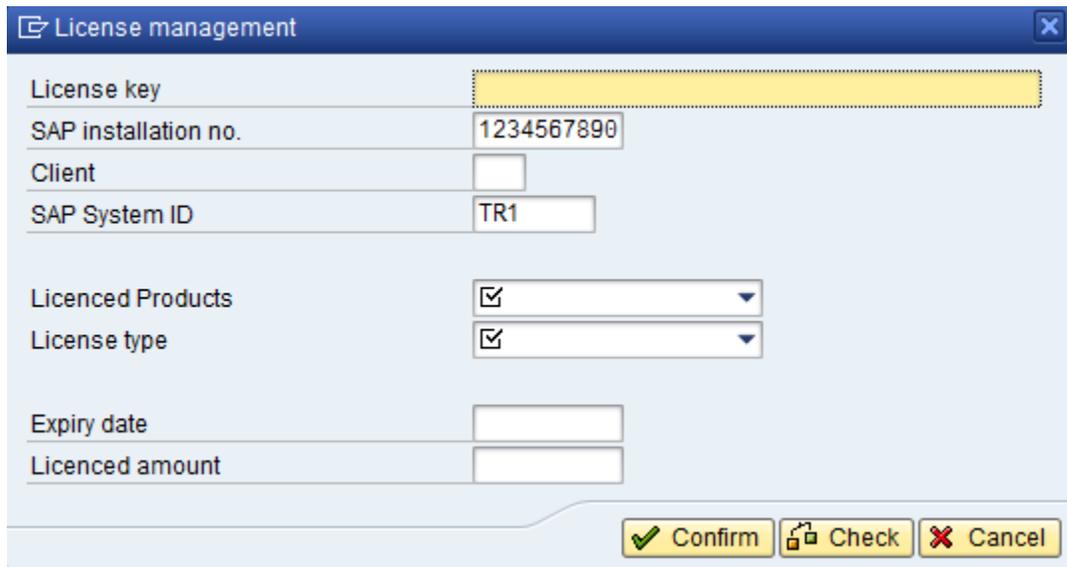
1. Go to [/COCKPIT/C46](#).
2. In change mode, click the **Import** button  or select the menu item **License > Import**.
3. Select the license file you received.

The information from the license file is inserted in the **License Management** screen.

### Entering license information in PROCESS DIRECTOR

1. Go to [/COCKPIT/C46](#).
2. Create a new license entry.

Enter your license information from the license file you received.



License key	
SAP installation no.	1234567890
Client	
SAP System ID	TR1
Licenced Products	<input checked="" type="checkbox"/> [dropdown]
License type	<input checked="" type="checkbox"/> [dropdown]
Expiry date	
Licenced amount	

Buttons:

**Note:** Your license file may not include a **Client** number or **Expiry date**. If no **Client** is specified, the license is valid for all clients.

3. Click **Check** your entry to ensure that you have entered all of the relevant information.
4. Click **Confirm** to complete the license installation.

## Transporting an existing license from one system to another

It is possible for a product component to have more than one license installed on the same machine. However, only one can be valid at any one time, because only one will match the SAP system (the SAP Installation Number and SAP System ID [Database Data Name]) it is installed on.

When working on an instance of PROCESS DIRECTOR that you wish to migrate, or transport, from one system to another, the licenses are included. This means that you can install a normal/full PROCESS DIRECTOR license in a demo/development system and transport it to the test/QA system and later to the normal/production system. The normal license will only be used/valid when it matches the SAP Installation Number and SAP System ID (Database Data Name) used within the (production) system.

## License expiration

The license validity mechanism behaves differently in the case that a production or non-production client is used.

### Production client

#### **Allowed license type**

Only Normal licenses are allowed. Licenses other than Normal are not active on the production server.

For other clients, the provided production license will be used since only one license can be valid on the system. Production license counters will not be incremented when in a test client.

#### **License expiration**

If a Normal license exceeds the production server volume or the passes the expiry date.

If the production license is exceeded, the production client as well as the demo and test clients will be not function.

**Note:** Volume limits are annual limits, which are reset every year on 1 January (only for licenses with no expiry date).

### Non-production clients

#### **Allowed license type**

Normal, Demo and Test licenses are allowed on non-production clients

#### **License expiration**

If a Normal license is installed, the volume processed on production client will be taken into an account. If a Test license is installed, the expiration date is used instead. If a Demo license is installed, no validity and expiration date are used.

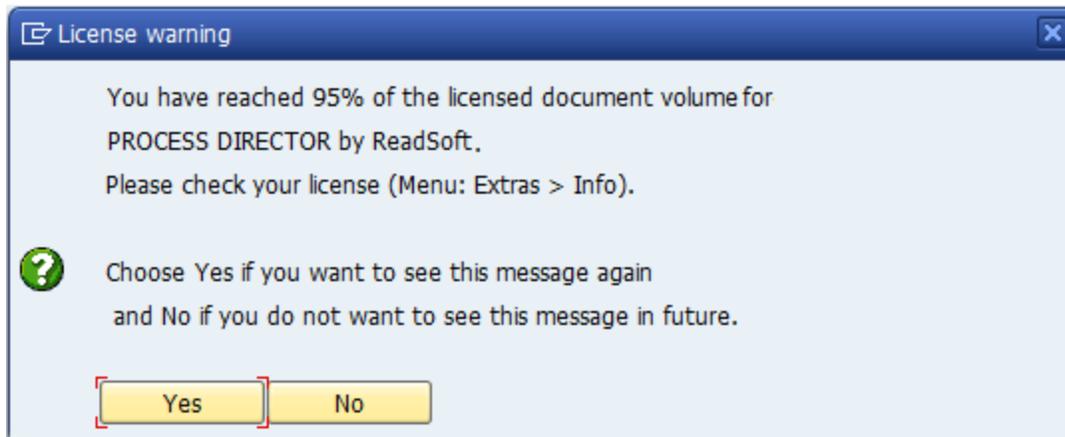
**Note:** You can only have one active license installed per component on one system.

## Threshold warnings

PROCESS DIRECTOR issues license threshold warnings when licenses are about to expire. You can [customize](#) which users are allowed to see these warnings.

## Volume warnings

PROCESS DIRECTOR Accounts Payable displays a warning message after starting the application when your license counter reaches 90%, 95% and 99% of the issued volume.



If users click **Yes**, the warning will appear again the next time PROCESS DIRECTOR Accounts Payable is opened. If users click **No**, the warning will only appear again when the license counter reaches the next threshold (95% and 99%).

Threshold warning messages for WORK CYCLE and for applications that do not have a direct view in the SAP GUI (EDI COCKPIT, WEB BOARD and INFO MAIL) are displayed in PROCESS DIRECTOR Accounts Payable. Threshold warnings are not displayed in the Web Application or WORK CYCLE.

Once the license counter reaches 100%, PROCESS DIRECTOR Accounts Payable will stop working (cannot be started) and WORK CYCLE will not allow new workflows to be started. Users of the Web Application are not affected—they can continue to process their current documents.

## Expiry date warnings

A warning appears 15 days before the expiry date (if your license has one). Users can choose to have the warning repeated on subsequent starts of PROCESS DIRECTOR Accounts Payable or not.

## Customizing threshold warning recipients

License threshold warnings are customizable and can be displayed only to those users who are responsible for ordering the licenses, rather than to each user who starts PROCESS DIRECTOR Accounts Payable in the SAP GUI.

1. Go to [/COCKPIT/C46](#).
2. Click **License threshold warning recipients**.
3. In change mode, click **New Entries**.
4. Enter the ID(s) of the processor(s) who should be notified of the license threshold warnings. Their complete names are filled in on pressing **Enter**.

**Note:** Selecting the **Deactivate** check box for a processor prevents that user from being able to view the license threshold warnings.

## Document counters

### Production server

Document counters only exist on production systems (for Normal licenses). If more than one production client is installed on one system, then only one production license should be provided. This means that only one license counter per product will be incremented for those clients.

### Counter increments

Counters only increment on production servers.

The following table describes how counters are incremented in different applications.

Application	Counter	Counters checked	Counter type
PROCESS DIRECTOR Accounts Payable	Yes	PROCESS DIRECTOR Accounts Payable	Every document, except IDocs, transported into PROCESS DIRECTOR Accounts Payable is counted.
PROCESS DIRECTOR Accounts Payable Umbrella Solution	No	PROCESS DIRECTOR Accounts Payable and EDI COCKPIT	Activation license only.
EDI COCKPIT	Yes	EDI COCKPIT	Every IDoc transferred from EDI COCKPIT to PROCESS DIRECTOR Accounts Payable. The PROCESS DIRECTOR counter will not increment.
PROCESS DIRECTOR Accounts Payable & EDI COCKPIT	Yes	PROCESS DIRECTOR Accounts Payable and EDI COCKPIT	Every document transferred to PROCESS DIRECTOR Accounts Payable, including IDocs.

<b>Application</b>	<b>Counter</b>	<b>Counters checked</b>	<b>Counter type</b>
WORK CYCLE	Yes	WORK CYCLE	<p>The WORK CYCLE counter increments the first time a document is sent from PROCESS DIRECTOR Accounts Payable to a WORK CYCLE workflow. If you send the same document to a second workflow, the counter does not increment.</p> <p>Invoices created in WORK CYCLE are incremented in the PROCESS DIRECTOR Accounts Payable counter.</p>
MOBILE APPROVAL	No	Total count of PROCESS DIRECTOR Accounts Payable and EDI COCKPIT	Activation license only.
WEB BOARD	No	Total count of PROCESS DIRECTOR Accounts Payable and EDI COCKPIT	<p>Activation license only.</p> <p>Invoices created in WEB BOARD are counted as PROCESS DIRECTOR Accounts Payable documents.</p>
INFO MAIL	No	Total count of PROCESS DIRECTOR Accounts Payable and EDI COCKPIT	Activation license only.
ANALYZER	No	Total count of PROCESS DIRECTOR Accounts Payable and EDI COCKPIT	Activation license only.
REPORTER	No	Total count of PROCESS DIRECTOR Accounts Payable and EDI COCKPIT	Activation license only.
PERFORMANCE ANALYTICS	No	None. The system only checks if a valid license exists for PROCESS DIRECTOR Accounts Payable.	Activation license only.

## Creating the archive

The following connections to business objects are made:

Document	Business object(s)
PROCESS DIRECTOR Accounts Payable	<ul style="list-style-type: none"> <li>• /COCKPIT/B</li> <li>• /COCKPIT/I (for attachments, see below)</li> </ul>
FI	BKPF
MM	<ul style="list-style-type: none"> <li>• BUS2081</li> <li>• BKPF (for the associated FI document)</li> </ul>

The connections to the business objects usually occur when the documents are created. Under certain circumstances, a connection may not be established. Broken connections can be viewed and repaired using the [/COCKPIT/ARCHIVELINK\\_CHECK](#) program.

### /COCKPIT/I

Linking document types to the /COCKPIT/I object type allows users to attach files to PROCESS DIRECTOR Accounts Payable documents and be able to see them when viewing the posted SAP document (via the **Services for object > Attachment list** menu). Files attached to unposted PROCESS DIRECTOR Accounts Payable documents are linked automatically to the resulting SAP documents after posting. Files attached to posted PROCESS DIRECTOR Accounts Payable documents are linked using the [/COCKPIT/ARCHIVELINK\\_CHECK](#) function.

**Note:** In order to add and view attachments, users must have the authorization object *S\_WFAR\_OBJ* with activities *01 Create* and *03 Display*.

## Creating and connecting archive document types

Before you can start importing documents into PROCESS DIRECTOR Accounts Payable, you must create the required document types in the archive that will be used in the system:

1. [Creating an archive repository](#)
2. [Defining the global archive document types](#)
3. [Defining the archive links](#)

**Note:** These tasks are usually performed by the organization's SAP Basis Team. These instructions are provided as guidelines only. Setting up the archive is based on the organization's requirements for the type of archive needed and the document types that will be supported.

## Creating an archive repository

OAC0

Content repository	DocArea	Storage type	Versi...	Description
SWUODB		R/3 database	0045	Storing for SAP Business Workflow
T1	ARCHLINK	HTTP content ser.	0045	Train. Archive on hs2086
T2	ARCHLINK	RFC archive	0031	Train. Archive on hw5310
ZE	ARCHLINK	HTTP content ser.	0046	INVOICE COCKPIT
ZZ		FILE archive	0030	
Z_CAD	DMS	HTTP content ser.	0046	Storage for CAD

Create an archive repository for storing PROCESS DIRECTOR Accounts Payable documents and their attachments.

PROCESS DIRECTOR Accounts Payable is ArchiveLink compliant. However, you may want to use another file server.

## Defining the global archive document types

OAC2

Doc. type	Doc. type	Doc. class	Status
ZEIC_HTM	HTML Attachment	HTM	X
ZEIC_MSG	External Message	PDF	X
ZEIC_PDF	PDF Attachment	PDF	X
ZEIC_TIF	TIF Attachment	FAX	X
ZEIC_TXT	TXT Attachment	TXT	X

Add the document types that you want to support.

Your installation may support more or less document types than those depicted above.

Some examples and uses:

- TIF – For invoice images.
- TXT – For document notes.
- PDF – For document attachments.

## Defining the archive links

**Display View "Links for Content Repositories": Overview**

Obj. type	Doc. type	S	Content R	Link	Ret.per.
/COCKPIT/B	ZEIC_HTM	X	ZE	TOA01	0
/COCKPIT/B	ZEIC_MSG	X	ZE	TOA01	0
/COCKPIT/B	ZEIC_PDF	X	ZE	TOA01	0
/COCKPIT/B	ZEIC_TIF	X	ZE	TOA01	0
/COCKPIT/B	ZEIC_TXT	X	ZE	TOA01	0
/COCKPIT/B	Z_EICINV	X	ZE	TOA01	0
/COCKPIT/B	Z_EICNOTES	X	ZE	TOA01	0
AMDOC	AMIDOCUM	X	D3	TOA01	0
AMDOC	AMIDOCUM	Z	ZZ	TOA01	0

Define links between the [archive repository](#) and [document types](#) you specified, together with the business objects.

### Business objects to specify

- /COCKPIT/B – Business object for PROCESS DIRECTOR Accounts Payable
- /COCKPIT/I – Business object for PROCESS DIRECTOR Accounts Payable, to support attachments.
- BKPF – Business object for FI documents
- BUS2081 – Business object for MM documents

Entries must be made for all four business objects.

**Note:** Make sure that the same content repository ID is assigned to the PROCESS DIRECTOR Accounts Payable object types and the corresponding SAP business object types. For example, /COCKPIT/B should have the same content repository ID as BKPF and BUS2081.

### Tables to use

- TOA01
- TOA02
- TOA03

Depending on functions and document types required, up to nine links can be entered for each document type (1 doc. type \* 3 business objects \* 3 table links).

## Mapping data

In order to transfer data from an external application, like INVOICES, to PROCESS DIRECTOR Accounts Payable, you must specify how fields are to be mapped between the two. In other words, if you do not map a field in the following tables, it will not be transferred and saved in the PROCESS DIRECTOR Accounts Payable document.

### Mapping non-tax data

1. Go to [/COCKPIT/C1](#).
2. Enter the name of the invoice **Profile** in INVOICES.
3. Enter the **Structure** and the names of the **External field** (in INVOICES) and **Internal field** (in PROCESS DIRECTOR Accounts Payable).

### Mapping tax data

1. Go to [/COCKPIT/C2](#).
2. Enter the name of the invoice **Profile** in INVOICES.
3. Enter the **External tax rate**, **External tax amount** and **External tax code**, as they appear in INVOICES.

### Determining the tax code

When a document is created in PROCESS DIRECTOR Accounts Payable, the system determines the SAP tax code and adds it to the document. There are two ways this can be done:

- [Simple tax code determination table](#)  
Use the [/COCKPIT/C15](#) table when there is only one possible tax rate for a tax code for a specific buyer and vendor combination.
- User Exit  
You need to use a User Exit when the determination of the tax code is more complex. For example, when there is more than one possible tax code for a tax rate for a specific buyer and vendor combination. See [User Exit 001 - Determination of the tax code](#).

### Simple tax code determination table

1. Go to [/COCKPIT/C15](#).
2. Enter the buyer and vendor countries, and the tax rate that applies to transactions between these two countries.
3. Enter the corresponding tax code for the tax rate you entered.

## Posting documents after receipt

When a document is received by PROCESS DIRECTOR Accounts Payable, you can determine if it should be posted automatically (if free of errors), or if some other action needs to be executed.

Depending on your organization's requirements, you may want to attempt to post MM documents only, and have FI documents checked and sent to a workflow before posting.

1. Go to [/COCKPIT/C7](#).
2. Add entries for the combination of Company Code and IC Document Type, for MM and FI documents, as required.

### Example

Maintenance of posting logic during data transfer			
Company code	IC doctype	Posting FI	Posting MM
		05 Check	05 Check
2000		05 Check	02 Post

Here, only incoming MM documents for Company code 2000 that contain no errors are posted automatically. For all other documents, the PROCESS DIRECTOR Accounts Payable additional checks are executed.

**Note:** The posting attempts in this table are only executed immediately after the transfer of documents. All subsequent automatic posting attempts are handled by the REPETITOR program, using the settings in [/COCKPIT/C8](#).

## Posting and performing methods

You can specify the SAP interface used to post documents, as well as the transaction called when users perform documents.

### Defining the transaction to perform documents

1. Go to [/COCKPIT/C9](#).
2. Specify the transaction to use for FI documents (**Post FI**) and MM documents (**Post MM**).

If you select FB10 for **Post FI**, you can specify a variant to use by clicking the Details  button.

3. If you wish to use a transaction that is not listed in the above two settings, enter it in **Transaction code**.

**Warning:** Be sure that the transaction code you specify can process the documents correctly.

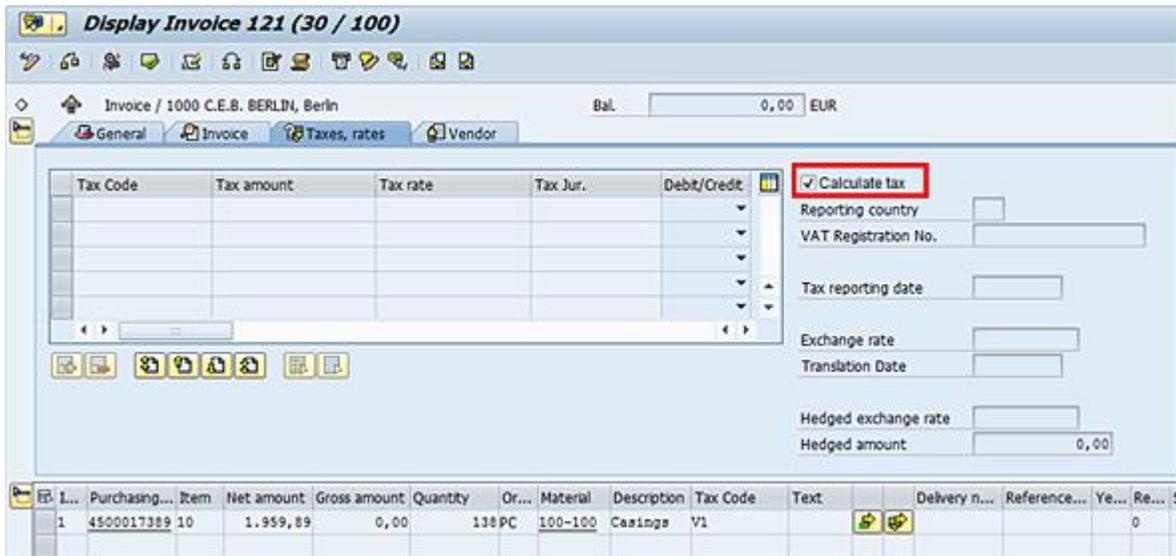
## Defining which posting interface to use

The /COCKPIT/C9 configuration table also determines the posting method to use (even though the posting method is not displayed in the table).

Transaction in Post FI/Post MM	Posting method	Perform method
FB01	BAPI_ACC_INVOICE_RECEIPT_POST	Batch-Input on TA FB01
FB01 + FI Posting ...	FI Posting-Interface	Batch-Input on TA FB01
FB60	BAPI_ACC_INVOICE_RECEIPT_POST	Batch-Input on TA FB60
FB60 + FI Posting ...	FI Posting-Interface	Batch-Input on TA FB60
MIRO	BAPI_INCOMING_INVOICE_CREATE	Batch-Input on TA MIRO

## Calculating taxes

PROCESS DIRECTOR Accounts Payable has a **Calculate tax** setting, which functions exactly the same way as in SAP. It is located on the **Taxes, rates** tab.



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

## Method for calculating taxes

The method used for calculating taxes depends on the posting method setup in the PROCESS DIRECTOR Accounts Payable configuration. The following rules apply:

Perform method*	Tax calculation method
All transactions beginning with FB (For example, FB01, FB60)	Tax is calculated for each item.
All non-FBxx transactions (For example, MIRO)	Tax is calculated for the invoice net amount.

\* The perform method also determines the way in which documents are posted.

### Example

In some cases, a small balance may occur when taxes are calculated on the item level, as shown below.

*Invoice header:*

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

*Invoice items:*

Item	Net	Tax rate	Tax amount
10	2020	19.6%	395.92
20	1098	19.6%	215.208
30	809	19.6%	158.564
40	2109	19.6%	413.36
50	1547	19.6%	303.21
Total	7583		1486.26 (rounded from 1486.262)

Here, a balance on 0.01 would exist due to rounding differences if the **Calculate tax** flag is set and the Perform method is set to an FBxx transaction.

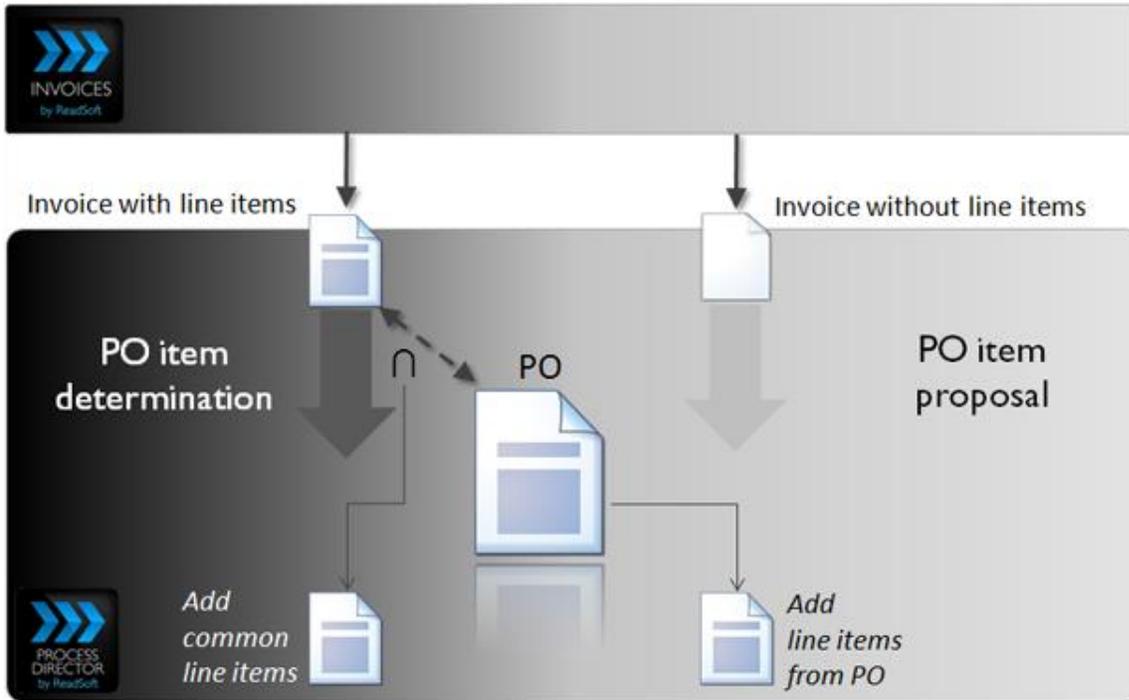
## Line item proposal and determination

PO item determination and PO item proposal are two different methods to add line items to invoices inside PROCESS DIRECTOR Accounts Payable. Both actions can occur:

- During the transfer of an invoice into PROCESS DIRECTOR Accounts Payable.
- By the user, manually.

### What happens when invoices are transferred?

- If line-item data is transferred, **PO item determination** occurs.
- If line-item data is not transferred, **PO line item proposal** occurs.



### PO item determination

PO item determination compares the line-item data from the captured invoice to the purchase order. If [the match is considered good enough](#), the information is entered into the PROCESS DIRECTOR Accounts Payable document.

### PO item proposal

Line-item data from the purchase order is added to the PROCESS DIRECTOR Accounts Payable document.

### Line item determination

PO item determination is a feature that is primarily used during invoice data transfer to PROCESS DIRECTOR Accounts Payable. The purpose of this feature is to compare the captured line-item data from the invoice (typically scanned in INVOICES) to the line-item data in the related purchase order. If the comparison meets configured criteria, the line item is entered in the PROCESS DIRECTOR Accounts Payable document.

This feature makes it possible for line items to appear in the PROCESS DIRECTOR Accounts Payable document, even though the order of appearance differs between the invoice and purchase order.

**Note:** Line item determination is not the same as line-item proposal. PO item determination occurs when line items are captured. When no line items are captured, PO line items are proposed using the [MM item suggestion](#) configuration.

## Line item proposals

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

**Note:** This feature is not the same as [PO item determination](#). PO item determination occurs when line items are captured and transferred to PROCESS DIRECTOR. When no line items are transferred, PO line items are proposed using the [MM item suggestion](#) setting.

PROCESS DIRECTOR uses the purchase order and/or the delivery note/service entry sheet number(s) to retrieve line-item data from these documents and add them to the invoice. If the invoice contains both a purchase order number and a deliver note number, the delivery note number takes precedence. If the invoice contains both a purchase order number and a service entry sheet number, the purchase order number takes precedence.

### When are items proposed?

There are two times line-item data can be added to PROCESS DIRECTOR documents:

- During transfer—when line items are not transferred and the purchase order number and/or the delivery note/service entry sheet number appear in the invoice header. (When a purchase order number and/or a delivery note/service entry sheet number is located in both the invoice header and in the line item, PROCESS DIRECTOR combines them for the line-item proposal calculation.)
- Manually in /COCKPIT/1 by clicking the  (**Propose doc. item from PO**) button in the document detail view. Any existing line-item data is deleted.

### Methods for proposing items

What item data is added to the invoice is determined by:

- The presence and location of the purchase order and delivery note/service entry sheet numbers. Two different methods are available (the **MM item suggestion version** setting in [/COCKPIT/C6](#)):
  - PROCESS DIRECTOR 7.1 AP with pop-up (dialog appears where users can enter PO and delivery note/service entry sheet numbers)
  - ICS 3.2 and earlier (no pop-up dialog appears)
- Which of the five [MM item suggestion](#) methods is selected. This setting is based on whether a line item is billable or not. That is, whether a goods receipt exists. See [MM item suggestion](#).
- Whether a check exists to [ensure the vendor on the invoice is the same as on the PO](#).

## Vendor check

You can activate a vendor check to make PROCESS DIRECTOR Accounts Payable use only purchase orders and delivery notes that not only have the corresponding number(s) from the invoice, but are from the same vendor.

See [The vendor is the one listed on the purchase order](#) validation type in the **Activate additional checks** section. You must activate the following check:

Setting	Value
Validation type (Valtyp)	(0002) <a href="#">The vendor is the one listed on the purchase order.</a>
Time	(2) Check document in PROCESS DIRECTOR Accounts Payable.
Message	(X) Error message, no posting.

Checks can be performed for all documents or for selected vendor and PROCESS DIRECTOR Accounts Payable document type combinations.

If no vendor check is in place, PROCESS DIRECTOR Accounts Payable searches all matching delivery note and purchase order numbers.

## User authorizations

You can restrict which users can access PROCESS DIRECTOR Accounts Payable and what actions they can perform in it.

- [Authorization object](#)
- [Enabling actions that users can perform](#)

### Authorization object

You can restrict which SAP users in your organization can access PROCESS DIRECTOR Accounts Payable. You need to:

1. Create an authorization object in SAP.
2. Assign the authorization object to users.
3. Activate the authorization object in PROCESS DIRECTOR Accounts Payable.

### Enabling actions that users can perform

You can enable and disable many actions in PROCESS DIRECTOR Accounts Payable, such as the parking and deletion of documents.

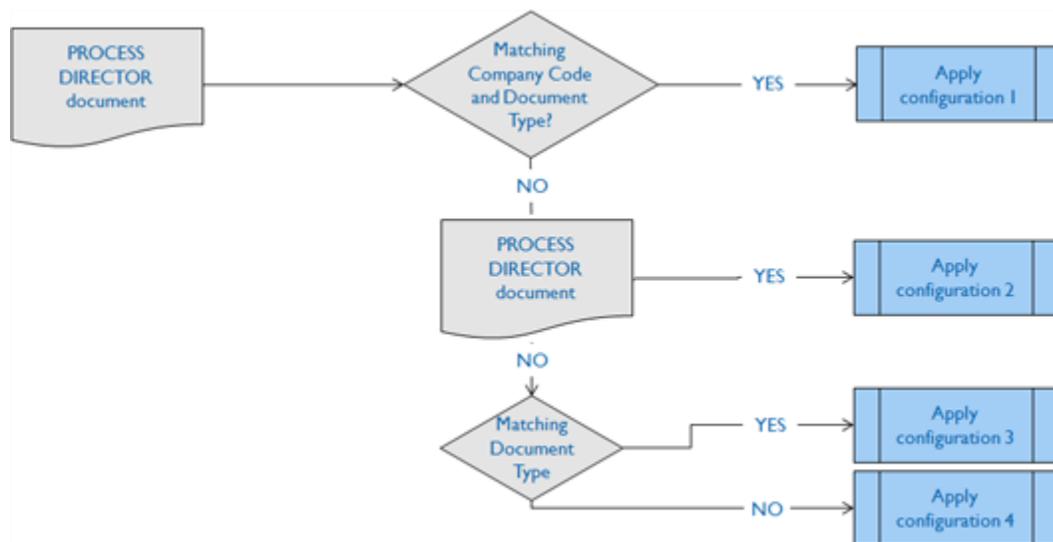
1. Go to [/COCKPIT/C4](#).
2. Select the actions that PROCESS DIRECTOR Accounts Payable users can execute.

## Configuration 101

Nearly every configuration table in PROCESS DIRECTOR contains the **Company code** and **PROCESS DIRECTOR Document Type** fields. This allows you to fine-tune your configuration and apply different settings to different kinds of documents.

### Configuration method

To determine what configuration to apply, PROCESS DIRECTOR uses the following method:



### Example

/COCKPIT/C7

Company code	PD document type	Posting FI	Posting MM
		Check	Check
1000		Check	Post
	A1	Post	Post
1000	A1	Park	Park

## Result

Company code	PD document type	FI/MM	Result
1000	A1	MM	Park
2000	A1	MM	Post
1000	A2	FI	Check
3000	A2	FI	Check

**Note:** A configuration with an empty value for company code or document type will not only be applied to documents with no company code/document type assigned to it, but for all documents that have no other matching entry. The 3000/A2 document above demonstrates this.

## Document types

PROCESS DIRECTOR Accounts Payable documents types are an arbitrary, and optional, way to classify documents. [The configuration of PROCESS DIRECTOR Accounts Payable can be fine-tuned based on document types](#), meaning a specific configuration can be applied to one set of documents, and another configuration applied to another set.

See: [Configuration 101: Overview](#)

### Creating a document type

1. Go to [/COCKPIT/C11](#).
2. Under **PD DocType**, enter any two-character ID.
3. Under **Description**, enter any description you like, as an indicator of how the document type is to be applied.

### Assigning document types

Document types can be assigned:

- During document INVOICES scanning.
- As a **Supplier field** in INVOICES in the Optimize module.
- Upon transfer to PROCESS DIRECTOR Accounts Payable, via
  - a User Exit
  - PROCESS DIRECTOR CONNECTOR
  - SERVICE BUS
- Manually, by PROCESS DIRECTOR Accounts Payable users.

## Main configuration tasks

- [Automatic postings](#)
- [Document reversals](#)
- [Determining the vendor](#)
- [One-time vendors](#)
- [Additional checks](#)
- [Highlighting fields with errors](#)
- [Field statuses](#)
- [Authorizations](#)
- [Creating message templates](#)
- [Follow-up flags](#)
- [Invoice reduction](#)
- [Nota fiscal](#)

### Automatic postings

Documents can be posted automatically at two different times. Each is configured separately in PROCESS DIRECTOR.

- **Upon receipt**  
Use the configuration table in [/COCKPIT/C7](#) to determine which error-free documents are posted automatically as soon as they are transferred to PROCESS DIRECTOR.
- **After receipt**  
[REPETITOR](#) is a PROCESS DIRECTOR program that you run as a background job at regular intervals to post error-free documents. The automatic posting settings are saved in [/COCKPIT/C8](#).

### Posting documents after receipt

When a document is received by PROCESS DIRECTOR Accounts Payable, you can determine if it should be posted automatically (if free of errors), or if some other action needs to be executed.

Depending on your organization's requirements, you may want to attempt to post MM documents only, and have FI documents checked and sent to a workflow before posting.

1. Go to [/COCKPIT/C7](#).
2. Add entries for the combination of Company Code and IC Document Type, for MM and FI documents, as required.

## Example

Maintenance of posting logic during data transfer			
Company code	IC doctype	Posting FI	Posting MM
		05 Check	05 Check
2000		05 Check	02 Post

Here, only incoming MM documents for Company code 2000 that contain no errors are posted automatically. For all other documents, the PROCESS DIRECTOR Accounts Payable additional checks are executed.

**Note:** The posting attempts in this table are only executed immediately after the transfer of documents. All subsequent automatic posting attempts are handled by the REPETITOR program, using the settings in [/COCKPIT/C8](#).

## Document reversals

The document reversal action in PROCESS DIRECTOR Accounts Payable allows accounts payable staff to cancel/reverse a posted SAP document directly from PROCESS DIRECTOR Accounts Payable. The configuration allows you to control the following options:

- Whether a pop-up window is displayed allowing users to specify reversal parameters (reason, date, and period)
- If no pop-up is displayed, the default reversal parameters to use
- For MM documents, if vendor items are cleared automatically or manually via F-44.

## Procedure

1. Go to [/COCKPIT/C56](#).
2. Enter a **Company code** and **PD DocType**, as required.
3. To have documents reversed immediately (in the background, without a pop-up):
  1. Enter the reversal **Reason**.  
If you do not enter a reversal reason, a pop-up will appear, irrespective of whether the **Pop-up** parameter has been set or not.
  2. Optional: Enter the **Posting date** and **Period** as well. Alternatively, check the **Sys Date** option to use the current system date as the posting date.  
If you do not enter values for these parameters, the posting date and period of the original document are used for the reversal.

**Note:** If the **Sys Date** setting is enabled and a **Posting Date** has also been entered, the **Sys Date** overrides it.

4. To have a pop-up window appear:
  1. Select the **Pop-up** check box.
  2. Optional: Enter a reversal **Reason**, a **Posting date** (or check the **Sys Date** option), and/or a **Period**. These are default values that appear in the pop-up window (and can be changed by the user).
5. For MM documents, to clear vendor items automatically, check the **Clear** check box.

## Determining the vendor

There are two methods for determining the vendor on incoming documents:

- In INVOICES
  - The most common method.
  - SAP master data is imported to INVOICES.
  - Vendors are assigned to invoices.
  - Vendor numbers are transferred with invoices.
- In PROCESS DIRECTOR Accounts Payable
  - Vendor is determined based on the PO number, VAT number, and/or other values.

If vendors are determined in INVOICES, no additional configuration is required in PROCESS DIRECTOR Accounts Payable.

If vendors are not determined in INVOICES, you must specify [how PROCESS DIRECTOR Accounts Payable will determine the vendors](#).

## Procedure

There are two steps to determine the vendor for incoming documents:

1. [General settings](#)
2. [Specify the search logic](#)

**Note:** The configuration described in these steps is ignored and is not necessary for vendors that are determined in INVOICES and transferred together with the rest of the document's data.

## General settings

1. Go to [/COCKPIT/C41](#).
2. Select if you want to exclude blocked and/or deleted vendors from the search.
3. Select **Do not post if vendor identified** if you want to prevent documents whose vendors are identified in PROCESS DIRECTOR Accounts Payable from being posted automatically upon receipt.
4. Select if the documents' message logs will contain the logs of the vendor search.

### Specifying the search logic

Here you must create the search that is used to determine the vendor. You can search based on one or more field values. A comparison is made between the captured data and that in the vendor master data record.

Co...	IC doctype	Sequen...	SrchTyp	Vendor search	hit
	MS	0	MS		A Add Result
	TW	1	924	Vendor search by ILN Training 24	A Add Result
	WJ	1	901	test vendor search by ILN	A Add Result
	ZK	1	023	Vendor search by ILN	A Add Result
2000		0	002	Search by VAT Registration Number	A Add Result
2000		3	001	Search by Purchase Order Number	A Add Result
3000		1	001	Search by Purchase Order Number	A Add Result
3000		2	005	Search by name	A Add Result

The search order

The search step

For MM documents, a search for the PO number is usually sufficient to determine the vendor. For FI invoices, a more extensive search is required.

1. Go to [/COCKPIT/C32](#).
2. Select the **Type for search** you want to perform.
3. Determine what to do with the search **Hit**.
4. To add further searches, specify the **Sequence**, or search order.

### Example

In the illustration above, PROCESS DIRECTOR Accounts Payable determines the vendor for all documents belonging to Company Code 2000 based on the VAT registration number, followed by the purchase order number.

### I need a User Exit to determine the vendor

The standard configuration in PROCESS DIRECTOR Accounts Payable is usually enough to determine the vendor. A [User Exit](#) can be developed to add additional search types, for example, to search based on International Location Number (ILN).

## One-time vendors

Upon receipt of documents from one-time vendors (or CPD vendors), PROCESS DIRECTOR Accounts Payable assigns the vendors to the designated CPD account automatically, saving users from having to do it manually. Further, vendor information such as address and bank account details can be captured and transferred to the one-time vendor fields in SAP.

### Transferring vendor data for one-time vendors

1. Open [/COCKPIT/C34](#).
2. Enter the PROCESS DIRECTOR fields to map them to the SAP one-time vendor fields.  
Map only those fields from the invoice whose values you want to save to the SAP one-time vendor fields.  
**Important:** You must map the **Name 1**, **Postal Code** and **City** fields.
3. Save your changes.
4. Open [/COCKPIT/C33](#).
5. Map the values of the **Name 1** field (that is, the name of the vendor on the invoice that has been captured for this field) to the SAP one-time vendor account number.  
Do this for each respective **Company Code**.
6. Optionally, select if invoices from this vendor can be posted automatically.

### Example

Consider an invoice where the following fields (among others) have been captured for transfer to PROCESS DIRECTOR Accounts Payable:

- Name 1: ACME
- Bank Key: 1234
- Bank Account: 5678

To automatically assign this vendor to the CPD L-Z (1950) one-time vendor account, and have the bank account details transferred to the PROCESS DIRECTOR Accounts Payable document, we need the following entries in /COCKPIT/C34 and /COCKPIT/C33:

1. In /COCKPIT/C34, we add two entries, one for the bank account details (which are CHECKDATA fields) and one for the vendor name (a HEADER field). In the example below, a custom PROCESS DIRECTOR Accounts Payable field is used (**ZZ\_NAME\_EXT**).

One-time vendor: field mapping for customer-specific fields													
Structure	Name 1	N...	N...	N...	Po...	City	C...	Str...	P...	P...	Po...	Bank Account	Bank Key
CHECKDATA Control data												BANK1	BANK1
HEADER Hdr. data	ZZ_NAME_EXT												

2. In /COCKPIT/C33, we add an entry for our vendor, **A\***. The configuration below basically says: Assign documents from all suppliers whose names begin with A for Company Code 1000 to vendor account 1950.

one-time vendor: mapping of names for one-time vendor number			
Co...	Name	Vendor	Automatic Post
1000	ACME	1950	<input type="checkbox"/>
			<input type="checkbox"/>

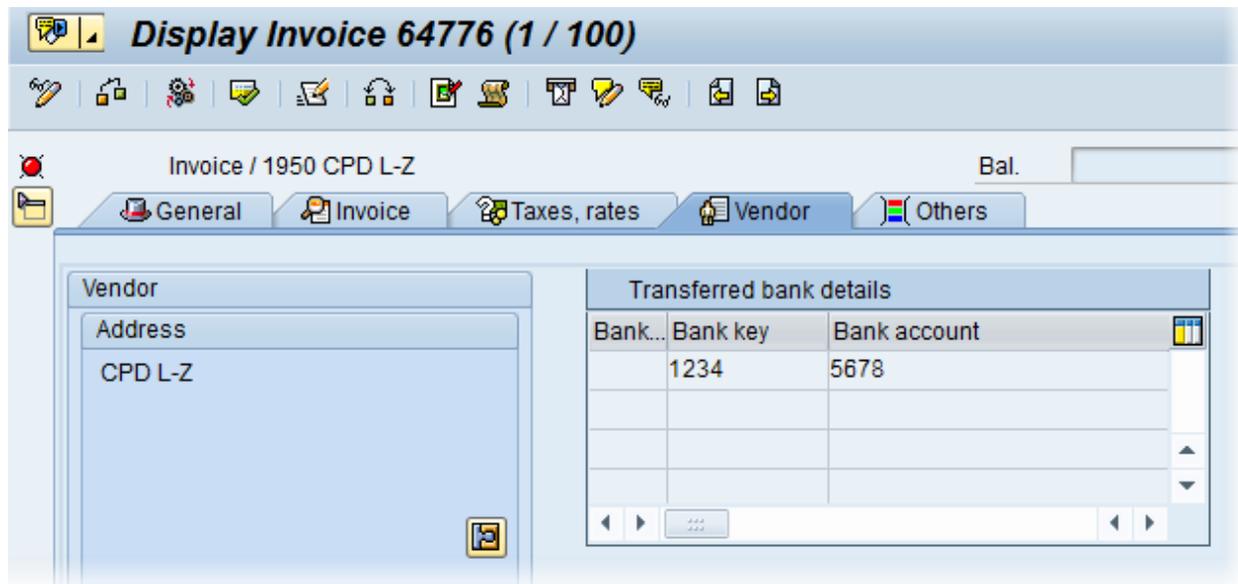
3. For this configuration to be applied, the incoming document contains ACME in the **ZZ\_NAME\_EXT** field, which we specified above.

**Result**

The vendor is assigned to account 1950...



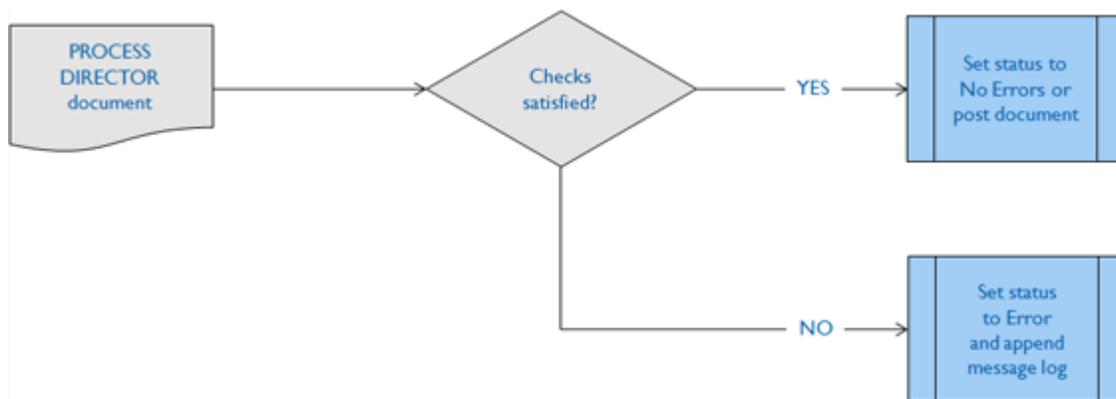
...and the bank account details are transferred and saved in the PROCESS DIRECTOR document:



## Using additional checks

PROCESS DIRECTOR Accounts Payable contains various checks that you can apply to documents to verify they are free from errors before posting. These checks are in addition to the existing checks in SAP.

You can use the PROCESS DIRECTOR Accounts Payable checks to block documents from posting, as well as to highlight errors in documents. You can apply checks at various times, for example, upon transfer, posting, on demand, and so on.



When posting documents, PROCESS DIRECTOR Accounts Payable performs the SAP checks plus any additional checks configured in the system.

## Specifying additional checks

1. Go to [/COCKPIT/C5](#).
2. Enter the **Company Code** and **PROCESS DIRECTOR Document Type** (if any) to apply the configuration to.
3. Select the **Validation Type**, or check, you want to activate.
4. Specify the **Time** the check is executed.  
You may leave the **Time** field empty, which will force the check to be performed at every time a check can be executed (for example, upon transfer, when posted, when the **Check** button is pressed, and so on).
5. Select the **Message type**.  
To prevent a document from being posted if a check fails, select **X - Error message, no posting**.
6. Specify any additional **Details** (parameters) for the check.

## Highlighting fields with errors

You can highlight fields with warning messages, or error messages, or both. This helps users quickly identify those fields that need correction.

1. Go to [/COCKPIT/C28](#).
2. Check the **Active** checkbox.
3. Select **Message type** to either **E - Error message** or **W - Warning**.

**Warning:** highlights both fields with errors and warnings. **Error** highlight only fields with errors.

The different message classifications are set in the [additional checks](#).

The screenshot shows the 'INVOICE COCKPIT: Customizing of error classifica' configuration window on the left. The 'Active' checkbox is checked, and the 'Message type' is set to 'W Warning'. The 'Further display settings' section shows 'Max. no. of hits' set to 50. A red arrow points from this configuration to the 'Net amount' and 'Quantity' columns of an invoice table on the right. In the table, the values '427.10' and '2.75' in the 'Net amount' column and '1 PC' and '5 PC' in the 'Quantity' column are highlighted in red. The table also shows other items with their respective amounts and quantities.

Ex.	Inv.	Purchasing	Item	Net amount	Gross amo...	Quantity	Ord.	Maten
1	4600000341		40	427.10		1 PC		
2	4600000341		30	2.75		1 PC		
3	4600000341		10	0.74		1 PC		
4	4600000341		20	15.00		5 PC		
5	4600000341		50	15.20		5 PC		

Here, fields with either an error or warning are highlighted in the document.

## Field statuses

A field status is a way to:

- Hide fields
- Set fields to read-only
- Set mandatory fields

Field statuses can be applied to PROCESS DIRECTOR Accounts Payable and WORK CYCLE workflows. It is common to apply field statuses to workflows because field statuses allow you to restrict which fields can be displayed, changed, or for which a value must be entered before the workflow step can be completed.

### Example

Before:

After:

All fields are read-only, except for:

- Mandatory
- Editable/"Normal"
- Hidden

You can see the result of applying a field status to change the display characteristic of particular fields.

## Creating field statuses

1. Go to [/COCKPIT/C23](#).
2. Click the **Display/Change** button and click **New entries**.
3. Enter a name/ID in **Field status**.
4. Under **Field status identification**, specify if header fields, line-item fields, and/or account assignment fields should be made read-only.

Checking **No account assignment line with MM invoices** hides the account assignment fields section for FI items in MM documents.

5. Double-click **Characteristic value of status**.

6. Specify the individual fields that will be hidden, read-only, mandatory, or normal.
 

**Note:** Mandatory fields here prevent the document from being saved if the field has no value. It is not the same as the other kind of mandatory field in [/COCKPIT/C3](#), which prevents the document from being posted if the field is empty.
7. Save the new field status.
8. Go to [/COCKPIT/C24](#).
9. Specify the **Company code** and **PROCESS DIRECTOR Document type** to apply the **Field status** to.
 

**Note:** The field status is only activated for PROCESS DIRECTOR here, and not for WORK CYCLE. Field statuses are activated in the workflow step configuration.
10. Save the change.

**Example**

**Objective:** To make all header fields read-only, except for:

Header field	Display setting
Business area	Normal field (a field whose value can be changed)
Assignment	Hidden
Reference document	Mandatory

Step 1: Make all header fields read-only.

**Ia. Select which field types should be read-only**

**Ib. Double-click to select field-by-field statuses**

Step 2: Specify the three fields that will not be read-only.

**New Entries: Overview of Added Entries**

Field status: TRAINING

Structure	Internal field name	Display
HEADER Hdr. ...	BUS_AREA	Normal field
HEADER Hdr. ...	ALLOC_NMBR	H Hide
HEADER Hdr. ...	REF_DOC_NO	M Mandatory field
		Normal field
		Normal field
		Normal field

i.c. Here, we create individual field exceptions to the general rule we just set.

Step 3: Activate the field status.

Assignment of field status to company code a

Co...	IC doctype	Field status
2000	FF	TRAINING

**Result:**

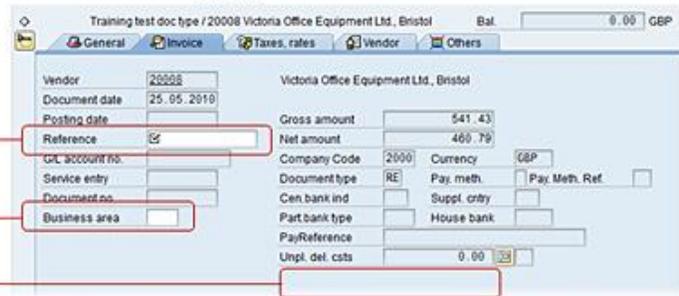
Before:



After:

All fields are read-only, except for:

- Mandatory ←
- Editable/"Normal" ←
- Hidden ←



## Authorizations

You can use activate an authorization object for PROCESS DIRECTOR Accounts Payable. Doing so restricts access to those users who have the authorization object assigned to their user master record. If no authorization object is activated, all SAP users have access to all PROCESS DIRECTOR Accounts Payable transactions.

See: [Creating an authorization object](#)

If you want to restrict specific PROCESS DIRECTOR Accounts Payable actions within an authorization role, or to allow other functionality not covered in the activity list of the authorization object, you can use the [User Exit 041 – Suppress buttons](#).

### Creating and activating an authorization object

The authorization object is created in the client namespace (for example, Z\_YOUROBJ) as shown in the following illustrations. It is your responsibility to choose an object name that will not conflict with any other established objects.

1. Go to SU21.

2. Double-click the **MM\_R** object class.

<b>List of Object Classes</b>	
TCode assignment	Regenerate SAP_ALL
Obj.cl.	Short text
MM_R	Materials Management - Invoice Verification
MM_S	Materials Management: External Services
MM_W	Materials Management - Valuation and Account Determination
PM	Plant Maintenance
PP	Production Planning
PS	Project System
QA	Quality Management

3. Create the **Create** button to create a new authorization object.
4. Enter an **Object** name and description **Text** for your authorization object.
5. Add **ACTVT**, **BUKRS**, and **ADDILIFNR** to the list of **Authorization fields**.

