ReadSoft PROCESS DIRECTOR Accounts Payable for use with SAP Fiori®

User Guide

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KOFAX

Legal Notice

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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®.

Log in

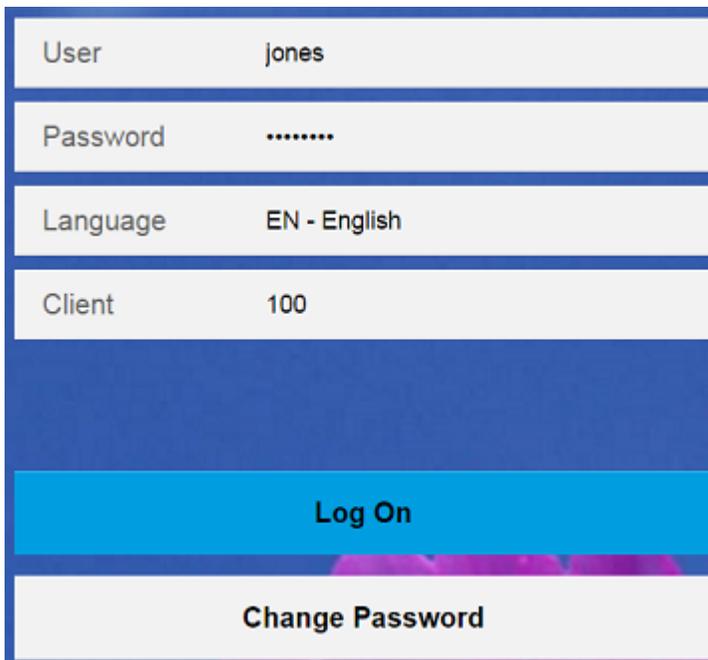After installing SAP Fiori® and configuring the application for the SAP Fiori® environment, you can use a mobile device or web browser to log in.

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

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

   The SAP Fiori® login screen is displayed.

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 toolbars enable you to work with the application and process the invoices.

Header toolbar

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.

When using the header toolbar, 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**.

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**.

Footer toolbar

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

*   You can sort the invoices in the invoices list.
*   You can process the invoices in workflow.
*   You can use the **Save** button to save the changes made to a document.

SAP Fiori® launchpad

The SAP Fiori® launchpad is the SAP standard entry point for all the installed 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.
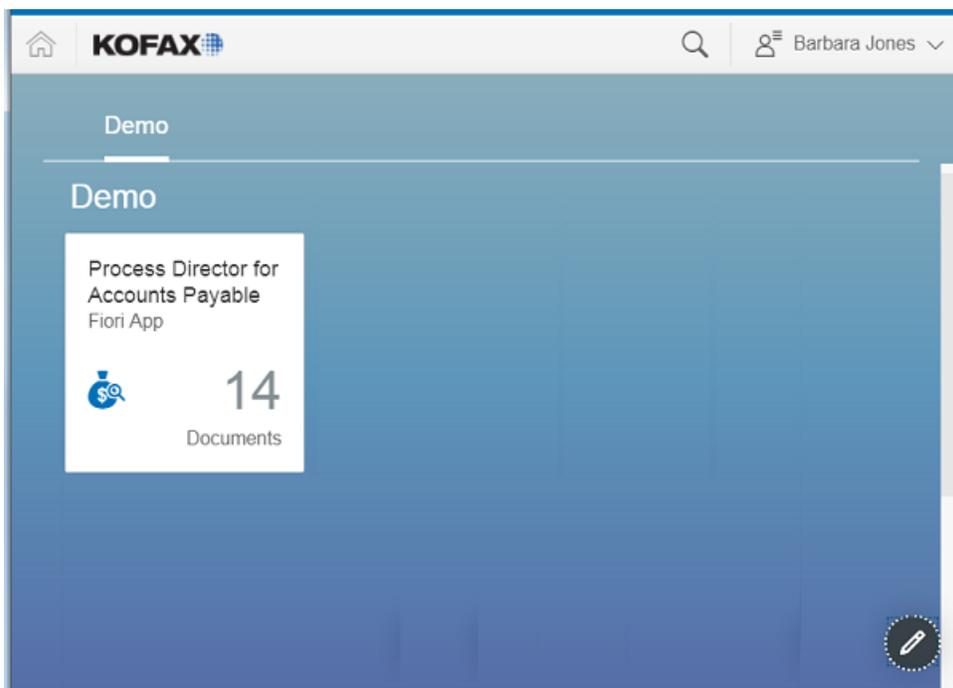
Use the launchpad

