PROCESS DIRECTOR 7.2

Exporting Data for REPORTER

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Contents

Introduction

PROCESS DIRECTOR Accounts Payable contains a program called REPORTER Export that allows you to export data from PROCESS DIRECTOR Accounts Payable to REPORTER, a ReadSoft product that presents invoice processing statistics in an easy-to-use web interface.

About this guide

This document contains the following chapters:

- Running REPORTER Export

  Explains how to run the /COCKPIT/2REPORTER54 program, which exports data from PROCESS DIRECTOR and WORK CYCLE.

- Exported data

  Lists all the fields that are contained in each of the ten exported CSV files. Also includes some examples.

Typographical conventions

The following typographical conventions are used:

- Menu names, commands, and dialog names appear in **bold**.

- Names of keys on your keyboard appear in SMALL CAPITAL LETTERS.

- Names of files, folders, and settings appear in `Courier` font.

- SAP transaction codes and program names appear in ARIAL MONOSPACE.

- Variables that have to be replaced by an actual value are *italicized* or appear in <>.

Running REPORTER Export

/COCKPIT/2REPORTER54

1. Open the SAP GUI.

2. Go to transaction SE38.

3. Run REPORTER Export.

    a) Enter /COCKPIT/2REPORTER54 in the **Program** field.
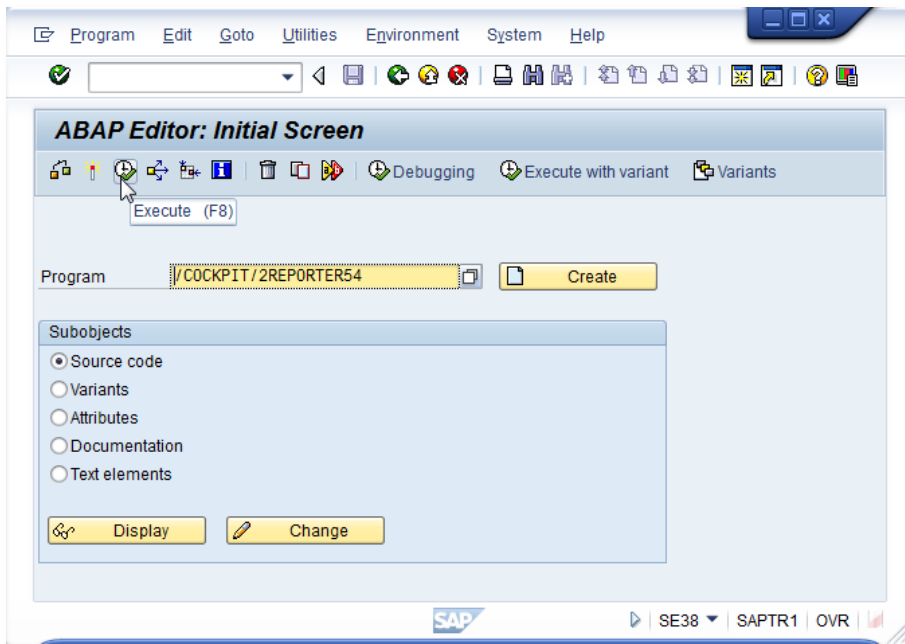
    b) Click the **Execute** button or press **F8**.

4. Specify the settings and filters for the data that will be exported.

5. Click the **Execute** button or press **F8** to run REPORTER Export.

   The status during the export is shown in the SAP GUI status bar.

   Once finished, REPORTER Export displays a summary:

Running as a background job

REPORTER Export can be run as a background job at regular intervals, like any other SAP program.

Creating a variant

In order to schedule REPORTER Export to run as a background job, you must first create a variant.