Create Authorization Object
✕

Object

Text

Class

Author

**Authorization fields**

ACTVT	<input type="text"/>
BUKRS	<input type="text"/>
ADDILIFNR	<input type="text"/>
	<input type="text"/>

**Authorization object documentation**

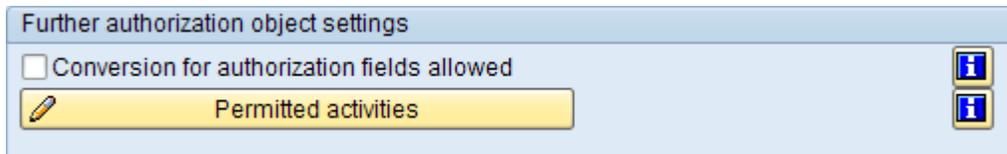
Create object documentation

**Further authorization object settings**

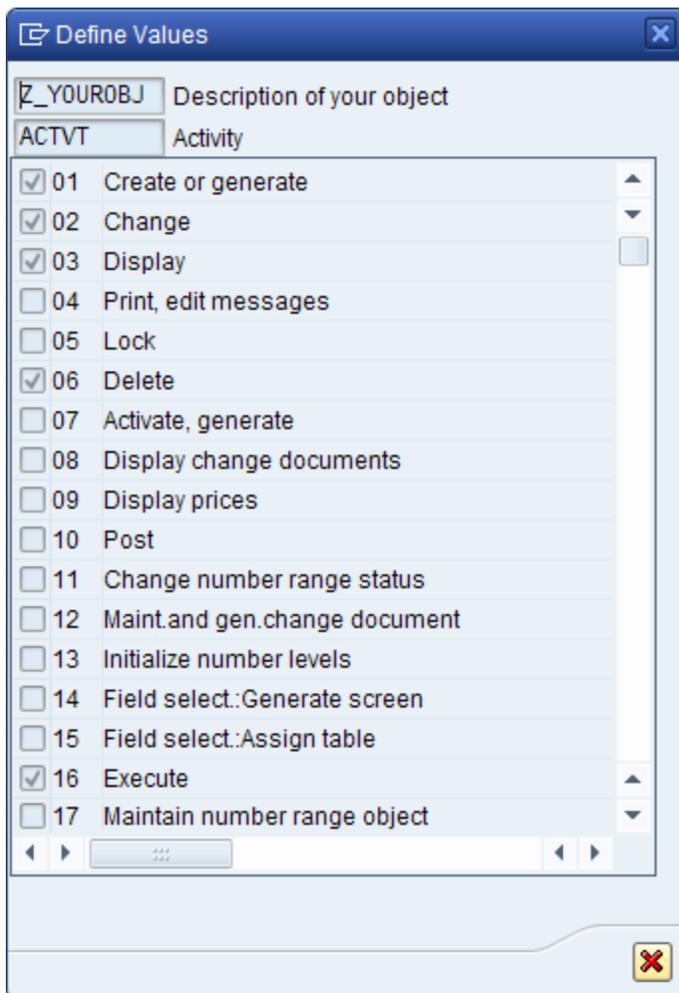
Conversion for authorization fields allowed

Field maintenance

6. Save the object in the appropriate transport.
7. After saving, the **Permitted activities** button appears. Click it to edit the permitted activities.



8. Check the following activities: **01, 02, 03, 06, 16, 24,** and **A3**.



9. Activate the authorization object in PROCESS DIRECTOR.
10. Now that you have created the authorization object you need register its use in PROCESS DIRECTOR. Go to [/COCKPIT/C14](#) and enter the object name.

**Note:** To finish the process you will need to assign authorization objects to the users of PROCESS DIRECTOR as appropriate.

## Creating message templates

You can create templates that are used when sending messages to vendors, or others. Messages are usually emails, but you can also configure faxes and letters as well.

### Creating templates

Create the templates that PROCESS DIRECTOR users can use when composing messages.

1. Go to [/COCKPIT/C35](#).
2. Click the  **Display/Change** button and click [New entries](#).
3. Enter a **Message ID**.
4. Enter a **Description**.
5. Enter an ID for the text template. Click  to jump to SE61 to create or edit the text.  
**Note:** The **Document class** in SE61 must be set to **General text**.
6. Check **Default for reject** if the **Reject document** option in the message popup should be activated by default. Messages for which this option is activated are not available for documents that cannot be rejected (such as posted documents). In the **Field disp.** column you can set a field status for the **Reject document** option.

**Note:** Placeholder fields are supported. These are variables such as *&HEADER-PO\_NUMBER* that are replaced with the values from the PROCESS DIRECTOR document when the e-mail is sent. If the message is sent for several documents, only placeholders that are the same for all documents are replaced. Placeholders with different values per document (for example, the Reference Number) are replaced with a space value. If a value is not available, the placeholder is replaced with a space value.

### Languages for templates

If you translate templates into different languages, you should be aware that PROCESS DIRECTOR searches for message templates in the following order:

1. Vendor language from FK03
2. Logon language of the user
3. English (fallback language 1)
4. German (fallback language 2)

If templates are not available in the above languages, no message template will be displayed.

We recommend creating a translation in at least one of the fallback languages for all templates.

### Activating and archiving messages

Activate the message template for the chosen company code(s) and PROCESS DIRECTOR document type(s).

1. Go to [/COCKPIT/C42](#).
2. Enter the **Company code** and PROCESS DIRECTOR **document type**, as required.
3. Enter the **Message ID** of the template you wish to make available for use and the **Archive type**.

4. Assign the archive **Document type** (optional) and file format (**Doc type**).

You do not have to archive messages (that is, specifying a value for **Document type**). If you do not, messages are still sent or printed, just not archived. You can always archive these messages later using the [ARCHIV\\_CONNECT](#) program.

5. Optional: Specify a **Smart Form ID for layout**.

## Excluding actions for a document status

You can exclude specific functions for documents that have a specific status. If a user then tries to perform those functions, an error message is displayed.

1. Go to `/COCKPIT/EXCLUDE`.
2. In change mode, select the document status for which you want to exclude a function.
3. Select the function you want to exclude.
4. Save your changes.

**Note:** If more than one document is selected, the check is performed on all of them. The documents for which the action is not allowed are deselected, and the action is performed on the rest. A message with the number of deselected documents is also displayed.

## Follow-up flags

Follow-up flags help PROCESS DIRECTOR Accounts Payable users identify:

- Important documents and those that need attention
- Invoices that can be paid early in order to receive a discount
- Overdue invoices
- Price and quantity deviations

There are [a number of built-in follow-up flags](#). In addition, you can [create your own unique ones](#), using an icon and description of your choosing.

## Creating follow-up flags

1. Go to `/COCKPIT/C50`.
2. Click the  **Display/Change** button and click [New entries](#).
3. Specify the **Follow-up ID**, **Icon** and **Description**.
4. Enter a **Sequence** number.

If a document has more than one follow-up flag assigned to it, this number determines which flag is displayed in the document list.

5. Select if the flag is cleared (removed) automatically.

Flags can be removed automatically after being posted, paid, or a workflow is completed. You must run the [PAYMENT\\_CONTROL](#) program to clear these flags if **Clear posted**, **Clear paid**, or **Clear WC** are activated. That is, activating these settings alone does not remove the flag after the respective condition has been met.

6. Save the follow-up flag.

After creating a follow-up flag, you must [activate it](#).

## Activating follow-up flags

After creating custom follow-up flags, you must activate them. You must also activate the built-in follow-up flags. Activating follow-up flags makes them available for use.

### Enabling the follow-up flags feature

You first enable the follow-up flags feature:

1. Go to [/COCKPIT/C49](#).
2. Check **Activate flags**.

**Important:** If this setting is not checked, follow-up flags cannot be used in PROCESS DIRECTOR!

### Activating follow-up flags

You must create an entry for each follow-up flag, in order to use it. This includes the built-in follow-up flags.

1. Go to [/COCKPIT/C48](#).
2. Enter the **Follow-up flag ID**.
3. Enter a **Company code** and/or PROCESS DIRECTOR **Document type**, if you wish to restrict the use of the flag.
4. Otherwise, leave these two fields blank.

**Important:** If a flag is set to a specific company code and PROCESS DIRECTOR document type, then documents with this combination can only have the follow-up flags that match this company code/document type—no other follow up flags are available (including the generic ones, for which no company code and document type has been set).

**Note:** The price and quantity deviation flags are available only if the **Activate checks** option is checked in [/COCKPIT/C49](#).

### Built-in follow-up flags

PROCESS DIRECTOR Accounts Payable comes with the following built-in follow-up flags:

ID	Icon	Description
AT		<p>A new attachment has been created in PROCESS DIRECTOR Accounts Payable. This flag is set automatically whenever an attachment is added to a document via:</p> <ul style="list-style-type: none"> <li>• The <b>Services for object</b> menu in PROCESS DIRECTOR or WORK CYCLE</li> <li>• The WORK CYCLE or WEB BOARD Web Application</li> <li>• Rescan</li> </ul> <p>In order to prevent specific document types from activating this flag, create a blacklist in <a href="#">/COCKPIT/C51</a>.</p>

ID	Icon	Description
BA		A new attachment has been created by a vendor in WEB BOARD.
BN		A new note has been created in WEB BOARD.
CA		A new attachment has been created in WORK CYCLE. <b>Note:</b> This flag is only set when attachments are added using the Web Application. It is not set when using /COCKPIT/WC.
CN		A new note has been created in WORK CYCLE. <b>Note:</b> This flag is set irrespective of whether the note is created in the Web Application or /COCKPIT/WC.
D1		Indicates there are less than x days to the first due date (Due Days 1).
D2		Indicates there are less than x days to the second due date (Due Days 2).
DD		Indicates there are less than x days to the net due date.
DO		Payment is overdue.
IA*		A price/quantity/goods receipt check has failed.
IG*		A goods receipt is missing.
IP*		There is a price difference.
IQ*		There is a quantity difference.
MS		A message was sent.
PT		Fast payment trigger. The vendor has changed the payment terms for the invoice in WEB BOARD.
SA		A new attachment has been created in Supplier Portal.
SN		A new note has been created in Supplier Portal.

\* These follow-up flags are displayed only if the **Activate checks** option has been selected.

The configuration for these flags is done in [/COCKPIT/C43](#).

## Using the payment follow-up flags

There are three follow-up flags that you can use to automatically flag documents whose due dates for payment are approaching:

ID	Icon	Description
D1		Indicates there are less than x days to the first due date (Due Days 1).
D2		Indicates there are less than x days to the second due date (Due Days 2).
DD		Indicates there are less than x days to the net due date.

The x days is the **Quick payment flag (days)** parameter in the [/COCKPIT/PAYMENT\\_CONTROL](#) program. The parameter determines when the flag is displayed: x days before the respective due date.

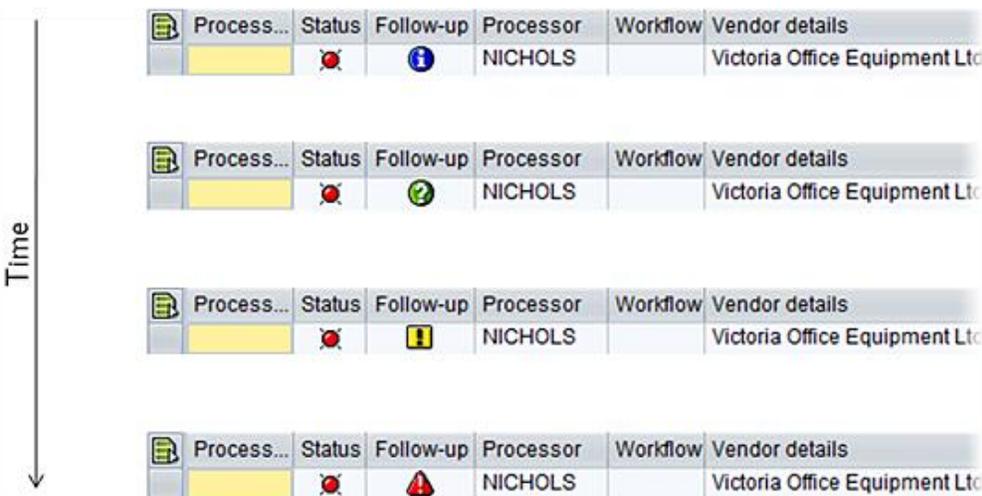
### Example

Baseline date: 2010-06-01

Quick payment flag: 7 days

Flag	Due date	Flag appears*
	Due date 1: 2010-06-14	2010-06-07
	Due date 2: 2010-06-30	2010-06-23
	Net due date: 2010-07-15	2010-07-08
	Overdue: 2010-07-16	2010-07-17

\* The flag remains until the next payment flag is activated.



So long as the invoice remains unpaid, the payment follow-up flag changes accordingly, until the payment overdue flag is displayed.

## Invoice reduction

### Process overview

Invoice reduction in PROCESS DIRECTOR Accounts Payable assists with the handling of price and quantity deviations for MM invoices (posted or unposted documents) and comes with the following features:

- Follow-up flags at header and line item level to easily identify price and quantity deviations, as well as missing goods receipts.
- During a workflow, it is possible to enter the amounts/quantities by which the invoice should be reduced due to the deviations. Processors must specify a reason for the reduction.
- Automatic creation of a PROCESS DIRECTOR debit advice document, based on the adjusted invoice information.
- Creation of a PDF attachment with debit advice data when the debit advice document is posted. The PDF can be archived, sent to the supplier by email or printed.

See the *WORK CYCLE User Guide* for detailed information on this process.

### Configuration overview

Configuring invoice reduction requires the following steps:

1. [Activating invoice reduction](#)
2. [Activating checks and follow-up flags](#) for price and quantity deviations
3. [Defining document settings](#) for the creation of the debit advice document and the PDF attachment
4. [Defining reasons for invoice reduction](#)
5. [Activating available workflow steps](#) for invoice reduction

**Note:** Follow-up flags for price and quantity deviations can be used independently of invoice reduction. If you want to display price and deviation follow-up flags, but not allow invoice reduction, you only need to carry out step 2.

### Activating invoice reduction

Invoice reduction is only available if it is activated.

1. Go to [/COCKPIT/C60](#).
2. In change mode, select the **InvRed. active** check box. If you are activating this option for the first time, you need to click **New Entries** first.
3. Save.

## Activating checks and follow-up flags

Price and quantity deviations are only recognized if the appropriate additional checks have been activated in [/COCKPIT/C5](#), as well as the **Activate checks** option in [/COCKPIT/C49](#). You must also activate the option **Customizing of error classification** in [/COCKPIT/C28](#).

- [0001 - Deviation between invoice and order price](#)
- [0003 - Invoice quantity is more than the delivered but not yet invoiced amount](#)
- [0011 - Amount calculated is more than the amount ordered](#)
- [0019 - Goods receipt missing \(only for icon and debit advice\)](#)

**Note:** These checks only take into account price and quantity deviations that are in excess of the expected amount, not deviations that are less than the expected amount.

Follow-up flags are set based on the results of these checks. Display of follow-up flags is optional, and can be activated and deactivated in [/COCKPIT/C49](#). The standard follow-up flag icons can be customized in [/COCKPIT/C59](#).

1. Go to [/COCKPIT/C49](#).
2. In change mode, check the **Activate flags** (optional) and the **Activate checks** (mandatory) checkboxes.
3. Save.

## Defining document settings

When a workflow step that has been activated for invoice reduction is approved, and the processor has reduced the amount or quantity, a corresponding new debit advice document is created in PROCESS DIRECTOR. When this debit advice document is posted, a PDF attachment is created and attached to the debit advice document. You must configure the settings for these documents.

1. Go to [/COCKPIT/C61](#).
2. Click the  **Display/Change** button and click [New entries](#).
3. Enter the [settings](#).
4. Save.

## Defining reduction reasons

You must create reduction reasons that workflow processors can select when they reduce the amount or quantity of an invoice.

1. Go to [/COCKPIT/C62](#).
2. Click the  **Display/Change** button and click [New entries](#).
3. Enter a text and a number in the **Order** column to specify where in the selection list the reason will appear (lower numbers at the top of the list).
4. Save.

## Activating workflow steps

Workflow steps are defined in the usual way in /COCKPIT/WI3, but must be activated for invoice reduction. Price and quantity deviations can be handled in separate workflow steps or together in the same step. There are [prerequisites](#) for workflow steps for invoice reduction.

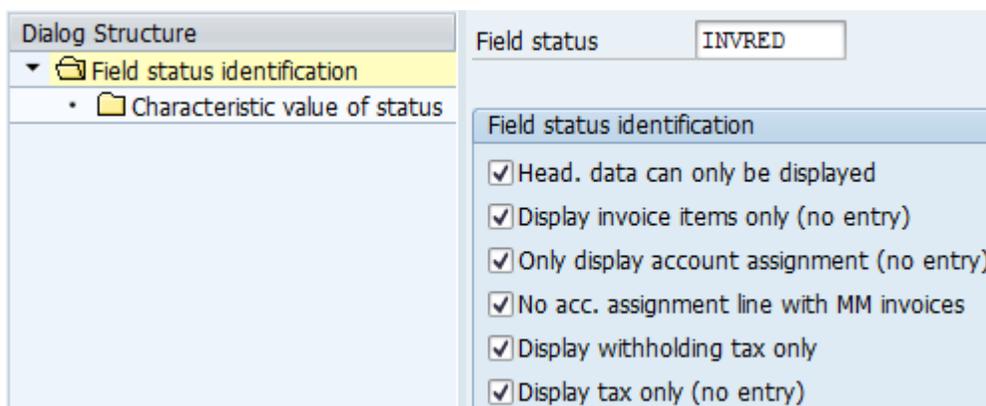
### Activating invoice reduction workflow steps

1. Go to /COCKPIT/C63.
2. Click the  **Display/Change** button and click [New entries](#).
3. Select a workflow.
4. Select the type of reduction: price or quantity, or blank to enable a reduction of both price and quantity.
5. Save.

### Workflow steps prerequisites

These workflow step settings are required in order for invoice reduction to work correctly.

- The workflow type must be set to **2 Correction**.
- A [field status](#) must be applied to the workflow step. The field status must set all fields to read-only.



- The field status must deactivate these buttons on the line items toolbar.
-  Insert row
-  Delete row
-  Propose PO item
-  Assign line items

To deactivate these buttons, in the field status configuration screen, click **Characteristic value of status** and set these fields to **D Only display** or **H Hide**. Leave the **Structure** field empty.

Structure	Internal field name	Display
	G_TC_ITEM_DET_INSERT	D Only display
	G_TC_ITEM_DET_DELETE	D Only display
	G_TC_ITEM_DET_PROPOSAL	D Only display
	G_TC_ITEM_DND_PROPOSAL	D Only display

**Note:** These fields are not available in the search help, they must be entered manually.

## Configuring rejection reasons

You can configure PROCESS DIRECTOR Accounts Payable to ensure that users enter a predefined rejection reason when they reject a document. You can use [User Exit 078](#) to add custom logic for rejection reasons.

**Note:** This applies to rejecting a document via the **Document > Reject** menu, not to rejecting a document in a workflow.

### Create and assign rejection reasons

1. Go to [/COCKPIT/C66](#).
2. Click the **Display/Change** button and click **New entries**.
3. Specify an ID and description for the rejection reason.
4. Save.
5. Go to [/COCKPIT/C67](#).
6. Click the **Display/Change** button and click **New entries**.
7. Enter or select a rejection reason, and specify a company code and document type, if required.
8. Save.

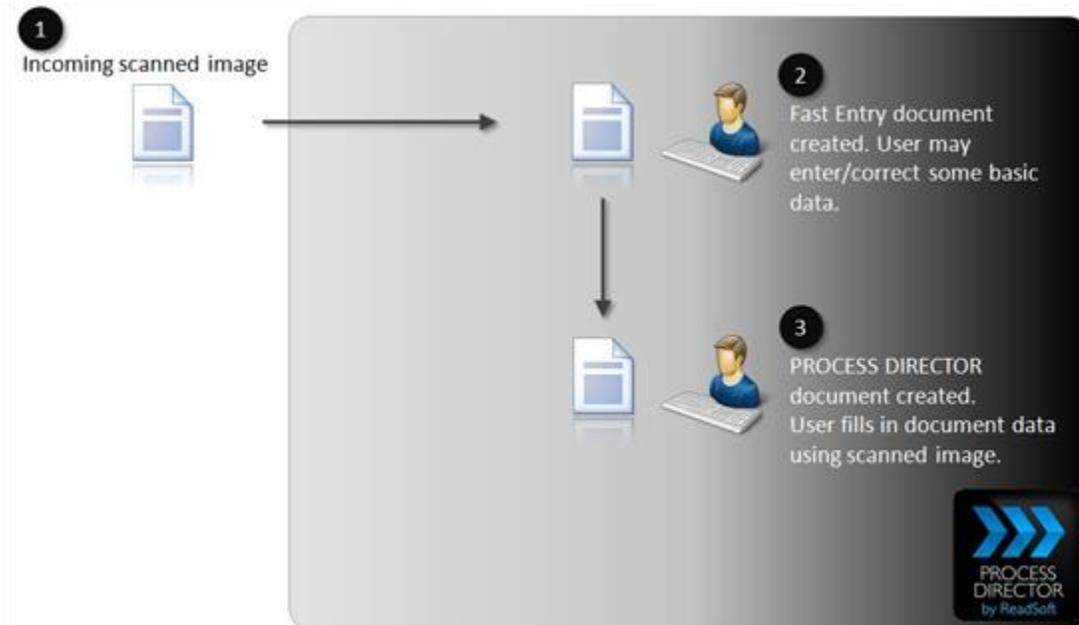
### Activate rejection reasons

1. Go to [/COCKPIT/C27](#).
2. Click the **Display/Change** button and click **New entries**.
3. Enter a company code and PD document type, if required.
4. Check the **Rejection Reason** check box.
5. Save.

## Fast entry

Fast entry is a feature that allows document images to be transferred to PROCESS DIRECTOR without (or with very little) document data. As with every other document that is imported, PROCESS DIRECTOR documents are created. However, for Fast Entry documents, where only the image is transferred, the document data is keyed in by the user in PROCESS DIRECTOR, using the document's scanned image.

**Note:** You can also directly create a new Fast Entry document.



## Configuring Fast Entry

In order to use Fast Entry, you must configure the following:

- [Basic settings](#)  
Here you activate Fast Entry. For documents with a PO number in the header, you also specify whether [line items are proposed](#) and if other information is added to the document from the purchase order.
- [Defining fields for data entry](#)  
In addition to some default fields that appear in imported documents, you can specify others.
- [Activating an authorization object](#)  
You can specify an authorization object to restrict which users can open and edit Fast Entry documents.

## Defining fields for data entry

When a document is transferred to PROCESS DIRECTOR (that is, before the PROCESS DIRECTOR document is created), it appears with the following fields by default:

Internal name	Description
VENDOR_NO	The vendor number.
DOC_DATE	The date printed on the document.
REF_DOC_NO	The reference number of the document.
CURRENCY	The currency of the total amount.
GROSS_AMOUNT	The total gross amount.
NET_AMOUNT	The total net amount.
PO_NUMBER	The purchase order number. <b>Note:</b> Purchase order numbers are only supported in the document header, not in line items.

**Important:** These are the default display fields, not the [fields that are supported for import](#).

You can specify additional display fields. This means that values for these fields can be entered manually by PROCESS DIRECTOR users after transfer, but before the document's conversion to a PROCESS DIRECTOR document (when all fields can be edited).

To define extra fields for data entry:

1. Create a pool of fields that can be used.  
Go to [/COCKPIT/C53](#). Add the field and specify its location when the document is displayed.  
**Note:** Do not add the default fields (above). These fields are supported automatically.
2. Specify the company code(s) to apply fields to different documents (optional).  
**Note:** All default fields are displayed are automatically displayed for all documents.
3. Go to [/COCKPIT/C55](#). Add the fields listed in [/COCKPIT/C53](#) and specify the Company Code(s) they are restricted to.  
**Note:** If the table is left blank, all fields listed in [/COCKPIT/C53](#) are displayed for all documents.

## Creating a test document

You use the [RFC\\_DATA\\_SUBMIT](#) PROCESS DIRECTOR Accounts Payable function to create test documents. The *ORIGIN* field in the PROCESS DIRECTOR Accounts Payable document must be **8** to indicate that it is a Fast Entry document. *INVOICE\_IND* must be **X** to indicate an invoice in order to use line item proposals.

**Note:** After a Fast Entry document has been transferred Accounts Payable, the *ORIGIN* value changes to **F** (to enable reporting on Fast Entry documents with PERFORMANCE ANALYTICS).

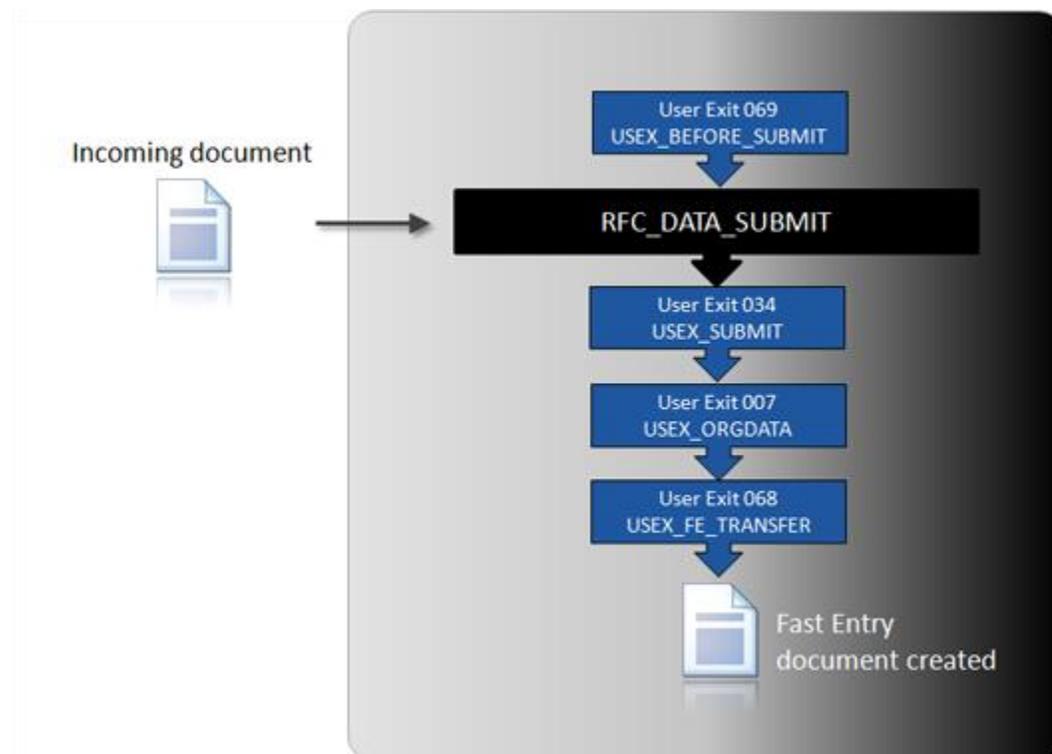
## Licensing

No additional license is required to import Fast Entry documents. When a Fast Entry document is converted to a PROCESS DIRECTOR Accounts Payable document, the regular PROCESS DIRECTOR Accounts Payable license counter is incremented.

## Importing documents

- [Import procedure](#)
- [Supported import fields](#)

### Import procedure



1. Data can be manipulated before the import using [User Exit 069 - Adjustment of Fast Entry data before transfer](#).
2. Document is imported using the standard [RFC\\_DATA\\_SUBMIT](#).
3. [User Exit 034 - Directly after the transfer of the data](#) is called.
4. [User Exit 007 - Adjustment of the original data when transferring](#) is called.
5. [User Exit 068 - Adjustment of checked data during transfer of Fast Entry docs](#) is called.

**Note:** No other User Exits, which are called after RFC\_DATA\_SUBMIT for normal documents, are called for Fast Entry documents.

## Tables

After a document has been imported, the header data is saved in the normal /COCKPIT/THDR table. The document has the **F1** status.

**Table /COCKPIT/THDR Display**

Check table...

CLIENT	800
INVOICE GUID	AE95F974C2F9CC49A95987D3E47044B0
VERSION	1
ORIGIN	F
DOCNO	170802
FI MM FLG	MM
STATUS	F1
INVOICE IND	X
CP DOC TYPE	
DOC TYPE	
DOC DATE	
VENDOR NO	

### Supported import fields

You can transfer a limited amount of document data with the image. Only the following HEADER and CHECKDATA fields are supported:

Internal name	Type	Description
ORIGIN	HEADER	The origin of the document. An <b>8</b> indicates it is a fast Entry document.
INVOICE_IND	HEADER	The indicator to mark whether the document is an invoice (X) or credit note (blank).
CP_DOC_TYPE	HEADER	The PROCESS DIRECTOR document type.
COMP_CODE	HEADER	The Company Code.
VENDOR_NO	HEADER	The vendor number.
USERNAME	HEADER	The SAP username.
EXT_DOC_NO	HEADER	An external document number.
YY*	HEADER	HEADER Include using CI_COCKPIT_HDR.

Internal name	Type	Description
ZZ*	HEADER	HEADER Include using CI_COCKPIT_HDR.
SRCGUID	CHECKDATA	External ID of the PROCESS DIRECTOR document.
YY*	CHECKDATA	CHECKDATA Include using CI_COCKPIT_CHECK.
ZZ*	CHECKDATA	CHECKDATA Include using CI_COCKPIT_CHECK.

\* All custom fields must start with YY or ZZ, as specified by SAP's naming convention.

**Important:** Line item, accounting data and tax data cannot be transferred.

## Nota fiscal

*Nota fiscal* is a particular kind of document that exists in Brazil which accompanies all goods deliveries. It is a combined delivery note and invoice. *Notas fiscais* can be processed in PROCESS DIRECTOR Accounts Payable like other invoices. When posting, a nota fiscal document is created inside SAP.

Nota fiscal works for only those documents that have a Brazilian company code.

PROCESS DIRECTOR currently supports Version 1 and Version 2 of the Nota Fiscal XML.

- [System requirements](#)
- [Enabling](#)
- [Using field statuses](#)

## System requirements

In order to use the nota fiscal feature in PROCESS DIRECTOR, your SAP system must meet these requirements:

- The following SAP notes must be installed: 1049946, 515092, 1274279 and 690570.
- The SAP BAPI must support the Nota Fiscal Type field (J\_1BNFTYPE) in its interface to enable PROCESS DIRECTOR to post documents (automatically upon receipt and manually via the Post function). If this field is not supported by the BAPI, users can only post via the Perform function where the data is transferred to MIRO for posting.
- The following support package levels are required:

Version	Support package
Enterprise 4.7	SP 30
ERP 2004 / ECC 5.0	SP 19
ERP 2005 / ECC 6.0	SP 13
ERP 2005 / EHP 6.02	SP 03
ERP 2005 / EHP 6.03	SP 02

## Enabling Nota Fiscal

In order to process nota fiscal documents in PROCESS DIRECTOR Accounts Payable, perform the following steps:

1. Ensure your SAP system meets the [system requirements](#).
2. Ensure that in the INVOICES profile or ReadSoft Service Bus, the source (PD AP *ORIGIN* field) is set to **N** (for Nota Fiscal XML).
3. Configure the posting settings. Go to [/COCKPIT/C6](#) and:
  1. Select **Activate Nota Fiscal support**.  
Note that nota fiscal only works with Brazilian company codes; therefore, you may want to restrict the activation of nota fiscal to Brazilian company codes.
  2. Select **Calculate taxes**.  
Taxes are calculated automatically. Taxes appear the PROCESS DIRECTOR document but can only be changed in the nota fiscal.
4. Configure the automatic posting settings.  
Nota fiscais are created automatically when a document is transferred to PROCESS DIRECTOR Accounts Payable, whenever the automatic posting settings in [/COCKPIT/C7](#) are set to either **Check** or **Post** (provided the document has no errors, although balances are permitted). You may want to adjust your posting settings accordingly.
5. [Add nota fiscal fields](#) to the **Others** tab in [/COCKPIT/C20](#).

## Using field statuses

As with PROCESS DIRECTOR documents, it is possible to restrict which nota fiscal fields can be edited and which fields are mandatory. This is functionality provided by SAP, not by PROCESS DIRECTOR. (And they are called screen control groups, not field statuses.)

1. Go to SM30.
2. Enter **J\_1BAMV** as the **Table** and click **Maintain**.  
This is the table for nota fiscal documents.
3. Create a new entry.  
For each field, you can make it read-only (**Display**), **Optional**, **Obligatory**, or hidden (**Hide**).
4. Save your changes.
5. Go to SPRO > **SAP Reference IMG**.
6. Go to **Cross-Application Components > General Application Functions > Nota fiscal > Maintenance > Screen Control Group Assignment**.
7. Add/edit entries here accordingly.

You need to add/edit entries for each nota fiscal document type that you wish to process in PROCESS DIRECTOR. Specify **Change** for the **Mode** and then the screen control reference (ID) of the entry you created in SM30. The Manual flag indicates whether the nota fiscal was created by PROCESS DIRECTOR (selected) or by MIRO (unselected).

## Enabling creation of PROCESS DIRECTOR documents

You can enable users to create any other PROCESS DIRECTOR document type (such as a Financial Posting) using the data of a PROCESS DIRECTOR Accounts Payable document. The data can either be moved to the new document (the Accounts Payable document can no longer be edited, posted or sent into workflow), or copied to the new document (the Accounts Payable document can still be edited, posted or sent into workflow). You must have an active license for the target document type.

For MM documents, line item data is transferred to the PROCESS DIRECTOR document. For FI documents, accounting line data is transferred.

These steps are required:

1. Activate the **Create PROCESS DIRECTOR document** function.
2. Map the PROCESS DIRECTOR Accounts Payable fields to the fields of the target document.
3. Activate the mapping for the target document type.

You can use [User Exit 079](#) to customize the data transfer to the new document.

### Activating the Create PROCESS DIRECTOR document function

1. Go to [/COCKPIT/C4](#).
2. In change mode, check the **Create PROCESS DIRECTOR document** option.
3. Save your changes.

### Mapping fields

1. Go to [/N/EBY/PDBOC](#).
2. In the dropdown list, select the IMG of the target document type.
3. Go to **Initial settings > Mapping > Map external data for PD documents**.
4. Add a new entry for each field whose values should be transferred to the target document:

Field	Description
Origin	Select <i>IC ReadSoft Internal Call</i> .
Mapping ID	Enter a name of your choice to identify the mapping.
Node ID / Parent	The logical level of the field in PROCESS DIRECTOR Accounts Payable: <ul style="list-style-type: none"> <li>• <i>SINGLEITEM</i>: for header fields. Leave the <b>Parent</b> column blank.</li> <li>• <i>LINEITEM</i>: for line items fields. Enter <i>SINGLEITEM</i> in the <b>Parent</b> column.</li> </ul>
Field name	The name of the field in the target PROCESS DIRECTOR document type.
External field name	The name of the field in PROCESS DIRECTOR Accounts Payable.

4. Save your changes.



## Programs and functions

PROCESS DIRECTOR Accounts Payable comes with a series of programs and functions that you can use.

### Important programs and functions

Name*	Description
<a href="#">PAYMENT_CONTROL</a>	Updates payments blocks, due dates (including flags), and cash discounts.
<a href="#">DUE_DATE_CHECK</a>	Sends emails for overdue workflows.
<a href="#">REPETITOR</a>	Automatic posting of PROCESS DIRECTOR Accounts Payable documents

\* All programs and functions are contained within the /COCKPIT/ namespace.

### Other programs and functions

Name	Description
<a href="#">2REPORTER54</a>	Data export for REPORTER.
<a href="#">ACCASS_POSNO_REPAIR</a>	Corrects missing item numbers in multi-account assignment lines.
<a href="#">ARCHIV_CONNECT</a>	Create archive connections asynchronously.
<a href="#">ARCHIV_NOTE_LATE</a>	Late archiving of notes.
<a href="#">ARCHIV_NOTE_REPAIR</a>	The program only sets the archiving indicator without archiving in case of posted documents.
<a href="#">ARCHIV_REPAIR</a>	This program is no longer maintained.
<a href="#">ARCHIV_WCLOG_REPAIR</a>	Archives workflow notes that have not yet been archived.
<a href="#">ARCHIVELINK_CHECK</a>	Connect attachments not yet connected to ArchiveLink.
<a href="#">CUSTOMIZING_REPORT</a>	Exports values from selected configuration tables.
<a href="#">DOC_IMPORT</a>	Imports an SAP document.
<a href="#">DUMP_CREATE</a>	Creates dumps of documents.
<a href="#">IMPORT</a>	Imports P-Card files.
<a href="#">MD_EXPORT</a>	Exports master data for import into INVOICES
<a href="#">NUMERIC_USER_REPAIR</a>	Repair program for numeric agent identification.

Name	Description
RESCAN	Used by INVOICE COCKPIT CONNECTOR to attach scanned documents to an existing PROCESS DIRECTOR Accounts Payable document.
REVERSAL_CLEARING	Updates the clearing information in the PROCESS DIRECTOR document.
RFC_DATA_SUBMIT	Used by INVOICE COCKPIT CONNECTOR to transfer documents to PROCESS DIRECTOR Accounts Payable. Can be run to create test documents.
SAP_DOC_IMPORT	Imports several SAP invoices (MM and FI).

## Descriptions

### 2REPORTER54

2REPORTER54 exports 10 CSV files for use with REPORTER.

The data includes:

- Most header and line item data, including payment date and discount data
- Workflow data

For full information about how to use this program, see the guide *Exporting Data for REPORTER*.

### ACCASS\_POSNO\_REPAIR

Corrects missing item number in multiple allocations to account and recreates the field POS\_NO of the table /COCKPIT/TACCAS, if it contains a zero.

### ARCHIV\_CONNECT

Create archive connections asynchronously.

This report serves for the archiving of document via PROCESS DIRECTOR Accounts Payable and the barcode connection.

Usually, documents and their attachments are archived as soon as they are created/uploaded. If this is not the case, this program can be used to subsequently archive these items.

### ARCHIV\_NOTE\_LATE

Archives notes that have not been archived normally.

The program archives, internal notes and all other notes that have not yet been archived with workflow. All notes relevant to the workflow are already automatically archived when terminating the workflow. Notes that have been entered after the termination of the workflow and internal notes (are not displayed in the workflow) can be archived with this program.

### ARCHIV\_NOTE\_REPAIR

The program only sets the archiving indicator, without archiving in the case of posted documents.

## ARCHIV\_REPAIR

**Note:** This program is no longer maintained. Its functionality is included in the [ARCHIVELINK\\_CHECK](#) program, which you should use.

Supplement of missing ArchiveLink connections.

The program supplements existing archive connections to posted PROCESS DIRECTOR Accounts Payable documents into the belonging SAP Business Object.

A PROCESS DIRECTOR Accounts Payable document has been posted. At the same time, a Business Object BUS2081 (SAP MM document) and BKPF (SAP FI document) were created in SAP. If there were subsequent attachments only to the PROCESS DIRECTOR Accounts Payable document, they would be lacking in the SAP Business Object; that is, in the SAP documents. This is repaired by the program.

## ARCHIV\_WCLOG\_REPAIR

Archives workflow notes that have not yet been archived. Sometimes, the archiving of WORK CYCLE notes can fail. You can use this program to archive all WORK CYCLE notes that have not yet been archived.

## ARCHIVELINK\_CHECK

This program checks the ArchiveLink connections between PROCESS DIRECTOR documents and all its associated files and attachments (for example, the invoice image, notes, and supporting attachments).

Attachments added to unposted PROCESS DIRECTOR documents are automatically linked to the corresponding SAP document during posting. However, attachments added to posted documents are not. To establish this connection, run ARCHIVELINK\_CHECK. You can also run this program to display connections that are broken, without actually undertaking a repair.

Setting	Description
Carry out correction process	Connects attachments to SAP documents that are not yet connected. If unselected, the program performs a check only and displays the results, without performing any correction.
Correct archive documents on	The archive document type(s) to connect missing attachments to. You can restrict the repair to a specific document type, for example, ZEIC_PDF.
Write PD messages	For each new, deleted, and faulty archive connection, a message is added to the document's message logs, which can be viewed by users.
Commit work to	Repairs of connections are made in batches. Here you specify the number of documents in each batch. For example, enter 100 to have changes made to the database after every 100th document has been checked, for documents 1-100, 101-200, etc.
Create connections from EC* fields	Checks and repairs connections to the <a href="#">/COCKPIT/B</a> business object.
Track existing connections	Checks and repairs connections to all other business objects. This is applicable for posted documents, when documents, which are already connected to <a href="#">/COCKPIT/B</a> prior to posting, are connected to BKPF and BUS2081 (as

Setting	Description
	appropriate), and other associated documents (like WORK CYCLE documents) are also archived.  <b>Note:</b> A connection to /COCKPIT/B must already exist. If the connection to /COCKPIT/B is missing, you must run ARCHIVELINK_CHECK twice: the first to connect documents to /COCKPIT/B, the second run to connect documents to the other business objects.
Track SAP receipts	Determines the follow-on business objects from the SAP document and associated documents. This option must be activated for PROCESS DIRECTOR documents with no archive connections.
Delete faulty connections	Repairs incorrect archive connections.  <b>Note:</b> Only applicable for versions of INVOICE COCKPIT prior to 2.04.0075!
Correct faulty connections	Sometimes ARCHIV_REPAIR can create incorrect connections if an SAP document (with the same Document ID in archive) is connected to several PROCESS DIRECTOR documents. If this setting is enabled, the program deleted all attachments on SAP follow-up documents (BKPF, BUS2081), which have same archive object as in THDR-EC_ARC_OBJ, but which are not the main attachment (DOC_ID <> THDR-EC_DBC_ID).
Selection criteria	Various fields to restrict the documents the programs checks.
Edition	The following parameters determine what information to display in the log that is shown after the program has finished.
Show selection screen	All selection criteria used to run the program.
Show detailed information	The company code, and the archive information for the object.  If unselected, only the PROCESS DIRECTOR document number and its GUID are displayed.
Show statistics per document	The number of existing connections and if these connections are complete or faulty.
Show total statistics	The total number of existing and missing connections, the number of connections that are complete and faulty, as well as the number of documents processed by the report.
Show warning	Warnings for archive connections.
Show existing connection	Existing items currently archived for the document.
Show missing connection	Items not currently archived for the document.
Show inserted connection	Items for which a link was created by the ARCHIVELINK_CHECK program.
Show faulty connection	Items with incorrect archive connections.
Show deleted connection	Items for which the link to was deleted by the ARCHIVELINK_CHECK program.

Setting	Description
Show errors in reconnection process	Information about reconnection errors.
Show complete documents	Documents where all attachments are linked to the archive.
Show uncheckable documents	Documents that could, for some reason, not be checked for incomplete connections
Show faulty documents	Documents with an attachment(s) not connected to the archive.

## CUSTOMIZING\_REPORT

CUSTOMIZING\_REPORT exports values from selected configuration tables. This can be helpful when submitting a support case.

Setting	Description
Client number	The client for which configuration data is exported.
Display technical information	Includes field names in the export.
Zebra	Displays lines in different colors, for better readability.
Copy icons	Icons used in the application(s) are saved.
Table selection	<p>The application for which configuration data is exported.</p> <ul style="list-style-type: none"> <li>• PROCESS DIRECTOR</li> <li>• WORK CYCLE</li> <li>• WEB BOARD</li> <li>• EDI COCKPIT</li> <li>• ANALYZER</li> <li>• INFO MAIL</li> <li>• MOBILE APPROVAL</li> </ul>

## DOC\_IMPORT

This program contains the same functionality as **Document > Import SAP document** menu item in PROCESS DIRECTOR Accounts Payable. That is, an SAP document can be imported to create a new, posted PROCESS DIRECTOR Accounts Payable document. In addition, this program can also be used to update an existing PROCESS DIRECTOR Accounts Payable document from an SAP document (which is not possible by using the menu).

**Note:** The program can only import/update one document at a time (no bulk imports or updates).

## DUE\_DATE\_CHECK

You can use the DUE\_DATE\_CHECK program to send reminder emails for overdue workflows. Use the standard /SE38 SAP transaction to run the program once, or /SM36 to schedule it as a background job.

**Reminder function for overdue workflows**





**Selection parameters**

Document number	0	to	0	
Workflow due date	22.04.2010			
<input type="checkbox"/> Overdue to specified date				
<input type="checkbox"/> Activate email dispatch				
Action on archiving error				

**Send collective emails**

<input type="checkbox"/> Send collective emails	
WEB CYCLE user	
User type	

**Application log**

<input type="checkbox"/> Create application log	
<input type="checkbox"/> Show application log on finish	
Object	
Sub-object	

Setting	Description
Document number	The range of PROCESS DIRECTOR Accounts Payable documents to be processed.
Workflow due date	Specify if the program should only run for workflows whose due date is past this date.
Overdue to specified date	Select if you have specified a due date above.

Setting	Description
Activate email dispatch	Select to send reminder emails.
Send collective emails	You can set collective versus individual email sending in the customizing of the workflow step. The program, when executed, will check for processors who have received a workflow step and are now due new collective email.
WORK CYCLE user	The user specified here is used as the sender of collective emails.
User type	I – WORK CYCLE user S – SAP user G – User group
Create application log	Creates messages in the SAP application log. <b>Note:</b> In order to create an application log (which is based on standard SAP functionality), you must specify an Object and Sub-object (see below). The Object and Sub-object classify the log, so it is best to use custom (Z*) ones.
Show application log on finish	Displays the SAP application log after the program has been executed.
Object & Sub-object	The object and sub-object included in the messages in the SAP application log, used for classification purposes.

## DUMP\_CREATE

Creates dumps of documents.

## IMPORT

/COCKPIT/IMPORT

<b>PROCESS DIRECTOR AP: Data import</b>	
 Setup	Version
<b>Expert options</b>	
<input checked="" type="checkbox"/> Debug mode	
<input type="checkbox"/> Skip data transfer	
<b>Import scheme</b>	
Data provider	NATWEST
<b>File options</b>	
<input checked="" type="radio"/> Upload from FrontEnd	
<input type="radio"/> Upload from Application server	
Field separator	;
Path for file 1	C:\Temp\PCard-File1.TXT
File format	TAB
Path for file 2 (optional)	C:\Temp\PCard-File2.TXT
File format	TAB
<b>Document defaults</b>	
Company Code	1000
Currency	EUR
PROCESS DIRECTOR doc. type	PC
Document Date	02.03.2011
Non-VATable tax code	<input type="text"/>
Standard VAT code	<input type="text"/>
Standard VAT rate	<input type="text"/>

Configuration settings in the /COCKPIT/IMPORT program, with Expert options activated.

Use this program to import your P-Card files. You can also specify pre-defined values for selected fields.

**Note:** **Debug mode** and **Skip data transfer** are only displayed if the **/COCKPIT/IMPORT\_EXPE** parameter is [activated in your user profile](#).

Setting	Description
Debug mode	Creates a detailed log when the program is executed.
Skip data transfer	The program is executed but no PROCESS DIRECTOR documents are created. You can use this setting to test the import of files.
Data provider	The ID of the card provider, as specified in <a href="#">/COCKPIT/IMPORT_C1</a> .
Upload from FrontEnd	Uploads the data from the SAP GUI FrontEnd.
Upload from Application server	Uploads the data from the Application server, in the background. <b>Note:</b> Only logical file names from the FILE transaction are supported. The XLS and XLSX formats are not supported.
Field separator	The character that separates fields in the import file(s). No entry here indicates a tab separation.
Path for File 1	The path on the local machine to the first import file.
File format	The file extension of the first import file: <ul style="list-style-type: none"> <li>• ASC</li> <li>• CSV</li> <li>• TAB</li> <li>• TXT</li> <li>• XLS</li> <li>• XML</li> </ul>
Path for File 2	<i>Optional—only if a second file has been sent by the data provider.</i> The path on the local machine to the second import file.
File format	<i>Optional—only if a second file has been sent by the data provider.</i> The file extension of the second import file: <ul style="list-style-type: none"> <li>• ASC</li> <li>• CSV</li> <li>• TAB</li> <li>• TXT</li> <li>• XLS</li> <li>• XML</li> </ul>

Setting	Description
Document defaults	<p>Values for the following fields can be added to the resulting PROCESS DIRECTOR documents:</p> <ul style="list-style-type: none"> <li>• Currency</li> <li>• PROCESS DIRECTOR document type</li> <li>• Document date</li> <li>• Non-VAT table tax code</li> <li>• Standard VAT code</li> <li>• Standard VAT rate</li> </ul> <p><b>Note:</b> Any values here override those in <a href="#">/COCKPIT/IMPORT_C2</a> and in the P-Card files.</p>

## MD\_EXPORT

The MD\_EXPORT program exports master data from your SAP system, as XML files. The output is intended for subsequent import into INVOICES. If the **Fill Corporate Group ID from Company Code** option is selected, it can also be used with ReadSoft Online Connect.

Three files are created:

- *Buyer.xml*
- *Supplier.xml*
- *SupplierBank.xml*

The files conform to the INVOICES XSDs. You can import the data in these files to INVOICES without modifications. To import master data in INVOICES, create a maintenance plan. For instructions, see the *Importing master data* topic in *INVOICES Help*.

**Saving File Configuration**

Save file at client side  
 Client file path

Save file at server side  
 Server file path

Insert date into file name  
 Date format: YYMMDD  
 Date format: YYYYMMDD

Insert time into file name  
 Time format: HHMM  
 Time format: HHMMSS

Generate XML file for Supplier data  
 File name prefix

Generate XML file for Supplier Bank data  
 File name prefix

Generate XML file for Buyer data  
 File name prefix

Fill Corporate Group ID from Company Code  
 Specify Corporate Group ID:

Rows number per selection

---

**Selection criteria**

Company Code	<input type="text"/>	to	<input type="text"/>	
Vendor	<input type="text"/>	to	<input type="text"/>	
Central deletion flag	<input type="text"/>	to	<input type="text"/>	
Central posting block	<input type="text"/>	to	<input type="text"/>	
Country	<input type="text"/>	to	<input type="text"/>	
Account group	<input type="text"/>	to	<input type="text"/>	

You can specify the following options for the XML export files:

Setting	Description
Save file at client/server side	Select where to save the files and in which directory.
Insert date/time into file name	Includes the date and time respectively in the filenames. Example filename without the date and time: <i>Buyer.xml</i> Example filename with the data and time: <i>Buyer&lt;Date&gt;&lt;Time&gt;.xml</i>
Generate XML file for Supplier/Supplier Bank/Buyer data	Select which files to create. <b>Note:</b> Master data in INVOICES is comprised of these three data types.
File name prefix	You can change the filenames from the defaults provided. The filename has no effect on your ability to import them into INVOICES.
Fill Corporate Group ID from Company Code	Select to automatically fill the <b>Specify Corporate Group ID</b> field with the company code value in the XML file. This parameter should be set if using the <i>MD_EXPORT</i> program with ReadSoft Online Connect.
Specify Corporate Group ID	The Corporate Group ID is a field for suppliers and vendors in INVOICES, and not in SAP. It is the internal identification number of a group of buyers (for example subsidiaries). This key field in the INVOICES supplier registry connects suppliers to the buyers that they deliver to.  A number entered here is included in all buyer and supplier entries in all three files.
Rows number per selection	Specifies the number of vendor records (rows in the database table) are taken into memory and exported at each processing run.  For example, if you have 1000 entries, and set <b>Rows number per selection</b> to 100, 100 records will be exported at a time. The resulting exported file will be the same. <b>Rows number per selection</b> is designed to avoid errors/short dumps when exporting large amounts of data.  The higher the number set here, the faster the export will take.
Selection criteria	You can restrict the output to specific: <ul style="list-style-type: none"> <li>• Company codes</li> <li>• Vendors</li> <li>• Countries</li> <li>• Account groups</li> </ul>

## Character encoding

The character encoding used in the XML output files is based on the code page (another name for character encoding) of the SAP system. You cannot change the SAP code page using the MD\_EXPORT program.

INVOICES requires that XML master data import files be in ANSI (Windows code pages) format. You must perform any necessary character encoding conversion yourself. You can use the XMLConverter program for exactly this purpose. Lexmark staff can access this program at: <http://rsdn/rcc/xmlconverter/default.aspx>.

