ReadSoft PROCESS DIRECTOR Accounts Payable

User Guide

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KOFAX

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Preface

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

Start ReadSoft PROCESS DIRECTOR Accounts Payable

To start ReadSoft PROCESS DIRECTOR Accounts Payable, complete the following step.

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

The search screen opens.

Transactions to start ReadSoft PROCESS DIRECTOR Accounts Payable

You can start ReadSoft PROCESS DIRECTOR Accounts Payable with the following transactions.

/COCKPIT/1

Opens the document search screen.

/COCKPIT/WL1

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

/COCKPIT/WL2

Lists documents with errors and all documents assigned to you.

/COCKPIT/WL3

Lists all documents assigned to you.

Get started

Search for documents

To search for documents, complete the following steps.

1. Start ReadSoft PROCESS DIRECTOR Accounts Payable using transaction `/COCKPIT/1`.

   Result: The search screen opens.

   Type search criteria in any of the following sections.

   - Operational limiters
   - Technical limiters
   - Type
   - Document status
   - Workflow status
   - Workflow selection
   - List layout
   - Other selection fields

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

2. Optional. To display additional fields, in the top section of the search screen, click the **Other selection fields** ➡ button.

3. Optional. To retrieve saved search criteria, in the top section of the search screen, click the **Get variant** button.

4. Click the **Execute** button.

About search results

When you type search criteria in the search screen, ReadSoft PROCESS DIRECTOR Accounts Payable displays documents that match the criteria.

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

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

IDoc number

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

Example:

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

Maximum number of hits: 20
Vendor: 2222
IDoc number: 581750 to 582750

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

Follow-up flag

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

Document status in combination with Workflow status

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

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

Example:

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

Maximum number of hits: 15
Document status: Rejected
Workflow status: Released

One document (18402) appears in the results list.

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

Overdue workflow only

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

Technical limiters workflow

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

Example:

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

You select the following criteria:

Maximum number of hits: 20
Type: MM invoices
Workflow ID: ABCD

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

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

Document overview list

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

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

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

Document detail view

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

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

Note The data in the Vendor tab comes from SAP and you cannot change it in ReadSoft PROCESS DIRECTOR Accounts Payable.

The tables below the header tabs display the following data.

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

Document status

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

Icon	Status	Description
	Unposted/error-free	The document does not contain errors that prevent it from posting.
	Errors	The document contains errors that prevent it from posting.
	Posted	The document is posted. You cannot change posted documents.
	Parked	The document is parked. You cannot edit parked documents in ReadSoft PROCESS DIRECTOR Accounts Payable, but you can edit the corresponding document in SAP.
	Rejected	The document is rejected. You cannot edit rejected documents.
	Unposted/In workflow	The document is not posted and is currently in a workflow.
	Posted/In workflow	The document is posted and is currently in a workflow.
	Completed collective invoice	A collective invoice is an invoice that contains one or more individual invoices. Its status changes to Completed after all invoices that it contains are posted.
	Incompleted collective invoice	The document is a collective invoice with one or more individual invoices that have not been posted.
	Fast entry	A Fast Entry document is an invoice image that ReadSoft PROCESS DIRECTOR Accounts Payable imports with a minimal amount of header information.

Icon	Status	Description
	Transferred to PD	This status is only available in systems in which you use ReadSoft PROCESS DIRECTOR Accounts Payable together with other process types. It indicates that the document is moved to a different type of PROCESS DIRECTOR Accounts Payable document, such as a Financial Posting. You cannot edit, reverse or post documents with this status.

Workflow status

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

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

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

User settings

User settings enable you to adjust the display and behavior of the system to your individual needs. After you change the user settings, you must restart ReadSoft PROCESS DIRECTOR Accounts Payable.

Change user settings

To change the user settings, complete the following step.

- On the Extras menu, click User settings.

Available user settings

The following user settings are available in ReadSoft PROCESS DIRECTOR Accounts Payable.

Log display

Show all messages immediately in log
Displays individual messages when viewing document log messages.

Document processing

Jump to next doc. automatically when processing complete
After you post a document in the document detail view, the next document to edit is displayed. This allows you to bypass the document overview list.