1. Go to SE38.
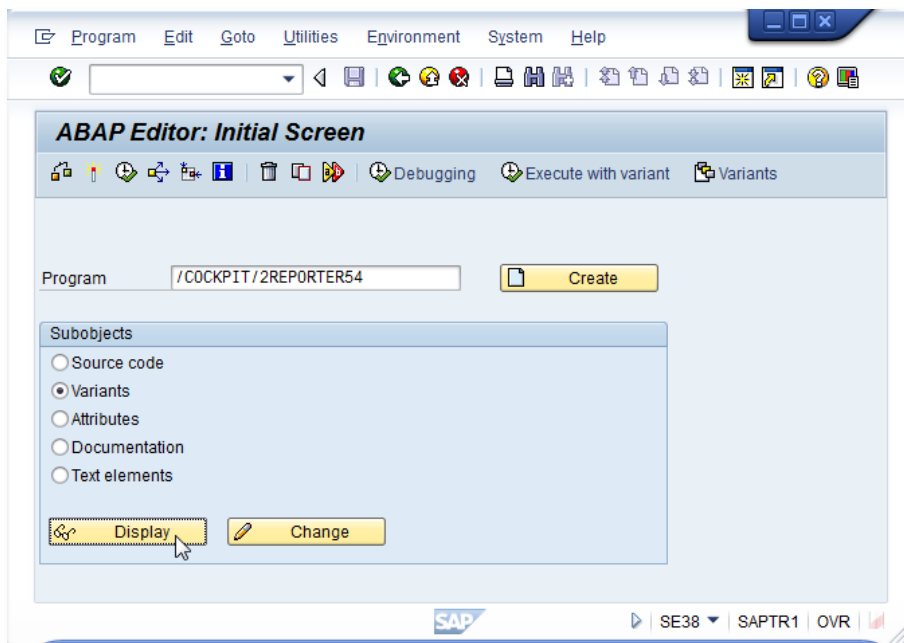
2. Enter /COCKPIT/2REPORTER54 in the **Program** field.

3. Select **Variants** as the **Subobject**.

4. Click **Display**.

5. Enter the **Variant** name and click **Create**.
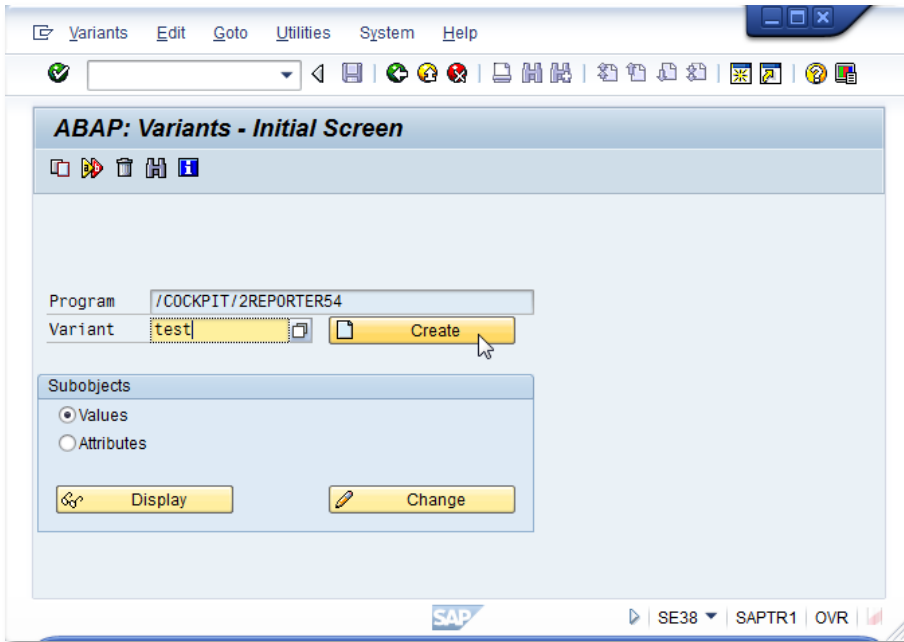
6. Specify the settings and filters for the data that will be exported.
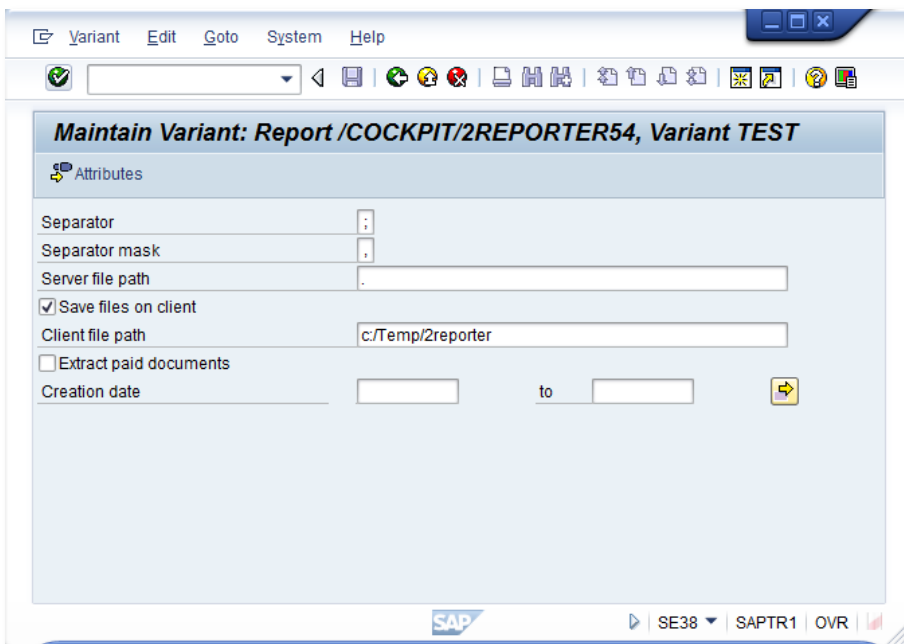
ⓘ Ensure **Extract again paid documents** is not selected and no **Creation date** is specified.

