

# Kofax Process Director Accounts Payable for use with SAP Fiori®

User Guide

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The logo for KOFAX, consisting of the word "KOFAX" in a bold, blue, sans-serif font.

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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

You can use a mobile device or web browser to log in to SAP Fiori® .

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 appears.
2. Type your user name and password.

**Note** Only SAP users are supported; Work Cycle users are not.

3. In the **Language** list, select a login language.
4. Click **Log On**.

The SAP Fiori® [launchpad](#) appears.

## Change the password

To change the password, complete the following steps.

1. In the login screen, type the current user credentials.
2. Click **Change Password**.
3. Type the current password.
4. Type 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

You can use the toolbars to work with the application and process the documents.

### Header toolbar

The header toolbar provides actions that are relevant for the entire screen. It is a fixed header and is 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 or an application, click **Home** .
- To search for a specific application, in the **Search In: Apps** text box, type the name or search term related to the application that you want to search for, then click **Search** .
- To access user-specific options, click the **Options** menu  and perform one of the following actions.
  - To view and change the user preferences, click **User Preferences**  and complete the steps described in [Change the user preferences](#).
  - To access the launchpad's personalization mode, click **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, click **Open App Finder** .
  - To log out of the application, click **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, and the language selected during login. You cannot change these settings here. However, 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. In the list of available options, select the theme that you want to apply.
3. Click **Save**.

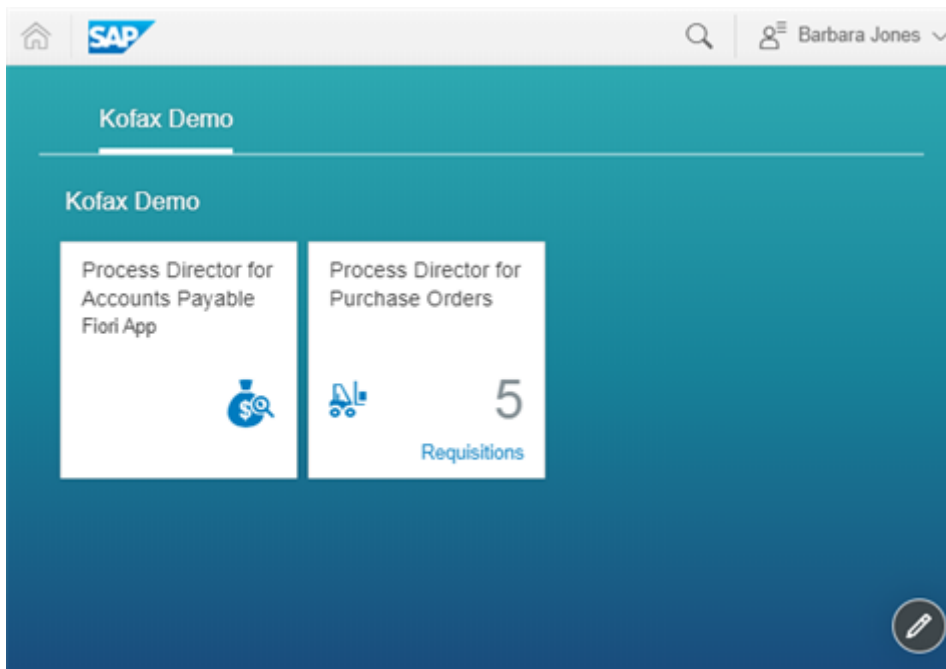
### Footer toolbar

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

- You can sort the documents in the document list.
- You can process the documents in workflow.
- You can click **Save** 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 are organized in groups. Each group is available on its own tab.



### Use the launchpad

When using 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](#)

See the *SAP Fiori® Client User Guide* for detailed information.

## Work with tiles

To work with tiles, complete the following steps.