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

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

If possible, always enter detailed view in change mode

Displays documents in change mode when you open them.

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

Overview list without items

Displays the document overview list without line items.

Message attachments

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

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

Show payment terms change information popup

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

Display image in detail screen

Auto. screen display when jumping to transactions

Displays the document image in a new window when you jump to SAP transactions from ReadSoft PROCESS DIRECTOR Accounts Payable.

Immediately display image if in the detail screen

Displays the document image in the document detail view.

Dock control

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

> **Note** ITS/WEBGUI does not support image docking.

Detail screen settings

Do not display balance and status information

Hides document balance amounts and statuses.

Status line

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

Create several lines at once in detail screen

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

How many new lines

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

Position new lines

Specifies the new lines' position in the table.

EDI COCKPIT

Display IDoc as XML

Displays IDocs in XML format if ReadSoft EDI COCKPIT is installed.

Perform basic actions

Select documents

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

Open a document

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

To open a document, complete the following step.

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

Go to change mode

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

To go to change mode, complete the following step.

- Click the **Display/Change** 🖇 button.

> **Tip** In the user settings, you can specify that the document detail view is always opened in change mode.

Save a document

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

To save a document, complete the following step.

- Click the **Save** 💾 button.

View invoice information

View the invoice image

ReadSoft PROCESS DIRECTOR Accounts Payable imports the scanned invoice image and attaches it to the PROCESS DIRECTOR Accounts Payable document.

To view the invoice image, complete the following step.

- Click the **Display image** 　button.

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

View the purchase order

MM invoices are usually associated with a purchase order.

To view the purchase order, complete the following steps.

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

   Alternatively, in the document overview list, on the **Goto** menu, you can click **Display purchase order**.

2. In the **Purchasing Document** column, click the purchase order number.

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

View the purchase order history

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

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

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

2. Click the line item **PO history** 　button.

View the material data

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

To view the material data, complete the following step.

- In the document detail view, if the material data is not already displayed, click the **Material** button. You can then view information such as the material number and description, plant number and description, debit/credit information, amount, quantity, base unit, and tax code.

View the vendor details

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

To view vendor details, complete the following steps.

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

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

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

   Alternatively, in the document overview list, on the **Goto** menu, you can click **Display vendor**.

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

View the SAP document

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

To view the SAP document, complete the following step.

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

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

Locate errors

View the message logs

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

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

To view the message logs, complete the following steps.

1. Click the **Display messages** 🗒 button.
2. To view the detailed log for a message, double-click the message.
3. To view long texts, which provide detailed information about an error, double-click the **Message Long Text** 📝 button.

Check a document

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

ReadSoft PROCESS DIRECTOR Accounts Payable runs standard SAP checks and the additional ReadSoft PROCESS DIRECTOR Accounts Payable checks configured in your system.

To check a document, complete the following step.

- Click the **Check** 🔲 button.

Edit documents

Assign a user to a document

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

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

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

Change the document type

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

> **Note** PROCESS DIRECTOR Accounts Payable document types are not related to SAP document types.

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

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

Line item proposal and determination

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

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

  PO item determination compares the line item data from the captured invoice with the purchase order. If the data matches, the system adds the information to the PROCESS DIRECTOR Accounts Payable document. This is possible even if the order of the line items on the invoice differs from that on the purchase order.

- If line item data is not transferred to the invoice, PO line item proposal occurs.

  ReadSoft PROCESS DIRECTOR Accounts Payable retrieves line item data from the purchase order or the delivery note or service entry sheet and adds it to the invoice. If the invoice contains both a purchase order number and a delivery note number, 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.

  The proposal method configured in your system determines which line item data ReadSoft PROCESS DIRECTOR Accounts Payable adds to the invoice.

Propose line items

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

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

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

To propose line items, complete the following steps.

1. In change mode, click the **Propose PO item** button below the invoice line items.

2. If configured in your system, the **Order numbers and delivery notes** dialog box opens, where you can type multiple purchase order and delivery note or service entry sheet numbers. You must type at least one number. The system only proposes items from the documents you specify.

