

ReadSoft PROCESS DIRECTOR
Accounts Payable for use with SAP Fiori®
User Guide

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About SAP Fiori®

SAP Fiori® is a collection of multichannel web applications that are designed to work on both desktop and mobile browsers. This signifies that a single instance of the installed web application can support end users, regardless of the device they are using.

SAP Fiori® is available for iOS, Android, and Windows mobile platforms.

Note: SAP SE sets any limitation that exists in the use of SAP Fiori®.

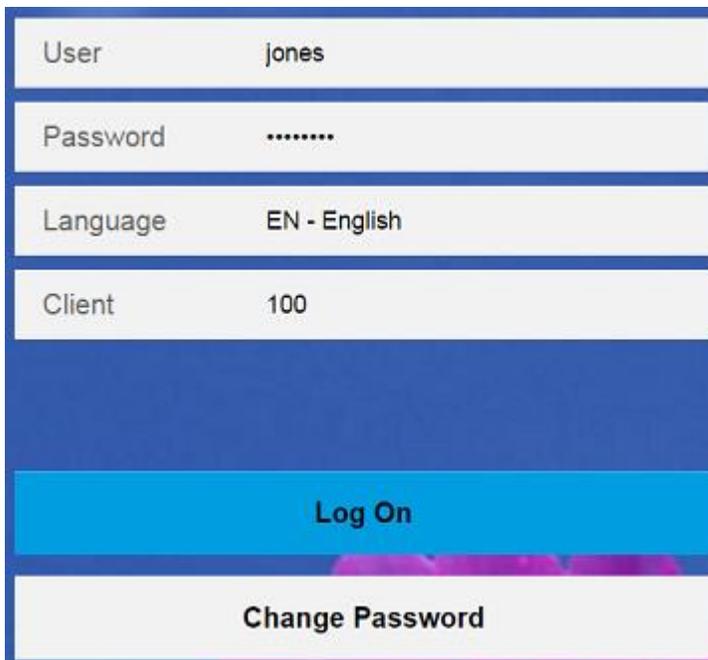
Get started

After installing SAP Fiori® and configuring the application for the SAP Fiori® environment, you can use a mobile device or web browser to log in.

To log in using a web browser, complete the following steps.

1. Navigate to the SAP Fiori® URL in a web browser.

The SAP Fiori® login screen is displayed.



User	jones
Password
Language	EN - English
Client	100
Log On	
Change Password	

2. Enter the user name and password.
Note: Only SAP users are supported; WORK CYCLE users are not.
3. From the **Language** drop-down list, select your login language.
4. Click **Log On**.

You can now access the SAP Fiori® [launchpad](#).

Change the password

To change the password, complete the following steps.

1. Enter the current user credentials.
2. On the login screen, click **Change Password**.
3. Enter the current password.
4. Enter the new password twice.
5. Click **Change**.

Note: The language and client parameters, as well as the option to change the password, can be customized in standard SAP.

Use the toolbars

The header toolbar provides actions that are relevant for the entire screen. It is a fixed header and always visible. However, the content of the toolbar depends on whether you are in the launchpad or in one of the installed applications.

Launchpad header toolbar

When using the header toolbar of the launchpad, you have the following options.

- To go back to the launchpad when you are in the [App Finder](#), click the **Home**  button.
- To search for a specific application, click the **Search**  button. In the **Search In: Apps** text box, enter the name or search term related to the application that you want to search for.
- To access user-specific options, click the **Options** menu  and perform one of the following actions.
 - To view and change the user preferences, select **User Preferences**  and complete the steps described in [Change the user preferences](#).
 - To access the launchpad's personalization mode, select **Personalize Home Page**  and complete the steps described in [Personalize the launchpad](#).
 - To open the App Finder and search for applications to add to the launchpad, select **Open App Finder** .
 - To log out of the application, select **Log Off** .

In-application header toolbar

When using the header toolbar within an application, you have the following options.

- To leave the current application and go back to the launchpad, click the **Home**  button.
- To search for a specific application, click the **Search**  button. In the **Search In: Apps** text box, enter the name or search term related to the application that you want to search for.

- To access user-specific options, click the **Options** menu  and perform one of the following actions.
 - To view and change the user preferences, select **User Preferences**  and complete the steps described in [Change the user preferences](#).
 - To log out of the application, select **Log Off** .