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	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.
	Optional. To search for applications of a specific catalog only, from the **All catalogs** drop-down list, select the corresponding catalog.
	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.
	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	In the group from which you want to remove the application, on the corresponding tile, click the **Remove** ⊗ button.

Action	Steps
To move a tile to another group	Select the tile that you want to move. From the displayed context-sensitive list, select **Move**. In the **Move to Group** dialog box, select the group to which you want to move the tile. **Tip** You can also drag a tile directly to another group.
To rename a tile	Select the tile that you want to rename. From the displayed context-sensitive list, select **Settings**. In the **Settings** dialog box, enter the new title. **Note** You can also enter a subtitle and other related information about the application. 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	At the bottom center of the launchpad, click **Add Group**. a. In the new group that opens, enter the group name and press **Enter**.
To delete a group	Click **Delete**.
To rename a group	In the group that you want to rename, click the group name. Enter the new name and press **Enter**.
To move a group to another position in the launchpad	Select the group name for the group that you want to move. 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.
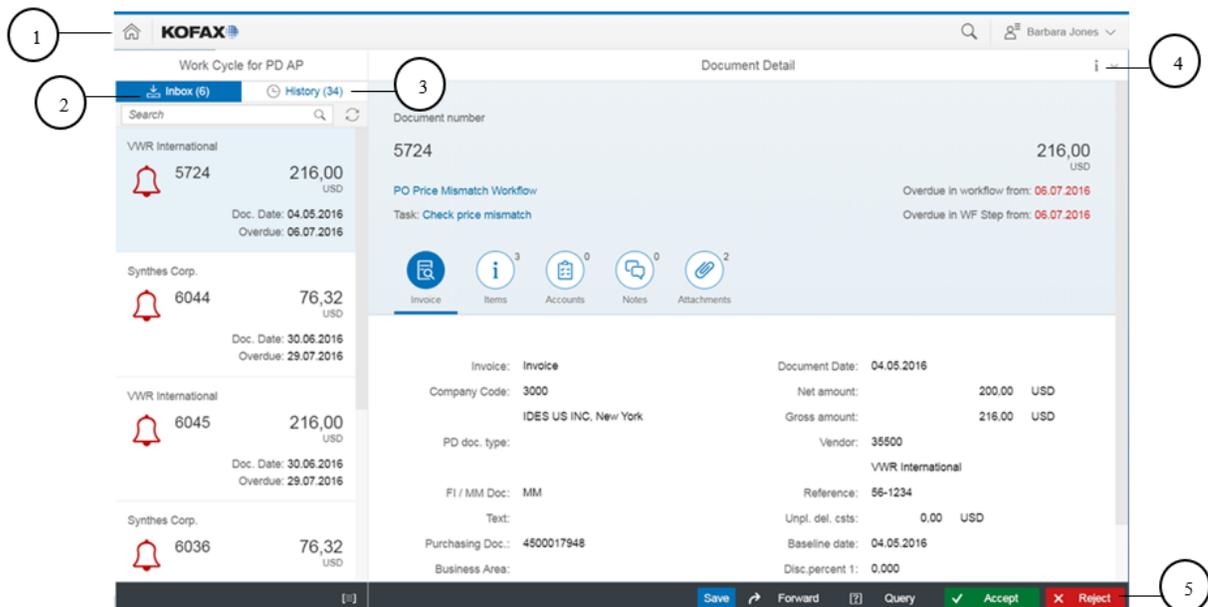
Note For more information, refer to the *SAP Fiori® Client User Guide*.