1. At the bottom-right corner of the launchpad, click **Personalize Home Page**  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
Add an application to a tile	<ol style="list-style-type: none"> <li>a. In the group to which you want to add an application, in the empty tile, click <b>Open App Finder</b>  or use the same option in the <a href="#">Options menu</a>.</li> <li>b. Optional. To display applications of a specific catalog only, in the <b>All catalogs</b> list, select the corresponding catalog.</li> <li>c. Optional. To search for an application, in the <b>Search in tile catalog</b> text box, type the name or search term related to the application that you want to add. The applications that match the search term appear.</li> <li>d. Below the tile of the application that you want to add, click <b>Add tile to group</b> . A confirmation message appears and the button changes to a check mark.</li> </ol>
Remove an application or tile	In the group from which you want to remove the application, at the top right of the corresponding tile, click <b>Remove</b>  .
Move a tile to another group	<ol style="list-style-type: none"> <li>a. Select the tile that you want to move.</li> <li>b. In the menu that appears, click <b>Move</b>.</li> <li>c. In the <b>Move to Group</b> dialog box, select the group to which you want to move the tile.</li> </ol> <div style="background-color: #f0f0f0; padding: 5px; margin-top: 10px;"> <p><b>Tip</b> You can also drag a tile directly to another group.</p> </div>
Rename a tile	<ol style="list-style-type: none"> <li>a. Select the tile that you want to rename.</li> <li>b. In the menu that appears, click <b>Settings</b>.</li> <li>c. In the <b>Settings</b> dialog box, type the new title. You can also enter a subtitle and other related information about the application.</li> <li>d. Click <b>OK</b>.</li> </ol>

3. To exit the personalization mode, at the bottom-right corner of the launchpad, click **Exit Action Mode**  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 **Personalize Home Page**  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
Add a group	<ol style="list-style-type: none"> <li>a. In the center of the launchpad, at the position where you want to add the group, click <b>Add Group</b>.</li> <li>b. In the new group that appears, type the group name and press Enter.</li> </ol>
Delete a group	Click <b>Delete</b> at the right of the group.
Rename a group	<ol style="list-style-type: none"> <li>a. In the group that you want to rename, click the group name.</li> <li>b. Type the new name and press Enter.</li> </ol>
Move a group to another position in the launchpad	<ol style="list-style-type: none"> <li>a. Select the name of the group that you want to move.</li> <li>b. Drag the group to the new position and drop it in the group placeholder.</li> </ol>
Reset the content of a group to its initial setup	Click <b>Reset</b> at the right of the group.

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



# Get started

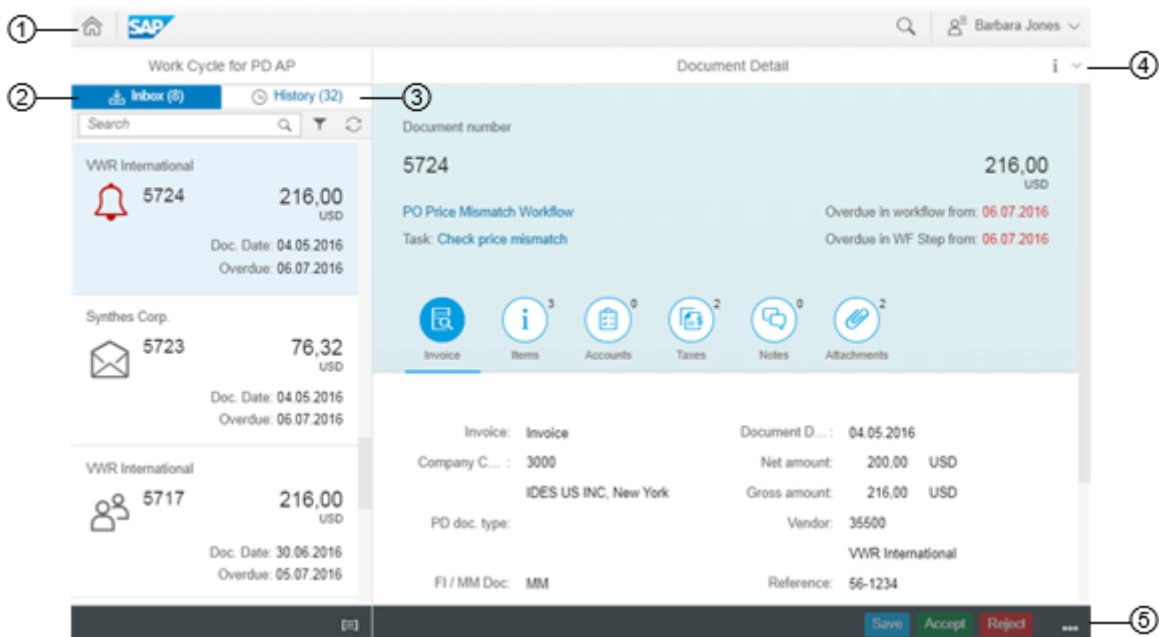
This section explains how to open and navigate the Kofax Process Director for Accounts Payable Fiori Application and how to work with documents.

## Open the Process Director Fiori Application

To open the application, complete the following step.

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

The start page appears.










1. Use the [header toolbar](#) to navigate, search, access the user preferences, and log out of Fiori.

2. The **Inbox** tab displays all the documents that are currently in workflow and their basic details, including the vendor, document number, document date and overdue date, amount and currency.