## NUMERIC\_USER\_REPAIR

Repair program for numeric agent identification.

For the compatibility of the PROCESS DIRECTOR Accounts Payable agent with WORK CYCLE, the PROCESS DIRECTOR Accounts Payable agent has been extended to 16 digits, which can lead to problems in case of numeric agents with leading zeros. The program fills the additional leading zeros.

## PAYMENT\_CONTROL

The /COCKPIT/PAYMENT\_CONTROL report:

- Updates payment blocks in the PROCESS DIRECTOR Accounts Payable document
- Updates the payment terms and discount amounts
- Updates the clearing fields (document number and dates) in the PROCESS DIRECTOR Accounts Payable document after a payment run
- Updates follow-up flags
- Changes the statuses of parked documents to posted after they have been posted in SAP
- Performs the specified checks
- Updates the processing times

**Update payment block, due date, park/post and payment in IC**

MM doc. nr. is a logistics doc

Confirmation messages

Document number: 0 to 0

Creation date: 08.03.2010 to

Date for discount analysis: 08.03.2010

Time and error reporting

Error class (reporting prio.): 0

Near payment flag (days): 0

Setting	Description
MM doc. nr. is a logistics doc	This option must be deactivated whenever an FI document number appears in the (SAP) <b>Document number</b> field (SAP_DOC_NO). The corresponding MM document will then be ascertained from the FI document.
Confirmation messages	Displays the log messages for the program run, for each document. These messages are displayed as soon as the program has finished.
Document number	The PROCESS DIRECTOR Accounts Payable documents that PAYMENT_CONTROL will update, according to their PROCESS DIRECTOR Accounts Payable document number.
Creation date	The PROCESS DIRECTOR Accounts Payable documents that PAYMENT_CONTROL will update, according to the date on which they were created in PROCESS DIRECTOR Accounts Payable.
Date for discount analysis	The cash discount information <b>Cash discount 1, Cash discount 2, Cash discount days 1, Cash discount day 2, Net days</b> and a possible cash discount amount is calculated anew and then adjusted. For this purpose, the date at which the cash discount calculation is to be carried out is stated in the parameter, 'Date for cash discount evaluation'. It can always be the actual date or a date in the future. For example, it is useful to always use the actual date + 1 day. (a day in the future), when the report /COCKPIT/PAYMENT_CONTROL runs before midnight and the evaluation on the following day is to be based on the actual day (for example, tomorrow).
Time and error reporting	Adds the total processing time (receive to post) and the total workflow processing time (if applicable) to the TTIME and TEWCTIME fields in the PROCESS DIRECTOR Accounts Payable document. (These fields can be added to the <b>Others</b> tab by using <a href="#">/COCKPIT/C20.</a> )
Error class	The error categories are allocated to the additional checks (corresponds to the number of the additional check). This error category is entered in the PROCESS DIRECTOR Accounts Payable document and is available for evaluations. In the parameter, 'error categories (priority)', with multiple selections, you enter the error categories/additional checks that are to be taken into account at the time of the evaluation. The chronological order results in the priority when several different errors have occurred with one document.
Quick payment flag (days)	This parameter is used by the D1, D2, and DD follow-up flags to calculate when these flags are displayed. For example, if this parameter is set to 7 days, the D1 flag is displayed 7 days from the first due date for payment, until 7 days before the second due date for payment, when the D2 flag is shown instead. The D2 flag is displayed 7 days from the second due date for payment, until 7 days before the net due date for payment, when the DD flag is shown instead.

**Note:** Documents must be unlocked (unopened) in order for PAYMENT\_CONTROL to update the document.

## Clearing follow-up flags

In addition to the above configured settings, PAYMENT\_CONTROL also clears follow-up flags that have been configured to be removed automatically in [/COCKPIT/C43](#). That is, if a flag has been configured to be cleared automatically after the document has been posted or paid, or after a workflow has ended, *the flag will only be cleared after the next run of PAYMENT\_CONTROL*.

## REPETITOR

REPETITOR:

- Posts documents automatically
- Changes document statuses
- Connects PROCESS DIRECTOR Accounts Payable documents to SAP posting documents

**Note:** REPETITOR is used to post documents automatically, but not after documents have just been **transferred**. Automatic posting attempts after transfer are controlled by the settings in [/COCKPIT/C7](#). REPETITOR is used for all **subsequent** automatic posting attempts.

**PROCESS DIRECTOR Repetitor background job**

📄
📄
📄

**Operational limiters**

Company Code	<input type="text"/>	to	<input type="text"/>	
Vendor	<input type="text"/>	to	<input type="text"/>	
Document Date	<input type="text"/>	to	<input type="text"/>	
Currency	<input type="text"/>	to	<input type="text"/>	

**Technical limiters**

Agent	<input type="text"/>	to	<input type="text"/>	
Document number	<input type="text" value="0"/>	to	<input type="text" value="0"/>	
Transferral date	<input type="text"/>	to	<input type="text"/>	
Maximum no. of hits	<input type="text" value="100.000"/>			

**Status**

Unposted and correct docs.

Incorrect documents

No canceled documents

Only with WORK CYCLE release

No docs rejected in WORK CYCLE

**Type**

FI documents

MM documents

**Log options**

Attach statistics

Print PD messages

Add messages always to PD doc.

No messages of type info.

**Application log**

Create application log

Show application log on finish

Application log object

Application log sub-object

## Settings

Setting	Description
Company code	The buying organizational unit.
Vendor	The supplier.
Document date	The date, as it appears on the document.
Currency	The currency of the document.
Agent	The PROCESS DIRECTOR Accounts Payable user assigned to the document.
Document number	The PROCESS DIRECTOR Accounts Payable document number.
Maximum no. of hits	The maximum number of documents processed per run. The default value is 100,000.
Transferral date	The date the document was transferred into PROCESS DIRECTOR Accounts Payable.
Unposted and correct docs	Documents with the <b>Unposted/error-free</b> status.
Incorrect documents	Documents with the <b>Errors</b> status. <b>Note:</b> Documents with the <b>Errors</b> status may in fact contain no errors. For example, when errors in a document have been resolved in a workflow, and before a <b>Check</b> has been performed (which would change the status from <b>Errors</b> to <b>Error-free</b> ). Therefore, it is possible for REPETITOR to post such documents.
No canceled documents	Ignore documents that have been reversed.
Only with WORK CYCLE release	Documents that have been approved/released in a workflow.
No docs rejected in WORK CYCLE	Ignore documents that have been rejected in a workflow.
FI documents	FI/general expense invoices.
MM documents	MM/PO-based invoices.
Attach statistics	Includes a summary of the processing results, such as the number of documents selected, successfully checked, posted, skipped, etc.
Print PD messages	Includes the message log issued by PROCESS DIRECTOR when actions are performed on a document.
Add messages always to PD doc	Adds the resulting messages from the REPETITOR check and posting actions to the document's message log.
No messages of type info	Does not add <b>Information</b> messages to the document's message log.

Setting	Description
	<b>Note:</b> The <b>Add messages always to PD doc</b> setting (above) must be active.
Create application log	Creates messages in the SAP application log. <b>Note:</b> In order to create an application log (which is based on the standard SAP functionality), you must specify an Object and Sub-object (see below). The Object and Sub-object classify the log, so it is best to use custom (Z*) ones.
Show application log on finish	Displays the SAP application log after the program has been executed.
Application log object	The object included in the messages in the SAP application log, used for classification purposes.
Application log sub-object	The sub-object included in the messages in the SAP application log, used for classification purposes.

## Configuring REPETITOR

1. Go to [/COCKPIT/C8](#).
2. Specify the posting settings for FI and MM documents.
3. Go to [/SE38](#).
4. Enter [/COCKPIT/REPETITOR](#) in the Program field.
5. Click the **Variants** button.
6. [Schedule the variant](#).
4. Like most SAP background jobs, REPETITOR is configured and scheduled with the [/SM36](#) transaction . You can access this transaction from the PROCESS DIRECTOR Accounts Payable configuration IMG: **Schedule background processing** > [Schedule REPETITOR](#).

## RESCAN

The Rescan function is used to attach scanned paper documents to an existing PROCESS DIRECTOR Accounts Payable document.

You need a dedicated Rescan profile in the capture software (for example, in the INVOICES Scan or Transfer module). When the document is scanned:

- In the Scan module, a popup is displayed in which the operator enters the number of the PROCESS DIRECTOR document, and optionally other values.

**INVOICE COCKPIT Rescan**

Destination: Rescan

INVOICE COCKPIT document number: 5802

SAP document number: 5802

Company code: 1000      Fiscal Year: 2010

Buttons: Rescan, Skip, Abort, Help

- For the Transfer module, the document details are entered in Verify.

Buyer: CompanyA

Supplier: ohlendorf

	Name	Value	#
●	IC_Number	5802	
●	SAP_Documentnumber	5802	
●	Companycode	1000	
!	Fiscalyear	2010	

The scanned document is transferred to PROCESS DIRECTOR and is automatically attached to the PD document. If the document was already posted, the attachment is also available in the related SAP document(s).

You can use User Exits [038](#), [055](#) and [056](#) to adjust the Rescan data.

See the *INVOICE COCKPIT Connector Configuration Guide* for information on configuring Rescan.

Local interface
<pre> FUNCTION /cockpit/rfc_rescan. **----- **"Local interface: ** IMPORTING **  VALUE(IC_DOCNO) LIKE /COCKPIT/THDR-DOCNO OPTIONAL **  VALUE(IC_SAPDOCNO) LIKE /COCKPIT/THDR-SAP_DOC_NO OPTIONAL **  VALUE(IC_COMPCODE) LIKE /COCKPIT/THDR-COMP_CODE OPTIONAL **  VALUE(IC_FISCALYEAR) LIKE /COCKPIT/THDR-FISCAL_YEAR OPTIONAL **  VALUE(IC_DOC_ID) LIKE /COCKPIT/THDR-EC_DBC_ID OPTIONAL **  VALUE(IC_ARC_ID) LIKE /COCKPIT/THDR-EC_ARC_ID OPTIONAL **  VALUE(IC_ARC_OBJ) LIKE /COCKPIT/THDR-EC_ARC_OBJ OPTIONAL **  VALUE(IC_MATCHCODE) LIKE /COCKPIT/THDR-EC_DBC_ID OPTIONAL **  VALUE(IC_COVERSHEET1) LIKE SAPB-SEARCHKEY OPTIONAL **  VALUE(IC_COVERSHEET2) LIKE SAPB-SEARCHKEY OPTIONAL **  VALUE(IC_COVERSHEET3) LIKE SAPB-SEARCHKEY OPTIONAL **  VALUE(I_CONTENT_LENGTH) LIKE SAPB-LENGTH OPTIONAL **  VALUE(I_LIC_COUNTER) LIKE BOOLE-BOOLE DEFAULT '' ** EXPORTING **  VALUE(EC_DOCNO) LIKE /COCKPIT/THDR-DOCNO **  VALUE(EC_DOC_ID) LIKE /COCKPIT/THDR-EC_DBC_ID ** TABLES **  I_TAB_CONTENT STRUCTURE TBL1024 OPTIONAL **  E_TAB_MESSAGES STRUCTURE BAPIRET2 **----- </pre>

## REVERSAL\_CLEARING

This program updates the clearing information in the PROCESS DIRECTOR document when a payment is canceled in SAP (for example, in transaction FBRA).

It clears these fields:

- Clearing date (*AUGDT*)
- Clearing entry date (*AUGCP*)
- Clearing document (*AUGBL*)
- REPORTER data export carried out (*REP\_EXTRACT*)

If a subsequent payment run has created a new clearing document, the new values are entered in these fields and the REPORTER data extract flag is set so that the new values are included in the next REPORTER extract.

The program comes with two variants that enable you to update the data for a single document or update the data based on selection criteria for reversal postings.

**Replace reversals for clearing document**



**Selection variant**

Selection variant for doc.

Selection variant for date

**Date**

Document Number	<input type="text"/>	to	<input type="text"/>	
Company Code	<input type="text"/>	to	<input type="text"/>	
Entry date	<input type="text"/>	to	<input type="text"/>	
Document type	<input type="text" value="ZP"/>	to	<input type="text"/>	

Test run

## RFC\_DATA\_SUBMIT

This function is used to transfer documents from INVOICES or any other application. It is called once per document. When a document has been successfully created in PROCESS DIRECTOR Accounts Payable, the function module returns the E\_GUID, which uniquely identifies the document in PROCESS DIRECTOR Accounts Payable.

You can also use RFC\_DATA\_SUBMIT to create single test documents.

```

Local interface

FUNCTION /cockpit/rfc_data_submit.
** -----
**"Local interface:
** IMPORTING
**  VALUE(I_STR_HEADER) LIKE /COCKPIT/SHDR_EXT STRUCTURE
**  /COCKPIT/SHDR_EXT
**  VALUE(I_STR_CHECK) LIKE /COCKPIT/SCHECKDATA STRUCTURE
**  /COCKPIT/SCHECKDATA
**  VALUE(I_CONTENT_LENGTH) LIKE SAPB-LENGTH OPTIONAL
**  VALUE(I_EXTERNAL_GUID) LIKE /COCKPIT/SIF-INVOICE_GUID OPTIONAL
    
```

Local interface
*" VALUE(I_LIC_COUNTER) LIKE BOOLE-BOOLE DEFAULT 'X'
*" EXPORTING
*" VALUE(E_GUID) LIKE /COCKPIT/SIF-INVOICE_GUID
*" VALUE(E_DOCNO) LIKE /COCKPIT/THDR-DOCNO
*" TABLES
*" I_TAB_ITEM STRUCTURE /COCKPIT/SITEM_EXT
*" I_TAB_TAX STRUCTURE /COCKPIT/STAX_EXT
*" I_TAB_ACCOUNT STRUCTURE /COCKPIT/SACCT_EXT
*" I_TAB_CONTENT STRUCTURE TBL1024 OPTIONAL
*" E_TAB_MESSAGES STRUCTURE BAPIRET2
*" IT_FILES STRUCTURE /COCKPIT/SEDI_FILE OPTIONAL
*" IT_BINARY STRUCTURE TBL1024 OPTIONAL
*" IT_TEXT STRUCTURE DOCS OPTIONAL
*" IT_PROCESSLOG STRUCTURE BAPIRET2 OPTIONAL
*" EXCEPTIONS
*" ERROR_OCCURED
*"-----

## Import interfaces

There are three different interfaces for creating PROCESS DIRECTOR Accounts Payable documents:

### Importing data

You can import invoice data saved in structured files, such as XML and purchasing cards.

- [Data import: Overview](#)

### RFC interface

An RFC interface exists for importing documents and their scanned images. Transmission of the data is done per document, meaning an RFC function module is called for each document.

All RFC function modules for the PROCESS DIRECTOR Accounts Payable import interface are stored in the /COCKPIT/INTERFACE function group. The mains ones are:

- [RFC\\_DATA\\_SUBMIT](#)
- [RFC\\_PICTURE\\_SUBMIT](#)
- [RFC\\_MAPPING\\_GET](#)

## Creating documents from existing SAP ones

You can use the following function modules to create PROCESS DIRECTOR Accounts Payable documents from existing SAP ones.

- Use the `/COCKPIT/DOC_IMPORT` function module to create and update one PROCESS DIRECTOR Accounts Payable documents at a time.
- Use the `/COCKPIT/SAP_DOC_IMPORT` function module to create several PROCESS DIRECTOR Accounts Payable documents at the same time.

## Data import

There are two ways to import invoice data into PROCESS DIRECTOR Accounts Payable:

- [Import structured files to create new invoices](#)
- [Import files containing line item data to existing FI invoices](#)

### Creating new invoices

You can import invoices that are saved in structured files. Supported file types include:

- XML files (for example, e-invoices)
- Purchasing cards (P-cards)
- CSV
- XLS
- TXT

Before importing files, you need to map fields between the file(s) and PROCESS DIRECTOR Accounts Payable, and perform some other tasks.

### Adding line items to existing FI invoices

Some FI invoices may not contain any line items, but may be sent with some supplementary information in a separate document (for example, credit card transactions, phone contracts, rental car hire details). This information can be uploaded to existing invoices using either PROCESS DIRECTOR Accounts Payable or WORK CYCLE in SAP, or using the WORK CYCLE Web Application.

It is also possible to upload other files; for example, a file that an AP clerk has maintained that contains account coding information.

## Preparing to import

You must perform the following steps in order to import files (including P-Card files) into PROCESS DIRECTOR Accounts Payable:

1. [Define a data provider.](#)
2. [Define default data to add to documents.](#)
3. [Map fields between the file\(s\) and PROCESS DIRECTOR Accounts Payable.](#)
4. [Define the structure of the file\(s\)](#) (for P-card files only).
5. [Select how the vendor is determined.](#)
6. *Optional:* [Map G/L account number to vendors based on the Merchant Category Code \(MCC\)](#) (for P-card files only).

## Adding a data provider

You must specify some basic properties about the data provider, or the file source. Other configuration options you perform later are based on the data provider.

For example, you could have one data provider for statements from your credit card provider, and another data provider for some Microsoft Excel spreadsheets that an AP staff member maintains with line-item data.

1. Go to [/COCKPIT/IMPORT\\_C1](#).
2. Enter a **Data provider** name.  
Example: Visa, MyExcelFile.
3. Enter a **Description** for the data provider.
4. Select the **Import scheme**.  
To import P-card files, select **File**. To import any other kind of file, select **Table**.
5. Enter a **Vendor**.  
There are different ways the vendor can be determined. If all the resulting PROCESS DIRECTOR documents from this data provider should have the same vendor, then enter the vendor number here. Otherwise, leave blank.
6. Enter the character that is the **Field separator**. A blank entry indicates tab separation of the fields.
7. Enter the **Workflow ID**.  
This is the workflow you want to start automatically after the file has been imported and the PROCESS DIRECTOR documents created. To enable this feature, you must activate [File import User Exit 020 - Start workflow after data import](#).
8. If you want to modify the data in the file(s) before the data is mapped, or before the data is submitted and the PROCESS DIRECTOR are created, enter the respective User Exits in [User Exit before mapping](#) and [User Exit before submitting](#).

## Adding data to documents

In addition to the data contained in the actual files, you can add other, default data to the resulting PROCESS DIRECTOR documents during the import process.

There are two ways to add data:

- [For every file import](#)
- [For selected file imports](#)

### Adding data for every import

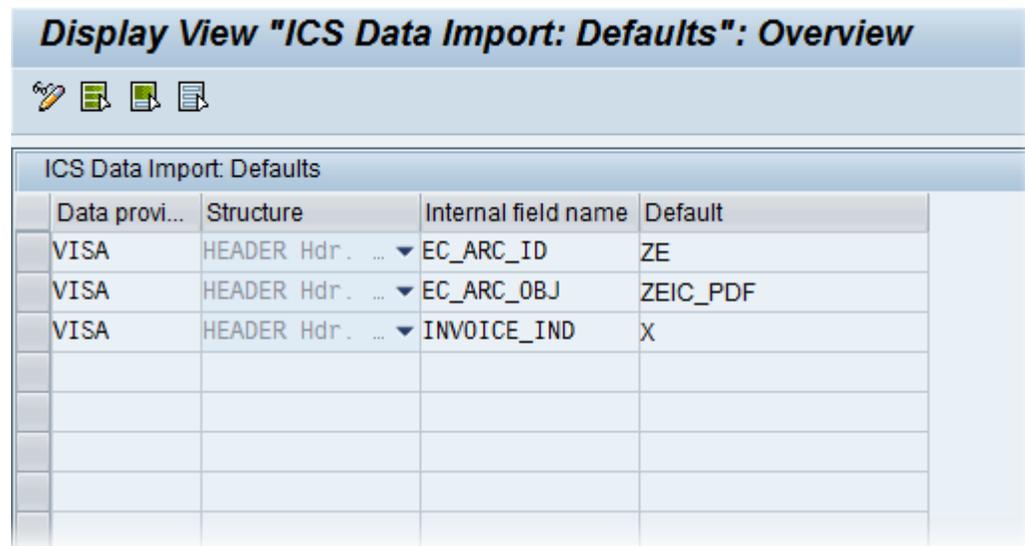
1. Go to [/COCKPIT/IMPORT\\_C2](#).
2. Enter the **Data provider**, field **Structure**, **Internal field name** and the **Default** value to be added.

In order to link documents to the archive and to define them as invoices, it's a good idea to do this using this table, by specifying values to the following fields:

- EC\_ARC\_ID and EC\_ARC\_OBJ
- INVOICE\_IND

**Note:** Data in this table is only added to a document if no value is specified in the import files.

**Display View "ICS Data Import: Defaults": Overview**



Data provi...	Structure	Internal field name	Default
VISA	HEADER Hdr. ...	EC_ARC_ID	ZE
VISA	HEADER Hdr. ...	EC_ARC_OBJ	ZEIC_PDF
VISA	HEADER Hdr. ...	INVOICE_IND	X

### Adding data for selected imports

1. Go to [/COCKPIT/IMPORT](#).
2. In the **Document defaults** section of the program, enter the values for the fields to apply for this particular file import.

**Note:** Any values here override those in [/COCKPIT/IMPORT\\_C2](#) and in the files themselves.

## Mapping fields

You must specify which fields from the file(s) you want to import and to which internal PROCESS DIRECTOR fields they are mapped to. Not all data from the files must be imported. Usually the descriptions and amounts of the items purchased are sufficient. Other data, not contained in the file, can be [added during the import](#) or subsequently in PROCESS DIRECTOR.

1. Go to [/COCKPIT/IMPORT\\_C3](#).
2. Enter the ID of the **Data provider**.
3. Select whether the field to be mapped is located in **File 1** or **File 2**.
4. Select the type of field **Structure**.
5. Specify the PROCESS DIRECTOR **Internal field name**.
6. Specify the position/cell ID of the **External field** in the P-Card file.
7. Optional: Specify the **Mapping function** and **Parameters** to modify the value of the field before it is saved in the PROCESS DIRECTOR document.

You can develop your own function and use it here to modify field values. For example, to change date or amount formats. The value in **Parameter** is passed to your function.

## Defining P-Cards to import

When importing P-cards, you must specify some basic properties of the P-card file(s), for each data provider.

1. Go to [/COCKPIT/IMPORT\\_C4](#).
2. Specify the number of **Header lines** in File 1 (and in File 2 if you receive two files).  
Header lines are not imported. Therefore, if you specify 2 as the number of header lines, the import will start from line 3.
3. Specify the **Key field** in File 1 and File 2.  
Leave blank if importing only one file.  
The key field links the data from File 1 and File 2 together, so that the respective data from both files ends up in the same document.
4. Specify the field that acts as the **Document separator**.
5. Specify the field containing the **P-Card number**.
6. *Optional.* Specify the **MCC** (Merchant Category Code) for File 1 and File 2.
7. *Optional.* Specify the field name in the **LFA1** table (vendor master data) that contains the P-Card number.
8. If entered, the vendor is determined by looking up the P-Card number in the vendor master data.

## Determining the vendor

The vendor in the PROCESS DIRECTOR documents produced from importing files can be determined automatically, using one of methods below:

- By data provider
 

If all the purchase items in the file should be assigned to the same vendor, you can [assign a vendor directly to the data provider](#).
- P-Card number in the vendor master data (P-card files only)
 

If the P-Card has been issued by a vendor, and the P-Card number is recorded in the vendor master data (usually in the Name 2 or Name 3 field), you can [specify the field which contains the P-Card number in the import file](#). This number is then used to look up the vendor in the master data.
- P-card number assigned to vendor in configuration (P-card files only)
 

Here, instead of looking up the vendor in the master data, as above, you provide an explicit [mapping between the P-Card number and the vendor](#).
- Standard PROCESS DIRECTOR vendor determination
 

If none of the above methods are used to determine the vendor, PROCESS DIRECTOR will use [the search criteria](#) in `/COCKPIT/C32`. For example, vendor can be determined based on the vendor name in the imported file.

## Assigning P-Cards to vendors

If a P-Card has been issued by a vendor (similar to a customer card), the vendor can be added to the PROCESS DIRECTOR Accounts Payable document by assigning the P-Card to the vendor. There are two ways to do this:

### Method 1: Master data lookup

Here, you specify the location of the P-Card number in the import file, which is used to lookup the corresponding vendor in the master data.

1. Go to `/COCKPIT/IMPORT_C4`.
2. [Specify the field name in the LFA1 table](#) (vendor master data) that contains the P-Card number.

### Method 2: Mapping P-Card numbers to vendors

Here, instead of looking up the vendor in the master data, as above, you provide an explicit mapping between the P-Card number and the vendor.

1. Go to `/COCKPIT/IMPORT_C6`.
2. Enter the **Procurement card number**.
3. Enter the **Vendor** number.

After entering the above details, a **Procurement card hash** is generated and the **Procurement card number** is encrypted. Only the last four numbers are displayed.

## Assigning G/L account numbers

You can assign General Ledger account numbers to P-card items by using the Merchant Category Code (MCC). When a purchasing item is found in the P-card file that contains an MCC, the corresponding G/L account is assigned to the item in the PROCESS DIRECTOR Accounts Payable document.

1. Go to [/COCKPIT/IMPORT\\_C5](#).
2. Enter the **Data provider**.
3. Map the **MCC** and **G/L account number**.

## Importing files

Use the [/COCKPIT/IMPORT program](#) to import files. You can run it from SE38 or use the [/COCKPIT/IMPORT](#) transaction code.

The import program also allows you to [add default data to the PROCESS DIRECTOR documents](#) (that is, data not contained in the import files).

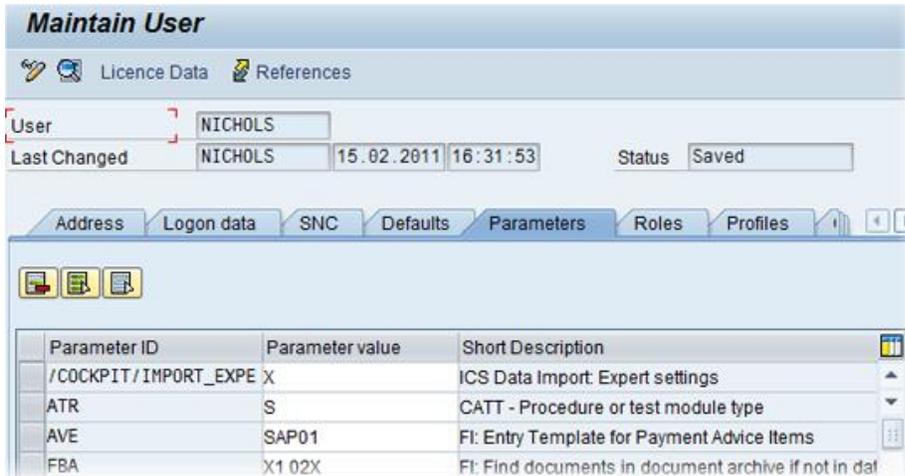
## Debug mode and testing

The program contains two (initially hidden) options:

- **Debug mode** – displays debug messages after the program has completed.
- **Skip data transfer** – runs a test import, with no import of data to PROCESS DIRECTOR Accounts Payable.

The screenshot shows the 'PROCESS DIRECTOR AP: Data import' configuration window. It features a title bar with a refresh icon and a 'Version' label. Below the title bar is a section titled 'Expert options' containing two unchecked checkboxes: 'Debug mode' and 'Skip data transfer'. At the bottom, there is an 'Import scheme' section with a 'Data provider' label and a dropdown menu that currently shows a checkmark icon.

To display these options, you must add the **/COCKPIT/IMPORT\_EXPE** as a **Parameter ID** to the settings of the desired user in SU01, and activate it with an **X** as the **Parameter value**, as shown below:



## Example

### Import parameters

**PROCESS DIRECTOR AP: Data import**

Setup Version

Expert options

Debug mode  
 Skip data transfer

Import scheme

Data provider: NAIWEST

File options

Upload from FrontEnd  
 Upload from Application server

Field separator: ;

Path for file 1: C:\Temp\PCard-File1.TXT  
 File format: TAB

Path for file 2 (optional): C:\Temp\PCard-File2.TXT  
 File format: TAB

Document defaults

Company Code: 1000  
 Currency: EUR  
 PROCESS DIRECTOR doc. type: PC  
 Document Date: 02.03.2011

Non-VATable tax code:   
 Standard VAT code:   
 Standard VAT rate:

## Resulting messages

```

PROCESS DIRECTOR AP: Data import

INVOICE COCKPIT: Data import
-----
Procurement Card Import into ICS

Data import summary

File 1
C:\Temp\PCard-File1.TXT
Lines read from file 1:                108

File 2
C:\Temp\PCard-File2.TXT
Lines read from file 2:                1.093

Number of created INVOICE COCKPIT documents:                14
-----
◇ D000(/COCKPIT/IMPORT) Debug mode - from the makers of EICC logfile
◇ D114(/COCKPIT/IMPORT) Sort file 1 by column F02
◇ D110(/COCKPIT/IMPORT) Process file 1 line 1
◇ D118(/COCKPIT/IMPORT) Procurement card number 8000000000000000
◇ D109(/COCKPIT/IMPORT) Process HEADER mapping for file 1
◇ D106(/COCKPIT/IMPORT) CS_HEADER-REF_DOC_NO = 8000000000000000 (F02 : 8000000000000000)
◇ D109(/COCKPIT/IMPORT) Process CHECKDATA mapping for file 1
◇ D117(/COCKPIT/IMPORT) Search item data for key AA9149061510280
◇ D110(/COCKPIT/IMPORT) Process file 2 line 3
◇ D109(/COCKPIT/IMPORT) Process ITEM mapping for file 2
◇ D111(/COCKPIT/IMPORT) Process ITEM defaults
◇ D109(/COCKPIT/IMPORT) Process ACCOUNT mapping for file 2
◇ D106(/COCKPIT/IMPORT) CS_ACCOUNT-NET_AMOUNT = 194.8400 (F17 : 194.840 )
◇ D106(/COCKPIT/IMPORT) CS_ACCOUNT-TAX_AMOUNT = 29.23 (F10 : 29.230 )
◇ D106(/COCKPIT/IMPORT) CS_ACCOUNT-TEXT = 0D REMAN HP Q1338A LJ4200 TNR BLK (F06 : 0D
◇ D113(/COCKPIT/IMPORT) No accounting for Merchant Category Code 4800 found

```

The last four messages below for document 6139 are the transfer messages.

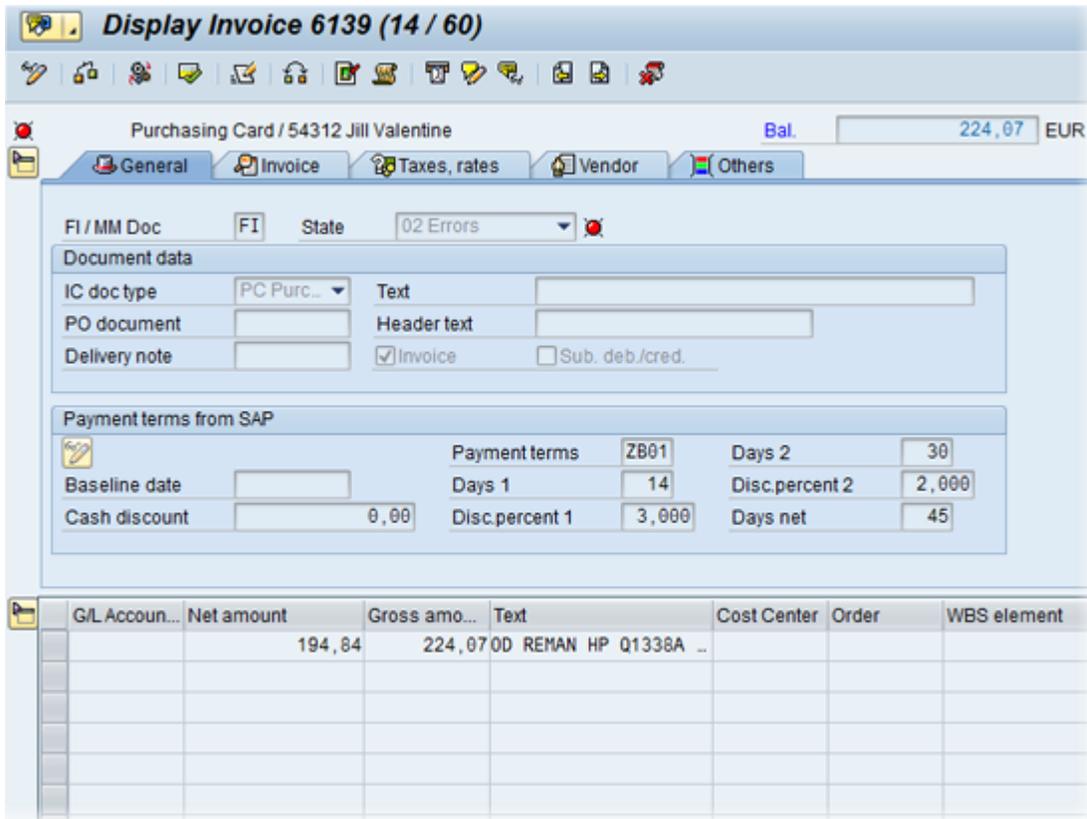
```

PROCESS DIRECTOR AP: Data import

INVOICE COCKPIT: Data import
-----
◇ D106(/COCKPIT/IMPORT) CS_HEADER-VENDOR_NO = 0000054312 (Methode : LFA1 )
◇ D116(/COCKPIT/IMPORT) Process procurement card defaults and calculate
◇ D107(/COCKPIT/IMPORT) CS_HEADER-COM_CODE = 1000
◇ D107(/COCKPIT/IMPORT) CS_HEADER-CURRENCY_SAP = EUR
◇ D107(/COCKPIT/IMPORT) CS_HEADER-CP_DOC_TYPE = PC
◇ D107(/COCKPIT/IMPORT) CS_HEADER-DOC_DATE = 20110302
◇ D115(/COCKPIT/IMPORT) CS_ACCOUNT-GROSS_AMOUNT = 224.0700 (automatic calculation)
◇ D115(/COCKPIT/IMPORT) CS_ACCOUNT-SHKZG = S (automatic calculation)
◇ D107(/COCKPIT/IMPORT) CS_ACCOUNT-TAX_CODE =
◇ D107(/COCKPIT/IMPORT) CS_ACCOUNT-TAX_RATE = 0.000
◇ D115(/COCKPIT/IMPORT) CS_HEADER-GROSS_AMOUNT = 224.0700 (automatic calculation)
◇ D115(/COCKPIT/IMPORT) CS_HEADER-INVOICE_IND = X (automatic calculation)
 I227(/COCKPIT/GEN) ----- Document 6139 -----
 E031(/COCKPIT/CHK) Document has balance 224,07 EUR
 S050(/COCKPIT/GEN) Data transferred
 S103(/COCKPIT/IMPORT) INVOICE COCKPIT document 6139 was created.
-----
◇ D110(/COCKPIT/IMPORT) Process file 1 line 2
◇ D118(/COCKPIT/IMPORT) Procurement card number 9430102364001600
◇ D109(/COCKPIT/IMPORT) Process HEADER mapping for file 1
◇ D106(/COCKPIT/IMPORT) CS_HEADER-REF_DOC_NO = 9430102364001600 (F02 : 9430102364001
◇ D109(/COCKPIT/IMPORT) Process CHECKDATA mapping for file 1

```

### Resulting document (example)



## RFC

### RFC\_DATA\_SUBMIT

### RFC\_DATA\_SUBMIT

This function is used to transfer documents from INVOICES or any other application. It is called once per document. When a document has been successfully created in PROCESS DIRECTOR Accounts Payable, the function module returns the E\_GUID, which uniquely identifies the document in PROCESS DIRECTOR Accounts Payable.

You can also use RFC\_DATA\_SUBMIT to create single test documents.

```

Local interface

FUNCTION /cockpit/rfc_data_submit.
**-----
***"Local interface:
** IMPORTING
** VALUE(L_STR_HEADER) LIKE /COCKPIT/SHDR_EXT STRUCTURE
    
```

```

Local interface
**      /COCKPIT/SHDR_EXT
**  VALUE(I_STR_CHECK) LIKE /COCKPIT/SCHECKDATA STRUCTURE
**      /COCKPIT/SCHECKDATA
**  VALUE(I_CONTENT_LENGTH) LIKE SAPB-LENGTH OPTIONAL
**  VALUE(I_EXTERNAL_GUID) LIKE /COCKPIT/SIF-INVOICE_GUID OPTIONAL
**  VALUE(I_LIC_COUNTER) LIKE BOOLE-BOOLE DEFAULT 'X'
** EXPORTING
**  VALUE(E_GUID) LIKE /COCKPIT/SIF-INVOICE_GUID
**  VALUE(E_DOCNO) LIKE /COCKPIT/THDR-DOCNO
** TABLES
**  I_TAB_ITEM STRUCTURE /COCKPIT/SITEM_EXT
**  I_TAB_TAX STRUCTURE /COCKPIT/STAX_EXT
**  I_TAB_ACCOUNT STRUCTURE /COCKPIT/SACCT_EXT
**  I_TAB_CONTENT STRUCTURE TBL1024 OPTIONAL
**  E_TAB_MESSAGES STRUCTURE BAPIRET2
**  IT_FILES STRUCTURE /COCKPIT/SEDI_FILE OPTIONAL
**  IT_BINARY STRUCTURE TBL1024 OPTIONAL
**  IT_TEXT STRUCTURE DOCS OPTIONAL
**  IT_PROCESSLOG STRUCTURE BAPIRET2 OPTIONAL
** EXCEPTIONS
**  ERROR_OCCURED
**  -----
    
```

## I\_STR\_HEADER

### Import structure

In the I\_STR\_HEADER import structure, the header data of a document is transferred. The structure can be extended to include customer fields with the CI\_COCKPIT\_HDR Include.

For the “Early archiving” scenario the EC\_ARC\_ID, EC\_DBC\_ID and EC\_ARC\_OBJ fields provide the information with which the transferred document is stored in the connected R3 ArchiveLink storage system.

Field	Field type	Data type	Length	Decimals	Description
<b>INVOICE_IND</b>	COCKPIT/DINV_IND	CHAR	1	0	Flag to identify document as invoice
<b>CP_DOC_TYPE</b>	COCKPIT/DDOC_TYPE	CHAR	2	0	PROCESS DIRECTOR Accounts

Field	Field type	Data type	Length	Decimals	Description
					Payable document type
<b>ORIGIN</b>	/COCKPIT/DORIGIN	CHAR	2	0	Source of the PROCESS DIRECTOR Accounts Payable document
<b>DOC_TYPE</b>	BLART	CHAR	2	0	Document type
<b>DOC_DATE</b>	BLDAT	DATS	8	0	Document date in document
<b>VENDOR_NO</b>	LIFNR	CHAR	10	0	Account number of vendor or creditor
<b>DIFF_INV</b>	LIFRE	CHAR	10	0	Different invoicing party
<b>PO_NUMBER</b>	EBELN	CHAR	10	0	Purchasing document number
<b>PSTNG_DATE</b>	BUDAT	DATS	8	0	Posting date in the document
<b>REF_DOC_NO</b>	XBLNR	CHAR	16	0	Reference document number
<b>COMP_CODE</b>	BUKRS	CHAR	4	0	Company code
<b>GL_ACCOUNT</b>	HKONT	CHAR	10	0	G/L account
<b>GL_INDICATOR</b>	UMSKZ	CHAR	1	0	Special G/L indicator
<b>CURRENCY_ISO</b>	ISOCD	CHAR	3	0	ISO currency code
<b>CURRENCY_SAP</b>	WAERS	CUKY	5	0	Currency key
<b>GROSS_AMOUNT</b>	BAPIWRBTR	DEC	23	4	Gross amount in document currency
<b>NET_AMOUNT</b>	BAPIWRBTR	DEC	23	4	Net amount in document currency
<b>CALC_TAX_IND</b>	XMWST	CHAR	1	0	Calculate tax automatically
<b>PMNTRMS</b>	/COCKPIT/DDZTERM	CHAR	4	0	Terms of payment key

Field	Field type	Data type	Length	Decimals	Description
<b>BLINE_DATE</b>	COCKPIT/DDZFBTD/	DATS	8	0	Baseline date for due date calculation
<b>DSCT_DAYS1</b>	/COCKPIT/DDZBD1T	DEC	3	0	Cash discount days 1
<b>DSCT_DAYS2</b>	/COCKPIT/DDZBD2T	DEC	3	0	Cash discount days 2
<b>NETTERMS</b>	/COCKPIT/DDZBD3T	DEC	3	0	Net payment terms period
<b>DSCT_PCT1</b>	/COCKPIT/DDZBD1P	DEC	5	3	Cash discount percentage 1
<b>DSCT_PCT2</b>	/COCKPIT/DDZBD1P	DEC	5	3	Cash discount percentage 2
<b>PYMT_METH</b>	SCHZW_BSEG	CHAR	1	0	Payment method
<b>HEADER_TXT</b>	BKTXD	CHAR	25	0	Document header text
<b>DEL_COSTS</b>	/COCKPIT/DBAPI_BEZDK	DEC	23	4	Unplanned delivery costs
<b>DEL_COSTS_TAXC</b>	MWSKZ_BNK	CHAR	2	0	Tax code for delivery costs
<b>EXT_DOC_NO</b>	/COCKPIT/DEXT_DOC_NO	CHAR	10	0	External document number
<b>SAP_DOC_NO</b>	RE_BELNR	CHAR	10	0	Document number of an invoice document
<b>USERNAME</b>	USNAM	CHAR	12	0	User name
<b>VENDOR_NAME_EXT</b>	COCKPIT/DVEND_EXT/	CHAR	100	0	External vendor name
<b>POSTAGE_AMOUNT</b>	/COCKPIT/DBAPI_BEZDK	DEC	23	4	Unplanned delivery costs
<b>INSURANCE_AMOUNT</b>	/COCKPIT/DBAPI_BEZDK	DEC	23	4	Unplanned delivery costs
<b>FREIGHT_AMOUNT</b>	/COCKPIT/DBAPI_BEZDK	DEC	23	4	Unplanned delivery costs
<b>PACKAGE_AMOUNT</b>	/COCKPIT/DBAPI_BEZDK	DEC	23	4	Unplanned delivery costs

Field	Field type	Data type	Length	Decimals	Description
<b>TOLL_AMOUNT</b>	/COCKPIT/DBAPI_BEZNK	DEC	23	4	Unplanned delivery costs
<b>SGTXT</b>	SGTXT	CHAR	50	0	Item text
<b>BVTYP</b>	BVTYP	CHAR	4	0	Partner bank type
<b>HBKID</b>	HBKID	CHAR	5	0	Short key for a house bank
<b>SCBANK_IND</b>	LZBKZ	CHAR	3	0	State central bank indicator
<b>SUPCOUNTRY</b>	LANDL	CHAR	3	0	Supplying country
<b>SUPCOUNTRY_ISO=</b>	LANDL_ISO	CHAR	2	0	Supplier country ISO code
<b>BLLSRV_IND</b>	DIEKZ	CHAR	1	0	Service indicator (foreign payment)
<b>KURSF</b>	KURSF	DEC	9	5	Exchange rate
<b>KURSR</b>	KURSR	DEC	9	5	Hedged exchange rate
<b>GBETR</b>	BAPIWRBTR	DEC	23	4	Amount in document currency
<b>TBTKZ</b>	TBTKZ	CHAR	1	0	Indicator: subsequent debit/credit
<b>SHEET_NO</b>	LBLNI	CHAR	10	0	Entry sheet number
<b>ALLOC_NMBR</b>	COCKPIT/DZUONR/	CHAR	18	0	Assignment number
<b>LFSNR</b>	LFSNR	CHAR	16	0	Number of external delivery note
<b>DSCT_AMOUNT</b>	BAPISKNT0	DEC	23	4	Cash Discount Amount in Local Currency
<b>BUS_AREA</b>	GSBER	CHAR	4	0	Business Area
<b>PMNT_BLOCK</b>	/COCKPIT/DZLSPR	CHAR	1	0	Payment Block Key
<b>VATDATE</b>	/COCKPIT/DVATDATE	DATS	8	0	VAT date

Field	Field type	Data type	Length	Decimals	Description
PAYMT_REF	KIDNO	CHAR	30	0	Payment Reference
PMTMTHSUPL	UZAWE	CHAR	2	0	Payment Method Supplement
FISCAL_YEAR	GJAHR	NUMC	4	0	Fiscal Year
WWERT	WWERT_D	DATS	8	0	Translation Date
EGMLD_BSEZ	EGMLD_BSEZ	CHAR	3	0	Reporting Country for Delivery of Goods within the EU
EMPFB	EMPFB	CHAR	10	0	Payee/Payer
EC_ARC_ID	SAEARCHIVI	CHAR	2	0	Content repository identification
EC_DBC_ID	SAEARDOID	CHAR	40	0	SAP ArchiveLink: document ID
EC_ARC_OBJ	SAEOBJART	CHAR	10	0	Document type
BUPLA	BUPLA	CHAR	4	0	Business Place
J_1BNFTYPE	J_1BNFTYPE	CHAR	2	0	Nota Fiscal Type
J_1BDOCNUM	J_1BDOCNUM	NUMC	10	0	Document Number
J_1BREGIO	J_1BREGIO	CHAR	2	0	Region of NF-e Issuer
J_1BYEAR	J_1BYEAR	CHAR	2	0	Year of NF-e Document Date
J_1BMONTH	J_1BMONTH	CHAR	2	0	Month of NF-e Document Date
J_1BSTCD1	J_1BSTCD1	CHAR	14	0	CNPJ Number of NF-e Issuer
J_1BMODEL	J_1BMODEL	NUMC	2	0	Model of Nota Fiscal
J_1BDOCNUM9	J_1BDOCNUM9	CHAR	9	0	NF-e: Random Number
J_1BCHECKDIGIT	J_1BCHECKDIGIT	CHAR	1	0	Check Digit for NF-e Access Key

Field	Field type	Data type	Length	Decimals	Description
<b>J_1BNFEAUTHCODE</b>	J_1BNFEAUTHCODE	CHAR	15	0	NF-e: Protocol Number
<b>J_1BPREFNO</b>	J_1BPREFNO	NUMC	8	0	Service NF-e Number Provided by Prefecture
<b>J_1BCHECOD</b>	J_1BCHECOD	CHAR	8	0	Checking Code of Service NF-e
<b>J_1BNFEXMLVER</b>	J_1BNFEXMLVERSION	DEC	4	2	NF-e: XML Version
<b>ESRNR</b>	ESRNR	CHAR	11	0	ISR Subscriber Number
<b>ESRPZ</b>	ESRPZ	CHAR	2	0	ISR Check Digit
<b>ESRRE</b>	ESRRE	CHAR	27	0	ISR Reference number
<b>.INCLUDE</b>	CI_COCKPIT_HDR	N/A	0	0	Header Include for PROCESS DIRECTOR Accounts Payable

## I\_STR\_CHECK

### Import structure

In the import structure I\_STR\_CHECK, the check fields of a document is transferred (bank details, tax number and tax identification number). PROCESS DIRECTOR Accounts Payable compares the imported data with that in the vendor master record. The structure can be extended to include customer fields with the CI\_COCKPIT\_CHECK Include.

Component	Component type	Data type	Length	Decimals	Description
<b>BANKN1</b>	BANKN	CHAR	18	0	Bank account number
<b>BANKL1</b>	BANKK	CHAR	15	0	Bank key
<b>SWIFT1</b>	SWIFT	CHAR	11	0	SWIFT code for international payments
<b>IBAN1</b>	IBAN	CHAR	34	0	IBAN (International Bank Account Number)
<b>BANKN2</b>	BANKN	CHAR	18	0	Bank account number

Component	Component type	Data type	Length	Decimals	Description
<b>BANKL2</b>	BANKK	CHAR	15	0	Bank code
<b>SWIFT2</b>	SWIFT	CHAR	11	0	SWIFT code for international payments
<b>IBAN2</b>	IBAN	CHAR	34	0	IBAN (International Bank Account Number)
<b>BANKN3</b>	BANKN	CHAR	18	0	Bank account number
<b>BANKL3</b>	BANKK	CHAR	15	0	Bank code
<b>SWIFT3</b>	SWIFT	CHAR	11	0	SWIFT code for international payments
<b>IBAN3</b>	IBAN	CHAR	34	0	IBAN (International Bank Account Number)
<b>BANKN4</b>	BANKN	CHAR	18	0	Bank account number
<b>BANKL4</b>	BANKK	CHAR	15	0	Bank code
<b>SWIFT4</b>	SWIFT	CHAR	11	0	SWIFT code for international payments
<b>IBAN4</b>	IBAN	CHAR	34	0	IBAN (International Bank Account Number)
<b>STENR</b>	/COCKPIT/DSTENR	CHAR	18	0	Tax code at the tax office
<b>STCEG</b>	STCEG	CHAR	20	0	Sales tax identification number
<b>SRCGUID</b>	/COCKPIT/DSRCGUID	CHAR	32	0	External ID of the PROCESS DIRECTOR Accounts Payable document
<b>STCD1</b>	STCD1	CHAR	16	0	Tax Number 1
<b>STCD2</b>	STCD2	CHAR	11	0	Tax Number 2
<b>STCD3</b>	STCD3	CHAR	18	0	Tax Number 3
<b>STCD4</b>	STCD4	CHAR	18	0	Tax Number 4
<b>.INCLUDE</b>	CI_COCKPIT_CHECK	N/A	N/A	N/A	Customer fields

## I\_CONTENT\_LENGTH

**Import parameter**

If the document image is transferred to the archive, the length of the image file must be specified here.

Component	Component type	Data type	Length	Decimals	Description
I_CONTENT_LENGTH	SAPB-LENGTH	NUM12	12	0	Numeric field 12

## I\_EXTERNAL\_GUID

**Import parameter**

If an external number that uniquely identifies the document is to be used instead of the unique identification number generated by PROCESS DIRECTOR Accounts Payable, this external number must be specified here.

Component	Component type	Data type	Length	Decimals	Description
I_EXTERNAL_GUID	/COCKPIT/SIF-INVOICE_GUIDE	CHAR	32	0	Unique document identification

## I\_LIC\_COUNTER

**Import parameter**

This import parameter is for Lexmark internal use only.

Component	Component type	Data type	Length	Decimals	Description
I_LIC_COUNTER	BOOLE-BOOLE	CHAR	1	0	Turn on license counter

## E\_GUID

**Export parameter**

When a document has been successfully created in PROCESS DIRECTOR Accounts Payable, a unique identification number for the document is returned, which can be used for further data transfers.

**Note:** This is the GUID of the document, it is not the [document number](#) displayed in PROCESS DIRECTOR Accounts Payable.

Component	Component type	Data type	Length	Decimals	Description
E_GUID	/COCKPIT/DINV_GUID	CHAR	32	0	Unique identification for the document in PROCESS DIRECTOR Accounts Payable

## E\_DOCNO

**Export parameter**

When a document has been successfully created in PROCESS DIRECTOR Accounts Payable, a PROCESS DIRECTOR Accounts Payable number is assigned, which is returned here.

**Note:** This is the document number displayed in PROCESS DIRECTOR Accounts Payable. It is not the [GUID](#) of the document.

Component	Component type	Data type	Length	Decimals	Description
E_GUID	/COCKPIT/DINV_GUID	CHAR	32	0	Unique identification for the document in PROCESS DIRECTOR Accounts Payable

## I\_TAB\_ITEM

**Import table**

This table includes the transferred document line item data. The table structure can be extended using the CI\_COCKPIT\_INCLUDE Include.