Get started

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 documents that are currently in workflow and their basic details such as the vendor and document numbers, the document and overdue dates, and the amount and currency information. The number next to the title (**Inbox**) of the tab indicates the total number of documents that are yet to be processed.

   Note For the formatting of the date, the setting in the standard SAP `SU01` transaction is used.

3. The **History** tab displays all the documents that have already been processed. The number next to the title of the tab (**History**) indicates the total number of processed documents.

4. The Document Detail view on the right side displays more details of the document selected in the invoice list. When the application is initially opened, the details of the first invoice in the list are automatically displayed.

- Document number
- Workflow title and task
- Amount and currency
- Due dates, or workflow and workflow step overdue information
- Additional icons to manage documents: **General**, **Items**, **Notes**, **Attachments**

Note Depending on the workflow step, the fields displayed may vary.

Company Code: | 555555 |
Enter a text with a maximum of 4 characters and spaces.

Document Date: | A |
Net amount: Enter a date in the following format: Nov 27, 2014.

Clicking the workflow title or its associated task(s) displays the workflow history of the selected invoice.

Clicking the information icon displays the copyright and disclaimer information. The copyright includes details about the application version and patch level.

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5. The footer toolbar allows you to sort and work with the invoices.

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

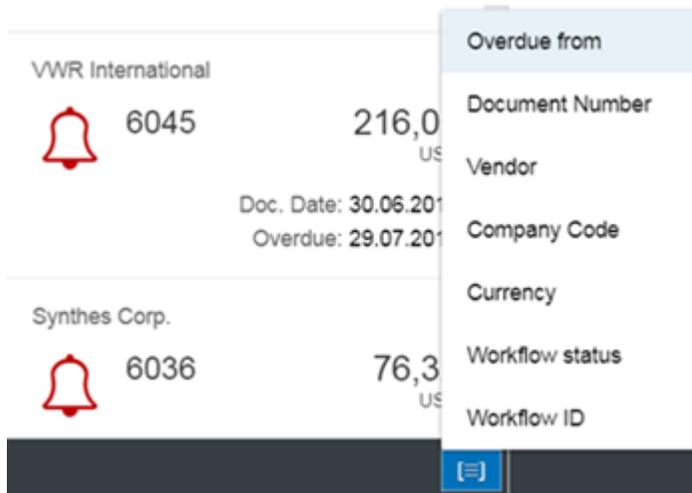Each invoice entry in the **Inbox** tab displays set details about the invoice.

- 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.
    - ℹ - Some information is available about the invoice.
    - 🗨 - A query has been sent for the invoice.
    - ? - The invoice includes a query.
    - 🗨 - The query in the invoice has been answered.
- You can use the **Search** text box below the tab to quickly search for documents containing a specific number, vendor, amount, currency, or date. To do so, enter the search term and click the search 🔍 icon.
- To update the invoices list with the latest changes, click the **Synchronize** 🔄 icon.

> **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 **Document Detail** view, select the invoice that you want to view.
- By default, the invoices in the invoices list are unsorted. You can sort them in a specified category.

Sort the invoices

Click the **Group** [≡] button to sort the invoices in the invoices list by overdue information, document number, vendor, company code, currency, or workflow information.

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.

You can use the **Search** text box below the tab to quickly search for documents containing a specific number, vendor, amount, currency, or date. To do so, enter the search term and click the search 🔍 icon.

Use the Document Detail view

The **Document Detail** view is where you manage and work with the invoice information.

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 documents
  - Forward documents
  - Send and answer queries
- 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 or not available for editing, the footer toolbar displays the 🔒 Locked button.