Note: The **About**  option displays technical details, like the current version and user agents.

Change the user preferences

The **User Preferences** dialog box displays the user name and email address, the server that the application connects to, as well as the language selected during login. These settings cannot be changed here. However, using this dialog box, you can change the theme of the SAP Fiori® client.

To change the theme, complete the following steps.

1. To display the available themes, click **Theme**.
2. From the list of available options that are displayed, select the theme that you want to apply.
3. Click **Save**.

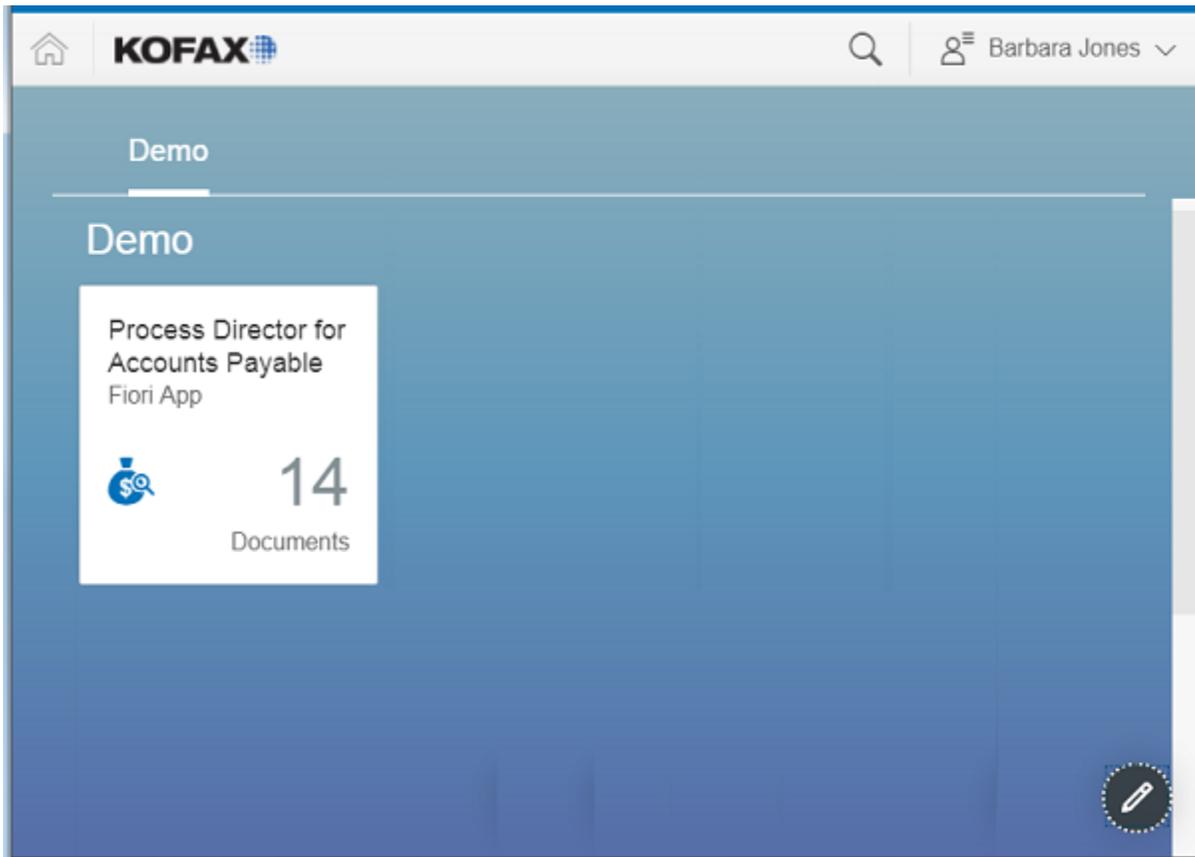
In-application footer toolbar

When using the footer toolbar within an application, you have the following options.

- To sort the invoices in the Invoices list by vendor, click the **Group**  button.
- To process the invoices in workflow, click **Accept** or **Reject**.
- To save the changes to a field, click **Save**.

SAP Fiori® launchpad

The SAP Fiori® launchpad is the SAP standard entry point for all the installed SAP Fiori® applications. Each application is represented by its own tile. The tiles themselves are organized in groups. Each group is available on its own tab.