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





For each document, the status is displayed.

-  - The document has not yet been worked on.
-  - The document has already been worked on.
-  - The document is overdue.
-  - The document is in an **information workflow**.
-  - A query has been sent for the document.
-  - A query has been received for the document.
-  - The query in the document has been answered.

The number next to the title of the tab (Inbox) indicates the total number of documents that are yet to be processed.

3. The **History** tab displays all the documents that have already been processed and their basic details.

For each document, the status is displayed.

-  - The document was approved.
-  - The document was rejected.
-  - The document was recalled.
-  - The query in the document has been answered.

The number next to the title of the tab (History) indicates the total number of processed documents.

**Note** You cannot edit the documents that appear in the History tab.

4. The **Document Detail** view on the right side displays more details of the document selected in the document list. When you first open the application, the details of the first document in the list automatically appear.
  - Document number
  - Workflow title and task  
Click the workflow title or the task to display the **workflow history** of the selected document.
  - Amount and currency
  - Due dates, or workflow and workflow step overdue information

Click the icons to view and edit the document data (Invoice or Credit Memo, Items, Accounts, and Taxes), or to view and add notes and attachments.

Click the information icon at the top right to display the copyright and disclaimer information. The copyright includes details of the application version and patch level.



5. Use the **footer toolbar** to sort and work with the documents.



## Navigate the application

The navigation area in the Process Director for Accounts Payable Fiori® application is divided into two sections.

- Inbox and History tabs
- Document Detail view

### Use the Inbox tab

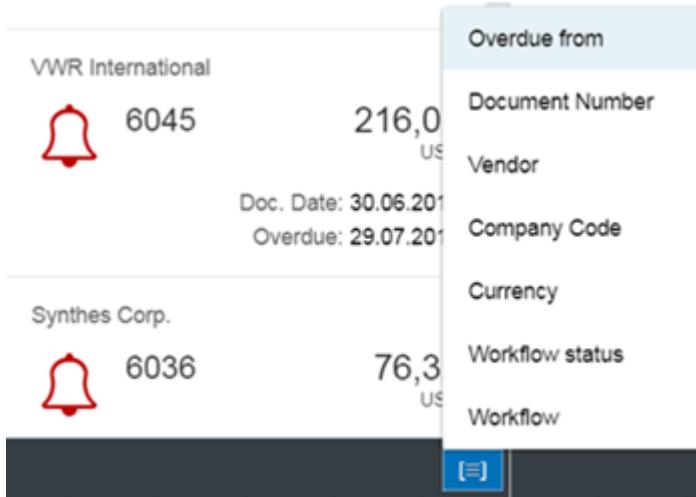
When working with the Inbox tab, you have the following options.

- To search for documents containing a specific number, vendor, amount, currency, or date, in the **Search** text box below the tab title, type the search term and click **Search** .
- To update the document list with the latest changes, click **Synchronize** .

**Note** Changes you make to a document are not visible to others until you save the document.

- To view the details of a document in the Document Detail view, select the document that you want to view.

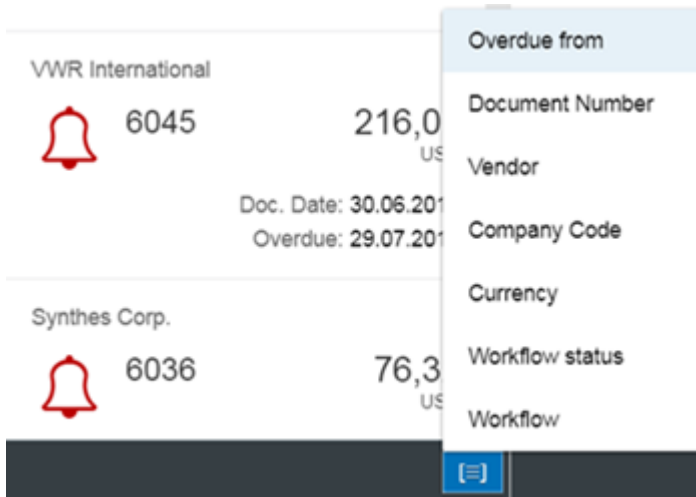
- To sort the documents in the document list, click **Group** [☰] and select a category.



## Use the History tab

When working with the History tab, you have the following options.