7. Click **Attributes**.

8. Enter a **Description**.
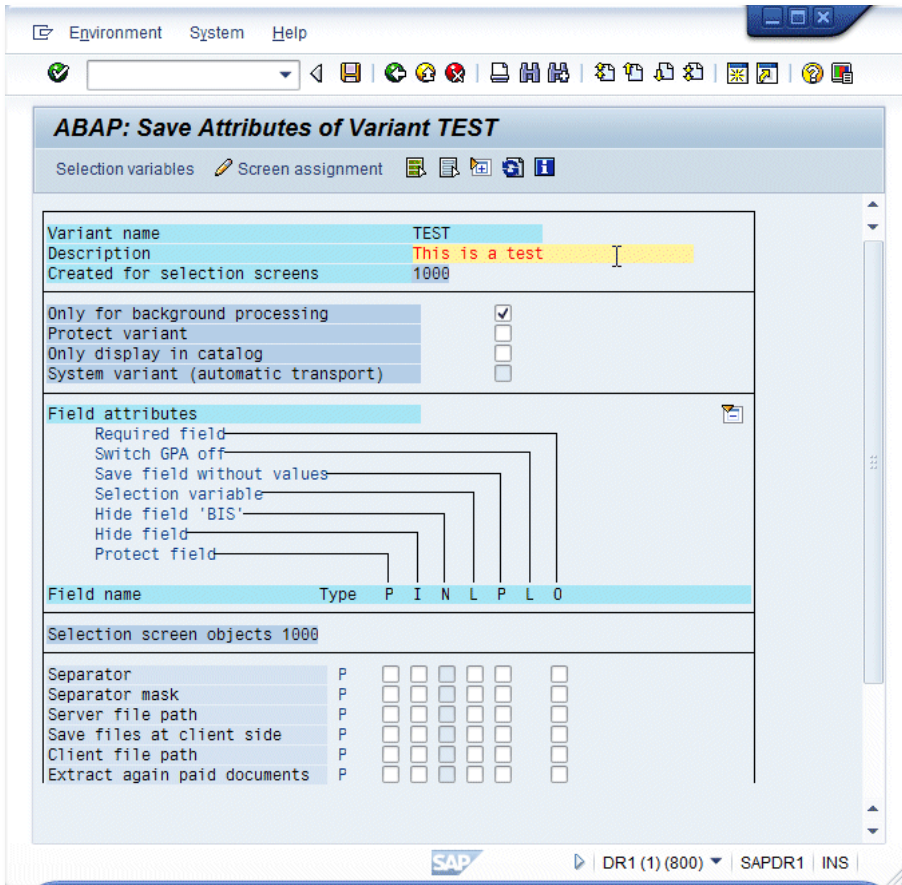
9. Click the **Save** 💾 button.

After you have created the variant, you can schedule a background job for it.