Component	Component type	Data type	Length	Decimals	Description
INVOICE_ITEM	RBLGP	NUMC	6	0	Document item in invoice document
PO_NUMBER	BSTNR	CHAR	10	0	Purchase order number

Component	Component type	Data type	Length	Decimals	Description
PO_ITEM	EBELP	NUMC	5	0	Item number of purchasing department
REF_DOC	LFBNR	CHAR	10	0	Document number of a reference document
REF_DOC_YEAR	LFGJA	NUMC	4	0	Fiscal year of current period
REF_DOC_IT	LFPOS	NUMC	4	0	Item of a reference document
TBTKZ	TBTKZ	CHAR	1	0	Indicator: subsequent debit/credit
TAX_CODE	MWSKZ_MRM	CHAR	2	0	Tax code
TAX_RATE	MSATZ_F05L	DEC	7	3	Tax rate
TAX_AMOUNT	BAPIWMWST	DEC	23	4	Tax amount in document currency
TAXJURCODE	TXJCD	CHAR	15	0	Tax jurisdiction code
ITEM_AMOUNT	BAPIWRBTR	DEC	23	4	Item amount in document currency
GROSS_AMOUNT	BAPIWRBTR	DEC	23	4	Gross amount in document currency
QUANTITY	MENGE_D	QUAN	13	3	Quantity
PO_UNIT_ISO	/COCKPIT/DISOCD_BSTME	CHAR	3	0	ISO code purchase order unit of measure
PO_UNIT_SAP	BSTME	UNIT	3	0	Order unit
MATERIAL	MATNR	CHAR	18	0	Material number
ITEM_TEXT	SGTXT	CHAR	50	0	Item text
SHEET_NO	LBLNI	CHAR	10	0	Entry sheet number
LFSNR	LFSNR	CHAR	16	0	Number of external delivery note
COND_TYPE	KSCHL	CHAR	4	0	Condition type

Component	Component type	Data type	Length	Decimals	Description
<b>.INCLUDE</b>	CI_COCKPIT_ITEM	N/A	N/A	N/A	Customer fields

## I\_TAB\_TAX

**Import table**

This table includes the transferred document tax data. The table structure can be extended using the CI\_COCKPIT\_TAX Include.

Component	Component type	Data type	Length	Decimals	Description
<b>TAX_CODE</b>	MWSKZ	CHAR	2	0	Tax on sales/purchases code
<b>TAX_RATE</b>	MSATZ_F05L	DEC	7	3	Tax rate
<b>TAX_AMOUNT</b>	BAPIWMWST	DEC	23	4	Tax amount in document currency
<b>TAXJURCODE</b>	TXJCD	CHAR	15	0	Jurisdiction for tax calculation - tax jurisdiction code
<b>.INCLUDE</b>	CI_COCKPIT_TAX	N/A	N/A	N/A	Customer fields

## I\_TAB\_ACCOUNT

**Import table**

This table includes the transferred document accounting data. The table structure can be extended using the CI\_COCKPIT\_ACCT Include.

Component	Component type	Data type	Length	Decimals	Description
<b>GL_ACCOUNT</b>	SAKNR	CHAR	10	0	G/L account number
<b>NET_AMOUNT</b>	BAPIWRBTR	DEC	23	4	Net amount in document currency
<b>GROSS_AMOUNT</b>	BAPIWRBTR	DEC	23	4	Gross amount in document currency
<b>TEXT</b>	SGTXT	CHAR	50	0	Item text
<b>HEADER_DATA</b>	XFELD	CHAR	1	0	Checkbox
<b>ALLOC_NMBR</b>	/COCKPIT/DZUONR	CHAR	18	0	Assignment number

Component	Component type	Data type	Length	Decimals	Description
<b>SHKZG</b>	SHKZG	CHAR	1	0	Debit/credit indicator
<b>BSCHL</b>	BSCHL	CHAR	2	0	Posting key
<b>COSTCENTER</b>	KOSTL	CHAR	10	0	Cost center
<b>ORDERID</b>	AUFNR	CHAR	12	0	Order number
<b>WBS_ELEMENT</b>	PS_POSID	CHAR	24	0	Work breakdown structure element (WBS element)
<b>SALES_ORD</b>	KDAUF	CHAR	10	0	Sales order number
<b>S_ORD_ITEM</b>	KDPOS	NUMC	6	0	Item number in sales order
<b>COST_OBJ</b>	KSTRG	CHAR	12	0	Cost object
<b>CO_BUSPROC</b>	EPRZNR	CHAR	12	0	Receiver business process
<b>NETWORK</b>	NPLNR	CHAR	12	0	Network number for account assignment
<b>NETWORK_OP</b>	NPVRG	CHAR	4	0	Network activity
<b>CO_MATERIAL</b>	CO_EMATNR	CHAR	18	0	Receiving material
<b>PLANT</b>	CO_EWERKS	CHAR	4	0	Plant for receiver material
<b>PROFIT_CTR</b>	PRCTR	CHAR	10	0	Profit center
<b>BUS_AREA</b>	GSBER	CHAR	4	0	Business area
<b>TAX_CODE</b>	MWSKZ	CHAR	2	0	Tax on sales/purchases code
<b>TAX_RATE</b>	MSATZ_F05L	DEC	7	3	Tax rate
<b>TAX_AMOUNT</b>	WMWST	CURR	13	2	Tax amount in document currency
<b>TAXJURCODE</b>	TXJCD	CHAR	15	0	Jurisdiction for tax calculation - tax jurisdiction code
<b>REC_STATUS</b>	XFELD	CHAR	1	0	Checkbox
<b>IDOC_NUMBER</b>	EDI_DOCNUM	NUMC	16	0	IDoc number

Component	Component type	Data type	Length	Decimals	Description
<b>IDOC_GUID</b>	/COCKPIT/DINV_GUID	CHAR	32	0	Unique document identification
<b>ORIGIN</b>	/COCKPIT/DORIGIN	CHAR	2	0	Source of PROCESS DIRECTOR Accounts Payable document
<b>DOCNO</b>	/COCKPIT/DDOCNO	NUMC	14	0	PROCESS DIRECTOR Accounts Payable document number
<b>FI_MM_FLG</b>	/COCKPIT/DFI_MM_FLG	CHAR	2	0	FI or MM document?
<b>INVOICE_IND</b>	/COCKPIT/DINV_IND	CHAR	1	0	Flag to identify document as invoice
<b>CP_DOC_TYPE</b>	/COCKPIT/DDOC_TYPE	CHAR	2	0	PROCESS DIRECTOR Accounts Payable document type
<b>DOC_DATE</b>	BLDAT	DATS	8	0	Document date in document
<b>VENDOR_NO</b>	LIFNR	CHAR	10	0	Account number of vendor or creditor
<b>PO_NUMBER</b>	EBELN	CHAR	10	0	Purchasing Document Number
<b>REF_DOC_NO</b>	XBLNR	CHAR	16	0	Reference document number
<b>COMP_CODE</b>	BUKRS	CHAR	4	0	Company code
<b>CURRENCY</b>	WAERS	CUKY	5	0	Currency Key
<b>HEADER_TXT</b>	BKTXT	CHAR	25	0	Document header text
<b>.INCLUDE</b>	CI_COCKPIT_ACCT	N/A	N/A	N/A	Customer fields

## I\_TAB\_CONTENT

**Import table**

This table includes the transferred document image data. It is a table of type TBL1024, which is delivered by SAP.

## E\_TAB\_MESSAGES

**Export table**

This table contains the success and failure messages when creating documents in PROCESS DIRECTOR Accounts Payable.

Component	Component type	Data type	Length	Decimals	Description
<b>TYPE</b>	BAPI_MTYPE	CHAR	1	0	Message type: S Success, E Error, W Warning, I Info, A Abort
<b>ID</b>	SYMSGID	CHAR	20	0	Messages, message class
<b>NUMBER</b>	SYMSGNO	NUMC	3	0	Messages, message number
<b>MESSAGE</b>	BAPI_MSG	CHAR	220	0	Message text
<b>LOG_NO</b>	BALOGNR	CHAR	20	0	Application log: log number
<b>LOG_MSG_NO</b>	BALMNR	NUMC	6	0	Message log: internal message serial number
<b>MESSAGE_V1</b>	SYMSGV	CHAR	50	0	Messages, message variables
<b>MESSAGE_V2</b>	SYMSGV	CHAR	50	0	Messages, message variables
<b>MESSAGE_V3</b>	SYMSGV	CHAR	50	0	Messages, message variables
<b>MESSAGE_V4</b>	SYMSGV	CHAR	50	0	Messages, message variables
<b>PARAMETER</b>	BAPI_PARAM	CHAR	32	0	Parameter name
<b>ROW</b>	BAPI_LINE	INT4	10	0	Lines in parameter
<b>FIELD</b>	BAPI_FLD	CHAR	30	0	Field in parameter
<b>SYSTEM</b>	BAPILOGSYS	CHAR	10	0	Logical system from which message originates

**Return values**

Component	Value
<b>TYPE</b>	S
<b>ID</b>	/COCKPIT/GEN
<b>NUMBER</b>	50

## IT\_FILES, IT\_BINARY and IT\_TEXT

**Export tables**

These tables enable archiving of multiple files. The IT\_FILES export table delivers the metadata required for archiving, and the IT\_BINARY and IT\_TEXT tables are referenced by the component ARCTABLE (see below). If ARCTABLE is set to B the system searches for the data in the IT\_BINARY table, if it is set to T the system searches the IT\_TEXT table. The components FIRSTLINE and LASTLINE specify which lines should be searched in these tables.

Component	Component type	Data type	Length	Decimals	Description
<b>ORDNO</b>	NUMC3	NUMC	3	0	Numc3, internal use
<b>SAP_OBJECT</b>	SAEANWDID	CHAR	10	0	SAP ArchiveLink: Object type of business object
<b>ARCHIV_ID</b>	SAEARCHIVI	CHAR	2	0	Content Repository identification
<b>ARC_DOC_ID</b>	SAEARDOID	CHAR	40	0	SAP ArchiveLink: Document ID
<b>AR_OBJECT</b>	SAEOBJART	CHAR	10	0	Document type
<b>URL</b>	SAEURI	CHAR	4096	0	SAP ArchiveLink: Data element for absolute URI
<b>MIMETYPE</b>	W3CONTTYPE	CHAR	128	0	HTML content type
<b>ARCTABLE</b>	/COCKPIT/DARCTABLE	CHAR	1	0	Archive table
<b>FIRSTLINE</b>	NUM06	NUMC	6	0	Numeric field: Length 6
<b>LASTLINE</b>	NUM06	NUMC	6	0	Numeric field: Length 6
<b>LENGTH</b>	NUM12	NUMC	6	0	Numeric field 12
<b>FILENAME</b>	CHAR255	CHAR	255	0	Char255

## IT\_HDR\_TAX\_BRAS

**Import table**

This table includes the transferred document tax data for Brazilian Nota Fiscal documents.

Field	Field type	Data type	Length	Decimals	Description
<b>J_1BTAXTYP</b>	J_1BTAXTYP	CHAR	4	0	Tax type
<b>J_1BTAXGRP</b>	J_1BTAXGRP	CHAR	4	0	Tax group
<b>TAXTYP_TEXT</b>	TEXT30	CHAR	30	0	Text (30 Characters)
<b>J_1BBASE</b>	BAPIWMWST	DEC	23	4	Tax Amount in Document Currency
<b>J_1BTAXVAL</b>	BAPIWMWST	DEC	23	4	Tax Amount in Document Currency
<b>J_1BEXCBAS</b>	BAPIWMWST	DEC	23	4	Tax Amount in Document Currency
<b>J_1BOTHBAS</b>	BAPIWMWST	DEC	23	4	Tax Amount in Document Currency

## IT\_ITEM\_TAX\_BRAS

**Import table**

This table includes the transferred document tax data for Brazilian Nota Fiscal documents.

Field	Field type	Data type	Length	Decimals	Description
<b>J_1BTAXTYP</b>	J_1BTAXTYP	CHAR	4	0	Tax type
<b>INVOICE_ITEM</b>	RBLGP	NUMC	6	0	Document item in invoice document
<b>PO_NUMBER</b>	EBELN	CHAR	10	0	Purchasing Document Number
<b>PO_ITEM</b>	EBELP	NUMC	5	0	Item Number of Purchasing Document
<b>SUBPOS</b>	/COCKPIT/SUBPOS	NUMC	3	0	Subitem
<b>TAXTYP</b>	J_1BTAXTYP	CHAR	4	0	Tax type
<b>TAXTYP_TEXT</b>	TEXT30	CHAR	30	0	Text (30 Characters)
<b>TAXGRP</b>	J_1BTAXGRP	CHAR	4	0	Tax group

Field	Field type	Data type	Length	Decimals	Description
<b>BASE</b>	BAPIWRBTR	DEC	23	4	Amount in document currency
<b>RATE</b>	BAPIWMWST	DEC	23	4	Tax Amount in Document Currency
<b>TAXVAL</b>	BAPIWMWST	DEC	23	4	Tax Amount in Document Currency
<b>EXCBAS</b>	BAPIWMWST	DEC	23	4	Tax Amount in Document Currency
<b>OTHBAS</b>	BAPIWMWST	DEC	23	4	Tax Amount in Document Currency
<b>BASERED1</b>	J_1BTXBASE	DEC	6	2	Tax base (%)
<b>BASERED2</b>	J_1BTXBASE	DEC	6	2	Tax base (%)
<b>STATTX</b>	J_1BSTATTX	CHAR	1	0	Indicator: Statistical tax item
<b>RECTYPE</b>	J_1BTXRT	CHAR	1	0	Nota Fiscal tax record type
<b>FACTOR</b>	J_1BTXIPF	DEC	6	2	IPI Number of units
<b>UNIT</b>	J_1BTXIPU	UNIT	3	0	IPI Pauta Unit
<b>TAX_LOC</b>	J_1BTXJCD	CHAR	15	0	Tax Jurisdiction Code For Brazilian Tax Calculation
<b>SERVTYPE_IN</b>	J_1BSERVTYPE_IN	CHAR	16	0	Official Service Type for Brazil (Incoming)
<b>WITHHOLD</b>	J_1BTXWHT	CHAR	1	0	Withholding Tax (Brazil)
<b>TAXINNET</b>	J_1BTAXINNET	CHAR	1	0	Tax Already Included in Net Value
<b>WHTCOLLCODE</b>	J_1BWHTCOLL	CHAR	16	0	Official Withholding Tax Collection Code
<b>IPIPAUTA</b>	J_1BIPIPAU	CHAR	1	0	Indicator: Respective Rate is Pauta

## IT\_PROCESSLOG

**Export table**

This table contains information about the processes that were executed during the document transfer.

<b>Component</b>	<b>Component type</b>	<b>Data type</b>	<b>Length</b>	<b>Decimals</b>	<b>Description</b>
<b>ORDNO</b>	NUMC3	NUMC	3	0	Numc3, internal use
<b>SAP_OBJECT</b>	SAEANWDID	CHAR	10	0	SAP ArchiveLink: Object type of business object
<b>ARCHIV_ID</b>	SAEARCHIVI	CHAR	2	0	Content Repository identification
<b>ARC_DOC_ID</b>	SAEARDOID	CHAR	40	0	SAP ArchiveLink: Document ID
<b>AR_OBJECT</b>	SAEOBJART	CHAR	10	0	Document type
<b>URL</b>	SAEURI	CHAR	4096	0	SAP ArchiveLink: Data element for absolute URI
<b>MIMETYPE</b>	W3CONTTYPE	CHAR	128	0	HTML content type
<b>ARCTABLE</b>	/COCKPIT/DARCTABLE	CHAR	1	0	Archive table
<b>FIRSTLINE</b>	NUM06	NUMC	6	0	Numeric field: Length 6
<b>LASTLINE</b>	NUM06	NUMC	6	0	Numeric field: Length 6
<b>LENGTH</b>	NUM12	NUMC	6	0	Numeric field 12
<b>FILENAME</b>	CHAR255	CHAR	255	0	Char255

## RFC\_PICTURE\_SUBMIT

PROCESS DIRECTOR Accounts Payable offers the possibility to archive the transferred documents via ArchiveLink by means of the R/3 system. The document must be made available on a web server for archiving. With the RFC\_PICTURE\_SUBMIT RFC function module, the URL with which the image can be called up on the web server is passed to PROCESS DIRECTOR Accounts Payable.

Local interface
<pre> FUNCTION /cockpit/rfc_picture_submit. **----- **"Local interface: ** IMPORTING **  VALUE(I_INVOICE_GUID) LIKE /COCKPIT/SIF-INVOICE_GUID ** TABLES **  I_TAB_PICTURE_DETAILS STRUCTURE /COCKPIT/SPICT **  E_TAB_MESSAGES STRUCTURE BAPIRET2 **----- </pre>

## I\_INVOICE\_GUID

### Import parameter

This parameter specifies the unique identification number of the document in PROCESS DIRECTOR Accounts Payable. RFC\_PICTURE\_SUBMIT can only be used for documents that have already been created in PROCESS DIRECTOR Accounts Payable.

Component	Component type	Data type	Length	Decimals	Description
I_INVOICE_GUID	/COCKPIT/DINV_GUID	CHAR	32	0	Unique identification for the document in PROCESS DIRECTOR Accounts Payable

## I\_TAB\_PICTURE\_DETAILS

### Import table

This table is used to pass the URL of the document on the web server to PROCESS DIRECTOR Accounts Payable.

Component	Component type	Data type	Length	Decimals	Description
URL	/COCKPIT/DURL	CHAR	255	0	URL

Component	Component type	Data type	Length	Decimals	Description
<b>PAGE_TYPE</b>	/COCKPIT/DPAGE_TYPE	CHAR	2	0	Page type (see below for possible values)
<b>MIME_TYPE</b>	W3CONTTYPE	CHAR	128	0	HTML content type

### Transfer values for PAGE\_TYPE

Value	Description
<b>01</b>	Invoice page
<b>02</b>	Attachment

## E\_TAB\_MESSAGES

### Export table

This table contains the success and failure messages when creating documents in PROCESS DIRECTOR Accounts Payable.

Component	Component type	Data type	Length	Decimals	Description
<b>TYPE</b>	BAPI_MTYPE	CHAR	1	0	Message type: S Success, E Error, W Warning, I Info, A Abort
<b>ID</b>	SYMSGID	CHAR	20	0	Messages, message class
<b>NUMBER</b>	SYMSGNO	NUMC	3	0	Messages, message number
<b>MESSAGE</b>	BAPI_MSG	CHAR	220	0	Message text
<b>LOG_NO</b>	BALOGNR	CHAR	20	0	Application log: log number
<b>LOG_MSG_NO</b>	BALMNR	NUMC	6	0	Message log: internal message serial number
<b>MESSAGE_V1</b>	SYMSGV	CHAR	50	0	Messages, message variables
<b>MESSAGE_V2</b>	SYMSGV	CHAR	50	0	Messages, message variables
<b>MESSAGE_V3</b>	SYMSGV	CHAR	50	0	Messages, message variables
<b>MESSAGE_V4</b>	SYMSGV	CHAR	50	0	Messages, message variables
<b>PARAMETER</b>	BAPI_PARAM	CHAR	32	0	Parameter name

Component	Component type	Data type	Length	Decimals	Description
<b>ROW</b>	BAPI_LINE	INT4	10	0	Lines in parameter
<b>FIELD</b>	BAPI_FLD	CHAR	30	0	Field in parameter
<b>SYSTEM</b>	BAPILOGSYS	CHAR	10	0	Logical system from which message originates

## Return values

Component	Value
<b>TYPE</b>	S
<b>ID</b>	/COCKPIT/GEN
<b>NUMBER</b>	50

## RFC\_MAPPING\_GET

### Overview

To simplify maintenance of the data transfer from external systems, profiles can be created in PROCESS DIRECTOR, which can be called by the RFC\_MAPPING\_GET RFC function module. Each profile consists of a general mapping table and a tax mapping table.

Local interface
<pre> FUNCTION /cockpit/rfc_mapping_get. ** **----- **"Local interface: ** IMPORTING **   VALUE(I_PROFILE) LIKE /COCKPIT/CMAP-PROFILE ** TABLES **   ET_MAPPING STRUCTURE /COCKPIT/CMAP **   ET_MAPPING_TAX STRUCTURE /COCKPIT/CMAPTAX ** EXCEPTIONS **   NOT_FOUND **----- </pre>

## I\_PROFILE

**Import parameter**

This parameter contains the name of the requested field mapping profile.

Component	Component type	Data type	Length	Decimals	Description
I_PROFILE	/COCKPIT/DPROFILE_INV	CHAR	40	0	Profile ID in transaction <a href="#">/COCKPIT/C1</a> .

## ET\_MAPPING

**Export table**

The ET\_MAPPING export table contains information for the assignment of the external fields to the fields of the [I\\_STR\\_HEADER](#), [I\\_STR\\_CHECK](#), [I\\_TAB\\_ITEM](#) and [I\\_TAB\\_ACCOUNT](#) import structures.

Component	Component type	Data type	Length	Decimals	Description
PROFILE	/COCKPIT/DPROFILE_INV	CHAR	40	0	Profile ID in transaction <a href="#">/COCKPIT/C1</a>
STRUCTURE	/COCKPIT/DSTRUCTURE	CHAR	20	0	Structure for field selection
FIELD_INV	/COCKPIT/DFIELD_INV	CHAR	20	0	External field name
FIELD_SAP	/COCKPIT/DFIELD_SAP	CHAR	30	0	Internal field name in PROCESS DIRECTOR Accounts Payable

## ET\_MAPPING\_TAX

### Export table

The ET\_MAPPING export table contains information for the assignment of the external fields to the fields of the [I\\_TAB\\_TAX](#) import structure.

Component	Component type	Data type	Length	Decimals	Description
PROFILE	/COCKPIT/DPROFILE_INV	CHAR	40	0	Profile ID in transaction <a href="#">/COCKPIT/C2</a> .
TAX_RATE	/COCKPIT/DSTRUCTURE	CHAR	20	0	Field for external tax rate
TAX_AMOUNT	/COCKPIT/DFIELD_INV	CHAR	20	0	Field for external tax amount
TAX_CODE	/COCKPIT/DFIELD_SAP	CHAR	30	0	Field for external tax code

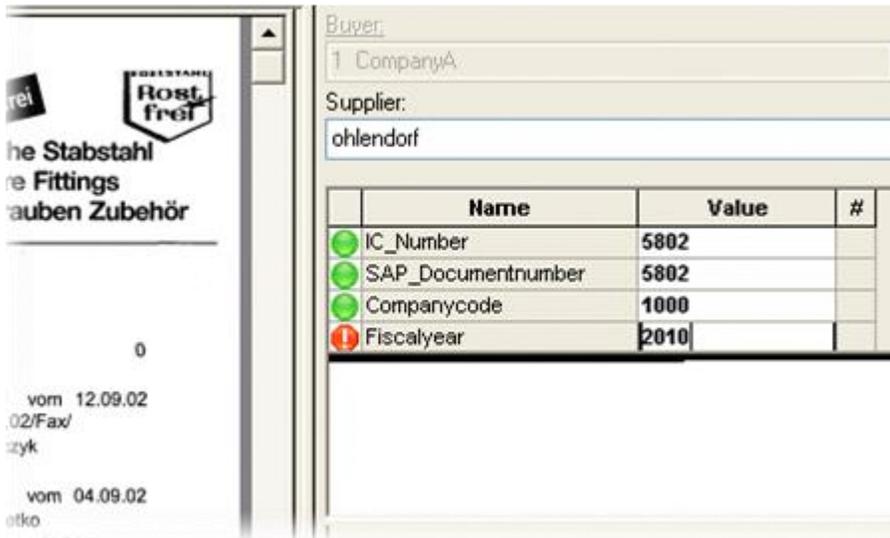
## Rescan

The Rescan function is used to attach scanned paper documents to an existing PROCESS DIRECTOR Accounts Payable document.

You need a dedicated Rescan profile in the capture software (for example, in the INVOICES Scan or Transfer module). When the document is scanned:

- In the Scan module, a popup is displayed in which the operator enters the number of the PROCESS DIRECTOR document, and optionally other values.

- For the Transfer module, the document details are entered in Verify.



The scanned document is transferred to PROCESS DIRECTOR and is automatically attached to the PD document. If the document was already posted, the attachment is also available in the related SAP document(s).

You can use User Exits [038](#), [055](#) and [056](#) to adjust the Rescan data.

See the *INVOICE COCKPIT Connector Configuration Guide* for information on configuring Rescan.

## Rescan parameters

### Import parameters

To attach the scanned document to a PDAP document, the field *IC\_DOCNO* must be populated.

To attach to a PD AP MM document and the corresponding SAP MM document (*RBKP*), the fields *IC\_SAPDOCNO* and *IC\_FISCALYEAR* must be populated.

To attach to a PD AP FI document and the corresponding SAP FI document (*BKPF*), the fields *IC\_SAPDOCNO*, *IC\_COMPCODE*, and *IC\_FISCALYEAR* must be populated.

The fields *IC\_MATCHCODE*, *IC\_COVERSHEET1*, *IC\_COVERSHEET2* and *IC\_COVERSHEET3* can be used in [user exit 038](#).

Field	Field type	Data type	Length	Description
<b>IC_DOCNO</b>	/COCKPIT/THDR-DOCNO	NUMC	14	PROCESS DIRECTOR document number
<b>IC_SAPDOCNO</b>	/COCKPIT/THDR-SAP_DOC_NO	CHAR	10	Document number of an SAP invoice document
<b>IC_COMPCODE</b>	/COCKPIT/THDR-COMP_CODE	CHAR	4	Company code

Field	Field type	Data type	Length	Description
IC_FISCALYEAR	/COCKPIT/THDR-FISCAL_YEAR	NUMC	4	Fiscal year
IC_DOC_ID	/COCKPIT/THDR-EC_DBC_ID	CHAR	40	SAP ArchiveLink: Document ID
IC_ARC_ID	/COCKPIT/THDR-EC_ARC_ID	CHAR	2	Content Repository Identification
IC_ARC_OBJ	/COCKPIT/THDR-EC_ARC_OBJ	CHAR	10	Document type
IC_MATCHCODE	/COCKPIT/THDR-EC_DBC_ID	CHAR	40	Matchcode field for user exit 038
IC_COVERSHEET1	SAPB-SEARCHKEY	CHAR	255	Coversheet field 1 for user exit 038
IC_COVERSHEET2	SAPB-SEARCHKEY	CHAR	255	Coversheet field 2 for user exit 038
IC_COVERSHEET3	SAPB-SEARCHKEY	CHAR	255	Coversheet field 3 for user exit 038
I_CONTENT_LENGTH	SAPB-LENGTH	NUMC	12	Binary length of file to archive
I_LIC_COUNTER	BOOLE-BOOLE	CHAR	1	Flag for license counter, default: SPACE

### Export parameters

Field	Field type	Data type	Length	Description
EC_DOCNO	/COCKPIT/THDR-DOCNO	NUMC	14	Document number of found PDAP document
EC_DOC_ID	/COCKPIT/THDR-EC_DBC_ID	CHAR	40	Document ID of archived file

### Tables

Field	Field type	Data type	Length	Description
I_TAB_CONTENT	TBL1024	RAW	1024	File to archive
E_TAB_MESSAGES	BAPIRET2			Return table with messages

## Archiving

Archiving is carried out via the SAP Archive Development Kit. Support by the archive information system is not planned at the moment.

After a document has been posted via PROCESS DIRECTOR Accounts Payable, the document data from the data tables of PROCESS DIRECTOR Accounts Payable can be archived. The archiving should be carried out periodically based on the volume of documents and your organization's requirements.

The data archiving is carried out via the /SARA transaction. PROCESS DIRECTOR Accounts Payable provides a program for writing and deleting in order to archive the transaction data of the PROCESS DIRECTOR Accounts Payable tables.

### Preparing to archive

1. [Create the /COCKPIT/S archiving object.](#)
2. [Enter the required settings for the /COCKPIT/S archiving object in /SARA.](#)

### Performing an archive

- [Archiving documents](#)
- [Deleting documents](#)
- [Analyzing documents](#)
- [Administration](#)

### Preparing to archive

#### Creating the archiving object

You must create the /COCKPIT/S archiving object.

1. Go to /AOBJ.
2. Click the  **Display/Change** button and click **New entries**.
3. Enter the general **Archiving object** values.
4. Enter the **Structure definition** values.
5. Enter the **Tables from which you only delete** entries values.
6. Enter the **Customizing settings** values.
7. Enter the **Read program** values.
8. Save the /COCKPIT/S archiving object.
9. **Note:** It should be saved in the /COCKPIT/SARA package.

## Archiving object settings: General

The /COCKPIT/S archiving object must contain these values:

Setting	Value to enter
Object Name	/COCKPIT/S
Text	ReadSoft PROCESS DIRECTOR Accounts Payable
Write Program	/COCKPIT/SARA_WRITE
Delete Program	/COCKPIT/SARA_DELETE
Index Build Program	/COCKPIT/SARA_INDEX

Extra settings are required for reloading documents. See [Reloading documents: Overview](#).

## Archiving object settings: Structure definition

The /COCKPIT/S archiving object must contain these values:

Record no.	Parent segment	Segment	Structure	Do not delete
10		/COCKPIT/THDR	[blank]	[unchecked]
20	/COCKPIT/THDR	/COCKPIT/THDRO	[blank]	[unchecked]
30	/COCKPIT/THDR	/COCKPIT/THDRV	[blank]	[unchecked]
40	/COCKPIT/THDR	/COCKPIT/TITEM	[blank]	[unchecked]
50	/COCKPIT/THDR	/COCKPIT/TITEMO	[blank]	[unchecked]
60	/COCKPIT/THDR	/COCKPIT/TITEMV	[blank]	[unchecked]
70	/COCKPIT/THDR	/COCKPIT/TACCT	[blank]	[unchecked]
80	/COCKPIT/THDR	/COCKPIT/TACCTO	[blank]	[unchecked]
90	/COCKPIT/THDR	/COCKPIT/TACCTV	[blank]	[unchecked]
100	/COCKPIT/THDR	/COCKPIT/TTAX	[blank]	[unchecked]
110	/COCKPIT/THDR	/COCKPIT/TTAXO	[blank]	[unchecked]
120	/COCKPIT/THDR	/COCKPIT/TTAXV	[blank]	[unchecked]
130	/COCKPIT/THDR	/COCKPIT/TCHECKO	[blank]	[unchecked]
140	/COCKPIT/THDR	/COCKPIT/THIST	[blank]	[unchecked]

Record no.	Parent segment	Segment	Structure	Do not delete
150	/COCKPIT/THDR	/COCKPIT/TMIME	[blank]	[unchecked]
160	/COCKPIT/THDR	/COCKPIT/TMSG	[blank]	[unchecked]
170	/COCKPIT/THDR	/COCKPIT/TSTAT	[blank]	[unchecked]
180	/COCKPIT/THDR	/COCKPIT/TACCAS	[blank]	[unchecked]
190	/COCKPIT/THDR	/COCKPIT/TACCASV	[blank]	[unchecked]
200	/COCKPIT/THDR	/COCKPIT/TTXTHDR	[blank]	[unchecked]
210	/COCKPIT/TTXTHDR	/COCKPIT/TTXTBOD	[blank]	[unchecked]
220	/COCKPIT/THDR	/COCKPIT/TWC	[blank]	[unchecked]
230	/COCKPIT/THDR	/COCKPIT/TWCV	[blank]	[unchecked]
240	/COCKPIT/THDR	/COCKPIT/TWCS	[blank]	[unchecked]
250	/COCKPIT/THDR	/COCKPIT/TWCSV	[blank]	[unchecked]
260	/COCKPIT/THDR	/COCKPIT/TWCSE	[blank]	[unchecked]
270	/COCKPIT/THDR	/COCKPIT/TWCF	[blank]	[unchecked]
280	/COCKPIT/THDR	/COCKPIT/TWCFN	[blank]	[unchecked]
290	/COCKPIT/THDR	/COCKPIT/TVEND	[blank]	[unchecked]
300	/COCKPIT/THDR	/COCKPIT/TCPKIG	[blank]	[unchecked]
310	/COCKPIT/THDR	/COCKPIT/TERRORS	[blank]	[unchecked]
320	/COCKPIT/THDR	/COCKPIT/TERRORV	[blank]	[unchecked]
330	/COCKPIT/THDR	/COCKPIT/TEDI	[blank]	[unchecked]
340	/COCKPIT/THDR	/COCKPIT/TFLAG	[blank]	[unchecked]
350	/COCKPIT/THDR	/COCKPIT/TWCLASS	[blank]	[unchecked]
360	/COCKPIT/THDR	/COCKPIT/TWCLASV	[blank]	[unchecked]
370	/COCKPIT/THDR	/COCKPIT/TWCSE	[blank]	[unchecked]
380	/COCKPIT/THDR	/COCKPIT/TTAXHBR	[blank]	[unchecked]
390	/COCKPIT/THDR	/COCKPIT/TTAX_BR	[blank]	[unchecked]

## Archiving object settings: Customizing settings

The /COCKPIT/S archiving object must contain these values:

Setting	Value to enter
Logical file name	/COCKPIT/S_FILE
Maximum size in MB	[blank]
Maximum number of data objects	200
Commit counter	100
Test mode variant	TESTLAUF
Production mode variant	PRODUKTION
Build index	[checked]

## Archiving object settings: Read program

The /COCKPIT/S archiving object must contain these values:

Read program	Archive selection active
/COCKPIT/SARA_READ	[checked]
/COCKPIT/SARA_READ_DIRECT	[checked]

## Archiving object settings: Tables from Which You Only Delete Entries

The /COCKPIT/S archiving object must contain these values:

Table Name
/COCKPIT/TIP_DN
/COCKPIT/TIP_PO
/COCKPIT/TWT_TAX

## Preparing SARA

You must configure the SARA program for the /COCKPIT/S archiving object.

1. Go to /SARA.
2. Enter /COCKPIT/S in the **Object name** field and click **Customizing**.
3. In the Data archiving customizing popup window, go to **Cross-Archiving Object Customizing > Technical Settings**.
4. Enter the [required settings](#) (see below).
5. Save the changes.

## SARA setting

The /SARA program must contain these values for the /COCKPIT/S archiving object under **Cross-Archiving Object Customizing > Technical Settings**:

Setting	Value to enter
Data archiving monitor – Active	[checked]
Check access for archive selection – For files in file system	[checked]
Verification of archive files – Create verifiable files	[checked]
Time of verification – Delete	[checked]
– Read	[checked]
– Reload	[checked]

## Performing an archive

### Archiving documents

The SARA transaction can be used to archive PROCESS DIRECTOR Accounts Payable [data tables](#) using the `/COCKPIT/S` archiving object.

Here, you can include the background job for `/COCKPIT/SARA_WRITE.`, the program for writing.

Enter a predefined variant, or create a new one. Additionally, you have to set up the starting date of the background job and possibly the spool parameters.

The program for deletions is not automatically started after the termination of the program for writing. However, this can be set afterwards.

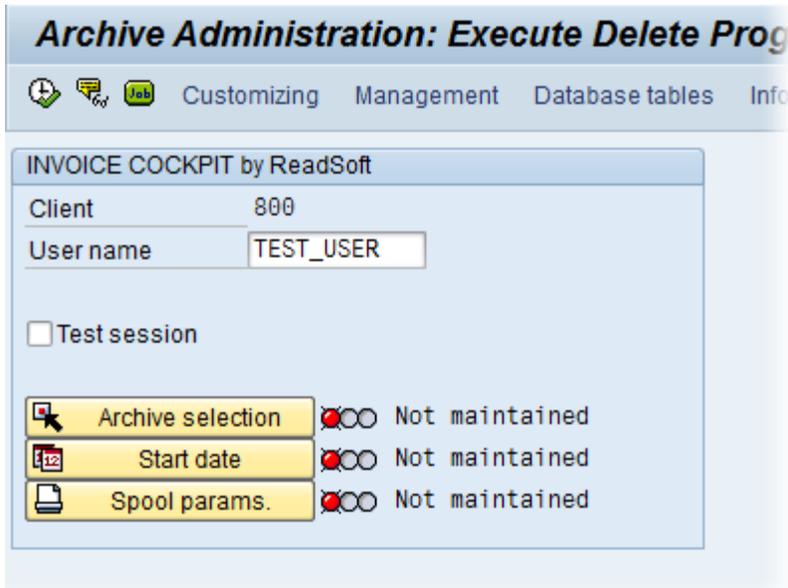
If archiving for the archiving object has been carried out and there are still archive data existent from this archiving run which has not yet been processed by the appropriate program for deletion, you now see a window open with a corresponding text. The same applies for discontinued archiving runs.

Make sure in such a case that the job that is to be included again will not select the same data that is still contained in the archive files that have yet to be processed.

**Warning:** If you archive a large amount of PROCESS DIRECTOR Accounts Payable documents (>25% of all documents), indexes for the `/COCKPIT/THDR` table will become fragmented and can slow down your system. Contact your database administrator to optimize/rebuild the indexes for `/COCKPIT/THDR` after successfully deleting documents in SARA archiving. The quality of primary indexes on other `/COCKPIT/T*` tables might also be affected.

## Deleting documents

The SARA transaction can be used to delete PROCESS DIRECTOR Accounts Payable documents by using the `/COCKPIT/S` archiving object.

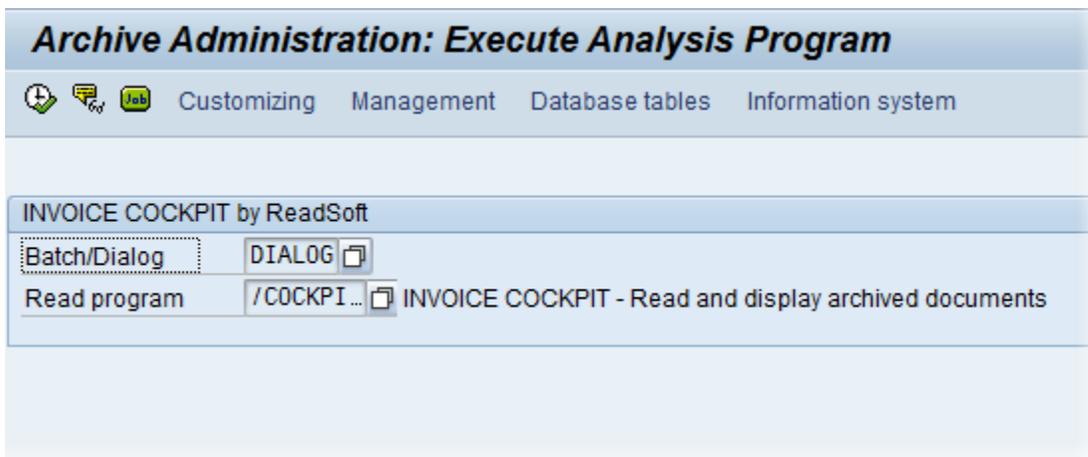


If you activate **Test session**, the program does not carry out any database alterations. If **Test session** is deactivated the selected data are deleted from the tables. Using **Archive selection** you can select the archive files from which the data is to be deleted. You must also set the starting date of the background job and possibly the spool parameters.

During the deleting process the search index for the selected data gets created.

## Analyzing documents

The SARA transaction can be used to analyze PROCESS DIRECTOR Accounts Payable documents by using the `/COCKPIT/S` archiving object.



You can carry out the evaluation of the archive files with the configured program for reading (/COCKPIT/SARA\_READ or /COCKPIT/SARA\_READ\_DIRECT) either in dialog mode or via a background job. The operation type and the program for reading can be selected with the F4 key.

If you include a background job for the evaluation, only the header lines of the evaluation are written in the spool order. It is recommended to use the dialog mode for the evaluation.

### /COCKPIT/SARA\_READ

With this program, reading the stored data sequentially from the stored archive is possible. A direct access to the stored data is not possible, that is, a delimitation of the data of an archive file is not possible.

### /COCKPIT/SARA\_READ\_DIRECT

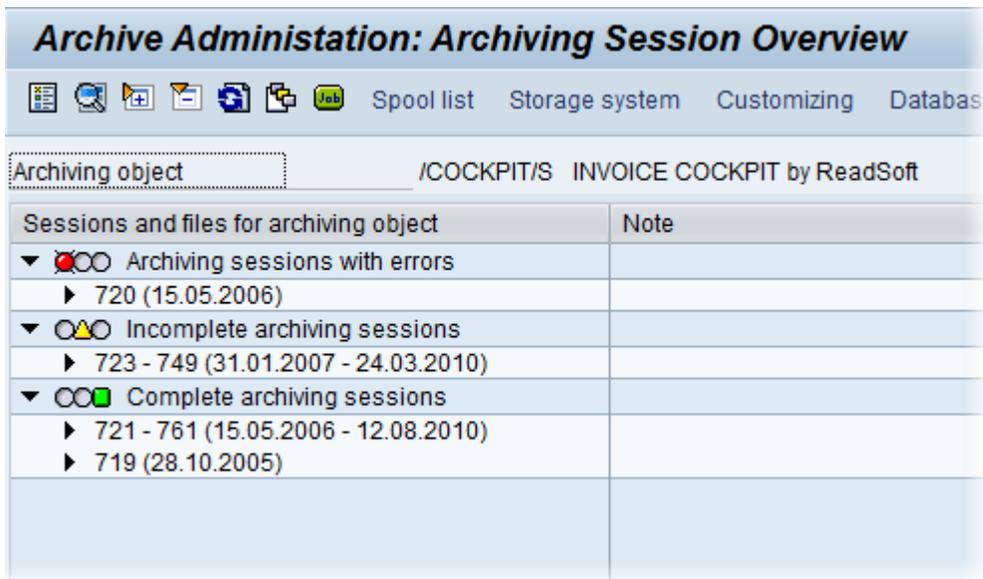
With this program, reading a direct access to the stored data is possible. There is access to the already laid out search indexes, meaning an archive selection is not existent in this case, the selection is made via all archive files for which search indexes are existent. On the following selection screen you can search for specific documents.

**Note:** These other search fields are determined/configured in the CI\_COCKPIT\_SARA include in the /COCKPIT/TSARAID table. If you change CI\_COCKPIT\_SARA, you must rebuild the index in order for these fields to appear in the above screen.

To rebuild the index, you must first execute /COCKPIT/SARA\_INIT\_INDEX once using /SE38 which deletes the index flags of all archives from archive administration. Second, build the index again using /SARA.

## Administration

The SARA transaction can be used to manage and view the archive of PROCESS DIRECTOR Accounts Payable documents.



Here, you find an overview of all archiving runs for an archiving object in which the administration information can be displayed and evaluated.

Additional information for the data archiving and archiving administration can be found in the standard SAP documentation.

## Reloading documents

It is possible to reload documents that have been archived back into PROCESS DIRECTOR Accounts Payable. This is helpful if you need to retrieve documents again for some reason.

**Warning:** Please read the following message from SAP about reloading:

“Reloading archived data to the database can cause problems, therefore you should only do this in an emergency. For example, if you establish immediately after archiving that you have archived the wrong data or too much data. You should, wherever possible reload this data immediately after archiving.”

You reload all archive files from a complete archiving session—you cannot reload individual documents. When reloading, the archive file(s) remains in the archiving session and is not altered nor deleted.

## Requirements

The `/COCKPIT/SARA_RELOAD` program is used for reloading. In order to use it, you need to change two parameters in the `/COCKPIT/S` archiving object:

1. Go to the SAP archiving object menu: AOBJ.
2. Open the `/COCKPIT/S` object.
3. In the **Reload prog.** field, enter `/COCKPIT/SARA_RELOAD`.
4. Check the **No reload** or **Prohibit New Session During Reload** (4.70) box.

## Procedure

1. Go to SARA.
2. Enter the `/COCKPIT/S` object name and press ENTER.
3. In the SAP menu, go to **Goto > Reload**.

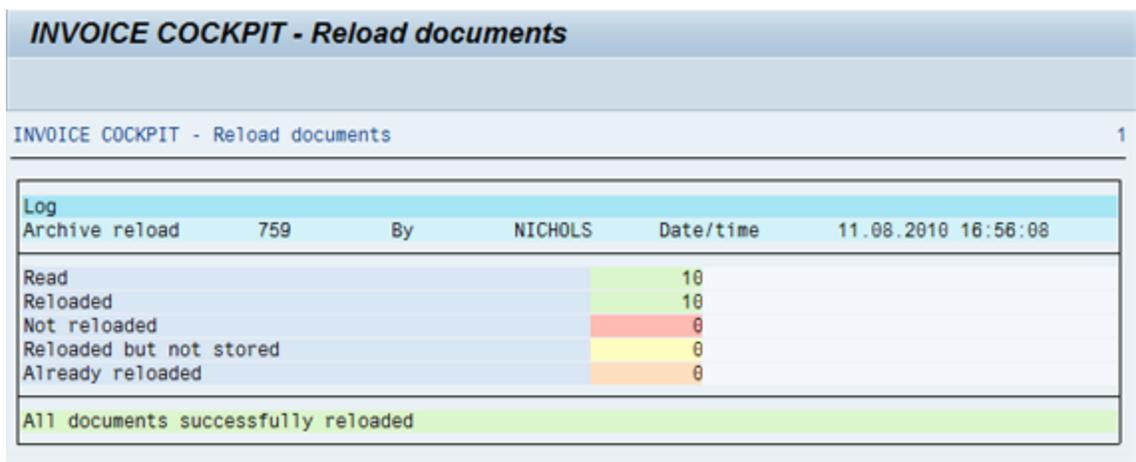
Here you can use or create a variant, if desired.

- Press **Archive selection** and select the archive file(s) to reload.



- Select the **Start date** and **Spool parameters**.
- Click the **Execute** button.

The result:



The archive file is reloaded and the documents are now available in PROCESS DIRECTOR Accounts Payable.

## Reload documents result dialog

Parameter	Description
Read	The number of documents in the archive file that the program has attempted to reload into PROCESS DIRECTOR Accounts Payable.
Reloaded	The number of documents reloaded into PROCESS DIRECTOR Accounts Payable.
Not reloaded	The number of documents that were not reloaded into PROCESS DIRECTOR Accounts Payable.
Reloaded but not stored	The number of documents that were reloaded into PROCESS DIRECTOR Accounts Payable, but for which no corresponding entry could be created in the /COCKPIT/TSARA table.
Already reloaded	The number of documents that were not reloaded into PROCESS DIRECTOR Accounts Payable because they were already reloaded previously. These documents are skipped by the program.

**Notes:**

After reloading, the index(es) of the archived file(s) is deleted and must be rebuilt.

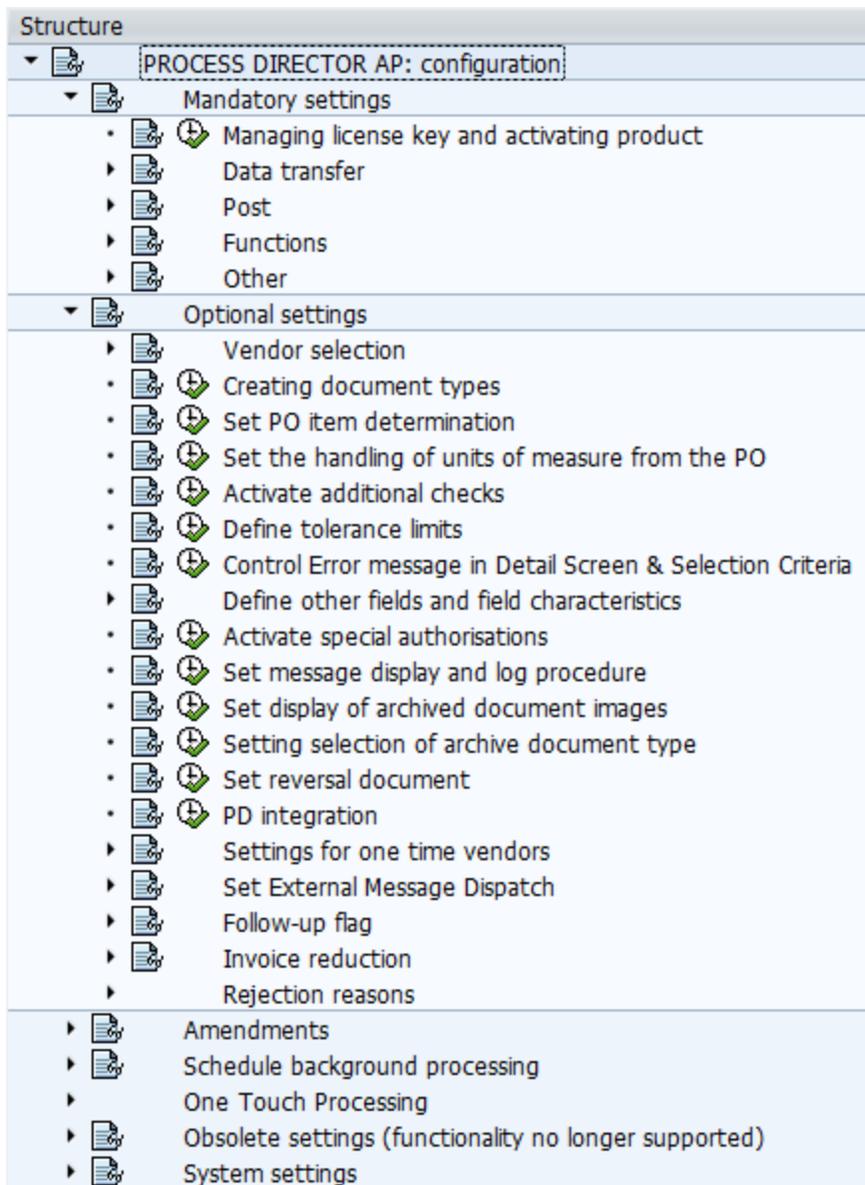
An entry is made in the /COCKPIT/TSARA table for every document reloaded. This table contains the Client ID and document GUID only. The table is used for reference purposes, to ensure that no document is ever reloaded twice.

Reloaded documents cannot be archived because the archive file from which the documents were retrieved is not deleted during the reloading.

## Appendix A – IMG

### Accessing the IMG

To open the PROCESS DIRECTOR Accounts Payable IMG, call the transaction /COCKPIT/CI.



## Mandatory settings

### Managing license key and activating product

/COCKPIT/C46

Setting	Description
License key	The encrypted number that validates the license.
SAP installation no.	The SAP Installation number of your system.
Client	<i>Optional—only if your license is restricted to a specific client. If the Client is not provided in your license, the license is valid for all clients.</i> The client number of your system.
SAP System ID	The SAP System ID of your system.
License products	The PROCESS DIRECTOR Accounts Payable component the license is valid for: C - PROCESS DIRECTOR Accounts Payable U - PROCESS DIRECTOR Accounts Payable Umbrella Solution E - EDI COCKPIT (1) D - PROCESS DIRECTOR Accounts Payable & EDI COCKPIT (2) A - ANALYZER W - WORK CYCLE I - INFO MAIL B - WEB BOARD M - MOBILE APPROVAL T - TRAVEL EXPENSES R - REPORTER
License type	F - Normal/Full T - Test D - Demo
Expiry date	The date the license expires, at which point you can no longer use the software without installing a new license.
Licensed amount	The production server volume limit for Normal licenses.

(1) It is possible to run EDI COCKPIT together with PROCESS DIRECTOR Accounts Payable with only a license for EDI COCKPIT. Requirements: 1. A valid EDI COCKPIT license. 2. The sum of the document counters for EDI COCKPIT and PROCESS DIRECTOR Accounts Payable must not exceed the license volume for EDI COCKPIT.

(2) The volume is equal to the total documents processed by PROCESS DIRECTOR Accounts Payable and EDI COCKPIT. Adding this license removes any existing PROCESS DIRECTOR Accounts Payable and/or EDI COCKPIT licenses.