Use the launchpad

To use the launchpad, you have the following options.

- To open an application, click the corresponding tile.
- To access an application from another group, select the tab of the corresponding group.

Personalize the launchpad

To personalize the content of the SAP Fiori® launchpad, you have the following options.

- [Work with tiles](#)
- [Work with groups](#)

Work with tiles

To work with tiles, complete the following steps.

1. At the bottom-right corner of the launchpad, click the **Personalize Home Page**  button or use the same option in the **Options menu**.

The personalization mode of the launchpad is activated.

2. Complete the steps that are required for the modification that you want to make.

Action	Steps
To add an application to a tile	<ol style="list-style-type: none"> 1. In the group to which you want to add an application, in the empty tile that is displayed, click the open App Finder  button or use Open App Finder  in the Options menu. 2. Optional. To search for applications of a specific catalog only, from the All catalogs drop-down list, select the corresponding catalog. 3. In the Search in tile catalog text box, enter the name or search term related to the application that you want to add. The applications that match the search term are displayed. 4. On the tile of the application that you want to add, click the Add tile to group  button. A confirmation message is displayed, and the button toggles to a check mark.
To remove an application or tile	<p>In the group from which you want to remove the application, on the corresponding tile, click the Remove  button.</p>
To move a tile to another group	<ol style="list-style-type: none"> 1. Select the tile that you want to move. 2. From the displayed context-sensitive list, select Move. 3. In the Move to Group dialog box, select the group to which you want to move the tile. <p>Tip: You can also drag a tile directly to another group.</p>
To rename a tile	<ol style="list-style-type: none"> 1. Select the tile that you want to rename. 2. From the displayed context-sensitive list, select Settings. 3. In the Settings dialog box, enter the new title. Note: You can also enter a subtitle and other related information about the application. 4. Click OK.

3. To exit the personalization mode, at the bottom-right corner of the launchpad, click the **Exit Action Mode** button or use **Exit Personalization Mode**  in the **Options menu**.

Work with groups

To work with groups, complete the following steps.

1. At the bottom-right corner of the launchpad, click the **Personalize Home Page**  button or use the same option in the [Options menu](#).

The personalization mode of the launchpad is activated.

2. Complete the steps that are required for the modification that you want to make.

Action	Steps
To add a group	<ol style="list-style-type: none"> 1. At the bottom center of the launchpad, click Add Group. 2. In the new group that opens, enter the group name and press Enter.
To delete a group	Click Delete .
To rename a group	<ol style="list-style-type: none"> 1. In the group that you want to rename, click the group name. 2. Enter the new name and press Enter.
To move a group to another position in the launchpad	<ol style="list-style-type: none"> 1. Select the group name for the group that you want to move. 2. Drag the group to the new position and drop it in the group placeholder.
To reset the content of a group to its initial setup	In the group that you want to reset, select Reset .

3. To exit the personalization mode, at the bottom-right corner of the launchpad, click the **Exit Action Mode** button or use **Exit Personalization Mode**  in the Options menu.

Note: For more information, refer to the *SAP Fiori® Client User Guide*.

Manage substitutes

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

Note: To define and maintain substitute users, you need to install the SAP Fiori® My Inbox 2.0 application on the launchpad.