Parameters

Parameter	Description
Separator	The character separating values in the CSV files. **Note:** REPORTER only accepts semicolons (;).
Separator mask	The character to substitute semicolons if they appear in the exported data. (This substitution is necessary to prevent unexpected semicolons appearing in the data, which may corrupt the structure of the CSV files.)

Parameter	Description
Server file path	The location on the SAP server where the files are saved. **Note:** Save files at client side (below) must be deselected. **Tip:** The specified path should point to the same folder that is used by the REPORTER Server to import files. **Warning!** The path must not be longer than 25 characters. This is a current limitation of REPORTER Export. **Note:** If SAP is installed on UNIX, the server file path will not be accessible by REPORTER. The exported files must be subsequently moved to a location that the REPORTER Workflow Service has access to. This could be achieved by using a cron job, for example.
Save files at client side	*Unchecked* (default): Save the files on the SAP server only (see **Server file path** above). This setting must be used when running REPORTER Export as a scheduled background job. *Checked:* Save the files on a client server as well as on the SAP server (see **Client file path** below). Use this setting when manually running REPORTER Export using the SAP GUI.
Client file path	The location on a workstation or shared drive where the files are saved. **Note: Save files at client side** (above) must be selected. **Note:** The path must already exist on the client—REPORTER Export will not create any missing directories. **Warning!** The path must not be longer than 25 characters. This is a current limitation of REPORTER Export.

Parameter	Description
Extract again paid documents	*Unchecked* (default): Paid, rejected, or deleted documents that have already been exported are not exported again. In normal circumstances this is appropriate as the status of these documents do not change. *Checked:* Paid, rejected, or deleted documents that have already been exported are exported again. Use this setting when a full synchronization of the data is required and/or for troubleshooting purposes. Do not use this option when running REPORTER Export as a background job.
Creation date	The creation date is the date the document entered PROCESS DIRECTOR. Specify a date range to export data only for those documents that were created in the range. For normal exports to REPORTER, this setting is not used.
Internal invoice packet size	The maximum number of entries/rows at a time that are added to the export file when they are created by the program. The default is 5000. If you experience short dumps when executing /COCKPIT/2REPORTER54, you can decrease this amount.

Exported data

Overview

REPORTER Export creates ten CSV files (and an empty confirmation text file):

Filename*	Contents
AC.csv	Account assignment information, from `/COCKPIT/TACCAS` and `/COCKPIT/TACCT`.
AT.csv	Message logs and internal history information.
CD.csv	Output of the Defining additional checks table in `/COCKPIT/C12`.
ER.csv	Errors triggered by the additional checks.
HD.csv	Invoice header information from `/COCKPIT/THDR` and data from some WORK CYCLE and SAP tables (for example, discount information).
IT.csv	Line item information for MM invoices from `/COCKPIT/TITEM`.
WC.csv	Workflows and the steps that comprise them.
WF.csv	List of workflows and their descriptions.
WO.csv	Documents currently in a workflow, and the users processing them.
WS.csv	List of workflow steps and their descriptions.

* The filename also includes a timestamp, the SAP system ID and the client number. For example, `AC_20110803070914.3520000_TR1_800.csv`.

Account assignments: AC.csv

Column	Field	Data type	Description/Possible values
A	XINVOICE_GUID	VarChar(40)	The GUID of the invoice, as received from INVOICES. If the invoice was not processed by INVOICES, one is assigned by PROCESS DIRECTOR. `/cockpit/tacct-invoice_guid`
B	POS_NO	Number(6)	The line number of the line item. `/cockpit/tacct-pos_no`
C	NET_AMOUNT	Curr(13)	The net amount of the line item, in the currency of the invoice. `/cockpit/tacct-net_amount`
D	GL_ACCOUNT	VarChar(10)	The General Ledger account number of the line item. `/cockpit/tacct-gl_account`
E	COSTCENTER	VarChar(30)	The cost center of the line item. `/cockpit/tacct-costcenter`
F	ORDERID	VarChar(30)	The order number of the line item. `/cockpit/tacct-orderid`
G	WBS_ELEMENT	VarChar(30)	The Work Breakdown Structure (WBS) element. `/cockpit/tacct-wbs_element`
H	SALES_ORD	VarChar(30)	The sales order number. `/cockpit/tacct-sales_ord`
I	S_ORD_ITEM	VarChar(30)	The sales order line item number. `/cockpit/tacct-s_ord_item`
J	COST_OBJ	VarChar(30)	The activity unit of the business. `/cockpit/tacct-cost_obj`
K	CO_BUSPROC	VarChar(30)	The receiver business object. `/cockpit/tacct-co_busproc`