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** or **Credit Memo** section displays the following details.
  - Transaction type (invoice or credit note)
  - Company code and address
  - PROCESS DIRECTOR document type
  - Document type (FI or MM document)

- Document header text
- Purchasing document number
- Business area
- Days 1
- Document date
- Net, gross, and discount amounts
- Vendor name and number
- Reference number
- Unplanned delivery costs, if any
- Baseline date
- Discount percentages
- To view the invoice and purchase order items, click the **Items** ⚡ icon. It displays the following details.
  - Invoice item-related information
    - Purchasing document number
    - Invoice item number
    - Net amount
    - Quantity
    - Order unit
    - Text
  - Purchase order item-related information
    - Purchase order item number
    - Material
    - Purchase order quantity
    - Order unit
    - Net price
    - Short text

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

When working with invoice items, you have the following options.
- Use the **Add** ＋ or **Delete** ⊗ icons to add new lines or delete existing ones.
- To view the item's account assignments, click the **Subojects** ❯ icon next to a specific item.
- Click **Back to Items** to go back to the list of items.
- To view information related to the invoice accounts, click the **Accounts** 📋 icon.

Note If the account lines cannot be edited, the **Add** and **Delete** icons are deactivated.

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.

Notes, messages, and attachments

You can supplement the information contained in the documents by using notes, messages, and attachments.

Add and view notes

You can add notes to documents to communicate with other users; for example, to communicate problems, ask questions or provide information.

Tip If you want to receive an answer to a question, write your question in a note and then send a query.

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.
3. 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 or to convey information about actions that require user assignment. Click the **Messages** 2 icon to view the pane.

In the case of error messages, the pane is automatically displayed.
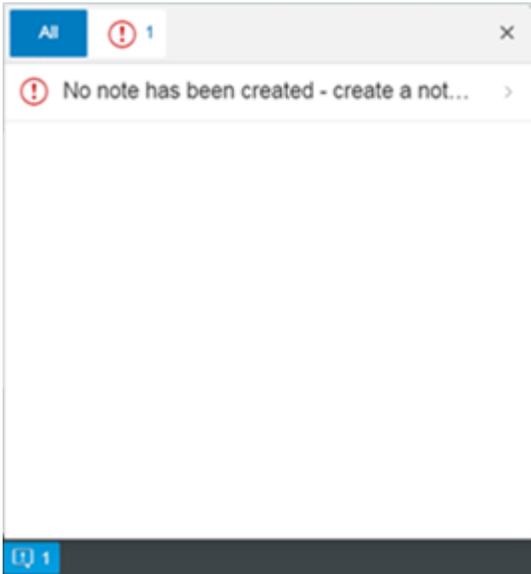
Add and view attachments

You can attach files to documents to provide additional information.

To add attachments, complete the following steps.

1. Click the **Attachments** 📎 icon.
2. Click the **Upload** ＋ button.
3. The **Open** dialog box that is displayed allows you to browse to the file that you want to attach. By default, in the drop-down list at the bottom-right corner of the dialog box, **Custom Files** is selected. This signifies that only specific document types are allowed.

   If you switch to **All Files** in that drop-down list, you can select any document type, but if it is an unsupported one, a warning message listing the supported file types is displayed.

   Click **Back** to go back to the **Document Detail** view and upload a supported file type.

   Note The following file types are supported: DOC, DOCX, PDF, TIF, TXT, XLS, XLSX.

4. To view the attachment, select it to display it in a subsequent screen. For images, you can use the **Zoom In** ⊕ and **Zoom Out** ⊖ icons for better control over the display.
5. Click **Back** to go back to the **Document Detail** view.

   Note The archive document types for attachment upload are configured in the `/COCKPIT/WI15` transaction. Refer to the *WORK CYCLE Configuration Guide* for more information.

Use workflows

Workflows send documents electronically to other people in order to obtain or provide additional information, clarification, and approval. Every action in the workflow is logged, making it possible to identify who is working on the document at all times. Status icons make it easy to identify the status of a document in a workflow.

## Accept or reject documents

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**.

> **Important** The button label depends on the configuration of the workflow step.