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

   Proposes line items using the specified purchase order and delivery note/service entry sheet numbers.

   Cancels the operation and closes the window.

   Saves the purchase order and delivery note/service entry sheet numbers. You can later recall these numbers.

   Recalls the PO and delivery note/service entry sheet numbers transferred into ReadSoft PROCESS DIRECTOR Accounts Payable. Only document numbers contained in the line items are inserted. Any numbers in the header data are excluded.

   Recalls the last saved PO and delivery note/service entry sheet numbers, or the document numbers from the last item proposal.

3. Depending on your system settings, you can enter condition types to filter planned delivery cost items. To enter condition types, complete the following substeps.

   In the **Cond. Type** table, type condition types.

   Click the **Add to favorites** button to save the conditions. You can then select them from the selection list instead of manually entering them.

4. Click the **Take over** button.

Determine line items

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

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

- On the Change menu, click **PO items determination**.

Add line items from the purchase order

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

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

1. In the document detail view, in change mode, click the **Assign line items** ▣ button below the item data.

   The **Change Invoice** dialog box opens. The invoice items are displayed at the top of the dialog box and the PO items are displayed at the bottom.

   If ReadSoft PROCESS DIRECTOR Accounts Payable assigns all the PO items to the invoice items, the **Display logs** dialog box displays first. Click the **Continue** ✅ button to display the **Change Invoice** dialog box and edit the item assignment.

2. Optional. To change the invoice item amount and quantity as well as other values, select the **Overwrite amounts & quantities** check box.

3. Perform one of the following actions.

   - To replace the invoice item values with the PO item values, drag the PO item over the invoice item.
   - To add a new invoice item, drag a PO item below the existing invoice items.

4. Click the **Transfer** 🔄 button to close the **Change Invoice** window and transfer the changed data to the line items in the MM document.

Calculate tax

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

How PROCESS DIRECTOR Accounts Payable calculates taxes depends on the posting transactions defined in the configuration.

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

Example

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

Invoice header

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

Invoice items

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

Calculate withholding tax

Depending on the configuration in `SPRO`, ReadSoft PROCESS DIRECTOR Accounts Payable can calculate the withholding tax base amount from the following:

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

Re-determine tax

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

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

1. In the document detail view, in change mode, on the **Change** menu, click **Re-determine tax**.
2. In the **Tax Code/Tax Jurisdiction Code determination** popup, click **Yes** to change the tax values on all items and on the Taxes, rates tab.
3. If you click **No**, no values will be changed.
4. On the **Display logs** popup, click the **Continue** ☑ button.
5. All the tax codes are then re-determined.

Populate taxes and rates

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

- **Legacy ReadSoft PROCESS DIRECTOR Accounts Payable logic**

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

  - The tax determination framework is configured to be compatible with version 7.4 or lower.

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

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

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

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

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

Refer to the *PROCESS DIRECTOR Accounts Payable Configuration Guide* for more information about tax code determination types.

Manage account assignments

Change account assignments

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

FI documents

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

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

  Note Instead of manually entering the account information, you can obtain it from an account assignment template.

MM documents PO-related items

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

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

1. Optional. To view the planned account assignments from the purchase order, click the **Display Planned Account Assignment** 🔁 button.
2. In the line item area, in change mode, click the **Edit Account Assignment** 🔁 button.
3. Type the account values and click the **Take over** button.

   MM documents Non-PO-related items

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

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

MM documents Non-PO-related items

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

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

Account assignment templates

What is an account assignment template?

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

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

Note You can use account assignment templates only if the corresponding function has been activated. For information on how to activate functions, see the *PROCESS DIRECTOR Accounts Payable Configuration Guide*.

Create an account assignment template

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

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

7. Click **Continue**.

> **Note** Only FI document fields from the BSEG table are saved in the template. Fields that are specific to ReadSoft PROCESS DIRECTOR Accounts Payable are not saved.