Clicking [License threshold warning recipients](#) allows you to customize the warnings so that they are displayed only to those users who are responsible for ordering the licenses, rather than to each user who starts PROCESS DIRECTOR Accounts Payable in the SAP GUI.

## Processors who can see license threshold warnings

/COCKPIT/C46\_USERS

Setting	Description
Processor	The ID of the user who should be notified of the license threshold warnings.
Complete name	The complete name of the user who should be notified of the license threshold warnings.
Deactivate	Selecting the <b>Deactivate</b> check box for a processor prevents that user from being able to view the license threshold warnings.

## Data transfer

### Set field mapping

/COCKPIT/C1

Setting	Description
Profile	The name of the invoice profile in INVOICES.
Structure	The type of field: <ul style="list-style-type: none"> <li>• CHECKDATA (used to identify the vendor)</li> <li>• HEADER</li> <li>• ITEM</li> <li>• TAX</li> <li>• ACCOUNT</li> <li>• ACCASS</li> <li>• SORDER</li> </ul>
External field	The name of the field as it appears in INVOICES.
Internal field	The name of the field in PROCESS DIRECTOR Accounts Payable.

## Defining tax field mapping

/COCKPIT/C2

Setting	Description
Profile	The name of the invoice profile in INVOICES.
External tax rate	The name of the field in INVOICES for the tax rate.
External tax amount	The name of the field in INVOICES for the tax amount.
External tax code	The name of the field in INVOICES for the tax code.

## Setting tax code determination

/COCKPIT/C15

Setting	Description
Country	The country of the buying organization.
Country	The country of the vendor.
Tax rate	The name of the field in INVOICES for the tax rate.
Tax code	The SAP tax code corresponding to the specified tax rate.

## Post

### Set automatic posting procedure

/COCKPIT/C7

Setting	Description
Company code	The buying organizational unit.
PD Document type	The PROCESS DIRECTOR Accounts Payable document type.
Posting FI	The posting setting for FI documents after transfer (see below).
Posting MM	The posting setting for MM documents after transfer (see below).

## Posting settings

Setting	Description
01 Park	Park error-free documents.
02 Post	Post error-free documents.
03 Attempt to post, then park	Attempt to post documents. If the document cannot be posted, attempt to park it.
04 No attempt	No action is performed on the document upon its transfer.
05 Check	The additional checks configured for the document are executed.

## Define posting

/COCKPIT/C6

Setting	Description
Company code	The buying organizational unit.
PD Document type	The PROCESS DIRECTOR document type.
Document type – Invoice (FI)	The document type used for posting FI invoices.
Document type – Credit memo (FI)	The document type used for posting FI credit notes.
Document type – Invoice (MM)	The document type used for posting MM invoices. If this entry is blank, the document type for FI invoices is used.
Document type – Credit memo (MM)	The document type used for posting MM credit notes. If this entry is blank, the document type for FI credit notes is used.
Posting key – Vendor debit	The posting code used for posting debits to a vendor account.
Posting key – Vendor credit	The posting code used for posting credits to a vendor account.
Posting key – G/L account debit	The posting code used for posting debits to a general ledger account.
Posting key – G/L account credit	The posting code used for posting credits to a general ledger account.

Setting	Description
Calculate tax	Calculates the tax automatically.
Use FI posting-interface instead of FI BAPI to post	<p>Uses the FI posting interface for FI postings. This is the same as posting via transaction FB01, and includes any customized settings for this transaction included in the SAP system.</p> <p><b>Warning!</b> If this setting is deactivated, you must perform some other configuration to prevent errors.</p>
FI posting-interface: Deactivate authorization check	Deactivates the authorization check when posting documents.
Support mult. account assignm.	Activates support for multiple account allocations.
Planned del. costs	Activates support for planned additional expenses.
Generate final version from SAP document	<p>Creates a final version of the PROCESS DIRECTOR document from the posted SAP document.</p> <p><b>Warning!</b> Do not activate this for documents containing items assigned to different company codes. If you do, only line items corresponding to the company code in the header will be transferred. All others will be lost!</p>
MM item suggestion	The method used to add line-item data from the invoice's purchase order.
MM item suggestion version	<p><b>PROCESS DIRECTOR 7.1 AP with pop-up:</b> Displays a pop-up dialog to users to enter PO and delivery note numbers. The line item proposal is then executed based on these entries.</p> <p><b>Note:</b> If the company code in the PROCESS DIRECTOR document header is different from the company code in the purchase order, the PROCESS DIRECTOR document company code is changed to be the same as the purchase order.</p> <p><b>PD AP 7.1 without company code replace:</b> This behaves in the same way as <b>PROCESS DIRECTOR AP 7.1 with popup</b>, except that it does not overwrite the company code in the PROCESS DIRECTOR document.</p> <p><b>ICS 3.2 and earlier:</b> Does not display a pop-up dialog. Proposes line items based on PO numbers transferred and any delivery notes in SAP.</p>
PD tax code	<p>When this box is checked, PROCESS DIRECTOR behaves as follows.</p> <p><b>Behavior 1:</b> A PROCESS DIRECTOR document contains one (and only one) entry in the header tax table. The related purchase order line items have no tax code entered. Upon purchase order item proposal, PROCESS DIRECTOR will enter the tax code from the header data into each line item's tax code field.</p> <p><b>Behavior 2:</b> A PROCESS DIRECTOR document contains no tax code information in the header. A related purchase order has one or more line items with an entered tax code. Upon purchase order item proposal, PROCESS DIRECTOR will place a tax code value in the header data tax table for each line item with a distinct value. No other information will be entered in the header data tax table.</p>

Setting	Description
CO-PA segment during FI entry	Activate this setting for company codes where the result-object data will be entered. You must also copy the setting of the entry mask of the RFBV procedure for the RFBV procedure.
Company code dependent value validation	<p>Normally PROCESS DIRECTOR will ensure that the cost center is valid in the cost center master data.</p> <p>When this parameter is checked PROCESS DIRECTOR will also validate that the cost center is valid in the company code entered in the PROCESS DIRECTOR header field.</p> <p>This may need to be unchecked if there are multiple line items with different company codes per line item. In this case, each line item cost center would be validated against a single company code (in the PROCESS DIRECTOR header) and a validation error may occur.</p>
Activate Nota Fiscal support	<p>Allows PROCESS DIRECTOR to generate Nota Fiscal documents when posting. Can only be used with Brazilian company codes. See <a href="#">Nota fiscal: Overview</a> for more information.</p> <p><b>Important:</b> Only activate this option if you have imported the nota fiscal transport (see <a href="#">Enabling nota fiscal</a>).</p>

## MM item suggestion

/COCKPIT/C6

Setting	Resulting line-item data
(-) Only billable (default)	<p>Adds line-item data for only items that have been received. The line-item data includes quantities and price amounts (if available).</p> <p>If some but not all of the goods in a line-item have been received, only items received are added to the invoice.</p> <p>This proposal method is the same used in MIRO.</p>
(1) Non billable (without price/quantity)	<p>Adds line-item data for all items that have been received, in the same way as the <b>Only billable</b> option.</p> <p>If there are no billable items on the invoice, PROCESS DIRECTOR Accounts Payable adds the non-billable items, but does not include the price and quantity.</p> <p>If an invoice contains billable and non-billable items, only the billable items are added to the invoice.</p>
(2) Non billable (with PO price/quantity)	This option is the same as <b>Non billable (without price/quantity)</b> , but with the addition of prices and quantities.
(3) All (non billable without price/quantity)	Adds all billable and all non-billable line items to the invoice. Prices and quantities are not included for non-billable items.
(4) All (non billable with PO price/quantity)	This option is the same as <b>All (non billable without price/quantity)</b> , but with the addition of prices and quantities for non-billable items.

**Note:** If the **GR-based IV** (GR-based invoice verification) setting in the purchase order is active for a line-item, this item will only be proposed when the goods have been received, regardless of which of the above settings is used. (If a partial delivery has been made, only these quantities are added to the invoice.) For items that are proposed, the goods receipt number is also added to the line-item data.

## MM item suggestion version

### 7.1 AP with pop-up

/COCKPIT/C6

This is one of the two methods you can use for proposing line items to invoices (the other is [ICS 3.2 and earlier](#)).

- [During transfer of invoices into PROCESS DIRECTOR](#)
- [Manual execution in /COCKPIT/1](#)

**Note:** The following descriptions assume that **Only billable** is set for the **MM item suggestion** setting.

#### During transfer

1. If only a delivery note number(s) is available:
 

PROCESS DIRECTOR proposes line items using the delivery note(s), based on the supplier in the PROCESS DIRECTOR document.
2. If only a purchase order number(s) is available:
 

PROCESS DIRECTOR proposes line items using the purchase order(s).
3. If delivery note number(s) and purchase order number(s) are available:
  - A line item proposal is made using the delivery note(s). The proposal is based on the vendor.
  - All items not corresponding to the purchase order(s) are removed.
  - An additional proposal of line items is performed using items remaining on the PO(s) but not on the delivery note(s).
  - The results of the second item proposal are added to the results of the first. These items are the ones that appear in the PROCESS DIRECTOR document.

The delivery note(s) and purchase order(s) used for the line item proposal are saved in the PROCESS DIRECTOR document.

If no line item proposal can be executed during the transfer of invoices into PROCESS DIRECTOR, the delivery note and purchase order number(s) are not saved in the PROCESS DIRECTOR document.

Line-item proposals executed during transfer use an SAP batch user, which has all the required permissions for the operation. Therefore, it is possible that items can be proposed during transfer that a regular SAP user may not be able to see or post, and which may not appear if this regular SAP user proposes items him/herself. In these cases, users receive an error message informing them that they do not have the required permissions.

### Optional behavior (via [User Exit 046](#))

Line line-item proposals can be restricted to specific plants. All plants of the company code are determined and an authority check is performed for the user. Items are only proposed for those plants that the user has sufficient rights for.

### Manual execution

A pop-up dialog is displayed in which users can enter the PO and delivery note numbers to base the item proposal on.

1. The delivery notes in the system are determined.
  - If no delivery note exists, an error is displayed.
2. For each delivery note, the supplier is determined.
  - If at least one supplier on the delivery note is the same as the vendor, the delivery note number is used for line-item proposals
  - If no suppliers on the delivery note are the same as the vendor, an error message is displayed
  - If no vendor is transferred or determined in PROCESS DIRECTOR, and only one supplier exists in the delivery note(s), this supplier is saved as the vendor in the PROCESS DIRECTOR document.
  - If no vendor is transferred or determined in PROCESS DIRECTOR, and more than one supplier exists in the delivery note(s), a pop-up window appears, which displays the list of suppliers found. The user can then select one and this is saved as the vendor in the PROCESS DIRECTOR document.
3. For each purchase order, the supplier is determined.
  - If the supplier in the PO is the same as the vendor in the PROCESS DIRECTOR document, the PO is used for line-item proposals. In order to perform this check, the PROCESS DIRECTOR additional check 0002 - The vendor is the one listed on the purchase order must be activated.
  - If the supplier in the PO is not the same as the vendor in the PROCESS DIRECTOR document, an error message is displayed.
  - If no vendor is transferred or determined in PROCESS DIRECTOR, the supplier from the PO is saved as the vendor in the PROCESS DIRECTOR document.

### ICS 3.2 and earlier

/COCKPIT/C6

This is one of the two methods you can use for proposing line items to invoices. The other is [PROCESS DIRECTOR 7.1 AP with pop-up](#).

The following tables describe how line items are added to invoices, depending on:

- Whether purchase order and/or delivery note numbers are included in the invoice, and if so,
- Their location on the invoice (in the header or in the line item).

If a delivery note number and purchase order number are both located in the invoice header, the items proposed are based on the delivery note. You can change this behavior by creating a user exit to remove the delivery note number during the transfer of the invoice to PROCESS DIRECTOR Accounts Payable.

The following scenarios assume the **Only billable** setting for [MM item suggestion](#) is used.

*During the transfer of an invoice to PROCESS DIRECTOR*

<b>Scenario</b>	<b>Result</b>
PO number in invoice header	Line-item data is added for all items that have been received. For GR-based IV items, the goods receipt number is determined and added to the invoice together with the delivery note number (if this is on the goods receipt).
Delivery note number in invoice header	Line-item data is added for all delivery note items that have a goods receipt. The delivery note is added to each of the line items. If the delivery note references only one purchase order, the PO number is added to the invoice header. If more than one purchase order is referenced, the purchase order numbers are added to the respective line items. If The vendor is the one listed on the purchase order check is not activated, it may be possible that unrelated PO numbers from other vendors are added.
Delivery note number in invoice header Related PO number in invoice header	Line-item data is added for all received PO items with a corresponding delivery note. Received PO items with a differing or no delivery note are not added.
Delivery note number in invoice header Unrelated PO number in invoice header	The PO number is deleted from the invoice header and line items are added based on the delivery note.

*Using the Propose doc. item from PO button*

<b>Scenario</b>	<b>Result</b>
PO number in invoice header No existing items in COCKPIT document	Line-item data is added for all PO items that have been received.
Delivery note number in invoice header No existing items in COCKPIT document	Line-item data is added for all delivery note items that have been received. The delivery note number is added to each of the line items. If more than one purchase order is referenced, the purchase order numbers are added to the respective line items.
Delivery note number in invoice header Related PO number in invoice header No existing items in COCKPIT document	As above.
PO number in invoice header Delivery note number in line item	Line-item data is added for all goods received with a corresponding PO and delivery note number(s). If more than one PO number is referenced, the PO number in the header field is cleared.
PO number in line item Delivery note number in line item	Line-item data is added for all goods received with the corresponding delivery note number(s).

## Checks performed

Before proposing line items, PROCESS DIRECTOR must determine which delivery notes and purchase orders to use to propose data from. The method of used depends on the value for **MM item suggestion version** in `/COCKPIT/C6`.

- [PROCESS DIRECTOR 7.1 and later](#)
- [INVOICE COCKPIT SUITE 3.2 and earlier](#)

### PROCESS DIRECTOR 7.1 and later

1. PROCESS DIRECTOR checks every delivery note number on the invoice to determine those that are currently in SAP (entered in the goods receipts). Delivery notes which are not already in the system are ignored and not used for proposing line items.
2. For the first item on each delivery note, PROCESS DIRECTOR determines the supplier and:
  1. If at least one vendor is specified on the delivery note or can be otherwise determined and:
    - if at least one supplier on the delivery note is the same as the vendor, the delivery note number is used for line-item proposals
    - if no suppliers on the delivery note is the same as the vendor, the delivery note number is not used for line-item proposals
  2. If no vendor is specified on the delivery note, or cannot otherwise be determined and:
    - Exactly one supplier for all delivery notes is found, this supplier is added as the vendor in the PROCESS DIRECTOR document. The delivery note numbers are used for line-item proposals
    - If more than one supplier for all delivery notes is found, delivery notes not belonging to the current financial year are filtered out for the following calculations:
    - If exactly one supplier is found for all delivery notes (in the current financial year), this supplier is added as the vendor in the PROCESS DIRECTOR document. The delivery note numbers are used for line-item proposals.
    - If more than one supplier is found for all delivery notes (in the current financial year), these delivery notes are not used for line-item proposals.
3. The supplier is determined for each order. If no order can be found in the system, it is ignored and not used for line-item proposals.
  - The vendor can be determined via the supplier when the purchase order number is transferred. Determining the supplier occurs before line items are proposed.
  - If the supplier in the order is the same as the vendor, the purchase order is used for the line item proposal. In order to perform this check, the PROCESS DIRECTOR Additional check 0002 - The vendor is the one listed on the purchase order must be activated.
  - If the supplier of the order is not the same as the one in PROCESS DIRECTOR, the order is not used when proposing line items.

After these checks have been performed, PROCESS DIRECTOR now has a list of valid delivery notes and purchase orders to use when proposing line items.

When proposing line items, PROCESS DIRECTOR uses the value of the **MM item suggestion** setting in `/COCKPIT/C6`.

## Functions

### Set available transactions

/COCKPIT/C9

- [Transaction called when Performing](#)
- [Posting method](#)

### Transaction called when Performing

Setting	Description
Company code	The buying organizational unit.
PD Document type	The PROCESS DIRECTOR Accounts Payable document type.
Post FI	The transaction called when users Perform an FI document: <ul style="list-style-type: none"> <li>• FB60</li> <li>• MIRO</li> <li>• FB10</li> <li>• FB01</li> </ul>
Detail – Variant	The posting setting for MM documents after transfer (see below).
Transaction code	The transaction code to call (overrides that in <b>Post FI</b> ).
Post MM	The transaction called when users Perform an MM document: <ul style="list-style-type: none"> <li>• MIRO</li> <li>• MRHR</li> <li>• MR01</li> </ul>
Transaction code	The transaction code to call (overrides that in <b>Post MM</b> ).

## Posting method

The /COCKPIT/C9 configuration table also determines the posting method to use (even though the posting method is not displayed in the table).

Transaction in Post FI/Post MM	Posting method	Perform method
FB01	BAPI_ACC_INVOICE_RECEIPT_POST	Batch-Input on TA FB01
FB01 + FI Posting ...	FI Posting-Interface	Batch-Input on TA FB01
FB60	BAPI_ACC_INVOICE_RECEIPT_POST	Batch-Input on TA FB60
FB60 + FI Posting ...	FI Posting-Interface	Batch-Input on TA FB60
MIRO	BAPI_INCOMING_INVOICE_CREATE	Batch-Input on TA MIRO

## Set active functions

/COCKPIT/C4

Here you can enable/disable various PROCESS DIRECTOR Accounts Payable functions, such as parking and deleting documents. This table applies to all PROCESS DIRECTOR Accounts Payable users. To restrict access to certain functions for specific users, use [User Exit 041 - Suppress buttons](#).

The **Create PROCESS DIRECTOR document** function allows users to [create a different type of PROCESS DIRECTOR document](#) (such as a Financial Posting) from a PROCESS DIRECTOR Accounts Payable document.

## Other

### Defining archive link

/COCKPIT/C16

Setting	Description
Object	(Business object type) The archive connection can be operated on the basis of the business object type.
User	The archive connection can be operated by the user.
Connection	<p>The archive connection determines whether and how an archive connection is to be carried out by PROCESS DIRECTOR Accounts Payable. PROCESS DIRECTOR Accounts Payable supports all archive scenarios of SAP, and for this purpose, exclusively sets up the basis of the SAP archive interface, ArchiveLink.</p> <p>PROCESS DIRECTOR Accounts Payable supports the following connections:</p> <ul style="list-style-type: none"> <li> <b>1 Barcode - without document transfer.</b> The SAP archiving scenario with barcode checks for the received document has a barcode and that this barcode is handed over to PROCESS DIRECTOR Accounts Payable from the external application via the entry interface. At the time of posting, the barcode is indicated automatically in order for the SAP system to create the archive connection via the barcode. The manual </li> </ul>

Setting	Description
	<p>entry of the barcode into the SAP posting transaction is omitted. The document storage in the archive is carried out independently of the SAP system.</p> <ul style="list-style-type: none"> <li>• <b>2 Archive document ID - without document transfer.</b> The SAP archiving scenario without barcode checks the received document has been archived at the time of the scanning. The archive document ID is handed over to PROCESS DIRECTOR Accounts Payable from the external application via the entry interface. When posting a document, PROCESS DIRECTOR Accounts Payable automatically creates an archive connection in the SAP system via ArchiveLink. The document storage in the archive is carried out independently of the SAP system.</li> <li>• <b>3 Archive document ID - with document transfer (HTTP).</b> Same as <b>Archive document ID – without document transfer</b>, however, the document is stored in the archive before the connection via HTTP and ArchiveLink. The prerequisite here is the access to the scanned image via HTTP and the handover of an URL in the entry interface.</li> </ul>
Doc. type	<p>The PROCESS DIRECTOR Accounts Payable document type. The document is archived under the document type. The archive is entered in the R/3 Customizing according to the document type.</p> <p>Table for the determination of the archive document type – For the allocation of a document type, the PROCESS DIRECTOR Accounts Payable table, /COCKPIT/CARCOBJ, or the tables, T003B or T003S, included in the SAP standard, can be used. This value only has significance for the business object /COCKPIT/B used by PROCESS DIRECTOR Accounts Payable and is only of significance if the following settings were made at the time of the archive connection: <b>2 Archive document ID without document transfer</b> or <b>3 Archive document ID with document transfer – HTTP</b>.</p>

### Additional system-wide (and cross-client) settings

#### /COCKPIT/C22

Here you specify whether SAP Note 561175 is used. You need to activate this setting (as well as the note) if you:

- Deactivate the **Use FI posting-interface instead of FI BAPI to post** setting in [/COCKPIT/C6](#). (That is, the FI BAPI is used.)
- If reversing documents is performed using PROCESS DIRECTOR Accounts Payable (which uses the FI BAPI).

This note is required to plug a limitation with the FI BAPI, which does not recognize the ZEBY object type.

## Optional settings

### Vendor selection

#### General settings for vendor determination

/COCKPIT/C41

Setting	Description
Company code	The buying organizational unit.
PD Document type	The PROCESS DIRECTOR Accounts Payable document type.
Filter blocked vendors	The vendor search does not use vendors marked as blocked in SAP.
Filter deleted vendors	The vendor search does not use vendors marked for deletion in SAP.
Do not post if vendor identified	Prevents the document from being <a href="#">posted automatically upon receipt</a> .
Show detailed messages	Include details of the vendor search in the document's message log.

#### Set active search types for vendor search

/COCKPIT/C32

Setting	Description
Company code	The buying organizational unit.
PD Document type	The PROCESS DIRECTOR document type.
Sequence	The order in which the search is performed, if more than one search is configured. 0 is the first search executed.
Type for search	The method used to search for the vendor. You can search according to: <ul style="list-style-type: none"> <li>• 001 - Purchase order number</li> <li>• <a href="#">002 - VAT registration number</a></li> <li>• <a href="#">003 - Tax reference number (tax code)</a></li> <li>• 004 - IBAN</li> <li>• <a href="#">005 - Vendor name</a></li> <li>• <a href="#">006 - Bank data</a></li> <li>• <a href="#">007 - Address</a></li> <li>• <a href="#">008 - Email address</a></li> <li>• <a href="#">009 - Telephone and fax number</a></li> </ul>

Setting	Description
	<ul style="list-style-type: none"> <li>• 010 - History table (previous search results)</li> <li>• 012 - Fuzzy search by Telephone/Fax Number</li> <li>• 013 - Search by Tax Reference Number 1, 2, 3 or 4</li> </ul>
Vendor search	The name of the search type selected above (cannot be changed).
Hit	<p>The action to perform when the vendor is found:</p> <ul style="list-style-type: none"> <li>• <b>A Add result</b> – The result set is added to the list of all found vendors.</li> <li>• <b>B Compare result with found vendors</b> – The result set is compared with the list of all found vendors</li> </ul> <p><b>Warning:</b> If the result set is empty, the list of all found vendors will be deleted accordingly.</p> <ul style="list-style-type: none"> <li>• <b>C Add result only in the case of one found vendor</b> – The result set is added to the list with all found vendors, but only if the result set consists of one entry.</li> <li>• <b>D Compare result only in the case of one found vendor.</b> The result set is compared to the list with all found vendors, but only if the result set consists of one entry.</li> <li>• <b>E Add result; end when only one hit.</b> The result set is added to the list with all found vendors. When the resulting list of all found vendors only consists of one entry, the search is cancelled and all further search areas are skipped.</li> <li>• <b>F Compare result; end when exactly one hit.</b> The result set is compared to the list with all found vendors. When the resulting list, of all found vendors, only consists of one entry, the search is cancelled and all further search areas are skipped.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>G Add result only when one hit; end when exactly one hit.</b> The result set is added to the list with all found vendors, but only when the result set consists of one entry. When the resulting list, with all found vendors, also only consists of one entry, the search is cancelled and all further search areas are skipped.</li> <li>• <b>H Compare result only when one hit; end when exactly one hit.</b> The result set is compared to the list with all found vendors, but only when the result set consists of one entry. When the resulting list, with all found vendors, also only consists of one entry the search is cancelled and all further search areas are skipped.</li> <li>• <b>I Add result; end when several hits.</b> The result set is added to the list with all found vendors. When the resulting list with all found vendors consists of several entries, the search is cancelled and all further search areas are skipped.</li> <li>• <b>J Compare result; end when several hits.</b> The result set is compared to the list with all found vendors. When the resulting list with all found vendors consists of more than one entry, the search is cancelled and all further search areas are skipped.</li> <li>• <b>K Add result only in the case of one found vendor; end when several hits.</b> The result set is added to the list with all found vendors, but only when the result set consists of one entry. When the resulting list with all found vendors consists of several entries, the search is cancelled and all further search areas are skipped.</li> <li>• <b>L Compare result only in the case of one found vendor; end when several hits.</b> The result set is compared to the list with all found vendors, but only when the result</li> </ul>

Setting	Description
	set consists of one entry. When the resulting list with all found vendors consists of several entries, the search is cancelled and all further search areas are skipped.
Parameter/details	Most <b>Types of search</b> have extra settings to configure.

### Vendor search 002 – VAT registration number: Parameters

/COCKPIT/C32

Parameter	Description
Allowed special characters	Letters and special characters in the VAT number that are included in the search (in addition to numbers).

### Vendor search 003 – Tax reference number: Parameters

/COCKPIT/C32

Parameter	Description
Search by tax number 1 Search by tax number 2 Search by tax number 3 Search by tax number 4	Each one of the four tax numbers (tax codes) for the vendor can be searched.
Allowed special characters	Letters and special characters in the VAT number that are included in the search (in addition to numbers).

### Vendor search 005 – Vendor name: Parameters

/COCKPIT/C32

Parameter	Description
Filter special characters	Characters that are excluded from the vendor search. Punctuation is a typical example: , : - .
Separator of key terms	A character that separates the words in the name.
Filter key terms	Words that are excluded from the vendor search. For example, <b>Inc.</b> , <b>AG</b> , <b>AB</b> .

**Vendor search 006 – Bank data: Parameters**

/COCKPIT/C32

Parameter	Description
Remove special characters from bank data	Special characters in the bank data are not included in the search.
Ignore leading zeros in account number	<p>Do not include leading zeros in the search. This is helpful when there are leading zeros in the account number in the master data, but not on the invoice. Note that if a vendor is found with leading zeros in the bank account number, the search is stopped.</p> <p><b>Example</b></p> <p>Vendor 1: 88123456 Vendor 2: 12345600 Vendor 3: 00123456</p> <p><b>Ignore leading zeros in account number:</b> Active</p> <p><b>Bank data search with wildcard at beginning and end:</b> Active</p> <p><i>Result:</i> Only Vendor 3 is returned.</p> <p>If <b>Ignore leading zeros in account number</b> was inactive, all three vendors would be returned.</p>
Bank data search with wildcard at end	Allow other characters at the end of the bank data. This is helpful when entries in the bank data on the invoice are incomplete or have not been transferred completely.
Bank data search with wildcard at beginning and end	Allow other characters at the start and end of the bank data. This is helpful when entries in the bank data on the invoice are incomplete or have not been transferred completely.
Identification using bank account and SWIFT	Search according to both the account number and SWIFT code.
Assign bank account to every bank key/SWIFT code	Search according to every combination of account number, bank code or SWIFT code, transferred from the invoice. That is, every account number is not searched individually, but in combination with its associated bank code or SWIFT code.
Identification using bank account and key	Search according to the combination of account number and bank code.
Search accuracy	Determines the maximum number of search results returned (based on the general search criteria). Use this to limit the number of results when searches generate too many matches.

**Vendor search 007 – Address data: Parameters**

/COCKPIT/C32

Parameter	Description
Structure	HEADERDATA or CHECKDATA The selected structure must match the address field types, below. That is, if the address fields are transferred as CHECKDATA fields, then CHECKDATA must be selected here.
Street	The street field name that is searched.
P.O. Box	The P.O. Box number field name that is searched.
P.O. Box postal code	The P.O. Box post code (ZIP code) field name that is searched.
Postal code	The post code (ZIP code) field name that is searched.
City	The city field name that is searched.

**Note:** You must enter the internal field names here, and not the transferred values.

**Vendor search 008 – Email address: Parameters**

/COCKPIT/C32

Parameter	Description
Structure	HEADERDATA or CHECKDATA The selected structure must match the email address field type, below. That is, if the email address field is transferred as a CHECKDATA field, then CHECKDATA must be selected here.
Email address	The email address field name that is searched. <b>Note:</b> You must enter the internal field name, and not the transferred values.

**Vendor search 009 – Telephone and fax number: Parameters**

/COCKPIT/C32

Parameter	Description
Structure	HEADERDATA or CHECKDATA The selected structure must match the address field types given below. That is, if the address fields are transferred as CHECKDATA fields, then CHECKDATA must be selected here.
Telephone 1	The telephone field name that is searched.
Fax number	The fax number field name that is searched.

**Note:** You must enter the internal field names here, and not the transferred values.

## Vendor search 010 – History table: Parameters

/COCKPIT/C32

The search works by comparing the search fields entered in the parameters from the database table /COCKPIT/TVDHIST with the transferred values of the invoice. The structure CI\_COCKPIT\_VENDHIST is incorporated in the table. All fields for the use of the search by means of the HistoryTable are to be incorporated in this structure. When an invoice is posted successfully via PROCESS DIRECTOR Accounts Payable, the respective table fields for the respective vendor are filled. If a new invoice is transferred to PROCESS DIRECTOR Accounts Payable and the fields used for the search exist on the invoice, with the values of the preceding posting procedures, the respective vendor is filled in.

Parameter	Description
Delete old history data	Deletes previous selections from
Search field	The primary field to be used for the search.
Search field is key field	If this is checked, only one value is saved in the history.
Search field	You can enter up to four further search fields, which must be available in the /COCKPIT/TVDHIST table. If the search produces multiple results, you can determine how the results should be handled in the <a href="#">Hit settings</a> .

## Creating document types

/COCKPIT/C11

Parameter	Description
PD Document type	A two-character ID for the PROCESS DIRECTOR Accounts Payable document type.
Description	Any description.

## Setting PO item determination

/COCKPIT/C25

Setting	Description
Company code	The buying organizational unit.
PD Document type	The PROCESS DIRECTOR document type.
Check: Purchase order unit Material number	Set each of these line-item fields to: <ul style="list-style-type: none"> <li><b>Check and allow automatic posting:</b> Compares the value for the field between the invoice and purchase order. If all checks pass, the line item is added to the invoice in PROCESS</li> </ul>

Setting	Description
Unit price Value to be invoiced Quantity to be invoiced Effective value	DIRECTOR. Further, these invoices can be posted automatically ( <a href="#">upon receipt</a> ). <ul style="list-style-type: none"> <li>• <b>C Checks and cancel automatic posting:</b> Same as above, but these invoices are blocked for automatic posting upon receipt.</li> <li>• <b>X No check:</b> No check comparison is made between the invoice and purchase order.</li> </ul>
No check of final delivery code	Enables the checks to be performed even though the <b>Delivery completed</b> indicator is set in the purchase order.
Carry out check despite final invoice code	Enables the checks to be performed even though the <b>Final invoice</b> indicator is set in the purchase order.
No check when print price set	No price checks are performed when the ... indicator is set in the purchase order.
No check when price estimated	No price checks are performed when the <b>Estimated price</b> indicator is set in the purchase order.
No quantity check or authorized, unlimited excess orders	No quantity check is performed when the <b>Unlimited (overdelivery allowed)</b> indicator is set in the purchase order.
No sequential organization of purchase order items	When the indicator is set, the purchase order items are not assigned to the invoice items in chronological order (i.e. in their chronological order in the purchase order), if no purchase order items are found by means of the set checks. As standard, the purchase order items are assigned to the invoice items in chronological order, if no purchase order items are found by means of the set checks.
Position type	...
Read missing service entries	...
Read missing goods receipt docs	When the indicator is set, the adequate performance entry is read, if the assigned purchase document contains performance items for which performance entries are available, but in the invoice there is no statement of performance entry sheet numbers. <p>The search of the goods receipt documents can be set with the following options:</p> <ul style="list-style-type: none"> <li>• <b>Search GR documents with reference only.</b> The goods receipt is only searched via the reference (the goods receipt document)</li> <li>• <b>1 Search GR documents also over value/amount, no posting.</b></li> <li>• <b>2 Search GR documents also over value/amount with posting.</b></li> </ul>

Setting	Description
Accept ERS items	A check comparison is also made of Evaluated Receipt Settlement (ERS) line items.

## Set the handling of units of measure from the PO

/COCKPIT/C44

Setting	Description
Company code	The buying organizational unit.
PD Document type	The PROCESS DIRECTOR Accounts Payable document type.
Units from the purchase order	<p>The method for adding the units (for quantities) to the PROCESS DIRECTOR Accounts Payable document:</p> <ul style="list-style-type: none"> <li>• <b>Get unit from the purchase order:</b> Units are always gotten from the purchase order.</li> <li>• <b>X Do not get unit from purchase order item:</b> Units are always gotten from the transferred invoice.</li> <li>• <b>N Transfer unit from purchase order item (if not entered):</b> Units are only gotten from the purchase order if they are not transferred on the invoice.</li> </ul>

## Activate additional checks

/COCKPIT/C5

Setting	Description
Company code	The buying organizational unit.
PD Document type	The PROCESS DIRECTOR document type.
Validation type	<p>The PROCESS DIRECTOR check:</p> <ul style="list-style-type: none"> <li>• <a href="#">0001 - Deviation between invoice and order price</a></li> <li>• <a href="#">0002 - The vendor is the one listed on the purchase order</a></li> <li>• <a href="#">0003 - Invoice quantity is more than the delivered but not yet invoiced amount</a></li> <li>• <a href="#">0004 - Bank details on the invoice are identical to those in the master data</a></li> <li>• <a href="#">0005 - Document already exists (duplicate)</a></li> <li>• <a href="#">0006 - The company code is the same one listed on the purchase order</a></li> <li>• <a href="#">0007 - The invoice amount exceeds the limit</a></li> <li>• <a href="#">0009 - Check house bank ID and/or partner bank type</a></li> <li>• <a href="#">0010 - Check selected rate and amount</a></li> </ul>

Setting	Description
	<ul style="list-style-type: none"> <li>• 0011 - Amount calculated is more than the amount ordered</li> <li>• 0012 - Correct purchase order item</li> <li>• 0013 - Invoicing party is blocked</li> <li>• 0014 - Unplanned delivery costs in FI document</li> <li>• 0015 - Correct tax data</li> <li>• 0016 - Limit exceeded</li> <li>• 0017 - Employee tolerances</li> <li>• 0018 - Withholding tax base amount was not entered or is 0</li> <li>• 0019 - Goods receipt missing (only for icon and debit advice)</li> <li>• 0020 - Employee tolerances with cash discount</li> <li>• 0021 - Down payments</li> </ul> <p><b>Note:</b> There is no validation type 0008.</p>
Time	<p>The time(s) at which the check is performed:</p> <ul style="list-style-type: none"> <li>• <b>1 Document transfer and park (via BAPI)</b></li> <li>• <b>2 Document transfer and post (via BAPI)</b></li> <li>• <b>3 Park document in PROCESS DIRECTOR (via BAPI)</b></li> <li>• <b>4 Post document in PROCESS DIRECTOR (via BAPI)</b></li> <li>• <b>5 Park/post document in PROCESS DIRECTOR (via SAP transaction)</b></li> <li>• <b>6 Check document in PROCESS DIRECTOR</b></li> <li>• <b>7 Create/update document from SAP document</b></li> </ul> <p><b>Note:</b> You may leave the <b>Time</b> field empty, which will force the check to be performed at all of the above times (for example, upon transfer, when posted, when the <b>Check</b> button is pressed, and so on).</p>
Description	<p>The name of the check (cannot be changed). See <b>Validation type</b>, above.</p>
Message	<p>The type of message that is generated when the check fails:</p> <ul style="list-style-type: none"> <li>• <b>I Information</b></li> <li>• <b>W Warning</b></li> <li>• <b>E Error message</b></li> <li>• <b>X Error message, no posting</b></li> </ul> <p>The first three message type are different kinds of information messages. Only the icon used in the message log is different. However, you can also classify which messages are highlighted as errors.</p> <p><b>X - Error message, no posting</b> is the only type of message that prevents documents from being posted if they fail the check.</p>

Setting	Description
Detail view	Some checks have additional options that can be configured. See the descriptions for each check for details.

### Additional check 0001 - Deviation between invoice and order price

This is a price check to ensure that the price on the invoice is the same (or within specified tolerances) as that on the purchase order.

Setting	Description
Currency	The currency of the <b>Gross amount</b> to use for the check.
Gross amount	The gross amount limit that activates the check. For example: Gross amount = 10000.00 Currency = EUR The check is performed on all invoices above 10000EUR, or its equivalent in other currencies.
Check tolerance limits	Checks the price variance tolerance limits set in /OMR6 (tolerance key <b>PP</b> ). <b>Note:</b> This setting overrides all other options for this check. That is, <b>Currency</b> , <b>Gross amount</b> and <b>Exact price</b> are ignored.
Exact price	The amounts on the invoice must be exactly the same as those on the purchase order.

### Additional check 0002 - The vendor is the one listed on the purchase order

This check ensures that the vendor on the invoice is the same as the one on the purchase order.

Setting	Description
Take account of head office	Headquarters to branch relationships in the master data are also checked.
Take account of alternative payee	Any alternative payee is also checked.
Take account of ref. alternative payee	The alternative payee(s) in the vendor master data is also checked.
Take account of partner roles	Partner roles in the purchase order are also checked.
Partner role	When <b>Take account of partner roles</b> is active, enter up to four partner roles to be checked.
Message for missing vendor data	Add an entry to the message log if vendor data is missing.

### Additional check 0003 - Invoice quantity is more than the delivered but not yet invoiced amount

This is a quantity check to ensure that the quantity of goods on the invoice is not greater than that received (the quantity on the goods receipt).

Setting	Description
Goods receipt blocked stock	Goods receipt blocked stock is not included in the check.
Cancel automatic posting if no goods receipt expected	Blocks automatic posting if no goods receipt is expected.
No message if no GR expected	No entry is added to the message log if no good receipt is expected.

### Additional check 0004 - Bank details on the invoice are identical to those in the master data

This check is used to ensure that the bank data on the invoice is the same as that in the vendor master data.

Setting	Description									
Message if no bank data	Add an entry to the message log if no bank data for the vendor has been transferred from INVOICES.									
1 bank in master segment enough	If this option is checked, not all the bank data that has been transferred will be checked as long as one of the transferred banks can be found in the vendor master data.									
Ignore missing bank master data	The check passes even if there is no bank data in the vendor master data.									
Take account of head office	Checks the bank data of the vendor's head office in addition to those of the vendor.									
Take account of alternative payee	Checks the bank data of any alternative payee in addition to those of the vendor.									
Take account of ref. alternative payee	Checks the bank data of the alternative payee(s) in the vendor master data in addition to those of the vendor.									
Check SWIFT code	<p>Checks that the SWIFT code on the invoice for the specific bank data record matches the SWIFT code for the same bank data record in the vendor master data.</p> <p><b>Example</b></p> <p><i>Vendor master data</i></p> <table border="1"> <thead> <tr> <th>Bank key</th> <th>Bank account</th> <th>SWIFT</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>1000</td> <td>ABC</td> </tr> <tr> <td>10</td> <td>2000</td> <td></td> </tr> </tbody> </table>	Bank key	Bank account	SWIFT	10	1000	ABC	10	2000	
Bank key	Bank account	SWIFT								
10	1000	ABC								
10	2000									

Setting	Description																					
	<p><i>Invoice 1</i></p> <table border="0"> <tr> <td>Bank key</td> <td>Bank account</td> <td>SWIFT</td> </tr> <tr> <td>10</td> <td>1000</td> <td>ABC</td> </tr> </table> <p><b>Result:</b> Match</p> <p><i>Invoice 2</i></p> <table border="0"> <tr> <td>Bank key</td> <td>Bank account</td> <td>SWIFT</td> </tr> <tr> <td>10</td> <td>2000</td> <td>ABC</td> </tr> </table> <p><b>Result:</b> No match - The SWIFT code differs for this bank data record. (Even though the SWIFT code for bank 10 is ABC, this is not recorded for this specific bank record.)</p>	Bank key	Bank account	SWIFT	10	1000	ABC	Bank key	Bank account	SWIFT	10	2000	ABC									
Bank key	Bank account	SWIFT																				
10	1000	ABC																				
Bank key	Bank account	SWIFT																				
10	2000	ABC																				
Check IBAN	<p>Checks that the IBAN on the invoice for the specific bank data record matches the IBAN for the same bank data record in the vendor master data.</p> <p><b>Example</b></p> <p><i>Vendor master data</i></p> <table border="0"> <tr> <td>Bank key</td> <td>Bank account</td> <td>IBAN</td> </tr> <tr> <td>10</td> <td>1000</td> <td>101000</td> </tr> <tr> <td>10</td> <td>2000</td> <td></td> </tr> </table> <p><i>Invoice 1</i></p> <table border="0"> <tr> <td>Bank key</td> <td>Bank account</td> <td>IBAN</td> </tr> <tr> <td>10</td> <td>1000</td> <td>101000</td> </tr> </table> <p><b>Result:</b> Match</p> <p><i>Invoice 2</i></p> <table border="0"> <tr> <td>Bank key</td> <td>Bank account</td> <td>IBAN</td> </tr> <tr> <td>10</td> <td>2000</td> <td>102000</td> </tr> </table> <p><b>Result:</b> No match - The IBAN differs for this bank data record. (Even though the IBAN on the invoice may be correct, there is no IBAN recorded in the master data for this specific bank record.)</p>	Bank key	Bank account	IBAN	10	1000	101000	10	2000		Bank key	Bank account	IBAN	10	1000	101000	Bank key	Bank account	IBAN	10	2000	102000
Bank key	Bank account	IBAN																				
10	1000	101000																				
10	2000																					
Bank key	Bank account	IBAN																				
10	1000	101000																				
Bank key	Bank account	IBAN																				
10	2000	102000																				
Find and check SWIFT code	<p>Checks that the SWIFT code on the invoice matches the SWIFT code in the vendor master data. In comparison with the <b>Check SWIFT code</b> setting, the SWIFT code here does not have to be in the same bank data record for a match to occur.</p>																					

Setting	Description
	In the example above for the <b>Check SWIFT code</b> setting, the check for <i>Invoice 2</i> would result in a match.
Find and check IBAN	Checks that the IBAN on the invoice matches the IBAN in the vendor master data. In comparison with the <b>Check IBAN</b> setting, the IBAN here does not have to be in the same bank data record for a match to occur.  In the example above for the <b>Check IBAN</b> setting, the check for Invoice 2 would result in a match.

### Additional check 0005 - Document already exists (duplicate)

This check ensures that an invoice has not already been received. It compares values for the selected fields below with those in other documents.

The following checks are performed together to form an AND relationship. That is, each check activated here must be TRUE for the entire document duplicate check to fail.

Setting	Description
Check on company code	Check if the company code exists on another invoice.
Check vendor's account number	Check if the vendor's account number exists on another invoice.
Check date of document	Check if the date is the same on another invoice.
Check reference document number	Check if the reference document number exists on another invoice.
Check gross amount	Check if the gross amount is the same on another invoice.
Check on currency key	Check if the currency key is the same on another invoice.
Check purchase document number	Check if the purchase order number is the same on another invoice.
Check archive document ID or barcode	Check if the archive document ID or barcode are the same on another invoice.
Check on another freely-selectable field	Another field, the value for which PROCESS DIRECTOR Accounts Payable also checks exists on another invoice.
Deactivate SAP check on duplicate invoices	SAP's own check for duplicate invoices is deactivated.

### Additional check 0006 - The company code is the same one listed on the purchase order

This check ensures that the company code on the invoice is the same as the one on the purchase order.

### Additional check 0007 - The invoice amount exceeds the limit

This check fails if the total gross amount of the invoice is greater than that specified below.

Setting	Description
Currency	The currency used when checking the <b>Gross amount</b> .
Gross amount	The total gross amount of the invoice.

### Additional check 0009 - Check house bank ID and/or partner bank type

This checks sees if a value exists for any of the two fields below. The check should be activated if you are using SAP 4.6b, because these fields are not supported by BAPI. It should also be activated if these fields are hidden in BAPI.

Setting	Description
Check the house bank ID	Check if a value for this field exists in the PROCESS DIRECTOR Accounts Payable document.
Check for partner bank type	Check if a value for this field exists in the PROCESS DIRECTOR Accounts Payable document.

### Additional check 0010 - Check selected rate and amount

The check is carried out when the data in PROCESS DIRECTOR Accounts Payable is completed. This error message was introduced because SAP systems, 4.6b and 4.6c with < PL33, did not support the check. Thus, it is important that incomplete data is transferred for posting.

### Additional check 0011 - Calculated quantity is more than the ordered quantity

This check compares the quantity/quantities on the invoice with those on the purchase order.

### Additional check 0012 - Correct purchase order item

This additional check views the correct assignment of the purchase order item to the invoice item.

### Additional check 0013 - Invoicing party is blocked

This check verifies that the vendor on the invoice is not blocked.

### Additional check 0014 - Unplanned delivery costs in FI document

This check sees if there are any unplanned delivery costs in the invoice.

### Additional check 0015 - Correct tax data

This check ensures that the tax information in the invoice header is consistent with the tax information in the line items and accounting lines.

Setting	Description
Overwrite PROCESS DIRECTOR Accounts Payable message	<p>This parameter indicates whether the message type stored in PROCESS DIRECTOR Accounts Payable is used if the entered tax amount is different to the calculated amount, or whether the code entered in SAP customizing for tax codes is used.</p> <p>Inactive - PROCESS DIRECTOR Accounts Payable configuration is used.</p> <p>Active - SAP tax code customizing is used. If the <b>Check code</b> checkbox is highlighted, the system issues an error message and posting is canceled; otherwise, the system issues a warning message.</p>

### Additional check 0016 - Limit exceeded

This check applies to limit purchase orders. Limit POs are a type of purchase order that envisages more than one invoice being issued in the future for the ordered items. When creating the PO, you set an overall limit on the total value and/or quantity of all future associated invoices. Using the **Limit exceeded** check, you can check that the total amount/quantity of the invoices does not exceed the associated limit PO.

### Additional check 0017 - Employee tolerances

This check verifies the **Gross amount** from the header and the **Net amount** from the accounting/item line against the tolerance limits customized in SAP transaction OBA4. If the limits are exceeded, a message is displayed.

Group	<input type="text"/>		
Company code	<input type="text" value="1000"/>	ReadSoft AG	Frankfurt am
Currency	<input type="text" value="EUR"/>		
<b>Upper limits for posting procedures</b>			
Amount per document	<input type="text" value="10,000.00"/>		
Amount per open item account item	<input type="text" value="1,000.00"/>		
Cash discount per line item	<input type="text" value="12,000"/>	€	

If you also want to check the cash discount percentage, use check [020 Employee tolerances with cash discount](#) instead.

### Additional check 0018 - Withholding tax base amount was not entered or is 0

This check ensures that there is an amount entered for the withholding tax if the vendor is liable to pay withholding taxes.

Setting	Description
Check FI documents	Apply this check to FI documents.
Check MM documents	Apply this check to MM documents.
Withholding tax base amount entered manually	This parameter prohibits the <b>Withholding tax base</b> amount to be 0. That is, a non-zero value must be entered.

### Additional check 0019 - Goods receipt missing (only for icon and debit advice)

This check is used with the [Invoice reduction](#) feature and verifies if a goods receipt is missing.

### Additional check 0020 - Employee tolerances with cash discount

This check verifies the **Gross amount** from the header, the **Net amount** from the accounting/item line, and the **Cash discount percentage 1** against the tolerance limits customized in SAP transaction OBA4. If the limits are exceeded, a message is displayed.

Group	<input type="text"/>		
Company code	1000	ReadSoft AG	Frankfurt am
Currency	EUR		
<b>Upper limits for posting procedures</b>			
Amount per document	<input type="text"/>	10,000.00	
Amount per open item account item	<input type="text"/>	1,000.00	
Cash discount per line item	<input type="text"/>	12,000	%

If you only want to check the gross and net amounts, use check [017 Employee tolerances](#) instead.

### Additional check 0021 - Down payments

This check checks for existing vendor down payments and (if activated) down payments on all purchase orders in the document. Messages are issued if down payments exist.

Setting	Description
No check on down payments on PO	Select to check only vendor down payments, and not down payments on the purchase order.
Include credit notes	Run the check for credit notes as well as invoices.

## Define tolerance limits

### OMR6

This item in the PROCESS DIRECTOR Accounts Payable IMG is a shortcut to OMR6. Here you can define the price variance (using the **PP** tolerance key) tolerance limits that are used when **Check tolerance limits** is activated in [Additional check 0001 - Deviation between invoice and order price](#).

## Controlling error display in detail screen and selection criteria

### /COCKPIT/C28

Setting	Description
Active	Highlights fields with warnings and/or error messages.
Message type	<ul style="list-style-type: none"> <li>• <b>E Error message</b>. Highlight only fields with errors.</li> <li>• <b>W Warning</b>. Highlights both fields with errors and warnings.</li> </ul>
Maximum number of hits	The default value for this field in the /COCKPIT/1 selection screen.

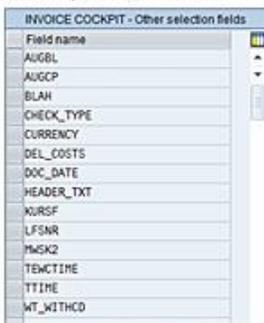
## Define other fields and field characteristics

### Defining other selection fields

#### /COCKPIT/C19

You maintain a list here of fields that are displayed in the **Other selection fields** dialog in /COCKPIT/1.

#### Fields you list here...



...appear here.



## Defining other detail fields

/COCKPIT/C20

You maintain a list here of fields that are displayed in the **Others** tab when viewing documents.

Fields you list here...



...appear here.



**Note:** A maximum of 132 characters can be displayed in these fields. For details about this restriction, see [http://help.sap.com/abapdocu\\_702/en/abenabap\\_dynpros\\_fields.htm](http://help.sap.com/abapdocu_702/en/abenabap_dynpros_fields.htm).

## Set mandatory fields

/COCKPIT/C3

Setting	Description
Company code	The buying organizational unit.
Structure	The type of field: <ul style="list-style-type: none"> <li>CHECKDATA (used to identify the vendor)</li> <li>HEADER (header data)</li> <li>ITEM (line item data)</li> <li>TAX (tax data)</li> <li>ACCOUNT (account assignment data)</li> <li>ACCASS (multi-account assignment data)</li> <li>SORDER (purchase order data)</li> <li>CPD (one-time vendor)</li> </ul>
SAP field	The name of the field in PROCESS DIRECTOR Accounts Payable that is mandatory. That is, the field must have a value before the document can be posted or performed.

## Creating field status and assigning field characteristics

/COCKPIT/C23

### Field status identification

Setting	Description
Field status	The name/ID of the field status.
Header data can only be displayed	Display all header fields as read-only.
Display invoice items only	Display all line-item fields as read-only.
Only display account assignment	Display all account assignment fields as read-only.
No account assignment line with MM invoices	The account assignment fields for FI items in MM documents are hidden.
Display withholding tax only	Display withholding tax fields as read-only.
Display tax only (no entry)	Display tax fields as read-only.

### Screen variants

Here you can assign screen variants for the **Invoice items**, **Account Assignments**, **PO Account Assignments** and **PO Data** grids. See the SAP documentation for information on creating screen variants.