Column	Field	Data type	Description/Possible values
L	NETWORK	VarChar(30)	The network number for account assignment. `/cockpit/tacct-network`
M	NETWORK_OP	VarChar(30)	The network activity. `/cockpit/tacct-network_op`
N	CO_MATERIAL	VarChar(30)	The receiving material. `/cockpit/tacct-co_material`
O	PLANT	VarChar(30)	The plant for the receiver material. `/cockpit/tacct-plant`
P	PROFIT_CTR	VarChar(30)	The profit center. `/cockpit/tacct-profit_ctr`
Q	BUS_AREA	VarChar(30)	The business area. `/cockpit/tacct-bus_area`

Audit trail: AT.csv

Column	Field	Data type	Description/Possible values
A	TIMESENT	Datetime	The timestamp for when the event (see column, **EVENTID**) was performed.
B	TIMERECEIVED	Datetime	Same as TIMESENT.
C	MODULEID	Char(2)	The PD AP module in which the event occurred: 20 – PROCESS DIRECTOR 21 – WORK CYCLE

Column	Field	Data type	Description/Possible values
D	EVENTID	Char(3)	The ID number of the event: *PROCESS DIRECTOR* 50 – Receive and Check 51 – Check 52 – Post 53 – Change 54 – Delete 55 – Reject 56 – Transfer FI to MM 57 – Finalize *WORK CYCLE* 100 – Start Workflow 101 – Start Step 102 – Stop Step 103 – Change 104 – Approve 105 – Reject 106 – Forward 107 – Enquiry 108 – Recall 110 – Stop Workflow
E	USERNAME*	VarChar(50)	Name of the operator who performed the action.
F	SYSTEMID	VarChar(50)	The system ID of the SAP system in which the action was performed.
G	INVOICEID	VarChar(40)	The GUID of the invoice, as received from INVOICES. If the invoice was not processed by INVOICES, one is assigned by PROCESS DIRECTOR.

* This can be replaced by the user's department name by using Function 005 in the Process Automation Package (optional transport).

Column	Field	Data type	Description/Possible values
H	STATUS	Char(3)	The status of the invoice: *PROCESS DIRECTOR* 1 – No errors / Unprocessed 2 – Errors 3 – Posted 4 – Deleted 5 – Partially posted 23 – Parked 13 – Rejected 9 – Paid 10 – Collective invoice completed 11 – Collective invoice uncompleted *WORK CYCLE* 6 – In workflow
I	POSTINGTYPE	Char(1)	(Only applicable for posting events; e.g., *Post* and *Finalize*. If it is a non-posting event, this column will be empty.) The method of posting: 1 – Online 2 – Submit 3 – Repetitor 4 – WORK CYCLE 5 – EDI COCKPIT 6 – Import
J	WORKFLOWID	VarChar(10)	The ID of the workflow in WORK CYCLE (if applicable).
K	STEPID	VarChar(10)	The ID of the step in the WORK CYCLE workflow (if applicable).
L	COMMENT	VarChar(512)	(Currently not used.) Comment field for other information.

Additional checks: CD.csv

Column	Field	Data type	Description/Possible values
A	CHECK_TYPE	VarChar(4)	The ID of the check.
B	LANGUAGE	VarChar(1)	The language of the check.
C	DESCRIPTION	VarChar(120)	The description of the check in the specified language.

Errors: ER.csv

Column	Field	Data type	Description/Possible values
A	XINVOICE_GUID	VarChar(40)	The GUID of the invoice, as received from INVOICES. If the invoice was not processed by INVOICES, one is assigned by PROCESS DIRECTOR. `/cockpit/tacct-invoice_guid`
B	CHECK_TYPE	VarChar(4)	The ID of the additional check.