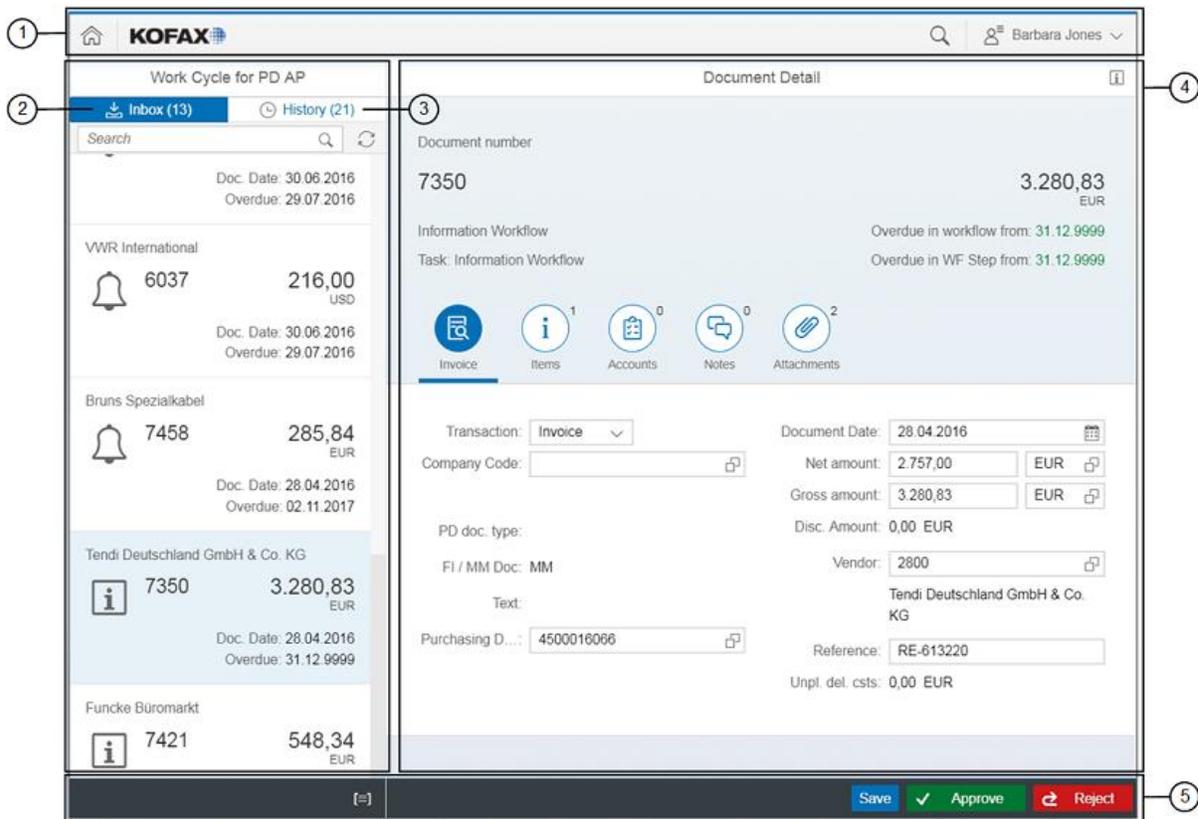
Use the SAP Fiori® Client

Open the PROCESS DIRECTOR Accounts Payable Fiori Application

To open the application, complete the following step.

- On the SAP Fiori® launchpad, click the **Process Director Accounts Payable** application.

The start page is displayed.



1. The **header toolbar** provides navigation options. It also allows you to access the user preferences and log out of the application.
2. The **Inbox** tab displays all the invoices that are currently in workflow and their basic details. The number indicates the total number of invoices that are yet to be processed.
 - Vendor name
 - Document number
 - Amount and currency
 - Document date
 - Due date
3. The **History** tab displays all the documents that have already been processed. The number indicates the total number of processed invoices.

4. The Document Detail view on the right side displays more details of the invoice selected in the Invoices List. When the application is initially opened, the details of the first invoice in the Invoices list are automatically displayed.
 - Document number
 - Workflow name and task
 - Amount and currency
 - Due dates, or workflow and workflow step overdue information
 - Additional icons to [manage invoices](#): **Invoice, Items, Accounts, Notes, Attachments**

Note: Depending on the workflow step, the fields displayed may vary. Clicking the **Information**  button displays the [workflow history](#) of the selected invoice.

If you enter invalid information in a field (for example, an incorrect input length or format), it is highlighted in red.

Company Code: 

Enter a text with a maximum of 4 characters and spaces.

Document Date: 

Net amount: 

Enter a date in the following format: Nov 27, 2014.

5. The [footer toolbar](#) provides a sorting option, as well as allows you to accept or reject invoices. It also has options that permit the sharing or easy access of an invoice.

Navigate the application

The navigation area in the PROCESS DIRECTOR Accounts Payable Fiori application is divided into two sections.

- **Inbox** and **History** tabs
- **Document Detail** view

Use the Inbox tab

Each invoice entry in the **Inbox** tab displays set details about the invoice.

- For each invoice, the status is displayed next to the invoice number.
 -  - The invoice has already been worked upon.
 -  - The invoice has not yet been worked upon.
 -  - The invoice is overdue.
 -  - Some information is available about the invoice.
- To search for an invoice, in the **Search** text box at the top of the list, enter the search term and click the **Search**  button.