- To search for documents containing a specific number, vendor, amount, currency, or date, in the **Search** text box below the tab title, type the search term and click **Search** 🔍.
- To specify the maximum number of documents to display in the History tab, click **Filter** ▼ and enter a number. By default, 50 documents are displayed. The number you enter is retained when you log in to Fiori again.
- To update the document list with the latest changes, click **Synchronize** ↻.
- To view the details of a document in the Document Detail view, select the document that you want to view.
- To sort the documents in the document list, click **Group** [☰] and select a category.




## Use the Document Detail view

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

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


- Click the workflow title or the task title to display the [workflow history](#) of the document.
- Click an icon in the center of the view to view further documents details, such as line items and attachments. The number next to each icon indicates the number of entries in the corresponding section; for example, the number of available line items. For more information, see the following sections:
  - [Work with invoice documents](#)
  - [Add and view notes](#)
  - [Add and view attachments](#)
- Use the buttons in the [footer toolbar](#) to process the documents. Click **More**  to access additional buttons. For more information, see the following sections.
  - [Approve or reject documents](#)
  - [Forward documents](#)
  - [Send and answer queries](#)
- To save the data of the document 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** icon.



## Work with invoice documents

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.

**Note** Depending on the workflow step, the fields displayed may vary. Which information you can view and edit depends on the workflow step configuration.

- 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 **Items** . The following details appear.

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

- 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
- To view information related to the invoice accounts, click **Accounts** .
- To view information related to the invoice taxes, click **Taxes** .


When working with invoice items, accounts and taxes, you have the following options.

- Click **Add** + or **Delete** ✕ to add new lines or delete existing ones.


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


- To view an invoice item's account assignments, click **Subjects** > next to the item.
- Click **Back to Items** to go back to the list of invoice items.

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

Company Code:  

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

Document Date:  

Net amount:  

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


## Notes and attachments

You can supplement the information contained in the documents using notes 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 **Notes** .

If available, the existing notes for the document appear.

To add a new note, complete the following steps.

**Note** You cannot delete a note after you have added it.

1. In the **Add note** text box, type the note.
2. Click **Submit** >.

The note appears in the notes list.

### Add and view attachments



If configured for the workflow step, you can attach files to documents to provide additional information.

To view and add attachments, click **Attachments** .

If available, the existing attachments for the document appear.

## View an attachment


To view an attachment, complete the following steps.

1. In the attachments list, click the attachment.
2. Optional. For images, you can use **Zoom In**  and **Zoom Out**  to increase or decrease the image display size.
3. Click **Back** to return to the document.

## Add an attachment

Which types of files you can add as attachments depends on your system configuration.

To add an attachment, complete the following steps.

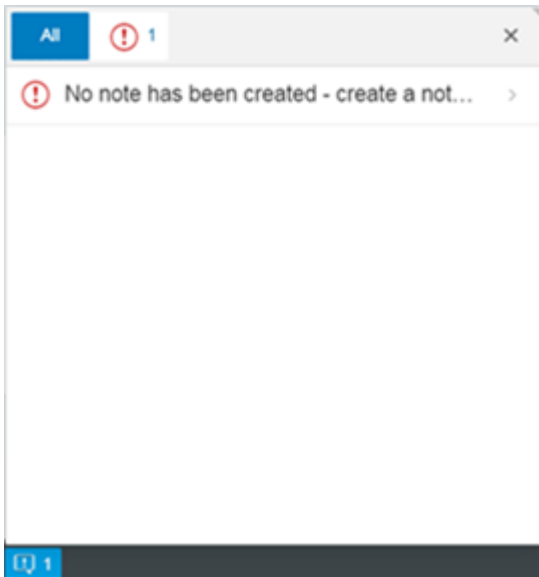
1. At the right of the attachments list, click **Upload** .
2. In the **Open** dialog box, browse to and select the file that you want to attach.  
By default, in the list at the bottom-right corner of the dialog box **Custom Files** is selected. This signifies that only specific file types are allowed.  
If you select **All Files** in the list, and then select an unsupported file type, a warning message listing the supported file types appears.  
Click **Back** to return to the **Document Detail** view and upload a supported file type.
3. Click **Open**.  
The attachment appears in the attachments list.

## System messages

The messages notification pane displays the system messages, which are automatically generated to communicate the check results of the document in workflow, or to inform you when you need to take action.

The message pane appears automatically when there are error messages.





When messages are available, the **Messages** icon  appears in the footer toolbar. Click this icon to open the message pane.

## Manage substitutes

You can assign users to act as your substitutes when you are absent. You can define and maintain substitute users in the Process DirectorSAP GUI, the Process Director Web Application , or the SAP Fiori® My Inbox 2.0 application.

Substitutes can view 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).