Column	Field	Data type	Description/Possible values
C	EVENTID	Char(3)	The ID number of the event: *PROCESS DIRECTOR* 50 – Receive and Check 51 – Check 52 – Post 53 – Change 54 – Delete 55 – Reject 56 – Transfer FI to MM 57 – Finalize *WORK CYCLE* 100 – Start Workflow 101 – Start Step 102 – Stop Step 103 – Change 104 – Approve 105 – Reject 106 – Forward 107 – Enquiry 108 – Recall 110 – Stop Workflow
D	CH_TIMESTAMP	Datetime	The date and time the error occurred.
E	XCURRENTERROR	varChar(1)	A flag to indicate if the error is current or not.

Invoice header: HD.csv

Column	Field	Data type	Description/Possible values
A	XINVOICE_GUID	VarChar(40)	The GUID of the invoice, as received from INVOICES. If the invoice was not processed by INVOICES, one is assigned by PROCESS DIRECTOR. /cockpit/thdr-invoice_guid
B	STATUS	Char(3)	The status of the invoice. /cockpit/thdr-status *PROCESS DIRECTOR* 1 – No errors / Unprocessed 2 – Errors 3 – Posted 4 – Deleted 5 – Partially posted 23 – Parked 13 – Rejected 9 – Paid 10 – Collective invoice completed 11 – Collective invoice uncompleted *WORK CYCLE* 6 – In workflow
C	ORIGIN	Char(2)	The source of the PROCESS DIRECTOR document. /cockpit/thdr-origin 0 – OCR 1 – iDOC interface 2 – PROCESS DIRECTOR (manual entry) 3 – SAP document 4 – WORK CYCLE 5 – WEB BOARD 6 – Collective invoice 7 – INFO MAIL 8 – Other (RFC interface)
D	DOCNO	VarChar(20)	The PROCESS DIRECTOR document number. /cockpit/thdr-docno

Column	Field	Data type	Description/Possible values
E	FI_MM_FLG	Char(2)	Indicates whether the document is an FI or MM one. /cockpit/thdr-fi_mm_flag FI – FI document MM – MM document
F	INVOICE_IND	Char(1)	Indicates whether the document is an invoice or credit note. /cockpit/thdr-invoice_ind Empty value or space – invoice One letter (e.g., R, X) – credit note
G	CP_DOC_TYPE	Char(2)	The PROCESS DIRECTOR document type. /cockpit/thdr-cp_doc_type *Values depend on the configuration.*
H	DOC_TYPE	Char(2)	The PROCESS DIRECTOR document type. /cockpit/thdr-cp_doc_type *Values depend on the configuration.*
I	DOC_DATE	(date)	The date of the document as it appears on the document. /cockpit/thdr-doc_date
J	VENDOR_NO	VarChar(50)	The internal SAP number of the supplier/vendor. /cockpit/thdr-vendor_no
K	XVENDORNAME	VarChar(100)	The name of the supplier/vendor. /cockpit/…
L	PO_NUMBER	VarChar(20)	The number of the purchase order. ⓘ **Note**: This field may be empty. E.g., for FI invoices or for MM invoices where line items contain references to their own PO numbers. /cockpit/thdr-po_number

Column	Field	Data type	Description/Possible values
M	PSTNG_DATE	(date)	The date the invoice was posted. /cockpit/thdr-pstng_date
N	REF_DOC_NO	VarChar(20)	The reference number of the document. This is typically the reference number found on the document itself. /cockpit/thdr-ref_doc_no
O	COMP_CODE	VarChar(50)	The internal SAP number of the buying organization. /cockpit/thdr-comp_code
P	XCOMPANYNAME	VarChar(100)	The name of the buying organization.
Q	CURRENCY	Char(5)	The currency code of the document. /cockpit/thdr-currency
R	XBUYERCURRENCY	Char(5)	The currency code of the buying organization. /cockpit/…
S	XCURRENCYRATE	(Float)	The currency rate used to convert from the (invoice) Currency to the Buyer Currency. /cockpit/…
T	GROSS_AMOUNT	(Money)	The gross amount of the document, in the document's currency. **Note:** The REPORTER import agent will raise an error if the field is formatted incorrectly. /cockpit/thdr-gross_amount