### Characteristic value of status

Setting	Description
Structure	<p>The type of field:</p> <ul style="list-style-type: none"> <li>• CHECKDATA (used to identify the vendor)</li> <li>• HEADER (header data)</li> <li>• ITEM (line item data)</li> <li>• TAX (tax data)</li> <li>• ACCOUNT (account assignment data)</li> <li>• ACCASS (multi-account assignment data)</li> <li>• SORDER (purchase order data)</li> </ul>
Internal field name	The name of the field in PROCESS DIRECTOR Accounts Payable.
Display	<ul style="list-style-type: none"> <li>• <b>D Only display.</b> Display the field as read-only.</li> <li>• <b>H Hide.</b> Do not display the field</li> </ul>

Setting	Description
	<ul style="list-style-type: none"> <li>• <b>M Mandatory field.</b> Force a value to be entered for the field before the document can be saved.</li> <li>• <b>Normal field.</b> A field whose value can be changed.</li> </ul>

## Using field status

/COCKPIT/C24

Setting	Description
Company code	The buying organizational unit.
PD Document type	The PROCESS DIRECTOR Accounts Payable document type.
Field status	The name/ID of the field status (see <a href="#">/COCKPIT/C23</a> ).

## Activating special authorizations

/COCKPIT/C14

Setting	Description
Authorization object	The name of the SAP authorization object employed to permit access PROCESS DIRECTOR Accounts Payable. If no authorization object is specified, all SAP users can access PROCESS DIRECTOR Accounts Payable.

## Setting message display and log procedure

/COCKPIT/C27

Setting	Description
Company code	The buying organizational unit.
PD Document type	The PROCESS DIRECTOR Accounts Payable document type.
Show message display window	<p>The time(s) when the <b>Message log</b> window is displayed:</p> <ul style="list-style-type: none"> <li>• <b>With all messages:</b> Messages window is displayed for all kinds of messages.</li> <li>• <b>W With warnings and errors:</b> Messages window is displayed for warnings or error messages.</li> <li>• <b>E With errors:</b> Messages window is displayed for error messages only.</li> </ul>
No message history upon execution	This setting determines whether or not to suppress the function that logs and stores messages generated during the posting transaction when executing PROCESS DIRECTOR documents.

Setting	Description
No notification at processor change	A message popup does not appear when the processor of a document is changed.
Reject document (WC required)	A note must be created before a document can be rejected. To use this feature, you must have installed and activated WORK CYCLE.
Rejection Reason	A <a href="#">rejection reason</a> must be selected before a document can be rejected.

## Set display of the archived document screens

/COCKPIT/C21

Setting	Description
Browser not amodal	When the indicator is set, the archived document images are displayed in the standard web browser. The standard web browser has to support the display of the used document type. As the standard, the Performance Assistant available as of R/3 4.6c, is used for the display of the document images
Auto. screen display when jumping to transactions	When the indicator is set, the screen is opened automatically in a separate window before a transaction from the PROCESS DIRECTOR Accounts Payable detailed image is performed, in order to make the screen available for the user of the standard transaction (MIRO, FB60, etc.).
Automatically close ext. application for screen display	When the indicator is set, the application is closed if PROCESS DIRECTOR Accounts Payable document is closed.
Image transfer	<p>Determines whether the image is always loaded from the web server. The image stored in the archive is not touched in doing so. This setting is only applicable when using archive scenarios 1 or 3.</p> <ul style="list-style-type: none"> <li>• <b>Archive first (if possible URL), the web server (URL)</b></li> <li>• <b>X Web server first (URL), then archive (if possible URL)</b></li> </ul> <p><b>Note:</b> If the image is deleted from the web server, it can no longer be viewed in the Web Application. It can only be viewed using PROCESS DIRECTOR Accounts Payable and WORK CYCLE in SAP using the <b>Services for Object &gt; Attachment list</b> menu.</p> <ul style="list-style-type: none"> <li>• <b>Y Archive first (image data), the web server (URL)</b></li> </ul>
HTML control	This is used for the display of the document images in the docked condition. The HTML control is based on an internet explorer installation; that means that the IE has to support the used document type for the display. As standard the EAI control contained in the SAP standard as of R/3 4.6 is used for the display in the docked condition. The use of the EAI control is released in the SAP Customizing. If the internet explorer is equipped with the respective plug-ins, the display can also take place without the EAI control.
Dock control	The display of document images can be carried out in a separate window or in the work area. The following options are available:

Setting	Description
	<ul style="list-style-type: none"> <li>• <b>0 No docking</b></li> <li>• <b>1 Dock left</b></li> <li>• <b>8 Dock right</b></li> </ul> <p><b>Note:</b> Image docking is not supported on ITS/WEBGUI.</p>

## Setting selection of archive document type

/COCKPIT/C18

This table overwrites the default settings for the archive document type configured by company code and document type (BLART).

It is recommended that this table be left empty if the company code (COMP\_CODE) and document type (BLART) are not filled in and default values are used.

Setting	Description
Company code	The buying organizational unit.
Type	The assignment of the archive document type can be set differently depending on document types. PROCESS DIRECTOR Accounts Payable initially tries to read specific entries for the document type. When there are no specific entries for the document type, an entry, with an empty document type, is read. This entry applies for all document types for which no entry has been entered.
Use notes	<p>The type of note to be archived:</p> <ul style="list-style-type: none"> <li>• <b>Document screen:</b> The invoice image transferred to PROCESS DIRECTOR Accounts Payable.</li> <li>• <b>W WORK CYCLE notes:</b> Notes created in WORK CYCLE and belonging to a workflow.</li> <li>• <b>I Internal notes:</b> Notes created in PROCESS DIRECTOR Accounts Payable that can only be viewed in PROCESS DIRECTOR Accounts Payable.</li> <li>• <b>1 External emails:</b> Emails sent from PROCESS DIRECTOR Accounts Payable to an email address.</li> <li>• <b>2 External letters/faxes:</b> Letters or faxes generated by PROCESS DIRECTOR Accounts Payable.</li> <li>• <b>U WORK CYCLE upload:</b> Document attachments and invoice images uploaded in WORK CYCLE.</li> <li>• <b>E Visualization of an e-invoice (IDoc, etc.):</b> Images created by PROCESS DIRECTOR Accounts Payable to visually represent electronic invoices.</li> </ul> <p><b>Note:</b> These images are not archived! They are only for display purposes.</p> <ul style="list-style-type: none"> <li>• <b>R Rescan:</b> Document images created using the INVOICES Rescan function and sent to PROCESS DIRECTOR Accounts Payable.</li> </ul>
Doc. type	The document type used for archiving.

## Set reversal document

/COCKPIT/C56

Setting	Description
Company code	The buying organizational unit.
PD Document type	The PROCESS DIRECTOR Accounts Payable document type.
Reason	The reversal reason. If you want documents to be reversed without displaying a pop-up window to the user, you must specify a value here.
Posting date	The date for the document reversal. If no value is specified here, and: <ul style="list-style-type: none"> <li>The <b>Pop-up</b> is activated: Users can specify their own value.</li> <li>The <b>Pop-up</b> is not activated: The posting date of the original document is used for the reversal.</li> </ul> <p><b>Note:</b> If the <b>Sys Date</b> setting is enabled and a <b>Posting Date</b> has also been entered, the <b>Sys Date</b> overrides it.</p>
Period	The posting period for the document reversal. If no value is specified here, and: <ul style="list-style-type: none"> <li>The <b>Pop-up</b> is activated: Users can specify their own value.</li> <li>The <b>Pop-up</b> is not activated: The period of the original document is used for the reversal.</li> </ul>
Clear	<i>For MM documents only</i> The corresponding vendor items are automatically cleared. If <b>Clear</b> is not selected, the vendor items must be manually cleared by the user using F-44. <b>Note:</b> The clearing of vendor items occurs automatically for FI documents. There is no option to perform this manually.
Pop-up	Displays a pop-up window after the user has selected <b>Document &gt; Reverse</b> . In this window, the user can specify the <b>Reversal reason</b> , <b>Posting date</b> and the <b>Period</b> .
Sys Date	Uses the current system date for the reversed document.

## PD integration

/COCKPIT/C68

Setting	Description
Company code	The buying organizational unit.
PD Document type	The PROCESS DIRECTOR Accounts Payable document type.
Object	The PROCESS DIRECTOR document type to map to.

Setting	Description
Mapping ID	An identifier for the PROCESS DIRECTOR document type mapping that should be used for the transfer.
Finalize	Selecting this check box does not allow the document to be edited after being transferred to PROCESS DIRECTOR.
Description	A description of the mapping ID. This description is displayed to users in the <b>Transfer to PD</b> popup, so it should indicate which type of document will be created.

## Settings for one-time vendors

### Define one-time vendor account automatically

/COCKPIT/C33

Setting	Description
Company code	The buying organizational unit.
Name	The name of the CPD (one-time) vendor. Wildcards are allowed. Example: <b>A*</b> includes all vendors whose names start with "A".
Vendor	The CPD account.
Automatic post	Permits documents from these vendors to be posted automatically, upon receipt.

### Fill one-time vendor fields during data transfer

/COCKPIT/C34

Setting	Description
Structure	The type of field that the CPD fields are. <ul style="list-style-type: none"> <li>CHECKDATA (used to identify the vendor)</li> <li>HEADER (header data)</li> </ul>
[SAP CPD fields] = [PROCESS DIRECTOR Accounts Payable fields]	The field mapping between the CPD fields and the PROCESS DIRECTOR Accounts Payable fields. <b>Important: Name 1 must be filled in!</b>

## Set external message dispatch

### Message design

/COCKPIT/C35

Setting	Description
Message	The ID of the message.
Description of the email	The description of the message. When PROCESS DIRECTOR Accounts Payable users send messages, this description appears in both the drop-down list of available messages, and is the default subject.
Text ID for email	The ID of the text message. Click  to jump to /SE61 to create or edit the text. The <b>Document class</b> in SE61 must be set to <b>General text</b> .
Field display	Select an option for display of the <b>Reject document</b> field in the <b>Send message</b> popup: <b>N Normal field</b> - the field is displayed and can be edited <b>D Only display</b> - the field is displayed but cannot be edited <b>H Hide</b> - the field is not displayed <b>M Mandatory field</b> - the field is displayed and must be filled
Default for reject	Makes the message the default for the documents that have been rejected in PROCESS DIRECTOR Accounts Payable.

### Message use

/COCKPIT/C42

Setting	Description
Company code	The buying organizational unit.
PD Document type	The PROCESS DIRECTOR Accounts Payable document type.
Message	The ID of the message.
Archive type	The message type: <ul style="list-style-type: none"> <li>• <b>1 External email</b></li> <li>• <b>2 External letters</b></li> <li>• <b>3 External fax</b></li> </ul>
Document type	Optional. The archive document type used for archiving. The available document types are ones that are specified in OAC2. If you do not specify an archive document, the message is still sent or printed, just not archived.

Setting	Description
Doc type	The file format used for the message: <ul style="list-style-type: none"> <li>• <b>H HTML</b></li> <li>• <b>P PDF</b></li> </ul>
Smart Form ID for layout	Optional. An SAP Smart Form to use for the message.

## Follow-up flags

### Basic settings

/COCKPIT/C49

Setting	Description
Activate flags	Specifies whether follow-up flags are available and can be used (both built-in and custom flags). If they are not active, the <b>Documents &gt; Follow up</b> menu item in PROCESS DIRECTOR Accounts Payable does not appear.
Activate checks	Activates checks for price and quantity deviations. If this option is not activated, the follow-up flag icons for price and quantity deviations will not be displayed.

### Define customer follow-up flags

/COCKPIT/C50

Setting	Description
Follow-up	Any two-character ID that uniquely identifies the follow-up flag.
Icons	Use Search Help (F4) to select an icon from the image library.
Sequence	If more than one follow-up flag is set for a document, the sequence number is used to determine which icon is displayed in the PROCESS DIRECTOR document list view. The flag with the lowest sequence number has the highest priority and is displayed. <b>Note:</b> The <b>Sequence</b> setting does not affect which icon is displayed in the document detail view—it is always the follow-up flag which was set <i>last</i> .
Clear posted*	Specifies whether the flag should be automatically cleared when the document is posted.
Clear paid*	Specifies whether the flag should be automatically cleared when the document is paid.
Clear WC*	Specifies whether the flag should be automatically cleared when a workflow for a document is started.
Remove	Disables the flag. Specifically: <ul style="list-style-type: none"> <li>• Removes the flag from the search help, therefore preventing it from being selected by users.</li> </ul>

Setting	Description
	<ul style="list-style-type: none"> <li>Disables the ability of the flag to be set automatically.</li> <li>If a (built-in) system flag overrides the customer flag, the system flagged is also not displayed.</li> </ul>
Description	A short explanation of the flag, which appears when viewing and selecting follow-up flags.

\* You must run the [PAYMENT\\_CONTROL](#) program to clear these flags if **Clear posted**, **Clear paid**, or **Clear WC** are activated. That is, activating these settings alone does not remove the flag after the respective condition has been met.

### Define customer-specific follow-up flag for additional check

/COCKPIT/C59

Setting	Description
Valtyp	The <a href="#">type of additional check</a> .
Description	An explanation of the follow-up flag.
Reduction	The price or quantity reduction.
Follow-up	Any two-character ID that uniquely identifies the follow-up flag.
Icon	The icon for the follow-up flag.
Description	A short description of the flag.

### Availability

/COCKPIT/C48

Setting	Description
Follow-up	The two-character ID for the follow up flag.
Company code	The buying organizational unit.
PD Document type	The PROCESS DIRECTOR Accounts Payable document type.

### Attachment added flag exclude

/COCKPIT/C51

Setting	Description
Object type & Document type	The business object and document type combination for which the <a href="#">AT attachment flag</a> will not be set if a file of this type is attached to a PROCESS DIRECTOR Accounts Payable document.

## Invoice reduction

### Basic settings

/COCKPIT/C60

Setting	Description
InvRed. active	Activates the <a href="#">invoice reduction</a> function.

**Note:** When you are setting this option for the first time, you need to click **New Entries** in the edit mode.

### Document settings

/COCKPIT/C61

These are the parameters for the debit advice document, as well as for the PDF attachment that is created when the PROCESS DIRECTOR debit advice document is posted.

Setting	Description
Company Code	The company code that the Invoice reduction function is activated for. Leaving it blank specifies that it is active for all company codes.
PD doc. type	The PROCESS DIRECTOR document type that the Invoice reduction function is activated for. Leaving it blank specifies that it is active for all the document types.
Reference	The text that is displayed in the <b>Reference</b> field of the debit advice document (header data). If you enter an ampersand sign (&), the value of the <b>Reference</b> field in the original invoice is appended to this text.
Doc. Header Text	The text that is displayed in the <b>Header text</b> field of the debit advice document (header data).
Text	The text that is displayed in the <b>Text</b> field of the debit advice document (header data).
PD doc. type	The document type that is assigned to the created PROCESS DIRECTOR debit advice documents. Any document type defined in /COCKPIT/C11 can be selected.
SmartForm MM for PDF	The Smart Form that is used to create the PDF document that is attached to the debit advice and can be sent to the supplier. The /COCKPIT/DEBITADVICE Smart Form is available as a template that can be copied and adapted as required.
Document type	The archiving document type for the PDF.
Reason	Enter the name of a line item field. The reason entered by the workflow processor during invoice reduction is then entered in this field.
Spool	Select this check box to send the created outgoing debit advice document to the spool of the current user. The user can then define how the document should be printed (printing does not occur automatically).
Name	The name of the spool request.

Setting	Description
User	The name of the user who produced the spool request.
Email	Select this check box to send the created outgoing debit advice document to the vendor by email. The email is sent to the email address in the vendor master record. If no email address is maintained, an error message is displayed.
Description	The subject of the email.
Email text ID	The text of the email (defined in SE61). Placeholders and HTML email are not supported.
Sender	The email address of the sender of the email.
BCC	The email address to which a blind copy of the email will be sent.

## Reasons

/COCKPIT/C62

Setting	Description
Order	The order in which the reduction reasons appear in the selection list.
Text	The reasons that users can select when creating invoice reductions.

## WORK CYCLE

/COCKPIT/C63

Setting	Description
Workflow step ID	The IDs of the workflow steps that are available for invoice reduction.
Reduction	The type of invoice reduction (price, quantity or blank for both).

## Rejection reasons

### Rejection reasons: Definitions

/COCKPIT/C66

Setting	Description
Rej.Reason	Rejection reason ID (three digit, alphanumeric).
Rejection reason	Rejection reason description.

## Rejection reasons: Assignments

/COCKPIT/C67

Setting	Description
Company code	The buying organizational unit.
PD document type	The PROCESS DIRECTOR Accounts Payable document type.
Rej.Reason	Rejection reason ID.
Rejection reason	Rejection reason description.

## Amendments

### Customer-specific customizing

/COCKPIT/C45

Setting	Description
Transaction code	The transaction code to activate.
Transaction text	The transaction text.
	Executes the transaction code.

### Activate and set REPETITOR

/COCKPIT/C8

Setting	Description
Company code	The buying organizational unit.
PD Document type	The PROCESS DIRECTOR Accounts Payable document type.
Posting FI	The posting setting for FI documents after transfer (see below).
Posting MM	The posting setting for MM documents after transfer (see below).

## Posting settings

Setting	Description
01 Park	Park error-free documents.
02 Post	Post error-free documents.
03 Attempt to post, then park	Attempt to post documents. If the document cannot be posted, attempt to park it.
04 No attempt	No action is performed on the document upon its transfer.
05 Check	The additional checks configured for the document are executed.

## Activating User Exits

/COCKPIT/C13

Setting	Description
User exits	The ID of the PROCESS DIRECTOR Accounts Payable template the User Exit is based on. It is necessary for the correct connection of the User Exit to the processes to be adjusted.
Company Code	The buying organizational unit for which the User Exit is activated.
PD DocType	The PROCESS DIRECTOR Accounts Payable document type for which the User Exit is activated.
Function module	The name of the User Exit.
No standard	Indicates the User Exit replaces standard functionality in PROCESS DIRECTOR Accounts Payable. For example, you would check <b>No standard</b> for <a href="#">User Exit 001 – Determination of the tax code</a> , which replaces the standard configuration table in <a href="#">/COCKPIT/C15</a> .
Deactivate	Select this check box to deactivate the selected User Exit for the specified settings. In <a href="#">/COCKPIT/C13_DEACT</a> you can deactivate User Exits for the current user.
	Shortcut to view and edit the User Exit.

## Setting other functions

/COCKPIT/C26

Displays menu items to execute custom functions. Use [User Exit 12](#) to link the menu item to the function.

Setting	Description
Company code	The buying organizational unit.
PD Document type	The PROCESS DIRECTOR Accounts Payable document type.
Activate customer functions	Enable the custom menu in /COCKPIT/1.
Menu description	The name of the menu.

## Customer specific function 1-6

Setting	Description
Description	The name of the menu item.
Icon	An icon to use for the menu item. (Optional)
Op. mode	Specifies whether the function should lock the document (no other changes permitted while locked) or not. <ul style="list-style-type: none"> <li>• <b>Lock and update document</b></li> <li>• <b>1 Lock but do not update document</b></li> <li>• <b>2 No lock and no update of document</b></li> </ul>
Process several documents	Specifies whether the function can be executed on more than one document simultaneously.

## Schedule background processing

### Schedule payment status synchronization

SM36

A shortcut to SM36 to define a background job for the [PAYMENT\\_CONTROL](#) program.

This program updates the payment and cash discount terms. There is also a readout of payment blocks for posted documents and they are pasted into the PROCESS DIRECTOR Accounts Payable document.

### Schedule reminder function for overdue workflows

SM36

A shortcut to SM36 to define a background job for the [DUE\\_DATE\\_CHECK](#) program.

## Schedule REPETITOR

SM36

A shortcut to SM36 to define a background job for the [REPETITOR](#) program.

## Schedule asynchronous archiving

SM36

A shortcut to SM36 to define a background job for the [ARCHIV\\_CONNECT](#) program.

## Obsolete settings

### Archiving sent external messages

/COCKPIT/C37

The functionality to archive sent external messages has been replaced by [/COCKPIT/C42](#).

Setting	Description
Archive type	The message type: <ul style="list-style-type: none"> <li>• <b>1 External email</b></li> <li>• <b>2 External letters</b></li> <li>• <b>3 External fax</b></li> </ul>
Document type	The archive document type used for archiving. The available document types are ones that are specified in /OAC2.
Doc type	The file format used for the message: <ul style="list-style-type: none"> <li>• <b>H HTML</b></li> <li>• <b>P PDF</b></li> </ul>
Smart Form ID for layout	Optional. An SAP Smart Form to use for the message.

## System settings

### Defining process types

/COCKPIT/C10

PROCESS DIRECTOR Accounts Payable is delivered with a filled process type table. This table must not be altered. The process types describe the cycles in PROCESS DIRECTOR Accounts Payable, with numbers.

## Define functions for WF recipient determination

/COCKPIT/C69

PROCESS DIRECTOR Accounts Payable provides functions to automatically determine workflow recipients. This table must not be altered. You can activate these functions for a workflow step in /COCKPIT/WUM2. See the *WORK CYCLE Configuration Guide* for more information.

## Defining additional checks

/COCKPIT/C12

PROCESS DIRECTOR Accounts Payable is delivered with a filled additional check table. This table must not be altered.

## Defining message handling

/COCKPIT/C17

PROCESS DIRECTOR Accounts Payable is delivered with a filled message handling table. This table must not be altered.

## Define follow-up flags

/COCKPIT/C43

This list contains the [\(built-in\) system follow-up flags](#). To create your own flags, use [/COCKPIT/50](#).

Setting	Description
Follow-up	Any two-character ID that uniquely identifies the follow-up flag.
Icon	Use Search Help (F4) to select an icon from the image library.
Sequence	If more than one follow-up flag is set for a document, the sequence number is used to determine which icon is displayed in the PROCESS DIRECTOR document list view. The flag with the lowest sequence number has the highest priority and is displayed. <b>Note:</b> The <b>Sequence</b> setting does not affect which icon is displayed in the document detail view—it is always the follow-up flag which was set <i>last</i> .
Clear posted*	Specifies whether the flag should be automatically cleared when the document is posted.
Clear paid*	Specifies whether the flag should be automatically cleared when the document is paid.
Clear WC	Specifies whether the flag should be automatically cleared when a workflow for a document is started.
Description	A short explanation of the flag, which appears when viewing and selecting follow-up flags.

\* You must run the [PAYMENT\\_CONTROL](#) program to clear these flags if **Clear posted** or **Clear paid** are activated. That is, activating these settings alone does not remove the flag after the respective condition has been met.

## Define follow-up flag for additional check

/COCKPIT/C58

**Note:** These are the standard system settings. If you want make any changes, you should go to [/COCKPIT/C59](#).

Setting	Description
Valtyp	The <a href="#">type of additional check</a> .
Description	An explanation of the follow-up flag.
Reduction	The price or quantity reduction.
Follow-up	Any two-character ID that uniquely identifies the follow-up flag.
Icon	The icon for the follow-up flag.
Description	A short description of the flag.

## Set version comparison

/COCKPIT/C30

The fields entered here are not taken into account in case of a comparison of versions of a PROCESS DIRECTOR Accounts Payable document.

## Create SAP object type ZEBY for accounting

/COCKPIT/SAP1

When the hint mentioned under 'Additional system-wide (cross client) settings' is not brought in, a matching object type is created. This point jumps into the respective SAP maintenance transaction.

## FI posting interface deactivated?

If the **Use FI posting-interface instead of FI BAPI to post** setting is deactivated in [/COCKPIT/C6](#), you must:

1. Create the following entries in this table:

Ref. proc.	Object type name	Structure	Function module
WBRK	Vendor bill document	(blank)	WLF_AC_DOCUMENT_SENDER_WBRK
ZEBY	Document from IDoc	(blank)	/COCKPIT/SHOW_COCKPIT_FROM_FI

2. Activate the **SAP note 561175 applied** setting in [/COCKPIT/C22](#).

## Creating SAP authorization group for this customizing

[/COCKPIT/SAP4](#)

The authorization group allows extended authorization protection for particular objects. The authorization groups are freely definable. The authorization groups usually occur together with an activity.

## Set Functions for Vendor Search

[/COCKPIT/C31](#)

The functions for the vendor search determine which function template is to be used for which search type, when searching the vendor. In this case, there are normally no manual alterations.

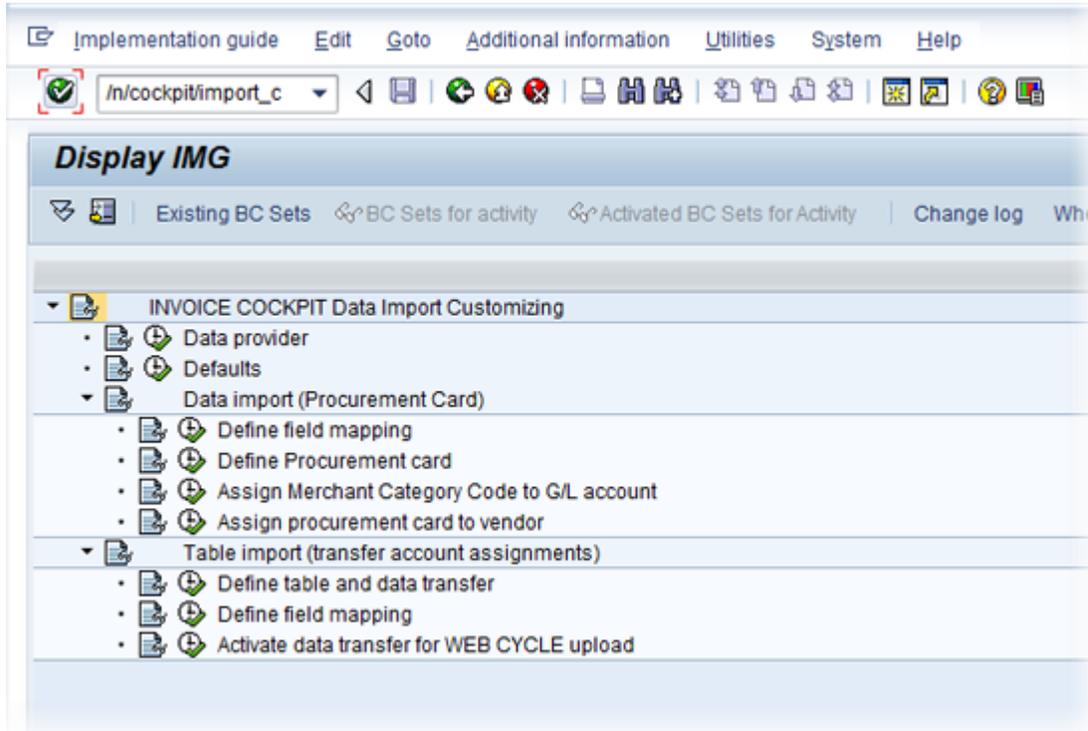
## Define Callable Transactions

[/COCKPIT/C36](#)

These transactions define which transactions can be used from PROCESS DIRECTOR Accounts Payable for the posting of invoices.

## Data import

The Data import IMG is accessed via the `/COCKPIT/IMPORT_C` transaction code.



## Data providers

`/COCKPIT/IMPORT_C1`

Setting	Description
Data provider	The ID of the card provider.
Description	A general description about the provider.
Import scheme	The format of the data to be imported. <ul style="list-style-type: none"> <li><b>File:</b> P-card files only.</li> <li><b>Table:</b> All other files. For example, XML, XLS, and other supported file formats.</li> </ul>
Vendor	The vendor account in SAP to assign to this data provider. If the import file contains cards that should be assigned to the same vendor, enter the vendor account number here. Leave this blank if you wish to determine the vendor in another way.
Field separator	The character that separates fields in the import file. No entry here indicates a tab separation.

Setting	Description
FI SmartForm	(Optional) The SmartForm to use to present data in FI invoices in a readable document.
MM SmartForm	(Optional) The SmartForm to use to present data in MM invoices in a readable document.
Workflow ID	The workflow that is started after the PROCESS DIRECTOR Accounts Payable document is created.  You must activate <a href="#">Data import User Exit 020</a> to enable the automatic start of workflows.
User Exit before mapping	The User Exit called after the file is loaded into the system, but before field mapping is performed and the PROCESS DIRECTOR Accounts Payable document is created. A User Exit can be used to modify the data. A template is provided. See <a href="#">Data import User Exit 800 - Change data before mapping</a> .
User Exit before submitting	The User Exit called after the file is loaded into the system and after field mapping, but before the PROCESS DIRECTOR Accounts Payable document is created. A User Exit can be used to modify the data. A template is provided. See <a href="#">Data import User Exit 801 - Change data before submitting</a> .
Force calculation	When importing P-Card files, select this check box to enforce automatic calculation, even if the "GROSS_AMOUNT", "NET_AMOUNT", "SHKZG", and "INVOICE_IND" fields are used in the mapping.

## Defaults

/COCKPIT/IMPORT\_C2

Here, you can specify data to add to a document, if no value is specified in the import files.

Setting	Description
Data provider	The ID of the card provider, as specified in <a href="#">/COCKPIT/IMPORT_C1</a> . <b>Note:</b> If this field is empty, the entry is applied to all data providers and overwrites any default field values specific to a data provider.
Structure	The type of field: <ul style="list-style-type: none"> <li>• CHECKDATA (used to identify the vendor)</li> <li>• HEADER</li> <li>• ITEM</li> <li>• TAX</li> <li>• ACCOUNT</li> <li>• ACCASS</li> <li>• SORDER</li> </ul>

Setting	Description
	<ul style="list-style-type: none"> <li>• CPD</li> </ul>
Internal field name	The internal ID of the field in PROCESS DIRECTOR Accounts Payable.
Default	The value assigned to the field before the PROCESS DIRECTOR Accounts Payable document is created.

## Data import

### Field mapping

#### /COCKPIT/IMPORT\_C3

Setting	Description
Data provider	The ID of the card provider, as specified in <a href="#">/COCKPIT/IMPORT_C1</a> .
File	<p>The file in which the field is located.</p> <ul style="list-style-type: none"> <li>• File 1</li> <li>• File 2</li> </ul> <p>If a field in each of the two import files is mapped to the same PROCESS DIRECTOR Accounts Payable field, PROCESS DIRECTOR Accounts Payable uses the field from File 2.</p>
Structure	<p>The type of field:</p> <ul style="list-style-type: none"> <li>• CHECKDATA (used to identify the vendor)</li> <li>• HEADER</li> <li>• ITEM</li> <li>• TAX</li> <li>• ACCOUNT</li> <li>• ACCASS</li> <li>• SORDER</li> <li>• CPD</li> </ul>
Internal field name	The internal ID of the field in PROCESS DIRECTOR Accounts Payable.
External field	<p>The position/column of the field in the data file to be imported.</p> <ul style="list-style-type: none"> <li>• F01 – 1st field (A)</li> <li>• ...</li> <li>• F52 – 52nd field (AZ)</li> </ul>
Mapping function	<i>Optional</i>

Setting	Description
	<p>The function module called before the data from the file is mapped to the PROCESS DIRECTOR Accounts Payable field. A function module can be used to convert the format to one that is compatible with SAP.</p> <p>Examples:</p> <ul style="list-style-type: none"> <li>• MM/DD/YYYY to YYYYMMDD</li> <li>• 1,234.56 to 1234.56</li> </ul> <p>A function module could also perform more complex operations, such as setting the invoice indicator (INVOICE_IND) to blank (credit note) if the text contains "Credit" or if the amount is negative.</p>
Parameter	<p><i>Optional</i></p> <p>Parameters here are passed to the mapping function, above.</p> <p>For example, a mapping function may be used to strip specific characters from the value. The characters to be stripped can be specified here.</p>

## Procurement cards

### /COCKPIT/IMPORT\_C4

Setting	Description
Data provider	The ID of the card provider, as specified in <a href="#">/COCKPIT/IMPORT_C1</a> .
Header lines, file 1	The number of header rows in File 1.
Key field, file 1	The field in File 1 that links it with File 2.
Header lines, file 2	The number of header rows in File 2.
Key field, file 2	The field in File 2 that links it with File 1.
Document separator	<p>The field/column in File 1 used to group entries into one PROCESS DIRECTOR Accounts Payable document.</p> <p>PROCESS DIRECTOR Accounts Payable creates separate documents from one set of import files (File 1 and File 2), based on the field you specify here. Usually it is the P-card number, which results in one document created for each P-Card number in the import files.</p>
P-Card number	The field/column in File 1 containing the P-Card number.
MCC, file 1	<p><i>Optional</i></p> <p>The field/column in File 1 containing the Merchant Category Code (MCC).</p>
MCC, file 2	<p><i>Optional</i></p> <p>The field/column in File 2 containing the Merchant Category Code (MCC).</p>

Setting	Description
P-Card in LFA1	<i>Optional</i> The name of the field in the LFA1 table (vendor master data) that contains the P-Card number. If specified, the P-Card number is used to determine the vendor.

## Merchant Category Code (MCC) assignment

/COCKPIT/IMPORT\_C5

Setting	Description
Data provider	The ID of the card provider, as specified in <a href="#">/COCKPIT/IMPORT_C1</a> .
MCC	The Merchant Category Code.
G/L account no.	The General Ledger account number.

## Procurement card assignment

/COCKPIT/IMPORT\_C6

Setting	Description
<b>Data provider</b>	<b>The ID of the card provider, as specified in /COCKPIT/IMPORT_C1.</b>
Procurement card hash	This is generated automatically after the entire entry is complete. It is used to encrypt the <b>Procurement card number</b> .
Procurement card number	The number of the P-Card. After you enter the entire entry, this number is encrypted and only the last four numbers are displayed.
Vendor	The vendor number in SAP.

## Fast entry

### Basic settings

/COCKPIT/C52

Setting	Description
Active	Determines whether the Fast Entry feature in PROCESS DIRECTOR Accounts Payable is available or not.
Automatic line-item proposal	If a purchase order number is entered (in the document header), the <a href="#">line items are proposed from the purchase order</a> .

Setting	Description
Adopt details from PO	If a purchase order number is entered (in the document header), the company code, vendor and currency are added to the PROCESS DIRECTOR Accounts Payable document from the purchase order.

## Maximum number of fields

/COCKPIT/C53

Setting	Description
Structure	The type of field: <ul style="list-style-type: none"> <li>CHECKDATA</li> <li>HEADER</li> </ul>
Field name	The name of the field in PROCESS DIRECTOR Accounts Payable.
Position	<ul style="list-style-type: none"> <li>[Blank]: Field appears in the left column.</li> <li>RIGHT - Right aligned: Field appears in the right column.</li> </ul>
Sequence	The list order of the fields in the column. 0 is highest. Numbers must not be sequential.

## Visible fields

/COCKPIT/C55

Setting	Description
Company code	The buying organizational unit.
Structure	The type of field: <ul style="list-style-type: none"> <li>CHECKDATA</li> <li>HEADER</li> </ul>
Field name	The name of the field in PROCESS DIRECTOR Accounts Payable.

## Authorization object

/COCKPIT/C54

Setting	Description
Authorization object	The name of the SAP authorization object employed to permit access to Fast Entry documents. If no authorization object is specified, all PROCESS DIRECTOR Accounts Payable users can access Fast Entry documents.

## Appendix B – User Exits

PROCESS DIRECTOR Accounts Payable comes with over 100 User Exit interfaces (for all components) that you can use to customize the application to suit business requirements.

Function modules called from the User Exit interfaces can be found in the following function groups.

Function group	Description
/COCKPIT/EXIT_SAMPLE	Interfaces for PROCESS DIRECTOR Accounts Payable that are compatible with SAP versions from Release 4.0.
/COCKPIT/EXIT_SAMPLE46	Interfaces for PROCESS DIRECTOR Accounts Payable that are compatible with SAP versions from Release 4.6.
/COCKPIT/EXIT_SAMPLE46C	Interfaces for PROCESS DIRECTOR Accounts Payable that are compatible with SAP versions from Release 4.6C.
/COCKPIT/WC_EXIT_SAMPLE	Interfaces for WORK CYCLE.
/COCKPIT/EDI_EXIT_SAMPLE	Interfaces for EDI COCKPIT.
/COCKPIT/WB_EXIT_SAMPLE	Interfaces for WEB BOARD that are compatible with SAP versions from Release 4.0.
/COCKPIT/WB_EXIT_SAMPLE46	Interfaces for WEB BOARD that are compatible with SAP versions from Release 4.6.
/COCKPIT/IM_EXIT_SAMPLE	Interfaces for INFO MAIL.
/COCKPIT/REP_EXIT_SAMPLE	Interfaces for REPORTER.
/COCKPIT/BSP_EXITS	Interfaces for the Business Solution Package (BSP). These come with a separate transport (the Process Automation Package) and are not included in the standard PROCESS DIRECTOR Accounts Payable transport.

Function modules in these groups should be copied and then modified in order to guarantee a stable interface and to conform to the PROCESS DIRECTOR standard.

### Interface structure

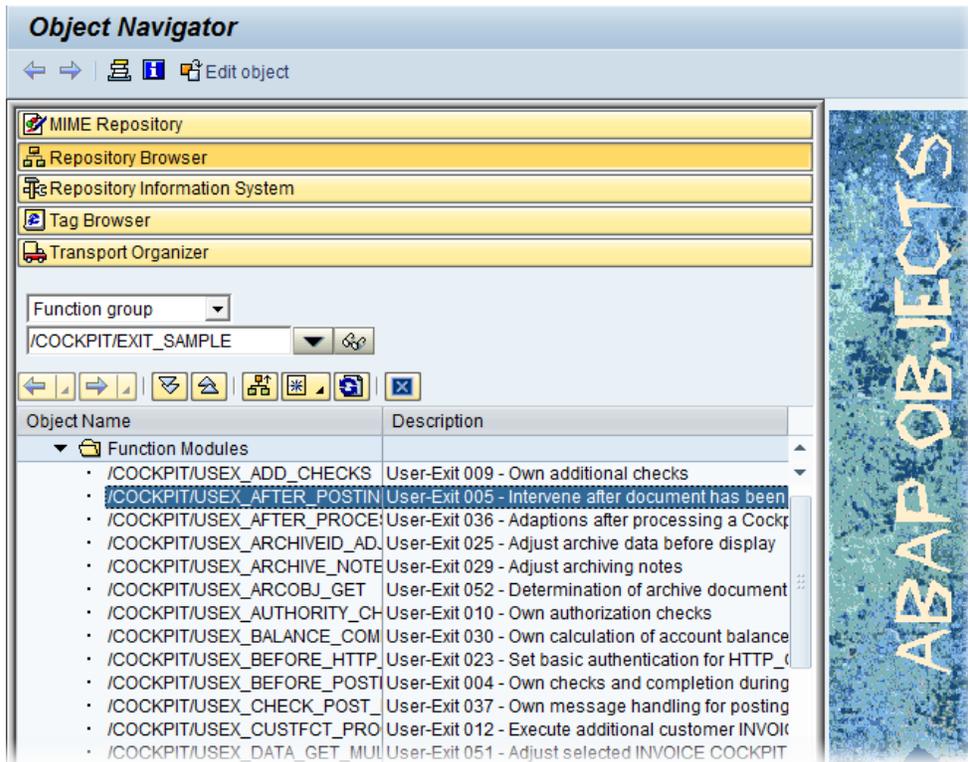
The interface structures and the tables in the local interface of the User Exit function templates start with I, E, and C.

Prefix	Description
E	Data is exported only. Changes are possible.
I	Data is imported only. Changes are not incorporated.
C	Data can be changed. Changes are possible.

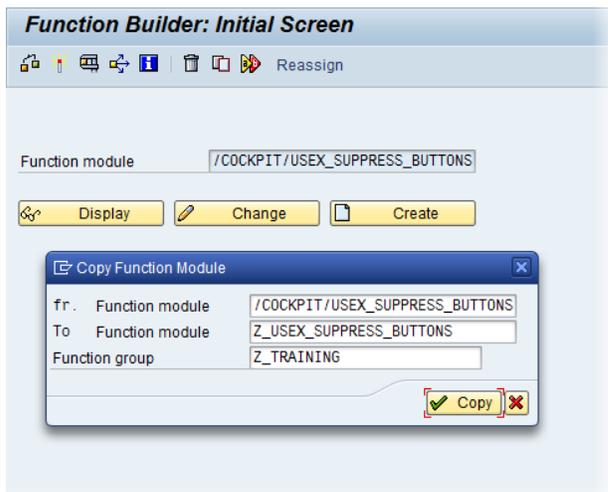
## Developing User Exits

1. Select a [User Exit template](#) to use.

The User Exit templates are saved in various `/COCKPIT/*SAMPLE*` function groups.



2. Copy the template to your own function module.  
Use `/SE37` to copy and create a new function module.



**Note:** Be sure to copy the function module to your own [custom function group](#).

3. Develop your User Exit code.
4. Activate the User Exit in `/COCKPIT/C13`. To activate the User Exit only for a specific company code and/or PROCESS DIRECTOR document type, enter the appropriate values. See [Configuration 101: Overview](#) for more information.

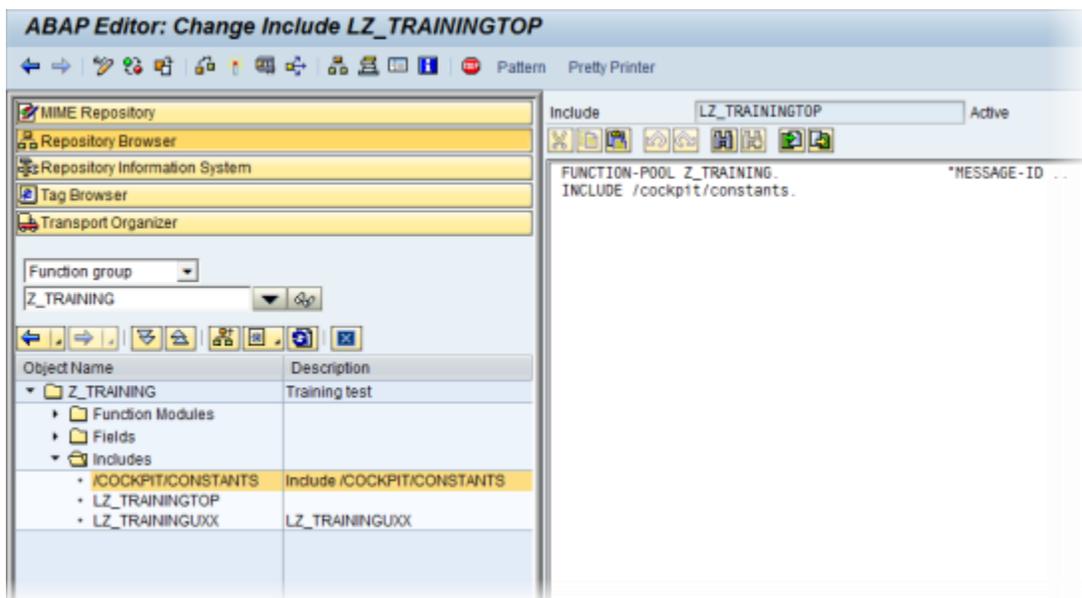
<b>New Entries: Overview of Added Entries</b>							
PROCESS DIRECTOR user exits							
User exits	Company Code	PD DocType	Function module	No standard	Deactivate		
041	1000	01	Z_USEX_SUPPRESS_BUTTONS	<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		
				<input type="checkbox"/>	<input type="checkbox"/>		

## Creating a custom function group

When you develop your own User Exits/function modules, you must save them in your own custom function group. Do not save them in an existing PROCESS DIRECTOR one. Your function group must include the PROCESS DIRECTOR standard `/COCKPIT/CONSTANTS` interface.

1. Go to SE80.
2. Create a new function group.
3. Include the `/COCKPIT/CONSTANTS` interface.

Add it to the `*TOP` include (the one created by default), as shown below.



4. Save your changes.

## Deactivating User Exits

You can deactivate a User Exit by checking the **Deactivate** option in [/COCKPIT/C13](#).

You can also deactivate User Exits for the current user in [/COCKPIT/C13\\_DEACT](#). When you select a User Exit to deactivate and click **Save** , the current user is automatically set as the processor.

Processor setting	User Exit setting	Result
Current user	User Exit number	Deactivates this User Exit for the current user. <b>Note:</b> You can deactivate only one specific User Exit.
Current user	Blank	Deactivates all the User Exits for the current user.

## List of User Exits

**Note:** This list only includes User Exit templates available in the standard PROCESS DIRECTOR transport. Other transports, such as the Business Solution Package, contain their own fully-developed User Exits. For details on these, refer to the respective documentation.

User Exit	Name
001	<a href="#">Determination of the tax code</a>
002	<a href="#">Determination of accounting and sub-accounting</a>
003	<a href="#">Assignment of invoice items to purchase order items</a>
004	<a href="#">Own checks and completion before posting</a>
005	<a href="#">Intervening after posting a document</a>
006	<a href="#">Adjustment of the Batch Input data before carrying out a TA</a>
007	<a href="#">Adjustment of the original data when transferring</a>
008	<a href="#">Determination of the document type</a>
009	<a href="#">Own additional checks</a>
010	<a href="#">Own authorization checks</a>
011	<a href="#">Adjustment of the checked data during the transfer</a>
012	<a href="#">Customer-specific functions</a>
013	<a href="#">Adjustment of the image data when transferring</a>
014	<a href="#">Adjustment of the data before performing the MM-BAPI</a>
015	<a href="#">Own operation of the display of the SAP document</a>

User Exit	Name
016	Own checks and adjustment in the PAI of the detailed image
017	Adjustment of the data before performing the MM-BAPI
018	Adjustment of the data before performing the FI-BAPI
019	Adjustment of the data before performing the FI Posting-Interface
020	After the transfer and the posting attempt
021	Before the image display
022	Determining the field status in the detail screen
023	Setting of the Basic-Authentication with http_get
024	Determination of the vendor
025	Adjustment of the archiving data before the image display
026	Adjustment of the data before the completion
027	Own checks and adjustment in the PAI of the overview list
028	Determine the file name for the Control Display
029	Adjustment of the notes to be archived
030	Own calculation of the balance of a document
031	Adjustment of the headers of the overview list
032	Adjustment after FI > MM transfer
033	Adjustment after MM > FI Transfer
034	Directly after the transfer of the data
035	Own logic in the PBO of the detail screen as of 4.6
036	Own logic after performing an invoice
037	Own message handling when posting a document
038	Adjustment before the Rescan
039	Adjustment of the messages before the display
040	Adjustment of the messages before the storage

User Exit	Name
041	Suppress buttons
042	Adjustment of the field catalogs of the overview lists
043	After assignment of invoice items to PO items
044	Check and adjustment of the agent assignment
045	Adjustments of the e-mails with HTML contents
046	Adjustment of the purchase order item proposal
047	Check of posting data and posting period
048	Filtering of MM invoice items in the user interface
049	Filtering of FI accounting lines in the user interface
050	F4 search help for replacement of reference documents
051	Adjustment of selected documents
052	Determination of archive object type
053	Adjustment of data during MM document import
054	Adjustment of data during FI document import
055	Adjustment of data in Rescan before a linking
056	Adjustment of the data in Rescan after linking
057	Initialize Button for vendor selection
058	Change text of SAP Business Workflow Workitem
059	Adopt display of planned multi-account assignments
060	Adjust data before a MM posting
061	Call of customer function popup on level
063	REPORTER Export, changes in result tables after export
066	Determination of the document type on editing
070	Adjust messages before output in Web
071	Skip PROCESS DIRECTOR documents

User Exit	Name
072	After rejection of a PROCESS DIRECTOR document
074	After reversal of a PROCESS DIRECTOR document
078	Adjust mandatory note/rejection reason before rejection
079	Transfer to PD, data prepare before RFC call
080	Change PO item proposal - called before displaying results
300	Adjust Smart Form options
400	REPORTER extract result change
500	Selection of REPETITOR documents
501	Processing of a document after REPETITOR selection
701	Adjust INFO MAIL subject keywords

## User Exit 001 – Determination of the tax code

The User Exit determination of the tax code is displayed upon the receipt of a document via the entry interface and upon transfer of a document from FI to MM and vice versa.

This User Exit is normally used when the [/COCKPIT/C15](#) table is insufficient to determination the tax code. For example, when there is more than one possible tax code for a tax rate for a specific buyer and vendor combination. Or, when other fields like Business Place or Section Code must be used to determine the tax code.

Template
<pre> FUNCTION /COCKPIT/USEX_DETERMINE_TAXCOD. *1 ----- *1*1 Local interface: *1 IMPORTING *1 REFERENCE(I_STR_HEADER) LIKE /COCKPIT/THDR STRUCTURE /COCKPIT/THDR *1 TABLES *1 C_TAB_ITEM STRUCTURE /COCKPIT/TITEM *1 C_TAB_TAX STRUCTURE /COCKPIT/TTAX *1 C_TAB_ACCOUNT STRUCTURE /COCKPIT/TACCT *1 E_TAB_MESSAGES STRUCTURE BAPIRET2 *1 EXCEPTIONS *1 ERROR_OCCURED *1 ----- ENDFUNCTION. </pre>



Template
<pre> * ----- ENDFUNCTION. </pre>

## User Exit 004 – Own checks and completion before posting

Before posting, there is a check on completion via BAPI, and before the filling of the transaction, via Batch Input.

Template
<pre> FUNCTION /cockpit/usex_before_posting. * ----- *** Local interface: *  IMPORTING *  REFERENCE(I_CALLING_PROG) TYPE C *  EXPORTING *  REFERENCE(E_DOC_NO) LIKE /COCKPIT/SIF-SAP_DOC_NO *  REFERENCE(E_FISCAL_YEAR) LIKE /COCKPIT/SIF-FISCAL_YEAR *  REFERENCE(E_POSTING_DATE) LIKE /COCKPIT/SIF-PSTNG_DATE *  REFERENCE(E_DONT_CONTINUE) LIKE BOOLE-BOOLE *  TABLES *  C_TAB_ITEM STRUCTURE /COCKPIT/TITEM *  C_TAB_ACCOUNT STRUCTURE /COCKPIT/TACCT *  C_TAB_TAX STRUCTURE /COCKPIT/TTAX *  E_TAB_MESSAGES STRUCTURE BAPIRET2 *  C_TAB_ACCT_ASSIGN STRUCTURE /COCKPIT/TACCAS OPTIONAL *  CHANGING *  REFERENCE(C_STR_HEADER) LIKE /COCKPIT/THDR STRUCTURE *  /COCKPIT/THDR *  REFERENCE(C_PROCESS) LIKE /COCKPIT/SIF-PROCESS *  REFERENCE(C_CPD_DATA) LIKE BSEC STRUCTURE BSEC OPTIONAL *  REFERENCE(C_CPD_UID) LIKE BSEG-STCEG OPTIONAL *  EXCEPTIONS *  ERROR_OCCURED * ----- *@US@aa    =&gt; Signature of Creator, e.g. HH for Harry Hirsch *@CU@aaa... =&gt; Customer Name *@K1@ ... *@K9@ =&gt; Keywords for Implemented Functionality </pre>



## User Exit 006 – Adjustment of the Batch Input data before carrying out a TA

This User Exit modifies the Batch Input data before carrying out a transaction (MIRO, FB60, MRHR) via Batch Input.