Select an account assignment template

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

1. Go to the `/COCKPIT/1` transaction.
2. In the search screen, select the search criteria and click the **Execute** button.
3. In the document overview list, in the **DocNo** field, click the number of an editable FI document.
4. In change mode, on the **Change** menu, click Account Assignment Templates > **Select Account Assignment Template**.
5. In the **Select Assignment Template** dialog box, in the **Account assignment template** box, select the name of the template that you want to use.
6. Click **Continue**.
   If the document already contains account assignments, you have the following options.
   - To replace the existing assignments with the account information from the template, click **Delete**.
   - To add the account information from the template to the existing assignments, click **Do not delete**.

Delete an account assignment template

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

1. Go to the `/COCKPIT/1` transaction.
2. In the search screen, select the search criteria and click the **Execute** button.
3. In the document overview list, in the **DocNo** field, click the number of an editable FI document.
4. In change mode, on the **Change** menu, click Account Assignment Templates > **Delete Account Assignment Template**.
5. In the **Delete Assignment Template** dialog box, in the **Account assignment template** box, select the name of the template that you want to delete.
6. Click **Continue**.

Add the material data

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

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

1. Select an existing MM document or create one by using a purchase order.
2. In the document detail view, if the material data is not already displayed, click the **Material** button.

Material	Description	Plant	Plant descr.	Amount	Quantity	Base Unit	Tax code	W/o CashDsc.
100-100	Casing	1000	Werk Hamburg	25,00	5	PC	V0	☐
100-251	1.5" Hex nut gasket neoprene white	1000	Werk Hamburg	12,00	3	PC	V0	☐

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

- Material
- Plant
- Amount
- Quantity
- Tax code

3. Enter the required information.

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

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

4. Click the **Save** 🖬 button.

Change the payment terms

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

To change the payment terms, complete the following steps.

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

Change the payment method

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

To change the payment method, complete the following steps.

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

3. Click the **Save** 💾 button.

Transfer a document to FI or MM

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

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

1. Click the **Transfer FI <-> MM** 🔗 button.
2. If the document is an FI document, type the purchase order or the delivery note number.
3. Click **Finish**.

Copy one-time vendor data

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

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

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

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

Create PROCESS DIRECTOR documents

Move or copy to a PROCESS DIRECTOR document

You can create other PROCESS DIRECTOR document types, such as Financial Postings, using the data of a PROCESS DIRECTOR Accounts Payable document. You can move or copy the data to the new document. If you move the data, you can no longer edit or post the PROCESS DIRECTOR Accounts Payable document, or send it to a workflow.

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

To create a PROCESS DIRECTOR document, complete the following steps.

1. On the **Extras** menu, click **Create PD document**.

2. In the **Transfer to PD** dialog box, from the drop-down list, select the type of document to create.

3. Select the **Finalize after PD document create** check box to prevent users editing the document after transfer to ReadSoft PROCESS DIRECTOR.

4. Click the **Continue** button.

5. Optional. A new document of the selected type appears in PROCESS DIRECTOR with the **Transferred to PD** status icon. Double-click this icon to display the new document.

Create down payments

You can create down payment requests using the data of a PROCESS DIRECTOR Accounts Payable document.

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

1. Select the PROCESS DIRECTOR Accounts Payable document that you want to use to create the down payment request.

2. On the **Extras** menu, click **Create PD document**.

3. In the **Transfer to PD** dialog box, from the drop-down list, select **Down payment**.

4. Select the **Finalize after PD document create** check box to prevent users editing the document after transfer to ReadSoft PROCESS DIRECTOR.

5. Click the **Continue** button.

6. In the **Transfer to PD - Down payment** dialog box, use the search help to enter the **Target Special G/L Indicator** value.

7. Click the **Continue** button.

8. The **Display logs** window is displayed, stating the creation and transfer of the PROCESS DIRECTOR Down Payment document.

9. Click the **Continue** button again.

10. Optional. The document is displayed with the **Transferred to PD** status icon. Double-click this icon to display the details of the new document.

> **Note** For down payments, warnings do not block them from being automatically posted in ReadSoft PROCESS DIRECTOR.

Follow-up flags

A follow-up flag is an icon that appears in the document overview list and the document detail view. Follow-up flags help you to identify important documents and documents that need attention. For example, follow-up flags may indicate due payment dates, price and quantity differences, or the presence of notes or attachments.