Column	Field	Data type	Description/Possible values
U	NET_AMOUNT	(Money)	The net amount of the document, in the document's currency. 🛈 **Note:** The REPORTER import agent will raise an error if the field is formatted incorrectly. /cockpit/thdr-net_amount
V	SAP_DOC_NO	VarChar(20)	The SAP number of the document. /cockpit/thdr-sap_doc_no
W	FISCAL_YEAR	Char(4)	The fiscal year of the document. In combination with the SAP document number, it makes a document unique. /cockpit/thdr-fiscal_year
X	BUS_AREA	Char(4)	The organizational unit to which the document applies. /cockpit/thdr-bus_area
Y	PMNT_BLOCK	Char(1)	Indicates whether a payment block is applied, and if so, what kind. /cockpit/thdr-pmnt_block
Z	NETDT	(Date)	The due date for invoice payment. /cockpit/thdr-netdt
AA	AUGBL	VarChar(20)	The number of the clearing document. /cockpit/thdr-augbl
AB	AUGDT	(Date)	The date the invoice was paid. /cockpit/thdr-augdt
AC	SKGAINED	(Money)	The amount of discount received, in the invoice's currency. /cockpit/thdr-skgained
AD	SKLOST	(Money)	The amount of discount lost, in the invoice's currency. /cockpit/thdr- sklost

Column	Field	Data type	Description/Possible values
AE	SKFBT1	(Money)	The amount of discount that is/was potentially available for the first due date, in the invoice's currency.
AF	SKFBT2	(Money)	The amount of discount that is/was potentially available for the second due date, in the invoice's currency.
AG	NETDT1	(Date)	The due date to obtain the first (largest) discount.
AH	NETDT2	(Date)	The due date to obtain the second discount.
AI	XOVERDUE	VarChar(1)	A flag that indicates that the invoice has not been paid and is past its due date.
AJ	CR_USER*	VarChar	The username of the document's current processor.

* This can be replaced by the user's department name by using Function 005 in the Process Automation Package (optional transport).

Line items: IT.csv

Column	Field	Data type	Description/Possible values
A	XINVOICE_ GUID	VarChar(40)	The GUID of the invoice, as received from INVOICES. If the invoice was not processed by INVOICES, one is assigned by PROCESS DIRECTOR. /cockpit/titem-invoice_guid
B	POS_NO	Number(6)	The line number of the line item. /cockpit/titem-pos_no
C	PO_NUMBER	VarChar(20)	The number of the purchase order. ⓘ Note: This can be different from the PO in the invoice header (/cockpit/thdr-po_number). /cockpit/titem-po_number

Column	Field	Data type	Description/Possible values
D	MATERIAL	VarChar(20)	The identification number of the article/material. /cockpit/titem-material
E	ITEM_AMOUNT	(Money)	The net amount of the line item, in the document's currency. /cockpit/titem-net_amount
F	EKORG	VarChar(20)	The name of the buying organization.
G	EKGRP	VarChar(20)	The name of the buying group.
H	WERKS	VarChar(20)	The name of the buying plant.

Workflows: WC.csv

Column	Field	Data type	Description/Possible values
A	WC_ID	VarChar(10)	The ID of the workflow in WORK CYCLE.
B	WC_STEP	VarChar(10)	The ID of the step in the WORK CYCLE workflow.
C	WC_POS	VarChar(3)	The position of the step in the workflow.

Workflow descriptions: WF.csv

Column	Field	Data type	Description/Possible values
A	LANGUAGE	VarChar(1)	The language setting of the SAP system used when the workflow was created.
B	WC_ID	VarChar(10)	The ID of the workflow in WORK CYCLE.
C	WC_NAME	VarChar(30)	The description of the workflow.

Workflow processors: WO.csv

Column	Field	Data type	Description/Possible values
A	XINVOICE_ GUID	VarChar(40)	The GUID of the invoice, as received from INVOICES. If the invoice was not processed by INVOICES, one is assigned by PROCESS DIRECTOR. /cockpit/titem-invoice_guid
B	WC_USER*	VarChar()	The current workflow processor of the document.