- To update the Invoices List with the latest changes, click the **Refresh**  button.
Note: Changes made to an invoice are not visible to others until the invoice has been saved.
- To view the details of an invoice in the Invoice detail view, select the invoice that you want to view.
- By default, the invoices in the Invoices list are unsorted. To group them by vendor, in the footer toolbar, click the **Group**  button.

Use the History tab

Similar to the **Inbox** tab, each invoice entry in the **History** tab displays set details about the processed invoice.

Note: The processed invoices in the **History** tab cannot be further edited. The icon displayed next to each invoice indicates its status.

-  - The invoice was approved.
-  - The invoice was rejected.
-  - The invoice was recalled.

Use the Document Detail view

The **Document Detail** view is where you manage invoice information, as well as accept or reject invoices.

When using the **Document Detail** view, you have the following options.

- The icons in the center of the view allow you to view further invoice details, such as invoice items and attachments. The number next to each icon indicates the number of entries in the corresponding section, for example: the number of available invoice items.
 - Click an icon to display a section with the related content. For more information, see [Manage invoices](#).
- The buttons in the [footer toolbar](#) allow you to process the invoices. For more information, see [Accept or reject invoices](#).
- To save the data of the invoice that you are working on, in the footer toolbar, click **Save**.

Note: If a document is locked by another user, the footer toolbar does not display any buttons, and the document fields are not editable. Additionally, a message stating that the document is locked is displayed in the [Messages notification pane](#).

Manage invoices

Depending on the configuration, the icons in the center of the **Document Detail** view allow you to access the following invoice- or credit memo-related information.

- The **Invoice** section displays the following details.
 - Transaction type (invoice or credit note)
 - Company code
 - PROCESS DIRECTOR document type
 - Document type (FI or MM document)
 - Document header text
 - Purchasing document number
 - Document date
 - Net, gross, and discount amounts
 - Vendor name and number
 - Reference number
 - Unplanned delivery costs, if any
- To view the invoice items, click the **Items**  icon. It displays the following details.
 - Invoice item number
 - Purchasing document number
 - Net amount
 - Quantity

Note: Items are available for purchase order-related invoices only.

- When working with invoice items, you have the following options.
 - To view the item's account assignments, click the **Account Assignments**  button next to a specific item.
 - Click **Back to Items** to go back to the list of items.
 - To change the way in which the invoice items are displayed, such as displaying additional columns, or changing the sorting order, click the **Settings**  button.
 - You can also filter the items by including or excluding multiple criteria.
 - To view the items table in full-screen mode, click the **Maximize**  button. To go back to the normal view, click the **Minimize**  button.
- To view information related to the invoice accounts, click the **Accounts**  icon.

Note: If the invoice does not have any account assignments, this icon is disabled.

- To create and view notes, click the **Notes**  icon.
If available, the existing notes for the invoice are displayed.
 - To add a new note, complete the following steps.
 1. In the **Add note** text box, enter the note.
 2. Click the **Submit**  button.

The note is saved, and in the **Messages** notification pane, a confirmation message is displayed.

Note: The **Messages** notification pane also displays the system messages, which are automatically generated to communicate the check results of the document in workflow. Click the **Messages**  button to view the pane.

- To view attachments, click the **Attachments**  icon.
Select a *PDF* image to view its content.

Note: *TIFF* images are not supported.