Template
<pre> FUNCTION /COCKPIT/USEX_PREPARE_ONLINE. *1 ----- *1*1 Local interface: *1 IMPORTING *1 REFERENCE(I_STR_HEADER) LIKE /COCKPIT/THDR STRUCTURE /COCKPIT/THDR *1 REFERENCE(I_TRANSACTION) LIKE TSTC-TCODE *1 TABLES *1 I_TAB_ITEM STRUCTURE /COCKPIT/TITEM OPTIONAL *1 I_TAB_ACCOUNT STRUCTURE /COCKPIT/TACCT OPTIONAL *1 I_TAB_TAX STRUCTURE /COCKPIT/TTAX OPTIONAL *1 I_TAB_ACCT_ASSIGN STRUCTURE /COCKPIT/TACCAS OPTIONAL *1 C_TAB_BDC_DATA STRUCTURE BDCDATA *1 E_TAB_MESSAGES STRUCTURE BAPIRET2 *1 CHANGING *1 REFERENCE(C_CTU_MODE) LIKE BDC_STRUC-BDCMODE *1 REFERENCE(C_CTU_UPDATE) LIKE IBIPPARMS-UPDATEMODE *1 ----- ENDFUNCTION. </pre>

## User Exit 007 – Adjustment of the original data when transferring

The User Exit adjustment of the original data when transferring them to PROCESS DIRECTOR Accounts Payable is displayed upon the receipt of a document via the entry interface, and before PROCESS DIRECTOR Accounts Payable completes the transferred data.

Template
<pre> FUNCTION /COCKPIT/USEX_ORGDATA. *1 ----- *1*1 Local interface: *1 IMPORTING *1 REFERENCE(I_STR_CHECK) LIKE /COCKPIT/SCHECKDATA STRUCTURE *1 /COCKPIT/SCHECKDATA </pre>

Template
<pre> ** REFERENCE(I_INVOICE_GUID) LIKE /COCKPIT/THDR-INVOICE_GUID ** EXPORTING ** REFERENCE(E_FI_MM_FLG) LIKE /COCKPIT/THDR-FI_MM_FLG ** TABLES ** C_TAB_ITEM STRUCTURE /COCKPIT/SITEM_EXT ** C_TAB_ACCOUNT STRUCTURE /COCKPIT/SACCT_EXT ** C_TAB_TAX STRUCTURE /COCKPIT/STAX_EXT ** C_TAB_ACCT_ASSIGN STRUCTURE /COCKPIT/TACCAS OPTIONAL ** C_TAB_MESSAGES STRUCTURE BAPIRET2 ** CHANGING ** REFERENCE(C_STR_HEADER) LIKE /COCKPIT/SHDR_EXT STRUCTURE ** /COCKPIT/SHDR_EXT ** EXCEPTIONS ** ERROR_OCCURED ** ----- </pre>

## User Exit 008 – Determination of the document type

This User Exit can be used to change the SAP document type on receipt of a document via the [entry interface](#).

To change the SAP document type during editing, use [User Exit 066 - Determination of the document type on editing](#).

Template
<pre> FUNCTION /COCKPIT/USEX_DOCTYPE. ** ----- ***Local interface: ** IMPORTING ** REFERENCE(I_STR_HEADER) LIKE /COCKPIT/THDR STRUCTURE /COCKPIT/THDR ** CHANGING ** REFERENCE(C_DOCTYPE) LIKE BKPF-BLART ** ----- ENDFUNCTION. </pre>

## User Exit 009 – Own additional checks

The User Exit own additional checks is displayed after the additional checks defined in PROCESS DIRECTOR Accounts Payable.

Template
<pre> FUNCTION /cockpit/usex_add_checks. ** ----- ***Local interface: ** IMPORTING **  REFERENCE(I_STR_HEADER) LIKE /COCKPIT/THDR STRUCTURE **    /COCKPIT/THDR **  REFERENCE(I_STR_CHECK) LIKE /COCKPIT/SCHECKDATA STRUCTURE **    /COCKPIT/SCHECKDATA **  REFERENCE(I_CHECK_WHERE) LIKE /COCKPIT/SDUMMY-CHKWO OPTIONAL **  REFERENCE(IC_PROCESS) LIKE /COCKPIT/SIF-PROCESS OPTIONAL ** TABLES **  C_TAB_ITEM STRUCTURE /COCKPIT/TITEM **  C_TAB_ACCOUNT STRUCTURE /COCKPIT/TACCT **  C_TAB_TAX STRUCTURE /COCKPIT/TTAX **  IT_ACCT_ASSIGN STRUCTURE /COCKPIT/TACCAS OPTIONAL **  E_TAB_MESSAGES STRUCTURE BAPIRET2 ** EXCEPTIONS **  ERROR_OCCURED ** ----- </pre>

## User Exit 010 – Own authorization checks

The User Exit own authorization checks is displayed after the PROCESS DIRECTOR Accounts Payable-specific authorization check. The User Exit is only active when an authorization object is maintained.

Template
<pre> FUNCTION /cockpit/usex_authority_checks. ** ----- ***Local interface: ** IMPORTING **  REFERENCE(I_INVOICE_GUID) LIKE /COCKPIT/THDR-INVOICE_GUID **    OPTIONAL **  REFERENCE(I_STR_HEADER) LIKE /COCKPIT/THDR STRUCTURE </pre>

Template
<pre> ** /COCKPIT/THDR OPTIONAL ** REFERENCE(I_STR_HEADER_DISP) LIKE /COCKPIT/SHDR_DISP STRUCTURE ** /COCKPIT/SHDR_DISP OPTIONAL ** REFERENCE(I_ACTVT) LIKE TACT-ACTVT OPTIONAL ** REFERENCE(IB_WEBCYCLE) LIKE BOOLE-BOOLE DEFAULT CON_FALSE ** REFERENCE(I_USER) LIKE USR02-BNAME OPTIONAL ** REFERENCE(I_BUKRS) LIKE /COCKPIT/SIF-COMP_CODE OPTIONAL ** REFERENCE(I_LIFNR) LIKE /COCKPIT/SIF-VENDOR_NO OPTIONAL ** EXPORTING ** REFERENCE(EB_NO_STANDARD) LIKE BOOLE-BOOLE ** EXCEPTIONS ** NOT_AUTHORIZED ** ERROR_OCCURED ** -----                     </pre>

### User Exit 011 – Adjustment of the checked data during the transfer

The User Exit adjustment of the checked data during the transfer is displayed upon receipt of a document via the entry interface, after PROCESS DIRECTOR Accounts Payable has completed the transferred data.

Template
<pre> FUNCTION /COCKPIT/USEX_TRANSFER. ** ----- ** Local interface: ** IMPORTING ** REFERENCE(I_STR_CHECK) LIKE /COCKPIT/SCHECKDATA STRUCTURE /COCKPIT/SCHECKDATA ** TABLES ** C_TAB_ITEM STRUCTURE /COCKPIT/TITEM ** C_TAB_ACCOUNT STRUCTURE /COCKPIT/TACCT ** C_TAB_TAX STRUCTURE /COCKPIT/TTAX ** E_TAB_MESSAGES STRUCTURE BAPIRET2 ** C_TAB_ACCT_ASSIGN STRUCTURE /COCKPIT/TACCAS OPTIONAL ** CHANGING ** REFERENCE(C_STR_HEADER) LIKE /COCKPIT/THDR STRUCTURE ** /COCKPIT/THDR ** EXCEPTIONS                     </pre>

Template
<pre> *1 ERROR_OCCURED *1 ----- ENDFUNCTION.</pre>

## User Exit 012 – Customer-specific functions

This User Exit is executed when [a customer function](#) from the menu is selected.

Template
<pre> FUNCTION /COCKPIT/USEX_CUSTFCT_PROCESS. *1 ----- ***1 Local interface: *1 IMPORTING *1 REFERENCE(I_FUNCTION) LIKE SY-UCOMM *1 TABLES *1 C_TAB_ITEM STRUCTURE /COCKPIT/SITEM_IF *1 C_TAB_ACCOUNT STRUCTURE /COCKPIT/SACCT_IF *1 C_TAB_TAX STRUCTURE /COCKPIT/STAX_IF *11 C_TAB_ACCT_ASSIGN STRUCTURE /COCKPIT/TACCAS OPTIONAL *1 E_TAB_MESSAGES STRUCTURE BAPIRET2 *1 CHANGING *1 REFERENCE(C_STR_HEADER) LIKE /COCKPIT/SHDR_IF STRUCTURE /COCKPIT/SHDR_IF *1 EXCEPTIONS *1 WRONG_STATUS *1 ERROR_OCCURED *1 ----- ENDFUNCTION.</pre>

## User Exit 013 – Adjustment of the image data when transferring

The User Exit adjustment of the image data when transferring them to PROCESS DIRECTOR Accounts Payable is displayed upon receipt of a URL for a document via the entry interface. When the automatic posting is activated, there is no image information yet available at the time of posting.

Template
<pre> FUNCTION /COCKPIT/USEX_PICTURE_SUBMIT. *1 ----- ***1 Local interface:</pre>

Template
<pre> *1 IMPORTING *1   REFERENCE(IC_INVOICE_GUID) LIKE /COCKPIT/SIF- INVOICE_GUID *1 TABLES *1   C_TAB_PICTUREDETAILS STRUCTURE /COCKPIT/SPICT *1   E_TAB_MESSAGES STRUCTURE BAPIRET2 *1 EXCEPTIONS *1   ERROR_OCCURED *1 ..... ENDFUNCTION.</pre>

## User Exit 014 – Adjustment of the data before performing the MM-BAPI (SAP R/3 4.6C or later)

The User Exit adjustment of the data before performing the MM-BAPI.

Template
<pre> FUNCTION /COCKPIT/USEX_PREP_MMBAPI46C. ** ..... ** ** Local interface: ** IMPORTING **   REFERENCE(I_STR_HEADER) TYPE /COCKPIT/THDR ** TABLES **   I_TAB_ITEM STRUCTURE /COCKPIT/TITEM **   I_TAB_ACCOUNT STRUCTURE /COCKPIT/TACCT **   I_TAB_TAX STRUCTURE /COCKPIT/TTAX **   I_TAB_ACCAS STRUCTURE /COCKPIT/TACCAS **   C_TAB_BAPIITEM STRUCTURE BAPI_INCIINV_CREATE_ITEM **   C_TAB_BAPIACCOUNTING STRUCTURE BAPI_INCIINV_CREATE_GL_ACCOUNT **   C_TAB_BAPITAX STRUCTURE BAPI_INCIINV_CREATE_TAX **   C_TAB_BAPIACCAS STRUCTURE BAPI_INCIINV_CREATE_ACCOUNT **   C_TAB_BAPIWITHTAX STRUCTURE BAPI_INCIINV_CREATE_WITHTAX **   OPTIONAL **   C_TAB_BAPIVENDSPLIT STRUCTURE BAPI_INCIINV_CREATE_VENDORSPLIT **   OPTIONAL **   C_TAB_BAPIMATERIAL STRUCTURE BAPI_INCIINV_CREATE_MATERIAL **   OPTIONAL</pre>



Template
<pre>*'----- ENDFUNCTION.</pre>

## User Exit 016 – Own checks and adjustment in the PAI of the detailed image

(SAP R/3 4.6 or later)

PAI = Process After Input; an action (e.g. entry validation; but there is also the possibility of carrying out buttons) is carried out after an entry in the detailed image.

Template
<pre>FUNCTION /COCKPIT/USEX_PAI_DETAILSSCREEN. *'----- ***Local interface: *' TABLES *'   CT_ITEM STRUCTURE /COCKPIT/SITEM_DISP *'   CT_ACCOUNT STRUCTURE /COCKPIT/SACCT_DISP *'   CT_TAX STRUCTURE /COCKPIT/STAX_DISP *' CHANGING *'   REFERENCE(CS_HEADER) LIKE /COCKPIT/SHDR_DISP STRUCTURE *'   /COCKPIT/SHDR_DISP *'   REFERENCE(CC_OK_CODE) LIKE SY-UCOMM *'----- ENDFUNCTION.</pre>

## User Exit 017 – Adjustment of the data before performing the MM-BAPI

(SAP R/3 4.6 to 4.6B)

MM-BAPI: Here adjustments in the BAPI-processing can be brought about; especially the addition of customer-specific fields that PROCESS DIRECTOR Accounts Payable does not contain in the standard BAPI (e.g. accounting fields in MM).

Template
<pre>FUNCTION /COCKPIT/USEX_PREP_MMBAPI. *'----- ***Local interface *'   REFERENCE(I_STR_HEADER) TYPE /COCKPIT/THDR *' TABLES</pre>

Template
<pre> *# I_TAB_ITEM STRUCTURE /COCKPIT/TITEM *# I_TAB_ACCOUNT STRUCTURE /COCKPIT/TACCT *# I_TAB_TAX STRUCTURE /COCKPIT/TTAX *# I_TAB_ACCAS STRUCTURE /COCKPIT/TACCAS *# C_TAB_BAPIITEM STRUCTURE BAPI_INCINV_CREATE_ITEM *# C_TAB_BAPITAX STRUCTURE BAPI_INCINV_CREATE_TAX *# C_TAB_BAPIACCAS STRUCTURE BAPI_INCINV_CREATE_ACCOUNT *# E_TAB_MESSAGES STRUCTURE BAPIRET2 *# CHANGING *# REFERENCE(C_STR_BAPIHEADER) LIKE BAPI_INCINV_CREATE_HEADER *# STRUCTURE BAPI_INCINV_CREATE_HEADER *# EXCEPTIONS *# ERROR_OCCURED *# ----- ENDFUNCTION.</pre>

## User Exit 018 – Adjustment of the data before performing the FI-BAPI

(SAP R/3 4.6 to 4.6B)

FI-BAPI: Here adjustments in the BAPI-processing can be brought about; especially the addition of customer-specific fields that PROCESS DIRECTOR Accounts Payable does not contain in the standard BAPI.

Template
<pre> FUNCTION /COCKPIT/USEX_PREP_FIBAPI. *# ----- *#*# Local interface: *# IMPORTING *# REFERENCE(I_STR_HEADER) LIKE /COCKPIT/THDR STRUCTURE *# /COCKPIT/THDR *# TABLES *# I_TAB_ACCOUNT STRUCTURE /COCKPIT/TACCT *# I_TAB_TAX STRUCTURE /COCKPIT/TTAX *# C_TAB_ACCOUNTPAYABLE STRUCTURE BAPIACAP03 *# C_TAB_ACCOUNTGL STRUCTURE BAPIACGL03 *# C_TAB_ACCOUNTTAX STRUCTURE BAPIACTX01 *# C_TAB_CURRENCYAMT STRUCTURE BAPIACCR01</pre>

Template
<pre> ** C_TAB_CRITERIA STRUCTURE BAPIACKECR OPTIONAL ** C_TAB_VALUEFIELD STRUCTURE BAPIACKEVA OPTIONAL ** C_TAB_EXTENSION1 STRUCTURE BAPIEXTC OPTIONAL ** E_TAB_MESSAGES STRUCTURE BAPIRET2 ** CHANGING ** REFERENCE(C_STR_DOCUMENTHEADER) LIKE BAPIACHE03 STRUCTURE **   BAPIACHE03 ** REFERENCE(C_STR_CUSTOMERCPD) LIKE BAPIACPA00 STRUCTURE **   BAPIACPA00 OPTIONAL ** EXCEPTIONS **   ERROR_OCCURED ** ----- </pre>

## User Exit 019 – Adjustment of the data before performing the FI Posting-Interface

Same as [User Exit 017](#); however, with the FI-Posting-Interface (Alternative to FI-BAPI, that does not carry out all checks etc. or does not provide functionalities); Posting-Interface supplies FB01 functionality.

Template
<pre> FUNCTION /COCKPIT/USEX_PREP_FICALL. *----- ***Local interface: * IMPORTING * REFERENCE(I_STR_HEADER) LIKE /COCKPIT/THDR STRUCTURE *   /COCKPIT/THDR * TABLES * I_TAB_ACCOUNT STRUCTURE /COCKPIT/TACCT * I_TAB_TAX STRUCTURE /COCKPIT/TTAX * C_TAB_FTPOST STRUCTURE FTPOST * C_TAB_FTTAX STRUCTURE FTTAX * E_TAB_MESSAGES STRUCTURE BAPIRET2 * CHANGING * REFERENCE(C_TRANSACTION) LIKE SY-TCODE * REFERENCE(C_CTU_MODE) LIKE BDC_STRUC-BDCMODE * REFERENCE(C_CTU_UPDATE) LIKE IBIPPARMS-UPDATEMODE * EXCEPTIONS </pre>

Template
<pre> *1 ERROR_OCCURED *1 ----- ENDFUNCTION.</pre>

## User Exit 020 – After the transfer and the posting attempt

As opposed to the [User Exit 011](#), which adjusts the checked data during transfer, here the posting attempt waits for automatic posting after the transfer.

Template
<pre> FUNCTION /COCKPIT/USEX_FINAL_TRANSFER. *1 ----- *1*1 Local interface: *1 IMPORTING *1 REFERENCE(I_STR_CHECK) LIKE /COCKPIT/SCHECKDATA STRUCTURE *1 /COCKPIT/SCHECKDATA *1 REFERENCE(I_STR_HEADER) LIKE /COCKPIT/THDR STRUCTURE *1 /COCKPIT/THDR *1 REFERENCE(I_FLG_ERROR) LIKE BOOLE-BOOLE *1 TABLES *1 I_TAB_ITEM STRUCTURE /COCKPIT/TITEM *1 I_TAB_ACCOUNT STRUCTURE /COCKPIT/TACCT *1 I_TAB_TAX STRUCTURE /COCKPIT/TTAX *1 E_TAB_MESSAGES STRUCTURE BAPIRET2 *1 EXCEPTIONS *1 ERROR_OCCURED *1 ----- ENDFUNCTION.</pre>

## User Exit 021 – Before the image display

This can be used as an example when there is a need for adjustment to either a file name or the filing list, before the display. (e.g. '.tif' instead of '.tp1').

Template
<pre> FUNCTION /COCKPIT/USEX_SHOW_PICTURE. *1 ----- *1*1 Local interface:</pre>

Template
<pre> *1 IMPORTING *1  REFERENCE(I_STR_HEADER) LIKE /COCKPIT/SHDR_DISP STRUCTURE *1    /COCKPIT/SHDR_DISP *1 EXPORTING *1  REFERENCE(ES_MESSAGE) LIKE BAPIRET2 STRUCTURE BAPIRET2 *1 EXCEPTIONS *1  ERROR_OCCURED *1 ----- ENDFUNCTION.</pre>

## User Exit 022 – Determining the field status in the detail screen

You can use this user exit to change the field status in the PROCESS DIRECTOR Accounts Payable detail screen.

Template
<pre> FUNCTION /COCKPIT/USEX_FIELDSTATE_GET. *1 ----- *1*1 Local interface: *1 IMPORTING *1  REFERENCE(IS_HEADER_DISP) LIKE /COCKPIT/SHDR_DISP STRUCTURE *1    /COCKPIT/SHDR_DISP *1  REFERENCE(IB_IN_WEB_CYCLE) LIKE BOOLE-BOOLE *1  REFERENCE(IB_ONLY_WC) LIKE BOOLE-BOOLE *1 CHANGING *1  REFERENCE(CC_FIELD_STATE_ID) LIKE *1    /COCKPIT/CSCREEN-FIELD_STATE_ID *1 ----- ENDFUNCTION.</pre>

Consider the following example:

```
DATA:
  ls_header          LIKE /cockpit/shdr_if.
* IF con_exit_get_fieldstate IS INITIAL. ENDIF.
  IF is_header_disp-wc_user EQ 'SMITH'
    AND is_header_disp-wc usertype EQ 'S'.
    CALL FUNCTION '/COCKPIT/API_DATA_GET'
      EXPORTING
        i_guid          = is_header_disp-invoice_guid
      IMPORTING
        e_str_header = ls_header.
    IF ls_header-header_txt EQ 'Please check'.
      cc_field_state_id = 'FSTATUS_1'.
    ENDIF.
  ENDIF.
```

This user exit example applies the *FSTATUS\_1* field status to documents opened by the SAP user SMITH in WORK CYCLE, whenever the value for the **Header text** field is equal to *Please check*.

## User Exit 023 – Setting of the Basic-Authentication with http\_get

When the access to the external web server for the image display requires an authentication with user name/password, the respective user name/password can be entered in this User Exit. The data is necessary when images of the web server are archived via the [ARCHIV\\_CONNECT](#) report or if an email that contains an image of the web server as attachment is generated via the **Send messages** or **Send workflow** functions.

### Template

```
FUNCTION /COCKPIT/USEX_BEFORE_HTTP_GET. *'----- *'
*'Local interface:
*' IMPORTING
*'  REFERENCE(IC_INVOICE_GUID) LIKE /COCKPIT/THDR- INVOICE_GUID
*' EXPORTING *'  REFERENCE(E_USER) TYPE C
*'  REFERENCE(E_PASSWORD) TYPE C
*' CHANGING
*'  REFERENCE(C_URL) LIKE /COCKPIT/TMIME-URL *'-----
ENDFUNCTION.
```

## User Exit 024 – Determination of the vendor

**Note:** This User Exit is obsolete. It is used with the old configuration to determine vendors in /COCKPIT/C29.

### Template

```
FUNCTION /COCKPIT/USEX_FIND_VENDOR. *'----- *'
*'Local interface:
*' IMPORTING
```

Template
<pre> *<sup>1</sup> REFERENCE(IC_GUID) LIKE /COCKPIT/SIF- INVOICE_GUID *<sup>1</sup> TABLES *<sup>1</sup> IT_ITEM STRUCTURE /COCKPIT/SITEM_EXT *<sup>1</sup> ET_BANKACCT STRUCTURE /COCKPIT/SBANK_ACCT *<sup>1</sup> ET_ASSIGNED_VENDORS STRUCTURE /COCKPIT/SVENDOR_FIND *<sup>1</sup> ET_MESSAGES STRUCTURE BAPIRET2 *<sup>1</sup> CHANGING *<sup>1</sup> REFERENCE(CS_HEADER) LIKE /COCKPIT/THDR STRUCTURE *<sup>1</sup> /COCKPIT/THDR *<sup>1</sup> REFERENCE(CS_CHECK) LIKE /COCKPIT/SCHECKDATA STRUCTURE *<sup>1</sup> /COCKPIT/SCHECKDATA *<sup>1</sup> EXCEPTIONS *<sup>1</sup> ERROR_OCCURED *<sup>1</sup>----- ENDFUNCTION. </pre>

## User Exit 025 – Adjustment of the archiving data before the image display

Here the vendor determination can be adjusted and evaluated. It serves as enhancement/modification of the [standard vendor determination configuration](#).

Template
<pre> FUNCTION /COCKPIT/USEX_ARCHIVEID_ADJUST. *<sup>1</sup>----- *<sup>1</sup>*<sup>1</sup>Local interface: *<sup>1</sup> IMPORTING *<sup>1</sup> REFERENCE(IS_HEADER) LIKE /COCKPIT/SHDR_DISP STRUCTURE *<sup>1</sup> /COCKPIT/SHDR_DISP *<sup>1</sup> EXPORTING *<sup>1</sup> REFERENCE(EC_DOC_TYPE) LIKE TOADV-DOC_TYPE *<sup>1</sup> CHANGING *<sup>1</sup> REFERENCE(CS_ARCHIVE) LIKE /COCKPIT/SARCHIVE STRUCTURE *<sup>1</sup> /COCKPIT/SARCHIVE *<sup>1</sup>----- ENDFUNCTION. </pre>

## User Exit 026 – Adjustment of the data before the completion

Serves for the adjustment of the data in a PROCESS DIRECTOR Accounts Payable document before being finalized.

Template
<pre> FUNCTION /COCKPIT/USEX_DOC_FINISH. *~----- *~*~*Local interface: *~ TABLES *~   ET_MESSAGES STRUCTURE  BAPIRET2 *~ CHANGING *~   REFERENCE(CS_HEADER) LIKE /COCKPIT/SHDR_DISP STRUCTURE *~   /COCKPIT/SHDR_DISP *~   REFERENCE(CC_SAP_OBJ) LIKE /COCKPIT/CARCHIV-SAP_OBJECT *~   REFERENCE(CC_CANCEL_FINALIZE) LIKE BOOLE-BOOLE *~   REFERENCE(CC_SAP_DOC_NO) LIKE BKPF-BELNR *~   REFERENCE(CC_FISCAL_YEAR) LIKE BKPF-GJAHR *~   REFERENCE(CC_POSTING_DATE) LIKE BKPF-BUDAT *~   REFERENCE(CC_NO_ARCHIVING) LIKE BOOLE-BOOLE *~----- ENDFUNCTION. </pre>

## User Exit 027 – Own checks and adjustment in the PAI of the overview list

(SAP R/3 4.6 or later)

The same as [User Exit 016 - Own checks and adjustment in the PAI of the detailed image](#), but in the overview list.

Template
<pre> FUNCTION /COCKPIT/USEX_PAI_OVERVIEW. *~----- *~*~*Local interface: *~ IMPORTING *~   REFERENCE(IS_HEADER) LIKE /COCKPIT/SHDR_DISP STRUCTURE *~   /COCKPIT/SHDR_DISP *~ TABLES *~   IT_ITEM STRUCTURE /COCKPIT/SITEM_IF *~   IT_ACCOUNT STRUCTURE /COCKPIT/SACCT_IF </pre>

```

*# IT_TAX STRUCTURE /COCKPIT/STAX_IF
** IT_ACCOUNT_ASSIGN STRUCTURE /COCKPIT/TACCAS OPTIONAL
*# CHANGING
*# REFERENCE(CC_OK_CODE) LIKE SY-UCOMM
*# -----
ENDFUNCTION.

```

## User Exit 028 – Determine the file name for the Control Display

(SAP R/3 4.6 or later)

### Template

```

FUNCTION /COCKPIT/USEX_EAI_FILENAME.
*# -----
***# Local interface:
*# IMPORTING
*# VALUE(IS_ARCHIVE) LIKE /COCKPIT/SARCHIVE STRUCTURE
*#   /COCKPIT/SARCHIVE
*# VALUE(IC_FILE_EXTENSION) TYPE C
*# VALUE(IS_SHDR_DISP) LIKE /COCKPIT/SHDR_DISP STRUCTURE
*#   /COCKPIT/SHDR_DISP
*# CHANGING
*# VALUE(C_FILENAME) TYPE C
*# VALUE(C_DOC_TYPE) LIKE TOADV-DOC_TYPE
*# -----
ENDFUNCTION.

```



Template
<pre> ** REFERENCE(IS_HEADER_DISP) LIKE /COCKPIT/SHDR_DISP STRUCTURE **   /COCKPIT/SHDR_DISP OPTIONAL ** REFERENCE(IB_COMPUTE_DISCOUNT) LIKE BOOLE-BOOLE DEFAULT **   CON_FALSE ** EXPORTING ** REFERENCE(EP_BALANCE) LIKE RM08M-DIFFERENZ ** REFERENCE(ES_MESSAGE) LIKE BAPIRET2 STRUCTURE BAPIRET2 ** REFERENCE(EB_NO_STANDARD) LIKE BOOLE-BOOLE ** TABLES **   IT_ITEM STRUCTURE /COCKPIT/TITEM OPTIONAL **   IT_ACCOUNT STRUCTURE /COCKPIT/TACCT OPTIONAL **   IT_TAX STRUCTURE /COCKPIT/TTAX OPTIONAL **   IT_ITEM_DET STRUCTURE /COCKPIT/SITEM_DET OPTIONAL **   IT_ACCOUNT_DET STRUCTURE /COCKPIT/SACCT_DET OPTIONAL **   IT_TAX_DET STRUCTURE /COCKPIT/STAX_DET OPTIONAL **----- ENDFUNCTION. </pre>

## User Exit 031 – Adjustment of the headers of the overview list

(SAP R/3 4.6 or later)

Template
<pre> FUNCTION /COCKPIT/USEX_HEADER_DISP_SET. **----- *** Local interface: ** CHANGING ** REFERENCE(ES_HEADER_DISP) LIKE /COCKPIT/SHDR_DISP STRUCTURE **   /COCKPIT/SHDR_DISP **----- ENDFUNCTION. </pre>

## User Exit 032 – Adjustment after FI > MM transfer

User-Exit after clicking on the FI-MM transfer button. For example, in order to determine customer-specific document types that emerge of a User-Exit (determination of the document type).

### Template

```

FUNCTION /COCKPIT/USEX_TRANSFER_FI_MM.
*~-----
*~*~*Local interface:
*~ TABLES
*~   C_TAB_ITEM STRUCTURE /COCKPIT/TITEM
*~   C_TAB_ACCOUNT STRUCTURE /COCKPIT/TACCT
*~   C_TAB_TAX STRUCTURE /COCKPIT/TTAX
*~   C_TAB_ACCT_ASSIGN STRUCTURE /COCKPIT/TACCAS OPTIONAL
*~   E_TAB_MESSAGES STRUCTURE BAPIRET2
*~ CHANGING
*~   REFERENCE(C_STR_HEADER) LIKE /COCKPIT/THDR STRUCTURE
*~   /COCKPIT/THDR
*~ EXCEPTIONS
*~   ERROR_OCCURED
*~-----
ENDFUNCTION.

```

## User Exit 033 – Adjustment after MM > FI Transfer

User-Exit after clicking on the FI-MM transfer button. For example in order to determine customer-specific document types that emerge of a User-Exit (determination of the document type).

### Template

```

FUNCTION /COCKPIT/USEX_TRANSFER_MM_FI.
*~-----
*~*~*Local interface:
*~ TABLES
*~   C_TAB_ITEM STRUCTURE /COCKPIT/TITEM
*~   C_TAB_ACCOUNT STRUCTURE /COCKPIT/TACCT
*~   C_TAB_TAX STRUCTURE /COCKPIT/TTAX
*~   E_TAB_MESSAGES STRUCTURE BAPIRET2
*~ CHANGING
*~   REFERENCE(C_STR_HEADER) LIKE /COCKPIT/THDR STRUCTURE

```

Template
<pre> *#   /COCKPIT/THDR *# EXCEPTIONS *#   ERROR_OCCURED *# ----- ENDFUNCTION.</pre>

## User Exit 034 – Directly after the transfer of the data

User Exit is called directly after data transfer to PROCESS DIRECTOR Accounts Payable. Can be used to write data in other tables not in the PROCESS DIRECTOR Accounts Payable standard tables.

Template
<pre> FUNCTION /COCKPIT/USEX_SUBMIT. *# ----- *#*# Local Interface: *# EXPORTING *#   REFERENCE(EC_GUID) LIKE /COCKPIT/SIF-INVOICE_GUID *#   REFERENCE(EC_DOCNO) LIKE /COCKPIT/THDR-DOCNO *#   REFERENCE(EB_NO_STANDARD) LIKE BOOLE-BOOLE *# TABLES *#   CT_ITEM STRUCTURE /COCKPIT/SITEM_EXT *#   CT_TAX STRUCTURE /COCKPIT/STAX_EXT *#   CT_ACCOUNT STRUCTURE /COCKPIT/SACCT_EXT *#   CT_CONTENT STRUCTURE TBL1024 OPTIONAL *#   ET_MESSAGES STRUCTURE BAPIRET2 *#   CT_HDR_TAX_BRAS STRUCTURE /COCKPIT/STAX_BR_EXT OPTIONAL *#   CT_ITEM_TAX_BRAS STRUCTURE /COCKPIT/STAX_ITEM_BR_EXT OPTIONAL *# CHANGING *#   REFERENCE(CS_HEADER) LIKE /COCKPIT/SHDR_EXT STRUCTURE *#     /COCKPIT/SHDR_EXT *#   REFERENCE(CS_CHECK) LIKE /COCKPIT/SCHECKDATA STRUCTURE *#     /COCKPIT/SCHECKDATA *#   REFERENCE(CN_CONTENT_LENGTH) LIKE SAPB-LENGTH OPTIONAL *#   REFERENCE(CC_EXTERNAL_GUID) LIKE /COCKPIT/SIF-INVOICE_GUID *#     OPTIONAL *# EXCEPTIONS *#   ERROR_OCCURED</pre>





Template	
*1	REFERENCE(IB_NO_MSG_DEL) LIKE BOOLE-BOOLE DEFAULT SPACE
*1	REFERENCE(IC_COMP_CODE) LIKE /COCKPIT/THDR-COMP_CODE OPTIONAL
*1	REFERENCE(IC_CP_DOC_TYPE) LIKE /COCKPIT/THDR-CP_DOC_TYPE
*1	OPTIONAL
*1	EXPORTING
*1	REFERENCE(EC_DOC_NO) LIKE BKPF-BELNR
*1	REFERENCE(EC_PROCESS) LIKE /COCKPIT/THIST-PROCESS
*1	REFERENCE(EC_BUKRS) LIKE BKPF-BUKRS
*1	REFERENCE(EB_NO_STANDARD) LIKE BOOLE-BOOLE
*1	TABLES
**	IT_DOCNO STRUCTURE BLNTAB OPTIONAL
*1	CT_MESSAGES STRUCTURE BAPIRET2 OPTIONAL
*1	-----
	ENDFUNCTION.

## User Exit 038 – Adjustment before the Rescan

With the help of this User Exit, adjustments before and during the processing in the Rescan can be carried out.

Template	
	FUNCTION /cockpit/usex_rescan.
**	-----
**	Local interface:
**	TABLES
**	I_TAB_CONTENT STRUCTURE TBL1024 OPTIONAL
**	E_TAB_MESSAGES STRUCTURE BAPIRET2 OPTIONAL
**	CHANGING
**	REFERENCE(C_DOCNO) LIKE /COCKPIT/THDR-DOCNO OPTIONAL
**	REFERENCE(C_SAPDOCNO) LIKE /COCKPIT/THDR-SAP_DOC_NO OPTIONAL
**	REFERENCE(C_COMP_CODE) LIKE /COCKPIT/THDR-COMP_CODE OPTIONAL
**	REFERENCE(C_FISCALYEAR) LIKE /COCKPIT/THDR-FISCAL_YEAR OPTIONAL
**	REFERENCE(C_DOC_ID) LIKE /COCKPIT/THDR-EC_DBC_ID OPTIONAL
**	REFERENCE(C_ARC_ID) LIKE /COCKPIT/THDR-EC_ARC_ID OPTIONAL
**	REFERENCE(C_ARC_OBJ) LIKE /COCKPIT/THDR-EC_ARC_OBJ OPTIONAL
**	REFERENCE(C_MATCHCODE) LIKE /COCKPIT/THDR-EC_DBC_ID OPTIONAL
**	REFERENCE(C_COVERSHEET1) LIKE SAPB-SEARCHKEY OPTIONAL

Template
<pre> ** REFERENCE(C_COVERSHEET2) LIKE SAPB-SEARCHKEY OPTIONAL ** REFERENCE(C_COVERSHEET3) LIKE SAPB-SEARCHKEY OPTIONAL ** REFERENCE(C_CONTENT_LENGTH) LIKE SAPB-LENGTH OPTIONAL ** REFERENCE(CB_NO_STANDARD) LIKE BOOLE-BOOLE OPTIONAL ** EXCEPTIONS ** ERROR_OCCURED ** ----- </pre>

## User Exit 039 – Adjustment of the messages before the display

Checks messages before displaying them and is able to adjust them.

Template
<pre> FUNCTION /COCKPIT/USEX_MSG_DISPLAY. ** ----- ** Local interface: ** IMPORTING ** REFERENCE(IC_COMP_CODE) LIKE /COCKPIT/THDR-COMP_CODE OPTIONAL ** REFERENCE(IC_CP_DOC_TYPE) LIKE /COCKPIT/THDR-CP_DOC_TYPE ** OPTIONAL ** EXPORTING ** REFERENCE(EB_NO_STANDARD) LIKE BOOLE-BOOLE ** TABLES ** ET_MESSAGES STRUCTURE BAPIRET2 OPTIONAL ** CHANGING ** REFERENCE(EC_TITLE) LIKE SY-TITLE OPTIONAL ** REFERENCE(EC_MSG_V1) LIKE SY-MSGV1 OPTIONAL ** REFERENCE(EB_ADD_CHECK) LIKE BOOLE-BOOLE OPTIONAL ** REFERENCE(EB_CONTINUE) LIKE BOOLE-BOOLE OPTIONAL ** ----- ENDFUNCTION. </pre>

## User Exit 040 – Adjustment of the messages before the storage

Adjust messages before they are written to the database.

Template
<pre> FUNCTION /COCKPIT/USEX_MSG_HISTORY. *# ----- **#*# Local interface: *#   IMPORTING *#       REFERENCE(IC_GUID) LIKE /COCKPIT/SIF- INVOICE_GUID *#   OPTIONAL *#       REFERENCE(IC_VERSION) LIKE /COCKPIT/SIF-VERSION *#   OPTIONAL *#   EXPORTING *#       REFERENCE(EB_NO_STANDARD) LIKE BOOLE-BOOLE *#   TABLES *#       ET_MESSAGES STRUCTURE BAPIRET2 OPTIONAL *#   CHANGING *#       REFERENCE(EC_PROCESS) LIKE /COCKPIT/SIF-PROCESS *#   OPTIONAL *#       REFERENCE(EC_USERNAME) LIKE SY-UNAME OPTIONAL *#   EXCEPTIONS *#       ERROR_OCCURED *# ----- ENDFUNCTION. </pre>

## User Exit 041 – Suppress buttons

Access to PROCESS DIRECTOR can be restricted by using an [SAP authorization object](#), which is [activated in PROCESS DIRECTOR](#) based on a typical role concept, for example, AP key user, Invoice coder, Approver and PO requisitioner/creator, and so on. You can use this User Exit to differentiate access within these groups or to cover functionality that is not covered in the activity list of the authorization object.

Template
<pre> FUNCTION /COCKPIT/USEX_SUPPRESS_BUTTONS . **# ----- **#*# Local interface: **#   TABLES **#       CT_FCODE STRUCTURE RSEXFCODE </pre>







## User Exit 044 – Check and adjustment of the agent assignment

(SAP R/3 4.6 or later)

Template
<pre> /COCKPIT/USEX_CLERK_ASSIGN . *~----- ***Local interface: * TABLES *   IT_HDR_DISP STRUCTURE /COCKPIT/SHDR_DISP *   CHANGING *   REFERENCE(CB_SAVE_CLERK) LIKE BOOLE-BOOLE *   REFERENCE(CC_USER) LIKE /COCKPIT/THDR-CR_USER * EXCEPTIONS *   ERROR *~----- ENDFUNCTION. </pre>

## User Exit 045 – Adjustments of the e-mails with HTML contents

(SAP R/3 4.6 or later)

Template
<pre> FUNCTION /COCKPIT/USEX_EMAIL_HTML_MODIF . *~----- ***Local interface: * IMPORTING *   REFERENCE(IB_NO_STANDARD) LIKE BOOLE-BOOLE *   REFERENCE(ID_DATE) TYPE D *   REFERENCE(IC_SUBJECT_TEXT) TYPE /COCKPIT/EMAIL_SUBJECT * TABLES *   IT_EMAIL_TEXT STRUCTURE /COCKPIT/SWC_NOTE *   IT_SENDER_TEXT STRUCTURE /COCKPIT/SWC_NOTE *   IT_RECIPIENT_TEXT STRUCTURE /COCKPIT/SWC_NOTE *   CT_HTML STRUCTURE DOCS *   ET_MESSAGES STRUCTURE BAPIRET2 *~----- ENDFUNCTION. </pre>





## User Exit 050 – F4 search help for replacement of reference documents

(SAP R/3 4.6 or later)

Template
<pre> FUNCTION /COCKPIT/USEX_F4_REF_DOC . *'----- *'*'Local interface: *' IMPORTING *' REFERENCE(IS_HEADER) LIKE /COCKPIT/SHDR_DISP STRUCTURE *' /COCKPIT/SHDR_DISP *' REFERENCE(IS_ITEM) LIKE /COCKPIT/SITEM_DISP STRUCTURE *' /COCKPIT/SITEM_DISP *' EXPORTING *' REFERENCE(EB_NO_STANDARD) LIKE BOOLE-BOOLE *' CHANGING *' REFERENCE(CC_REF_DOC) LIKE /COCKPIT/TITEM-REF_DOC OPTIONAL *' REFERENCE(CN_REF_DOC_YEAR) LIKE /COCKPIT/TITEM-REF_DOC_YEAR *' OPTIONAL *' REFERENCE(CN_REF_DOC_IT) LIKE /COCKPIT/TITEM-REF_DOC_IT *' OPTIONAL *' REFERENCE(LC_LFSNR) LIKE /COCKPIT/TITEM-LFSNR OPTIONAL *'----- ENDFUNCTION.</pre>

## User Exit 051 – Adjustment of selected documents

Template
<pre> FUNCTION /COCKPIT/USEX_DATA_GET_MULT1 . *'*'Local interface: *' IMPORTING *' REFERENCE(IB_SELECT_STATE_CREATED) LIKE COMMS-COMMIT_SW DEFAULT *' 'X' *' REFERENCE(IB_SELECT_STATE_ERROR) LIKE COMMS-COMMIT_SW DEFAULT *' 'X' *' REFERENCE(IB_SELECT_STATE_PROCESSED) LIKE COMMS-COMMIT_SW *' DEFAULT 'X' *' REFERENCE(IB_SELECT_STATE_WC) LIKE BOOLE-BOOLE DEFAULT 'X'</pre>

**Template**

```

* REFERENCE(IB_SELECT_REFUSE) LIKE COMMS-COMMIT_SW DEFAULT SPACE
* REFERENCE(IB_SELECT_FI) LIKE COMMS-COMMIT_SW DEFAULT 'X'
* REFERENCE(IB_SELECT_MM) LIKE COMMS-COMMIT_SW DEFAULT 'X'
* REFERENCE(IC_GUID) LIKE /COCKPIT/SIF- INVOICE_GUID OPTIONAL
* REFERENCE(IC_SPECIAL_SELECT) TYPE C OPTIONAL
* REFERENCE(II_MAXSEL) LIKE RSEUMOD-TBMAXSEL OPTIONAL
* REFERENCE(IC_WC_USER) LIKE /COCKPIT/SWC_IF-WC_USER OPTIONAL
* REFERENCE(IC_WC_USERTYPE) LIKE /COCKPIT/SWC_IF-WC_USERTYPE
*   DEFAULT CON_SAP_USER
* REFERENCE(IB_SELECT_STATE_COLL_INV_CL) LIKE BOOLE-BOOLE DEFAULT
*   'X'
* REFERENCE(IB_SELECT_STATE_COLL_INV_OP) LIKE BOOLE-BOOLE DEFAULT
*   'X'
* REFERENCE(II_SUBRC) LIKE SY-SUBRC OPTIONAL
* TABLES
*   IT_SELOPT_COMP_CODE STRUCTURE BUKRS_RAN OPTIONAL
*   IT_SELOPT_VENDOR STRUCTURE /COCKPIT/RVENDOR OPTIONAL
*   IT_SELOPT_DOC_POST_DATE STRUCTURE RNG_DATE OPTIONAL
*   IT_SELOPT_CURRENCY STRUCTURE /COCKPIT/RCURR OPTIONAL
*   IT_SELOPT_USERNAME STRUCTURE /COCKPIT/RUSER OPTIONAL
*   IT_SELOPT_BEARBEITER STRUCTURE /COCKPIT/RUSER OPTIONAL
*   IT_SELOPT_DOC_SCAN_DATE STRUCTURE RNG_DATE OPTIONAL
*   IT_SELOPT_PO_NUMBER STRUCTURE RANGE_EBELN OPTIONAL
*   IT_SELOPT_SAP_DOC_NO STRUCTURE RNG_BELNR OPTIONAL
*   IT_SELOPT_REF_DOC_NO STRUCTURE /COCKPIT/RXBLNR OPTIONAL
*   IT_SELOPT_DOCNO STRUCTURE /COCKPIT/RDOCNO OPTIONAL
*   IT_SELOPT_CP_DOC_TYPE STRUCTURE /COCKPIT/RCPDOCTYPE OPTIONAL
*   IT_SELOPT_GUID STRUCTURE /COCKPIT/RGUID OPTIONAL
*   IT_SELOPT_FREE STRUCTURE /COCKPIT/SELOPT_FREE OPTIONAL
*   IT_FREE_SELECTIONS STRUCTURE RSDSWHERE OPTIONAL
*   CT_HEADER_DISP STRUCTURE /COCKPIT/SHDR_IF
*   CT_MESSAGES STRUCTURE BAPIRET2 OPTIONAL
* EXCEPTIONS
*   NO_DATA_FOUND
*   ERROR_OCCURED

```









**Template**

\* === Reference implementation of Coversheet rescan ===

\* This implementation starts automatically a WEB CYCLE

\* after a Coversheet is rescanned.

\* If you want to start a WEB CYCLE in user exit

\* 055 con\_exit\_rescan\_After\_link, you must activate

\* locking in this user exit, because you will modify

\* INVOICE COCKPIT document with WEB CYCLE start.

DATA:

lb\_auto\_approve LIKE boole-boole VALUE con\_true,

ls\_webcycle LIKE /cockpit/swc\_if,

ls\_wc\_step LIKE /cockpit/swc\_step,

lc\_user LIKE /cockpit/swc\_if-wc\_user.

IF lb\_auto\_approve = con\_true.

lc\_user = sy-uname.

CALL FUNCTION '/COCKPIT/WC\_API\_DATA\_GET'

EXPORTING

ic\_guid = cs\_header-invoice\_guid

ic\_user\_type = con\_sap\_user

ic\_user = lc\_user

IMPORTING

es\_webcycle = ls\_webcycle

es\_wc\_step = ls\_wc\_step

EXCEPTIONS

not\_found = 1

OTHERS = 2.

IF ( ls\_webcycle-wc\_id = 'TG\_TRAVEL1' OR

ls\_webcycle-wc\_id = 'TG\_TRAVEL2' ) AND

ls\_wc\_step-wc\_step\_id = 'TG\_TRAVELB'.

cb\_lock\_document = con\_true.

ELSE.

CALL FUNCTION '/COCKPIT/OBJ\_MESSAGE\_APPEND'

EXPORTING

i\_number = '078'

i\_id = '/COCKPIT/WC'

TABLES





**Template**

```

CHECK: ic_search_result EQ 'CPT',
      NOT is_header-invoice_guid IS INITIAL,
      ib_lock_document EQ con_true.

DATA:
  ls_header_if  LIKE /cockpit/shdr_if,
  lt_item_if    LIKE TABLE OF /cockpit/sitem_if,
  lt_tax_if     LIKE TABLE OF /cockpit/stax_if,
  lt_account_if LIKE TABLE OF /cockpit/sacct_if,
  lc_webcycle_id LIKE /cockpit/swc_webcycle-wc_id,
  lc_proc_wc    LIKE /cockpit/thist-process,
  lb_auto_approve LIKE boole-boole VALUE con_true,
  ls_wc_step    LIKE /cockpit/swc_if,
  lc_user       LIKE /cockpit/swc_if-wc_user.

* get INVOICE COCKPIT document data from database
CALL FUNCTION '/COCKPIT/API_DATA_GET'
  EXPORTING
    i_guid      = is_header-invoice_guid
  IMPORTING
    e_str_header = ls_header_if
  TABLES
    e_tab_item   = lt_item_if
    e_tab_tax    = lt_tax_if
    e_tab_account = lt_account_if
  EXCEPTIONS
    no_data_found = 1
    error_occured = 2
    OTHERS       = 3.

IF sy-subrc NE 0.
  CALL FUNCTION '/COCKPIT/OBJ_MESSAGE_APPEND'
    EXPORTING
      i_type      = 'E'
      i_id        = '/COCKPIT/WC'
      i_number    = '022'
      i_message_v1 = is_header-invoice_guid
    TABLES

```

**Template**

```

        c_tab_messages = ct_messages.
    IF 1 EQ 2. MESSAGE e022(/cockpit/wc) WITH space. ENDIF.
        RAISE error_occured.
    ENDIF.
    IF lb_auto_approve = con_true.
* auto approve WEB CYCLE, user must pre-assigned
        lc_user = sy-uname.
        CALL FUNCTION '/COCKPIT/WC_API_DATA_GET'
            EXPORTING
                ic_guid    = is_header-invoice_guid
                ic_user_type = con_sap_user
                ic_user     = lc_user
            IMPORTING
                es_webcycle = ls_wc_step
            EXCEPTIONS
                not_found   = 1
                OTHERS      = 2.
        CALL FUNCTION '/COCKPIT/WC_SET_APPROVED'
            EXPORTING
                is_wc_step  = ls_wc_step
                ib_online    = con_false
            TABLES
                et_messages = ct_messages
            EXCEPTIONS
                canceled     = 1
                error_occured = 2
                OTHERS       = 3.
    ELSE.
* start WEB CYCLE, user must pre-assigned or
* must be automatically assigned with user exit.
        IF ls_header_if-status EQ con_status_webcycle.
            CALL FUNCTION '/COCKPIT/OBJ_MESSAGE_APPEND'
                EXPORTING
                    i_number    = '078'
                    i_id        = '/COCKPIT/WC'

```

**Template**

```

TABLES
    c_tab_messages = ct_messages.
IF 1 EQ 2. MESSAGE e078(/cockpit/wc). ENDIF.
RAISE error_occured.
ENDIF.
lc_webcycle_id = 'TG_TRAVEL1'.
CALL FUNCTION '/COCKPIT/WC_START'
    EXPORTING
        ib_online    = con_false
        ic_webcycle_id = lc_webcycle_id
    IMPORTING
        ec_proc_wc   = lc_proc_wc
    TABLES
        it_item      = lt_item_if
        it_account   = lt_account_if
        it_tax       = lt_tax_if
        et_message   = ct_messages
    CHANGING
        es_header    = ls_header_if
    EXCEPTIONS
        canceled     = 1
        error_occured = 2
        OTHERS       = 3.
IF sy-subrc EQ 0.
CALL FUNCTION '/COCKPIT/API_DATA_UPDATE'
    EXPORTING
        i_invoice_guid    = is_header-invoice_guid
        i_no_commit       = con_true
        i_process         = con_proc_wc_started
        ic_change_user_is_online = con_false
    TABLES
        e_tab_messages    = ct_messages
    CHANGING
        c_str_header_disp = ls_header_if
    EXCEPTIONS

```































## User Exit 500 – Selection of REPETITOR documents

Template
<pre> FUNCTION /COCKPIT/USEX_RPTTR_SLCTN. * ----- **  Local interface: **  IMPORTING **  REFERENCE(I_SELECT_STATE_CREATED) LIKE COMMS-COMMIT_SW DEFAULT **  'X' **  REFERENCE(I_SELECT_STATE_ERROR) LIKE COMMS-COMMIT_SW DEFAULT **  'X' **  REFERENCE(I_SELECT_STATE_WCONLY) LIKE COMMS-COMMIT_SW DEFAULT **  'X' **  REFERENCE(I_SELECT_STATE_WCNORJ) LIKE COMMS-COMMIT_SW DEFAULT **  'X' **  REFERENCE(I_SELECT_FI) LIKE COMMS-COMMIT_SW DEFAULT 'X' **  REFERENCE(I_SELECT_MM) LIKE COMMS-COMMIT_SW DEFAULT 'X' **  TABLES **  I_SELOPT_COMP_CODE STRUCTURE BUKRS_RAN **  I_SELOPT_VENDOR STRUCTURE /COCKPIT/RVENDOR **  I_SELOPT_DOC_POST_DATE STRUCTURE RNG_DATE **  I_SELOPT_USERNAME STRUCTURE /COCKPIT/RUSER **  I_SELOPT_BEARBEITER STRUCTURE /COCKPIT/RUSER **  I_SELOPT_DOC_SCAN_DATE STRUCTURE RNG_DATE **  I_SELOPT_DOCNO STRUCTURE /COCKPIT/RDOCNO OPTIONAL **  I_SELOPT_CURRENCY STRUCTURE /COCKPIT/RCURR **  I_FREE_SELECTIONS STRUCTURE RSDSWHERE OPTIONAL **  C_TAB_HEADER_DISP STRUCTURE /COCKPIT/SHDR_IF OPTIONAL **  EXCEPTIONS **  NO_DATA_FOUND **  ERROR_OCCURED* ----- ENDFUNCTION. </pre>

## User Exit 501 – Processing of a document after REPETITOR selection

Template
<pre> FUNCTION /COCKPIT/USEX_REPETITOR_FINAL . *1 ----- *1*1 Local interface: *1 IMPORTING *1 REFERENCE(IC_PROCESS) LIKE /COCKPIT/SIF-PROCESS *1 TABLES *1 C_TAB_ITEM STRUCTURE /COCKPIT/SITEM_IF *1 C_TAB_ACCOUNT STRUCTURE /COCKPIT/SACCT_IF *1 C_TAB_TAX STRUCTURE /COCKPIT/STAX_IF *1 C_TAB_ACCT_ASSIGN STRUCTURE /COCKPIT/TACCAS *1 E_TAB_MESSAGES STRUCTURE BAPIRET2 *1 CHANGING *1 REFERENCE(C_STR_HEADER) LIKE /COCKPIT/SHDR_IF STRUCTURE *1 /COCKPIT/SHDR_IF *1 ----- ENDFUNCTION. </pre>

## User Exit 701 – Adjust INFO MAIL subject keywords

In order to analyze incoming email subjects, INFO MAIL supports five fields by default (LIFNR, EIKTO, DOC\_DATE, PO\_NUMBER and REF\_DOC\_NO). You can use this user exit to add support for additional fields. When an email is received with values for these additional fields, the values are added to the standard query.