Automatic follow-up flags

PROCESS DIRECTOR Accounts Payable automatically sets the following follow-up flags in specific situations.

ID	Icon	Situation
AT		A user adds an attachment in ReadSoft PROCESS DIRECTOR Accounts Payable.
BA		A user adds an attachment in ReadSoft WEB BOARD.
BN		A user adds a note in ReadSoft WEB BOARD.
CA		A user adds an attachment in WORK CYCLE. This applies only to Web Application attachments, not `/COCKPIT/WC` attachments.
CN		A user adds a note in WORK CYCLE, irrespective of whether the users adds the note in the Web Application or `/COCKPIT/WC`.
D1		There are less than x days to the invoice's first due date, Due Days 1. Your system administrator sets the value of x.
D2		There are less than x days to the invoice's second due date, Due Days 2. Your system administrator sets the value of x.
DD		There are less than x days to the invoice's net due date. Your system administrator sets the value of x.

ID	Icon	Situation
DO		Payment is overdue.
IA		A price or quantity check has failed.
IG		A goods receipt is missing.
IP		There is a price difference.
IQ		There is a quantity difference.
MS		A user sends a message for the document.
PT		The vendor changes the payment terms for the invoice in ReadSoft WEB BOARD.
SA		A user adds an attachment in Supplier Portal.
SN		A user adds a note in Supplier Portal.
TR		At least one tax code or tax jurisdiction code could not be determined.

Set a follow-up flag

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

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

1. On the Extras menu, click **Set follow-up flag**.
2. In the **Follow-up flag** dialog box, click the **Set new flag** button.

3. Select a follow-up flag and click the **Continue** ☑ button twice.

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

Delete a follow-up flag

To delete a follow-up flag, complete the following steps.
1. On the Extras menu, click **Delete follow-up flag**.
2. In the **Delete follow-up flag** dialog box, select the follow-up flag and click the **Continue** ☑ button.

Communication

Send a message

You can send emails to vendors from within ReadSoft PROCESS DIRECTOR Accounts Payable, without opening your email program. Pre-defined message templates may be available that you can use to compose your message. The reply email address is usually the one that is saved in your SAP user profile. You can send the same message for multiple documents that have the same vendor or no vendor. A follow-up flag indicates that you have sent a message for the selected documents.

To send a message, complete the following steps.

1. On the Document menu, click **Send message**.
2. In the **Message** list, select a message template.
3. Optional. The vendor's email address appears automatically in the **E-mail address** field. To send the email to other recipients, click the **Other recipients** ⇨ button and type the email addresses in the **More recipients** dialog box.
4. Optional. Change the subject line and the email text.
5. Optional. To send document attachments with the message, click the **Attachments** 🔽 button and select the attachments.
6. Optional. To reject the document in ReadSoft PROCESS DIRECTOR Accounts Payable, select the **Reject document** check box.
7. Click **Send**.

Create a note

You can communicate with other users by adding notes to PROCESS DIRECTOR Accounts Payable documents.

To create a note, complete the following steps.

1. Click the **Create note** 🖊 button.

2. In the **Note type** list, select the type of note to create.

- To communicate with another user of PROCESS DIRECTOR Accounts Payable, select **PROCESS DIRECTOR note (internal)**.

- To communicate with a Supplier Portal vendor, select **SUPPLIER PORTAL note for/from vendor**. For vendors to receive notes, you need to register them in Supplier Portal.

   When you create a Supplier Portal note, a follow-up flag is set on the document.

- As users cannot view PROCESS DIRECTOR Accounts Payable notes in WORK CYCLE, you need to create a WORK CYCLE note, instead of a PROCESS DIRECTOR Accounts Payable note. To communicate with a WORK CYCLE user, select **WORK CYCLE workflow note**.

   When you create a WORK CYCLE note, a follow-up flag is set on the document.

3. Optional. Type a description for the note.

4. Type the note text.

5. Click the **Save** 💾 button.

View notes

To view notes, complete the following steps.

1. Click the **Display note** 🗒 button.

2. Double-click the note you want to view.

Attach a file to a document

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

Prerequisite: Your system configuration supports file uploads.