* This can be replaced by the user's department name by using Function 005 in the Process Automation Package (optional transport).

Workflow steps: WS.csv

Column	Field	Data type	Description/Possible values
A	LANGUAGE	VarChar(1)	The language setting of the SAP system used when the workflow step was created.
B	WC_STEP_ID	VarChar(10)	The ID of the step in the WORK CYCLE workflow.
C	WC_STEP_NAME	VarChar(30)	The description of the step.

Example output

Audit trail: AT.csv

A	B	C	D	E	F
20090409124146.5570000	20090409124146.5570000	20	53	HAAREN	D47:800
20090409124205.4950000	20090409124205.4950000	20	53	HAAREN	D47:800
20090414103552.9420000	20090414103552.9420000	21	100	BINZEN	D47:800
20090414103552.9420000	20090414103552.9420000	21	101	BI	D47:800

G	H	I	J	K	L
{824BAD66-C48D-AB4D-8CA5-1D3ADD5A931D}	2				
{824BAD66-C48D-AB4D-8CA5-1D3ADD5A931D}	2				
{824BAD66-C48D-AB4D-8CA5-1D3ADD5A931D}	6		BIWEBCYCLE	BI1	
{824BAD66-C48D-AB4D-8CA5-1D3ADD5A931D}	6		BIWEBCYCLE	BI1	

Account assignments: AC.csv

A	B	C	D	E	F	G	H	I	J	K
{C668F13D-284B-6C44-85D1-B2448BA73929}	1	0.00						0		
{CBF6555C-3EC6-1E43-BDAB-39E3B959DA7B}	1	100.00	464100	4250				0		
{DA6734EA-39EE-9145-9C82-4817860113EE}	1	100.00	464100	4250				0		
{EAD042A9-F0C3-774D-938D-0FFA65618116}	1	0.00						0		

L	M	N	O	P	Q
				3100	4000
				3100	4000

Invoice header: HD.csv

A	B	C	D	E	F	G	H	I	J	K
{0A5C69D6-9CBA-FC4F-A354-1A99868DF2D4}	6	1	9697	MM	X		RE	2009-04-07	1000	C.E.B. BERLIN
{0A7ADD8D-5E8F-AF40-BD01-D4F527566958}	2	1	9700	MM	X		RE	2009-01-01	10021777	
{1D604D41-26B4-C643-815B-07FB2B430A24}	3	3	9704	FI	X	CN	KR	2009-04-07	3720	Zebra Supplies
{29650691-FF3F-6A4E-B912-7A01C566E75E}	6		9694	FI	X	AU	KR	2009-04-01	5566	SGD

L	M	N	O	P	Q	R	S	T	U	V
4500015206	2009-04-14		1000	IDES AG	USD	EUR	0.11251	10.00	0.00	5105607423
	0000-00-00	2010_TR2_B	4401				1	0.00	0.00	
	2009-04-07	21321	3000	IDES US INC	USD	USD	1	432.00	0.00	1900000008
	0000-00-00	1234	1000	IDES AG	EUR	EUR	1	100.00	0.00	

W	X	Y	Z	AA	AB	AC	AD	AE	AF
2009			2009-05-22		0000-00-00	0.00	0.00	0.30	
0			2009-01-01		0000-00-00	0.00	0.00	0.00	
2009			2009-05-22		0000-00-00	0.00	0.00	12.96	
0			2009-04-30		0000-00-00	0.00	0.00	0.00	

Line items: IT.csv

A	B	C	D	E	F	G	H
{824BAD66-C48D-AB4D-8CA5-1D3ADD5A931D}	1	4500015205	T-B101	100.00	1000	1	1000
{B5278DE3-2838-C84B-9535-BB92D1E83DB7}	3	LS98765432		1000.00			1000
{E17228D0-8FEC-D04F-8DEB-FD333CA903F7}	1	4500015204	PH-2400	110.00	3000	0	1000
{EEAD4A5C-070D-FD41-A096-8E889DDDA899}	1	4500015204	PH-2400	10.00	3000	0	1000