This user exit can be used to expand the functionality of INFO MAIL. For example, you could use INFO MAIL to register new WORK CYCLE users, where these users could send an email to the INFO MAIL service containing the user's name and contact details, and a separate user exit could be written to take these details to create a new WORK CYCLE user. Similarly, new vendors could register for the INFO MAIL service by sending an email containing their vendor number and contact details, and a user exit could be executed to take these details to register the vendor for INFO MAIL.

Template
<pre> FUNCTION /COCKPIT/USEX_IM_KEYWORDS . *1 ----- *1*1 Local interface: *1 TABLES *1 ET_FIELD_VALUES STRUCTURE /COCKPIT/SIM_IMPORT_DATA *1 OPTIONAL </pre>



## Data import

When importing files, not all functionality is built into the standard PROCESS DIRECTOR Accounts Payable code. In order to use these features, you must activate the following User Exits.

User Exit	Name
012	Menu button to import data.
020	Start workflow after data import
800	Change data before mapping*
801	Change data before submitting*
918	Account assignment upload.

\* Template only. You must develop your own User Exit based on the template.

All file import User Exits are located in the /COCKPIT/IMPORT function group.

### List of User Exits

#### File import User Exit 012 – Menu button to import data

This User Exit creates a menu button in PROCESS DIRECTOR Accounts Payable to import files.

Template
<pre> FUNCTION /cockpit/import_userx_custfct. ** ----- **"Local interface: ** IMPORTING **  REFERENCE(I_FUNCTION) LIKE SY-UCOMM **  REFERENCE(I_DETAIL_VIEW) LIKE BOOLE-BOOLE OPTIONAL ** TABLES **  C_TAB_ITEM STRUCTURE /COCKPIT/SITEM_IF **  C_TAB_ACCOUNT STRUCTURE /COCKPIT/SACCT_IF **  C_TAB_TAX STRUCTURE /COCKPIT/STAX_IF **  C_TAB_ACCT_ASSIGN STRUCTURE /COCKPIT/TACCAS OPTIONAL **  E_TAB_MESSAGES STRUCTURE BAPIRET2 **  I_TAB_SEL_HEADERS STRUCTURE /COCKPIT/SHDR_IF OPTIONAL ** CHANGING **  REFERENCE(C_STR_HEADER) LIKE /COCKPIT/SHDR_IF STRUCTURE **  /COCKPIT/SHDR_IF </pre>

**Template**

```

**-----
DATA:
  ls_data_provider TYPE /cockpit/simport_dataprovider,
  ls_sheet        TYPE /cockpit/cim_sh,
  lt_data1        TYPE TABLE OF /cockpit/simport_fieldlist,
  ls_checkdata    TYPE /cockpit/tchecko,
  ls_header_new   TYPE /cockpit/shdr_ext,
  ls_checkdata_new TYPE /cockpit/scheckdata,
  lt_tax_new      TYPE TABLE OF /cockpit/stax_ext,
  lt_item_new     TYPE TABLE OF /cockpit/sitem_ext WITH HEADER LINE,
  lt_account_new  TYPE TABLE OF /cockpit/sacct_ext WITH HEADER LINE,
  lt_item_single  TYPE TABLE OF /cockpit/sitem_ext,
  lt_account_single TYPE TABLE OF /cockpit/sacct_ext,
  li_doc_count    TYPE i.
CALL SCREEN 100 STARTING AT 3 3.
CHECK NOT gs_popup_0100 IS INITIAL.
CALL FUNCTION '/COCKPIT/API_CUST_IMPORT_GET'
  EXPORTING
    ic_data_provider = gs_popup_0100-data_provider
  IMPORTING
    es_data_provider = ls_data_provider
    es_sheet         = ls_sheet
  EXCEPTIONS
    not_found       = 1
    OTHERS          = 2.
IF sy-subrc NE 0.
CALL FUNCTION '/COCKPIT/OBJ_MESSAGE_APPEND'
  EXPORTING
    i_type   = 'D'
    i_id     = '/COCKPIT/IMPORT'
    i_number = '100'
    i_message_v1 = gs_popup_0100-data_provider
    i_duplicates = con_true
  TABLES
    c_tab_messages = e_tab_messages

```

**Template**

```

EXCEPTIONS
    OTHERS      = 0.
IF 1 = 2. MESSAGE i100(/cockpit/import) WITH space. ENDIF.
RAISE error_occured.
ENDIF.
CALL FUNCTION '/COCKPIT/IMPORT_UPLOAD_CONVERT'
    EXPORTING
        ic_filename1 = gs_popup_0100-filename
        ic_fileformat1 = gs_popup_0100-fileformat
    TABLES
        et_data1      = lt_data1
        ct_messages   = e_tab_messages
    EXCEPTIONS
        error_occured = 1
        OTHERS        = 2.
IF sy-subrc NE 0.
    EXIT.
ENDIF.
CALL FUNCTION '/COCKPIT/IMPORT_SHEET'
    EXPORTING
        ic_data_provider = gs_popup_0100-data_provider
        ib_debug_mode    = gs_popup_0100-debug_mode
    IMPORTING
        es_header        = ls_header_new
        es_checkdata     = ls_checkdata_new
    TABLES
        it_data1         = lt_data1
        et_item          = lt_item_new
        et_account       = lt_account_new
        et_tax           = lt_tax_new
        et_acct_assign   = c_tab_acct_assign
        et_messages      = e_tab_messages.
CASE ls_sheet-import_sheet.
    WHEN con_import_sheet_create.
        PERFORM submit_document

```

**Template**

```

TABLES It_item_new
      It_account_new
      It_tax_new
      e_tab_messages
USING Is_data_provider
      gs_popup_0100-skip_datatrans
CHANGING Is_header_new
      Is_checkdata_new
      li_doc_count.
WHEN con_import_sheet_single.
LOOP AT It_item_new.
  REFRESH:
    It_item_single,
    It_account_single.
  APPEND It_item_new TO It_item_single.
  PERFORM submit_document
    TABLES It_item_single
          It_account_single
          It_tax_new
          e_tab_messages
    USING Is_data_provider
          gs_popup_0100-skip_datatrans
    CHANGING Is_header_new
          Is_checkdata_new
          li_doc_count.
  ENDLOOP.
LOOP AT It_account_new.
  REFRESH:
    It_item_single,
    It_account_single.
  APPEND It_account_new TO It_account_single.
  PERFORM submit_document
    TABLES It_item_single
          It_account_single
          It_tax_new

```

**Template**

```

        e_tab_messages
        USING ls_data_provider
        gs_popup_0100-skip_datatrans
        CHANGING ls_header_new
        ls_checkdata_new
        li_doc_count.

    ENDLOOP.
WHEN con_import_sheet_update.
    CALL FUNCTION '/COCKPIT/API_DATA_ORG_GET'
        EXPORTING
            i_guid      = c_str_header-invoice_guid
        IMPORTING
            e_str_check_data = ls_checkdata
        EXCEPTIONS
            error_occured  = 1
            OTHERS        = 2.
    IF sy-subrc EQ 0.
        PERFORM update_doc_from_sheet TABLES c_tab_item
            lt_item_new
            c_tab_account
            lt_account_new
            c_tab_tax
            lt_tax_new
            e_tab_messages
        USING ls_sheet
            ls_header_new
            ls_checkdata_new
        CHANGING c_str_header
            ls_checkdata.
        IF NOT ls_sheet-import_checkdata IS INITIAL.
            MODIFY /cockpit/tchecko FROM ls_checkdata.
        ENDIF.
    ENDIF.
WHEN OTHERS.
ENDCASE.

```



**Template**

```
CALL FUNCTION '/COCKPIT/MAP_INTERN_TO_EXTERN'
```

## EXPORTING

```
  i_str_header = i_str_header
```

## IMPORTING

```
  e_str_header_if = ls_header_if
```

## TABLES

```
  i_tab_item = i_tab_item
```

```
  i_tab_account = i_tab_account
```

```
  i_tab_tax = i_tab_tax
```

```
  e_tab_item_if = lt_item_if
```

```
  e_tab_account_if = lt_account_if
```

```
  e_tab_tax_if = lt_tax_if.
```

```
CALL FUNCTION '/COCKPIT/WC_START'
```

## EXPORTING

```
  ib_online = con_false
```

```
  ic_webcycle_id = ls_usex_data-workflow
```

## IMPORTING

```
  ec_proc_wc = lc_proc_wc
```

## TABLES

```
  it_item = lt_item_if
```

```
  it_account = lt_account_if
```

```
  it_tax = lt_tax_if
```

```
  et_message = e_tab_messages
```

## CHANGING

```
  es_header = ls_header_if
```

## EXCEPTIONS

```
  canceled = 1
```

```
  error_occured = 2
```

```
  OTHERS = 3.
```

```
IF sy-subrc EQ 0.
```

```
CALL FUNCTION '/COCKPIT/API_DATA_UPDATE'
```

## EXPORTING

```
  i_invoice_guid = i_str_header-invoice_guid
```

```
  i_no_commit = con_true
```

```
  i_process = con_proc_wc_started
```



Template
<pre> ** REFERENCE(IS_DATA_PROVIDER) LIKE /COCKPIT/SIMPORT_DATAPROVIDER **   STRUCTURE /COCKPIT/SIMPORT_DATAPROVIDER ** REFERENCE(IS_DOC_DEFAULTS) LIKE /COCKPIT/SIMPORT_DOCDEFAULTS **   STRUCTURE /COCKPIT/SIMPORT_DOCDEFAULTS ** EXPORTING ** REFERENCE(EI_DOC_COUNT) TYPE I ** TABLES **   CT_DATA1 STRUCTURE /COCKPIT/SIMPORT_FIELDLIST **   CT_DATA2 STRUCTURE /COCKPIT/SIMPORT_FIELDLIST **   CT_MESSAGES STRUCTURE BAPIRET2 ** CHANGING ** REFERENCE(CB_NO_STANDARD) LIKE BOOLE-BOOLE ** ----- * Enumerate lines LOOP AT ct_data1.   ct_data1-f50 = sy-tabix.   CONDENSE ct_data1-f50.   MODIFY ct_data1. ENDLOOP. * Enumerate lines LOOP AT ct_data2.   ct_data2-f50 = sy-tabix.   CONDENSE ct_data2-f50.   MODIFY ct_data2. ENDLOOP. ENDFUNCTION. </pre>

### File import User Exit 801 – Change data before submitting

You can use this User Exit to change data from the P-Card import file(s) before the data is submitted to PROCESS DIRECTOR Accounts Payable via [RFC\\_DATA\\_SUBMIT](#).

Template
<pre> FUNCTION /cockpit/import_uscx_bfr_sbmt. ** ----- ***"Local interface: ** EXPORTING </pre>

Template
<pre> ** REFERENCE(EC_EXTERNAL_GUID) LIKE /COCKPIT/SIF-INVOICE_GUID ** REFERENCE(EC_GUID) LIKE /COCKPIT/SIF-INVOICE_GUID ** REFERENCE(EC_DOCNO) LIKE /COCKPIT/THDR-DOCNO ** REFERENCE(EB_NO_STANDARD) LIKE BOOLE-BOOLE ** TABLES ** CT_ITEM STRUCTURE /COCKPIT/SITEM_EXT ** CT_TAX STRUCTURE /COCKPIT/STAX_EXT ** CT_ACCOUNT STRUCTURE /COCKPIT/SACCT_EXT ** CT_CONTENT STRUCTURE TBL1024 ** CT_MESSAGES STRUCTURE BAPIRET2 ** CT_FILES STRUCTURE /COCKPIT/SEDI_FILE ** CT_BINARY STRUCTURE TBL1024 ** CT_TEXT STRUCTURE DOCS ** CT_PROCESSLOG STRUCTURE BAPIRET2 ** CHANGING ** REFERENCE(CS_HEADER) LIKE /COCKPIT/SHDR_EXT STRUCTURE ** /COCKPIT/SHDR_EXT ** REFERENCE(CS_CHECKDATA) LIKE /COCKPIT/SCHECKDATA STRUCTURE ** /COCKPIT/SCHECKDATA ** REFERENCE(CN_CONTENT_LENGTH) LIKE SAPB-LENGTH ** ----- cs_header-sgtxt = 'Import'. ENDFUNCTION. </pre>

## File import User Exit 918 – Account assignment upload

This User Exit enables users to upload account assignments from an external file.

Template
<pre> FUNCTION /cockpit/import. ** ----- ** Local interface: ** IMPORTING ** REFERENCE(IC_DATA_PROVIDER) LIKE /COCKPIT/CIM_DP-DATA_PROVIDER ** REFERENCE(IS_DOC_DEFAULTS) LIKE /COCKPIT/SIMPORT_DOCDEFAULTS ** STRUCTURE /COCKPIT/SIMPORT_DOCDEFAULTS OPTIONAL </pre>

**Template**

```

** REFERENCE(IC_INVOICE_GUID) LIKE /COCKPIT/SIF-INVOICE_GUID
**   OPTIONAL
** REFERENCE(IB_DEBUG_MODE) TYPE XFELD OPTIONAL
** REFERENCE(IB_SKIP_DATATRANSFER) TYPE XFELD OPTIONAL
** EXPORTING
** REFERENCE(EI_DOC_COUNT) TYPE I
** TABLES
**   IT_DATA1 STRUCTURE /COCKPIT/SIMPORT_FIELDLIST
**   IT_DATA2 STRUCTURE /COCKPIT/SIMPORT_FIELDLIST OPTIONAL
**   ET_MESSAGES STRUCTURE BAPIRET2
** -----
DATA:
  ls_data_provider TYPE /cockpit/simport_dataprovider,
  lb_error        TYPE boole-boole,
  lb_no_standard  TYPE boole-boole.
IF ib_debug_mode = con_true.
  CALL FUNCTION '/COCKPIT/OBJ_MESSAGE_APPEND'
    EXPORTING
      i_type      = 'D'
      i_id        = '/COCKPIT/IMPORT'
      i_number    = '000'
      i_message_v1 = 'Debug mode - '
      i_message_v2 = 'from the makers of'
      i_message_v3 = 'EICC logfile'
      i_duplicates = con_true
    TABLES
      c_tab_messages = et_messages
    EXCEPTIONS
      OTHERS          = 0.          "#EC NOTEXT
  IF 1 = 2. MESSAGE i000(/cockpit/import) WITH space. ENDIF.
ENDIF.
CALL FUNCTION '/COCKPIT/API_CUST_IMPORT_GET'
  EXPORTING
    ic_data_provider = ic_data_provider
  IMPORTING

```

**Template**

```

es_data_provider = ls_data_provider
EXCEPTIONS
not_found      = 1
OTHERS        = 2.
IF sy-subrc NE 0.
CALL FUNCTION '/COCKPIT/OBJ_MESSAGE_APPEND'
EXPORTING
i_id          = '/COCKPIT/IMPORT'
i_number      = '100'
i_message_v1  = ic_data_provider
TABLES
c_tab_messages = et_messages
EXCEPTIONS
OTHERS        = 0.
IF 1 = 2. MESSAGE i100(/cockpit/import) WITH space. ENDIF.
EXIT.
ENDIF.
PERFORM user_exit_before_mapping TABLES it_data1
           it_data2
           et_messages
           USING ls_data_provider
           is_doc_defaults
           CHANGING ei_doc_count
           lb_no_standard.
CHECK lb_no_standard IS INITIAL.
CASE ls_data_provider-import_scheme.
WHEN con_import_scheme_file.
PERFORM file_mapping TABLES it_data1
           it_data2
           et_messages
           USING ic_data_provider
           is_doc_defaults
           ib_debug_mode
           ib_skip_datatransfer
           CHANGING ei_doc_count

```

**Template**

```

        lb_error.
    WHEN con_import_scheme_sheet.
*   PERFORM sheet_mapping TABLES it_data1
*       it_data2
*       et_messages
*       USING ic_data_provider
*       is_doc_defaults
*       ic_invoice_guid
*       ib_debug_mode
*       ib_skip_datatransfer
*   CHANGING ei_doc_count
*       lb_error.
    WHEN OTHERS.
    CALL FUNCTION '/COCKPIT/OBJ_MESSAGE_APPEND'
    EXPORTING
        i_id      = '/COCKPIT/IMPORT'
        i_number  = '121'
        i_message_v1 = ls_data_provider-import_scheme
    TABLES
        c_tab_messages = et_messages
    EXCEPTIONS
        OTHERS      = 0.
    IF 1 = 2. MESSAGE i121(/cockpit/import) WITH space. ENDIF.
    ENDCASE.
ENDFUNCTION.

```

## Fast entry

There are two User Exits specific to the importing of Fast Entry documents:

- [User Exit 068 - Adjustment of checked data during transfer of Fast Entry docs](#)
- [User Exit 069 - Adjustment of Fast Entry data before transfer](#)
- [User Exit 075 - Adjustment of Fast Entry data before creation](#)







## Appendix C – Tables

Data in PROCESS DIRECTOR is saved in tables in the /COCKPIT/ namespace. There are two kinds of tables:

- [Data tables](#)  
Store the data in PROCESS DIRECTOR documents.
- [Configuration tables](#)  
Store the PROCESS DIRECTOR configuration data.

### Data tables

Data tables contain PROCESS DIRECTOR document data (both current and previous versions).

Depending on the underlying database of the R/3, appropriate database optimizations must be performed.

### Descriptions

Table	Description
/COCKPIT/TACCAS	Data of the allocation to an account for a purchase order item
/COCKPIT/TACCASV	Data of the allocation to an account for a purchase order item versions
/COCKPIT/TACCT	Data of the allocation to an account
/COCKPIT/TACCTO	Original data of the allocation to an account
/COCKPIT/TACCTV	Data of the allocation to an account old versions
/COCKPIT/TCHECKO	Check data for the invoice
/COCKPIT/TCHGTC	Last alteration of a Customer-Includes
/COCKPIT/TCPDK	CPD data
/COCKPIT/TCPDKIG	CPD data for the INVOICE_GUID
/COCKPIT/TERRORS	Occurred errors in the PROCESS DIRECTOR, for the classification
/COCKPIT/TERRORV	Occurred errors in the PROCESS DIRECTOR, for the classification
/COCKPIT/THDR	Header data
/COCKPIT/THDRO	Original header data
/COCKPIT/THDRV	Header data old versions
/COCKPIT/THIST	Data history

<b>Table</b>	<b>Description</b>
/COCKPIT/TITEM	Item data
/COCKPIT/TITEMO	Original item data
/COCKPIT/TITEMV	Item data old versions
/COCKPIT/TLIC	Product licenses
/COCKPIT/TLOGOS	Logos for the display
/COCKPIT/TMIME	Image data
/COCKPIT/TMSG	Messages
/COCKPIT/TNOTES	Notes of the PROCESS DIRECTOR
/COCKPIT/TSTAT	Posting Status data
/COCKPIT/TSARAIID	Index Table for archiving
/COCKPIT/TTAX	Tax data
/COCKPIT/TTAXO	Original tax data
/COCKPIT/TTAXV	Tax data old versions
/COCKPIT/TTXTBOD	Rows of the texts of a PROCESS DIRECTOR document
/COCKPIT/TTXTHDR	Header information of the texts of a PROCESS DIRECTOR document
/COCKPIT/TUSRDEF	Creation of an agent for PROCESS DIRECTOR
/COCKPIT/TVDHIST	History for the vendor search
/COCKPIT/TVEND	Found vendors from search
/COCKPIT/TVERS	Data for the copyright
/COCKPIT/TWT_TAX	Table for broadened withholding tax

## Properties

Each PROCESS DIRECTOR document has a data volume of 20-50kb (not compressed), on average 35kb. Depending on the underlying database, the actual volume saved is smaller, because the major part of the fields (81% of the length) is stored as VARCHAR und all the field sizes are never fully utilized.

Table	Width	Indexes	Generic	VARCHAR	Entries per doc.	Size (B)
/COCKPIT/TACCAS	202	1	5	197	3	606
/COCKPIT/TACCASV	200	1	5	195	15	3000
/COCKPIT/TACCT	279	1	33	246	3	837
/COCKPIT/TACCTO	284	1	34	250	1	284
/COCKPIT/TACCTV	279	1	34	245	15	4185
/COCKPIT/TCHECKO	205	1	0	205	1	205
/COCKPIT/TCHGTC	56	1	0	56	0	0
/COCKPIT/TCPDK	530	1	21	509	Variable	0
/COCKPIT/TCPDKIG	70	1	0	70	Variable	0
/COCKPIT/TERRORS	95	1	0	95	5	475
/COCKPIT/THDR	656	1	183	473	1	656
/COCKPIT/THDRO	655	1	236	419	1	655
/COCKPIT/THDRV	656	1	183	473	5	3280
/COCKPIT/THIST	98	1	21	77	5	490
/COCKPIT/TITEM	234	1	72	162	5	1170
/COCKPIT/TITEMO	233	1	66	167	1	233
/COCKPIT/TITEMV	234	1	72	162	25	5850
/COCKPIT/TMIME	424	1	0	424	1	424
/COCKPIT/TMSG	432	1	31	401	25	10800
/COCKPIT/TSTAT	64	1	21	43	1	64
/COCKPIT/TTAX	75	1	20	55	1	75
/COCKPIT/TTAXO	59	1	30	29	1	59

Table	Width	Indexes	Generic	VARCHAR	Entries per doc.	Size (B)
/COCKPIT/TTAXV	75	1	20	55	5	375
/COCKPIT/TTXTBOD	118	1	0	118	5	590
/COCKPIT/TTXTHDR	132	1	21	111	1	132
/COCKPIT/TUSRDEF	22	1	3	19	0	0
/COCKPIT/TVDHIST	13	1	0	13	Variable	0
/COCKPIT/TVEND	48	1	0	48	Variable	0
/COCKPIT/TVERS	15	1	0	15	0	0
/COCKPIT/TWT_TAX	75	1	15	60	Variable	0

## Configuration tables

Configuration tables store the PROCESS DIRECTOR configuration data. No document data is saved in them.

Data logging is activated for all tables, which record all changes.

Table	Description
/COCKPIT/CADDCHK	Semantic checks of PROCESS DIRECTOR
/COCKPIT/CARCH	Archive Management
/COCKPIT/CARCHIV	Archive connection
/COCKPIT/CARCOBJ	Archive document type
/COCKPIT/CAUTH	Authorization object
/COCKPIT/CBUTN	Create active functions
/COCKPIT/CCHK	Semantic checks of PROCESS DIRECTOR
/COCKPIT/CCHKT	Checks of PROCESS DIRECTOR
/COCKPIT/CCOMSPCS	Comparison of PROCESS DIRECTOR SAP data
/COCKPIT/CCPDDAT	CPD vendors: Field mapping for customer-specific fields
/COCKPIT/CCPDVNO	CPD vendors: Mapping of names for the CPD vendor number
/COCKPIT/CCSTFCT	Customer functions

Table	Description
/COCKPIT/CCSTFTT	Customer functions, texts
/COCKPIT/CCTAC	Create posting transactions
/COCKPIT/CCTIME	Resting time of the documents in PROCESS DIRECTOR
/COCKPIT/CCVFIND	Customizing: vendor search in PROCESS DIRECTOR
/COCKPIT/CCVFINT	Search types in PROCESS DIRECTOR
/COCKPIT/CDICDYN	DIC2DYN transformation of display into DB structure
/COCKPIT/CERRVIS	Customizing of the field classification
/COCKPIT/CEXITS	User exits PROCESS DIRECTOR
/COCKPIT/CEXITS2	User exits PROCESS DIRECTOR
/COCKPIT/CFRDETA	Further detailed fields
/COCKPIT/CFRSELE	Further selection fields
/COCKPIT/CFSTATE	Field status variants of PROCESS DIRECTOR
/COCKPIT/CGENERL	General settings PROCESS DIRECTOR
/COCKPIT/CLOGMSG	Customizing for the logging (history)
/COCKPIT/CLOGOS	Logos for the display
/COCKPIT/CMAP	Mapping of the invoice fields on the SAP fields
/COCKPIT/CMAPT	Mapping SAP fields FI/MM – PROCESS DIRECTOR fields
/COCKPIT/CMAPTAX	Allocation of the PROCESS DIRECTOR tax fields
/COCKPIT/CMSG	Message handling at the time of posting
/COCKPIT/CNCOMP	Fields are not taken into account when comparing versions
/COCKPIT/CNOTES	Settings for the notes
/COCKPIT/CPICDIS	Display of the images, control settings etc.
/COCKPIT/CPOFIND	Create purchase order item search
/COCKPIT/CPOSTNG	Customizing for the INVOICE COCKPIT postings
/COCKPIT/CPROC	Fixed values of the processes of PROCESS DIRECTOR

Table	Description
/COCKPIT/CPROCT	Texts for the processes of PROCESS DIRECTOR
/COCKPIT/CPTYP	PROCESS DIRECTOR document type
/COCKPIT/CPTYPT	PROCESS DIRECTOR document type
/COCKPIT/CREP	Posting logics for the REPETITOR
/COCKPIT/CREQFLD	Mandatory fields of PROCESS DIRECTOR
/COCKPIT/CSABC	Mandatory fields of PROCESS DIRECTOR
/COCKPIT/CSCRDIS	Allocate status variants
/COCKPIT/CSCREEN	Deposit status variants, possibility of alteration of fields
/COCKPIT/CSEXITS	PROCESS DIRECTOR user exits
/COCKPIT/CSTEXT	External document status
/COCKPIT/CSTEXTT	Transformation of the document status, external status description
/COCKPIT/CSTINT	Internal document status
/COCKPIT/CSTINTT	Transformation of the document status, internal status description
/COCKPIT/CSTMAP	Transformation of the document status from PROCESS DIRECTOR to external
/COCKPIT/CSUB	Posting logics at the time of the data transfer in SAP R/3
/COCKPIT/CTAC	Transactions
/COCKPIT/CTAXCOD	How is tax rate illustrated on indicators
/COCKPIT/CTXTYP	Types of texts in PROCESS DIRECTOR
/COCKPIT/CTXTYPT	Texts for the types of texts in PROCESS DIRECTOR
/COCKPIT/CUOMGET	Suppress automatic determination of the unit from the purchase order
/COCKPIT/CTXTYPT	Texts for note types
/COCKPIT/CUOMGET	Suppress automatic determination of the unit from the purchase order
/COCKPIT/CVFIND	Customizing: Vendor search in PROCESS DIRECTOR
/COCKPIT/CVNFIND	Automatic determination of the vendor

## Appendix D – Transactions

Below is a list of the main PROCESS DIRECTOR transactions.

For a list of all configuration transactions, see the Index.

Component	Transaction	Description
PROCESS DIRECTOR	/COCKPIT/1	Displays PROCESS DIRECTOR with document selection screen.
PROCESS DIRECTOR	/COCKPIT/WL1	Displays PROCESS DIRECTOR with today's documents and documents with errors.
PROCESS DIRECTOR	/COCKPIT/WL2	Displays PROCESS DIRECTOR with today's documents and documents with errors assigned to the current user.
PROCESS DIRECTOR	/COCKPIT/WL3	Displays PROCESS DIRECTOR with all documents assigned to the current user.
PROCESS DIRECTOR	/COCKPIT/CI	Displays PROCESS DIRECTOR configuration menu (IMG).
PROCESS DIRECTOR	/COCKPIT/C	Displays PROCESS DIRECTOR configuration menu.
PROCESS DIRECTOR	/COCKPIT/VER	Displays PROCESS DIRECTOR version.
WORK CYCLE	/COCKPIT/WC	Displays WORK CYCLE document list.
WORK CYCLE	/COCKPIT/WI	Displays WORK CYCLE configuration menu (IMG).
WORK CYCLE	/COCKPIT/WUM	Displays user management of WORK CYCLE.
EDI COCKPIT	/COCKPIT/EI	Displays EDI COCKPIT configuration menu (IMG).

## Appendix E – Other

### Viewing document images

TIFF is the default format for invoice documents. By default, the SAP GUI uses an embedded browser, based on Internet Explorer, to view document images. However, this browser does not support TIFF files by default. There are two ways you can enable users to view TIFF document images:

- Install a TIFF viewer
- You can install a TIFF viewer on each user workstation. It must be a plugin for Internet Explorer.
- [Change the default image viewer](#)
- You can specify another program to view document images.

### Changing the default image viewer

You can specify another program to view document images, instead of the SAP GUI.

- [SAP GUI for Windows](#)
- [SAP GUI for Java](#)

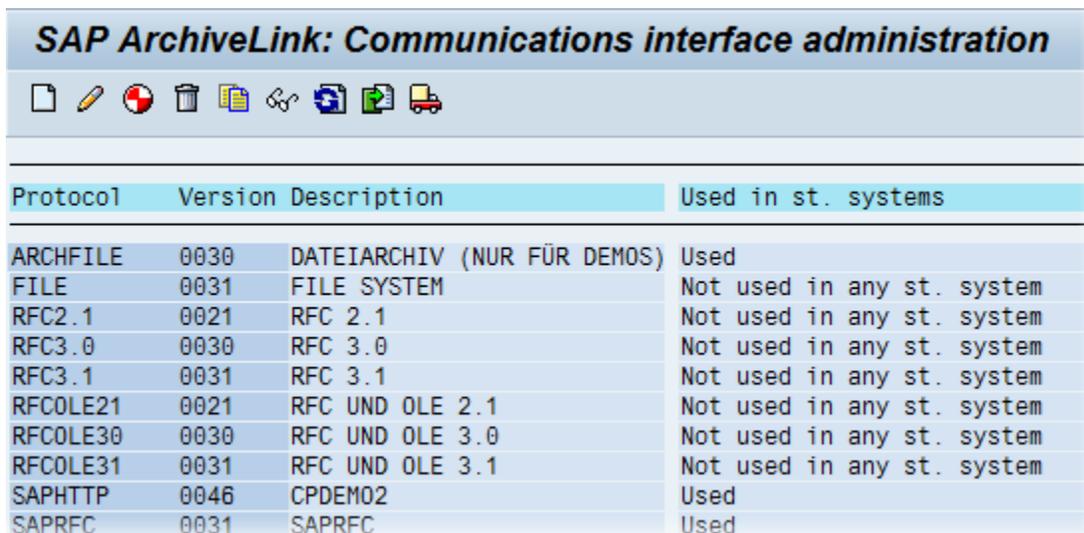
### SAP GUI for Windows

In SAP you have the option to specify a different program to open TIFF files (as well as other file types):

1. Go to OAA3.

A number of protocols are defined for archiving.

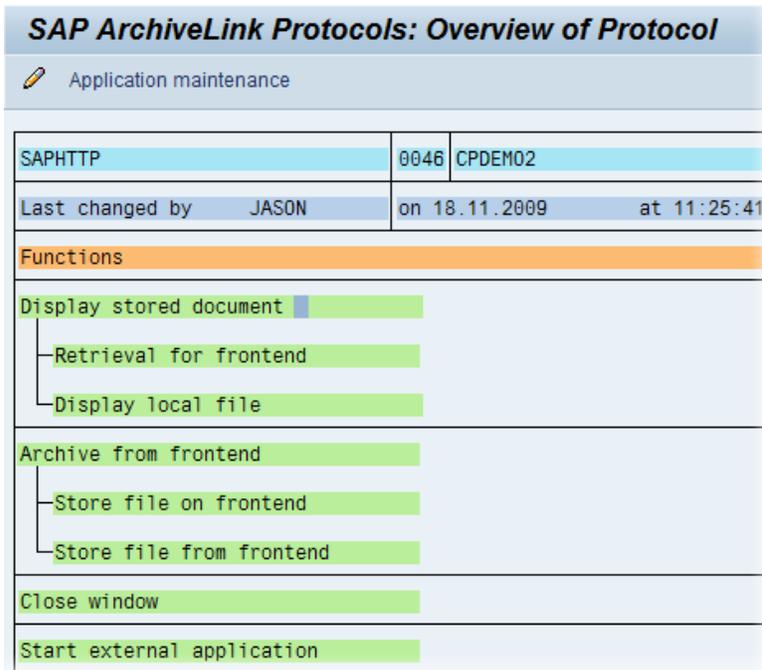
**SAP ArchiveLink: Communications interface administration**



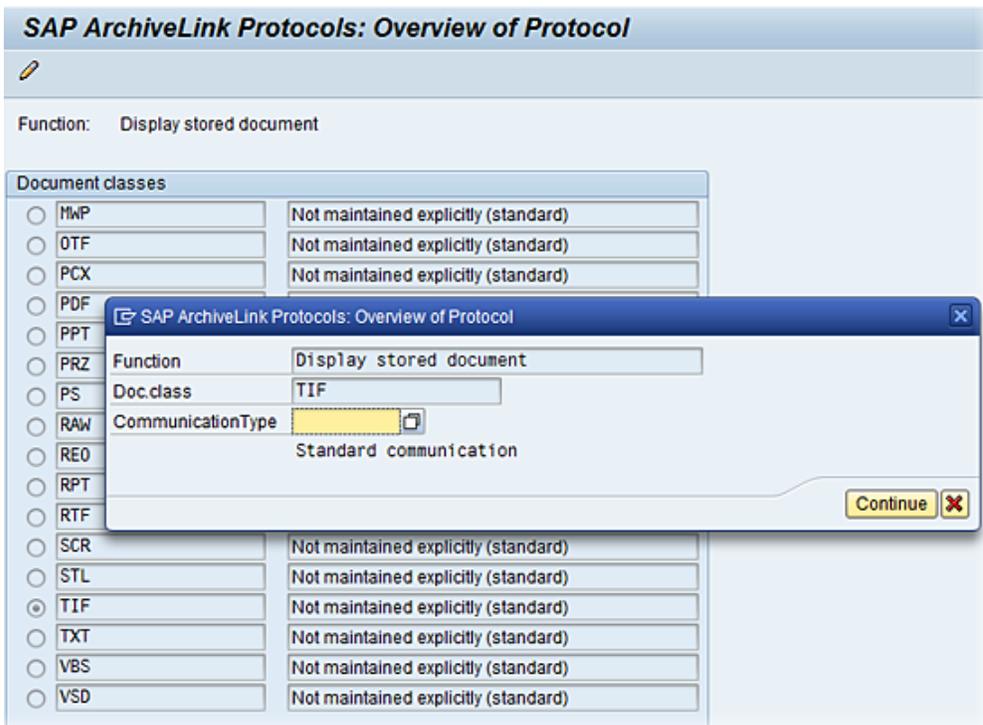
Protocol	Version	Description	Used in st. systems
ARCHFILE	0030	DATEIARCHIV (NUR FÜR DEMOS)	Used
FILE	0031	FILE SYSTEM	Not used in any st. system
RFC2.1	0021	RFC 2.1	Not used in any st. system
RFC3.0	0030	RFC 3.0	Not used in any st. system
RFC3.1	0031	RFC 3.1	Not used in any st. system
RFCOLE21	0021	RFC UND OLE 2.1	Not used in any st. system
RFCOLE30	0030	RFC UND OLE 3.0	Not used in any st. system
RFCOLE31	0031	RFC UND OLE 3.1	Not used in any st. system
SAPHTTP	0046	CPDEM02	Used
SAPRFC	0031	SAPRFC	Used

2. Double-click the protocol used to retrieve invoice images.

The **Overview of Protocol** screen is displayed.



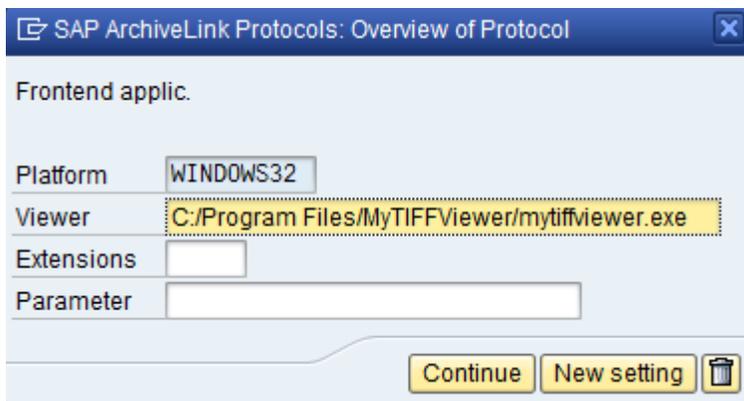
3. Double click **Display stored content**.
4. Select the file type and then double click it.



5. Select **ARCHIVELNK** for **Communication Type**.

ARCHIVELNK means that the image is transferred from the archive to the application server as a file, imported from the application server and downloaded to the frontend PC.

6. Click **Continue** to save.
7. Double click **Retrieval** for frontend.
8. Select the file type and then double click it.
9. Select **ARCHIVELNK** for **Communication Type**.
10. Click **Continue** to save.
11. Double click **Display local file**.
12. Select the file type and then double click it.
13. Select **ARCHIVELNK** for **Communication Type**.
14. Click **Program call**.
15. Enter the path to the program you wish to use.



SAP ArchiveLink Protocols: Overview of Protocol

Frontend applic.

Platform	WINDOWS32
Viewer	C:/Program Files/MyTIFFViewer/mytiffviewer.exe
Extensions	
Parameter	

Continue New setting 

16. Click **Continue**. Click **Continue** once more.
17. Click **Save** to save your changes.
18. Start PROCESS DIRECTOR (restart it if it was open to apply the above changes).

The application you specified should now start every time you open the file type you associated it with.

## SAP GUI for Java

If you are using SAP GUI for Java, changing the file associations using /OAA3 has no effect. Instead, you must add entries to the TOAEX table. Changing file associations using this table is only supported from SAP R/3 4.70.

To use Internet Explorer to view files instead of the SAP GUI's ECL document viewer:

1. Go to /SE11.
2. Enter TOAEX as the **Database table** and click **Display**.
3. Go to **Utilities > Table contents > Create entries**.
4. Enter the following values for each file type you wish to change the association for:

Setting	Value to enter
EXIT_ID	JD_<File Type> Examples: JD_PDF JD_TIF
ACTIVE	[checked]
VALUE	BROWSER

5. The result looks something like this:

The screenshot shows the SAP Data Browser interface for the TOAEX table. The title bar reads "Data Browser: Table TOAEX Select Entries 6". Below the title bar is a toolbar with icons for navigation and a "Check Table..." button. The main area displays the table structure and data. The table has four columns: EXIT\_ID, ACTIVE, EXIT\_FUB, and VALUE. The data rows show file types (JD\_DOC, JD\_JPG, JD\_PDF, JD\_PNG, JD\_TIF, JD\_XLS) with the ACTIVE column checked (X) and the VALUE column set to BROWSER. The EXIT\_FUB column is currently empty.

EXIT_ID	ACTIVE	EXIT_FUB	VALUE
<input type="checkbox"/> JD_DOC	X		BROWSER
<input type="checkbox"/> JD_JPG	X		BROWSER
<input type="checkbox"/> JD_PDF	X		BROWSER
<input type="checkbox"/> JD_PNG	X		BROWSER
<input type="checkbox"/> JD_TIF	X		BROWSER
<input type="checkbox"/> JD_XLS	X		BROWSER

6. Save and exit.

## Line item proposal examples

### Examples

The following 12 examples show different cases of:

- Whether the supplier, delivery note(s) and/or purchase order(s) are transferred into PROCESS DIRECTOR, and
- What POs and vendors are found in SAP using the transferred data, and
- What items are proposed as a result.

...using the [PD 7.1 AP with pop-up line item proposal algorithm](#).

For details of what data in each of the items is proposed, see [Line item proposal examples: Goods received](#).

The table below provides a summary. Details for each examples are found below it.

Example	Transferred data			Match in SAP		Items proposed?
	Supplier	# DNs	# POs	# POs	# Vendors	
<a href="#">Example 1</a>	Yes	1	(-)	2	1	Yes
<a href="#">Example 2</a>	Yes	1	(-)	2	2	Yes
<a href="#">Example 3</a>	No	1	(-)	2	1	Yes
<a href="#">Example 4</a>	No	1	(-)	2	2	No
<a href="#">Example 5</a>	Yes	(-)	2	2	1	Yes
<a href="#">Example 6</a>	Yes	(-)	2	2	2	Yes
<a href="#">Example 7</a>	No	(-)	2	2	1	Yes
<a href="#">Example 8</a>	No	(-)	2	2	2	No
<a href="#">Example 9</a>	Yes	1	2	3	1	Yes
<a href="#">Example 10</a>	Yes	1	1	3	2	Yes
<a href="#">Example 11</a>	(-)	1	2	3	1	Yes
<a href="#">Example 12</a>	(-)	1	1	3	2	Yes

Example 1

<b>Transferred data</b>			
Supplier	2500		
Delivery note	MRM-NEU-SCHEIN1		
Purchase order	(blank)		
<b>Matched data in SAP</b>			
Delivery note	Item	Purchase order	Vendor
MRM-NEU-SCHEIN1	10	450000000	2500
	20	450000000	2500
	20	450000001	2500
<b>Result – items proposed</b>			
Item	Purchase order		
10	450000000		
20	450000000		
20	450000001		

Example 2

<b>Transferred data</b>			
Supplier	2500		
Delivery note	MRM-NEU-SCHEIN2		
Purchase order	(blank)		
<b>Matched data in SAP</b>			
Delivery note	Item	Purchase order	Vendor
MRM-NEU-SCHEIN2	10	450000002	2500
	20	450000002	2500
MRM-NEU-SCHEIN2	20	450000003	2700

<b>Result – items proposed</b>	
Item	Purchase order
10	450000002
20	450000002

### Example 3

<b>Transferred data</b>			
Supplier	(blank)		
Delivery note	MRM-NEU-SCHEIN1		
Purchase order	(blank)		
<b>Matched data in SAP</b>			
Delivery note	Item	Purchase order	Vendor
MRM-NEU-SCHEIN1	10	450000000	2500
	20	450000000	2500
	20	450000001	2500
<b>Result of vendor determination</b>			
Vendor	2500		
<b>Result – items proposed</b>			
Item	Purchase order		
10	450000000		
20	450000000		
20	450000001		

Example 4

<b>Transferred data</b>			
Supplier	(blank)		
Delivery note	MRM-NEU-SCHEIN2		
Purchase order	(blank)		
<b>Matched data in SAP</b>			
Delivery note	Item	Purchase order	Vendor
MRM-NEU-SCHEIN2	10	450000002	2500
	20	450000002	2500
MRM-NEU-SCHEIN2	20	450000003	2700
<b>Result of vendor determination</b>			
Vendor	2500, 2700		
<b>Result – items proposed</b>			
No items are proposed, as more than one vendor was determined using the delivery note.			

Example 5

<b>Transferred data</b>	
Supplier	2500
Delivery note	(blank)
Purchase orders	450000000, 450000001
<b>Matched data in SAP</b>	
Purchase order	Vendor
450000000	2500
450000001	2500
<b>Result – items proposed</b>	
Item	Purchase order

<b>Result – items proposed</b>	
10	450000000
20	450000000
30	450000000
10	450000001
20	450000001

Example 6

<b>Transferred data</b>	
Supplier	2500
Delivery note	(blank)
Purchase orders	450000002, 450000003
<b>Matched data in SAP</b>	
Purchase order	Vendor
450000002	2500
450000003	2700
<b>Result – items proposed</b>	
Item	Purchase order
10	450000002
20	450000002

Example 7

<b>Transferred data</b>	
Supplier	(blank)
Delivery note	(blank)
Purchase orders	450000000, 450000001

<b>Matched data in SAP</b>	
Purchase order	Vendor
450000000	2500
450000001	2500
<b>Result of vendor determination</b>	
Vendor	2500
<b>Result – items proposed</b>	
Item	Purchase order
10	450000000
20	450000000
30	450000000
10	450000001
20	450000001

### Example 8

<b>Transferred data</b>	
Supplier	(blank)
Delivery note	(blank)
Purchase orders	450000002, 450000003
<b>Matched data in SAP</b>	
Purchase order	Vendor
450000002	2500
450000003	2700
<b>Result of vendor determination</b>	
Vendor	2500, 2700

<b>Result – items proposed</b>	
No items are proposed, as more than one vendor was determined using the purchase orders.	

Example 9

<b>Transferred data</b>			
Supplier	2500		
Delivery note	MRM-NEU-SCHEIN3		
Purchase order	450000004, 450000006		
<b>Matched data in SAP</b>			
Delivery note	Item	Purchase order	Vendor
MRM-NEU-SCHEIN3	10	450000004	2500
	20	450000004	2500
	30	450000005	2500
	40	450000005	2500
	50	450000006	2500
	60	450000006	2500
<b>Result – items proposed</b>			
Item	Purchase order		
10	450000004		
20	450000004		
50	450000006		
60	450000006		

Items from PO 450000005 are not proposed because this PO number was not transferred/imported.

## Example 10

<b>Transferred data</b>			
Supplier	2500		
Delivery note	MRM-NEU-SCHEIN4		
Purchase order	450000007		
<b>Matched data in SAP</b>			
Delivery note	Item	Purchase order	Vendor
MRM-NEU-SCHEIN4	10	450000007	2500
	20	450000007	2500
	30	450000008	2500
	40	450000008	2500
MRM-NEU-SCHEIN4	50	450000009	2700
	60	450000009	2700
<b>Result – items proposed</b>			
Item	Purchase order		
10	450000007		
20	450000007		

Items from PO 450000008 and 450000009 are not proposed because these PO numbers were not transferred/imported.

## Example 11

<b>Transferred data</b>			
Supplier	(blank)		
Delivery note	MRM-NEU-SCHEIN3		
Purchase order	450000004, 450000006		
<b>Matched data in SAP</b>			
Delivery note	Item	Purchase order	Vendor

<b>Matched data in SAP</b>			
MRM-NEU-SCHEIN3	10	450000004	2500
	20	450000004	2500
	30	450000005	2500
	40	450000005	2500
	50	450000006	2500
	60	450000006	2500
<b>Result of vendor determination</b>			
Vendor	2500		
<b>Result – items proposed</b>			
Item	Purchase order		
10	450000004		
20	450000004		
50	450000006		
60	450000006		

Items from PO 450000005 are not proposed because this PO number was not transferred/imported.

### Example 12

<b>Transferred data</b>			
Supplier	(blank)		
Delivery note	MRM-NEU-SCHEIN4		
Purchase order	450000007		
<b>Matched data in SAP</b>			
Delivery note	Item	Purchase order	Vendor
MRM-NEU-SCHEIN4	10	450000007	2500
	20	450000007	2500
	30	450000008	2500

<b>Matched data in SAP</b>			
	40	450000008	2500
MRM-NEU-SCHEIN4	50	450000009	2700
	60	450000009	2700
<b>Result of vendor determination</b>			
Vendor	2500		
<b>Result – items proposed</b>			
Item	Purchase order		
10	450000007		
20	450000007		

Items from PO 450000008 and 450000009 are not proposed because these PO numbers were not transferred/imported.

### Goods received examples

The following table shows the results of proposals for two invoices using each of the **MM item suggestion** options. Some goods have been received for the first invoice. No goods have been received for the second. In addition to the **MM item suggestion** settings, the results are determined by:

- If goods have been received or not.
- If the **GR-based IV** setting is used.

		Invoice 1								Invoice 2			
		Item 1		Item 2		Item 3		Item 4		Item 1		Item 2	
		#	S	#	S	#	S	#	S	#	S	#	S
PO and goods received	Ordered	100	100	100	100	100	100	100	100	100	100	100	100
	Received	30	30	-	-	60	60	-	-	-	-	-	-
	GR-based IV	No		No		Yes		Yes		No		Yes	
MM item suggestion	(-) Only billable	30	30	-	-	60	60	-	-	-	-	-	-
	(1) Non-billable without price/quantity	30	30	-	-	60	60	-	-	-(1)	-(1)	-	-
	(2) Non-billable with price/quantity	30	30	-	-	60	60	-	-	100	100	-	-
	(3) All (non-billable without price/quantity)	30	30	-(1)	-(1)	60	60	-	-	-(1)	-(1)	-	-
	(4) All (non-billable with price/quantity)	30	30	100	100	60	60	-	-	100	100	-	-

(1) Line item added but without price and quantity.

## Adding custom fields

PROCESS DIRECTOR provides Customer Includes (CI) that you can use to add customer fields to PROCESS DIRECTOR Accounts Payable. For example, you can add fields to the header data of an invoice using the CI\_COCKPIT\_HDR customer include; to the line item data using the CI\_COCKPIT\_ITEM customer include.

To do so:

1. Create a custom structure.
2. Create a custom field and add this field to the structure.
3. Add the custom structure to the relevant PROCESS DIRECTOR customer include.

**Important:** You should never add customer-specific fields directly to the customer include. Instead, use your own customer-specific structure instead. That is, first create a customer-specific structure corresponding to the CI, include that structure in the CI and put all customer-specific fields in the customer-specific structure. **Do not use an APPEND structure.** Set the enhancement category of the customer-specific structure to **Can Be Enhanced, Character-Type or Numeric-Type** (menu **Extras**). Never use the enhancement category **Can Be Enhanced (Deep)**. See the SAP documentation for more information.

**Note:** A maximum of 132 characters can be displayed in screen fields. For details about this restriction, see [http://help.sap.com/abapdocu\\_702/en/abenabap\\_dynpros\\_fields.htm](http://help.sap.com/abapdocu_702/en/abenabap_dynpros_fields.htm).

## User profile parameters

You can add the following PROCESS DIRECTOR Accounts Payable parameters to an SAP user profile:

Parameter	Description
<i>/COCKPIT/CTU_MODE</i>	BTCI mode
<i>/COCKPIT/GC_EXPE_OPT</i>	Expert options
<i>/COCKPIT/GC_EXPERT</i>	Activate expert options (%EXPERT)
<i>/COCKPIT/IMPORT_EXPE</i>	<p><b>Data import: Expert settings</b></p> <p>Activates the expert options <b>Debug mode</b> and <b>Skip data transfer</b> for the <b>/COCKPIT/IMPORT</b> program.</p>
<i>/COCKPIT/MSG_ATTCH</i>	<p><b>Setting for default message attachments</b></p> <p>Enables you to specify which attachments are selected by default when sending a message. Possible values are:</p> <p><b>A</b> - All attachments are selected.</p> <p><b>I</b> - Only the invoice image is selected.</p> <p><b>N</b> - No attachments are selected.</p> <p>Empty or value not set - All attachments except workflow logs and previously sent messages are selected.</p>