Accept or reject invoices

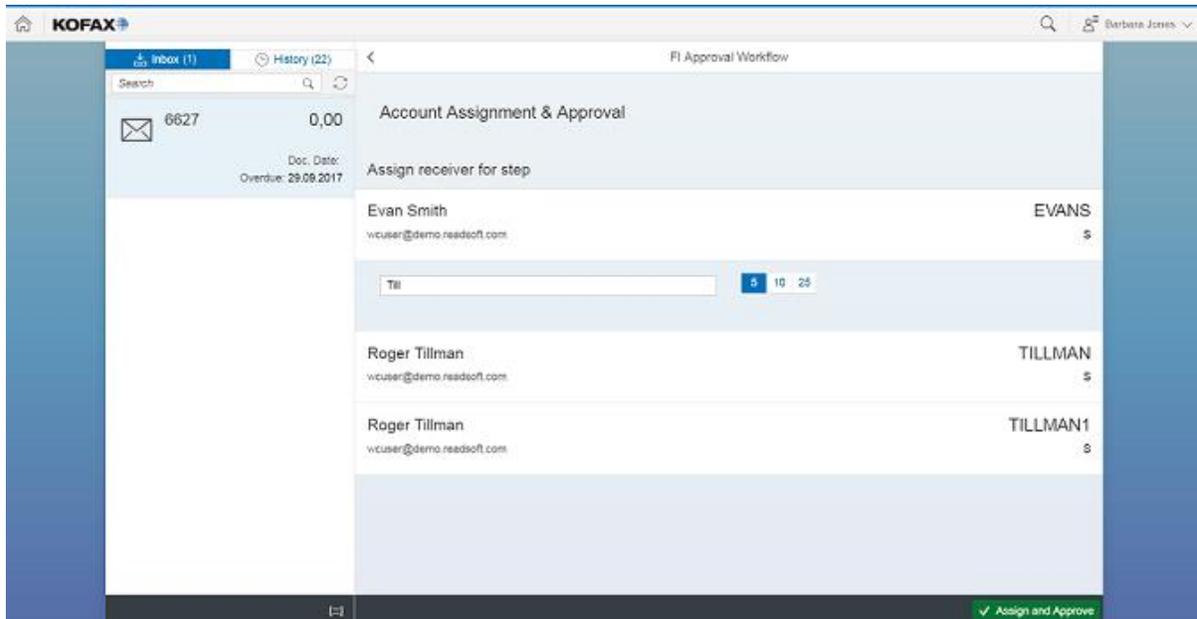
Accept an invoice

To accept an invoice, complete the following steps.

1. In the **Inbox** tab, select the invoice that you want to accept.
2. In the footer toolbar, click **Accept**.

If this is the last or only step in the workflow, the status of the invoice is set to Approved. If the workflow consists of further steps, the invoice moves to the next step.

3. If so configured, you can assign recipients for the next steps.



1. In the search text box, enter the name of the user you want to assign.
Note: This is a responsive search function that will start displaying the list of users as you start typing. The number of users displayed depends on the number selected to the right of the search text box.
2. Select the desired user from the search list displayed below the search text box. The selected user is then displayed above the search text box.
3. Depending on the configuration, you can continue to add more users, as required.
4. Click **Assign and Approve** to move the invoice along to the next step in the workflow.

Reject an invoice

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

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

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

To reject an invoice, complete the following steps.

1. In the **Inbox** tab, select the invoice that you want to reject.
2. In the footer toolbar, click **Reject**.

Note: If so configured in the workflow step configuration, you may need to add a mandatory note (with a reason) before rejecting or approving an invoice.

View workflow history

The **Workflow history** screen for a selected invoice displays the processing details of that document.

Workflow history

FI Approval Workflow Recalled | FI office expenses ... Sent

FI office expenses approval | Workflow number 002
30.08.2017 17:39:39

Processor: Barbara Jones
SAP user: JONES
Overdue from: 02.09.2017
Document status: Processed with errors

Status	Step description	Date	Workflow processor	Position	Overdue from
NEXT (1)					
🕒	Line manager approval		SAP user	3	
CURRENT (2)					
✉	Procurement approval	30.08.2017 17:39:58	Barbara Jones SAP user JONES	2	02.09.2017
✉	Procurement approval	30.08.2017 17:39:58	Roger Tillman SAP user TILLMAN	2	02.09.2017
PREVIOUS (2)					
👤	Accounting info approval	30.08.2017 17:39:57	Evan Smith SAP user SMITH	1	02.09.2017
✉	Accounting info approval	30.08.2017 17:39:39	Barbara Jones SAP user JONES	1	02.09.2017

1. This section displays the name of the current and previous workflows. You can switch between the workflows to view their related information.
2. The next section contains more details about the workflow. In addition to its name, number, and date and time stamp, it also displays the name of the processor (workflow initiator), the type of user, any overdue information, and the status of the document itself.
3. This signifies the next step in the workflow. All the information pertaining to the workflow step (status, step description, processing date, name of the processors, step position, date from which the step is overdue) is displayed.
4. This is the current step that the workflow is in.
5. The last section depicts the previous workflow step.

Note: The number next to each future, current, or past workflow step indicates the number of processors for that step.