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

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

   > **Note** Do not click Create Attachment, otherwise the attachment will only be visible in the ReadSoft PROCESS DIRECTOR SAP GUI, not in the ReadSoft Web Application or in the corresponding SAP document.

2. In the **Archive from Frontend** dialog box, perform one of the following actions.

- Select the type of file you want to upload, then drag the file from your file system into the **Archive from Frontend** dialog box.

- Double-click the type of file you want to upload, then select the file and click the **Open** button.

3. Click the **Continue** ✅ button.

View document attachments

You can view files that are attached to PROCESS DIRECTOR Accounts Payable documents.

To view a document attachment, complete the following steps.

1. In the document detail view, on the **Services for object** ![icon] button menu, click **Attachment list**.

2. In the **Service: Attachment list** dialog box, double-click the attachment.

View a document version

When you change and save a document, ReadSoft PROCESS DIRECTOR Accounts Payable saves a new version.

To view a document version, complete the following steps.

1. On the Extras menu, click **Display versions**.
2. In the **Display document version** dialog box, double-click the version.

Compare document versions

You can compare document versions to see which field values have changed.

To compare document versions, complete the following steps.

1. On the Extras menu, click **Compare versions**.

2. In the **Display of changes between versions** dialog box, in the selection lists, select the versions to compare.

3. By default, header data changes appear in the dialog box. To view changes to other data, click one of the following buttons.

   - **Items**
   - **Account assignments**
   - **Display tax data**
   - **Item accounting**

Reject a document

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

Note You cannot reject posted documents.

To reject a document, complete the following steps.

1. On the **Document** menu, click **Reject**.

2. In the **Reject document** dialog box, click the **Yes** button.

3. Depending on your system configuration, a dialog box opens in which you must specify the reason for rejecting the document. You may have to select a rejection reason, type a note, or do both.

4. Click the **Save** 💾 button.

Post documents

Post a document

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

When posting documents, ReadSoft PROCESS DIRECTOR performs the following actions.

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

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

To post a document, complete the following step.

- Click the Post ▣ button.

Perform a document

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

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

If you leave the SAP transaction without posting the document, you return to ReadSoft PROCESS DIRECTOR Accounts Payable and you can edit the document.

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

To perform a document, complete the following step.

- Click the Perform ⚙ button.

    The document is saved in PROCESS DIRECTOR Accounts Payable before being opened in the configured SAP transaction.

Park a document

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

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

To park a document, complete the following step.

- Click the Park 📝 button.

Reverse a document

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

> **Note** Reversing documents outside of ReadSoft PROCESS DIRECTOR using the standard SAP transactions `MR8M` and `FB08` does not update the status in PROCESS DIRECTOR Accounts Payable.

To reverse a document, complete the following steps.

1. On the Document menu, click **Reverse**.

    Depending on your system configuration, the system reverses the document immediately, or the **Reverse document** dialog box opens.

2. In the **Reverse document** dialog box, in the **Reversal reason** field, select the reversal reason.

3. Optional. Type a **Posting date** and **Period**. If you do not type values here, the system uses the posting date and period of the original document.

4. Optional. For MM documents and FI documents posted in MIRO, the **Automatic clearance** check box is available. Select this check box to clear the corresponding FI document on the vendor account. If you clear this check box, you must clear the FI document manually in transaction `F-44`.

5. Click the **Reverse document** 🔨 button.

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

Import a document

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

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

To import a document, complete the following steps.

1. On the Document menu, click **Import SAP document**.
2. In the **Import from SAP document** dialog box, type the SAP document values in the fields and click the **Execute** ⊕ button.

Finish a document

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

ReadSoft PROCESS DIRECTOR checks that the SAP document and the PROCESS DIRECTOR Accounts Payable document are the same, preventing you from connecting unrelated documents.

To finish a document, complete the following steps.

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

Fast Entry

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

Add data to a Fast Entry document

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

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

Create a Fast Entry document

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

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

Available user settings

The following user settings are available in Fast Entry.

Log display

Show all messages immediately in log

Displays individual messages when viewing document log messages.

Document processing

Create another document after transfer

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

If possible, always enter detailed view in change mode

Displays documents in change mode when you open them.