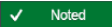
# Use workflows

Workflows send documents electronically to other people to obtain or provide additional information, clarification, and approval. Every action in the workflow is logged, so it is 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.

## Approve or reject documents

After viewing a document, you can approve or reject it.


Depending on the workflow step configuration, you may need to add a mandatory note (with a reason) before rejecting or approving a document.

"Information workflows" are sent to obtain or provide additional information or clarification and do not usually need approval or rejection. They have a  button that you can click to indicate that you have taken the information in the workflow into account.

## Approve a document

To approve a document, complete the following steps.

1. On the **Inbox** tab, select the document that you want to approve.
2. On the footer toolbar, click **Approve**.

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

3. Depending on the configuration, you can assign recipients for the next steps.


**Assign receiver for step**

No data

5
10
25

Roger Tillman	TILLMAN S
Chris Tillman	TILLMAN1 S

- a. In the search text box, type the name of the user you want to assign.  
The search function starts displaying the list of users as you start typing. The number of users it displays depends on the number selected to the right of the search text box.
- b. Select the user from the search results list below the search text box. The selected user then appears above the search text box.
- c. Depending on the configuration, you can continue to add more users, as required.
- d. Click **Approve** to move the document along to the next step in the workflow.

A message stating that the document has been approved appears and the status icon of the document changes to Approved .

## Reject a document


You can reject a document that you receive in a workflow. When you reject a document, the following behaviors are possible:

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

These behaviors are defined in the workflow step configuration and the recipient of the workflow step cannot change them.

To reject a document, complete the following steps.

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

A message stating that the document has been rejected appears and the status icon of the document changes to Rejected .


## Forward a document

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.

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

Depending on the workflow step configuration, you may need to add a mandatory note (with a reason) before forwarding a document.

To forward a document, complete the following steps.

1. On the **Inbox** tab, select the document that you want to forward.
2. On the footer toolbar, click **More**  and then click **Forward**.
3. In the search text box, type the name of the user you want to forward the document to.  
The search function starts displaying the list of users as you start typing. The number of users it displays depends on the number selected to the right of the search text box.
4. Select the user from the search list below the search text box. The selected user then appears above the search text box.
5. Depending on the configuration, you can continue to add more users, as required.
6. Click **Finish**.  
A message stating that the document has been forwarded appears. The document no longer appears in the **Inbox** tab.


## 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 appears in the inbox of the query recipient, who can then reply to the query.

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


### Send a query

To send a query, complete the following steps.



1. On the **Inbox** tab, select the document that you want to send a query about.
2. [Create a note](#) and write your question in the note.
3. On the footer toolbar, click **More**  and then click **Query**.
4. In the search text box, type the name of the user you want to send the query to.  
The search function starts displaying the list of users as you start typing. The number of users it displays depends on the number selected to the right of the search text box.
5. Select the user from the search list below the search text box. The selected user then appears above the search text box.

6. Depending on the configuration, you can continue to add more users, as required.
7. Click **Finish**.  
A message stating that the query has been sent appears and the status icon of the document changes to Query sent .

## Answer a query

When you receive a query about a document, the document is marked with the Query received  status icon in the document list.

To answer a query, complete the following steps.

1. On the **Inbox** tab, select the document with the query.
2. Click **Notes**  to read the notes in the document, and then [add a new note](#) in reply to the query.
3. On the footer toolbar, click **More**  and then click **Reply**.  
A message stating that the answer has been sent appears. The document no longer appears in the **Inbox** tab.

## View the workflow history

The workflow history displays the workflow processing details of a document.

To view the workflow history, in the Document Detail view, perform one of the following steps:

- To view the history of the entire workflow, click the workflow name.
- To view the history of the current workflow step, click the step name.

**Work Cycle for PD AP**

Inbox (2) | History (22)

Search

C.E.B. BERLIN  
6904 | 1,160.00 EUR  
Doc. Date: Aug 15, 2017  
Overdue: Aug 28, 2017

Autohaus Fleischhauer  
6316 | 119.00 EUR  
Doc. Date: Sep 5, 2016  
Overdue: Sep 2, 2017

**Workflow history**

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

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

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

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

1. This section displays the name of the current and previous workflows. Click a workflow name to view the information for that workflow.
2. This section contains details of the selected workflow. In addition to its name, number, and date and time stamp, it displays the name of the processor (workflow initiator), the type of user, any overdue information, and the status of the document itself.
3. This section contains details of the next step in the workflow. It displays 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).
4. This section contains details of the current workflow step.
5. This section contains details of the previous workflow step.

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