3. 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.
4. If so configured, you can assign recipients for the next steps.
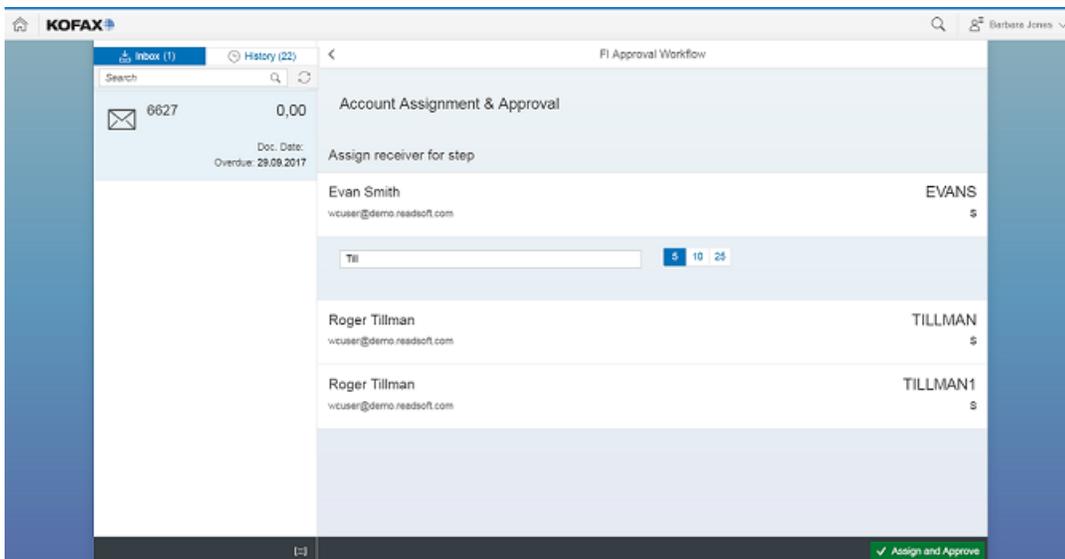
   a. In the search text box, enter the name of the user you want to assign.

> **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.

b. 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.

c. Depending on the configuration, you can continue to add more users, as required.

d. 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.

For more information about configuring workflows, refer to the *WORK CYCLE Configuration Guide*.

Information workflows
Workflows sent to obtain or provide additional information or clarification do not usually need approval or rejection functions. Instead, they have a ✓ Noted button, clicking which indicates that the information in the workflow has been taken into account.

Forward documents

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

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

To forward a document, complete the following steps.

1. In the **Inbox** tab, select the invoice that you want to forward.
2. In the footer toolbar, click the ➔ Forward button.

You can now assign the user you want to forward the workflow step to.

3. In the search text box, enter the name of the user you want to assign as the receiver of the workflow step.

> **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.

4. 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.

5. Depending on the configuration, you can continue to add more users, as required.

6. Click the ✓ Finish button to move the invoice along to the next step in the workflow.

View workflow history

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

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.

Send and answer queries

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

> **Note** You can send a query about a document only if the workflow step has been configured to allow querying.

Send a query

You can use queries to ask other users questions about a document that has been sent to you in a workflow. To send a query, complete the following steps.

To send a query, complete the following steps.

1. In the **Inbox** tab, select the invoice that you want to send a query about.

2. Create a note and write your question in the note.

   > **Note** It can be configured that a mandatory note is required to send a query.

3. In the footer toolbar, click the [2] Query button.

   You can now assign the user you want to send the query to.

4. In the search text box, enter the name of the user you want to assign as the receiver of the workflow step.

   > **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.

5. 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.

6. Depending on the configuration, you can continue to add more users, as required.

7. Click the ✓ Finish button to move the invoice along to the next step in the workflow.
   A message stating that the query has been sent is displayed and the status icon of the invoice changes to 🗫.

Answer a query

When you have received a query about a document, the document is marked with the corresponding status icon in the invoices list.

1. In the **Inbox** tab, select the invoice that has the query sent to you.
2. Click the **Notes** icon to read the notes that have been added to the document, and then add a new note in reply to the query.

   Note It can be configured that a mandatory note is required to reply to a query.

3. In the footer toolbar, click the button.
   A message stating that the answer has been sent is displayed.