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

Message attachments

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

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

Show payment terms change information popup

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

Display image in detail screen

Immediately display image if in the detail screen

Displays the document image in the document detail view.

Dock control

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

Note ITS/WEBGUI does not support image docking.

Detail screen settings

Status line

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

Create several lines at once in detail screen

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

How many new lines

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

Position new lines

Specifies the new lines' position in the table.

Nota fiscal documents

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

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

About nota fiscal tax data

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

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

Display nota fiscal tax data

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

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

Check a nota fiscal document

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

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

- Click the Check button.

About posting nota fiscal documents

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

- The Nota Fiscal (NF) Type field on the Invoice tab must be filled.

  For example, for paper invoices the value is E1, for services invoices IS, and for XML invoices E5. There are also other nota fiscal types.

- The Business Place field on the Invoice tab must be filled.

- You cannot change tax data in the PROCESS DIRECTOR Accounts Payable document, only in the nota fiscal.

- The Calculate taxes check box on the Taxes tab must remain selected.

- When you check a document, tax amounts from the XML data are used in the balance calculation.

- Changing header data does not change the nota fiscal.

- For electronic invoices, you must use the Post function in ReadSoft PROCESS DIRECTOR Accounts Payable, not the Perform function. You may use the Perform function for other types of invoice.

Post a nota fiscal document

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

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

- Click the Post button.

Goods and Services Tax (GST) India

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

About GST data

In ReadSoft PROCESS DIRECTOR Accounts Payable, you can view, add, edit, and transfer GST data.

GST data is available in the following cases.
- An MM or FI document contains an Indian company code.
- The `EX_GST_RELE` export parameter of the standard `J_1IG_DATE_CHECK` SAP module returns `X`.

Display GST data

To display GST data in MM and FI documents, complete the following steps.
1. Select the **Invoice** tab.
   The header data contains the corresponding GST data fields.
   - **GST Partner**
   - **Place of Supply**
   - **Business Place**
2. In the document detail view, if the item data is not already displayed, click the **Item data** button to view the corresponding **HSN/SAC Code** and **Assessable Value** fields.

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

Add GST data

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

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

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

    b. In the **Assessable Value** field, enter the desired value.

You can then view, edit, or archive the MM or FI document after specifying the required data.

5. Click the **Save** button.

Check GST data

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

To transfer the data to SAP, you can use the **Perform** function.

Refer to the ReadSoft PROCESS DIRECTOR Accounts Payable Configuration Guide for more information about checking GST data.

Workflows

When a document is in a workflow, you cannot edit it in ReadSoft PROCESS DIRECTOR Accounts Payable. Only workflow processors can edit it in WORK CYCLE.

Start a workflow

1. Click the **Start workflow** button.
2. In the **Start workflow in WORK CYCLE** dialog box, in the **Workflow** list, select the workflow.

   Which workflows are available depends on which document you select.
3. If the workflow has multiple steps, the steps appear at the top right of the dialog box. Double-click a step to select it.
4. In the **Receiver** field, type a recipient. Depending on the workflow configuration, you may have to select a user type for each recipient.

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

Assign line item approvers

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

To assign line item approvers, complete the following steps.

1. In change mode, in the **Item data** area or the **Account Assignment Data** area, in the **Next proc.** field, type the approver names for the different items.

   You do not have to enter approvers for all items. Any of the approvers can view and approve items with no assigned approver.
2. Click the **Start workflow** button.

3. In the **Start workflow in WORK CYCLE** dialog box, in the **Workflow** list, select the line item approval workflow.

   The assigned approvers appear in the **Receiver** field.

4. Click **Start**.

Recall a document

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

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

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

View the workflow status

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

To view the workflow status, complete the following step.

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

Send a workflow reminder

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

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

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

Reports

Accrual report

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

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

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

Create an accrual report

To create an accrual report, complete the following steps.

Prerequisite: You have a license for ReadSoft PROCESS DIRECTOR Financial Postings and authorization for the `/EBY/ICIV_ACCR_REP` transaction.

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

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

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

The accrual report selection screen

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

Selection criteria

You can specify general selection criteria, accounting values and document status. You can only edit data and create a PROCESS DIRECTOR accrual document if you select a single company code.

Options

Include processed items

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

Include statistical header lines

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

Exclude Balance Sheet accounts

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

Exclude blank Acct. Ass. Cat.

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

Exclude posted valuated GR (MM)

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

Currency conversion settings

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

Select one of the following options.

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

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

Presets for Accrual creation

These fields enable you to specify a default document date, posting date, reverse posting date and tax code for the created accrual documents.

Fast Coding Entry (default values)

For FI documents that are not in a workflow, you can specify a default G/L account and cost element value. First select the cost element type, then type a value. These values appear in the corresponding

fields in the report. Existing entries are not overwritten. You can edit these fields in the report if you select a single company code and no other user is currently editing the report for that company code.

User settings

You can select a default layout for the report. You can also specify which types of messages appear and how they appear.

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

Create an accrual document

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

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

To create an accrual document, complete the following steps.

1. In the accrual report, select the line items to add to the accrual document. You can select up to 950 line items.
   - Select a line item of each document to include in the report.
   - You must select all items of each document to include in the accrual document. Click the **Select all document items** ⬜ button.

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

2. Click the **Create Accrual** ▯ button.

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

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

   In the **Text creat opt.** field, you can select what to display in the **Item text** field of the accrual document line items.
   - Text of the original PROCESS DIRECTOR Accounts Payable document
   - Line item number of the original document
   - Invoice information, consisting of Invoice number:Vendor Number:Document date. The invoice number comes from the **Reference** field of the invoice to which the item belongs.
4. Click the **Create Accrual** button.

Edit fields

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

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

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

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

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

2. Type the new values in the appropriate fields.

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

Run checks

ReadSoft PROCESS DIRECTOR automatically runs checks when you create an accrual document or edit fields, but you can also check your selections and entries manually.

To run checks, complete the following step.

- Click the Check button.

Process items manually

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

To mark items as processed, complete the following steps.

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

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

Remove processed items

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

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

To remove processed items, complete the following step.

- Click the **Removed processed items** 🖊 button.

Select document items

When you create an accrual document, you must select all line items of one or more documents. You can select up to 950 line items.

To select all line items to include in the accrual document, complete the following steps.

1. Select a line item of each document to include in the report.

2. Click the **Select all document items** 🔍 button.

VAT report

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

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

To create a VAT report, complete the following steps.

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

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

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

Appendix A: Quick reference

Application toolbar icons

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

Icon	Description
	Create a new document. Fast entry and Accrual Report only.
	Transfer a document to ReadSoft PROCESS DIRECTOR Accounts Payable. Fast Entry only.
	Display and edit a document.
	Check a document.
	Select all document items. Accrual Report only.
	Remove processed items. Accrual Report only.
	Post a document.
	Post with an SAP transaction.
	Park a document.
	Transfer an invoice to FI or MM.

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

Keyboard shortcuts

You can use the following keyboard shortcuts.

Shortcut	Description
F3	Return to the previous screen.
F5	Switch between tabs in the header data.
F7	Refresh the display to show the latest changes.

Shortcut	Description
F8	View document details.
F9	Start a workflow.
F12	Cancel the display.
CTRL+F2	Display the SAP document.
CTRL+F3	Delete a document.
CTRL+F4	Display the legend, which describes the document and workflow status icons.
CTRL+F5	Finish a document.
CTRL+F6	Create a note.
CTRL+F7	Display a note.
CTRL+F11	Assign a user.
CTRL+F12	Display the user settings.
SHIFT+F1	Display images.
SHIFT+F2	Display taxes.
SHIFT+F3	Close PROCESS DIRECTOR Accounts Payable.
SHIFT+F4	Post a document.
SHIFT+F5	Transfer an invoice to FI or MM.
SHIFT+F6	Display messages.
SHIFT+F7	Display the vendor.
SHIFT+F8	Display the purchase order.
SHIFT+F9	Park a document.
SHIFT+F11	Check a document for errors.
SHIFT+F12	Post with an SAP transaction.
CTL+SHIFT+0	Import an SAP document.